



## **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**

**25 June 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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- 4 WEBCAST INFORMATION**
- 5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**
- 6 DISCLOSURE & DECLARATION OF INTEREST/S**

## 7 CONFIRMATION OF MINUTES

### 7.1 Confirmation of Minutes held 21 May 2024 Ordinary Meeting

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**Department:** General Manager's Office

**Prepared By:** Executive Assistant

**Authorised By:** General Manager

**Reference:** UINT/24/7892

**Attachments:** 1. Minutes 21 May 2024 Ordinary Meeting [↓](#)

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### RECOMMENDATION

That Council adopt the minutes of the Ordinary Meeting held 21 May 2024 as a true and correct record.



## **MINUTES of**

### **ORDINARY COUNCIL MEETING**

**Held on 21 May 2024 at 4:00pm**

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

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

**Apologies:** Ms Toni Averay – On Leave

#### **Staff:**

Mr M Raby Acting General Manager  
Mr D Weiley Acting Director Infrastructure & Development  
Ms R Abell Director Corporate & Community  
Mr S Williams Manager, Governance  
Mr M Ahammed, Manager Finance & IT  
Mr S Vivers Acting Manager, Development & Planning  
Mr I Arah Manager, Environment & Waste  
Ms W Westbrook, Executive Assistant

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21 MAY 2024

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**AUDIO OF MEETING NOW AVAILABLE ON THIS LINK:** TBA

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2024

**1 OPENING & WELCOME**

The Chair declared the meeting opened at 4:07pm.

**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**

Nil

**7 CONFIRMATION OF MINUTES****7.1 CONFIRMATION OF MINUTES HELD 23 APRIL 2024 ORDINARY MEETING****RESOLUTION 01.05/24**

**Moved:** Cr Leanne Doran

**Seconded:** Deputy Mayor Robert Crouch

That Council adopt the minutes of the Ordinary Meeting held 23 April 2024 as a true and correct record with the following amendments:

1. Item 8 - 03.04/24 review the mover of the 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

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2024

**8 URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)****8.1 QUARTERLY BUDGET REVIEW APRIL 2023-24 (QBRs)****RESOLUTION 02.05/24****Moved:** Mayor Robert Bell**Seconded:** Cr Tom O'Connor

That Council defer the third quarter budget review summary for the 2023/24 financial 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****9 WRITTEN REPORTS FROM DELEGATES****9.1 NEW ENGLAND NORTH WEST-LEADERSHIP SUMMIT "LEADING THE WAY MATTERS" 30/4/2024 – 1/5/2024****RESOLUTION 03.05/24****Moved:** Cr Tim Bower**Seconded:** Cr Lone Petrov

That Council receive the Delegate report on the New England North West Leadership Summit held in Tamworth 30 April – 1 May 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 - APRIL 2024 ACTIVITY****RESOLUTION 04.05/24****Moved:** Mayor Robert Bell**Seconded:** Deputy Mayor Robert Crouch

That Council received the Mayor's Delegate Report for April 2024 with the amendment to the activity on 26 April 2024 with the Proposed Renewables Developer Meeting was held in Uralla.

**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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At 4:15 pm, Mayor Robert Bell left the meeting.

At 4:16 pm, Mayor Robert Bell returned to the meeting.

**9.3 NEW ENGLAND WEEDS AUTHORITY - DELEGATE REPORT****RESOLUTION 05.05/24**

**Moved:** Cr Tim Bower

**Seconded:** Cr Bruce McMullen

**That Council note the update provided by the delegate 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****10 PUBLIC FORUM**

Nil

**11 MAYORAL MINUTE**

Nil

**12 NOTICE OF MOTION/QUESTIONS WITH NOTICE****12.1 NOTICE OF MOTION - HOUSING STRATEGY AND RENT TO BUY****RESOLUTION 06.05/24**

**Moved:** Cr Tara Toomey

**Seconded:** Cr Leanne Doran

**That Council include consideration of Rent to Buy and Build to Rent to Buy concepts in their Housing Strategy and in the review of the Uralla Local Environmental Plan.**

**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

21 MAY 2024

**13 REPORT OF COMMITTEES****13.1 URALLA LOCAL TRAFFIC COMMITTEE (ULTC) - MINUTES OF MEETING HELD 17 APRIL 2024****RESOLUTION 07.05/24****Moved:** Cr Sarah Burrows**Seconded:** Cr Lone Petrov

**That Council receive the Minutes of the Uralla Local Traffic Committee (ULTC) meeting held 17 April 2024 and notes the decisions of the Committee.**

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

**Against:** Nil

**CARRIED 9/0****14 REPORTS TO COUNCIL****14.1 DRAFT VOLUNTARY PLANNING AGREEMENT - WINTERBOURNE****RESOLUTION 08.05/24****Moved:** Cr Sarah Burrows**Seconded:** Cr Lone Petrov**That Council**

- 1. Endorse the General Manager or delegate to execute the Winterbourne Voluntary Planning Agreement on behalf of Council.**
- 2. Note that Walcha Council are co-signatories to the Winterbourne Voluntary Planning Agreement and that the provisions of the Agreement will not become operative until all relevant parties have signed.**

**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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## PROCEDURAL MOTION - BREAK

## RESOLUTION 09.05/24

Moved: Cr Sarah Burrows

Seconded: Deputy Mayor Robert Crouch

The Chair called for a short break at 6:27pm.

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

Against: Nil

CARRIED 9/0

## PROCEDURAL MOTION - RETURN

## RESOLUTION 10.05/24

Moved: Mayor Robert Bell

Seconded: Deputy Mayor Robert Crouch

The Chair reconvened the meeting after a short break at 6:50pm.

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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## 14.2 DRAFT OPERATIONAL PLAN 2024-2025

## RESOLUTION 11.05/24

Moved: Cr Tom O'Connor

Seconded: Deputy Mayor Robert Crouch

- I. That the Draft Operational Plan 2024-2025 including the draft budget, be amended as follows:
  - a. The draft Budget 2024-25 include the Cashflow Projection for the Financial Year 2024-25;
  - b. The draft budget include an allocation for the creation of a new FTE to establish a IT Technical support role in the amount \$70,618.00;
  - c. The draft budget include an allocation for the creation of a new 0.6 FTE to establish a Quality Care and Compliance role at McMaugh Gardens in the amount \$88,176.00
  - d. The draft fees & charges be amended on page 179 under "Building Rental Uralla Hill St Units" to state "from \$331 per fortnight";
  - e. The Fees & Charges on page 199 under Dangerous Dog amend description to read "All dangerous/restricted dogs will require an annual permit as well as life time registration from July 2019"
  - f. That draft budget include an allocation in the amount \$80,000 to address electrical safety and compliance issues at the Uralla Caravan Park;
  - g. Allocation for membership to Arts North West and NIAS be included in the draft budget for 2024-25 pending further information;
  - h. The Operational Plan on page 99 point 1.2.4.1 replace "with" to be "within";
  - i. The Operational Plan on page 121 point 1.3.5.1 amend reference "2022-20263" to "2022-2026"
- II. That the amended Draft Operational Plan 2024-2025 including the draft budget, draft statement of revenue policy and draft fees and charges be placed on public exhibition from 22 May 2024 to 19 June 2024 subject to the above amendments and,
- III. That any operational considerations together with submissions from the public be collated for Council consideration at the ordinary Council meeting 25 June 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

21 MAY 2024

## 14.3 MONTHLY FINANCE REPORT FOR APRIL 2024

## RESOLUTION 12.05/24

Moved: Cr Tom O'Connor

Seconded: Cr Sarah Burrows

That Council receive the attached Monthly Finance Report for April 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

## 14.4 LOANS AS AT 30 APRIL 2024

## RESOLUTION 13.05/24

Moved: Deputy Mayor Robert Crouch

Seconded: Cr Tim Bower

That Council notes the loan position as of 30 April 2024 totalling \$1,352,977

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

Against: Nil

CARRIED 9/0

## 14.5 INVESTMENTS AT 30 APRIL 2024

## RESOLUTION 14.05/24

Moved: Cr Tim Bower

Seconded: Cr Sarah Burrows

That Council

- I. notes the cash position as of 30 April 2024 consisting of cash and overnight funds of \$1,010,609 and term deposits of \$22,250,000 totalling \$23,260,610 of convertible funds, including restricted funds; and
- II. notes also the unrestricted cash amount as at 31 March 2024 was \$1,001,873.

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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## 14.6 GROUNDWATER PROJECT STATUS REPORT

## RESOLUTION 15.05/24

Moved: Cr Lone Petrov

Seconded: Cr Sarah Burrows

That Council notes the report regarding the status of the Groundwater 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 PROJECT UPDATES - PUBLIC SPACES LEGACY PROGRAM

## RESOLUTION 16.05/24

Moved: Cr Leanne Doran

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

## 14.8 FUTURE WATER STRATEGY FOR URALLA SHIRE COUNCIL TOWN WATER STRATEGY

## RESOLUTION 17.05/24

Moved: Cr Tim Bower

Seconded: Cr Tara Toomey

1. That Council notes the funding available under the Deed of Agreement which includes a review of water supply options within the scope of the Integrated Water Cycle Management (IWCM) plan as submitted by Public Works Advisory and the completion date of December 2024 as required by the Department of Climate Change, Energy and Environment and Water.
2. That Council authorises the expenditure of \$551,806 (\$496,625 being grant funded and \$55,180 being Council funded) for the engagement of Public Works Advisory to carry out the tasks agreed

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2024

between the Department of Climate Change, Energy and Environment and Water, Public Works Advisory, and the Council to deliver:

- Mandatory milestone studies valued at \$405,603; and,
- Optional studies valued at \$146,203.

3. That Council authorises the expenditure of \$398,544 (\$358,689 being grant funded and \$39,854 being Council funded) to deliver:

- project management valued at \$187,689; and,
- the engagement of a communication consultant valued at \$72,000; and,
- chemical treatment studies valued at \$99,000.

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

## 14.9 REGISTER RESOLUTIONS ACTIONS STATUS AS AT 15 MAY 2024

## RESOLUTION 18.05/24

Moved: Cr Tara Toomey

Seconded: Cr Leanne Doran

That Council notes the Resolution Actions Status Report as at 15 May 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

## 15 CONFIDENTIAL MATTERS

Nil

## 16 COMMUNICATIONS OF COUNCIL DECISIONS

## 17 CONCLUSION OF MEETING

The meeting was closed at 7:21pm.

Council Minutes confirmed by Mayor Robert Bell on .../.../2024 : Resolution: 00.00/24

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

## 9 WRITTEN REPORTS FROM DELEGATES

### 9.1 Arts North West (ANW) Strategic Advisory Committee (SAC) held 24 May 2024

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**Department:** General Manager's Office

**Prepared By:** Councillor

**Authorised By:** Councillor

**Reference:** UINT/24/8994

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 1. We have an accessible inclusive and sustainable community

**Strategy:** 1.4. Access to and equity of services

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#### SUMMARY

Arts North West (ANW) Strategic Advisory Committee (SAC) meeting Thurs 24 May 2024 (notes by Clr Leanne Doran, attended meeting virtually)

#### RECOMMENDATION

That Council note the Delegate report Arts North West (ANW) Strategic Advisory Committee (SAC) held 24 May 2024.

#### REPORT

There is a position available on the ANW Board, they are especially after financially qualified person if possible, EOI is on ANW website.

ANW current staffing at full compliment (first time in a long time) with Aboriginal Arts Officer Robert Hartigan employed (10hrs per week)

ANW have continued the subscription with Music NSW for additional resources in the NENW. MusicNSW builds capacity and relationships between local industry & artists, and provides on-the-ground support for regional musicians, venues and live music professionals to grow regional touring. Their remit is to deliver development opportunities and work to expand touring circuits across regional NSW.

This is a free service to any musician in the New England North West. The Music NSW Regional Manager, Dave Burgener is based in the Northern Rivers, focusing across the NE NW and Northern Rivers regions. Contact details: [dave@musicnsw.com](mailto:dave@musicnsw.com) 0450 607 026

Arts North West Aboriginal Arts Strategic Plan 2024 – 2029

Arts North West Strategic Plan 2025 – 2029

Qu's for the ANW consultation session with SAC representatives (if Uralla Clr's have feedback on the following, pls provide to Leanne by 30 June):

- 1) How would you like to see Arts North West improve and change our service provision?
- 2) How can Arts North West diversify their current services to maintain economic stability?



- 3) How can Arts North West diversify their current services to ensure social relevance over the next 5 years?
- 4) What barriers do creatives face in the New England North West?
- 5) How can Arts North West work better to address these barriers?
- 6) How can community members support and collaboration as a be better utilised to foster and celebrate arts and creative practices in the New England North West?

Executive Director, Lauren, update:

- Increased hits on FB and ANW website, up 87%
- New Aboriginal Arts officer, encouraging & supporting Aboriginal artists and identifying leaders across the NE NW
- ANW on Tour previously only went to the 7 LGA's who paid \$1,000, now moved to a 'booking fee' model, the recent 'Life Drawing with a Comedian' comedy production was able to appear in 21 venues across NE NW during month of March. (Uralla Arts hosted event at McCrossin's Mill)
- Melb International comedy fest coming up
- ANW connect – in 2024 ANW aims to address the functionality issues of the page and expand the content of this site to encompass all creative industries in the NENW.
- ANW Museums Network – needs to be community driven
- Enable Arts – ToR set up and will start soon
- Hillview Park sculpture park new Moss Vale closing and ANW is working with Stephen King from Walcha to be relocated to form a sculpture trail from Tamworth to Armidale, via Bendemeer, Kentucky, Uralla, Bundarra etc. (in discussions with Uralla Shire Council staff)

Cultural tourism – Destination NSW, Regional NSW – ANW collecting data from events 2023 and Lauren will bring report back to committee

Work of Art, women lead project, business admins skills development, open forum at Orange later in 2024, exhibition, crache, child care available etc

Strategic partnership project list:

Currently partnering with Tenterfield council

Myall Creek Massacre Memorial – Gather & Trade markets (new)

Clr Leanne qu's asked of ANW, still waiting on some responses:

- asked for list where Uralla is involved/included in ANW projects – Lauren agreed this would be an easy and worthwhile report for all member Councils of ANW. To be provided at the next SAC meeting.
- I mentioned PSLP, Uralla Courthouse & RSL Hall both available for workshops and as art spaces.
- Courthouse open day 22 June working out uses, Sarah Reddington from Armidale Council to provide feedback they received on their Courthouse public consultation.
- Lauren to connect me with Create NSW

Next meeting 19 Aug 2024

## 9.2 Mayor's Activity Report - May 2024

<b>Department:</b>	<b>General Manager's Office</b>
<b>Prepared By:</b>	<b>Mayor</b>
<b>Authorised By:</b>	<b>Mayor</b>
<b>Reference:</b>	UINT/24/9275

**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

**SUMMARY**

Mayor's Activity Report outlines activities conducted during the month of May 2024.

**RECOMMENDATION**

That Council received the Mayor's Activity Report for May 2024.

**REPORT**

<b>Mayor: Robert Bell</b>		
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
1 May 2024	Regional Leadership Summit – Day – 2	Tamworth
6 May 2024	Meeting AcePower	Uralla
6 May 2024	Mayor & GM Catch Meeting	Uralla
8 May 2024	2AD Interview	Online
9-10 May 2024	COREM Meeting & CMA Conference	Sydney
14 May 2024	Energy Co Meeting	Uralla
14 May 2024	Councillor Workshop	Uralla
16 May 2024	Meet 'n' Greet New Director Corporate & Community – Romane Abell	Uralla
20 May 2024	Mayor & GM Catch Meeting	Uralla
21 May 2024	Council Ordinary Meeting	Uralla
22 May 2024	2AD Interview	Online
23 May 2024	Volunteer Afternoon Tea	TCS-Uralla
27 May 2024	Mayor & GM Catch Meeting	Uralla
29 May 2024	LGNSW – Roundtable Discussion	Online
29 May 2024	New England Weeds Authority Meeting	Armidale
<b>2023 Expenses Claims to date for Councillors</b>		<b>\$0</b>

**10 PUBLIC FORUM**

Nil

**11 MAYORAL MINUTE**

Nil

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

Nil

## 13 REPORT OF COMMITTEES

### 13.1 Minutes - Bundarra School of Arts Hall and Community Consultative s355 Committee Meeting - 29 May 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>

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

##### 1. Minutes - Bundarra School of Arts Hall and Community Consultative s355 Committee - 29 May 2024

##### [↓](#) Attachments:

<b>Goal:</b>	1. We have an accessible inclusive and sustainable community
	2. We drive the economy to support prosperity
	4. We are an independent shire and well-governed community
<b>Strategy:</b>	1.4. Access to and equity of services
	2.3. Communities that are well serviced with essential infrastructure
	4.1. Informed and collaborative leadership in our community
	4.3. An efficient and effective independent local government

## SUMMARY

The Minutes of the Bundarra School of Arts Hall and Community Consultative s355 Committee meeting held 29 May 2024 are presented to Council in Attachment 1 to this report.

## RECOMMENDATION

### That Council:

1. **Receives the Minutes of the Bundarra School of Arts Hall and Community Consultative s355 Committee meeting held 29 May 2024.**
2. **Notes the Committee's Recommendations which were tabled at the meeting.**

## REPORT

The Bundarra School of Arts Hall and Community Consultative s355 Committee meeting was held on 29 May 2024. The Meeting was attended by Deputy Mayor Crouch and Councillor Doran, and the Director Infrastructure and Development. The Committee was represented by Therese Layton, John Layton, Jeff Dezius, and Jenny Dezius. An apology was Kristi Jenkin.

### 1 DID FEEDBACK ON LAST MEETING'S REPORT TO COUNCIL

- Request that the unveiling of plaque BEFORE election to facilitate attendance by all Councillors – 31 August or 7 September.
- Kylie in Store and still (18 months) collecting Hall Fees and Caravan Donations.
- Discussed REZ and Policy (Benefits)
- Housing Strategy
- Minutes as prescribed to Council were Noted.

### Recommendation:

NIL

## 2 PROGRESS ON TOWN PROJECTS

- The Committee discussed a range of local infrastructure projects and needs.

### Recommendation:

That Council's Asset Manager expedite the proposed SCCF funded community infrastructure projects following Council's current Budget Setting processes due at the end of June 2024.

## 3 INSTALL LIGHTS TO MULTI-PURPOSE TOILETS

- The Committee raised the issue that the lighting in the multi-purpose toilet was not installed at creation of the asset. The Committee volunteered to arrange and manage installation if funding was available; and will provide a quotation.
- The Committee also advised that the Garden Shed had been vandalised.
- DID advised that Council's Asset Manager will coordinate installation of lighting with Committee assistance, and the Asset Manager will arrange repairs to the damaged Garden Shed.

### Recommendation:

NIL

## 4 ELECTION USE OF HALL

- Committee advised that they received via Council of a forwarded letter from the State Electoral Commission regarding the potential use of the School of Arts Hall as a venue for the upcoming State By-Election.

### Recommendation:

NIL

## 5 COUNCIL'S BUNDARRA AGENT RE CARAVAN/CAMPING/HALL BOOKINGS AND PAYMENTS

- Committee requested Council review the issue of compensation for Council's currently volunteer agent (Kylie) for taking bookings/enquiries/payments regarding the local camping/caravan areas. The Committee advised it would conduct a preliminary discussion with the affected party and advise Council of the outcome for Council's future consideration.

### Recommendation:

That Council await the Committee's advice and feedback.

## CONCLUSION

The Bundarra School of Arts Committee Meeting took place at Bundarra on 29 May 2024. The minutes of that meeting are presented here for Council's consideration and noting.

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

The Committee provides an excellent forum for genuine local community engagement and provides valuable feedback which assists to guide staff decision-making and recommendations to Council.

**Policy and Regulation**

The Bundarra School of Arts Committee is a 355 Committee of Council

**Financial/Long Term Financial Plan**

Nil

**Asset Management/Asset Management Strategy**

Reports from the Committee provides valuable input which assists to maintain the currency of Council's Asset Management Plans.

**Workforce/Workforce Management Strategy**

Nil

**Legal and Risk Management**

Nil

**Performance Measures**

Nil

**Project Management**

Council Staff and Councillor Representatives



## **MINUTES of**

# **Bundarra School Of Arts Hall and Community Consultative s355 Committee**

**Held on Wednesday 29 May 2024 at 6:30 pm**

### **Attendance at Meeting:**

**Committee:** Councillor Bob Crouch – Deputy Mayor  
Councillor Leanne Doran  
John Layton - Chair  
Theresa Layton  
Jeff Dezius  
Jenny Dezius  
Mick Raby – Director Infrastructure & Development

### **Apologies:**

AGENDA

1 OPENING & WELCOME .....2

2 APOLOGIES BY COMMITTEE MEMBERS.....2

3 CONFIRMATION OF MINUTES.....2

4 BUSINESS ARSING.....2

5 ITEMS.....2

5.1 REVIEW LAST MEETING’S AGENDA.....2

5.2 PROGRESS ON TOWN PROJECTS.....3

5.3 INSTALL LIGHTS TO MULTI-PURPOSE TOILETS.....3

5.4 ELECTION USE OF HALL.....3

6 CONCLUSION OF MEETING .....4



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**BUNDARRA SCHOOL OF ARTS HALL & COMMUNITY CONSULTATIVE S355 COMMITTEE  
MINUTES**

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**15 MAY 2024****1 OPENING & WELCOME**

The Chair declared the meeting opened at 6:30 pm.

The Chair read the acknowledgement of country.

**2 APOLOGIES BY COMMITTEE MEMBERS**

Nil.

Dean Weiley was invited but unable to attend.

**3 CONFIRMATION OF MINUTES****4 BUSINESS ARISING**

Council Representatives responded to Committee questions on the following issues:

1. Funds in RTC account – Council is awaiting the Bundarra Committee to decide what to spend them on.
2. Plaque at Cemetery for those in unmarked graves – Plaque is ready for installation. Proposed date 31 August 2024 to enable current Councillors to attend.
3. Laura Bridge
4. Funding for local projects

The group discussed generally the following items:

- The renewables community benefits grants, how they work.
- Renewable companies impact on communities; housing, roads, additional people/workers during construction.
- USC working on a Housing Strategy.
- Rotary Entrance signage project update:

Cr Doran provided update (as a Rotarian) that Rotary Club of Uralla have received grant for \$100,000 for entrance signage in towns and villages in Uralla LGA. Rotary have spoken with Aboriginal Elders, Bundarra Lions Club and other groups plus met with Council staff. Rotary will do the consultation and signage. Council will install signs.

The designer is currently doing some mock-up designs for Rotary to check with Council they will align with requirements the go out around the Shire to see what each town and village wants. Aiming to have consistent signage but not necessarily the same.

**5 ITEMS****5.1 DID FEEDBACK ON PREVIOUS MINUTE ITEMS**

- Request that the unveiling of plaque BEFORE election to facilitate attendance by all Councillors – 31 August or 7 September.
- Kylie in Store and still (18 months) collecting Hall Fees and Caravan Donations.
- Discussed REZ and Policy (Benefits)
- Housing Strategy

**BUNDARRA SCHOOL OF ARTS HALL & COMMUNITY CONSULTATIVE S355 COMMITTEE  
MINUTES****15 MAY 2024**

- Minutes were received by Council

**Recommendation:**

NIL

**5.2 PROGRESS ON TOWN PROJECTS**

- Meeting discussed a range of local potential projects

**Recommendation:**

Refer to Council Report

**5.3 INSTALL LIGHTS TO MULTI-PURPOSE TOILETS**

Lighting installation required at the multi-purpose toilets.

**Recommendation:**

Refer to Council Report

**5.4 ELECTION USE OF HALL**

Kylie has received a letter to respond to Electoral Commission

**Recommendation:**

Nil

**5.5 ELECTION USE OF HALL**

Kylie has received a letter to respond to Electoral Commission

**Recommendation:**

Nil

**OTHER GENERAL/INFORMAL DISCUSSION POINTS**

- Illegal dumping on TSR on Bakers Creek Road. Still happening – right in front of \$7,000 fine sign.  
Get a camera out to the \$7000 fine sign for dumping ???  
Is there a camera? LLS had one. MR to look into it.  
What's happening with Bundarra Transfer Station? Any improvements? Get response back to John.
- Policing in Bundarra – Police Station not opened through the day. Suggestion to approach Brendon Moylon (Nat's candidate).
- Waste Transfer Strategy being developed. Committee would appreciate an updates.
- Fanny Lumston – Small Halls Tour (coordinated by Arts North West) 150 people – hall was packed!  
Great night  
Investigating possibility of a change room – JL & JD to see what could work and let MR know.

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**BUNDARRA SCHOOL OF ARTS HALL & COMMUNITY CONSULTATIVE S355 COMMITTEE  
MINUTES**

---

**15 MAY 2024**

- Road Counter on Thunderbolts Way t Uralla just past 50km sign. Been there a week. Not Council's. Probably TfNSW.
- Bakers Creek, Barraba Road – MR to provide update on road repair.
- Gwydir River Road braking up – could get flood damage funding? MR to investigate.
- Trees (especially dead trees) leaning in and need trimming.  
MR – Tree Policy will guide future management.
- Road sides become a fire hazard and kangaroos plus other wild life. Not good along road sides!

**4 CONCLUSION OF MEETING**

The meeting was closed at 8:00 pm.

Next meeting to be held – 6:30pm 31 July 2024.

**13.2 Uralla Local Traffic Committee (ULTC) - Minutes of Meeting held 12 June 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/24/9028
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Agenda - Uralla Local Traffic Committee (ULTC) Meeting - 12 June 2024 <a href="#">↓</a></li> <li>2. Minutes - Uralla Local Traffic Committee - 12 June 2024 <a href="#">↓</a></li> </ol>

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	<ol style="list-style-type: none"> <li>1. We have an accessible inclusive and sustainable community</li> <li>2. We drive the economy to support prosperity</li> <li>4. We are an independent shire and well-governed community</li> </ol>
<b>Strategy:</b>	<ol style="list-style-type: none"> <li>1.2. A safe, active and healthy shire</li> <li>2.3. Communities that are well serviced with essential infrastructure</li> <li>4.1. Informed and collaborative leadership in our community</li> <li>4.2. A strategic, accountable and representative Council</li> </ol>

**SUMMARY**

The agenda and minutes of the Uralla Local Traffic Committee (ULTC) meeting held on 12 June 2024 are attached for the information of Councillors.

Staff have reviewed the action items, as approved by the Committee, and advise that all items can be addressed within current resources.

**RECOMMENDATION**

That Council receives the Minutes of the Uralla Local Traffic Committee (ULTC) meeting held 12 June 2024 and notes the decisions of the Committee.

**REPORT**

The Uralla Local Traffic Committee (ULTC) Meeting was held on 12 June 2024.

The Committee made the following decisions regarding items put before them by Council officers.

**1 SPEED ZONE REDUCTION - URALLA CEMETERY - KINGSTOWN ROAD URALLA**

The Committee recommends that a request be made to Transport for NSW to assess Kingstown Road to have a 450 metre section reduced to 80km/h on the approach to the existing 50km/h town speed zone.

**2 INSTALLATION OF BLUE & WHITE SIGNS - EV CHARGING STATIONS - URALLA BOWLING CLUB CARPARK**

The Committee recommends that EV Charging Station signs be erected in Hill Street at the Bridge Street intersection and adjacent to the Bowling Club car park to guide motorists to the public available facility.

**3 ROAD CLOSURE - THE GLEN - OPENING DAY FOR CONSTELLATIONS OF THE SOUTH**

The Committee noted the proposed events to open facilities in Uralla including The Glen on Friday 21 and Saturday 22 June 2024.

**4 PEDESTRIAN REFUGE ON SOUTHERN END OF BRIDGE STREET / NEW ENGLAND HIGHWAY**

The Committee noted the accident details and request that Transport for NSW review the safety of the refuge islands along the New England Highway between East Street and Rowan Avenue.

**5 HILL STREET TAXI STAND**

The Committee recommends the existing Taxi Stand in Hill Street near the Bridge Street intersection be replaced with 15 minute short term parallel parking restriction.

**6 BRIDGE STREET BUS ZONE**

The Committee recommends that the bus zone be changed to the current parking zone adjacent to the Visitors Information Centre and the parking zone replace the current bus zone at this location.

**7 HILL STREET BOWLING CLUB PARKING**

The Committee recommends that parking zone alterations be made along Hill Street adjacent to the Uralla Bowling Club that include:

1. Installation of a No Stopping zone at least 10 metres from the corner of Queen Street.
2. Parking from 10 metres from the corner of Queen Street to the current Staff Parking spaces be dedicated as 45 degree Angle Parking (Rear to Kerb).
3. Current Staff Parking spaces be updated with new signs.
4. The current Taxi Zone adjacent to the club entrance be replaced with a Bus Zone.
5. No Stopping sign be added at the end of the Bus Zone to complete the clearance required for the off street car park access.
6. Installation of signage to allow 45 degree Angle Parking (Rear to Kerb) on the northern side of Hill Street adjacent to Alma Park and eastward of the creek.

**8 WOOD STREET ANGLE PARKING**

The Committee recommends indented parking spaces in Wood Street adjacent to the Swimming Pool be dedicated 90 degree angle parking Rear to Kerb.

**CONCLUSION**

Director Infrastructure and Development confirms that actions recommended by the Committee are supported by officers and can be undertaken within existing resources.



## **URALLA LOCAL TRAFFIC COMMITTEE**

### **AGENDA & BUSINESS PAPERS**

**12 June 2024**

**Commencing at 10:00 AM**

**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024****AGENDA**

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<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY.....</b>	<b>3</b>
<b>3</b>	<b>APOLOGIES &amp; APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS/ COMMITTEE MEMBERS .....</b>	<b>3</b>
<b>4</b>	<b>DISCLOSURE &amp; DECLARATION OF INTEREST/S.....</b>	<b>3</b>
<b>5</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>3</b>
<b>6</b>	<b>LATE REPORT/S .....</b>	<b>3</b>
<b>7</b>	<b>REPORTS TO COMMITTEE .....</b>	<b>4</b>
7.1	Speed Zone Reduction - Uralla Cemetery - Kingstown Road URALLA.....	4
7.2	Installation of Blue & White Signs - EV Charging Stations - Uralla Bowling Club Carpark .....	5
7.3	Road Closure - The Glen - Opening Day for Constellations of the South.....	6
7.4	Pedestrian Refuge on Southern End of Bridge Street / New England Highway .....	7
7.5	Hill Street Taxi Stand.....	9
7.6	Bridge Street Bus Zone.....	11
7.7	Hill Street Bowling Club Parking.....	13
7.8	Wood Street Angle Parking.....	16
<b>8</b>	<b>CONCLUSION OF MEETING.....</b>	<b>17</b>

**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024**

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- 1 OPENING & WELCOME**
- 2 ACKNOWLEDGEMENT OF COUNTRY**
- 3 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS/  
COMMITTEE MEMBERS**
- 4 DISCLOSURE & DECLARATION OF INTEREST/S**
- 5 CONFIRMATION OF MINUTES**  
  
Uralla Local Traffic Committee held on 17 April 2024
- 6 LATE REPORT/S**



**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024****7 REPORTS TO COMMITTEE****7.1 Speed Zone Reduction - Uralla Cemetery - Kingstown Road URALLA**

<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>Manager Civil Infrastructure</b>
<b>Reference:</b>	<b>UINT/24/6424</b>

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

**SUMMARY**

A proposal that a request be made to Transport for NSW to assess Kingstown Road to have a 450 metre section reduced to 80km/h on the approach to the existing 50km/h town speed zone.

**RECOMMENDATION**

That the Uralla Local Traffic Committee recommend that a request be made to Transport for NSW to assess Kingstown Road to have a 450 metre section reduced to 80km/h on the approach to the existing 50km/h town speed zone.

**REPORT**

On Kingstown Road approaching Uralla the speed zone is currently open 100km/h until the edge of the built up area before the Queen Street intersection where the urban 50km/h speed zone applies. The town cemetery is located approximately 300 to 400 metres west of the town edge and has a sealed parking area along the road side verge of Kingstown Road. This area is used by visitors to the cemetery for funerals as well as general visitations at any time during the day and weekends, and people are walking around the vehicles in close proximity to other vehicles on Kingstown Road travelling at 100km/h coming from a rural travel environment.

A proposed reduction in the speed zone would improve safety on the town approaches as well as the cemetery area.

**CONCLUSION**

It is suggested that Council should ask Transport for NSW to assess Kingstown Road for a 450 metre section to be reduced to 80km/h on the approach to the existing 50km/h town speed zone.

**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024****7.2 Installation of Blue & White Signs - EV Charging Stations - Uralla Bowling Club Carpark**

<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>Manager Civil Infrastructure</b>
<b>Reference:</b>	UINT/24/7861

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	1. We have an accessible inclusive and sustainable community
	2. We drive the economy to support prosperity
	4. We are an independent shire and well-governed community
<b>Strategy:</b>	1.4. Access to and equity of services
	2.3. Communities that are well serviced with essential infrastructure
	4.1. Informed and collaborative leadership in our community

**SUMMARY**

Request to erect Electric Vehicle charging station signage on public roads for a new charging station site at the Uralla Bowling Club in Hill Street, Uralla.

**RECOMMENDATION**

That the Uralla Local Traffic Committee recommend that EV Charging Station signs be erected in Hill Street at the Bridge Street intersection and adjacent to the Bowling Club car park to guide motorists to the public available facility.

**REPORT**

A new charging station site has been installed at the Uralla Bowling Club in Hill Street, Uralla in the car park. As this is the only site available to the general public for travelling motorists, it is important that vehicle drivers can locate the charging site easily to avoid traffic congestion on the highway while they look for a site to recharge. As the site is relatively close the town CBD and also located adjacent to Thunderbolts Way leading towards Inverell, it is a beneficial facility supporting new technology transport.

**CONCLUSION**

It is recommend that EV Charging Station signs be erected in Hill Street at the Bridge Street (New England Highway) intersection and adjacent to the Bowling Club car park to guide motorists to the public available facility.

**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024****7.3 Road Closure - The Glen - Opening Day for Constellations of the South**

<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>Manager Civil Infrastructure</b>
<b>Reference:</b>	UINT/24/7862

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

**SUMMARY**

A discussion of events around The Glen for public event to open facilities on Friday 21 June associated with the Winter Solstice.

**RECOMMENDATION**

That the Uralla Local Traffic Committee note the proposed events to open facilities in Uralla including The Glen on Friday 21 and Saturday 22 June 2024.

**REPORT**

In association with the Winter Solstice around Friday 21 and Saturday 22 June 2024, Council will be opening a number of new facilities in the open spaces area of Uralla. This includes The Glen for the opening of *Constellations of the South* that will involve a free community stargazing event at The Glen from 6:00 – 8:00pm on Friday 21 June 2024.

It is proposed that public parking will be in Rotary Park off Barleyfields Road and surrounding streets such as Wood Street. All of this area is 50km/h speed zoned.

Improvement projects at Rotary Park off Barleyfields Road, Pioneer Park in Bridge Street and the old Courthouse will also be opened during this period.

**CONCLUSION**

That the Uralla Local Traffic Committee note the proposed events to open facilities in Uralla including The Glen on Friday 21st and Saturday 22nd June.

**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024****7.4 Pedestrian Refuge on Southern End of Bridge Street / New England Highway**

<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>Manager Civil Infrastructure</b>
<b>Reference:</b>	UINT/24/8338

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	1. We have an accessible inclusive and sustainable community
	4. We are an independent shire and well-governed community
<b>Strategy:</b>	1.2. A safe, active and healthy shire
	4.1. Informed and collaborative leadership in our community
	4.2. A strategic, accountable and representative Council

**SUMMARY**

Issue for discussion following an accident involving a motorcyclist passing a bus in fog conditions and colliding with a pedestrian refuge island early on the morning of Monday 27 May 2024. The accident occurred on the New England Highway midway between East Street and Rowan Avenue.

1. Whether the refuge needs a steel rail and that a second plastic drum may be sufficient; and
2. The gutter crossing on the eastern side is old checker plate and is dangerous.

**RECOMMENDATION**

That the Uralla Local Traffic Committee note the accident details and request that Transport for NSW review the safety of the refuge islands along the New England Highway between East Street and Rowan Avenue.

**REPORT**

An accident occurred on the New England Highway early on the morning of Monday 27 May 2024 where the accident is suspected of having been as a result of a motorcyclist passing a bus in heavy fog conditions and colliding with a pedestrian refuge island hitting the centre steel rail post.

The adjacent kerbside medians also have damaged checker plate crossings over the gutter for drainage that have been damaged, possibly by heavy vehicles parking over the medians, and these plates could also present a hazard to road users, particularly pedestrians.

The Committee is requested to discuss the accident and request that Transport for NSW review the safety and delineation of the refuge island, together with the associated kerb side median for all road users. The review may include;

1. Whether the refuge needs a steel rail and that a second plastic drum may be sufficient; and
2. The gutter crossing on the eastern side is old checker plate and is dangerous.

The request should include that Transport for NSW review the safety of all the refuge islands along the New England Highway between East Street and Rowan Avenue.

## URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA

12 JUNE 2024



**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024****7.5 Hill Street Taxi Stand**

<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Manager Civil Infrastructure</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/24/8914

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

**SUMMARY**

Taxi Service in Uralla has ceased to operate and the Taxi Stand in Hill Street near the Bridge Street intersection is redundant.

**RECOMMENDATION**

That the Uralla Local Traffic Committee recommend the existing Taxi Stand in Hill Street near the Bridge Street intersection be replaced with 15 minute short term parallel parking restriction.

**REPORT**

The Taxi Service in Uralla has ceased to operate and the Taxi Stand zone on the southern side of Hill Street near the Bridge Street intersection is redundant. In order to better utilise this space, the zone could be changed to a vehicle parking zone. The extension of the space as angled parking similar to the surrounds is not favoured as this would reduce the approaching sight distance of vehicles travelling along Hill Street to pedestrians about to enter onto the pedestrian crossing. By keeping the spaces a parallel parking, safe sight is maintained.

Rather than leave the spaces open time limited or even hour parking, the use of the space as 15 minute time limited allows people to use the space as a set down area or quick turn around location for businesses in the immediate area. The space has a Council provided shelter that would compliment a set down area. It has become quite regular occurrence that vehicles illegally pullover near this corner, on the northern side of Hill Street, to set down passengers. Timing of 15 minute parking may also assist with deliveries to local business and avoid delivery vehicles illegally double parking in gaps along Bridge Street.

**CONCLUSION**

It is suggested that the existing Taxi Stand be replaced with 15 minute short term parallel parking restriction to provide additional facility for the public and businesses in the CBD.



## URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA

12 JUNE 2024



**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024****7.6 Bridge Street Bus Zone**

<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Manager Civil Infrastructure</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Reference:</b>	<b>UINT/24/8916</b>

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

**SUMMARY**

A request has been received from a local bus operator to review the location of the Bridge Street bus zone near the Visitors Information Centre.

**RECOMMENDATION**

That the Uralla Local Traffic Committee recommend that the bus zone be changed to the current parking zone adjacent to the Visitors Information Centre and the parking zone replace the current bus zone at this location.

**REPORT**

A request has been received from a local bus driver for the bus zone in Bridge Street just south of the Visitors Information Centre to be moved to the front of the Centre. The buses frequently transfer school students between Uralla and Armidale.

The current bus zone position is located on a steep uphill section of Bridge Street making it inconvenient for passengers to alight. There are also fixtures such as signage, an electricity post and a tree in the footpath along the bus zone that make alighting inconvenient and more difficult to correctly align the bus with the kerb.

By changing the bus zone to the front section of the Visitors Information Centre, the pathway is more convenient for passengers. The location adjacent to the Centre driveway would enable easier access for the buses to pull over out of the traffic lane.

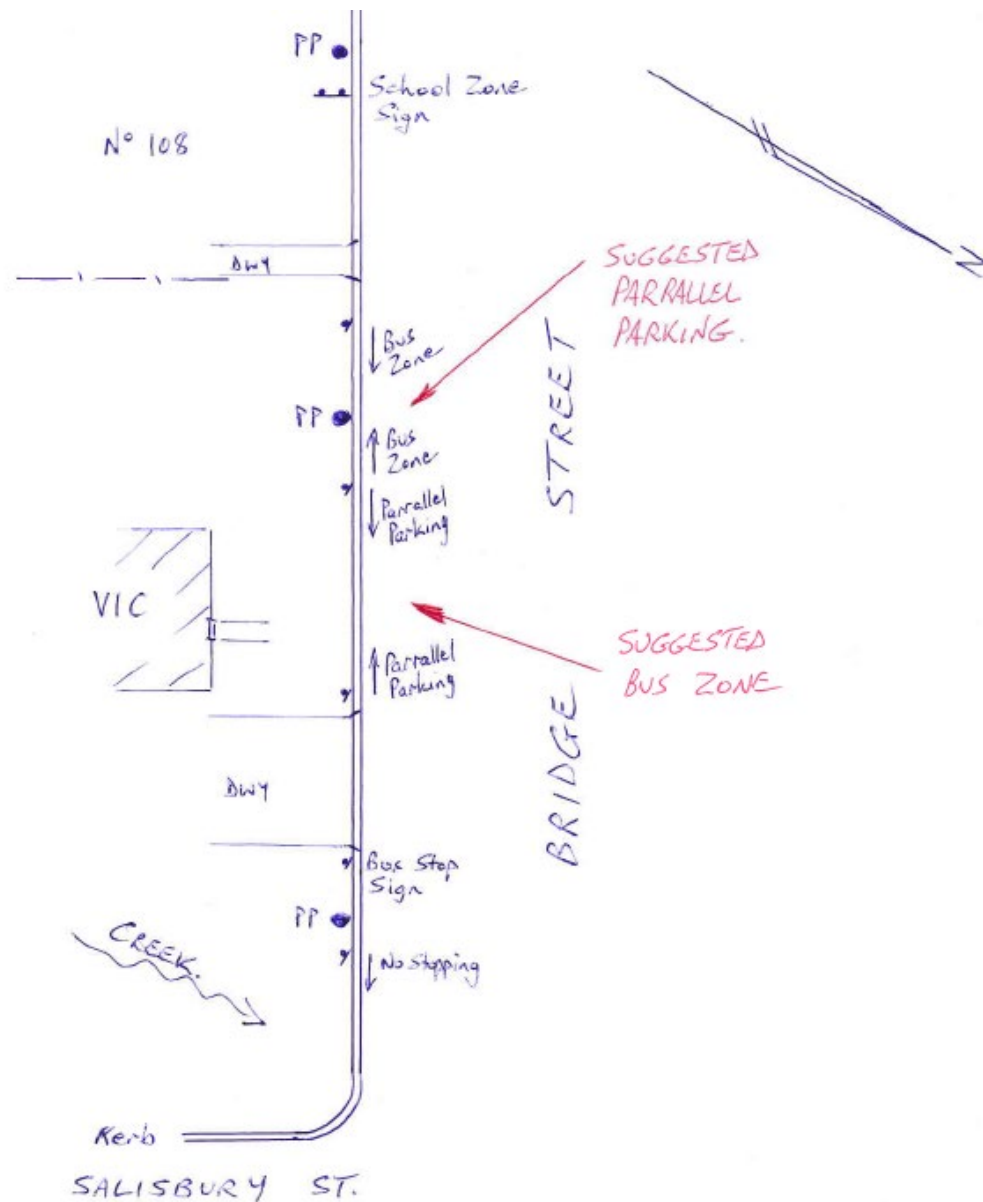
**CONCLUSION**

It is suggested that the bus zone be changed to the current kerbside parking zone adjacent to the Visitors Information Centre and the parking zone replace the current bus zone at this location.



## URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA

12 JUNE 2024



**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024****7.7 Hill Street Bowling Club Parking**

<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Manager Civil Infrastructure</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/24/8923

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

**SUMMARY**

A review of parking zones in Hill Street along the frontage of the Uralla Bowling Club has been completed with proposed alteration to some spaces.

**RECOMMENDATION**

That the Uralla Local Traffic Committee recommend that parking zone alterations be made along Hill Street adjacent to the Uralla Bowling Club that include;

1. Installation of a No Stopping zone at least 10 metres from the corner of Queen Street.
2. Parking from 10 metres from the corner of Queen Street to the current Staff Parking spaces be dedicated as 45 degree Angle Parking (Rear to Kerb).
3. Current Staff Parking spaces be updated with new signs.
4. The current Taxi Zone adjacent to the club entrance be replaced with a Bus Zone.
5. No Stopping sign be added at the end of the Bus Zone to complete the clearance required for the off street car park access.
6. Installation of signage to allow 45 degree Angle Parking (Rear to Kerb) on the northern side of Hill Street adjacent to Alma Park and eastward of the creek.

**REPORT**

A review of parking zones in Hill Street along the frontage of the Uralla Bowling Club has been completed to look at removing the Taxi Stand as the town taxi service has ceased to operate. The review also identified a number of other issues where signage was either not clear or missing in respect to the general parking function.

Parking along the street adjacent to the open bowling greens area is generally used by motorists similar to the other sections of the street as 45 degree angle parking, however there is no legal signage to permit this. It is suggested this be formalised with dedicated 45 degree Angle Parking (Rear to Kerb) including the installation of a No Stopping zone at least 10 metres from the corner of Queen Street in keeping with the NSW Road Rules.

The current Staff Parking spaces need to be updated with new signs to replace the missing and faded signs. These spaces are considered necessary for the safe access of staff to the club, especially when opening and closing the facility.

**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024**

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The current Taxi Zone adjacent to the club entrance is redundant as the taxi service has ceased to operate and should be replaced with a dedicated Bus Zone to assist public transport.

The No Stopping zone for the off street car park access needs additional new signs to replace the missing signs.

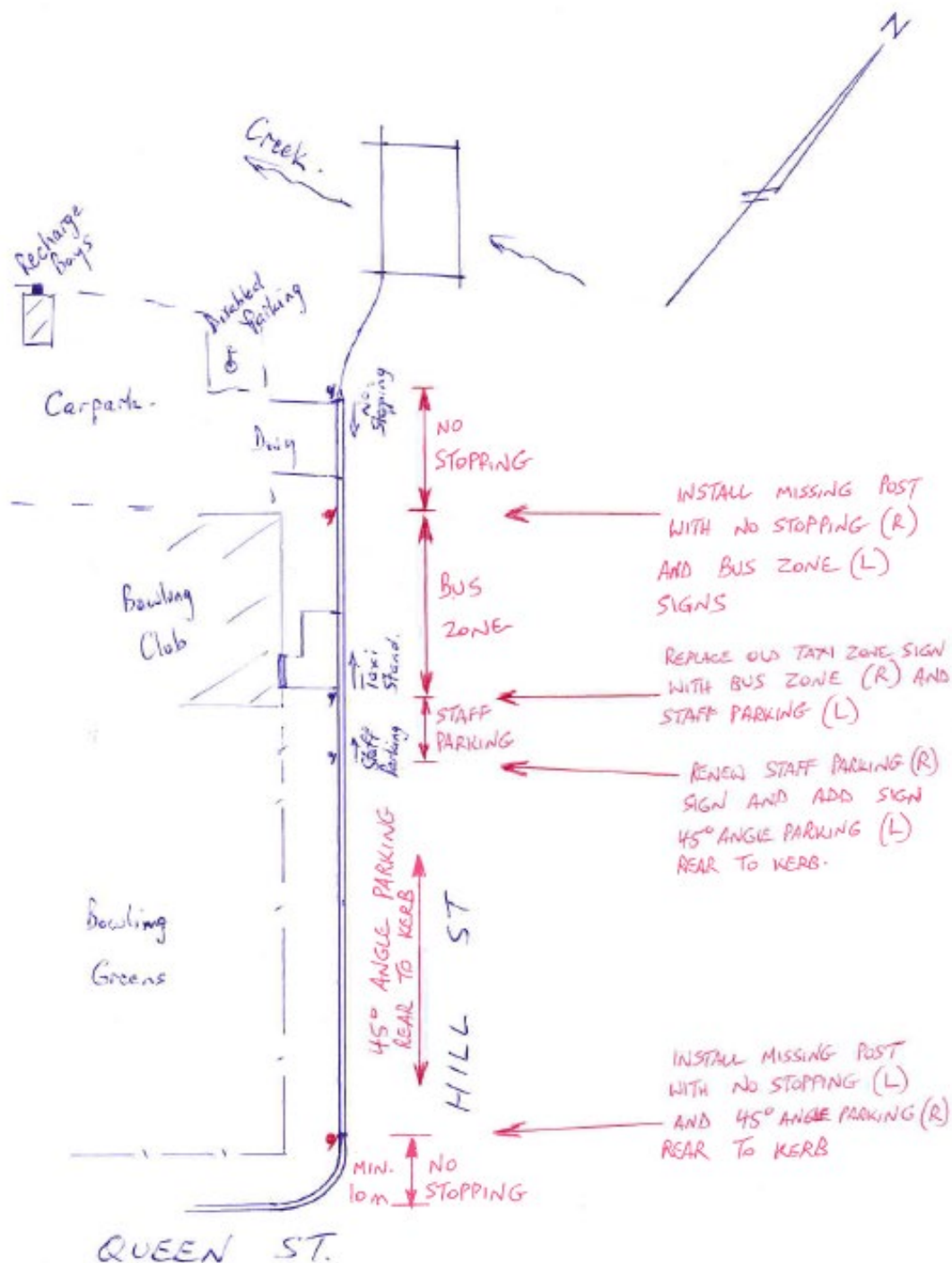
On the northern side of Hill Street adjacent to Alma Park and eastward of the creek, motorists park again similar to the other sections of the street as 45 degree angle parking and signage should be installed to comply with NSW Road Rules.

**CONCLUSION**

It is suggested that the proposed changes to parking zone signage will improve vehicle movements in this area and recommended signage changes in accordance with this report.

## URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA

12 JUNE 2024



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**URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA****12 JUNE 2024**

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**7.8 Wood Street Angle Parking**

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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Manager Civil Infrastructure</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/24/8925

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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<b>Goal:</b>	1.	We have an accessible inclusive and sustainable community
<b>Strategy:</b>	1.2.	A safe, active and healthy shire
	1.4.	Access to and equity of services

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**SUMMARY**

Report to dedicate angle parking in Wood Street adjacent to the Swimming Pool as Rear to Kerb.

**RECOMMENDATION**

That the Uralla Local Traffic Committee recommend indented parking spaces in Wood Street adjacent to the Swimming Pool be dedicate 90 degree angle parking Rear to Kerb.

**REPORT**

A request has been received to consider dedication of the angle parking in Wood Street adjacent to the Swimming Pool as Rear to Kerb. The parking area is used by pool users, as well as school pickup and other public events in the area. When there is traffic congestion in the area, particularly at school times, vehicles are reversing out of these spaces with restricted vision of other vehicles, pedestrians or cyclists,

By dedicating the spaces as 90 degree angle parking Rear to Kerb, there would be improved vision and safety as vehicles exit the parking area.

**CONCLUSION**

It is suggested that the indented parking spaces in Wood Street adjacent to the Swimming Pool be dedicate 90 degree angle parking Rear to Kerb.

URALLA LOCAL TRAFFIC COMMITTEE BUSINESS AGENDA

12 JUNE 2024

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**8 CONCLUSION OF MEETING**



## MINUTES of

## URALLA LOCAL TRAFFIC COMMITTEE

Held on 12 June 2024 at 10:00 AM

### Attendance at Meeting:

**Committee  
Members:**

Tracey Niddrie	Transport for NSW
Bruce McMullen	Councillor
Bob Barwell	Local Member Representative

**Staff:**

David Counsell	Manager Civil Infrastructure
Sylvia Baxter	Executive Support Officer Infrastructure & Development

**Apologies:**

Alex McNeill	Uralla Police
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**Observers:**

## URALLA LOCAL TRAFFIC COMMITTEE MINUTES

12 JUNE 2024

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## URALLA LOCAL TRAFFIC COMMITTEE MINUTES

12 JUNE 2024

**1 OPENING & WELCOME**

The Chair declared the meeting opened at 10:11am.

**2 ACKNOWLEDGEMENT OF COUNTRY**

The Chair read the acknowledgement of country.

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

Alex McNeill – Uralla Police

**4 CONFIRMATION OF MINUTES****RECOMMENDATION**

That Council adopts the minutes of the Uralla Local Traffic Committee held 17 April 2024, as a true and correct record.

**5 LATE REPORT/S**

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

**6 REPORTS TO COMMITTEE****6.1 SPEED ZONE REDUCTION - URALLA CEMETERY - KINGSTOWN ROAD URALLA****RECOMMENDATION**

That the Uralla Local Traffic Committee recommend that a request be made to Transport for NSW to assess Kingstown Road to have a 450 metre section reduced to 80km/h on the approach to the existing 50km/h town speed zone.

- TN - Advised minimum distance for 80k's is 2km.  
DC - May be good to use the 2kms and extend 80k speed almost to Kentucky Creek.  
BB - Suggested bigger or more warning signs of cemetery ahead.

**Digression:**

- DC - Discussed bus stop status immediately on western side of Kentucky Creek and sought clarification from TfNSW.

**Action:**

- TN will have a look to see if reduced speed to 80km/h meets warrants.  
TN to have a look at the bus stop.

## URALLA LOCAL TRAFFIC COMMITTEE MINUTES

12 JUNE 2024

**6.2 INSTALLATION OF BLUE & WHITE SIGNS - EV CHARGING STATIONS - URALLA BOWLING CLUB CARPARK****RECOMMENDATION**

That the Uralla Local Traffic Committee recommend that EV Charging Station signs be erected in Hill Street at the Bridge Street intersection and adjacent to the Bowling Club car park to guide motorists to the public available facility.

**Action:**

Endorsed by Committee however TN requested hold off until TfNSW have all the green way finding signs to include Inverell installed.

Transport will advise when signs have been installed.

**6.3 ROAD CLOSURE - THE GLEN - OPENING DAY FOR CONSTELLATIONS OF THE SOUTH****RECOMMENDATION**

That the Uralla Local Traffic Committee note the proposed events to open facilities in Uralla including The Glen on Friday 21 and Saturday 22 June 2024.

BMcM - Is there a commuter bus to help transport elderly?  
DC - Advised there is a bus to and from event.

**Action:**

Endorsed by Committee.

**6.4 PEDESTRIAN REFUGE ON SOUTHERN END OF BRIDGE STREET / NEW ENGLAND HIGHWAY****RECOMMENDATION**

That the Uralla Local Traffic Committee note the accident details and request that Transport for NSW review the safety of the refuge islands along the New England Highway between East Street and Rowan Avenue.

TN - Agree that section of highway can be looked at.  
TN - Will double check regarding responsibility of checkerboard plates (around town).

**Action:**

Referred to TfNSW for Safety Investigation Process.

## URALLA LOCAL TRAFFIC COMMITTEE MINUTES

12 JUNE 2024

**6.5 HILL STREET TAXI STAND****RECOMMENDATION**

That the Uralla Local Traffic Committee recommend the existing Taxi Stand in Hill Street near the Bridge Street intersection be replaced with 15 minute short term parallel parking restriction.

BMCM - Mentioned it was proposed last year that the pedestrian crossing on corner of Bridge and Hill Streets be moved.

DC - Will review the pedestrian crossing.

**Action:**

Endorsed by Committee.

**6.6 BRIDGE STREET BUS ZONE****RECOMMENDATION**

That the Uralla Local Traffic Committee recommend that the bus zone be changed to the current parking zone adjacent to the Visitors Information Centre and the parking zone replace the current bus zone at this location.

**Action:**

Endorsed by Committee subject to TfNSW contacting relevant personnel.

**6.7 HILL STREET BOWLING CLUB PARKING****RECOMMENDATION**

That the Uralla Local Traffic Committee recommend that parking zone alterations be made along Hill Street adjacent to the Uralla Bowling Club that include;

1. Installation of a No Stopping zone at least 10 metres from the corner of Queen Street.
2. Parking from 10 metres from the corner of Queen Street to the current Staff Parking spaces be dedicated as 45 degree Angle Parking (Rear to Kerb).
3. Current Staff Parking spaces be updated with new signs.
4. The current Taxi Zone adjacent to the club entrance be replaced with a Bus Zone.
5. No Stopping sign be added at the end of the Bus Zone to complete the clearance required for the off street car park access.
6. Installation of signage to allow 45 degree Angle Parking (Rear to Kerb) on the northern side of Hill Street adjacent to Alma Park and eastward of the creek.

BMCM – Is there any move to change parking on other side of road? DC referred point 6 above.  
Is it possible to install a No Trucks sign as trucks currently pull up there for the night?

## URALLA LOCAL TRAFFIC COMMITTEE MINUTES

12 JUNE 2024

**Action:**

Endorsed by Committee.

**6.8 WOOD STREET ANGLE PARKING****RECOMMENDATION**

That the Uralla Local Traffic Committee recommend indented parking spaces in Wood Street adjacent to the Swimming Pool be dedicate 90 degree angle parking Rear to Kerb.

BMcM - Is there a designated drop off zone outside the school? – is it time to consider there be one installed adjacent to entry to St Joseph's parking area?

TN - Ensure all changes to parking is advised/consulted on FB, with school, etc.  
School needs to man the area (Kiss and Drop) – not responsibility of Transport.

DC - Any proposed changes will also be brought back to ULTC.

**Action:**

Recommend that Council Civil review parking arrangements on all adjacent areas of St Joseph's school.

Endorsed by Committee.

**OTHER MATTERS:**

BB - Safety Audit on Kingstown Road – did this get progressed?

TN - Yes, Audit has been done – waiting on the report.

BMcM - Intersection of Leece Road, John Street and Faulkner Street – Need to have a look at this intersection. A lot of building going on with lots of trucks – complaints from resident about Wattle trees hanging over fence coming around corner and the possibility of a give way sign being installed along Leece Road.

DC - Advised inspection had taken place with Manager Environment & Waste.

**Action:**

Council Civil to investigate intersection for best outcome regarding signage, safety, etc.

DC - Gave update on fixing up street signs around town.

Bridge Street faded parking signs are being programmed for replacement.

Salisbury Street opposite Council Chambers – no signs to say no stopping or angle parking signage.

Recommend new angle parking signs be installed on northern side of Salisbury Street from Bridge Street to include Memorial Hall frontage.

BMcM Abandoned vehicles on highway – Any progress?

TN – Advised vehicle has been moved further up the highway, not removed. Now 2 vehicles there.  
TN will follow it up.

**URALLA LOCAL TRAFFIC COMMITTEE MINUTES****12 JUNE 2024**

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**7 CONCLUSION OF MEETING**

The meeting was closed at 11:25am.

Next meeting: 10:00am, 13 August 2024

CONFIRMED

## 14 REPORTS TO COUNCIL

### 14.1 DA-14-2024 - Subdivision (1 Lot into 2) - 38 Queen Street Uralla

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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Acting Manager Planning Development</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/24/8667

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<b>Attachments:</b>	1. Plan of Proposed Subdivision (Rev B) <a href="#">↓</a>
	2. Driveway & Servicing Plan (Rev B) <a href="#">↓</a>
	3. Submissions (Redacted) <a href="#">↓</a>
	4. Draft Notice of Determination <a href="#">↓</a>

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	3. We are good custodians of our environment
<b>Strategy:</b>	3.2. Maintain a healthy balance between development and the environment

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#### NOTE TO COUNCILLORS

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

Development applications require a decision of Council which MUST be either:

- Approval with conditions (to be prepared by the Manager Development and Planning) OR
- Refusal with reasons.

#### SUMMARY

Council has received a Development Application for a One (1) Lot into Two (2) Lot Subdivision of Lot 7 DP1136988, also described as 38 Queen Street, Uralla.

The land is zoned R1 (General Residential) under the Uralla LEP 2012, and has an area of approximately 1,674m<sup>2</sup>. Under the LEP, the minimum lot size for the location and zone is 560m<sup>2</sup>.

The application has been referred to the Council for determination given seven (7) submissions objecting to the proposal (either to certain elements or in-principle) were received.

An assessment of the proposal under Section 4.15 of the Environmental Planning and Assessment Act 1979 (EP&A Act) demonstrates that within the limits of the matters for consideration, the proposed development (as amended) achieves satisfactory compliance with relevant Environmental Planning Instruments and the Uralla Development Control Plan 2012 and is therefore recommended to be approved subject to conditions.

#### RECOMMENDATION

1. That Council approve the Development Application (ref: DA-14-2024) for a Subdivision (1 Lot into 2 Lots) at Lot 7 DP1136988, land known as 38 Queen Street URALLA, subject to the conditions of consent in the attached Notice of Determination.

2. That Council notes the submissions received in response to notification of the Development Application.

## REPORT

### Description of Site and Surrounding Area

The subject site is known as 38 Queen Street, and legally described as Lot 7 DP1136988. The subject site is located on the eastern side of the street, between Park and Salisbury Streets. A summary of site characteristics is as follows:

- The site is a rectangular lot, with a frontage and depth of approximately 20m and 80m respectively. The area is indicated to be 1,620m<sup>2</sup>. Existing improvements on the site include a single-storey weatherboard dwelling and detached garage. An existing vehicular crossover is provided at the northern part of the frontage.
- The site is devoid of any significant vegetation, and generally slopes from south-east to north-west.
- The site is zoned R1 (General Residential) under the provisions of the Uralla Local Environmental Plan 2012 (the LEP). Under the LEP, the land is afforded a 560m<sup>2</sup> minimum lot size.
- The surrounding land uses mainly comprise low-density residential development in the form of detached dwellings.
- The land is not affected by any mapped constraints and is not identified as a Heritage Item or within a Heritage Conservation Area. Notwithstanding, the subject site is on part of Queen Street with recognised heritage value, including intact basalt kerbing and original (or older style) dwellings.
- The site is serviced by reticulated water and sewer, both which are available at the front of the site.

In the context of the proposal, no other matters require noting.



**Figure 1: The site's location and context (SixMaps)**





**Figure 2: Image showing existing dwelling & fence**



**Figure 3: Image showing existing driveway crossover and original kerb**





**Figure 4: Image showing rear of subject site**

### Planning History

There is no planning history for the subject site or neighbouring sites that is relevant to assessment of the application.

### Description of the Development

The application seeks approval for the following works:

- One (1) Lot into Two (2) Lot Subdivision and associated works; and
- Demolition of Existing Garage.

The proposal would form the following layout:

Proposed Layout		
Lot	Size	Key/Relevant Features
1	620m <sup>2</sup>	Contains existing dwelling and new carport (at rear of lot)
2	1000m <sup>2</sup>	Vacant lot Access provided by battle-axe handle.

A summary of key parts of the proposal are included below:

- Access Handle/Driveway

The access handle would have a length of approximately 40m, and would contain a 3.5m wide sealed driveway. The northern edge of the handle would include the provision of a concrete barrier kerb and gutter and 0.75m wide space against the boundary for the planting of screening vegetation.

At the front of the property, the access handle would widen (as conditioned) to allow for the safe standing of two vehicles off street (e.g. should to two vehicles meeting during entry and egress to the handle). It is noted that as conditioned, the driveway access would be extended to the north to increase the crossover width and would match the alignment of the northern edge of the internal driveway.

The access handle would be shared between the two lots; giving rear access to proposed Lot 1 where a carport would be sited.

Surfacing of the access handle would be bitumen. The handle would also include required services (sewer, stormwater, electricity) for Lot 2.

- Demolition of Garage and Construction of Carport

The existing garage located at the northern side of the land is acceptable to be removed. A replacement carport would be constructed, to ensure that Lot 1 maintains an undercover parking space. It is noted that at the size indicated, the carport would be capable of being within the limits of 'exempt development'.

- Demolition of Part of Front Fence

Part of the front fence would be removed to facilitate a wider driveway crossover together with stormwater works. This work itself would be within the limits of 'exempt development', but is considered under the application regardless.

- Ancillary Works

If approved, secondary permits would be required under:

- Section 68 of the *Local Government Act 1993* (water connection, sewer connection and stormwater drainage work)
- Section 138 of the *Roads Act 1993* (work to Council's land including work to driveway crossover and stormwater work)

The development would be conditioned to also comply with all other relevant acts as necessary.

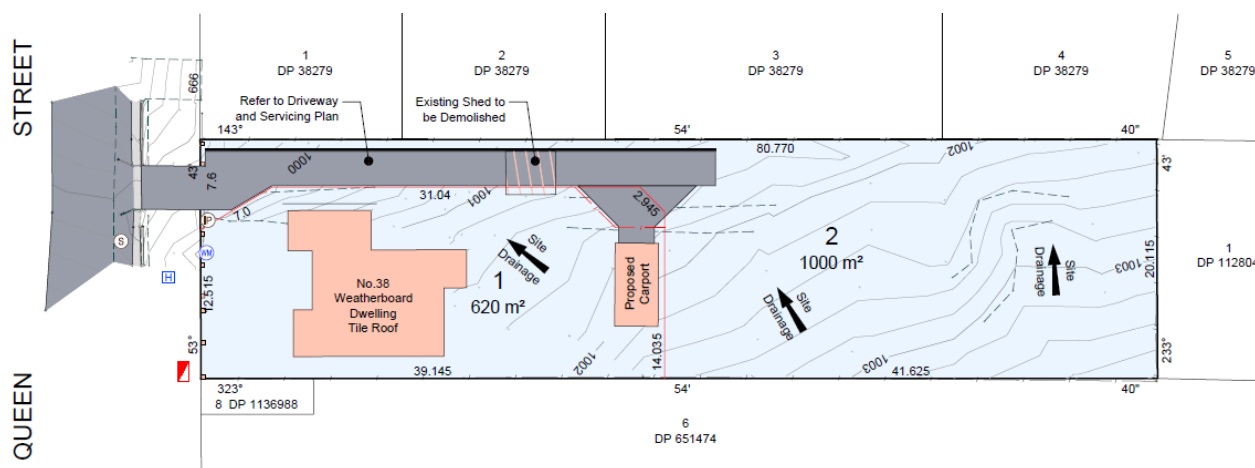


Figure 5: Extract from Development Plan

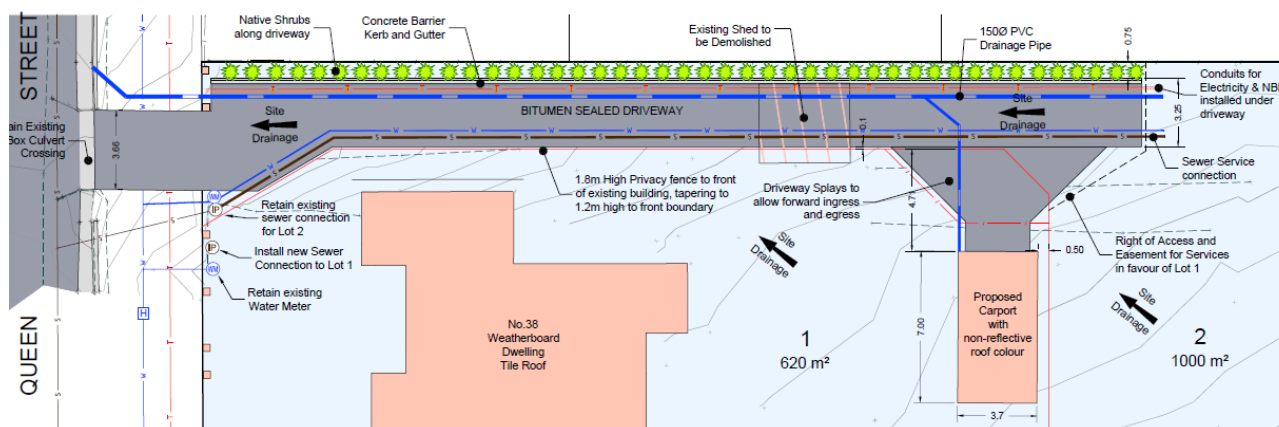


Figure 6: Extract from Driveway and Servicing Plan

**Notification**

In line with Council's Community Participation Plan and Development Control Plan, the application was notified to adjoining occupiers, starting 7 May 2024, with a closing date of 23 May 2024. Seven (7) submissions (all properly made) were received following notification of the proposal at the time of preparation of this report. No late submissions have been received.

**Referrals**External

No external referrals required.

Internal

Development Engineer: No objection to the proposal as conditioned, including provision of a condition to require increased width of vehicular crossover. While 6m is noted as the ideal width, as conditioned the driveway crossover would be extended north to match the alignment of the bitumen seal of the access handle.

The resulting width of approximately 5.18m would be acceptable, particularly given the substantial width of Queen Street, ensuring that a vehicle would not unreasonably obstruct the street, if access is interrupted by a vehicle coming from Lot 2 (notwithstanding, at the proposed width, 2 vehicles could pass at the driveway crossover).

**Key Assessment Steps**

Key Steps in the assessment process are included below:

- 7 May 2024 - The proposal was notified to adjoining occupiers, with a closing date of 23 May 2024. Seven (7) submissions (all properly made) were received following notification of the proposal at the time of preparation of this report.
- 30 May 2024 - Following notification, an Information Request together with a copy of redacted submissions were provided to the applicant. The Information Request (together with a request for a response to the submissions) was as follows:

*Please provide an amended plan(s) which:*

- *reverts back to a single driveway width at the frontage. I note that it was at my request that it was to be widened however in this regard some of the submissions are valid. I also will refer this application to our Development Engineer to comment on the driveway access, given as it stands it doesn't genuinely align with the handle.*
- *includes provision of appropriate edging treatment to prevent runoff from any hardstand (i.e. driveway) to northern lots. It is also recommended that the design consider stormwater requirements for the future development of the rear lot. This may include a drain or similar at northern boundary.*
- *Includes a truncation of access handle where a vehicle would enter Lot 1, to ensure that a vehicle could enter and exit in a single movement to the handle.*

*Officers note: originally the application proposed a 6m driveway which was considered excessive. Following reversion to the existing crossover width, it was deemed that this would be insufficient for the proposal, following consultation with Council's assessing Development Engineer. In the interests of working proactively, the above change can be managed by condition and did not warrant further amendments to plans.*

- 31 May 2024 – Satisfactory amended plans of development and response to submissions was provided to Council, allowing the assessment to proceed. The officers response to submissions is contained later within this report.

**ASSESSMENT**

Pursuant to Clause 4.15 of the *Environmental Planning and Assessment Act 1979*, in determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development, the subject of the development application. These are included below in full, and discussed in more detail individually through the assessment.

**(1) Matters for consideration—general** In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application—

(a) the provisions of—

(i) any environmental planning instrument, and

(ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and

(iii) any development control plan, and

(iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and

(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),

(v) (Repealed)

that apply to the land to which the development application relates,

(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,

(c) the suitability of the site for the development,

(d) any submissions made in accordance with this Act or the regulations,

(e) the public interest.

## Section 4.15 – Evaluation

<b>4.15(1)(a) the provisions of—</b>	<b>(i) any environmental planning instrument</b>
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## STATE ENVIRONMENTAL PLANNING POLICIES

### State Environmental Planning Policy (Resilience and Hazard) 2021

#### Chapter 4 Remediation of Land

Chapter 4 requires Council to consider whether the subject land of any development application is contaminated. If the land requires remediation to ensure that it is made suitable for a proposed use or zoning, Council must be satisfied that the land can and will be remediated before the land is used for that purpose.

An assessment of the relevant provisions of Chapter 4 of the SEPP (Resilience and Hazard) 2021 is provided in the table below.

Chapter 4 Remediation of Land	
Relevant Provisions	
Provisions	Comment
4.6 Contamination and remediation to be considered in determining development application	

<p>(1) A consent authority must not consent to the carrying out of any development on land unless—</p> <p>(a) it has considered whether the land is contaminated, and</p> <p>(b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and</p> <p>(c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose.</p>	<p>Council's officer is satisfied that the land has not been subject to a previous contaminating use, including any purpose under Table 1 to the <i>contaminated land planning guideline</i>.</p> <p>It is considered that the proposed development is satisfactory regarding the clause, and has not warranted submission of a Preliminary Site Investigation as part of the assessment.</p> <p>Not other parts of the clause are considered relevant.</p>
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### State Environmental Planning Policy (Biodiversity and Conservation) 2021

#### Chapter 4 – Koala habitat protection 2021

Chapter 4 aims to encourage the conservation of areas of natural vegetation that provides habitat for koalas to support a permanent free-living population over their present range and reserve the current trend of Koala Population decline. An assessment of Chapter 4 of the SEPP (Biodiversity and Conservation) 2021 is provided in the table below.

Chapter 4 Koala Habitat Protection 2021	
Relevant Provisions	
Provisions	Comment
Part 4.2 Development control of koala habitats	
<p><b>4.9 Development assessment process—no approved koala plan of management for land</b></p> <p>(1) This section applies to land to which this Chapter applies if the land—</p> <p>(a) has an area of at least 1 hectare (including adjoining land within the same ownership), and</p> <p>(b) does not have an approved koala plan of management applying to the land.</p> <p>(2) Before a council may grant consent to a development application for consent to carry out development on the land, the council must assess whether the development is likely to have any impact on koalas or koala habitat.</p>	<p>The land has an area less than 1ha, therefore no further consideration of the Chapter is required.</p>

### State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Part 2, Division 1
Relevant Provisions
<p>Pursuant to Part 2, Division 1, Subdivision 10 (Carports), the carport may be capable of being exempt development.</p> <p>Pursuant to Part 2, Division 1, Subdivision 13 (Demolition), the garage demolition requires consent.</p> <p>Pursuant to Part 2, Division 1, Subdivision 17 (Fencing), proposed fencing is capable of being exempt development.</p> <p>Pursuant to Part 2, Division 1, Subdivision 38 (Subdivision), the subdivision requires development consent.</p>

No other State Environmental Planning Policies require consideration.

## URALLA LOCAL ENVIRONMENTAL PLAN 2012

The proposal is consistent with the LEP having regard to the following:

Relevant Provisions	
Provisions	Comment
Part 2 Permitted or prohibited development	
<b>2.6 Subdivision—consent requirements</b> (1) Land to which this Plan applies may be subdivided, but only with development consent.	Noted, the application seeks development consent for the works.
<b>2.7 Demolition requires development consent</b> The demolition of a building or work may be carried out only with development consent.	
Part 4 Principal development standards	
<b>4.1 Minimum subdivision lot size</b> (1) The objectives of this clause are as follows— (a) to ensure that lot sizes are compatible with local environmental values, constraints and permissible uses, (b) to facilitate the efficient use of land and its resources for residential and other human purposes, (c) to minimise potential land use conflicts, (d) to ensure rural lands are not fragmented in a manner that threatens their future use for agricultural production. (2) This clause applies to a subdivision of any land shown on the <a href="#">Lot Size Map</a> that requires development consent and that is carried out after the commencement of this Plan. (3) The size of any lot resulting from a subdivision of land to which this clause applies is not to be less than the minimum size shown on the <a href="#">Lot Size Map</a> in relation to that land.	The proposal is consistent with the objectives, and comfortably complies with the 560m2 minimum lot size shown on the endorsed minimum lot size map under the LEP.
Part 5 Miscellaneous provisions	
<b>5.10 Heritage conservation</b> (4) Effect of proposed development on heritage significance The consent authority must, before granting consent under this clause in respect of a heritage item or heritage conservation area, consider the effect of the proposed development on the heritage significance of the item or area concerned. This subclause applies regardless of whether a heritage management document is prepared under subclause (5) or a heritage conservation management plan is submitted under subclause (6).	The subject site is not contained within a Heritage Conservation Area and does not relate to a listed property. Clause 5.10(4) is therefore not enacted. Notwithstanding, the proposal is considered acceptable having bearing to the character and setting of the surrounding area, and would not cause unreasonable harm to the historic kerb fabric, and is acceptable when considered in conjunction with permissibility and vehicle and pedestrian safety.

<b>5.21 Flood planning</b>	The subject site is not mapped as being flood affected.
<b>Part 6 Additional local provisions</b>	
<p><b>6.1 Earthworks</b></p> <p>(1) The objectives of this clause are as follows—</p> <p>(a) to ensure that earthworks for which development consent is required will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land,</p> <p>(b) to allow earthworks of a minor nature without requiring separate development consent.</p> <p>(2) Development consent is required for earthworks unless—</p> <p>(a) the earthworks are exempt development under this Plan or another applicable environmental planning instrument, or</p> <p>(b) the earthworks are ancillary to other development for which development consent has been given.</p> <p>(3) Before granting development consent for earthworks, the consent authority must consider the following matters—</p> <p>(a) the likely disruption of, or any detrimental effect on, existing drainage patterns and soil stability in the locality,</p> <p>(b) the effect of the proposed development on the likely future use or redevelopment of the land,</p> <p>(c) the quality of the fill or the soil to be excavated, or both,</p> <p>(d) the effect of the proposed development on the existing and likely amenity of adjoining properties,</p> <p>(e) the source of any fill material and the destination of any excavated material,</p> <p>(f) the likelihood of disturbing relics,</p> <p>(g) the proximity to and potential for adverse impacts on any watercourse, drinking water catchment or environmentally sensitive area,</p> <p>(h) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.</p>	<p>Earthworks will be required to facilitate the subdivision. It is considered that earthworks are within the limits of 'exempt development', with no significant cut or fill proposed. Notwithstanding, Council's officer is satisfied that as conditioned earthworks would comply with Clause 6.1(3).</p>
<p><b>6.4 Essential services</b></p> <p>Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the proposed development are available or that adequate arrangements have been made to make them available when required—</p> <p>(a) the supply of water,</p> <p>(b) the supply of electricity,</p>	<p>Council's officer is satisfied that the proposal is capable of being supplied with relevant essential services. In summary:</p> <ul style="list-style-type: none"> <li>- Lot 2 is able to be provided with connection to reticulated water and sewer infrastructure;</li> <li>- Lot 2 is capable of disposing of stormwater to a lawful point (Queen Street). In this regard, a Stormwater Management Plan has not been requested by virtue of the conducive slope characteristics.</li> </ul>

(c) the disposal and management of sewage, (d) stormwater drainage or on-site conservation, (e) suitable road access.	<ul style="list-style-type: none"> <li>- Both lots would have acceptable access, as conditioned; and</li> <li>- Lot 2 is capable of being provided with reticulated electricity.</li> </ul>
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No other aspects of the LEP require discussion.

<b>4.15(1)(a) the provisions of—</b>	<b><i>(ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved)</i></b>
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There are no proposed planning instruments which are relevant to the assessment of the proposal.

<b>4.15(1)(a) the provisions of—</b>	<b><i>(iii) any development control plan</i></b>
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## URALLA DEVELOPMENT CONTROL PLAN 2012

Chapter 2 Subdivision	
Relevant Provisions	
Provisions	Comment
2.5 Subdivision in Residential Areas	
<b>Relevant Performance Outcomes</b> <ul style="list-style-type: none"> <li>• Minimum subdivision size is implemented as per the Uralla LEP;</li> <li>• Subdivision design and construction meets Council's relevant engineering guidelines.</li> </ul>	The proposal would need the minimum lot size provisions. As conditioned, the proposal would meet relevant engineering guidelines.
<b>Acceptable Solutions</b> <ul style="list-style-type: none"> <li>- In addition to minimum lot size requirements,</li> <li>- Lots shall have a minimum frontage of 16 metres,</li> <li>- Lots fronting cul-de-sacs shall have a minimum frontage of 16 metres at the line of the approved street setback,</li> <li>- Corner lots shall have a minimum frontage of 18 metres to each street and the minimum lot size shall be met after allowing for area lost at corners which are to be splayed to a minimum of 3 metres and dedicated as public road;</li> </ul>	While the proposal would comfortably meet the minimum lot size provisions, it would not achieve the Acceptable Solutions in relation to frontage, however this is overridden by further acceptable solutions, below:



<p><b>Acceptable Solutions (Battle-axe lots)</b></p> <p>Where no other alternative is possible, (e.g. access or laneway), Council may allow battle axe allotments.</p> <p>The specifications for these allotments shall be:</p> <ul style="list-style-type: none"> <li>- The access handle is to be excluded from calculation of area of the lot for the purposes of minimum lot size calculations,</li> <li>- Minimum width of access handle - 3.65 metres,</li> <li>- The access handle is to be concreted or sealed,</li> <li>- The access handle shall have a setback of at least that specified for a side setback in the section Setbacks and Building Envelopes in the Residential Development chapter,</li> <li>- A maximum of one battle axe lot per existing lot to have access over the handle,</li> <li>- The prime objective in designing the access way is to provide for vehicles to be able to move in a forward direction when entering or leaving the site. However, this does not generally apply to the road frontage lot, unless there is a special problem concerning available sight distance,</li> <li>- Turning facilities are to be provided within the terms of the access/right-of carriageway or within each lot, as determined by the Council. This is to be provided for in a Section 88B Instrument as required</li> </ul> <p>No other acceptable solutions under Chapter 2 require discussion</p>	<p>The proposal meets the Acceptable Solutions for a Battle-Axe subdivision, as follows:</p> <ul style="list-style-type: none"> <li>- The minimum lot size is exceeded comfortably for the battle-axe lot (not relying on the handle to meet the minimum lot size);</li> <li>- The access handle exceeds 3.65m, and also includes allowances for gutter and landscaping.</li> <li>- As conditioned, the access handle shall be sealed.</li> <li>- The access handle comfortably complies with the side setback required to the existing dwelling.</li> <li>- Only a single lot would utilise the handle.</li> <li>- The access handle caters for vehicles to enter and exit in a forward gear. It is noted that while vehicles cannot pass within the handle, there is opportunity for two vehicles to temporarily stand at the driveway crossover (as conditioned), and acceptable sight lines are provided within the handle.</li> <li>- As conditioned, a Section 88B instrument would be required before the issue of a Subdivision Certificate, which adequately addresses maintenance and access rights over the handle.</li> </ul>
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Chapter 6 Access and Parking	
Relevant Provisions	
Provisions	Comment
6.4 Access and Traffic Generation	
<p>The potential of a development to create additional traffic loads on the road network needs to be assessed.</p> <p>For smaller developments, there is unlikely to be any appreciable impact, and it will be sufficient to ensure that safe access (road connection and footpath crossing) is provided as required.</p> <p>For more significant developments, Council may require a Traffic Impact Study to be undertaken in order to address the following matters:</p> <ul style="list-style-type: none"> <li>• The rate of traffic generation associated with the proposed development;</li> </ul>	<p>The proposal would not create an unreasonable impact on the existing road network, and is treated as a smaller development. On this basis, a Traffic Impact Study has not been requested.</p>

<ul style="list-style-type: none"> <li>• The impact(s) the traffic generated by the development will have on traffic efficiency, amenity, safety, and road pavement life;</li> <li>• The cost impacts of traffic generated by the development and how those costs are to be met; and</li> <li>• In addition, consideration must be given as to whether the development constitutes 'traffic generating development' (as per Schedule 3 of the State Environmental Planning Policy (Infrastructure) 2007), and thus whether it must be referred to the Roads and Traffic Authority for comment.</li> </ul>	
<b>6.5 Parking Requirements</b>	
<ul style="list-style-type: none"> <li>• Off-street car parking provision now provided to existing developments shall be retained. Additional parking spaces required for any new development or redevelopment shall comply with the provisions of this chapter.</li> </ul>	The proposal would retain an existing off street parking space for Lot 1, which is acceptable.

<b>Chapter 13 Notification Procedures</b>	
<b>Relevant Provisions</b>	
<b>Provisions</b>	<b>Comment</b>
<b>13. 4 Notifying of Applications</b>	
Adjoining landowners will be given notice of an application if, in the opinion of Council, the enjoyment of land adjoining the development may be detrimentally affected by the proposed development...	The application has been notified to adjoining occupiers, in line with the Chapter.
<b>13.8 Amendments prior to Determination.</b>	
<p>An applicant may make amendments to an application at any time before its determination, subject to Council's acceptance of those amendments. In these circumstances, Council will re-notify:</p> <ul style="list-style-type: none"> <li>• Those persons who made submissions on the original application; and</li> <li>• Any persons who own adjoining or neighbouring land (including those persons who were previously notified of the application) who may in Council's opinion potentially be detrimentally affected by the proposal as amended.</li> </ul>	The amendments received have not warranted further notification of the proposal to adjoining occupiers or submitters.
<b>13.9 Notification Period</b>	
A person may inspect a plan and make a submission within the notification period which will be a minimum of 14 days.	The period has complied with the requirement.
<b>13.10 Consideration of Submissions</b>	
Council will consider all submissions received within the specified time period before determining a Development Application. In making a determination the content of a submission must be balanced with the Council's statutory obligations. Submissions form a part of the	The assessment of the proposal (and further steps) have complied with these provisions.

<p>assessment of an application and each application will be assessed on its merits.</p> <p>When determining a development application, Council will take into consideration any submissions it has received during the notification period. Delegated authority will not be used to determine a development application that has received a written objection to the proposal. Development applications that have had a written objection submitted will be referred to the relevant standing Council Committee for comment prior to being referred to Council for determination discussion.</p> <p><b>Applicant to be advised of Objections</b></p> <p>Written submissions cannot remain confidential as they may be used to assist in negotiations with the owner/applicant of the proposal or be included in Council business papers. The applicant, on request, will be advised of the terms of any objection and is entitled to read all submissions received. Where applications are amended in response to objections received, comments may be sought from previous objector/s.</p> <p><b>Notification of Determination</b></p> <p>Following determination of an application each person who made a submission will be advised in writing of Council's decision in determining an application as soon as practical.</p>	
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Chapter 14 Contaminated Land	
Relevant Provisions	
Provisions	Comment
14.6 Acceptable Solutions	
Not discussed due to duplication with earlier comments under State Environmental Planning Policy (Resilience and Hazard) 2021	See comments under State Environmental Planning Policy (Resilience and Hazard) 2021 assessment.

<b>4.15(1)(a) the provisions of—</b>	<b><i>(iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4</i></b>
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No planning agreement has been offered or entered into relating to the site.

<b>4.15(1)(a) the provisions of—</b>	<b><i>(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph)</i></b>
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The regulations (clauses 61 – 64) do not impose any particular requirements regarding the development.

<b>4.15(1)(b) -</b>	<b><i>the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality</i></b>
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The proposal is considered to have acceptable impacts, as follows:

<b>Environmental Impacts – Built Environment</b>
<p>The proposal is considered to have an acceptable impact on the built environment, as follows:</p> <ul style="list-style-type: none"> <li>- While it is noted that the proposal may cause harm by virtue of facilitating an intensification of the land, this is considered to be within reasonable limits, when considered in the context of the applicable minimum lot size.</li> <li>- While the proposal would create a battle-axe handle, this element of the proposal is in accordance with required standards under the DCP, and as conditioned would not cause unreasonable harm to the amenity of adjoining occupiers to the north.</li> <li>- The land is not contained within a Heritage Conservation Area, however the development is considered to cause an acceptable level of harm to the historic kerb, when balanced against other matters aspects such as pedestrian and vehicular safety and function; and</li> <li>- As amended the development has relocated the carport, therefore not causing any material impact on the amenity of the adjoining occupier to the south.</li> </ul>
<b>Environmental Impacts – Natural Environment</b>
As conditioned, the proposal would not cause any material harm to the natural environment.
<b>Social and Economic Impacts</b>
Following submission of amended plans, the proposal would not cause any material adverse social or economic impacts. In forming this view, it is reiterated that the proposal would comfortably exceed the required minimum lot size. It is accepted that transition to towards a more dense settlement pattern may cause some inherent impacts, however these are within reasonable limits bearing weight to the goals and objectives of the LEP.

<b>4.15(1)(c) -</b>	<b><i>the suitability of the site for the development</i></b>
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The site is conducive to the proposed development, and is not affected by any constraints which would Preclude the development.

Refer to earlier comments under the LEP discussion regarding essential services.

<b>4.15(1)(d) -</b>	<b><i>(d) any submissions made in accordance with this Act or the regulations</i></b>
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At the time of preparing this report, Seven (7) written submissions were received following notification of the application. No late submissions were received. The

Theme	Further Details	Officer Response
Neighbouring amenity	<ul style="list-style-type: none"> <li>- Location of carport and roof material causing glare to neighbour.</li> <li>- Visual impact of carport</li> <li>- Impact of future development in terms of privacy.</li> </ul>	<ul style="list-style-type: none"> <li>- The proposed carport has been relocated. It is worth noting that structures or alterations and additions may occur to the existing dwelling and curtilage of Lot 1 (e.g. house extension, garden shed etc) which may not require planning approval, however as far as the application at hand, the matter is resolved.</li> <li>- It is accepted that proposed Lot 2 will in future be developed. Impacts on the amenity of adjoining occupiers of such development would be considered through a separate Development Application (unless the work falls under exempt or complying development provisions) where such matters are appropriate to be considered.</li> </ul>
Heritage	<ul style="list-style-type: none"> <li>- Protection of historic gutter</li> <li>- Impact of future development in terms of being contrary to existing heritage characteristics of setting</li> </ul>	<ul style="list-style-type: none"> <li>- Some harm will occur to the historic basalt kerb through a relatively minor extension of the driveway crossover, and for installation of stormwater piping. This is considered to be an acceptable level of harm noting the requirements for site access and vehicle safety, as well the need for requisite stormwater infrastructure. Conditions will be applied to ensure that the work is as sensitive to the historic kerb as possible.</li> <li>- The heritage characteristics of the setting are acknowledged, however this is not a reasonable grounds for refusal of the application. Future development of proposed Lot 2 would be considered through a separate Development Application (unless the work falls under exempt or complying development provisions).</li> </ul>
Fencing	<ul style="list-style-type: none"> <li>- Lower height fencing between the two lots preferred.</li> </ul>	<ul style="list-style-type: none"> <li>- Given the acceptable sight lines which would occur along the along the access handle, it is unreasonable to require a lower fencing height than the 1.8m generally proposed. It is noted that as conditioned, the fencing would reduce to 1.2m in height, where located forward of the dwelling within proposed Lot 1.</li> </ul>
Drainage	<ul style="list-style-type: none"> <li>- Impact on retaining wall</li> <li>- Impact on existing flow paths (incl underground)</li> <li>- Are retaining walls needed?</li> </ul>	<ul style="list-style-type: none"> <li>- The proposed driveway location would not cause harm to neighbouring structures located off site.</li> <li>- While no retaining walls are required, the proposal (as amended) would include provision of a concrete barrier kerb and gutter, to ensure that runoff from impervious surfaces</li> </ul>

	<ul style="list-style-type: none"> <li>- Impact of development on existing neighbouring drainage protection</li> <li>- Increase in hard surfaces</li> <li>- Run off from driveway needs addressing.</li> </ul>	<p>(at this point, the driveway) does not cause a nuisance to adjoining land.</p> <ul style="list-style-type: none"> <li>- The characteristics of the site are acceptable for stormwater to be appropriately managed.</li> <li>- While subsurface water may be present on the land, it is considered that the provision of a sealed driveway of 3.25m width would not cause any material worsening. On balance, the provision of the kerb and gutter would improve existing site drainage.</li> </ul>
Safety	<ul style="list-style-type: none"> <li>- Vehicles reversing to street</li> <li>- Lot 1 access to handle needs further consideration</li> </ul>	<ul style="list-style-type: none"> <li>- Amended plans have been provided which resolve this aspect.</li> </ul>

<b>4.15(1)(e)</b>	<b><i>the public interest.</i></b>
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On balance, the proposal satisfies relevant planning controls and would not be adverse to the public interest.

## CONCLUSION

The proposed development is permissible with the consent of Council. The proposal (as amended) complies with the provisions of the Uralla Local Environmental Plan 2012 and Uralla Development Control Plan 2011. A Section 4.15 assessment of the development indicates that the development is acceptable in this instance, particularly having bearing to matters raised in response to notification of the proposal. Attached is a draft Notice of Approval outlining conditions considered appropriate to ensure that the development proceeds in an acceptable manner.

## COUNCIL IMPLICATIONS

### Community Engagement/Communication

The application was notified in accordance with the Uralla Community Engagement Plan related Community Participation Plan.

### Policy and Regulation

The proposal is consistent with matters for consideration pursuant to Section 4.15 of the Environmental Planning and Assessment Act 1979 including Uralla LEP 2011

### Financial/Long Term Financial Plan

No financial impacts.

### Asset Management/Asset Management Strategy

Nil.

**Workforce/Workforce Management Strategy**

Nil.

**Legal and Risk Management**

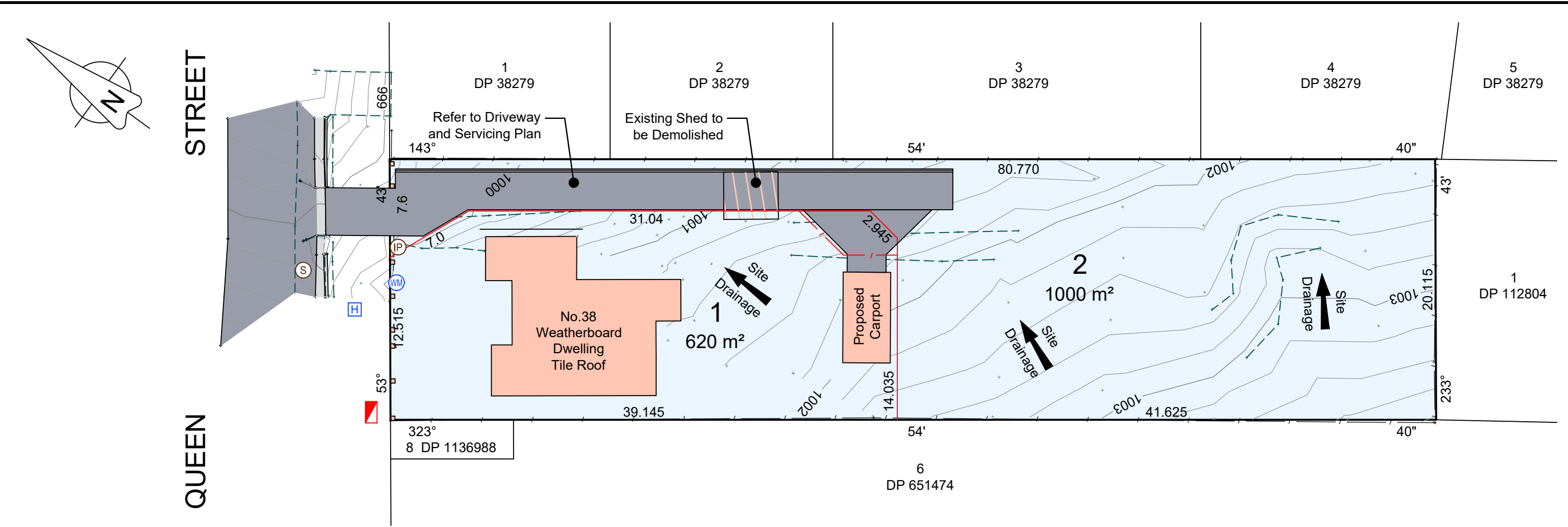
The submitters and applicant will have appeal rights.

**Performance Measures**

Assessment has exceeded 42 days but in full consultation with applicant.

**Project Management**

Nil



Legend

Notes

- 1. All dimensions are in metres.
- 2. Levels are in metres with respect to the Australian Height Datum (AHD).
- 3. Do not scale off this drawing (use figured dimensions only).
- 4. Check dimensions on site & report any discrepancies immediately.
- 5. Entity Properties (such as point or contour elevations) can be determined from 'MODEL' space data.
- 6. North represents Map Grid of Australia (Zone 56) orientation

Disclaimer  
All utility and service requirements must be confirmed by relevant statutory authorities prior to final design.  
This plan should not be relied upon exclusively for design information.

Contour Interval 0.2m

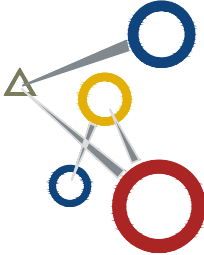

- Property Boundary
- Adjoining Property Boundary
- Fence
- Sewer
- Telecommunications Cable
- Water Supply
- Major Contour
- Minor Contour
- Bank / Change of Grade
- Water Meter
- Sewer Manhole
- Sewer Service
- Hydrant
- Telecommunications Pit
- Concrete Surface
- Bitumen Surface
- Building

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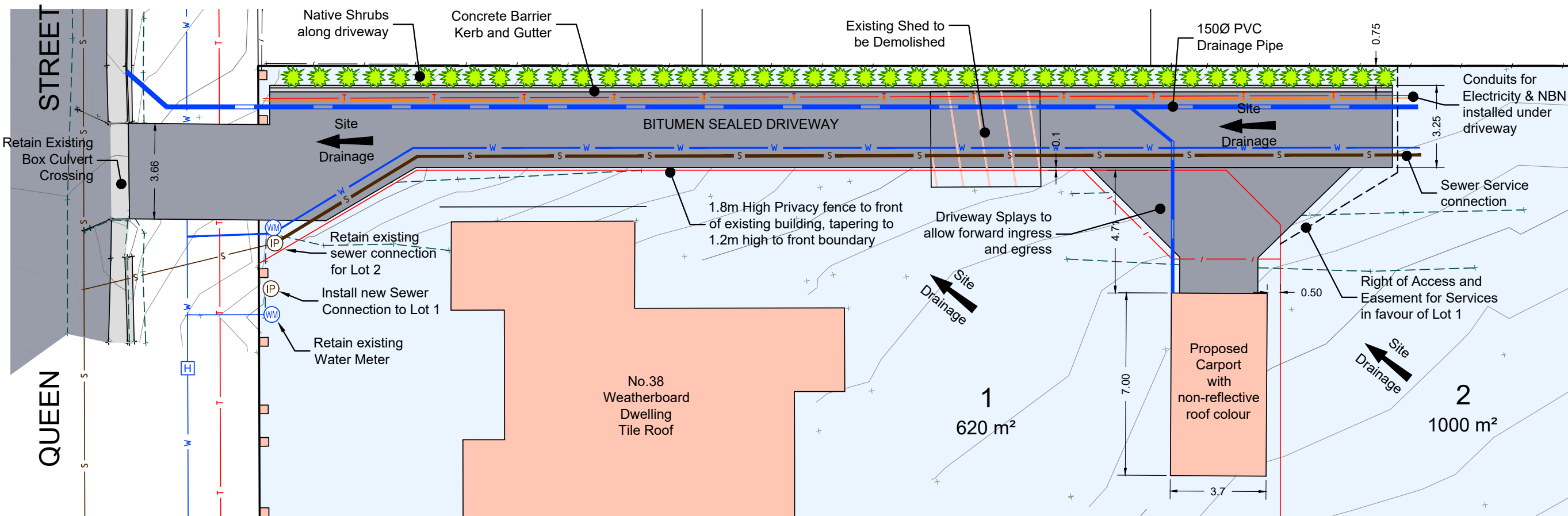
**DIAL 1100**

BEFORE YOU DIG

NOTE: Underground service locations are approximate only and should be verified by local authority prior to construction

			Project:	Client:	 <div>New England <b>SURVEYING &amp; ENGINEERING</b> Land Development Consultants 1/161 Rusden Street Po Box 656 Armidale NSW 2350 phone: 02 6772 3141 e-mail: info@nese.com.au web: www.nese.com.au</div>	Scale: 1:300	Date: 31/05/2024
			Proposed Subdivision	Timothy and Katarina Beasant		Cad Scale: x 1.0	Drawn: JG
			38 Queen Street, Uralla	No.365a Remembrance Driveway		Backup Disk: Server	
			Lot 7 in DP 1136988	Camden Park, NSW 2570		Job No.: 20240212	Surveyed: JG
B	31/5/24	Modification to Driveway and carport	Drawing Title	Scale Bar:		Datum: PM 33258	Sheet Size: A3
A.	7/3/24	Original Issue	Plan of Proposed Subdivision			SCIMS R.L.1011.825	SHT. 1 OF 1
Rev.	Date	Description				Surveyors Ref: 20240212	Revision: A





Legend

Notes

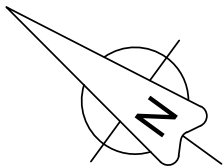
- 1. All dimensions are in metres.
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- 6. North represents Map Grid of Australia (Zone 56) orientation

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All utility and service requirements must be confirmed by relevant statutory authorities prior to final design.  
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Contour Interval 0.2m

- Property Boundary
- Adjoining Property Boundary
- Fence
- Sewer
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- Water Supply
- Major Contour
- Minor Contour
- Bank / Change of Grade
- Water Meter
- Sewer Manhole
- Sewer Service
- Hydrant
- Telecommunications Pit
- Concrete Surface
- Bitumen Surface
- Building



Underground service locations are approximate only and should be verified by local authority prior to construction

Project:			Client:			Scale: 1:150			Date: 31/05/2024		
Proposed Subdivision			Timothy and Katarina Beasant			Cad Scale: x 1.0			Drawn: JG		
38 Queen Street, Uralla			No.365a Remembrance Driveway			Backup Disk: Server			Job No.: 20240212		
Lot 7 in DP 1136988			Camden Park, NSW 2570			Job No.: 20240212			Surveyed: JG		
Drawing Title			Scale Bar:			Datum: PM 33258			Sheet Size: A3		
Driveway and Servicing Plan			2 1 0 2 4 6 8			SCIMS R.L.1011.825			SHT. 1 OF 1		
Rev. Date Description			SCALE OF METRES 1:150			Surveyors Ref: 20240212			Revision: A		

Emily Sims

Planning Officer Strategic

Uralla Shire Council

D.A – 14.2024 Neighbour Notification

2 Lot Subdivision – 38 Queen Street, Uralla

Applicant: New England Surveying and Engineering

Concern: proposed position of carport Lot 1

Reasons: Serious concern with reflection and glare from roof of proposed carport.

Visual impact on proposed location.

Point 1: Residence of [REDACTED] has only one access and exit point in main building of property due to previously being a wood fire bakery and place of industry. After going from a commercial to residential, around 1975 a front was erected on two existing then outside brick side walls enclosing the space and creating the entry point to the building. This front is made up of double glass doors and windows. Windows measure 400mm from floor level and then reach a height of 2400mm.

Proposed position of carport sits in direct line of sight to this entry/exit point. Any reflective roofing (aluminium-tin) would cause severe reflection and glare impacting safety and health of residents at the above address. Whole of this area being screen type of glass that would substantially magnify glare from carport roof causing impaired vision for safety, potential headaches and stress due to both these issues. Glare would reach and impact entry, dining, entry to bedrooms, and only bathroom, it would also extend into kitchen. When entering kitchen, there is a high step measuring 280mm, this point is a high traffic area, giving access to bathroom, exit/entry, dining and bedroom and living areas. One has to use the step at dining, kitchen point, and magnification of reflective glare from roof of proposed car port would cause impairment to vision and be a severe safety issue when accessing the other above areas of the home. Residence of home use this entry/exit to access 2<sup>nd</sup> building and other living areas of the home.

Point 2: This being the only/exit point of the home, every time you exit the building (many times a day, a constant rotation) any person would have a direct line of sight of proposed car port. I have spent a lot of time over the past 25 years making the entrance to my home a place of tranquil beauty. Proposed location of carport would extremely impact this. If consideration was given to moving this structure a few metres closer to the back boundary of Lot 1, this would eliminate both issues as relocation would be obscured by existing 2<sup>nd</sup> building of residence at 40 Queen Street.

Non-reflective roofing would also give advantage as most of the wall on boundary side of [REDACTED] are windows, measuring 2400mm high by 3800mm wide. I think this is possible that non-reflective roof may also eliminate any potential same problem of any future development of lot 2 38 Queen St.

Much of this was discussed at a meeting with

Mike Raby: Acting General Manager

Simon Vivers: Interim Town Planner

Emily Sims: Planning Officer Strategic

Date: 17.05.2024

Heritage: Heritage of the surrounding area was discussed at meeting and within parameters of Uralla Shire Councils power and abilities, much is being taken into consideration on the impact of heritage and the local environment and all that this entails.

Some of the local heritage and history includes

Goddard Cottage 29 Queen St, and 31 Queen St, Built in 1865 and 1867 respectively. These two homes were among the first of Uralla's residence to pay rates after rates were levied in the New Shire, they are both also listed in the Heritage walk of Uralla.

Homes of 23, 25, and 27 Queen St are of Federation Architectural style 1890- 1915, built by one person and in the time period mentioned.

Ye Olde Bakery 40 Queen St was opened in 1924 and celebrates 100 years in 2024.

Where consideration of reducing height of fence between access Rd and Lot 1 to 1.2 MTS would soften the impact considerably on the surrounding environment.

Any consideration is very much appreciated on behalf of all residents in this quadrant of Queen Street and we look forward to hearing on any further outcomes of this situation.

Yours respectfully

Deborah Pyne-Behrens

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**Subject:** FW: Queen Street guttering enquiry

**From:** Louis van Ekert [REDACTED]  
**Sent:** Friday, May 17, 2024 10:03 AM  
**To:** Mick Raby [REDACTED]  
**Cc:** kent mayo [REDACTED] Simon Vivers [REDACTED]  
**Subject:** Re: Queen Street guttering enquiry

Thank you for your prompt reply Mick,

Yes, please treat our missives as formal submissions to the DA.

At last night's meeting we briefly discussed the age of the kerbing, 1850s/60s was suggested as likely possible dates, around the date of Uralla's gazetting as a town.

Regards,

Louis

On Fri, 17 May 2024 at 09:16, Mick Raby [REDACTED] wrote:

Thanks Louis, I appreciate you raising the issue

We have received a DA which we are currently considering. We are acutely aware of the inherent value of the kerb (although it does not appear to be formally notified as heritage) and as a consequence we are treating it with appropriate care. The drawing attached to the DA does not clearly identify the detail where the proposed work meets the existing kerb, so we have been following through with the proponent to ensure the existing kerb is protected. This may result in an appropriate Condition being issued with any approval.

Our consideration of the DA is still on foot and I will take your email (and Kent's earlier request) as formal submissions regarding the development if that suits?

Happy to discuss any issues. We actually have a formal meeting with the neighbour this morning to discuss the issues that have been raised.

Regards,

Mick Raby

Acting General Manager

Uralla Shire Council | Po Box 106 Uralla NSW 2358

[REDACTED]

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**From:** Louis van Ekert [REDACTED]  
**Sent:** Friday, May 17, 2024 9:00 AM  
**To:** Mick Raby [REDACTED]  
**Cc:** kent mayo [REDACTED]  
**Subject:** Queen Street guttering enquiry

Mr. Mick Raby,

Acting General Manager,

Uralla Shire Council

Dear Mick,

At last night's UHS Committee meeting, I was asked to convey to you concerns expressed to us by a resident about the historic basalt guttering in Queen Street, which she'd heard was going to be replaced with concrete.

According to our Society's Constitution we are bound to act as unofficial guardians of Uralla's built heritage, thus this letter to you.

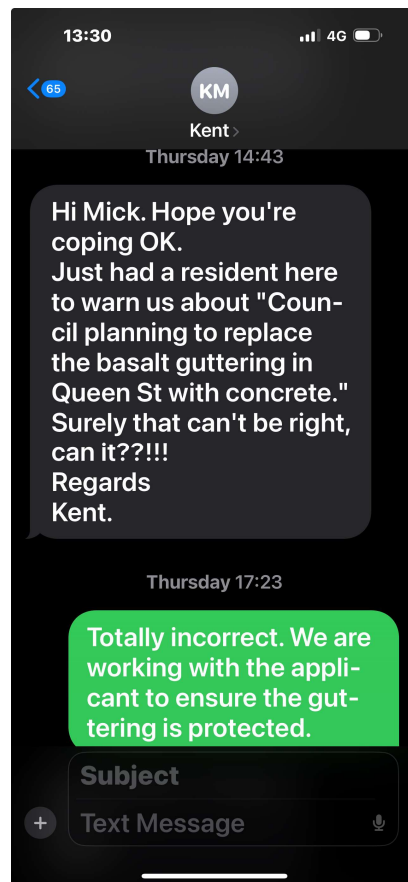
Committee Member Kent Mayo informed me this morning that you replied last night to a query he'd sent you by text message to say that Council would not be replacing the original basalt guttering.

On behalf of the Committee, I'd be grateful for your formal confirmation of the matter.

Kind regards

Louis van Ekert

President, Uralla Historical Society



Simon Vivers

Interim Manager Development & Planning

32 Salisbury Street

Uralla NSW 2358

Dear Mr Vivers

**Application No. DA-14-2024 Neighbour Notification**

Thank you for the notification of DA-14-2024 at 38 Queen Street. I am the owner of [REDACTED] Street Uralla. My husband and I have owned this home since 2000. We moved into this neighbourhood due to the location of the house to the town facilities and also the privacy and historical appeal provided by the surrounding houses including 38 Queen Street

I am submitting an **OBJECTION TO THE DEVELOPMENT**

**1. Drainage.**

Our block is in the sloping areas of Salisbury Street and Queen Street. Due to this a significant amount of work has been done on our block to eliminate runoff from Queen Street housing behind our block.

The proposed subdivision of this block will create a new imbalance of water being distributed above and below ground and therefore cause a major influence on our already developed drainage system in our yard.

Concrete, driveways, and the development of land for dwelling will disrupt all underground water and again as already stated will affect the water drainage that we have in place and therefore create issues for our home and block.

**2. Privacy**

The proposed subdivision of this block will allow the owners to build whatever they want on this land for residential purposes. Due to the elevation of the block, it will overlook our backyards and into our home. As a result of this, our family's privacy not only in the backyard but also in my home will be compromised.

**3. Heritage Area**

This area of Uralla has several historical houses that create a sense of appeal for the community. The streetscape of Queen Street is more than 150 years old. If the subdivision is allowed to go ahead with all the required work the moving in of equipment and the use of trades to build the second stages of whatever subdivision is allowed will ensure that any of the historical appeals that Queen street has will be devalued and demolished.

Further to this, if the subdivision goes ahead and the owners of these blocks are allowed to build modern houses this would diminish any appeal the surrounding houses may have if we ever decided to sell our homes.

Thank you for considering the areas of concern when evaluating the approval or rejection of DA-14-2024

PETA AND MICHAEL WESTON

[REDACTED]

**USC**

22 MAY 2024

**Received**

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**From:** Leeanne Pattinson [REDACTED]  
**Sent:** Tuesday, 21 May 2024 6:39 PM  
**To:** Council  
**Subject:** DA 14 2014

Good morning

I have just been informed of DA14-2014 from my neighbour. I own [REDACTED] and object to the proposal. My retaining wall will not support additional drainage from the proposed driveway.

Kind Regards  
Leeanne

Sent from [REDACTED]



Jodie Taylor

Simon Vivers

Interim Manager Development &amp; Planning

32 Salisbury Street

Uralla NSW 2358

22.5.2024

Dear Mr Vivers,

**Application No. DA-14-2024 Neighbour Notification**

Thank you for the notification of DA-14-2024 at 38 Queen Street, Uralla. I am the owner of [REDACTED] Street, Uralla which I purchased in 1994. Several factors influenced my purchase. They include the properties' central location to the town's facilities, the historic feel to the neighbourhood and not being overlooked by residential dwellings on neighbouring properties.

I would like to submit my **objection to the development**.

**Drainage**

The development application is within the town block boarded by Queen, Salisbury, Bridge, and Park Street and it has a substantial slope from Park to Salisbury Street. The properties on the southern side of Salisbury Street have drainage issues due to surface water running down the hill as well as subsoil water draining from properties with their higher elevation.

We have created raised garden beds to direct the surface waterway from the back of the house, installed storm water drains, and backfilled the retaining walls with aggregate to address drainage issues behind the shed and residence of [REDACTED].

DA-14-2024 has a proposed lot size of 1000 square meters. A residential building/s could have a significant footprint on a plot of land this size. Drainage from hard surfaces such as the proposed sealed road and future buildings could lead to greater drainage issues currently experienced at 40 Salisbury Street.

- Will the size of the proposed stormwater drain proposed under the road be adequate?
- Will further structures along the full length of the property backing onto Salisbury Street properties be needed to collect and direct the water collected from 38 Queen Street to the stormwater drain?

**Privacy**

DA-14-2024 proposed subdivision will allow the owners to build one or more residences on the 1000 square meter property. Due to the site's elevation, the premises will overlook the backyards of [REDACTED] Street. As a result, the privacy of our backyards will be compromised.

- Will future buildings on 38 Queen Street be limited to a single story?
- Will future buildings be allowed to have windows on the northern side that overlook the backyards of Salisbury Street premises?

**Historical area**

Queen and Salisbury Street has several historic houses, [REDACTED] being 1 of 3 houses that were dismantled and moved from Hillgrove township around 1921. We have made the effort to restore the facade of [REDACTED] concerning the historical significance this house represents for our community.

The DA-14-2024 will cause significant alterations to the streetscape of the 38 Queen Street subdivision with its 150 + year-old stone gutters. The development does not reflect the historical significance of Queen Street to the Uralla township.

- Will the new driveway for 38 Queen Street have a negative visual impact on the historic gutter's streetscape?
- Will retaining walls need to be constructed on either side of the driveway for the road to be built?

Thank you for considering these 3 issues of concern when evaluating the approval or rejection of DA-14-2024.

Yours sincerely,



Jodie Taylor

**Ms Robyn L Malcolm**

21 May 2024

Mr Simon Vivers  
Interim Manager Development & Planning  
Uralla Shire Council  
[council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au)

Dear Sir

RE	Application No	DA-14-2024 Neighbour Notification
	Proposed Activity	2Lot Subdivision
	Address	38 Queen Street, Uralla
	Applicant	New England Surveying & Engineering

This is my submission by way of objection to the above proposed development in response to your neighbour notification dated 07 May 2024. I am an adjoining landowner in an historical cottage built circa 1890 and a person affected by the proposed development highlighted in New England Surveying & Engineering plans dated 01 March 2024 and 01 May 2024.

I bring to your notice my objection in relation to the driveway proposal; which allows access to both 38 Queen Street Block 1 and the landlocked Block 2, of the same address.

The critical issue in my view is the inadequate provision of drainage off the proposed driveway, into my property of [REDACTED] from surface stormwater along the back fence line, which is the side boundary line of 38 Queen Street.

In the event of the proposed bitumen (or concrete) driveway being built, following the removal of the old garage on 38 Queen Street, there is inadequate plans for the direction of stormwater runoff over that driveway. It will run into my block and my neighbour's blocks – as all are lower and follow the natural fall of the land.

There has always been ground water seepage that follows the fall of the land above all the cottages along Salisbury Street.

**USC**

22 MAY 2024

**Received**

The proposed storm water drainage pipe, being located under the proposed driveway, will in no way address the potential stormwater runoff of the actual driveway surface. The potential water runoff will increase the natural water flow into my backyard in the event of this development proceeding. Over the past 22 years of ownership and residency I have initiated a tiered back garden in an attempt to capture and spread the groundwater flow.

There are a number of additional objections that are set out below

1. There is also additional concern by way of objection to the future use of the landlocked Block 2, if it is not a single home, but block of flats / units, and having to contend with the increased traffic load on the proposed driveway.

Would a reinforced wall be built to protect property below the driveway - evidenced by facilities extending beyond Lot 1 and on to Lot 2 (refer to plan electrical, telecommunication, sewer, stormwater and physical road).

2. The hardened area does not appear to allow for 900mm away from the side boundary (indicates only 500mm on the DA plan) and it appears more than 15% of the area of the Lot 1 is taken up by the hardened area.
3. The garage to be situated mid-block, will be blind to oncoming vehicles / pedestrians whilst reversing out. Also of concern is the potential backing into my back fence. Maybe there is a safer location for the garage such as being situated at an angle further into the block thereby allowing for an adequate and safe egress and ingress of the turning area.
4. Concerns for the extreme width of the driveway near the front of Queen Street, why so wide at the entry point as the plans indicate a single lane driveway. Why the need for six metre entrance off Queen Street, (which was the original main street of Uralla) it hardly adds to the aged stone gutters in this historical area of Uralla.
5. Again, how does the developer plan to stop surface water on the proposed driveway entering my backyard along the boundary?

Yours sincerely



(Robyn Malcolm)

USC

22 MAY 2024

Received

**NOTICE OF DETERMINATION OF A DEVELOPMENT APPLICATION**

<b>Application number</b>	DA-14-2024 PAN-432420
<b>Applicant</b>	Sean Doodson 161 RUSDEN STREET ARMIDALE 2350
<b>Description of development</b>	Subdivision - One (1) Lot into Two (2) Lots
<b>Property</b>	38 QUEEN STREET URALLA 2358 7/-/DP1136988
<b>Determination</b>	Approved Consent Authority - Council
<b>Date of determination</b>	25/06/24
<b>Date from which the consent operates</b>	25/06/24
<b>Date on which the consent lapses</b>	25/06/29

Under section 4.18(1) of the EP&A Act, notice is given that the above development application has been determined by the granting of consent using the power in section 4.16(1)(a) of the EP&A Act, subject to the conditions specified in this notice.

**Right of appeal / review of determination**

If you are dissatisfied with this determination:

**Request a review**

You may request a review of the consent authority's decision under section 8.3(1) of the EP&A Act. The application must be made to the consent authority within 6 months from the date that you received the original determination notice provided that an appeal under section 8.7 of the EP&A Act has not been disposed of by the Court.

**Rights to appeal**

on which the determination appealed against is notified or registered on the NSW planning portal.

The Dictionary at the end of this consent defines words and expressions for the purposes of this determination.



Simon Vivers  
Interim Manager Development & Planning  
Person on behalf of the consent authority

## Terms and Reasons for Conditions

Under section 88(1)(c) of the EP&A Regulation, the consent authority must provide the terms of all conditions and reasons for imposing the conditions other than the conditions prescribed under section 4.17(11) of the EP&A Act. The terms of the conditions and reasons are set out below.

### General Conditions

1	<p><b>Compliance with Building Code of Australia and insurance requirements under Home Building Act 1989</b></p> <ol style="list-style-type: none"> <li>1. It is a condition of a development consent for development that involves building work that the work must be carried out in accordance with the requirements of the <i>Building Code of Australia</i>.</li> <li>2. It is a condition of a development consent for development that involves residential building work for which a contract of insurance is required under the <i>Home Building Act 1989</i>, Part 6 that a contract of insurance is in force before building work authorised to be carried out by the consent commences.</li> <li>3. It is a condition of a development consent for a temporary structure used as an entertainment venue that the temporary structure must comply with Part B1 and NSW Part H102 in Volume 1 of the <i>Building Code of Australia</i>.</li> <li>4. In subsection (1), a reference to the <i>Building Code of Australia</i> is a reference to the Building Code of Australia as in force on the day on which the application for the construction certificate was made.</li> <li>5. In subsection (3), a reference to the <i>Building Code of Australia</i> is a reference to the Building Code of Australia as in force on the day on which the application for development consent was made.</li> <li>6. This section does not apply— <ol style="list-style-type: none"> <li>a. to the extent to which an exemption from a provision of the <i>Building Code of Australia</i> or a fire safety standard is in force under the <i>Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021</i>, or</li> <li>b. to the erection of a temporary building, other than a temporary structure to which subsection (3) applies.</li> </ol> </li> </ol> <p><b>Condition reason:</b> Prescribed condition under section 69 of the Environmental Planning and Assessment Regulation 2021.</p>
2	<p><b>Erection of signs</b></p> <ol style="list-style-type: none"> <li>1. This section applies to a development consent for development involving building work, subdivision work or demolition work.</li> <li>2. It is a condition of the development consent that a sign must be erected in a prominent position on a site on which building work, subdivision work or demolition work is being carried out— <ol style="list-style-type: none"> <li>a. showing the name, address and telephone number of the principal certifier for the work, and</li> </ol> </li> </ol>

	<p>telephone number on which the principal contractor may be contacted outside working hours, and</p> <p>c. stating that unauthorised entry to the work site is prohibited.</p> <p>3. The sign must be—</p> <p>a. maintained while the building work, subdivision work or demolition work is being carried out, and</p> <p>b. removed when the work has been completed.</p> <p>4. This section does not apply in relation to—</p> <p>a. building work, subdivision work or demolition work carried out inside an existing building, if the work does not affect the external walls of the building, or</p> <p>b. Crown building work certified to comply with the <i>Building Code of Australia</i> under the Act, Part 6.</p> <p><b>Condition reason:</b> Prescribed condition under section 70 of the Environmental Planning and Assessment Regulation 2021.</p>																				
3	<p><b>Approved Plans and Supporting Documentation</b></p> <p>Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise.</p> <table><tr><th colspan="5">Approved Plans</th></tr><tr><th>Plan/Sheet No.</th><th>Revision No.</th><th>Title</th><th>Drawn By</th><th>Dated</th></tr><tr><td>Sheet 1 of 1</td><td>B</td><td>Driveway &amp; Servicing Plan</td><td>New England Surveying &amp; Engineering</td><td>31.05.2024</td></tr><tr><td></td><td></td><td>Plan of Proposed Subdivision</td><td>Job ref: 20240212</td><td></td></tr></table> <p>In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.</p> <p><b>Condition reason:</b> To ensure the development proceeds in accordance with the approved plans and supporting documentation.</p>	Approved Plans					Plan/Sheet No.	Revision No.	Title	Drawn By	Dated	Sheet 1 of 1	B	Driveway & Servicing Plan	New England Surveying & Engineering	31.05.2024			Plan of Proposed Subdivision	Job ref: 20240212	
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		Plan of Proposed Subdivision	Job ref: 20240212																		
4	<p><b>Application for Subdivision Certificate</b></p> <p>An Application for a Subdivision Certificate is to be submitted via the NSW Planning Portal, with all relevant documentation and plans, including a statement of how each of the conditions has been satisfied.</p> <p>Details of compliance with relevant consent conditions, and any required easements, positive covenants and restrictions as to user are to be included on the documentation submitted for a Subdivision Certificate for the subject lots.</p> <p><b>Condition reason:</b> To ensure the development has complied with conditions of consent.</p>																				



**Before issue of a subdivision works certificate**

No additional conditions have been applied to this stage of development.

**Before subdivision work commences**

5	<b>Erosion and sediment controls in place</b> <p>Before any site work commences, Council must be satisfied suitable erosion and sediment controls are in place. These controls must remain in place until any bare earth has been restabilised in accordance with 'Managing Urban Stormwater: Soils and Construction' prepared by Landcom (the Blue Book) (as amended from time to time).</p> <p><b>Condition reason:</b> To ensure sediment laden runoff and site debris do not impact local stormwater systems and waterways.</p>				
6	<b>Work on Council's Land (Section 138 Approval)</b> <p>For all construction work on Council land, the developer is required to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority, which will incorporate seeking any necessary approvals for work in road reserves under the Roads Act 1993. The relevant work required under this consent includes:</p> <ul style="list-style-type: none"> <li>• Provision of upgraded driveway crossover to the satisfaction of Council; and</li> <li>• Stormwater drainage connection work.</li> </ul> <p>Details shall be approved prior to the commencement of any work on Council's land. The details shall demonstrate:</p> <ul style="list-style-type: none"> <li>• Extension of the existing driveway crossover northward to ensure a minimum span of 5.18m (level with northern edge of access handle driveway), in a form which matches existing; and</li> <li>• Method for kerb work for installation of any new stormwater piping. The method shall demonstrate minimal harm to the kerb fabric, and include details of mortar colour, to the satisfaction of Council.</li> </ul> <p><b>Condition reason:</b> In the interests of vehicular and pedestrian safety and to reduce harm to the historic kerb.</p>				
7	<b>Stormwater Drainage</b> <p>Before the commencement of work, details for all proposed stormwater drainage works required for the development are to be submitted for approval by Councils Development Engineer. Designs are to comply with Councils relevant Engineering Standards.</p> <p>For the avoidance of doubt, all stormwater must drain to a lawful point.</p> <p>ADVISING: It is recommended that any infrastructure suitably manages stormwater impacts for Lot 2, when developed.</p> <p><b>Condition reason:</b> To prevent flooding of the subject lots or adjoining lots.</p>				
8	<b>Local Government Act 1993 Section 68 Approval</b> <p>Before commencement of subdivision work, approval is required under Section 68 of the Local Government Act 1993 for the works described below.</p> <table border="1" data-bbox="368 1778 1007 1814"> <thead> <tr> <th data-bbox="368 1778 496 1814">Part</th><th data-bbox="496 1778 1007 1814">Summary</th></tr> </thead> <tbody> <tr> <td> </td><td> </td></tr> </tbody> </table>	Part	Summary		
Part	Summary				

Water supply, sewerage and stormwater drainage work	<ul style="list-style-type: none"> <li>• Stormwater drainage work</li> </ul> <p><i>Please be advised that additional fees are applicable for these works. This may include extension of reticulated services and installation of new water meter(s)</i></p>
<b>Condition reason:</b> To ensure that work meets relevant standards	

### During subdivision work

9	<b>Discovery of relics and Aboriginal objects</b> <p>While site work is being carried out, if a person reasonably suspects a relic or Aboriginal object is discovered:</p> <ol style="list-style-type: none"> <li>1. the work in the area of the discovery must cease immediately;</li> <li>2. the following must be notified <ol style="list-style-type: none"> <li>1. for a relic – the Heritage Council; or</li> <li>2. for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the National Parks and Wildlife Act 1974, section 85.</li> </ol> </li> </ol> <p>Site work may recommence at a time confirmed in writing by:</p> <ol style="list-style-type: none"> <li>1. for a relic – the Heritage Council; or</li> <li>2. for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the National Parks and Wildlife Act 1974, section 85.</li> </ol> <p><b>Condition reason:</b> To ensure the protection of objects of potential significance during works.</p>
10	<b>Hours of work</b> <p>Site work must only be carried out between the following times –</p> <ul style="list-style-type: none"> <li>• 7.00am and 6.00pm on Monday to Friday</li> <li>• 8.00am to 1.00pm on Saturdays</li> </ul> <p>Site work is not to be carried out outside of these times except where there is an emergency, or for urgent work directed by a police officer or a public authority.</p> <p><b>Condition reason:</b> To protect the amenity of the surrounding area.</p>
11	<b>Noise and Vibration requirements</b> <p>Unless with the prior approval of Council, while site work is being carried out, noise generated from the site must not exceed an LAeq (15 min) of 5dB(A) above background noise, when measured at a lot boundary of the site.</p> <p><b>Condition reason:</b> To protect the amenity of the neighbourhood during construction.</p>
12	<b>Responsibility for changes to public infrastructure</b> <p>While site work is being carried out, any costs incurred as a result of the approved removal, relocation or reconstruction of infrastructure (including ramps, footpaths, kerb and gutter, light poles, kerb inlet pits, service provider pits, street trees or any other infrastructure in the street</p>

	<b>Condition reason:</b> To ensure payment of approved changes to public infrastructure.
13	<b>Dust Control</b> Effective dust control measures to be maintained during construction to maintain public safety/amenity and construction activities are to be restricted solely to the subject site.  ADVISING: Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act. <b>Condition reason:</b> To ensure an acceptable level of amenity is maintained during construction.
14	<b>Topsoil</b> The uppermost layer of the soil profile (top soil) is to be retained on site, stockpiled and surrounded at its base with silt fencing to ensure that the topsoil is maintained in a satisfactory and reusable condition.  Stockpiles are to be limited in height to 3 metres and located in a position not visually prominent from public places. <b>Condition reason:</b> To maintain an acceptable level of amenity during construction.
15	<b>Demolition</b> Any demolition is to be carried out in accordance with <i>AS2601 – Demolition of Structures</i> . <b>Condition reason:</b> To ensure the work is undertaken safely and as required pursuant to the Environmental Planning and Assessment Regulation 2000 and Work Health and Safety (WHS) Regulation 2011.
16	<b>Engineering Work</b> All Engineering works to be designed by a competent person to ensure that these works are of a sustainable and safe standard. <b>Condition reason:</b> To ensure that work meets relevant standards.

#### Before issue of a subdivision certificate

17	<b>Repair of infrastructure</b> Before the issue of a Subdivision Certificate:  1. any public infrastructure damaged as a result of the carrying out of work approved under this consent (including damage caused by, but not limited to, delivery vehicles, waste collection, contractors, sub-contractors, concreting vehicles) must be fully repaired to the written satisfaction of Council, and at no cost to Council; or 2. if the works in (a) are not carried out to Council's satisfaction, Council may carry out the works required and the costs of any such works must be paid as directed by Council and in the first instance will be paid using the security deposit required to be paid under this consent. <b>Condition reason:</b> To ensure any damage to public infrastructure is rectified.
18	<b>Telecommunications/Electricity Supply</b> Written advice from telecommunications and electricity providers, confirming that satisfactory arrangements have been made for the provision of telecommunications and electricity services to the development, are to be submitted to Council before the issue of a Subdivision Certificate.

	<p>confirmed with and approved by Council, to ensure that this does not unreasonably interfere with the aesthetics or functionality of the development or adjoining public road/s.</p> <p>ADVISORY NOTE 1: Such infrastructure shall be located within the property where feasible and positioned such that it does not impede the movement of pedestrians with vision impairment.</p> <p>ADVISORY NOTE 2: The telecommunications aspect applies unless the development is deemed exempt from fibre-ready facilities through the following mechanism(s):</p> <ul style="list-style-type: none"> <li>• Telecommunications (Fibre-ready Facilities – Exempt Real Estate Development Projects) Instrument 2021 (exemptions are published on the register maintained by the Department of Infrastructure, Transport, Regional Development and Communications).</li> <li>• where the development is exempted by the Federal Minister for Communications by legislative instrument under the exemptions provisions in Part 20A of the Telecommunications Act.</li> <li>• Clause 5, 7 and 8 of Telecommunications (Fibre-Ready Facilities in Real Estate Development Projects and Other Matters) Instrument 2011,</li> <li>• Where the development is a minor subdivision as defined in the Environmental Planning and Assessment Regulation 2021</li> </ul> <p>Details of any exemption shall be demonstrated as part of application for Subdivision Certificate.</p> <p><b>Condition reason:</b></p>
19	<p><b>Section 88B Instrument</b></p> <p>Appropriate covenants/restrictions are to be included in the Title Plan/s88b documentation for the following:</p> <ul style="list-style-type: none"> <li>• Easement(s) to drain water (variable width);</li> <li>• Easement(s) for drainage of sewage (variable width);</li> <li>• Access over Lot 1 benefitting Lot 2; and</li> <li>• Ongoing maintenance of access.</li> </ul> <p>Details are to be included on relevant title documentation to the satisfaction of Council before the issue of a Subdivision Certificate for the development.</p> <p><b>Condition reason:</b> To ensure infrastructure and access are properly safeguarded.</p>
20	<p><b>Landscaping</b></p> <p>Details of landscaping within the access handle shall be provided for Council's approval. Details shall include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• Species selection, including details of maximum height, spread and root characteristics;</li> <li>• Pot size;</li> <li>• Preparation of land including mulching; and</li> <li>• Maintenance during establishment.</li> </ul> <p>The landscaping shall be planted before issue of Subdivision Certificate.</p> <p><b>Condition reason:</b> To ensure an acceptable level of amenity between the site and neighbouring occupiers.</p>
21	<p><b>Completion of Works</b></p>

	<p>carried out:</p> <ul style="list-style-type: none"> <li>• Earthwork;</li> <li>• Stormwater drainage;</li> <li>• Erosion and sedimentation control;</li> <li>• Hydraulic work;</li> <li>• Work associated with surfacing of internal driveway;</li> <li>• Vehicular crossover;</li> <li>• Fencing;</li> <li>• Demolition;</li> <li>• Construction of Carport; and</li> <li>• Landscaping</li> </ul> <p>are to be completed and inspected by the relevant Certifying Authority prior to issue of a Subdivision Certificate.</p> <p><b>Condition reason:</b> To ensure that the development is carried out to a satisfactory standard and for the avoidance of doubt.</p>
22	<p><b>Carport</b></p> <p>Unless separate planning permission is obtained, the Carport shall be constructed in accordance with Part 2, Division 1, Subdivision 10 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.</p> <p>ADVISING: A Construction Certificate would also be required if the Carport is not within exempt development limits.</p> <p><b>Condition reason:</b> To ensure appropriate approvals are captured if required for construction of the carport.</p>
23	<p><b>Fencing</b></p> <p>Internal boundary fencing shall be in accordance with the approved plans, with exception that:</p> <ul style="list-style-type: none"> <li>• The fence height shall reduce to 1.2m in height, where forward of the building line; and</li> <li>• Material shall be timber.</li> </ul> <p>Boundary fencing at the front of the site is permitted to be removed where identified in approved plans or for driveway crossover widening. The fence shall be repaired to Council's satisfaction where remaining, unless a new fence is constructed. Any new front fence shall be in accordance with Part 2, Division 1, Subdivision 17 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.</p> <p><b>Condition reason:</b> In order to ensure an acceptable level of on-site amenity and to ensure the development has an acceptable impact on the streetscape.</p>
24	<p><b>Infrastructure</b></p> <p>Before the issue of Subdivision Certificate, the surveyor shall confirm that any existing drainage or service lines affecting Lot 1 are fully contained within that lot.</p> <p><b>Condition reason:</b> To ensure that the proposal does not impede services to the existing dwelling.</p>

### Ongoing use for subdivision work

25	<b>Maintenance of Landscaping</b>
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	replacement of any dead or dying species.
	<b>Condition reason:</b> To ensure the amenity enhancements secured by landscaping are maintained over time.

### General advisory notes

This consent contains the conditions imposed by the consent authority which are to be complied with when carrying out the approved development. However, this consent is not an exhaustive list of all obligations which may relate to the carrying out of the development under the EP&A Act, EP&A Regulation and other legislation. Some of these additional obligations are set out in the [Conditions of development consent: advisory notes](#). The consent should be read together with the *Conditions of development consent: advisory notes* to ensure the development is carried out lawfully.

The approved development must be carried out in accordance with the conditions of this consent. It is an offence under the EP&A Act to carry out development that is not in accordance with this consent. Building work or subdivision work must not be carried out until a construction certificate or subdivision works certificate, respectively, has been issued and a principal certifier has been appointed.

A document referred to in this consent is taken to be a reference to the version of that document which applies at the date the consent is issued, unless otherwise stated in the conditions of this consent.

### Dictionary

The following terms have the following meanings for the purpose of this determination (except where the context clearly indicates otherwise):

**Approved plans and documents** means the plans and documents endorsed by the consent authority, a copy of which is included in this notice of determination.

**AS** means Australian Standard published by Standards Australia International Limited and means the current standard which applies at the time the consent is issued.

**Certifier** means a council or a person that is registered to carry out certification work under the *Building and Development Certifiers Act 2018*.

**Construction certificate** means a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the EP&A Regulation and *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.

**Council** means URALLA SHIRE COUNCIL.

**Court** means the Land and Environment Court of NSW.

**EPA** means the NSW Environment Protection Authority.

**EP&A Act** means the *Environmental Planning and Assessment Act 1979*.

**EP&A Regulation** means the *Environmental Planning and Assessment Regulation 2021*.

**Independent Planning Commission** means Independent Planning Commission of New South Wales constituted by section 2.7 of the EP&A Act.

**Occupation certificate** means a certificate that authorises the occupation and use of a new building or a change of building use for an existing building in accordance with this consent.

**Principal certifier** means the certifier appointed as the principal certifier for building work or subdivision work under section 6.6(1) or 6.12(1) of the EP&A Act respectively.

**Site work** means any work that is physically carried out on the land to which the development the subject of this development consent is to be carried out, including but not limited to building work, subdivision work, demolition work, clearing of vegetation or remediation work.

**Stormwater drainage system** means all works and facilities relating to:

- the reuse of stormwater,
- the detention of stormwater,
- the controlled release of stormwater, and
- connections to easements and public stormwater systems.

**Strata certificate** means a certificate in the approved form issued under Part 4 of the *Strata Schemes Development Act 2015* that authorises the registration of a strata plan, strata plan of subdivision or notice of conversion.

**Subdivision certificate** means a certificate that authorises the registration of a plan of subdivision under Part 23 of the *Conveyancing Act 1919*.

**Subdivision work certificate** means a certificate to the effect that subdivision work completed in accordance with specified plans and specifications will comply with the requirements of the EP&A Regulation.

**Sydney district or regional planning panel** means Northern Regional Planning Panel.



**14.2 Terrible Vale Road Crossing - Review and Recommendations**


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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/24/5990

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**


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<b>Goal:</b>	2.	We drive the economy to support prosperity
	3.	We are good custodians of our environment
	4.	We are an independent shire and well-governed community
<b>Strategy:</b>	2.3.	Communities that are well serviced with essential infrastructure
	3.1.	To preserve, protect and renew our beautiful natural environment
	3.2.	Maintain a healthy balance between development and the environment
	4.1.	Informed and collaborative leadership in our community

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**SUMMARY**

At its Ordinary Meeting in September 2023 Council resolved to endorse a grant-funded project to replace a road crossing culvert on Terrible Vale Road. Council also included in its resolution an alternate road remediation project, at Rocky River, which would automatically replace the Terrible Vale project IF the Terrible Vale project was ultimately found to be untenable due to insufficient funds being available within the grant limit of \$320,000.

This report advises that following a detailed investigation of the Terrible Vale project's requirements and likely costs, it is not considered possible to undertake and complete that project within the available grant budget.

Additionally, since Council's resolution in September 2023, the 'alternate resolved project' involving a remediation of Rocky River sections of Thunderbolts Way has also been largely addressed via other funding sources and is no longer a pressing requirement.

Therefore, this report now recommends, for Council's consideration, that the original allocation to Terrible Vale of **\$340,000** be reallocated to as follows:

- **\$100,000** for the conduct of detailed site investigations at the Terrible Vale Crossing including the gaining of approvals from NSW Fisheries and Waterways, the surveying, design, and quantity surveying of the new crossing and its likely actual costs; and,
- **\$240,000** for the remediation of the existing culvert crossing at Rocky River and the co-installation of a safe pedestrian crossing of the creek at that same location.

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

1. **Notes its previous resolution of 26 September 2023 to fund the replacement of the Terrible Vale Culvert Crossing for an amount of \$340,000 through the LRCI 4 Part B grant.**
2. **Notes the more current staff advice that the Terrible Vale Project Culvert Crossing replacement cannot be undertaken within the available grant funding of \$340,000.**

3. Notes that the alternate project, Rocky River Road, identified in Council's previous resolution of 26 September 2023 for the same funding of \$340,000 has largely been addressed by other funding sources.
4. Approves an amount of \$100,000 to be drawn from the LRCI 4 Part B Grant of \$340,000 for detailed investigation, design and quantity surveying, and the likely costings of a future replacement of the Terrible Vale Crossing.
5. Approves an amount of \$240,000 to be drawn from the LRCI 4 Part B Grant of \$340,000 for the purposes of undertaking remediation and improvement work to the existing Rocky River Culvert Crossing ('Post Office Gully'), including the installation of a safe pedestrian creek crossing at the same site.

## REPORT

### Terrible Vale Culvert – The Originally Resolved Project

The Terrible Vale Culvert replacement (which cannot be effectively undertaken within the current funding allocation of **\$340,000**) involves the replacement of the existing and failing culvert crossing on Terrible Vale Road due to its aged condition and its proneness to closure during flood events.

Staff investigations into the Terrible Vale project's requirements, which have been undertaken since Council's original resolution, have identified that the current crossing point is located at a most important collection flow point of an "at risk" upstream water catchment covering an area of 128 square kilometres.

As a consequence, any work at the key crossing point should be expected to be of significant interest to NSW Fisheries, and the Department will play a significant role in the future approvals process for the project. The ultimate structure will likely require the Department's approval.

Our most recent analysis indicates that the Terrible Vale project will need to replace the existing low-level culvert with a significantly more costly 'out-of-the-water' bridge crossing in order to:

- a) improve the crossing's performance during future flood events; and,
- b) meet the current environmental requirements of the NSW Department of Fisheries.

**In Summary** - The Terrible Vale project will require more significant and detailed engineering input and infrastructure than was originally envisaged. Additionally, given the existing crossing is a key access point for community it will be necessary to ensure an alternate crossing remains available during the entire construction phase of a new replacement. That will necessitate the creation of a significant temporary alternate roadway in addition to the replacement crossing itself.

However, the recommended approach will create a 'shovel-ready' project, with construction designs and accurate costings, ready for execution upon the identification of an appropriate future grant funding source.

The estimated funding required to develop the shovel-ready project is **\$100,000**.

### Rocky River Road Works – the Alternate Resolved Project

This project was resolved by Council as an alternate to the Terrible Vale culvert project if it came to pass that the Terrible Vale project was ultimately found to be impractical within the limit of the available budget of **\$340,000**. Since Council's resolution last year, there have been several interventions undertaken by Council on the worst sections of the Rocky River Road.

### Rocky River Culvert Crossing ('Post Office Gully') on Thunderbolts Way – the Newly Recommended Project

The 'bridge' on Thunderbolts Way at the Rocky River township is actually a culvert crossing (a pipe at water level topped by a compacted earthen levee) with a road built across the top of the levee. The terminal section at the southern end of the levee has significantly slumped, creating a distinct and hazardous dip in the roadway at that point. It should be expected that this failure will continue to develop if left untreated.

The recommended intervention is to widen the levee both upstream and downstream and achieve a significant lessening of the current acute angle of repose of the levee earthen walls, particularly on the downstream western side.

Council would be aware that the current 'bridge' (ie the road) is utilised by local pedestrians, including local school children, as it provides the sole accessible link to the northern and southern areas of the village. There is currently no dedicated or safe pedestrian crossing over the bridge.

The same work which is required to widen the levee embankments in order to repair the slumping roadway will, collaterally, provide the base structure for a safer, road-separated, pedestrian crossing.

The estimated cost to repair and reinstate the Rocky River Culvert crossing and to simultaneously install a safe pedestrian crossing of the creek is **\$240,000**.

## CONCLUSION

It is therefore proposed that the original funding amount of **\$340,000** from the LRCI 4 Part B Grant be reallocated by Council as follows:

- **\$100,000** be retained at Terrible Vale for the purposes of producing a shovel-ready project including the detailed investigation, design, costing, and set of required approvals which more clearly define the requirements and costs of a Terrible Vale Culvert replacement.
- **\$240,000** be allocated for a new purpose – being the remediation of the Rocky River Culvert and the installation of a safe pedestrian crossing at that same location.

## COUNCIL IMPLICATIONS

### Community Engagement/Communication

Council has, over time, received significant input from the Rocky River community (and others) regarding the lack of a safe pedestrian crossing of the creek.

### Policy and Regulation

Nil

### Financial/Long Term Financial Plan

The project funding recommended in this report is available via the existing **XX Grant**.

### Asset Management/Asset Management Strategy

All three assets discussed in this report are assets within Councils Transport Asset Management Plan (TAMP).

### Workforce/Workforce Management Strategy

To be executed via internal and external resources under internal Project Management.

### Legal and Risk Management

Nil

### Performance Measures

Cost of delivery versus allocated budgets

### Project Management

Internal Project Management

**14.3 New Waste Service Areas Community Engagement Sessions and Recommendation**


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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Manager Environment &amp; Waste</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Reference:</b>	<b>UINT/24/8895</b>

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**


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<b>Goal:</b>	3.	We are good custodians of our environment
<b>Strategy:</b>	3.3.	Avoid, reduce, reuse (repair), and recycle (recover) wastage to minimise waste disposal
	3.4.	Secure, sustainable and environmentally sound water-cycle infrastructure and services

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**SUMMARY**

Council on 19 December 2023 resolved as follows:

***That Council:***

- 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:***
- 2)
  - ***Bundarra – All existing routes (as per Attachment 1) plus an additional route comprising the Bundarra stretch of the Thunderbolts Way.***
  - ***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.***
  - ***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.***
  - ***Kentucky - All existing routes as per Attachment 4 with no further changes.***
- 3) ***Undertakes a comprehensive community engagement program in early 2024 to ensure residents are fully informed prior to the implementation date.***
- 4) ***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.***
- 5) ***Receives a further report on completion of community engagement.***

In accordance with the final resolution point 5 above, this report advises Council of the results of the community engagement processes which were subsequently undertaken, and provides recommendations based on the community feedback received.

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

1. **Notes the community submissions received during the consultation process which are included in NextCloud for privacy reasons.**
2. **Does not proceed with the creation of the proposed new waste service areas, with the exception of minor extended services for Hawthorn Drive and Rifle Range Road.**
3. **Considers any future new service areas only upon receipt of a joint community request with such requests to be agreed by at least 75% of ratepayers for any proposed new service route.**
4. **Confirms the intention to supply all future red lid and yellow lid bins to new customers directly to ensure and control the quality and uniformity of kerbside collection bins, and also to existing customers as damaged or failed bins are identified by staff, with the costs incorporated into the waste service charge.**
5. **Notes that the separate ongoing process regarding the incorporation of the remaining three 'opt out' properties (which all lie within existing Waste Service Areas) is still underway and will be advised to Council when complete.**

**REPORT**

On 19 December 2023, Council endorsed the proposed new waste service areas for consultation with the community.

Notification letters were subsequently sent out to affected residents/ratepayers with provision for residents/ratepayers to contact Council with their concerns or inquiries. A summary of concerns/objections received via e-mails and phone calls regarding the proposed new service areas is available in NextCloud.

Council also organised two (2) face to face information and consultation sessions which took place at the Uralla Shire Council Chambers in Uralla and Bundarra School of Arts Hall in Bundarra on the 22 May 2024 and 23 May 2024 respectively. A summary of notes taken for both sessions has been distributed NextCloud.

The most significant threads of the submissions received during the consultation received were:

- (1) **High cost of service:** Most ratepayers assessed that they would be paying almost twice or more than twice for the new service versus their current 'self-haul' plus gate fee costs.
- (2) **Safety concerns:** Others raised the safety concerns for a kerbside truck conducting bin pickups on narrow and/or winding rural roads, some with high-speed limits.
- (3) **Inappropriate service:** Others raised the impost created by the significant distance between their residence and the road (kerb), and the necessity of loading their bins in their vehicle or trailer and driving to the kerbside which is essentially the same as continuing to the tip.

Staff have reviewed all submissions and, with the additional benefit of meeting with the community who also attended the face-to-face consultation sessions, have concluded a definitive recommendation that Council does not proceed to create the previously proposed new service areas, with the single exceptions of Hawthorn Drive and Rifle Range Road as no adverse submissions were received from these areas; and they are contingent to the existing waste service areas.

Council should note that during the consultation period, five members of the community did contact Council and request that they be included in the existing services. In four of those cases, the properties were immediately contingent to an existing route and have been able to be accommodated within that route. In

the remaining case, staff are continuing to assess the opportunity to also accommodate the fifth request, but additional safe work analysis of the site is required before a conclusion is reached.

Additionally, the community expressed significant support for Council's previous decision to supply Red Bins in future. This item has been also included in the recommendation to this report in order to capture, in a single resolution, the comprehensive final result of the community consultation which has recently taken place; and to also add the supply of Yellow Lid Bins.

The addition of Yellow Lid Bins is based on the knowledge that such a decision does not compromise Council's freedom of action regarding a future recycling service as they may be easily converted to Food Organics and Waste Organics (FOGO) bins by a simple change of lid colour in the future.

## CONCLUSION

This report recommends that Council notes the submissions received from the community. The overwhelming feedback was clearly in favour of continuing with current arrangements. On that basis, this report recommends that Council not proceed with the plan to expand the current waste service areas.

The reports further recommends that any future new service areas only be considered by Council upon receipt of future community requests, and that such requests be agreed by at least 75% of ratepayers on proposed route.

## COUNCIL IMPLICATIONS

### Community Engagement/Communication

All potentially affected properties were contacted by letter, and two (2) further face to face community consultation/information sessions were undertaken.

### Policy and Regulation

Council is required to apply Section 496 of the 1993 LG Act – Making and levying of annual charges for domestic waste management services, as follows:

#### ***496 Making and levying of annual charges for domestic waste management services***

- 1) *A council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available (underlining added for emphasis).*
- 2) *A council may make an annual charge for the provision of a domestic waste management service for a parcel of land that is exempt from rating if-*
  - a. *the service is available for that land, and*
  - b. *the owner of that land requests or agrees to the provision of the service to that land, and*
  - c. *the amount of the annual charge is limited to recovering the cost of providing the service to that land.*

The recommendation in this report meets the requirements of the Act by virtue of the fact that Council is not extending the areas in which the waste service is currently 'available' and is continuing to undertake work to settle the existing issue of the 'opt out' properties.

### Financial/Long Term Financial Plan

Nil change to existing.

**Asset Management/Asset Management Strategy**

N/A

**Workforce/Workforce Management Strategy**

No changes to current Council staffing.

**Legal and Risk Management**

N/A

**Performance Measures**

75% public consensus for any new service routes.

**Project Management**

Manager Waste and Environment

**14.4 Uralla Groundwater Project - Alternative Water Source Investigation**


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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/24/9240

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**Attachments:** 1. Location Maps of Bores [↓](#)

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**


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<b>Goal:</b>	1. We have an accessible inclusive and sustainable community
	2. We drive the economy to support prosperity
	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
	2.3. Communities that are well serviced with essential infrastructure
	3.4. Secure, sustainable and environmentally sound water-cycle infrastructure and services
	4.2. A strategic, accountable and representative Council

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**SUMMARY**

On 12 August 2020 Council received an offer of substantial grant funding (\$1,500,000) from the then Minister of Water, Property and Housing, the Honourable Melinda Pavey MP, for a **“Critical Drought Initiative – Uralla Groundwater Project (DWS089).**

The Funding Deed for the **Uralla Groundwater Project** was subsequently executed between Council and the Department of Planning, Industry, and the Environment on 4<sup>th</sup> February 2021. The purpose of the grant is to assist Council with the delivery of a potential groundwater supply to improve Uralla’s water security. The funding is a component of the NSW Government’s Critical Drought Initiative (DWS089).

The “Uralla Groundwater Project” is to investigate the potential availability of a back-up water supply source for future emergencies such as drought and/or contamination of our existing water supply source.

The first step of the grant funded project was an investigation of potential groundwater sites that may provide a cost effective and secure water supply, and which may contribute to meeting demand growth for quality drinking water. Quotations were subsequently sought from potential suppliers with a lodgement date of 10<sup>th</sup> May 2021. Some 12 bore sites were ultimately drilled to ascertain the availability of a suitable supply.

Confirmatory testing has now been completed. The first phase has confirmed the existence of a viable and productive bore which has the assessed capacity to operate as an effective emergency backup source for the Uralla township’s existing town water system during future droughts or other water emergencies.

Significant grant funding remains available within the project budget.

This report recommends that Council consider utilising the remaining funds in the Groundwater Project budget to prepare a ‘shovel-ready project’ which could be initiated, in future, to rapidly connect the emergency backup water source to the existing water distribution network.

For clarity, it is not intended to initiate a connection between the emergency water source and the existing reticulation system currently. Rather, the intention is to conduct all possible preparatory activities including the design specification and identification of a mini treatment plant, the locations, and sizing of connecting pipelines and pumping requirements, the securing all required licences, etc.



If this body of work is successfully undertaken, Council would be well positioned to execute the pre-planned activities and to operationalise an emergency water supply, based on the productive bore, within three months of deciding to do so, at any time in the future.

## RECOMMENDATION

That Council:

1. **Notes the progress of the Groundwater Project and the reported expenditure of \$762,952.09 to complete Phases 1, 2, and 3.**
2. **Notes the recommended Phase 4 of the Groundwater Project and the detailed milestones, activities and approvals which would need be undertaken to complete the Groundwater Project.**
3. **Authorises the General Manager to write to the Department of Climate Change Energy and the Environment to seek approval for a revised set of milestones and activities to enable a shovel-ready project to be progressed for the delivery of groundwater into the reticulated potable supply, using the remaining grant funds for this purpose.**
4. **Approves the amount of \$737,047.91, to be drawn from the remaining Groundwater Project grant (totalling \$1,500,000) supplied by the Department of Planning, Industry, and the Environment, for expenditure on the Phase 4 activities listed in this report.**
5. **Notes that any future decision by Council to operationalise a groundwater supply is dependent upon the outcome of the Integrated Water Cycle Management Project.**

## REPORT

Studies in 2013 and 2015 concluded that bulk water supplies for Uralla and Bundarra are not sufficient to provide secure water supply in times of drought, with or without the impact of climate change.

In the 2019-20 drought the water level in Uralla's Kentucky Creek Dam fell to 28% of usable storage. Had the drought continued at that time the dam would have been emptied within five months. Water which did remain in the dam was impacted by an elevated concentration of arsenic. Action is needed to improve future town water security for both Uralla and Bundarra.

Council last formally considered this matter at its Ordinary Meeting of 21<sup>st</sup> May 2024 when noting a project status report on the Groundwater Project. The following Recommendation was adopted by Council.

***"That Council Note the report regarding the status of the Groundwater Project".***

(Important Note: Council's current position regarding the use of groundwater is to await the completion of the future Integrated Water Cycle Management Plan (due by March 2025) before further considering the matter of connecting any potential groundwater source into the Uralla Township water supply system).

A summary of the work undertaken to date during the Groundwater Project is as follows:

**Phase 1. (Completed)** Desktop investigation of existing geology and bores; aerial analysis for suitable sites; virtual ground penetration studies for alluvial aquifer; landowner liaison, access, and issue identification; identification of potential sites which are close to the existing Uralla reticulation system.

**Phase 2. (Completed)** Application for relevant test bore licences NRAR; community liaison for drilling program; review of environmental factors (REF) for assigned drilling bores; supervision, drilling logging and mobilisation; preliminary report on temporary bores. Phase 2 exploration drilling in the groundwater project identified three locations near Uralla that yielded significant flow rates during initial, short-duration test pumping:

- TB06: at Arding (Northeys Road) 8km northeast of Uralla, 3 to 5 L/s
- TB05: at Rocky River (Williams Road) 4km north of Uralla at 3.2L/s
- TB07: at Rocky River (at Rural Fire Service shed) 3km north of Uralla at 8L/s

A summary of the Phase 1 and the Phase 2 work was provided to Council at its regular meeting held on 25<sup>th</sup> July 2023 and a report titled **Uralla Town Water Supply Groundwater Project** by Harwood Environmental Consultants was included as an attachment to the Council Meeting Report. (See attached Google Earth for the locations of the three bores that have undergone further investigation as part of Phase 3.)

**Phase 3. (Completed)** Bore pump testing and water sampling and analysis; bore reports, production bore design; production bore licence application is currently being undertaken. An initial report on the development of the suitable bore(s) by Harwood Environmental Consultants is attached.

### **Summary of Current Project Status and Remaining Funding**

As advised in the report of 21<sup>st</sup> May 2024 a viable groundwater source has been identified and confirmed via testing which signals the completion of Phase 3 of the Groundwater Project.

The total available funding for the project was set at **\$1,500,000** of which **\$762,952.09** has been consumed in Phase 1, Phase 2, and Phase 3.

Email correspondence from the Department of Climate Change, Energy the Environment and Water advises that the current Deed of Agreement (original completion date June 22) has been updated to June 2026, with a list of proposed tasks and milestones (which comprise the proposed 'Phase 4' described below).

This report identifies the proposed tasks and milestones (a 'Phase 4') to complete the work to produce a **"shovel ready" future project** to prepare a planned and identified connection and treatment system to connect the Rocky River bore to the existing reticulation system during a future emergency.

This report recommends that Council now consider allocating the remaining grant funds to create a 'Phase 4' of the Groundwater Project for the purpose of documenting a defined, designed and costed plan which covers the list of activities below and to bring the project to "shovel ready" status.

### **Recommended Future Milestones and Activities for a Phase 4 of the Groundwater Project**

This report recommends that Council consider utilising the remaining project funding of **\$737,047.91 (\$1,500,000 minus the \$762,952.09 already consumed)** for the following milestones and activities:

#### **Proposed Phase 4 Project Plan**

**Milestone 1.** – Seek approval from DCCEEW for a three (3) stage process to use groundwater for drought relief and other supply emergencies, as follows:

- **M1 Activity 1** – Preparation of a Report from Harwood Environmental Consultants (HEC) (early July 2024) that identifies the aquifer information, hydrogeology and the results of pumping tests and yield assessments from the recent production bore development and testing. The Report will need to satisfy the Water Supply and Works Approval process "*water supply use and works approval.*"
- **M1 Activity 2.** - Council officers have been advised that in addition to the above Report, Council will also need to provide a supplementary Report: **Review of Environmental Factors (REF)** to seek a *Specific Purpose Access Licence* (SPAL) from the Department. Any consideration of a SPAL will require advice from the Natural Resources Access Regulator (NRAR). (Note the NRAR and DCCEEW may not

provide a production licence extraction rate at the sustainable yield that HEC has advised of in their report to the Department).

- **M1 Activity 3.** – Subject to the above tasks Council will need to agree to a “dealing” with DCCEEW which specifies a defined volume and rate of extraction that Council may utilise. This may take further work and testing by the Council.

**Milestone 2.** – Development of a shovel ready project to treat and connect the groundwater to the Uralla Water reticulation system.

- **M2 Activity 1** – Identification of the tasks, scoping thereof and costs to have a shovel ready project involving all governmental approvals, for treatment of the groundwater and connection to the Uralla reticulation system.
- **M2 Activity 2** – Determine the volume trigger points for Kentucky Creek Dam which would initiate the connection project phase including the issue of treatment plant and connection tenders for the construction of the pumping station and connections to the Uralla Shire Council Treatment system.

The determination of the trigger points will be based on the level of the dam and climate predictions when the tendering of the project must be initiated. A separate trigger point will also need to be identified that relies on further and improved treatment of the Kentucky Dam water that provides an additional time window before the Tendering stage must be initiated.

- **M2 Activity 3** – Develop a suitable treatment plant and cost estimate to deliver the treatment water requirements for the groundwater bore treated to the Uralla Drinking reticulation system, at the required drinking water quality.

**Note: Quotations have been obtained from Coffs Harbour Council to assist with Milestone 2. Expected Cost 105,840 (ex GST)**

**Milestone 3 – Determine trigger points for Kentucky Creek Dam levels for when tendering and construction and connection of the groundwater system is to commence.**

- **M3 Activity 1** – Optimise the current treatment process to ensure that Council can maximise availability of water in the event of a long-term drought.
- **M3 Activity 2** – Determine any additional treatment processes that can be undertaken to maximise the availability of the dam and extend the date when groundwater is required.
- **M3 Activity 3** – Provide an operational procedure for monitoring levels in the dam and forecasting climate for implementing changes to the treatment process based on raw water quality and at what point the tendering and commencement of construction is to occur.
- **M3 Activity 4** – Determine the trigger points for Kentucky Creek Dam in terms of the dam level to advise under what water quality conditions the tendering and construction of the groundwater treatment plant needs to take place and at what trigger point the treatment process needs to be changed to extend the life of the water supply from the Kentucky Creek Dam.

**Note: Quotations have been obtained from Coffs Harbour Council to assist with Milestone 3. Expected cost is \$11,945.50 (Ex GST)**

**Milestone 4 – Tendering and connection of the treatment system including treatment, pumping, and rising main to connect the groundwater to the Uralla Drinking Water reticulation system.**

- **M4 Activity 1** – Implementation of the proposed treatment and connection to the Uralla Shire Council’s reticulation system (tendering, Council approval of preferred company(s).
- **M4 Activity 2** – Provision by the preferred company for operational documentation and procedures for the operation and maintenance of the system.

### **CONCLUSION**

The Groundwater Project has to date provided a successful result to the initial investigation efforts. The upgrading of three of the test bores and the drilling and monitoring of an observation bore located near the production bore has been completed. One of the Bores (Located near the Rocky River RFS Shed (Bore TB07) provides both a satisfactory yield, and water of a suitable quality, which could be subjected to minor treatment, before pumping into the Uralla Water Supply Reticulation system.

The report recommends that the remaining grant funding is directed to providing a “shovel ready project” by the end of 2024 which will advance the Town’s preparedness to utilise an alternate water source in an emergency.

Following the recommended Phase 4 of the Groundwater Project Council will be in an advanced position to consider whether to proceed with the actual installation of treatment plant and the connection to the Uralla Shire water reticulation system. That decision should be deferred until completion of the current IWCM Project so that to enable a groundwater scheme to be rationally compared with other augmentation options.

### **COUNCIL IMPLICATIONS**

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

Council has resolved at its meeting of 25th July 2023 “That Council notes the report and awaits completion of the Integrated Water Cycle Management Strategy (IWCM) before determining a position on groundwater drilling to enable consideration of all water augmentation options.”

The Strategic Planning Report which is due by March 2025 i.e., the Integrated Water Cycle Management (IWCM) strategy will evaluate all available water supply augmentation options for Uralla. This will enable Council to compare groundwater against other augmentation options considering viability, timeframes, costs, approval pathways and risks.

#### **Policy and Regulation**

Water Management Act 2000 (NSW) and regulations  
Relevant Water Sharing Plan plans.

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

Completion of the work to date is a milestone in the current grant payment program. Approval is to be sought to utilise the remaining portion of the grant to bring the Project to a “shovel Ready” stage for connection to the Uralla Shire water reticulation scheme.

A Strategic Planning Report (IWCM) is required for future grant funding for water and wastewater projects.

Council also require an IWCM to obtain a dividend from Council's Water and Wastewater Business.

**Asset Management/Asset Management Strategy**

The Strategic Planning report includes an update of Council's Stormwater, Wastewater and Water Asset Management Plans. This work is to be undertaken by Public Works Advisory.

**Workforce/Workforce Management Strategy**

Work is being undertaken under the grant utilising Council's Water Management resources and specialist works by specialist contractors.

**Legal and Risk Management**

The recommendation proposes a delay in commitment to a particular supplementary water source which creates a possible risk to Council given potential drought conditions.

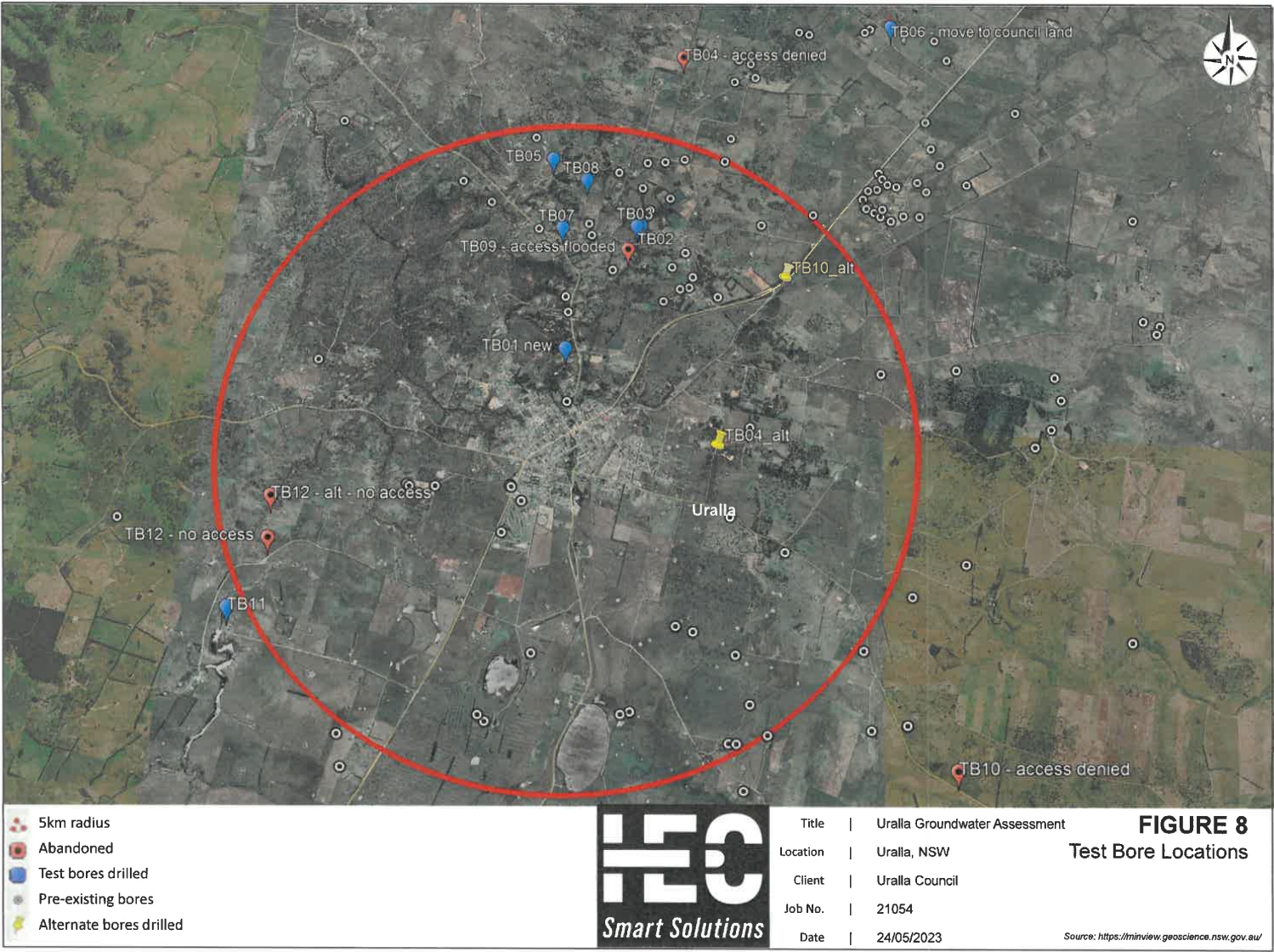
**Performance Measures**

Satisfactory completion of the 3 Milestones of the Groundwater Project in this calendar year (2024).

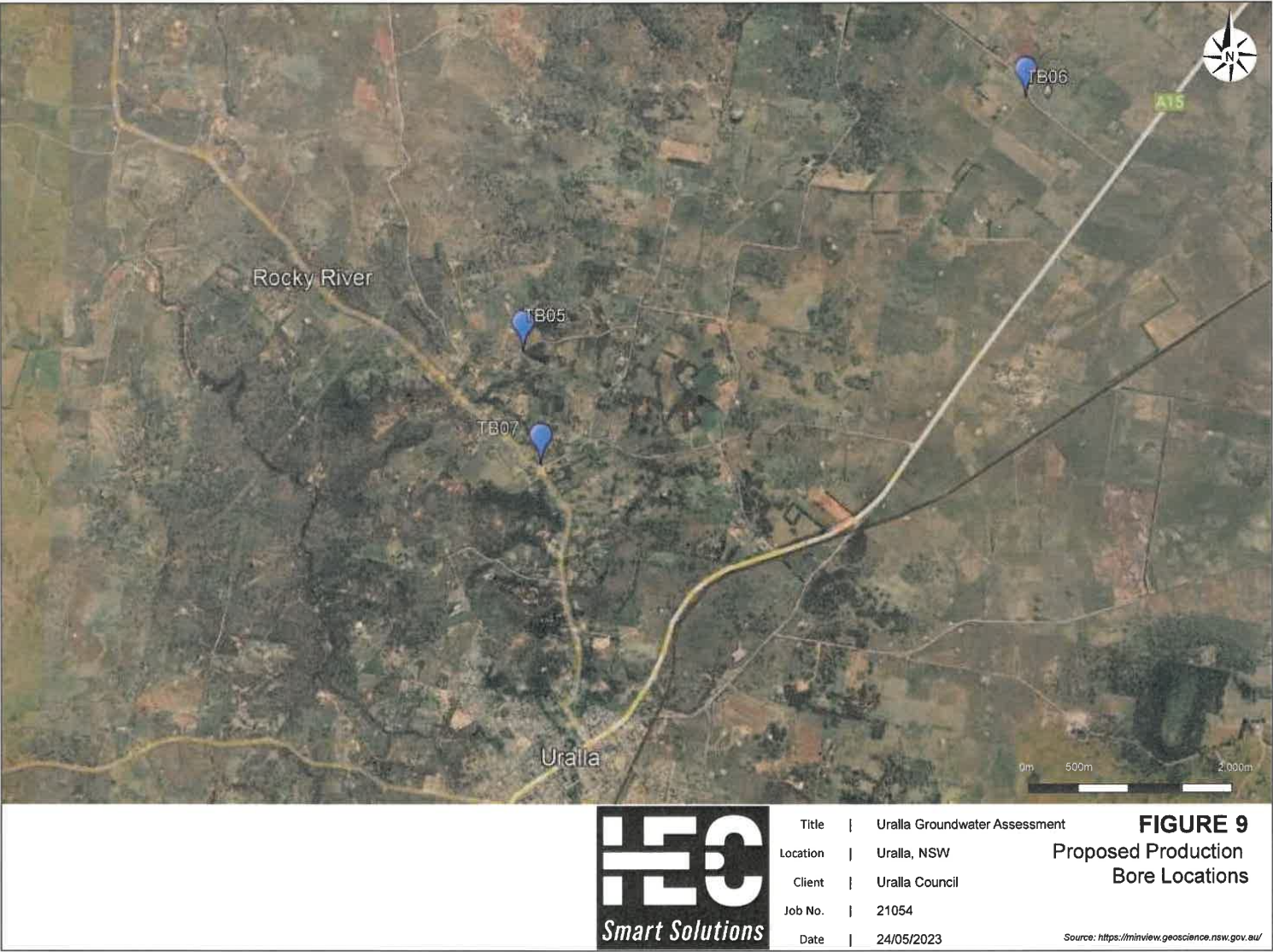
Satisfactory completion of the Strategic Planning Study by March 2025.

**Project Management**

Council has employed a Senior Project Manager who is funded from the Groundwater Project and the Strategic Water Planning Study.















**14.5 Quarterly Budget Review April 2023-24 (QBRs)**

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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>Director Corporate &amp; Community</b>
<b>Reference:</b>	UINT/24/9209

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<b>Attachments:</b>	1. Third Quarterly Budget Review 2023-24 <a href="#">↓</a>
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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

The purpose of this report is to present to Council a review of the budget for the third quarter of the 2023/24 financial year.

**RECOMMENDATION**

**That Council receives the third quarter budget review summary for the 2023/24 financial.**

**BACKGROUND**

It is a statutory requirement that Council's Responsible Accounting Officer prepares and submits a budget review statement to Council on a Quarterly basis each financial year (LGGR 2005 cl.203 (1)). Also, in compliance with the Local Government (General) Regulation, Council's Responsible Accounting Officer must include with the budget review report an opinion on the financial position of Council and any recommendations for remedial action if required. As such the third quarterly review for the 2023/24 financial year has been prepared and attached for Council's review.

**REPORT**

The original budget for the financial year 2023-24 indicated a negative operating result prior to taking grants for capital purposes into consideration and after accounting for depreciation and amortisation. However, based on the adjustments made through QBRs1, QBRs2 and QBRs3, the year ending operating result suggests a positive outcome before depreciation.

**ISSUES**

Proposed adjustments in QBRs3 encompass both operational and capital income and expenses. Several significant adjustments proposed in QBRs3 are intended to align income and expenses with the relevant accounting standards, mainly due to timing differences in grant receipt and project execution.

The rate of special project delivery, include both operational and capital, is below the historical average, primarily due to vacancies at both the manager/supervisor and operator levels. Moreover, the target for special project delivery in the current year was set higher than the historical average. As a result, several special projects have been deferred to the next financial year.

As of March 31, 2024, the Council holds approximately \$1 million in unrestricted cash. The improvement in the cash position can be attributed to two primary factors: firstly, the government-funded repair and maintenance work on roads during the flood seasons, which would otherwise have been funded by the Council, and secondly, higher interest income from the funds held by the Council. Additionally, the council has been engaged in road projects under a funding agreement with Transport NSW, where project costs will be reclaimed based on actual expenses and submission of claims. The council has recently lodged a claim and on the recovery of this claim, it is anticipated that the cash position will further improve by the end of the financial year.

**CONCLUSION**

As the Responsible Accounting Officer, it is my opinion that the Quarterly Budget Review Statement for Uralla Shire Council for the quarter ended 31 March 2024 indicates that Council's projected financial position as at 30 June 2024 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

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

Report of budget reviews to be tabled at the Council's next ordinary meeting.

**Policy and Regulation**

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

**Financial/Long Term Financial Plan**

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

**Asset Management/Asset Management Strategy**

N/A

**Workforce/Workforce Management Strategy**

N/A

**Legal and Risk Management**

Council is required by legislation (clause 203 of the Regulations) to prepare quarterly budget review statements for the first three quarters of each year, including an opinion by the Responsible Accounting Officer as to whether the financial position of the Council is satisfactory.

Corporate Governance – the third quarter budget complies with legislative requirements. This risk is assessed as low.

Financial Management – the third quarter budget is in line with the original budget adopted by Council in June 2023. This risk is assessed as low.

**Performance Measures**

The third, of the three mandatory budget reviews required for the 2023/24 financial year.

**Project Management**

N/A

**URALLA SHIRE COUNCIL**  
**QUARTERLY BUDGET REVIEW STATEMENT**  
**FOR THE QUARTER ENDING 31 MARCH 2024**

**Report by the Responsible Accounting Officer**

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

The initial budget for the fiscal year 2023-24 indicated a negative operating result before taking grants for capital purposes and after considering depreciation and amortization. However, subsequent adjustments made through QBR3 for two major funding turned the operating results positive, although the amounts will remain subject to restrictions until the funds have been utilised.

Proposed adjustments in QBR3 encompass both operational and capital income and expenses. A number of significant adjustments proposed in QBR3 are intended to align income and expenses with the relevant accounting standards, mainly due to timing differences in grant receipt and project execution.

The rate of special project delivery, include both operational and capital, is below the historical average, primarily due to vacancies at both the manager/supervisor and operator levels. Moreover, the target for special project delivery in the current year was set higher than the historical average. As a result, several special projects have been deferred to the next financial year.

As of March 31, 2024, the Council holds approximately \$1 million in unrestricted cash. The improvement in the cash position can be attributed to two primary factors: firstly, the government-funded repair and maintenance work on roads during the flood seasons, which would otherwise have been funded by the Council, and secondly, higher interest income from the funds held by the Council. Additionally, the council has been engaged in road projects under a funding agreement with Transport NSW, where project costs will be reclaimed based on actual expenses and submission of claims. The council has recently lodged a claim, on the recovery of the claim, it is anticipated that the cash position will further improve by the end of the financial year.

It is my opinion that the Quarterly Budget Review Statement for Uralla Shire Council for the quarter ended 31 March 2024 indicates that Council's projected financial position as at 30 June 2024 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



Mustaq Ahammed  
Responsible Accounting Officer



**URALLA SHIRE COUNCIL**  
**REVENUE BUDGET REVIEW SUMMARY**  
Key variances identified as at 31 March, 2024

			815,034	
GL Account	Function	Comments	Amount	Impact on Cash Flow
1110.0100	Rates	Interest income on outstanding rates has increased due to a rise in both the outstanding rates, which have grown from \$874k as of June 30, 2023, to \$1.1 million as of April 30, 2024, and the interest rate has increased from 6% to 9%. Due to increasing trend of outstanding debtors, the Council has recently engaged a debt collector to expedite the debt collection process.	-25,119	↑
01120.0130	Finance	The number of employees subject to Fringe Benefits Tax has significantly decreased over the past years, as a result FBT contribution being lower than budgeted.	13,527	↓
01160.0130	Human Resource	The recovery of shared service costs with Walcha Shire Council was not included in the original budget.	-16,258	↑
01230.0135	Uralla Parks & Reserves	Part of the SCCF5A funding has been received in advance and is currently restricted. Since the project will be implemented next fiscal year, the revenue will also be recognized next year to match the expenses and to comply with relevant accounting standards.	282,238	↓
01230.0135	Uralla Parks & Reserves	The PSLP Glen and Pioneer Park projects were budgeted in previous years, and the grants received in advance and held in restrictions. As these projects are being implemented this year, the revenue will be recognized accordingly. This change in accounting treatment will not affect the cash position.	-972,624	↑
01235.0135	Bundarra Parks & Reserves	Part of the SCCF5A funding has been received in advance and is currently restricted. Since the project will be implemented next fiscal year, the revenue will also be recognized next year to match the expenses and to comply with relevant accounting standards.	50,000	↓
01240.0135	Sports Grounds & Facilities	The advance of SCCF5A grant was recognised as Capital Grant income in the financial year 2022-23 upon receipt, which is remain unused. In order to comply with accounting standards, we need to reverse the income and recognize once expended.	425,479	↓
01300.0135	Footpaths	The Get Active NSW Cycling Path Grant, received mid-year, was not included in the original budget.	-37,500	↑
01300.0135	Footpaths	The revenue and Capex for the Plane Avenue to Sports Complex Footpath and Cycleway was included in this year's budget. However, since the project is now scheduled to start next year, the revenue will also be recognized next year to comply with accounting standards.	96,800	↓
01330.0115	Urban Streets	The total budget under Roads to Recovery funding was forecasted at \$900k for the budget. However, based on actual expenditures, the Council may not be able to spend the full amount. Therefore, the budget officer proposes to reduce the estimate by \$50,000.	50,000	↓
01330.0135	Urban Streets	The Get Active NSW Cycling Path Grant, received mid-year, was not included in the original budget.	-12,500	↑
01340.0135	Regional Sealed Roads	The Council has been allocated with a total funding estimate of \$3.9mil under Restart Fixing Country Roads for a couple of projects on Thunderbolts Way. The funding will be claimed based on the actual progress of the work. The initial estimate for the current financial year was \$2 million, the actual progress now indicates a reduction to \$1 million for this year, with the remaining project funding deferred to next financial years.	1,000,000	↓
01350.0135	Sealed Rural Roads	The LRCI3 funded programs are not expected to be completed by the deadline, therefore, the estimate for the income from LRCI3 is reduced.	313,127	↓
01350.0135	Sealed Rural Roads	The income from LRCI4 funding was included in the budget for the current financial year. However, since the work has not commenced this year, the budgeted income will be deferred to the next financial year.	596,106	↓
01350.0135	Sealed Rural Roads	NSW Black Spots Program (Kingstown Rd) will be partly implemented this year, with the reminder to be deferred to next financial year. As such, revenue will also be recognised in the current financial year to align with expenses, while the remaining portion will be deferred to next financial year.	600,000	↓

**URALLA SHIRE COUNCIL**  
**REVENUE BUDGET REVIEW SUMMARY**  
Key variances identified as at 31 March, 2024

			815,034	
GL Account	Function	Comments	Amount	Impact on Cash Flow
01400.0115	Stormwater Drainage	Total AGRN1034 funding was \$1mil, out of this \$850k was allocated as budget through QBRs1, the remaining \$150k is allocated through this QBRs.	-150,000	↑
01430.0130	Waste Sites	Scrap metal stockpiling is currently in progress, with no significant sales expected in the current financial year. Accordingly, the revenue forecast will be adjusted to reflect the actual progress up to April 2024.	105,000	↓
01430.0135	Waste Sites	The grant funding process for the Bundarra waste transfer station has not started yet. Once the funding is confirmed, the revenue and expense will be included into the budget through Quarterly Budget Reviews next year.	350,000	↓
01550.0125	Plant	\$174k was received from an insurance claim, the amount was unforeseen at the time budget was prepared last year.	-174,256	↑
01550.0130	Plant	After a recent training session on Fuel Tax Rebate, the Finance Team has reevaluated the initial estimate and determined that the amount of FTC claim will be lower than originally budgeted.	35,674	↓
01550.0950	Plant	The proceeds from the sales and trade-in of plant were unknown during budget preparation phase, so adjustments are made based on actual figures.	-197,715	↑
01580.0125	Workers Compensation	As reimbursement for workers' compensation claims is unpredictable, the estimate for the financial year is revised based on the actual amount as of the day the statement is prepared.	-126,949	↑
01600.0125	Private Works	Private works revenue is not anticipated to meet its target based on the actual results as of May 20, 2024. Therefore, a revision is proposed to align with the current actual results.	5,000	↓
01720.0110	Swimming Pool	The estimate for swimming pool revenue was initially set very ambitiously. A revision is now proposed based on actual figures.	13,029	↓
01720.0115	Swimming Pool	The Regional Youth Holiday Break Program Funding was not initially anticipated in the original budget, hence the amount is included. This is a non-recurring grant funding.	-22,000	↑
1740.0110	Halls & Community Centres	Based on the revenue trend observed so far, it is anticipated that the revenue target from public hall hire will not be achieved. Therefore, a budget revision is proposed.	6,956	↓
1740.0135	Halls & Community Centres	The Old Court House refurbishment project was budgeted for in prior years, but its actual implementation is taking place in the current financial year. Revenue will accordingly be recognized to match the capital expenditure. The funding will be received based on actual claims after the completion of the project.	-591,774	↑
01850.0110	Hill Street Aged Units	Due to units at the Hill St Aged Accommodation facility being vacant for several months, the actual revenue forecast is not expected to be met.	7,064	↓
01866.0115	TCS	The home care package funding budget was estimated optimistically, with the view of heavy usage of TCS services by consumers. Unfortunately, this expectation did not materialize, resulting in a significant shortfall against the target and necessitating a revision of the budget.	711,965	↓
01866.014	TCS	TCS exerted additional effort to collect all outstanding fees, leading to increased income. However, this increase is not expected to be recurring.	-26,498	↑
01868.0115	TCT	Funded demand not able to be met due to staff and vehicle resources.	346,273	↓
01868.0130	TCT	Donations received during the year were not incorporated into the original budget due to the absence of any definite commitments.	-37,858	↑
01868.0140	TCT	TCT provided many out-of-hours services for clients to attend festivals, fruit picking, etc., which generated higher income than budgeted.	-14,132	↑
01910.0115	Events & Promotions	The Events Promotion Grants were not included in the original budget. A revision is now proposed to include them.	-39,848	↑
01920.0110	Tourism	The revenue from Visitor Information Center sales is adjusted to align with the actual trend up to April.	-6,148	↑



**URALLA SHIRE COUNCIL**  
**REVENUE BUDGET REVIEW SUMMARY**  
Key variances identified as at 31 March, 2024

			815,034	
GL Account	Function	Comments	Amount	Impact on Cash Flow
02015.0115	Section 94 Contributions	Karmitch Pty Ltd Contribution	-12,050	↑
02015.0120	Section 94 Contributions	Interest income expected to increase due to increased interest market rate	-13,908	↑
02040.0130	Animal Control	The prediction of revenue for the shared service with Walcha was not made correctly in the original budget. Hence, the revision is proposed.	-18,848	↑
02060.0115	Environmental Management	Conservation and ecological restoration at Racecourse Lagoon Project will be partly completed in this financial year, with the remainder scheduled for the next fiscal year. Accordingly, revenue recognition be adjusted to align with the work's progress, resulting in the deferral of most revenue and expenses to the next financial year.	224,106	↓
02070.0135	Fire Control	Received Digging 1B Isuzu from RFS during the financial year was not originally included in the budget. This is recognised as non-cash revenue.	-250,000	↑
02150.0110	Caravan Parks & Camping Grounds	The revenue budget for the Caravan Park seems overly optimistic for the 2023-24 financial year. Therefore, the revenue forecast has been adjusted to better align with the actual trend observed up to April 2024.	19,802	↓
21000.0115	Uralla Water	The IWCM project has been deferred to the next financial year. As a result, the funding for the project will also be received in the next fiscal year.	-270,000	↑
21000.0130	Uralla Water	Interest income estimate is adjusted to align with current market rate.	-2,430	↑
21000.0135	Uralla Water	The Ground water project costs and revenue were budgeted in the past years, despite the actual work did not commence until last financial year. For the current financial year, the projected completion of work is \$396k, and the revenue forecast is adjusted accordingly.	-216,314	↑
21000.0135	Uralla Water	The original budget did not include the final payment of Black Summer Bushfire Recovery funding, hence, a revision is proposed to the budget.	-15,700	↑
31000.0130	Uralla Sewer	Interest income estimate is adjusted to align with current market rate.	-57,358	↑
31500.0110	Bundarra Sewer	The Bundarra Sewer Service, being a new addition to the budget without any past record, was missed from the original estimate. Therefore, the budget is now revised to accurately reflect the actuals of the Bundarra Sewer project.	-32,780	↑
41000.0115	McMaugh Gardens	The announcement of increase in ANACC Funding made during the financial year was unknown at the time of budgeting and thus was not accounted for. Therefore, the budget is currently revised to align with the actual expected revenue for the current financial year.	-1,031,838	↑
41000.0130	McMaugh Gardens	Interest income estimate is adjusted to align with current market rate.	-12,043	↑
41000.0146	McMaugh Gardens	More residents contributed to the means tested care fees has resulted the increase in the client contribution.	-32,653	↑
41000.0147	McMaugh Gardens	Increase in basic daily fees in September and March was unknown when the budget was prepared.	-20,010	↑

↑ = positive impact on cash flow

↓ = negative impact on cash flow

**URALLA SHIRE COUNCIL**  
**EXPENSE BUDGET REVIEW SUMMARY**  
Key variances identified as at 31 March, 2024

- 487,428				
GL Account	Function	Description	Amount	Impact on Cash Flow
03120.0360	Financial Management	The additional audit fee for the financial year 2022-23 has been accounted for in the current financial year. This adjustment reflects the increased audit costs incurred for the audit of financial statement for FY 2022-23, attributed to the extended scope of audit and delays in auditing I RCI projects.	28,000	↓
03121.0350	Other Financial Cost	This adjustment is being made to account for the effects of the increased interest rate on the loan for Industrial Land.	26,328	↓
03285.0350	Bridges Regional	This adjustment is being made to account for the effects of the increased interest rate on Bridge Loan.	26,328	↓
04080.0405	State Emergency Service	The SES Contribution was not known when the budget was prepared, now adjustment proposed to align with the actual payments made during the year.	10,389	↓
04070.0405	Fire Control	The RFS Contribution was not known when the budget was prepared, now adjustment proposed to align with the actual payments made during the year.	3,002	↓
03280.0545	Bridges Local	The cost was incurred for a contractor hired to repair the damaged railing on the Kentucky/Rockey Creek Bridge.	18,292	↓
3600.0695	Private Work	Due to the low demand for private works, the expense budget needs to be adjusted to align with the services provided.	-13,393	↑
3720.0500	Swimming Pools	General maintenance and ground maintenance of the swimming pool has significantly exceeded the budget.	12,798	↓
3868.0349	TCT Group	Due to the significant underspending on the Guyra contract (ARC), the budget needs to be revised.	-165,149	↑
4060.0471	Enviornmental Management	The budget for the Street Tree Master Plan in Uralla and Bundarra was based on anticipated funding. However, since the funding has not been confirmed, the budget has been reduced and will be reinstated once funding is secured.	-125,000	↑
4060.0471	Enviornmental Management	The budget for tree planting on Bundarra Street, at Alma Park, and the sports complex was based on anticipated funding. However, since the funding has not been confirmed, the budget has been reduced and will be reinstated once the funding is secured.	-40,000	↑
04060.0471	Enviornmental Management	Conservation and ecological restoration project at Racecourse Lagoon will be partially completed this year, with the remaining work deferred to the next financial year.	-143,620	↑
23000.035	Uralla Water	The IWCM planning project will not be implemented this year; it has been deferred to the next Financial year.	-300,000	↑
33100.0415	Uralla Sewerage	The electricity budget was lower than the actual trend observed in previous years.	36,403	↓
33100.0595	Uralla Sewerage	Additional repair work was conducted for the sewage treatment plant, which was not initially anticipated for the financial year.	35,636	↓
43000.0350	McMaugh Garden	The increase in costs is primarily attributed to contracted nurses and care workers provided on-call services to meet compliance requirements.	38,711	↓
43000.0355	McMaugh Garden	The implementation of SD WAN at McMaugh Gardens has been adjusted with the regular capital budget.	18,403	↓
43000.0415	McMaugh Garden	Extended cold seasons and the rising electricity market costs have caused an increased demand from residents for heated rooms, combination of both has resulted in higher electricity expenses.	12,917	↓
43000.0425	McMaugh Garden	Due to Council compliance requirements, McMaugh had to switch their cleaning services provider to adhere to the Council's procurement policy. This transition has resulted in increased costs, prompting the proposed revision to align with actual expenses up to April 2024.	14,110	↓
43000.0500	McMaugh Garden	McMaugh Gardens did not have a staff member responsible for regular maintenance for a period of time, the position was filled-up by contracted service provieres, and resulted in the higher costs.	17,876	↓
43000.0550	McMaugh Garden	Demand for medical suppliers and service from the residents has gone up throughout the year, which was not predicible at the time of budget. Hence, a revision is prposed.	46,052	↓
03866.0343	TCSO Group	TCS could not utilise the budgeted funds as planned because consumer demand for the service throughout the year was not as expected.	-45,512	↑

↑ = positive impact on cash flow

↓ = negative impact on cash flow

**URALLA SHIRE COUNCIL**  
**CAPEX BUDGET REVIEW SUMMARY**  
Key variances identified as at 31 March, 2024

			- 2,938,961	
GL Account	Function	Description	Amounts	Impact on Cash Flow
07105.0700	Admin Building - Chambers	Uralla Chambers Refurbishment was originally budgeted in financial year 2022-23, but the project completed and paid in 2023-24.	95,882	↓
07140.0700	Information Technology	The budget for purchasing asset management software was revised via QBR51 under AGRN1034 funding. However, the project will not proceed because the funding conditions do not meet the required criteria. As such, the budget has been reallocated to other projects in the next financial year, and the budget is reduced.	- 250,000	↑
07230.0700	Uralla Parks	The SCCF5A projects for Uralla Parks, Gardens, and Open Space Facilities have been postponed to the next fiscal year. A portion of the funds received in advance is currently restricted.	- 282,238	↑
07230.0700	Uralla Parks	Pioneer Park Mosaic works deferred to next FY	- 40,000	↑
07230.0700	Uralla Parks	The PSLP Glen and Pioneer Park projects were budgeted in previous years. However, the significant portion of the project is being executed in the current financial year. Hence, the budget for capital expenses are adjusted to accurately reflect the work carried out during this financial period.	1,284,839	↓
07235.0700	Bundarra Parks & reserves	The SCCF5A projects for Bundarra Parks, Gardens, and Open Space Facilities have been postponed to the next fiscal year. A portion of the funds received in advance is currently restricted.	- 50,000	↑
07240.0700	Sport Grounds & Recreation Facilities Capital Work	The SCCF5A projects for Sports Ground and Recreation Facilities have been postponed to the next fiscal year. A portion of the funds received in advance is currently restricted.	- 546,851	↑
07300.0760	Footpaths Capital Works	The budget includes allocations for Plane Avenue to Sports Complex Footpath, Uralla Cycleway Stage 8, and Bundarra Cycleway to Sports Centre Stage 1. However, these projects have been deferred to the next fiscal year. On a separate note, \$16k from the Get Active fund has been utilized for the cycleway.	- 171,213	↑
07340.0700	Regional Rural Sealed Roads	The Council has been allocated with a total funding estimate of \$3.9mil under Restart Fixing Country Roads for a couple of projects on Thunderbolts Way. The funding will be claimed based on the actual progress of the work. The initial estimate for the current financial year was \$2 million, however, the actual progress now indicates a reduction to \$1 million for this year, with the remaining project deferred to next financial years.	- 1,000,000	↑
07350.0700	Sealed Rural Roads	NSW Black Spots Program (Kingstown Rd) will be partly implemented this year, with the remainder allocated to the next financial year.	- 321,937	↑
07350.0700	Sealed Rural Roads	The LRCI4 projects were initially scheduled to commence in the financial year 2023-24, and the budget was allocated accordingly. However, the commencement is not happening in the current financial year, therefore, the project is deferred to the next financial year.	- 385,870	↑
07350.0700	Sealed Rural Roads	The LRCI3 projects are not expected to progress any further, primarily due to the completion deadline. The Council will not be able to meet these deadlines.	- 385,870	↑
07380.0700	Roads Safety	Bowline St Pedestrian was not initially included in the budget, thus, the revision is proposed.	14,646	↓
07400.0700	Stormwater drainage	The budget comprises \$300k allocated for Uralla Stormwater Management Plan and the Rehabilitation of Uralla Creek under AGRN1034 funding, and \$52k for condition 5 asset renewals funded internally. However, these projects have been deferred to the next fiscal year.	- 352,406	↑
07420.0700	Waste	Originally, \$1 million was budgeted for the purchase of two garbage trucks. However, the Council later decided to purchase only one truck which will \$450k, and the remaining \$550k has been reduced from the budget.	- 550,000	↑
07430.0820	Waste	\$367k budget approved for Bundarra Waste Transfer Station subject to \$350k grant funding. Since the grant funding has not been confirmed yet, hence, budget will be reduced in current FY, and brought through QBR5 once funding is confirmed.	- 383,400	↑
07550.0705	Plant	The budget allocated for two graders was set for the 2022-23 financial year, with payments processed in the current financial year.	651,607	↓
07740.0700	Public Halls	The Old Court House refurbishment project was originally budgeted in the prior years, but the actual implementation of the project happening in the current FY.	591,774	↓

**URALLA SHIRE COUNCIL**  
**CAPEX BUDGET REVIEW SUMMARY**  
Key variances identified as at 31 March, 2024

				- 2,938,961	
GL Account	Function	Description	Amounts	Impact on Cash Flow	
07920.0700	Tourism	The UTEC Project funded under AGRN1034 has been deferred to the next financial year.	- 80,000	↑	
27000.0781	Water Mains	The water mains replacement deferred to next financial year.	- 263,811	↑	
27000.0783	Water Filtration	The water SCADA project deferred to next financial year.	- 203,210	↑	
37000.0791	Uralla Sewerage Infrastructure	The Sewer SCADA project deferred to next financial year.	- 85,000	↑	
37000.0801	Uralla Sewerage Infrastructure	The Sewer Switch Board deferred to next financial year.	- 265,000	↑	
37000.0801	Uralla Sewerage Infrastructure	Relining of manholes deferred to next financial year.	- 62,500	↑	
47000.0700	McMaugh Gardens	McMaugh Gardens Walkway upgrade under AGRN1034 funding deferred to next financial year.	- 130,000	↑	
47000.0700	McMaugh Gardens	McMaugh Gardens SD WAN Implement posted as operating expense adjusted with regular capital budget.	- 18,403	↑	
19156.8400	RFS Asset	The Digging 1B Isuzu received from RFS during the financial year was not originally included in the budget. The value of the plant is recognised as asset and income.	250,000	↓	

↑ = positive impact on cash flow

↓ = negative impact on cash flow

**URALLA SHIRE COUNCIL**

## INCOME STATEMENT & CAPEX SUMMARY WITH QBRs ADJUSTMENTS

**As at 31 March, 2024**

						Amt in '000
		Actuals to	Original	Revised	QBR53	Overall
	Mapping	Mar, 24	Budget	Budget up to QBR52	Revisions	Revised Budget
<b>Income from continuing operations</b>						
Rates and annual charges	B2-1	8,015	7,946	7,946	-	7,946
User charges and fees	B2-2	3,335	6,081	6,131	-673	5,458
Other revenues	B2-3	600	781	740	261	1,000
Grants and contributions provided for operating purposes	B2-4-O	8,451	9,263	12,743	905	13,649
Interest and investment income	B2-5	964	744	944	111	1,055
Net loss/(gain) from the disposal of assets	B4-1	21	0	-	198	198
<b>Total income from operational activities</b>		<b>21,386</b>	<b>24,815</b>	<b>28,505</b>	<b>802</b>	<b>29,307</b>
<b>Expenses from continuing operations</b>						
Employee benefits and on-costs	B3-1-O	8,885	11,938	11,858	-	11,858
Materials and services	B3-2-O	5,038	6,903	7,048	-581	6,466
Borrowing costs	B3-3	64	45	45	53	98
Councillor and Mayoral fees and associated expenses	F1-2	99	150	150	0	150
Audit fees	F2-1	37	143	143	28	171
Other expenses	B3-5	202	596	596	13	610
<b>Total expenses from continuing operations</b>		<b>14,326</b>	<b>19,775</b>	<b>19,840</b>	<b>-487</b>	<b>19,353</b>
<b>Operating result prior to consideration of capital grants and depreciation</b>		<b>7,060</b>	<b>5,041</b>	<b>8,664</b>	<b>1,290</b>	<b>9,954</b>
<b>Less: Depreciation, amortisation and impairment</b>	B3-4	<b>4,489</b>	<b>6,367</b>	<b>6,367</b>	<b>-</b>	<b>6,367</b>
<b>Operating result after depreciation</b>		<b>2,571</b>	<b>-1,327</b>	<b>2,297</b>		<b>3,587</b>
<b>Add: Grants and contributions provided for capital purposes</b>	B2-4-C	<b>1,145</b>	<b>5,753</b>	<b>5,753</b>	<b>-1,617</b>	<b>4,135</b>
<b>Overall result with capital grants</b>		<b>3,717</b>	<b>4,426</b>	<b>8,050</b>	<b>-1,617</b>	<b>7,722</b>
		Actuals to	Original	Revised	QBR53	Budget for
<b>Capital Expenditures</b>	<b>Mapping</b>	<b>Mar, 24</b>	<b>Budget</b>	<b>Budget up to QBR52</b>	<b>Revisions</b>	<b>the Year</b>
Employee benefits and on-costs	B3-1-C	639	1,781	1,781	-	1,781
Materials and services	B3-2-C	3,785	8,412	9,287	-3,189	6,098
<b>Total Capex</b>		<b>4,424</b>	<b>10,193</b>	<b>11,068</b>	<b>-3,189</b>	<b>7,879</b>

**URALLA SHIRE COUNCIL**  
**INCOME STATEMENT AND CAPEX BY FUND WITH QBR5 ADJUSTMENTS**  
**31 March, 2024**

In '000																	
		General Fund				McMaugh Gardens				Water Fund				Sewer Fund			
		Actuals to Mar, 24	Revised Budget up to QBR52	QBR53 Revisions	Revised Budget	Actuals to Mar, 24	Revised Budget up to QBR52	QBR53 Revisions	Revised Budget	Actuals to Mar, 24	Revised Budget up to QBR52	QBR53 Revisions	Revised Budget	Actuals to Mar, 24	Revised Budget up to QBR52	QBR53 Revisions	Revised Budget
Income from continuing operations	Mapping																
Rates and annual charges	B2-1	6,341	6,328	-	6,328	-	-	-	-	643	641	-	641	1,031	976	-	976
User charges and fees	B2-2	1,915	4,019	-758	3,261	884	1,112	53	1,165	501	928	-	928	35	72	33	105
Other revenues	B2-3	599	706	261	967	0	34	-	34	0	-	-	-	-	-	-	-
Grants and contributions provided for operating purposes	B2-4-O	5,518	9,371	-396	8,975	2,934	3,102	1,032	4,134	-	270	270	540	-	-	-	-
Interest and investment income	B2-5	935	631	39	670	-	135	12	147	18	139	2	141	10	39	57	96
Net loss/(gain) from the disposal of assets	B4-1	21	-	198	198	-	-	-	-	-	-	-	-	-	-	-	-
Total income from operational activities		15,330	21,056	- 657	20,399	3,818	4,383	1,097	5,480	1,162	1,978	272	2,251	1,075	1,087	90	1,177
Expenses from continuing operations																	
Employee benefits and on-costs	B3-1-O	6,124	8,161	-	8,161	2,347	2,979	-	2,979	245	412	-	412	169	307	-	307
Materials and services	B3-2-O	3,232	4,528	-502	4,027	950	1,079	148	1,227	527	919	- 300	619	329	522	72	594
Borrowing costs	B3-3	62	40	53	93	2	5	-	5	-	-	-	-	-	-	-	-
Councillor and Mayoral fees and associated expenses	F1-2	99	150	0	150	-	-	-	-	-	-	-	-	-	-	-	-
Audit fees	F2-1	37	143	28	171	-	-	-	-	-	-	-	-	-	-	-	-
Other expenses	B3-5	202	596	13	610	-	-	-	-	-	-	-	-	-	-	-	-
Total expenses from continuing operations		9,757	13,619	- 408	13,211	3,299	4,062	148	4,210	772	1,331	- 300	1,031	497	829	72	901
Operating result prior to consideration of capital grants and depreciation		5,573	7,437	-249	7,188	519	321	948	1,270	390	647	572.43	1,219	578	258	18.10	277
Less: Depreciation, amortisation and impairment	B3-4	3,519	5,220	-	5,220	161	233	-	233	464	500	-	500	345	415	-	415
Operating result after depreciation		2,054	2,218	-249	1,968	357	89	948	1,037	-73	147	572.43	720	233	-157	18.10	-139
Add: Grants and contributions provided for capital purposes	B2-4-C	1,077	5,573	- 1,849	3,723	0	-	-	-	68	180	232.01	412	-	-	-	0
Overall result with capital grants		3,131	7,790	-2,099	5,692	357	89	948	1,037	-5	327	804.44	1,132	233	-157	18.10	-139
Capital Expenditures																	
		Actuals to Mar, 24	Budget up to QBR52	QBR53 Revisions	Revised Budget	Actuals to Mar, 24	Budget up to QBR52	QBR53 Revisions	Revised Budget	Actuals to Mar, 24	Budget up to QBR52	QBR53 Revisions	Revised Budget	Actuals to Mar, 24	Budget up to QBR52	QBR53 Revisions	Revised Budget
Employee benefits and on-costs	B3-1-C	625	1,755	-	1,755	-	-	-	-	13	21	-	21	1	5	-	5
Materials and services	B3-2-C	3,709	7,967	- 2,161	5,806	24	180	- 148	32	53	712	- 467	245	-	428	- 413	15
Total Capex		4,334	9,722	- 2,161.04	7,561	24	180	- 148.40	32	65	733	- 467.02	266	1	432	- 412.50	20

**URALLA SHIRE COUNCIL**  
**LIST OF RESTRICTIONS**  
**As at 31 March, 2024**

Particulars	Balance at 30-Jun-23	Balance at 31-Mar-24
Cash and investments	24,305,403	25,587,437
Total restricted cash	23,511,079	24,585,564
Unrestricted Cash	794,325	1,001,873

Detail of Restrictions	Balance at 30-Jun-23	Added to Restrictions	Release from Restrictions	Balance at 31-Mar-24
<b>External Restrictions</b>	<b>17,879,318</b>	<b>8,039,334</b>	<b>5,728,996</b>	<b>20,314,733</b>
Unexpended Loans - Industrial Land	486,937	-	-	486,937
Trust funds	31,296	-	-	31,296
McMaugh Fund - Bonds	3,325,000	1,000,000	400,000	3,925,000
Developer Contributions - General (Section 94)	1,114,765	109,867	-	1,224,632
Home Care Package (19225.9162.9150)	4,000	-	4,000	-
TCT funding delivery shortfall (monthly)	1,235,739	374,327	-	1,610,066
TCS CHSP funding delivery shortfall (annual)	3,182,044	-	1,606,890	1,575,154
Bushfire Local Economic Recovery - Courthouse Refurbishment	20,378	-	52,959	-
PSLP - Glen precinct in 2022 budget	797,250	-	663,412	133,838
PSLP - Pioneer Park - in 2022 budget	565,664	-	306,144	259,520
Black Summer Bushfire Recovery - Generators	23,420	-	38,833	-
Regional NSW Planning Portal (Planning portal integration to Authority and	80,000	-	2,045	77,955
Water Fund	2,336,010	727,781	-	3,063,791
Sewer Fund	1,616,240	451,576	-	2,067,816
Stormwater Drainage	314,288	33,138	-	347,426
Fixing Local Roads Round (FLR) 3	387,223	-	-	387,223
Regional and Local Roads Repair Program	1,679,408	-	1,037,639	641,769
Fixing Local Roads (FLR) Pothole Repair Round	204,557	-	281,640	-
USC AGRN1034 - NSW Severe Weather and Flooding (Advance)	-	-	-	-
Block Grants	399,099	870,236	1,235,447	33,888
Supplementary	76,000	76,000	76,000	76,000
Conservation and Ecological Restoration of Racecourse Lagoon	-	59,514	8,400	51,114
RERRF Funding	-	2,353,990	-	2,353,990
LRCI3	-	113,655	-	113,655
AGRN 1030 and AGRN 1034	-	1,000,000	-	1,000,000
Stronger Communities Fund - SCCF5A0002	-	694,144	-	694,144
Strong Start Planning Cadetship Program	-	25,000	-	25,000
Donation for TCT Routematch License	-	15,000	-	15,000
Plane Avenue - Get Active Grant - Cycling Path	-	37,500	15,587	21,913
Community Events Program Funding 2022	-	10,574	-	10,574
Regional Youth - Summer Holiday Break Program	-	5,136	-	5,136
LRCI 3 payment	-	44,151	-	44,151
Holiday Break Funding Spring 2023	-	7,000	-	7,000
A week-long free pool party in Summer	-	14,492	-	14,492
Heritage	-	12,500	-	12,500
Youth week 2024	-	3,753	-	3,753
<b>Internal Restrictions</b>	<b>5,631,760</b>	<b>-</b>	<b>2,590,930</b>	<b>3,040,831</b>
Plant Fund (half yearly)*	210,244	-	94,722	115,522
Employee leave entitlement (annual)*	799,589	-	-	799,589
Tip remediation costs (annual)*	1,265,000	-	-	1,265,000
Waste Management Consultancy	8,366	-	-	8,366
InfoCouncil implementation	548	-	-	548
FAGS received in advance	3,328,277	-	2,496,208	832,069
Strategic development	19,736	-	-	19,736
<b>Commitments due in two months</b>	<b>-</b>	<b>1,230,000</b>	<b>-</b>	<b>1,230,000</b>
Graders	-	1,080,000	-	1,080,000
3 Vehicles in the process of procurement	-	150,000	-	150,000

\* Calculations of additions and adjustments are typically done on half yearly or annual basis

URALLA SHIRE COUNCIL

CONTRACTS, CONSULTANCY AND LEGAL EXPENSES

For the Quarter Ending 31 March, 2024

Consultancy and Legal Expenses	Expenditure		Budgeted Y/N
	YTM	December \$000	
Port Macquarie Hastings Heritage - Heritage advisory service to USC		3	Y
Robert Carr & Associates Pty Ltd T/A - Environmental Monitoring Uralla Landfill		8	Y
BAL Lawyers - Advice on EPA Act Order and Energy hub planning agreement		5	Y
Total		16	

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

Contract Detail and Purpose	Contract Date	Contract Value	Contract Start Date	Contract Duration	Budgeted Y/N
None					

**Notes:**

- 1. Contracts that were entered into during this quarter and remain incomplete are included
- 2. Minimum reporting threshold is \$50,000
- 3. Contractors on Council's Preferred Supplier list are not included
- 4. Contracts for employment are not required to be included



**14.6 Monthly Finance Report for May 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>Director Corporate &amp; Community</b>
<b>Reference:</b>	UINT/24/7943

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<b>Attachments:</b>	1. Monthly Financial Report-May <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 May 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 May 2024.

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

	Amt in '000		
	Actuals to	Proportionate	Budget for the
	May	Budget	Year
<b>Income from continuing operations</b>			
Rates and annual charges	8,015	7,946	7,946
User charges and fees	4,664	5,620	6,131
Other revenues	682	679	740
Grants and contributions provided for operating purposes	9,047	12,317	12,743
Interest and investment income	1,188	866	944
Net loss/(gain) from the disposal of assets	167	0	0
<b>Total income from operational activities</b>	<b>23,763</b>	<b>27,427</b>	<b>28,505</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	10,744	10,870	11,858
Materials and services	6,111	6,461	7,048
Borrowing costs	86	41	45
Councillor and Mayoral fees and associated expenses	121	138	150
Audit fees	44	70	143
Other expenses	326	385	596
<b>Total expenses from continuing operations</b>	<b>17,432</b>	<b>17,965</b>	<b>19,840</b>
<b>Operating result prior to consideration of capital grants and depreciation</b>	<b>6,331</b>	<b>9,463</b>	<b>8,664</b>
Less: Depreciation, amortisation and impairment	5,473	5,837	6,367
<b>Operating result after depreciation</b>	<b>858</b>	<b>3,626</b>	<b>2,297</b>
Add: Grants and contributions provided for capital purposes	2,681	3,147	5,753
<b>Overall result with capital grants</b>	<b>3,539</b>	<b>6,774</b>	<b>8,050</b>
<b>Capital Expenditures</b>			
Employee benefits and on-costs	782	1,633	1,781
Materials and services	6,002	8,513	9,287
<b>Total Capex</b>	<b>6,784</b>	<b>10,145</b>	<b>11,068</b>

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

	General Fund		McMaugh Gardens		Water Fund		Sewer Fund	
	Actuals to May	Proportionate Budget	Actuals to May	Proportionate Budget	Actuals to May	Proportionate Budget	Actuals to May	Proportionate Budget
<b>Income from continuing operations</b>								
Rates and annual charges	6,342	6,328	-	-	643	641	1,031	976
User charges and fees	3,022	3,685	1,059	1,019	527	851	57	66
Other revenues	682	648	0	31	0	-	-	-
Grants and contributions provided for operating purposes	5,251	9,226	3,796	2,844	-	248	-	-
Interest and investment income	1,153	578	-	124	23	127	12	36
Net loss/(gain) from the disposal of assets	167	-	-	-	-	-	-	-
<b>Total income from operational activities</b>	<b>16,615</b>	<b>20,465</b>	<b>4,855</b>	<b>4,018</b>	<b>1,193</b>	<b>1,867</b>	<b>1,100</b>	<b>1,078</b>
<b>Expenses from continuing operations</b>								
Employee benefits and on-costs	7,264	7,480	2,947	2,731	340	378	194	281
Materials and services	3,968	4,151	1,075	989	640	842	428	479
Borrowing costs	83	37	3	4	-	-	-	-
Councillor and Mayoral fees and associated expenses	121	138	-	-	-	-	-	-
Audit fees	44	70	-	-	-	-	-	-
Other expenses	326	385	-	-	-	-	-	-
<b>Total expenses from continuing operations</b>	<b>11,804</b>	<b>12,261</b>	<b>4,025</b>	<b>3,724</b>	<b>981</b>	<b>1,220</b>	<b>622</b>	<b>760</b>
<b>Operating result prior to consideration of capital grants and depreciation</b>	<b>4,811</b>	<b>8,203</b>	<b>831</b>	<b>295</b>	<b>212</b>	<b>647</b>	<b>478</b>	<b>318</b>
Less: Depreciation, amortisation and impairment	4,288	4,785	197	213	567	458	422	381
<b>Operating result after depreciation</b>	<b>523</b>	<b>3,419</b>	<b>634</b>	<b>81</b>	<b>-355</b>	<b>189</b>	<b>56</b>	<b>-62</b>
Add: Grants and contributions provided for capital purposes	2,368	2,967	-	-	313	180	-	-
<b>Overall result with capital grants</b>	<b>2,891</b>	<b>6,386</b>	<b>634</b>	<b>81</b>	<b>-42</b>	<b>369</b>	<b>56</b>	<b>-62</b>
<b>Capital Expenditures</b>								
	Actuals to May	Proportionate Budget	Actuals to May	Proportionate Budget	Actuals to May	Proportionate Budget	Actuals to May	Proportionate Budget
Employee benefits and on-costs	750	1,609	-	-	31	19	1	4
Materials and services	5,668	7,303	24	165	310	653	-	392
<b>Total Capex</b>	<b>6,419</b>	<b>8,912</b>	<b>24</b>	<b>165</b>	<b>341</b>	<b>672</b>	<b>1</b>	<b>396</b>

**URALLA SHIRE COUNCIL**  
**Commentary to the Monthly Financial Report**  
**For the month ending May 2024**

Amt in '000				
Reporting line	Actuals to May	Proportionate Budget	Variance	Comments
User charges and fees	4,719	5,620	-901	TCS is not expected to meet its targets for CHSP and Home Care Package funding due to a lower than expected number of service deliveries. Additionally, the projected revenue from the Caravan Park was overly optimistic and will not be achieved this financial year. Revenue from scrap metal is also expected to fall short of the target due to ongoing stockpiling of scraps.
Grants and contributions received for operating purposes	9,057	12,317	-3,260	The FAGS revenue \$3.3 mil for the current financial year, received in advance last year, was budgeted for this year. Revenue from operational grants appears to be on track.
Interest and investment income	1,188	866	322	The increase in interest income is mainly contributed by the higher interest rate in the market.
Borrowing costs	86	41	-45	The borrowing costs has increased due to change in the interest rate on the Bridge Construction and Industrial Loan.

## 14.7 Loans as at 31 May 2024

<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Senior Finance Officer</b>
<b>Authorised By:</b>	<b>Director Corporate &amp; Community</b>
<b>Reference:</b>	UINT/24/9489

**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

**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 May 2024 totalling \$1,323,327

**REPORT**

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

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

Uralla Shire Council			
Loans at 31 May, 2024			
<b>Loans:</b>			
<b>Loan no.</b>	<b>Purpose</b>		<b>Balance</b>
165	MGH Property		\$18,273
187	Undergrounding Power and Main Street Upgrade		\$29,486
188	Paving and Power Undergrounding		\$10,757
189	Bridge Construction		\$129,300
190	Bridge construction & industrial land development		\$1,135,510
<b>Total</b>			<b>\$1,323,327</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)*.

**14.8 Investments as at 31 May 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>Director Corporate &amp; Community</b>
<b>Reference:</b>	UINT/24/9487

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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 contains 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.

Most of the 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 was \$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 unrestricted cash as of 31 March 2024 was \$1,001,873. However, it is important to note that several restrictions are updated annually, therefore, the quarterly update provides an estimate until the annual recalculations are completed and audited by the statutory auditors.

**RECOMMENDATION**

**That Council notes the cash position as of 31 May 2024 consisting of:**

- cash and overnight funds of \$1,331,988
- term deposits of \$22,250,000
- total convertible funds of \$23,581,988 (including restricted funds)

**REPORT**

Current term deposits of \$22,250,000 spread over the next twelve months will receive a range of interest from 3.99% to 5.49% with an average rate of 5.18%. Council's General Fund bank balances (refer to the Schedule of Cash at bank and Term deposits below) have been reconciled to the bank statement as of 31 May 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

**Bond liability status for -McMaugh Gardens - as at - 31 May 2024 is as follows:**

Opening Balance	Bond Addition	Bond Release	Closing Balance
3,325,000	1,750,000	1,050,000	4,025,000

**THE SCHEDULE OF CASH AT BANK AND TERM DEPOSITS IS AS FOLLOWS:**

	Uralla Shire Council			
	Investments at 31 May, 2024			
	Cash at Bank – Operating Accounts:			
	Institution	Account	Bank Statement	
	National Australia Bank	Main Account	\$435,475	
	National Australia Bank	Trust Account	\$31,296	
	Regional Australia Bank	USC	\$27,313	
	Total		\$494,084	
	Business Investment (Cash Management) Account			
	Institution	Interest rate	Balance	
	Professional Funds	0.15% above RBA cash rate	\$837,904	
	Total		\$1,331,988	
Term Deposits:				
Institution	Term	Interest rate	Maturity 	Balance
National Australia Bank	5 months	5.13%	30/09/2024	500,000
Westpac Banking Corporation	1 months	3.99%	16/06/2024	1,000,000
National Australia Bank	11 months	5.15%	17/04/2025	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
Bank of Queensland	4 months	5.00%	19/08/2024	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
Regional Australia Bank	5 months	5.05%	28/08/2024	1,000,000
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
Bank of Queensland	12 months	5.40%	04/12/2024	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
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
<b>Total</b>				<b>22,250,000</b>

## CONCLUSION

In accordance with Regulation 212 of the Local Government (General) Regulation 2021 - this report details funds not currently required for use by Council and held in investments approved by Order of the Minister.



## 14.9 Local Government Remuneration Tribunal's Determination for Mayor and Councillors Remuneration for 2024/2025

**Department:** Corporate & Community

**Prepared By:** Director Corporate & Community

**Authorised By:** General Manager

**Reference:** UINT/24/8306

**Attachments:** 1. Local Government Remuneration Tribunal Annual Determination Report April 2024 [↓](#)

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

**Strategy:** 4.2. A strategic, accountable and representative Council

### SUMMARY

Council is required to fix and pay an annual fee for Councillors and the Mayor, effective 1 July 2024, based on the annual determination made by the Local Government Remuneration Tribunal (the Tribunal) in accordance with sections 248 and 249 of the Local Government Act 1993 (LG Act).

The Tribunal has determined a 3.75 per cent per annum increase in minimum and maximum fees applicable to each category of council from 1 July 2024 as per section 241 of the LG Act. The Uralla Shire Council is categorised as a General Purpose Council - Non-Metropolitan – Rural as per section 239 of the LG Act.

### RECOMMENDATION

That Council approves the following annual fees for the 2024/25 year in accordance with the annual determination made by the Local Government Remuneration Tribunal:

1. Fixing the annual fee for Councillors at the maximum rate of \$13,520 effective 1 July 2024; and
2. Fixing the annual additional fee for the Mayor at the maximum rate of \$29,500 effective 1 July 2024.

### REPORT

The Local Government Remuneration Tribunal (the Tribunal) is constituted under Chapter 9, Division 4 of the Local Government Act 1993 (LG Act). The Tribunal is required to make annual determinations on the categorisation of each Council, County Council and Mayoral office for the purpose of determining the minimum and maximum fees payable to Councillors, members of County Councils and Mayors in each category. The Uralla Shire Council is categorised as a General Purpose Council - Non-Metropolitan – Rural as per section 239 of the LG Act.

Sections 248 and 249 of the LG Act require Councils to fix and pay an annual fee based on the Tribunal's determination for the 2024/25 financial year. The Tribunal has determined a 3.75 per cent per annum increase in minimum and maximum fees to Mayoral and Councillor fees, applicable to each category of council, effective 1 July 2024.

In calculating the proposed fee for Councillors and the additional fee for the Mayor, consideration has been given to the following:

- The Tribunal determination range for 1 July 2024 for General Purpose Councils – Non-Metropolitan – Rural, based on the 3.75% increase is:

- Councillor: \$10,220 (minimum) to \$13,520 (maximum)
- Additional Mayoral fee: \$10,880 (minimum) to \$29,500 (maximum)
- The current fee paid to Councillors, namely **\$11,628** as per the previous position resolved unanimously by Council in the Ordinary Meeting June 2022 to keep the Councillor fee fixed at the 2021/22 rate.
- The current additional fee paid to the Mayor, namely **\$20,952** as per the previous position resolved unanimously by Council in the Ordinary Meeting June 2022 to keep the additional Mayoral fee fixed at the 2021/22 rate.
- The fee for Councillors if the 3.75% increase was applied to the current fee, namely **\$12,064.05**.
- The additional fee for the Mayor if the 3.75% increase was applied to the current fee, namely **\$21,737.7**.
- A Council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a Council does not fix a fee, the Council must pay the minimum fee determined by the Tribunal.
- A Council may pay the Deputy Mayor a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee.

#### GENERAL MANAGER COMMENTS

It is noted that Council has maintained its fees at less than the approved maximum amounts payable in accordance with the Tribunal's determination during this term of Council. While this position is respected, it is considered appropriate for the Council to now approve the payment of future fees at the maximum amount set by the Tribunal. The LGNSW submission's to the Tribunal is relevant in this consideration.

*The LGNSW submission requested the Tribunal increase fees by at least 10% in order to:*

- *Reverse the fee erosion which occurred under the NSW Public Sector Wages Policy*
- *Mitigate economic pressures and the rising cost of living*
- *Ensure that Councillors and Mayors receive fair and reasonable remuneration for the work they perform*
- *Address the historic undervaluation of the work performed by elected representatives in local government in New South Wales.*

*LGNSW used economic and wage data to support their argument that included:*

- *Consumer Price Index*
- *Wage Price Index*
- *National and State Wage cases*
- *Market comparability*

*LGNSW in its meeting with the Tribunal and Assessors asserted that fees paid to Councillors and Mayors have reduced in real terms over recent years, further advocating for an increase of 10% being fair and reasonable.*

It is noted that the Tribunal's determination represents a 3.75% increase on the previous maximum rate, a modest increase given all considerations.

**CONCLUSION**

In considering the history of fee increases for the past 3 years, and the Local Government Remuneration Tribunal's determination April 2024, it is recommended that Council fix the additional Mayoral fee and the fee for Councillors at the maximum amount as determined for a General Purpose Council - Non-Metropolitan – Rural.

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

- Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023. The Tribunal will next consider the model, criteria for each group, and the allocation of councils in the 2026 review.
- The criteria for each category is published in Appendix 1 of the Determination and remains unchanged from 2023.

**Policy and Regulation**

Local Government Remuneration Tribunal's Determination

Sections 241, 248 and 249 of the *Local Government Act 1993*

**Financial/Long Term Financial Plan**

The draft 2024/25 budget has accounted for the proposed increase of 4.5%.

**Asset Management/Asset Management Strategy**

Not applicable

**Workforce/Workforce Management Strategy**

Not applicable

**Legal and Risk Management**

The risks associated with the adoption of the 2024/25 Mayor and Councillor Allowances have been identified as low.

**Performance Measures**

The Local Government Remuneration Tribunal has determined an increase of 3.75% to Mayoral and Councillor Fees for the 2024/25 financial year, with effect from 1 July 2024.

**Project Management**

Manager Governance

**Local Government  
Remuneration Tribunal**

# Annual Determination

Report and determination under sections  
239 and 241 of the Local Government Act  
1993

29 April 2024



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# Executive Summary

The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

## Categories

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023.

The Tribunal will next consider the model, criteria for each group, and the allocation of councils in the 2026 review.

The criteria for each category is published in Appendix 1 of the Determination and remains unchanged from 2023.

Two (2) councils have been recategorised from Rural Large to Regional Rural as a result of meeting the criteria at Appendix 1.

## Fees

The Tribunal has determined a 3.75 per cent per annum increase in the minimum and maximum fees applicable to each category from 1 July 2024.

# Section 1 – Introduction

1. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2023.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act requires:

*“In making a determination, the Remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the [Industrial Relations Act 1996](#) when making or varying awards or orders relating to the conditions of employment of public sector employees.”*
4. The Industrial Relations Amendment Act 2023, assented on 5 December 2023, repealed section 146C of the *Industrial Relations Act 1996*, resulting in changes to wages policy and removal of the cap on remuneration increases.
5. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees.
6. The Tribunal’s determination takes effect from 1 July each year.

## Section 2 – 2023 Determination

7. In 2023, the Tribunal received 18 written submissions.
8. An extensive review of the categories, criteria, and allocation of councils into each of the categories was undertaken by the Tribunal as required by Section 239 of the LG Act.
9. The review resulted in the Tribunal determining the creation of two new categories, being Metropolitan Major and Rural Large.
10. The categories of general purpose councils were determined as follows:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Major	Regional Strategic Area
Metropolitan Large	Regional Centre
Metropolitan Medium	Regional Rural
Metropolitan Small	Rural Large
	Rural

11. The Tribunal was of the view that improving consistency of criteria in categories was paramount. The Tribunal therefore determined to include the non-resident population criteria in Major Strategic, Regional Strategic, Regional Centre, and Regional Rural categories.
12. A total of 26 councils were recategorised as a result of changes in the 2023 Determination.
13. The Tribunal determined that fees would increase by 3 per cent in the minimum and maximum fees applicable to each category from 1 July 2023.




# Section 3 – 2024 Review

## 2024 Process

14. The Tribunal's annual review commenced in October when it wrote to all councils inviting submissions regarding fees. The Tribunal outlined that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 review. The invitation noted that it is expected that submissions are endorsed by respective councils.
15. The Tribunal also wrote to the President of Local Government NSW (LGNSW) inviting a submission.
16. The Tribunal received 19 written submissions, of which 18 were from individual councils and 1 submission from LGNSW.
17. The Tribunal notes that 17 of the 18 council submissions were endorsed by their representative councils.
18. The Tribunal acknowledges and thanks all parties for their submissions.


## Submissions Received – Request for recategorisation

19. Two council submissions received requested recategorisation, with Paramatta City Council and Lake Macquarie putting forward individual cases for the Tribunal's consideration.

- 
20. Paramatta City Council requested recategorisation from its current classification of Major CBD to Principal CBD. Paramatta City Council's case to be included in Principal CBD category is based on the following:
- Paramatta being critical to the success of the Greater Sydney Region Plan
  - The LGA expecting an estimated 186,000 new residents between 2022 and 2041
  - An increase in the number of government services, corporations, and private enterprises relocating into Paramatta CBD
  - A local economy that generates approximately \$32.88 billion in gross regional product and 33,000 businesses that generated over 202,000 jobs
  - The Council's Local Strategic Planning Statement covers seven priority growth areas and precincts identified by the NSW Government in order to give effect to their Housing strategy
  - Paramatta City Council has a 2023/24 capital works budget of \$613m and it provides a number of significant services within the local government area, including two aquatic centres, redevelopment to key community centres, and funding for local parks, roads, cycleways, and footpaths.
21. The Tribunal last considered the criteria for Principal CBD in the 2023 Annual Determination process. The Tribunal's view at the time was that

the criteria characteristics for Principal CBD category was appropriate, therefore no changes were required.

22. Paramatta City Council does not meet the criteria for Principal CBD. Accordingly, the Tribunal is not persuaded to include Paramatta Council in Principal CBD category.
23. Lake Macquarie City Council requested that it be recategorised from a Regional Strategic Area to a Major Strategic Area. Reasons include:
- The LGA having a resident population of 216,603, and a non-resident working population of 24,769 (for a total of 241,372)
  - Connection to Greater Sydney via the M1, rail and a regional airport that supports the community
  - 99 towns, villages and nine economic centres across an area of 757 square kilometres
  - An annual economic output of \$26.1 billion (which is approximately 20 per cent of the Hunter economy)
  - 1.3 million tourists per year
  - 14,081 active businesses, 73,233 jobs and a total workforce across the LGA of 102,029
  - Community facilities that include a Regional Gallery – Museum of Art and Culture, one University, two TAFE campuses and a regional centre for health care
  - Operating revenue exceeding \$290 million.


- 
24. As stated in Council's own submission, currently it does not meet the population threshold criteria for Major Strategic Area. Accordingly, the Tribunal is not persuaded to include Lake Macquarie Council in Major Strategic Area category.
  25. The council also advocated for the population threshold for Major Strategic Area to be reviewed from its current threshold of 300,000 to 200,000 to restore incremental balance between Major Strategic Area and Regional Strategic Area categories.
  26. Lake Macquarie Council provided late supplementary information to support their argument for the population threshold of Regional Strategic Area being adjusted. Council submitted that five precincts in the Lake Macquarie LGA have been identified for inclusion in the New South Wales Government Transport Oriented Development Program, which aims to encourage housing development near transport hubs.
  27. The Council argues this increase in housing will lead to population growth in the selected centres, especially those with a large number of identified precincts.
  28. Consistent with section 239 and 240 of the LG Act, the Tribunal carefully considered the population threshold for all categories, as part of the 2023 Annual Determination. It was determined at that time, on extensive evidence examined and considered by the Tribunal, that the population threshold for Major Strategic Area was appropriate.
  29. The Tribunal is not persuaded at this time to change the population threshold for Major Strategic Area. Should further evidence become available to support a change in the population threshold for this category,

it can be considered by the Tribunal as part of the three yearly review of categories in 2026.

30. The Tribunal will monitor, as data becomes available, the impact of the New South Wales Government Transport Oriented Development Program on population thresholds.
31. One submission received from Wollondilly Shire Council advised that Council resolved to write to the Premier and appropriate Ministers, requesting Wollondilly Shire Council be considered as a regional Council.
32. The Tribunal has previously determined that Wollondilly Shire Council, for the purpose of setting the minimum and maximum fees payable to Councillors and Mayors, be classified as Regional Centre.
33. The Tribunal notes Wollondilly's submission and proposed course of action.

## **Categories – movement of Councils within the framework**

34. The Tribunal reviewed population and data relating to Council operations to determine if the categorisations of Councils was consistent with the current criteria.
35. Population data was sourced from the Australian Bureau of Statistics (ABS), released 26 March 2024 for the period 2022 – 2023 financial year, the most recent data available at the time of writing this determination.


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36. Data relating to Council operations was sourced from the Office of Local Government (OLG).
  37. These sources provide a consistent, and complete overview of all councils in NSW. These data sources are consistent with those used in previous LGRT determinations.
  38. Each Council was also assessed against the relevant criteria at Appendix 1.
  39. As a result, it was identified that two Rural Large councils, Hilltops Council and Muswellbrook Shire Council, each had a combined resident and non-residential working population above 20,000 each. This population figure exceeds the population threshold for a Regional Rural council classification.
  40. For this reason, the Tribunal has reclassified both Hilltops Council and Muswellbrook Shire Council as Regional Rural councils.

## **Submissions Received – Remuneration Structure**

41. A significant number of submissions commented on the remuneration structure, advocating for major changes to be made, including the need for a full comprehensive review. These issues are addressed below.
42. One submission advocated for a new remuneration structure to be established that:
  - Is benchmarked in a more transparent way

- Recognises workload
- Encourages participation by a cohort that is more representative of the community
- Recognises skills and experience that is relevant to the roles.


43. Several submissions argued that the current remuneration structure does not adequately compensate elected Councillors and Mayors for the complex requirements of the role, significant workload, time requirements, responsibilities, and changes in the role over recent years.
44. A number of submissions provided comparison data that included remuneration paid to: Queensland and Victorian local government Councillors and Mayors, Federal, State, and Territory Parliamentary Members, Audit Risk and Improvement Committee members, and average remuneration for chairs/directors of not-for-profit organisations.
45. The basis of providing this data was to support arguments that NSW Councillors and Mayors are paid below these organisations and the work of Councillors and Mayors is being undervalued.
46. Some submissions outlined that low levels of remuneration can have a detrimental impact on the quality and diversity of candidates standing for election.
47. The LG Act is clear that Councillors and Mayors receive an annual fee, not a wage, with section 251 clearly stating that fees paid do not constitute a salary.

- 
48. Whilst the Tribunal acknowledges these issues, as previously explained in the 2023 Annual Determination at paragraph 97 they are not currently within the Tribunal's remit.
49. One submission advocated for fees of rural councils to be commensurate with those of regional and metropolitan councils, arguing that the skills and knowledge required for the role is the same regardless of the council location.
50. Others advocated for significant increases to rural and regional fees in order to address low candidate numbers while others asserted that the current remuneration fails to take into account significant stressors facing regional and rural councils.
51. The Act requires that the Tribunal must determine categories at least once every three years and places each council into a category. The determination of categories by the Tribunal is for the purpose of determining the minimum and maximum fees to be paid for councillors and Mayors in each category. When determining categories, the Tribunal is required to take into account matters prescribed in Section 240 of the LG Act:
- *the size of areas;*
  - *the physical terrain of areas;*
  - *the population of areas and the distribution of the population;*
  - *the nature and volume of business dealt with by each council;*
  - *the nature and extent of the development of areas;*



- *the diversity of communities served;*
- *the regional, national and international significance of the council;*
- *such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government; and*
- *such other matters as may be prescribed by the regulations.*

52. The Determination of minimum and maximum fees for 2024 is dealt with below at section 4.
53. Two submissions asserted that the current remuneration structure fails to recognise the role, responsibilities, and contribution of the Deputy Mayor position. It was suggested that a distinct independent fee be included for the position of Deputy Mayor.
54. Section 249 (5) of the LG act states:
- “A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor’s annual fee.”*
55. Accordingly, the Tribunal lacks the power to implement changes to the fee structure that would include a distinct independent fee for the position of Deputy Mayor.
56. One argument put forward is that the impact of the current superannuation arrangements has a negative impact on female participation.

- 
57. Section 254B of the Act sets out the circumstances with respect to the payment of superannuation for Mayors and Councillors. The payment of superannuation is not automatic or mandatory, pursuant to 254B (4)(a) of the Act a council must pass a resolution prior to making superannuation contribution payments.
58. Any changes to superannuation contribution payments for Councillors and Mayors to assist in eliminating barriers to participation would require changes to the legislation.

# Section 4 – 2024 Fees

## Submissions - 2024 Fees


59. The LGNSW submission requested the Tribunal increase fees by at least 10% in order to:

- Reverse the fee erosion which occurred under the NSW Public Sector Wages Policy
- Mitigate economic pressures and the rising cost of living
- Ensure that Councillors and Mayors receive fair and reasonable remuneration for the work they perform
- Address the historic undervaluation of the work performed by elected representatives in local government in New South Wales.

60. LGNSW used economic and wage data to support their argument that included:

- Consumer Price Index
- Wage Price Index
- National and State Wage cases
- Market comparability

61. LGNSW in its meeting with the Tribunal and Assessors asserted that fees paid to Councillors and Mayors have reduced in real terms over recent years, further advocating for an increase of 10% being fair and reasonable.

- 
62. In meeting with LGNSW, the question of Government policies (State and Federal) on housing reform was discussed. The Tribunal is mindful of the additional workload associated with policies such as the NSW Government's Transport Oriented Development Program place on affected Councils. Similar considerations arise from the infrastructure requirements related to Renewable Energy Zones.
63. The role of a Councillor as a member of the governing body of the council is outlined under s232 of the LG Act and the Tribunal has addressed this matter generally in the 2023 Determination at paragraph 97.
64. Four submissions received from individual councils addressed the issue of fees quantum increase. These submissions sought an increase ranging from 3% to 5.57%.
65. Other submissions advocated for remuneration to be set at a level to:
- Reflect the role, commitment required, complexity of the role, workload, and responsibilities required to perform the role successfully
  - Ensure no one is out of pocket for the work they do for council
  - Attract a diverse range of potential candidates.
66. Five submissions advocated for the Tribunal to change the determination in regard to the remuneration structure. Some submissions suggested setting a fixed mandatory fee for Councillors and Mayors, whilst others argued that individual councils should not determine their own

remuneration, due to potential conflict of interest, instead the decision should be left to State Government or an independent decision maker.

67. It has been suggested that such an approach could:

- Remove potential conflict of interest
- Facilitate good governance
- Create equity amongst councils in the same category
- Assist in fostering good relationships with the community
- Alleviate public perception that increases are unjust.

68. Currently the Tribunal, consistent with its obligations set out in the LG Act, section 248 and section 249, determines a minimum and maximum remuneration range for Councillors and Mayors. It is then up to individual councils, to fix the annual fee for councillors and Mayors.

69. Furthermore, the tribunal does not have the authority to determine a fixed mandatory fee, section 241 of the LG Act states:

*“The Remuneration Tribunal must, not later than 1 May in each year, determine, in each of the categories determined under section 239, the maximum and minimum amounts of fees to be paid during the following year to councillors (other than mayors) and mayors.”*



## **Fee Increase.**

70. The Tribunal considered a range of factors in determining the amount to increase minimum and maximum fees payable to Councillors and Mayors. This included economic data, including the Consumer Price Index, Wage Price Index, full-time adult average weekly ordinary time earnings, NSW Public Sector increases, and Local Government State Award increases. It also considered the Base Cost Change model used by IPART in setting the rate peg for 2024-25.
71. On this occasion the Tribunal has determined that a 3.75% per cent increase will apply to the minimum and maximum fees applicable to existing categories.

## Conclusion

72. The Tribunal's determination has been made with the assistance of the Assessors, Ms Kylie Yates, Mr Brett Whitworth and Mr Douglas Walther.
73. Determination 1 sets out the allocation of councils into each of the categories as per section 239 of the LG Act.
74. Determination 2 sets out the minimum and maximum fees paid to councillors and mayors and chairpersons of county councils as per section 241 of the LG Act.
75. The Tribunal acknowledges and thanks the secretariat for their excellent research and support in completing the 2024 determination.



Viv May PSM

**Local Government Remuneration Tribunal**

Dated 29 April 2024

# Section 5 – Determinations

Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2024

## General Purpose Councils – Metropolitan

### Principal CBD (1)

- Sydney

### Major CBD (1)

- Parramatta

### Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

### Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland
- The Hills

### Metropolitan Medium (8)

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

### Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra



## General Purpose Councils - Non-Metropolitan

### Major Regional City (2)

- Newcastle
- Wollongong

### Major Strategic Area (1)

- Central Coast

### Regional Centre (23)

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury

### Regional Strategic Area(4)

- Lake Macquarie
- Maitland
- Shoalhaven
- Tweed
- Lismore
- Mid-Coast
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

**Regional Rural (14)**

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Hilltops
- Kempsey
- Kiama
- Lithgow
- Mid-Western
- Muswellbrook
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

**Rural Large (16)**

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Federation
- Greater Hume
- Gunnedah
- Inverell
- Leeton
- Moree Plains
- Murray River
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

**Rural (38)**

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling
- Cobar
- Coolamon
- Coonamble
- Dungog
- Edward River
- Forbes
- Gilgandra

- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee
- Narrandera
- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

## County Councils

### Water (4)

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

### Other (6)

- Castlereagh-Macquarie
- Central Murray
- Hawkesbury River
- New England Tablelands
- Upper Hunter
- Upper Macquarie

## Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2024

The annual fees to be paid in each of the categories to Councillors, Mayors, Members, and Chairpersons of County Councils effective on and from 1 July 2024 as per section 241 of the *Local Government Act 1993* are determined as follows:

### Table 4: Fees for General Purpose and County Councils

#### General Purpose Councils – Metropolitan

##### Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Principal CBD	30,720	45,070
Major CBD	20,500	37,960
Metropolitan Major	20,500	35,890
Metropolitan Large	20,500	33,810
Metropolitan Medium	15,370	28,690
Metropolitan Small	10,220	22,540

##### Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024

Category	Minimum	Maximum
Principal CBD	188,010	247,390
Major CBD	43,530	122,640
Metropolitan Major	43,530	110,970
Metropolitan Large	43,530	98,510
Metropolitan Medium	32,650	76,190
Metropolitan Small	21,770	49,170

## General Purpose Councils - Non-Metropolitan

### Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Major Regional City	20,500	35,620
Major Strategic Area	20,500	35,620
Regional Strategic Area	20,500	33,810
Regional Centre	15,370	27,050
Regional Rural	10,220	22,540
Rural Large	10,220	18,340
Rural	10,220	13,520

### Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024

Category	Minimum	Maximum
Major Regional City	43,530	110,970
Major Strategic Area	43,530	110,970
Regional Strategic Area	43,530	98,510
Regional Centre	31,980	66,800
Regional Rural	21,770	49,200
Rural Large	16,330	39,350
Rural	10,880	29,500

## County Councils

### Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Water	2,030	11,280
Other	2,030	6,730

### Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024

Category	Minimum	Maximum
Water	4,360	18,520
Other	4,360	12,300

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



Viv May PSM

**Local Government Remuneration Tribunal**

Dated 29 April 2024

# Appendices

## Appendix 1 Criteria that apply to categories

### Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

## Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.



## Metropolitan Major

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.


Other features may include:

- total operating revenue exceeding \$300M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

## Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.



Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

### **Metropolitan Medium**

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.



Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

## Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:


- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

## Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region


- 
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
  - have significant natural and man-made assets to support diverse economic activity, trade and future investment
  - typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

### Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.




Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

### **Regional Strategic Area**

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.




Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

### **Regional Centre**

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.



Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

### **Regional Rural**

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.



## Rural Large

Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.



## **Rural**

Councils categorised as Rural will typically have a residential population less than 10,000.

## **County Councils - Water**

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

## **County Councils - Other**

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015.

**14.10 Draft Operational Plan and Budget 2024-2025**


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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Director Corporate &amp; Community</b>
<b>Authorised By:</b>	<b>General Manager</b>
<b>Reference:</b>	UINT/24/8786

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<b>Attachments:</b>	1. Draft Operational Plan 2024-2025 Part 1 & 2 <a href="#">↓</a>
	2. Draft Operational Plan 2024-2025 Part 3 Budget <a href="#">↓</a>
	3. Draft Operational Plan 2024-2024 Part 4 Statement of Revenue <a href="#">↓</a>
	4. Draft Operational Plan 2024-2025 Part 5 Fees and Charges <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>	4.2. A strategic, accountable and representative Council

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**SUMMARY**

The Public Exhibition for the Draft Operational Plan 2024-2025 has concluded. Two written submissions were received.

In addition to these submissions there have been further developments across several matters that will impact the Draft Operational Plan and Budget 2024-2025. Each matter is detailed below within the recommendations. Finally, minor editing changes have been made to facilitate comprehension.

The adopted Draft Operational Plan and Budget 2024-2025 will be published on the Council's website within 28 days of adoption.

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

1. Notes the two written submissions and agrees that:
  - a. The suggestions contained within each submission will not be included in the Draft Operational Plan and Budget 2004-2025; and
  - b. Each suggestion be acknowledged and the author provided with an update from the relevant officer within 28 days of this meeting.
2. Adopts the Draft Operational Plan and Budget 2024-2025 with the following amendments:
  - a. Delete reference to the proposed Internment Industry Levy from Part 4, Fees and Charges, Cemeteries, noting that commencement of the Levy for Uralla Shire Council has been deferred from 1 July 2024 until 1 July 2025;
  - b. Approve the following donation amounts to support community capacity building and include this table in the Operational Plan:

Service Group	Donation 2024-2025
Arts North West	\$5,106
Australia Day Activities	\$2,500
Bush Bursary	\$3,000
Lanterns Festival	\$3,000
NIAS	\$2,100
Pre-school rent	\$22,677
Rotary Art Show	nil

School Presentation Nights	\$1,080
Street Stall (including overheads)	\$12,785
Thunderbolts Festival	\$12,000
Youth Services & NAIDOC	\$7,267 (in addition, administration costs \$7500)
Other Shire events & Community Grant Funds	\$1,000
<b>TOTAL</b>	<b>\$72,515</b>

- c. Reduce the provision for Workers Compensation insurance from \$656,228.00 to \$436,387.75 to reflect the premium reduction advised by StateCover Mutual, a positive impact of \$219,840.00; and
- d. Include a contingent liability of \$250,000 to cover potential additional expenses for the New England Weeds Authority (NEWA), in addition to Council's budgeted annual contribution.

## REPORT

### Proposed amendments

#### Interment Industry Scheme Levy

Cemeteries & Crematoria NSW (the regulatory body for the Internment Industry Scheme) have advised a delay in the commencement of the Internment Industry Levy for Uralla Shire Council from 1 July 2024 until 1 July 2025. Accordingly, it is recommended the proposed levy be removed from the draft Fee Schedule

#### Community Capacity Building - Donations

The list of donations to community groups to support community capacity building was omitted from Part 2 of the exhibited Draft Operational Plan.

It is recommended that Council approve the donation amounts detailed in the table below to support for 2024-2025, and include in the 2024-25 Operational Plan. The donations for 2023-24 are included for Council's reference.

Service Group	Donation 2024-2025	Donation 2023-2024
Arts North West	\$5,106	\$4,886
Australia Day Activities	\$2,500	\$2,500
Bush Bursary	\$3,000	\$3,000
Lanterns Festival	\$3,000	\$3,000
NIAS	\$2,100	\$2,000
Pre-school rent	\$22,677	\$21,853
Rotary Art Show	nil	\$1,000
School Presentation Nights	\$1,080	\$800
Street Stall (including overheads)	\$12,785	\$17,500
Thunderbolts Festival	\$12,000	\$12,000
Youth Services & NAIDOC	\$7,267 (in addition, administration costs \$7500)	\$6,600
Other Shire events & Community Grant Funds	\$1,000	\$1000
<b>TOTAL</b>	<b>\$72,515</b>	<b>\$76,139</b>

#### New England Weeds Authority (NEWA)

An amount of \$106,175 is included in the draft 2024-25 budget for the annual contribution to NEWA as part of Council's investment in noxious weed management on land owned or under Council responsibility.

It is recommended that Council also includes a contingent liability of \$250,000 to cover potential additional expenses. Further advice on this matter is included in a separate confidential report to this meeting.

### Submissions

During the public exhibition period the community was invited to make written submissions for council's consideration when adopting the Operation Plan and Budget 2024-2025.

The Public Exhibition period closed at 5pm on 19 June 2024 and two written submissions were received during exhibition. A copy of each written submission has been provided to Councillors via Nextcloud for

further review. A summary of each submission along with an Officer response is included in the following table.

**Submissions received:**

	Suggestion/s	Officer Response
Submission 1	Request to include sealing of the dirt road section of Retreat Road into the Operational Plan for 2024-2025.	There is no provision for sealing Retreat Road in the 2024-2025 financial year. The planned maintenance for Retreat Road will be shared with the Submission author.
Submission 2.1	Request to include details of the employment of staff across outdoor and corporate positions.	Including employee demographic would not add value to the Operational Plan. However, this information could be made available on the USC website within the Workforce Strategic Plan (current version 2022) which is due for review as advised by HR Manager. The Submission author will be contacted and provided with this data.
Submission 2.2	Request to make the amenity and appearance of Uralla CBD a major item with the continued development of Creative Village concepts.	<p>The author of the submission will be reminded of the completion of several significant open spaces this financial year: Fibonacci installation at Pioneer Park, Rotary Park, Constellations of the South, and the Court House renovation.</p> <p>The author will be advised of the soon to be established Community Advisory Body for the Renewable Energy Community Benefit as a possible channel for their interests.</p>

**BACKGROUND**

The Draft Operational Plan and Budget 2024-2054 details the works and services that Council intends to deliver during the next financial year. The draft version for adoption is comprised of five (5) parts and satisfies the requirements of the Integrated Planning and Reporting (IP&R) Guidelines for Local Government in NSW (2021), namely:

- PART 1 – Introduction and overview of the IP&R framework and how it has been applied by Uralla Shire Council
- PART 2 (Operational Plan) sets out the actions that Council will undertake to deliver against the activities in the four-year Delivery Program 2022-2026
- PART 3 - Draft Budget 2024-2025 (including the operational and capital budget)
- PART 4 - Draft Revenue Policy and Rates
- PART 5 - Charges and Fees 2024-2025

The Draft Operational Plan (PART 2) contains actions that were identified following discussions and workshops with Council staff and Councillors, that are linked with the activities of the Delivery Program 2022-2026 and that support the goals and strategies in the Community Strategic Plan 2022-2031.

The Draft Budget (PART 3), Draft Revenue Policy and Rates (Part 4) and Charges and Fees (PART 5) were circulated to Councillors for initial feedback and were further considered at the General Manager Workshop & Briefing Session 14 May 2024.

Following the Ordinary Meeting held 21 May 2024 the agreed Draft Operational Plan and Budget 2024-2025 was placed on Public Exhibition for 28 days from 22 May 2024 until 5pm 19 June 2024.

The Draft Budget amendments and key considerations have been prepared in line with the process summarised by Council's responsible accounting officer and detailed in previous submissions to Councillors.

## CONCLUSION

The Draft Operational Plan and Budget 2024-2025 is provided to Council for adoption, taking into consideration the submissions received during the public exhibition period, and the other matters arising that are detailed within this report. Upon adoption, the final version of the Operational Plan and Budget 2024-2025 will be published on the Council's website within 28 days.

## COUNCIL IMPLICATIONS

### Community Engagement/Communication

Under the provisions of the Act, the IP&R suite of documents must be exhibited for public comment for a period of 28 days with those submissions received during the exhibition period reported to Council. The public exhibition period for the Draft Operational Plan and Budget 2024-2025 was from 29 May 2024 to 19 June 2024. During this time two submissions were received.

### Policy and Regulation

- *NSW Local Government Act 1993; NSW Local Government Regulation (General) 2021*
- Integrated Planning and Reporting Guidelines for Local Government in NSW (Sept 2021)

### Financial/Long Term Financial Plan

The development of the suite of IP&R documents presented for endorsement has considered the Principles of Sound Financial Management as outlined under Section 8B of the Local Government Act 1993 (NSW). Section 8B of the Act provides that Council spending should be responsible and sustainable, aligning general revenue and expenses.

### Asset Management/Asset Management Strategy

Under the IP&R framework Council must account for and plan for all the existing assets under its control. The key objective of asset management planning is to provide the required level of service for the community in accordance with the Community Strategic Plan in the most cost-effective manner. Levels of service are key business drivers for asset planning, along with technical requirements that ensure asset sustainability. Asset Management Plans support the delivery of the strategies set in the Delivery Program.

### Workforce/Workforce Management Strategy

Actions arising from the Workforce Management Strategy 2022 are contained in the Draft Operational Plan and Budget 2024-2025.

### Legal and Risk Management

The major risk at this time is in maintaining the budget position to be able to deliver the range of services detailed in the Operational Plan and Budget 2024-2025.

**Performance Measures**

- Operational Plan and Budget 2024-2025 adopted prior to 1 July 2024
- Operational Plan and Budget 2024-2025 published on the Council's website within 28 days of adoption.

**Project Management**

Executive Director Corporate & Community

Manager Finance & IT

Manager Governance & Service Centre.





**DRAFT FOR PUBLIC EXHIBITION**

**OPERATIONAL PLAN 2024-25**

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## **PART 3: Budget**

## **PART 4: Statement of Revenue**

## **PART 5: Fees and Charges 2024/2025**

# How to read this document

Our Operational Plan aligns Council's services directly to the themes, goals, objectives and outcomes of the Community Strategic Plan and Delivery Program.

For each service we have identified:

- The CSP Goal and strategies that are aligned to the Service Area
- The Delivery Program Activities set by the current Council
- A summary of each service our Council delivers relating to the CSP. The summaries include:
  - the Service name and responsible Officer
  - A Business as Usual statement outlining the core purpose of the service provided
  - The targeted activities proposed for 2024/2025 which deliver or progress the Delivery Program activities
  - A measure of how we will assess if our service has been successful
  - A description of Council's role in providing the service
- The Operational and Capital Budget overview
- Where relevant – a list of the proposed significant capital projects



SOCIETY

## Library Services

### Responsibility Librarian

#### Why?

Our community values access to and equity of services. The Uralla Library is a contemporary shared space which enables our community to access information and to connect with each other through programs and activities. Uralla Library is a social hub that provides an inclusive environment for all generations.

#### What?

Library services to Uralla Shire residents are provided through the Central Northern Regional Libraries partnership. Library members have access to a wide selection of information and leisure resources including books, magazines, DVDs, CDs, Large Print and Talking Books on CD. If an item is not available at your local branch it can be reserved or obtained through interlibrary loan. An extensive range of databases and eResources can also be accessed online at [www.cnrll.nsw.gov.au](http://www.cnrll.nsw.gov.au). Public access computers connect our community and visitors with ideas, [www.cnrll.nsw.gov.au](http://www.cnrll.nsw.gov.au) and information. Use of the computers and access to Wi-Fi is provided free of charge.

#### How?

The Uralla Library operates 6 days per week and provides Resource loans to members, [see](#) Wi-Fi and work/study spaces, Programs and events for all members of the community [see](#) Book Club, Craft Workshops, Story time for toddlers and parents (including craft session)

The CSP Theme aligned to this service

The Service name and position responsible for the service

A brief description of what the Service is and what we deliver.

## Community Strategic Plan Objectives

- 1. SOCIETY - We have an accessible, inclusive and sustainable community

### Strategies

1.1	A growing community with an active volunteer base & participation in community events
1.3	A diverse and creative culture that celebrates our history
4.1	Informed and inspired leadership in our community

The Community Strategic Plan Goal and Strategy that guide Council's activities.

### Delivery Program Activities

1.1.1	Coordinate and facilitate Council volunteer programs.
1.3.2	Provide library services and programs
4.1.7	Engage and collaborate with groups, businesses and potential developers

The Delivery Program activities that drive our annual operations to achieve/progress the CSP

Operational Plan Actions	Measure of Success	Council Role
1.1.1.4 Recruit 1 volunteer to support delivery of library services	Maintain 1 volunteer	Provider
1.1.1.5 Support volunteers to maintain operation of the Bundarra Library	I. Delivery of new library materials every 3 months II. Bundarra Library to be open to the public a minimum of 3 hours per week	Enabler

Specific projects and activities we aim to deliver in 2024/2025

Operational Numbers		
Income	Expenses	Net Result
\$80,847	\$372,562	(\$291,715)
Capital Numbers		
Income	Expenses	Net Result
-	-	-

The Operational and Capital budget overview relative to this service

# About this document

This document is prepared in accordance with:

1. Office of Local Government, [Integrated Planning & Reporting: Guidelines for Local Government in NSW](#), September 2021
2. Office of Local Government, [Integrated Planning & Reporting: Handbook for Local Councils in NSW](#), September 2021

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Date Placed on Public Exhibition: 22 May 2024	Resolution
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Date Adopted by Council: 25 June 2024	Resolution
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## Document History

Version	Date Amended	Comments
Version 0.1	14 May 2024	Draft to Councillor workshop and briefing
Version 0.2	21 May 2024	Updated Draft to ordinary meeting for Public Exhibition
Version 0.3	22 May 2024	Updated draft placed on Public Exhibition UINT/24/6166
Version 0.4	25 June 2024	Updated draft to Council meeting for adoption
Version 1	25 June 2024	Final version

## Further Document Information and Relationships

Related Legislation	NSW Local Government Act 1993 NSW Local Government (General) Regulation 2021
Related Documents	NSW Office of Local Government Integrated Planning and Reporting Guidelines Uralla Shire Council Community Strategic Plan Uralla Shire Council Delivery Program Uralla Shire Council Resourcing Strategy



# Acknowledgement of Country

*We acknowledge the Traditional Custodians of the land on which we live and work. We recognise and appreciate their deep connection to this land, waters, and our community. We pay respect to Elders past, present and emerging and extend our respect to all Aboriginal and Torres Strait Islander people who call Uralla Shire home.*

## From the Mayor and General Manager

We are pleased to present our 2024/25 Operational Plan outlining actions we have committed to delivering for the year ahead.

This plan takes what you told us are your long-term priorities through our 10-year Community Strategic Plan, and turns them into specific, on-the-ground initiatives.

At a high level, this document is about transparency and community collaboration. You will see an overview of what we can realistically achieve over the next 12 months within resourcing and budget constraints.

There is no denying pressures on our bottom line. Just like you, our costs have escalated rapidly – insurance, construction, supplies, transport, electricity and fuel to name a few. These challenges are not unique to Uralla Shire. Many councils across NSW are in the same position.

The reality is our small population and the revenue generated through rates and charges is not enough to meet the costs of our shared aspirations.

We have hundreds of kilometres of roads, water and sewer infrastructure to maintain and renew, aged care and community services to deliver, as well as a long list of worthy aspirational goals for Uralla Shire which we share with you as well.

While we will seek to achieve those aspirations through additional State and Federal governments grants, the reality is these funds are highly competitive, driven by priorities and timelines outside our control, and can't be allocated to local community priorities.

Council has recently secured major grants to conduct studies on all aspects of our water supply, make upgrades to Thunderbolts Way and Kingstown Road, and complete work on our parks and facilities.

These projects sit alongside the work undertaken by Council and our dedicated staff, delivering services and facilities to our community every day.

Despite our challenges, we will continue to work with you to take advantage of opportunities in our region. The renewable energy boom is undoubtedly one of them, and we will work to balance development with community benefit. We also see enormous potential for business innovation and employment growth, tourism, and opportunity to leverage our historical and cultural assets.

In September this year, the NSW Electoral Commission will conduct local government elections across NSW. We wish to thank and acknowledge the contribution of our Councillors during this term. The role is a challenging but ultimately rewarding one. We encourage you to consider standing for election, as a strong representative council is critical to our shared success. Council will soon host information sessions for prospective candidates.

With a team of newly elected Councillors championing this Operational Plan, we believe the region and our community can continue to thrive, making Uralla Shire an even better place to live, work, visit and invest.

**Robert Bell**  
Mayor

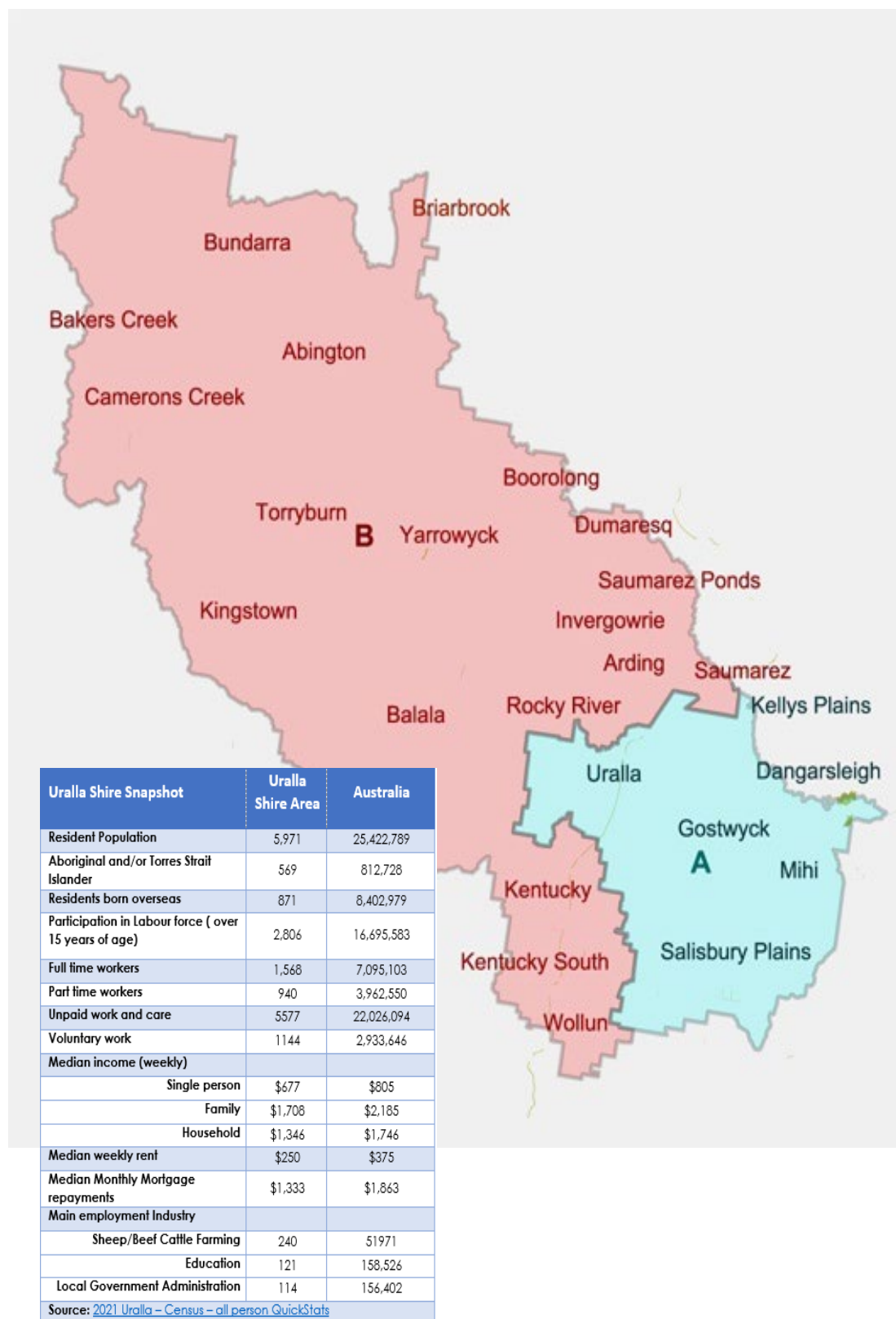


**Toni Averay**  
General Manager



# Organisational Framework







# Connecting with our Communities

Our community engagement strategy aims for broad consultation across our diverse population drawing on the different perspectives of our residents to guide us in the implementation of our programs.

A specific community engagement plan was established for the preparation of the Community Strategic Plan 2022-31 and related integrated planning and reporting documents. Since that time Councillors have undertaken a series of community information sessions across the Shire to provide an informal setting for members of the community to raise issues and concerns. Council has also placed many documents on public exhibition, held public meetings on specific topics and invite public representation at every Ordinary meeting of Council.

The preparation of the draft operational plan and budget has taken into consideration the feedback from the last twelve months.

The draft operational plan information will be displayed on Council's website for a 28 day public notification period inviting individual submissions.

The feedback from that process will be presented to Council for further consideration before the finalisation and adoption of the document.

To further assist the Community to consider and prepare a submission the following assistance will be offered:

DATE	ACTIVITY
On-going	Contact a Councillor to discuss – <a href="https://www.uralla.nsw.gov.au/Council/Mayor-Councillors/Our-Mayor-Councillors">https://www.uralla.nsw.gov.au/Council/Mayor-Councillors/Our-Mayor-Councillors</a>
22 May – 05 June 2024	Email questions to Council with subject headed "2024-2025 Operational Plan Questions" – <a href="https://www.uralla.nsw.gov.au/Council-Services/Contact-Council">https://www.uralla.nsw.gov.au/Council-Services/Contact-Council</a>

The consultation will be promoted via:

- Council newsletter
- Public notice (website and in hard copy at Invergowrie General Store, Bundarra General store and Kentucky General Store, libraries and Council's office)
- Public adverts (community publications including Uralla Wordsworth).
- Budget information pages on our public website
- Council's Facebook page
- Email link to key community groups requesting they inform their members.

## Our Vision

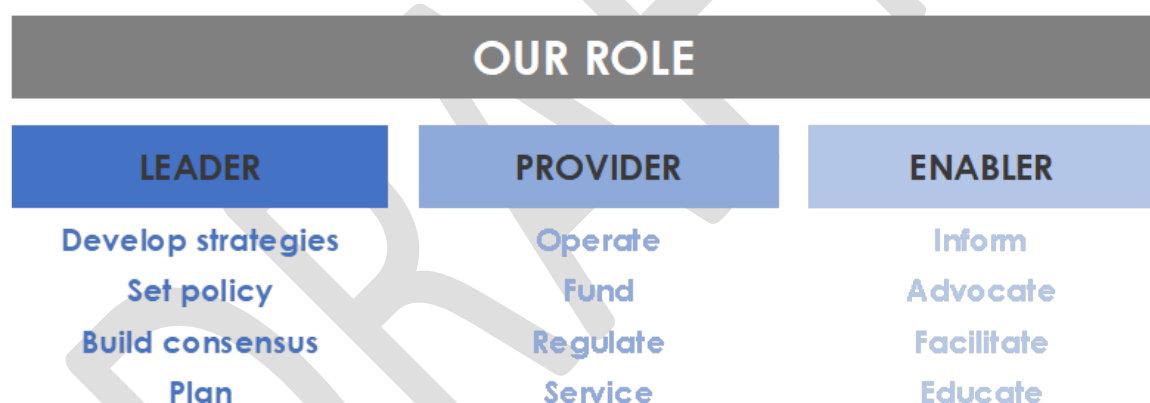
*In 2031 the Uralla Shire community will be vibrant with a growing economy supporting a sustainable quality of life that values its heritage*

## Our Mission

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

## Council's role

To deliver the requirements of the *Local Government Act*, Council has many overlapping and varying roles depending on the nature of the service or activity. The roles of Council are summarised as follows:



# Background

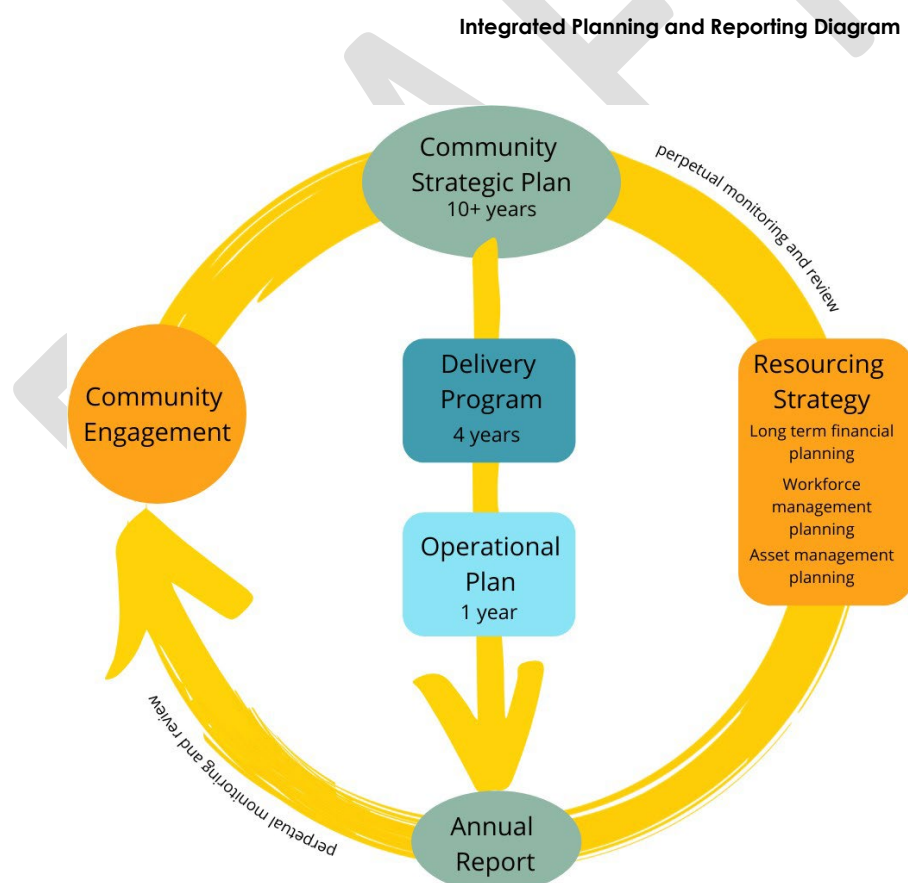
## Integrated Planning and Reporting

In October 2009, the NSW Government's new framework for strategic planning and reporting for local Councils came into effect through the introduction of the *Local Government Amendment (Planning & Reporting) Act 2009*. This Act amended the *NSW Local Government Act 1993* with regard to Council's strategic planning and reporting requirements.

The Integrated Planning & Reporting framework requires Councils to better integrate their various plans and to plan holistically for the future. It requires Councils and their communities to have informed discussions about funding priorities, acceptable service levels and to plan in partnership for a more sustainable future.

The framework is an improved way of doing business and ensures that all of Council's plans and policies work together to achieve the goals of the Uralla Shire community. Under the Act, Council must prepare a number of plans which provide details on how Council intends to deliver services and infrastructure across both the short and long term, based on the priorities that have been identified through community engagement programs.

The Integrated Planning and Reporting Framework is illustrated in the diagram below:



## Our Planning Framework

Uralla Shire Council's Delivery Program 2022-2026 and Operational Plan 2024-2025 are two parts of the suite of Integrated Planning and Reporting documents. These documents are linked together by a matrix of actions that details how the community's long-term aspirations and outcomes will be achieved.

### **Long Term (10-Years) - Community Strategic Plan 2022-2031**

The Community Strategic Plan 2022-2031 was developed in consultation with the Uralla Shire community. The long term community aspirations for the future direction of Uralla Shire have been captured as Community Goals within the Community Strategic Plan. Long Term Strategies have been included and they outline how the Community Goals will be achieved.

### **Medium Term (4-Years) Delivery Program 2022-2026**

The four year program details the Principal Activities which Council will undertake in order to work towards achieving the Community Goals of the Community Strategic Plan.

### **Short Term (1-Year) Operational Plan 2024-2025**

The annual Operational Plan lists activities Council will undertake in the coming 12 month period. The Operational Plan also includes the Statement of Revenue Policy, which contains the annual budget, rates and charges, borrowings, and fees and charges.

This suite of documents is underpinned by Council's Resourcing Strategy which consists of a Long Term Financial Plan, Asset Management Plans and Workforce Plan. These documents outline how Council has considered, in the medium to long term, the Shire's finances, assets and workforce to achieve the Community Strategic Plan goals.

## Addressing the Quadruple Bottom Line

The Integrated Planning & Reporting framework is designed to help improve the sustainability of the community, the local government area, and the Council using the 'quadruple bottom line' (QBL) approach. This is made up of four themes – Society, Economy, Environment and Leadership.

Society, also commonly referred to as community, is the physical and emotional health of the community and how they interact with each other within the community and with others who use and support the local services and facilities.

Economy is not financial management, rather it is about where Council spends the community's money and how it provides connectivity and support for the local economy and encourages investment and employment opportunities for the local government area.

Environment refers to ecological pressures and the state of natural resources.

Leadership, also commonly known as governance, relates not only to the way Council interacts and works with the community but also the way the community and other agencies might become involved with delivering the Operational Plan's objectives. It also relates to democracy and the operations of the elected Council.

## Our Community Goals

### 1. Our Society

*Strategic Objective: We have an accessible, inclusive and sustainable community.*

- 1.1 A growing community with an active volunteer base and participation in community events
- 1.2 A safe, active and healthy shire
- 1.3 A diverse and creative culture that celebrates our history
- 1.4 Access to and equity of services



### 2. Our Economy

*Strategic Objective: We drive the economy to support prosperity*

- 2.1 An attractive environment for the business sector
- 2.2 Grow and diversify employment through existing and new businesses
- 2.3 Communities that are well serviced with essential infrastructure



### 3. Our Environment

*Strategic Objective: We are good custodians of our environment*

- 3.1 To preserve, protect and renew our beautiful natural environment
- 3.2 Maintain a healthy balance between development and the environment
- 3.3 Avoid, reduce, reuse (repair), and recycle (recover) wastage to minimise waste disposal
- 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure and services



### 4. Our Leadership

*Strategic Objective: We are an independent shire and well-governed community*

- 4.1 Informed and collaborative leadership in our community
- 4.2 A strategic, accountable and representative Council
- 4.3 An efficient and effective independent local government





## OUR ELECTED MEMBERS

From left to right: Councillors Lone Petrov, Tom O'Connor, Bruce McMullen, Leanne Doran, Mayor Robert Bell, Councillors Robert Crouch, Tim Bower, Sarah Burrows, and Tara Toomey.

### Roles and responsibilities

Local government elections were held in December 2021 at which time the Mayor and eight Councillors were elected, four from each of the two wards, for a three year term.

The Mayor's role includes chairing meetings of Council, presiding at civic functions, representing the Council to other local governments and levels of government and, when necessary, exercising Council's policymaking functions in-between meetings.

Each Councillor has the responsibility of representing needs of the whole community when making decisions. Councillors are responsible for making decisions on all areas of policy and strategic priorities which have a direct impact on the projects and services Council carries out.

Decisions are adopted through a majority voting system, with each Councillor allocated one vote. In the case of a tied vote, the chairperson (usually the Mayor) must make the casting vote.

Councillors must appoint a General Manager, who is responsible for Council's day-to-day operations and the implementation of policies and decisions. Council operates within a legislative framework of the Local Government Act 1993 (NSW) and other NSW and Commonwealth legislation.

The Councillors, as the elected body of Council, are responsible for delivery of programs and services identified in the Delivery Program. At the conclusion of a Council term, an End-of-Term Report is provided to the community detailing achievements in implementing the Community Strategic Plan.

With the current term of Council concluding in August 2024, we wish to thank all of our current Councillors for their leadership, guidance and support.

## Operational Plan Structure

The Operational Plan is presented in this document in five key parts:

1. Overview
2. Operational Plan
3. Budget,
4. Statement of Revenue Policy, and
5. Fees and Charges

## Part 1: Requirements of the Operational Plan

The general requirements of the Operational Plan are as follows:

- detail the work that will be done in support of the Delivery Program
- allocate responsibilities for each project, program or action.
- identify suitable measures to determine the effectiveness of the projects, programs and actions undertaken.
- include a detailed budget for the actions to be undertaken in that year.
- include Council's Statement of Revenue Policy for the year covered by the Operational Plan

### *Public exhibition requirements for the Operational Plan*

The draft Operational Plan must be publicly exhibited for at least 28 days, and submissions received by the Council in that period must be considered, before the final Operational Plan is adopted by the Council.

Council must publish a copy of its Operational Plan on the Council's website within 28 days after the plan is adopted.

A map showing those parts of the local government area to which the various rates will apply (including each category and subcategory of the ordinary rate and each special rate included in the Operational Plan) must be available on the Council's website and available for public inspection at its office (and any other places it determines) during the exhibition of the Operational Plan.





## Part 2: Operational Plan 2024-2025

The Operational Plan sets out Council's proposed actions which will be undertaken to meet the third year of the Delivery Program activities. The Operational Plan also outlines who is responsible for each action; Council's primary role in each action either as a leader, a provider or as an enabler; and a measure and target to determine when the action is achieved.





ECONOMY  
LEADERSHIP

## Asset Management Responsibility Asset Manager

### Why?

Asset Management focuses on optimising the whole of life costs of infrastructure assets, while meeting the present and future service delivery needs of the community while minimising exposure to risk.

### What?

Infrastructure assets are integral to meeting the community's social, economic and recreational needs. We are responsible for a large and diverse asset base and a significant portion of Council's resources are spent operating, maintaining, improving and growing these assets for the benefit of the Uralla Shire community. Asset Management, through a set of overarching international standards, develop, implement, monitor, improve and report on policy, procedure and resources (framework) for the sustainable lifecycle of the infrastructure assets owned, controlled and maintained by Council.

### How?

Through review and management of Councils Asset Management Framework, which informs Council's Long Term Financial Plan, support and inform Council on the projected costs and timelines to produce sustainable infrastructure asset bases while considering economic, environmental, social and cultural impacts.

### Community Strategic Plan Objectives

- **2. ECONOMY - We drive the economy to support prosperity.**
- **4. LEADERSHIP - We are an independent shire and well-governed community.**

### Strategies

- |     |  |
|-----|--|
| 2.1 | An attractive environment for the business sector                |
| 2.3 | Communities that are well serviced with essential infrastructure |
| 4.3 | An efficient and effective independent local government          |

### Delivery Program Activities

- |        |   |
|--------|---|
| 2.1.2  | Operate the Uralla Caravan Park   |
| 2.3.11 | Maintain and renew building infrastructure  |
| 4.3.1  | Operate in a financially compliant manner   |
| 4.3.9  | Review, update and maintain asset management plans and registers  |
| 4.3.15 | Integrate asset data with resource planning systems, data modelling, capital expenditure, asset management plans preparation and financial management |

### Operational Plan Actions

### Measure of Success

### Council Role

- |          |   |   |                         |
|----------|---|---|-------------------------|
| 2.1.2.1  | Oversee the contracted management of the Queen St Caravan Park.           | Contractor operating in accordance with conditions and service standards required by the contract   | Provider                |
| 2.1.2.2  | Prepare a Business Plan for the Queen St Caravan Park                     | Business plan adopted and action plan commenced   | Leader                  |
| 2.3.11.1 | Develop an efficient rental condition assessment and inspection procedure | I. scheduled tenancy property inspection undertaken<br>II. rental properties maintained in accordance with Residential Tenancy Agreements | Provider<br>Asset Owner |

4.3.1.3	Complete OLG re- valuations for TAMP and STAMP	I. internal auditors deem Transport and Storm water revaluations ready to submit II. OLG accept revaluations	Provider Asset Owner
4.3.9.3	Review and update Asset Management Policy	I. Updated Policy reported to Council	Provider Asset Owner
4.3.9.4	Review and Update Asset Management Strategy	I. Updated AM strategy endorsed by Council II. Yr. 1 activities in AM Strategy completed	Provider Asset Owner
4.3.15.1	Identify and strategise any asset renewal and maintenance backlogs	III. backlog identified IV. backlog treatment plan reported to Council	Provider Asset Owner
4.3.15.2	Receive updated assessment and revaluation data. Refer audit analysis. Update all AMP's for new Council	Updated AMP's reported to Council	Provider Asset Owner r
4.3.15.3	Review Asset Management Information Systems.	I. Select strategy and identify budget II. implement system	Provider Asset Owner

Operational Numbers		
Income	Expenses	Net Result
\$275,813	\$702,065	(\$426,253)
Capital Numbers		
Income	Expenses	Net Result
-	\$125,000	(\$125,000)

Asset Management Projects for 2024/2025	Total Project cost	Grant Funding
Depot Office Upgrade & Asbestos Remediation Plan plus St1 Works.	\$200,000	0%
Aged Persons Unit x 4 – Accessibility	\$15,000	0%
Queen St Caravan Park Electrical Upgrade	\$80,000	0%
Demolish and reconstruct Bundarra Depot Amenity block	\$20,000	0%
White IT communications building facelift	\$5,000	0%
Squash court building carpet.	\$7,000	100%



SOCIETY  
ECONOMY  
ENVIRONMENT

## Development and Planning

### Responsibility Manager Development and Planning

#### Why?

The community seek confidence that our Strategic Planning and Development Assessment processes are transparent and take a balanced approach to development while meeting our legislative obligations.

#### What?

The service undertakes assessment, determination and facilitation of planning matters including: Planning proposals, development applications, construction certificates, complying development, building and subdivision certificates, pre-lodgement advice, Fire Safety Statements and upgrades, building compliance inspections and advice to Council and public in all aspects of the development assessment and strategic planning process.

#### How?

Provide high quality strategic planning, development and certification assessment and advice in accordance with the Local and State Planning requirements taking into consideration the environmental, social and economic impacts.

Engage with NSW Government, agencies, development/building industry and the broader community to achieve optimum development outcomes.

### Community Strategic Plan Objectives

- **1. SOCIETY - We have an accessible, inclusive and sustainable community.**
- **2. ECONOMY - We drive the economy to support prosperity.**
- **3. ENVIRONMENT - We are good custodians of our environment**

### Strategies

- 1.3 A diverse and creative culture that celebrates our history
- 2.2 Grow & diversify employment through existing & new businesses
- 3.2 Maintain a healthy balance between development and the environment

### Delivery Program Activities

- 1.3.6 Support sustainable population growth and develop infrastructure to meet the needs of this regional growth
- 2.2.6 Review and update the Local Environmental Plan to provide desired land use zonings to encourage growth
- 2.2.8 Review and update the Development Control Plan
- 2.2.9 Encourage quality commercial, industrial and residential development
- 2.2.5 Provide a development and planning service
- 2.2.9 Encourage quality commercial, industrial and residential development
- 3.2.1 Provide education and information to assist in providing effective, regulatory, and compliance services for the community
- 3.2.3 Promote developer contributions

### Operational Plan Actions

### Measure of Success

### Council Role

- |         |  |   |        |
|---------|--|---|--------|
| 1.3.6.1 | Convene a Community Advisory Body for the Renewable Energy Community Benefit fund per Council's policy | I. Establish a Community Advisory Body in accordance with the | Leader |
|---------|--|---|--------|

		adopted Terms of Reference by December 2024	
1.3.6.2	Commence Housing Strategy	I. Complete initial round of community consultation by December 2024 II. Compile Draft Strategy for Council consideration by May 2025 III. Exhibition of Draft Strategy by June 2025	Leader Enabler
2.2.6.1	Commence preparation for LEP review	I. Complete commercial and industrial land audit II. Finalise project delivery plan for LEP review by September 2024	Provider
2.2.8.1	Commence Review of Development Control Plan	Council endorsed draft for Public Exhibition by April 2025	Provider
2.2.9.1	Pursue development opportunities to optimise return on investment for Rowan Avenue Industrial Land	I. Obtain Transport for NSW determination for highway access by Dec 24 II. Pursue development opportunities for the Industrial land business case regarding optimum land use by Jan 2025	Provider
3.2.1.1	Produce educational material for sustainable development and PRE-DA advice	I. draft and distribute 4 fact sheets (or equivalent) comprising FAQ, PRE-DA Service, Sustainable Development, Animal Compliance by March 2025	Provider Leader

Operational Numbers		
Income	Expenses	Net Result
\$690,334	\$945,801	(\$255,466)
Capital Numbers		
Income	Expenses	Net Result
-	-	-

NB: 1 FT is 50:50 cost share with Walcha Council (Ranger)  
1FTE is funded through the EnergyCo agreement.



## ENVIRONMENT

**Environmental Management****Responsibility Manager Environment and Waste****Why?**

To address the community's desire for climate action and healthy natural environments, where government and the community work together to preserve, protect and renew our beautiful natural environment, and plan for Council and the community to maintain a healthy balance between development and the environment in order to transition to net-zero emissions community.

**What?**

This service involves Council working with the community in relation to local climate change mitigation, adaptation, monitoring and reporting, biodiversity planning, contaminated lands controls, development assessment for environmental impacts, volunteer management and partnerships, waste minimisation and environmental advocacy.

**How?**

Coordinate Council's volunteer, environmental and conservation programs, activities, and events aligned with the Uralla Public lands Tree Management Guidelines, climate action and waste diversion strategies. Preparing, monitoring, implementing, reporting and reviewing environmental policies, strategies and plans. Review of Environmental Factors and assessment of environmental issues associated with planning proposals and development applications, and management of the Tree Management Permit process for public lands. Undertake environmental monitoring programs, such as water, air quality, contaminated lands management, and pollution response.

**Community Strategic Plan Objectives**

- **3. ENVIRONMENT - We are good custodians of our environment.**

**Strategies**

- 3.1 To preserve, protect and renew our beautiful natural environment

**Delivery Program Activities**

- 3.1.1 Review and monitor vegetation and environmental protection measures for sensitive Council managed land
- 3.1.2 Prepare end-of-term state of the environment report (included in State of our Shire end-of-term report)
- 3.1.3 Manage and control weeds in Council's public reserves, open spaces, creek lands and public roads
- 3.1.4 Apply for grant funding to support environmental projects
- 3.1.5 Manage Crown Lands under Council care and control
- 3.1.6 Administer Native Title Act and Biodiversity Conservation Act in relation to Council activities.
- 3.1.7 Regulate and inspect Underground Petroleum Storage Systems as per Underground Petroleum Storage Systems Regulation 2019
- 3.1.8 Promote community greening projects and involvement in environmental conservation efforts
- 3.1.9 Develop a street tree master plan for Uralla and Bundarra in consultation with the community
- 3.1.10 Commence development of a Climate Change Policy

**Operational Plan Actions****Measure of Success****Council Role**

- |  |  |          |
|--|--|----------|
| 3.1.1.1  | <ul style="list-style-type: none"> <li>I. finalise procurement of service provider</li> <li>II. First batch of tree planting by Spring 2024</li> <li>III. Phase 1 of Environmental Trust Fund grant acquitted</li> </ul> | Provider |
| Commence the tree planting for the Ecological restoration of the Racecourse lagoon |  |          |

3.1.4.1	Commence the tree planting for the Ecological restoration of the Racecourse lagoon	Grant application lodged with the Biodiversity Conservation Trust	Provider
3.1.4.2	Apply for the Biodiversity Conservation Grant	Grant application lodged with the Biodiversity Conservation Trust	Provider
3.1.5.1	Finalise and adopt the Plan of Management for Racecourse lagoon	Racecourse Lagoon Plan of Management adopted by Council	Provider
3.1.5.2	Continue development of the Plan of Management for the Gostwyck Road Reserve and the Bundarra Downs Reserve	Gostwyck Road Reserve and the Bundarra Downs Reserve draft Plans of Management produced	Provider
3.1.8.1	Complete the revegetation of the Mt Mutton Koala Habitat	SNEL grant acquittal completed	Provider
3.1.10.1	Draft the proposed Uralla Shire Council Climate Change Policy	Draft Climate Change Policy presented to Council	Provider

Operational Numbers		
Income	Expenses	Net Result
\$ 143,625	\$416,881	(\$273,256)
Capital Numbers		
Income	Expenses	Net Result
-	-	-

Environmental Projects for 2024/2025	Total Project cost	Grant Funding
Mount Mutton Bushland Reserve Restoration Project	\$15,000	100%
Conservation and Ecological Restoration of Racecourse Lagoon	\$60,106	100%

Council's investment in noxious weed management on land owned or under Council responsibility is budgeted at \$106,175 in 2024/25.

Additional projects may be undertaken subject to grant funding as approved by Council.



## ENVIRONMENT

**Waste Management****Responsibility Manager Environment and Waste****Why?**

To work closely with community members and other relevant stakeholders within the shire to prevent, reduce, reuse (repair) and recycle (recover) wastage to minimise waste going to landfill through prevention, education and the use of innovative practises and technologies.

**What?**

Deliver high quality, value for money, customer focused Council Waste services to the Uralla community in the form of waste facilities and collection services. The service includes community waste education programs, kerbside waste collection services and recycling, operation of the Uralla landfill and resource recovery facility, operation of the Uralla CRC centre, operation of both the Bundarra and Kingstown transfer stations, public domain waste collection and cleaning of illegal dumping of waste.

**How?**

Domestic and commercial kerbside waste collection, resource recovery, recycling and landfilling operations. Provide education activities for the community on Council's services and environmentally focused values. Public bin and litter collection and cleaning of illegal dumping of waste. Operation of the Uralla landfill and resource recovery facility, operation of the Uralla CRC centre, operation of both the Bundarra and Kingstown transfer stations. Deliver an optional Food Organics Garden Organics (FOGO) program across the Uralla Shire Council LGA.

**Community Strategic Plan Objective**

- 3. ENVIRONMENT - We are good custodians of our environment.

**Strategies**

- 3.3 Avoid, reduce, reuse (repair), and recycle (recover) wastage to minimise waste disposal

**Delivery Program Activities**

- 3.3.1 Operate Uralla landfill and recycling centre  
 3.3.2 Operate the Bundarra landfill until completion of life  
 3.3.4 Operate the Kingstown waste transfer service  
 3.3.5 Support anti-littering campaign and promote recycling  
 3.3.6 Provide kerbside waste collection services  
 3.3.8 Investigate opportunities for waste disposal from developers

**Operational Plan Actions****Measure of Success****Council Role**

3.3.1.1	Maintain compliance with environmental protection licence requirements for the Uralla landfill	No breaches	Provider
3.3.1.2	Investigate increased recycling opportunities in public spaces (e.g. Return and Earn)	Report on opportunities to increase recycling opportunities presented to Council	Enabler - Advocate
3.3.4.1	Maintain cost effective service levels the Kingstown waste transfer service	Maintain current operating hours	Provider - Asset owner
3.3.5.1	Develop and implement a consultation plan to inform the community about the	Complete year 1 initiatives of the communication plan	Leader - Educator

Waste Management Strategy			
3.3.6.1	Expand Kerbside Waste collection routes to achieve greater efficiency through economy of scale of operation	Revised Kerbside service commences July 2024	Provider
3.3.7.1	PROJECT: Progress the development of the Bundarra Transfer Station (SUBJECT TO GRANT FUNDING)	I. Grant applications lodged for funds to Progress the development of the Bundarra Transfer Station II. Construct and operationalise the Bundarra Transfer Station	Provider - Asset owner
3.3.8.1	Commence implementation of the Uralla Land Fill Master Plan including a Filling Plan and a Post Closure Plan	Complete year 1 initiatives of the Uralla Land Fill Master Plan	Provider

Operational Numbers		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
\$2,689,008	\$2,874,381	(\$185,373)
Capital Numbers		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	\$150,000	(\$150,000)

Waste Management Projects for 2024/2025	Total Project cost	Grant Funding
New waste transfer station at Bundarra – subject to grant funding	\$350,000	100%
Construct a new 24-hour windows wall and a new entry gate at the Uralla Landfill	\$60,000	0%
Construction of manager's office at the landfill	\$10,000	0%
Installation of water aerators on the leachate dam (EPA requirement)	\$25,000	0%
Connecting a trickle flow pipe from the leachate dam into the town sewer system	\$16,000	0%





## SOCIETY

**Emergency Management****Responsibility Director Infrastructure and Development****Why?**

To maximise our preparedness, resilience and capacity to respond to a changing climate and the increasing rate and severity of natural disasters.

**What?**

The Emergency Management function contributes to Council's and the community's planning and preparation for significant emergencies impacting on the community and private and public assets.

**How?**

- Oversee the production and accuracy of the Uralla Local Emergency Management Plan
- Actively participate in and support the Local Emergency Management Committee
- Provide an officer to act as the Local Emergency Management Officer (LEMO)

**Community Strategic Plan Objectives**

- **1. SOCIETY - We have an accessible, inclusive and sustainable community.**

**Strategies**

1.2 A safe, active and healthy Shire

**Delivery Program Activities**

- 1.2.6 Participate on the Local Emergency Management Committee
- 1.2.7 Liaise with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety
- 1.2.8 Plan for Uralla Shire Council response to natural disasters including bushfires, major storms and flood events
- 1.2.12 ADVOCACY: Advocate for legislative change for Rural Fire Service assets to be removed from Council ownership.

**Operational Plan Actions****Measure of Success****Council Role**

1.2.6.1	Participate as Local Emergency Management Officer on the New England Local Emergency Management Committee	Participate and attend meetings	Enabler - Advocate
1.2.7.1	Liaise with the police, emergency services and community groups to support community safety	Support provided	Provider
1.2.8.1	Review Emergency Management Plan	Annual review	Provider

**Operational Numbers**

<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	\$391,594	(\$391,594)

**Capital Numbers**

<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	-	-



ENVIRONMENT  
ECONOMY

## Water Cycle

### Responsibility Manager Water and Wastewater Services

#### Why?

To provide continuous and essential water and wastewater services, guaranteeing safe supply of drinking water to our community, ensuring compliance with public health regulations, safeguarding and protecting life, flora and fauna and to manage and effectively improve the quality and taste of our town water.

#### What?

The water and wastewater management service strategically plans for, investigates, and delivers improvements to current infrastructure and operations of water and sewer related treatments and its piping systems, ensuring safe water management practices and delivering clean and high-quality town water while processing wastewater to environmental and health standards. This service further operates and improves current sewerage networks allowing for continuous and safe sewer processes meeting expectations of the community while ensuring guidelines and regulations set by DPIE and EPA are being implemented with the aim of being safe, efficient, effective, and sustainable.

#### How?

- Ensuring regulations are being met through investigations, testing and reporting.
- Implementing water and wastewater related actions of Council's strategic plans and policies.
- Investigating current strategies and management practices ensuring safe water and wastewater strategies.
- Investigating current infrastructure and implement improvement where required to improve the current systems.
- Investigating funding opportunities on current practices and infrastructure to reduce the financial impact on Council and its residence.
- Facilitating community feedback and where possible address concerns and risks.
- Providing educational information on public water-wise management practices.
- Being responsive, reliable, and transparent on current practices, operations, and delivery.
- Taking responsible actions on concerns and risks addressed by the public and the councillors.

### Community Strategic Plan Objectives

- **2. ECONOMY - We drive the economy to support prosperity.**
- **3. ENVIRONMENT - We are good custodians of our environment.**

#### Strategies

- 2.3 Communities that are well serviced with essential infrastructure
- 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure and services
- 4.3 An efficient and effective independent local government

### Delivery Program Activities

- 2.3.3 Operate Uralla Water Treatment Plant
- 2.3.4 Operate Bundarra Water Treatment Plant
- 2.3.5 Operate Uralla Sewage Treatment Plant
- 2.3.6 Operate Bundarra Sewage Treatment Plant
- 3.4.1 Provide water cycle infrastructure services and encourage efficient water use practices
- 4.3.9 Review, update and maintain asset management plans and registers

#### Operational Plan Actions

- 2.3.3.1 Operate the Uralla Water Treatment Plant to reliably produce safe drinking water

#### Measure of Success

Water delivery is in accordance with NSW Health Standards for the supply of potable water

#### Council Role

Provider - Asset owner

2.3.4.1	Operate the Bundarra Water Treatment Plant to reliably produce safe drinking water	Water delivery is in accordance with NSW Health Standards for the supply of potable water	Provider - Asset owner
2.3.5.1	Operate the Uralla Sewage Treatment Plant in accordance with licence conditions	I. Plant operated in accordance with licence conditions II. 0 instances of EPA breach	Provider - Asset owner
2.3.6.1	Operate the Bundarra Sewage Treatment Plant in accordance with best practice	I. Plant operated in accordance with licence conditions II. 0 instances of EPA breach	Provider - Asset owner
3.4.1.1	Promote efficient water use practices	I. Weekly water use stats and dam levels added to Council web page. II. Prepare Educational 3 fact sheets for distribution to the public and display on Councils website on water wise practices.	Leader - Educator
3.4.1.2	PROJECT: Progress the Integrated Water Cycle Management (IWCN) (Water security) Plan for bulk water, water security, demand projections, demand management and delivery capacity	Report draft plan to Council by December 2024	Leader - Strategic Planning
3.4.1.3	Investigate the quality of water supply to Uralla	I. Final report on system shortfalls and proposed improvements received by December 2024 II. Commencement of remediation action (if required)	Provider
3.4.1.4	PROJECT: Compile Groundwater drilling business case to determine viable supplementary water supply for Uralla township	Final report to Council by September 2024	Provider
3.4.1.5	PROJECT: Roll out new integrated water and sewer telemetry system for Uralla and Bundarra	New integrated water and sewer telemetry system for Uralla and Bundarra completed	Provider
4.3.9.1	Review and update Water Asset Management Plan (WAMP) renewals program	Revised WAMP reported to Council by December 2024	Provider
4.3.9.2	Review and update Sewerage Asset Management Plan (SAMP) renewals program	Revised WAMP reported to Council by May 2025	Provider

Operational Numbers		
Income	Expenses	Net Result
\$3,874,911	\$3,980,943	(\$106,032)
Capital Numbers		
Income	Expenses	Net Result
\$1,150,000	\$2,058,096	(\$908,096)

Water Cycle Projects (Water)for 2024/2025	Total Project cost	Grant Funding
Water mains – Replacement/ renewals subject to WAMP	\$193,811	0%
Water mains – new Duke/ East Street extension	\$70,000	0%
Water mains – Renewal of Lone Pine Bridge, Thunderbolts Way, Bundarra	\$100,000	0%
Water meters – Replacement of 170 x water meters as per WAMP	\$34,000	0%
Uralla WTP – SCADA telemetry system design, and integration into treatment plant	\$203,210	0%
Stop valves – Survey of valves' condition and acquisition of additional valves	\$20,000	0%
Bundarra – Clear water pump renewal	\$10,000	0%
IWCM – Arsenic study of Kentucky Creek Dam	\$110,000	90%
IWCM – Water security assessment of Uralla Shire	\$81,121	90%
IWCM – Facilitate workshops that consult both stakeholders and the community on possible Water Security Options	\$80,000	90%
IWCM – Scenario analysis/ financial modelling	\$19,845	90%
Groundwater Project – Finalise the development phase and begin the delivery phase	\$175,000	100%

Water Cycle Projects (Sewer)for 2024/2025	Total Project cost	Grant Funding
Uralla STP – SCADA telemetry design, and installation of new switchboards	\$350,000	0%
Relining – AC mains 150mm – 10% of 4424m	\$100,000	0%
Relining – Manholes x 28 – condition based priority	\$70,000	0%



SOCIETY

ECONOMY

LEADERSHIP

## Facilities and Open Space Responsibility Manager Civil Infrastructure

### Why?

Our community places a high value on quality and accessible public places and opportunities for sport, play, leisure, recreation, learning and cultural activities in the community.

### What?

The Facilities and Open Space section delivers a works program which ensures that our communities are well serviced with essential infrastructure. The works program implements the operational and capital aspects of the relevant asset management plans to meet the agreed Levels of Service detailed in those plans.

### How?

The Facilities and Open Space Team oversee the delivery and maintenance of Council's public amenities, sporting facilities, park structures, cemeteries and parks and gardens.

## Community Strategic Plan Objectives

- **1. SOCIETY - We have an accessible, inclusive and sustainable community.**
- **2. ECONOMY - We drive the economy to support prosperity.**
- **4. LEADERSHIP - We are an independent shire and well-governed community**

## Strategies

- 1.2 A safe, active and healthy shire
- 2.1 An attractive environment for the business sector
- 2.3 Communities that are well serviced with essential infrastructure

## Delivery Program Activity

- 1.2.4 Support participation in sport
- 1.2.10 Operate Uralla community swimming pool (seasonal)
- 1.3.5 Implement Council's Disability Inclusion Action Plan
- 2.1.3 Maintain camping sites (Bundarra, Emu Crossing, Yarrowyck Crossing, Uralla Fossicking Area)
- 2.3.5 Provide cemetery services
- 2.3.7 Maintain parks, gardens, recreation facilities and open spaces
- 2.3.9 Review and analyse plant and equipment requirements to fit current and future needs

### Operational Plan Actions

### Measure of Success

### Council Role

1.2.4.1	Provide sports field facilities.	Prepare Council facilities for use by Community sporting groups within budget limits.	Provider
1.2.10.1	Operate Pool for open season	Prepare for and service the Council agreed open season 2024/25.	Provider
2.1.3.2	Maintain camping sites	Implement maintenance to budgeted limits.	Asset Owner
2.3.7.1	Undertake Park maintenance schedule	Implement maintenance schedule to budgeted limits.	Asset Owner

2.3.8.1	Undertake Cemetery services as required	Complete appropriate service provision within budget limits	Provider
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Operational Numbers		
Income	Expenses	Net Result
\$98,774	\$1,184,846	(\$1,086,072)
Capital Numbers		
Income	Expenses	Net Result
\$172,854	\$1,076,589	(\$903,735)

Community infrastructure Projects for 2024/2025	Total Project cost	Grant Funding
Racecourse Lagoon carpark	\$15,000	100%
Pioneer Park amenity roof extension, slab and table settings, Stage 2 mosaic artworks	\$620,000	100%
Alma Park footbridge refurbishment, Rotary Club information shelter	\$40,000	100%
Bundarra Lions Park amenity refurbishment	\$4,000	100%
Court St amenity refurbishment	\$6,000	100%
Wooldridge fossicking area compost toilet upgrade	\$20,000	100%
Uralla Sporting Complex upgrades, tennis fence structure repair	\$25,000	100%
Uralla Pool original amenity and stores refurbishment	\$20,000	100%
Sunny Jim Mackay Park exercise equipment soft fall and shade sail,	\$18,000	100%
Bundarra Multipurpose Courts, exercise equipment shade sail, pathway, small children's play equipment	\$40,000	100%
Rehabilitation of Uralla Creek Stage 1	\$150,000	100%
Cemetery Niche Wall	\$20,000	0%



ECONOMY  
ENVIRONMENT  
LEADERSHIP

## Works & Civil

### Responsibility Manager Civil Infrastructure

#### Why?

Our community places a very high value on the natural environment and other outdoor environments and community infrastructure, as these features underpin our lifestyle. It is paramount that the community has access to safe and affordable infrastructure including roads, stormwater management and our parks and reserves.

#### What?

The Works and Civil section delivers a works program which ensures that our communities are well serviced with essential infrastructure. The works program implements the operational and capital aspects of the relevant asset management plans to meet the agreed Levels of Service detailed in those plans.

#### How?

The Works and Civil Section undertakes:

- maintenance grading of roads
- bitumen resealing of sealed roads
- reserve and cemetery mowing
- playground equipment maintenance
- stormwater maintenance and cleaning
- Footpath inspection and maintenance on a routine basis.
- Major upgrades are undertaken by the Civil and Works team when required.

### Community Strategic Plan Objectives

- **1. SOCIETY - We have an accessible, inclusive and sustainable community.**
- **2. ECONOMY - We drive the economy to support prosperity.**
- **4. LEADERSHIP - We are an independent shire and well-governed community**

### Strategies

- 1.2 A safe, active and healthy shire  
2.3 Communities that are well serviced with essential infrastructure

### Delivery Program Activities

- 1.2.1 Maintain Council's footpath network  
1.2.2 Upgrade/expand Council's footpath network (subject to grant funding).  
1.2.4 Support participation in sport  
1.2.10 Operate Uralla community swimming pool (seasonal).  
2.3.1 Upgrade/expand Council's road network (subject to grant funding)  
2.3.2 Maintain and renew Council's road network  
2.3.9 Review and analyse plant and equipment requirements to fit current and future needs  
2.3.10 Maintain built and natural stormwater drainage

### Operational Plan Actions

- 1.2.1.1 Maintain and inspect footpath network.

### Measure of Success

Complete inspection of 100% of the constructed footpath network assets.

### Council Role

Asset Owner

2.3.1.1	Implement capital road upgrading program in accordance with approved funding project schedules.	Complete 90% of road upgrading program within staging milestones.	Asset Owner
2.3.1.2	Undertake maintenance grading and road surface patching program.	Complete 90% of unsealed grading program in accordance with TAMP.	Asset Owner
2.3.2.2	Prepare and complete Road Resealing annual program	Complete 100% of budgeted reseals prior to April 2025	Asset Owner
2.3.9.2	Review utilisation for Plant and Equipment from previous financial year against current year works program	Review 100% of plant items used in Civil Infrastructure area.	Asset Owner
2.3.10.1	Verify stormwater drainage structures and pipes in accordance with the Asset Management Plan for future revaluation and maintenance.	Confirm location of 95% of drainage structures	Asset Owner

Operational Numbers		
Income	Expenses	Net Result
\$2,305,042	\$6,716,361	(\$4,411,319)
Capital Numbers		
Income	Expenses	Net Result
\$4,127,153	\$7,640,449	(\$3,513,296)

Grant funded road renewals scheduled for 2024/2025 (note: some grant funding is across multiple years)	Project Budget	% GRANT FUNDED
Gostwyck Road	\$500,000	100%
Thunderbolts Way (Scrubby Creek completion)	\$1,700,000	100%
Thunderbolts Way (Two Mile Creek completion)	\$750,000	100%
Thunderbolts Way (Laura Creek)	\$1,098,500	100%
Hawthorne Drive	\$500,000	100%





SOCIETY

## Community Care Responsibility Manager Community Care

### Why?

Council supports initiatives to allow people who are older and people with a disability to retain as much independence as possible. The provision of in-home care services facilitates a higher level of independence.

### What?

Tablelands Community Support offers a range of services to assist older people and people living with a disability to maintain their independence for as long as possible.

We offer services under a consumer directed model. We focus on consumer choices and their right to determine the supports that they access. We want to help consumers to remain independent and we offer a vast range of services across the New England region.

Services are funded through a mix of Commonwealth Department of Health and Aged Care and the National Disability Insurance Scheme and means tested consumer contributions.

### How?

#### Tablelands Community Support

Council manages a team of contractors and direct support services and volunteers to prepare and deliver tailored care plans as agreed by consumers.

Council also delivers a governance framework to provide quality aged care and continuous improvement through policy development, audit and staff development and training.

#### Tablelands Community Transport

Tablelands Community Transport (TCT) through the administration and driver team provides safe and efficient transport options to eligible consumers.

TCT is funded through a mix of Transport for NSW funding and means tested consumer contributions.

Through Council, TCT maintains a fleet of three vehicles for service delivery.

Transport services enable consumers to make medical appointments and maintain social connections.

Services are provided on a booking basis.

Both TCS and TCT operate on a cost neutral basis.

## Community Strategic Plan Objective

- 1. SOCIETY - We have an accessible, inclusive and sustainable community

### Strategy

- 1.1 A growing community with an active volunteer base and participation in community events
- 1.3 A diverse and creative culture that celebrates our history
- 1.4 Access to and equity of services.
- 4.2 A strategic, accountable and representative Council

### Delivery Program Activity

- 1.1.1 Coordinate and facilitate Council volunteer programs
- 1.3.3 Liaise with Elders
- 1.3.5 Implement Council's Disability Inclusion Action Plan
- 1.4.2 Provide community support services
- 1.4.3 Provide community transport services
- 4.2.8 Provide an operational, risk managed, governance framework to support the achievement of Council's strategic objectives and legislative compliance.

### Operational Plan Action

### Measure of Success

### Council Role

- 1.1.1.2 Host a civic reception to thank volunteers

Organisation wide Civic reception held during Volunteer Week in May 2025.

Provider

1.1.1.3	Maintain TCT Volunteer numbers to support paid drivers	Maintain Volunteer numbers at 10	Provider
1.1.2.1	Draft and Adopt a Volunteer Framework to facilitate the opportunities for volunteers at Council	I. Adoption of Policy, handbook and Application Forms by September 2024. II. Recruit and maintain at least two (2) volunteers working specifically within TCS programs	Provider
1.3.3.1	Liaise with Elders and provide venue for meetings	I. Minimum of two customer satisfaction surveys undertaken II. Satisfaction rate > 70 % of all participants will have been gauged by a minimum of two (2) surveys.	Provider
1.3.5.2	Encourage progression of DIAP across Council and report on achievements.	Progress on 2022-2026 DIAP actions reported to Council in September 2024 and March 2025	Provider
1.4.2.2	Maintain currency of policies, procedures and practise to meet audit requirements.	Approved Provider status for delivery of CHSP, HCP and NDIS programs will have been maintained.	Provider
1.4.3.1	Co-ordinate drivers to deliver trips to eligible clients in accordance with Funding Body requirements	I. Trip Numbers delivered > 60% of funded outputs	Provider
1.4.3.3	Undertake Service Review	Business plan reviewing demand and resources reported to Executive	Provider
4.2.8.1	Convene an annual Consumer Advisory forum	I. issue a letter of invitation to all consumer and their representatives prior to September 2024. II. Convene a minimum of one consumer advisory forum comprising consumers and their representatives.	Provider
4.2.8.2	Undertake service review of the TCS/ TCT business function	I. Report service review outcome to Audit, Risk and Improvement Committee. II. Prepare improvement plan.	Provider

Operational Numbers		
Income	Expenses	Net Result
\$3,434,323	\$2,942,723	\$491,599
Capital Numbers		
Income	Expenses	Net Result
-	-	-



## SOCIETY

## Library Services

## Responsibility Librarian

**Why?**

Our community values access to and equity of services. The Uralla Library is a contemporary shared space which enables our community to access information and to connect with each other through programs and activities. Uralla Library is a social hub that provides an inclusive environment for all generations.

**What?**

Library services to Uralla Shire residents are provided through the Central Northern Regional Libraries partnership. Library members have access to a wide selection of information and leisure resources including books, magazines, DVDs, CDs, Large Print and Talking Books on CD. If an item is not available at your local branch it can be reserved or obtained through interlibrary loan. An extensive range of databases and eResources can also be accessed online at [www.cnl.nsw.gov.au](http://www.cnl.nsw.gov.au). Public access computers connect our community and visitors with ideas, technology and information. Use of the computers and access to Wi-Fi is provided free of charge.

**How?**

The Uralla Library operates 6 days per week and provides

- Resource loans to members.
- Free Wi-Fi and work/study spaces
- Programs and events for all members of the community (e.g. Book Club, Craft Workshops)
- Story time for toddlers and parents (including craft session)
- Home delivery service to the Uralla Area
- Artist of the month and themed monthly library displays
- Youth space with games and young adult books, movies and music

**Community Strategic Plan Objectives**

- **1. SOCIETY - We have an accessible, inclusive and sustainable community**

**Strategies**

- |     |   |
|-----|---|
| 1.1 | A growing community with an active volunteer base & participation in community events |
| 1.3 | A diverse and creative culture that celebrates our history                            |
| 4.1 | Informed and inspired leadership in our community                                     |

**Delivery Program Activities**

- |       |   |
|-------|---|
| 1.1.1 | Coordinate and facilitate Council volunteer programs.                   |
| 1.3.2 | Provide library services and programs                                   |
| 4.1.7 | Engage and collaborate with groups, businesses and potential developers |

**Operational Plan Actions****Measure of Success****Council Role**

- |         |  |  |          |
|---------|--|--|----------|
| 1.1.1.4 | Recruit 1 volunteer to support delivery of library services      | Maintain 1 volunteer   | Provider |
| 1.1.1.5 | Support volunteers to maintain operation of the Bundarra Library | I. Delivery of new library materials every 3 months<br><br>II. Bundarra Library to be open to the public a minimum of 3 hours per week | Enabler  |

- |         |                                       |   |          |
|---------|---------------------------------------|---|----------|
| 1.3.1.1 | Promote library services and programs | Promotional displays at Uralla Community Expo, Uralla Seniors | Provider |
|---------|---------------------------------------|---|----------|

	at community events during the year	Expo and Thunderbolt Festival	
1.3.1.2	Provide library services and programs	Weekly library operating hours maintained at 30 hours over 6 days (excluding public holidays)	Provider
1.3.1.3	Prepare a Library Service delivery strategy and plan to increase activation of the Uralla Library facility	Adopted Library Service delivery plan	Leader
1.3.1.4	Manage the Service Level Agreement with Central Northern Regional Library	I. CNRL Service agreement is current II. 90% attendance to CNRL meetings and workshops	Provider
4.1.7.1	Undertake a community survey to identify desired library services	Report on outcome of community survey presented to Council	Provider Leader

Operational Numbers		
Income	Expenses	Net Result
\$80,847	\$373,171	(\$292,324)
Capital Numbers		
Income	Expenses	Net Result
-	-	-



## SOCIETY

**Community Development****Responsibility Director Corporate and Community****Why?**

We know that creating more opportunities for visitors and residents to come together from across the Shire, our remote townships and rural properties helps strengthen our shared culture, promotes economic activity, and supports creativity, physical and mental wellbeing.

**What?**

Council initiates, facilitates, and invests in a wide range of activities and events for, with and by our community, helping to promote civic engagement, participation and a strong and cohesive community.

**How?**

Council provides financial and in-kind support for community-led events such as Uralla's annual Fairy Festival, Thunderbolt Festival and Rotary Art Exhibition.

We also partner with our community to deliver an annual calendar of activities and events aligned to social awareness and commemoration events including Australia Day, NAIDOC Week, Youth Week and National Volunteers Week.

Council seeks additional funding to create additional experiences that bring our community together and contribute to the social, cultural and economic vibrancy of our shire.

**Community Strategic Plan Objectives**

- **1. SOCIETY - We have an accessible, inclusive and sustainable community**

**Strategies**

- 1.1 A growing community with an active volunteer base & participation in community events
- 1.2 A safe, active and healthy shire
- 1.3 A diverse and creative culture that celebrates our history
- 2.1 An attractive environment for the business sector

**Delivery Program Activities**

- 1.1.3 Support Council approved community events with in-kind support and/or sponsorship
- 1.2.4 Support participation in sport
- 1.2.9 ADVOCACY: Lobby government, companies and other individuals to secure funding for cultural and creative expression fields
- 1.3.1 Support a culture inclusive of the arts
- 1.3.3 Liaise with Elders
- 1.3.7 PROJECT: Strengthen the identity of townships and villages

**Operational Plan Actions****Measure of Success****Council Role**

1.1.1.5	Host a civic reception to thank volunteers	Civic reception held	Provider
1.1.3.2	Administer Council community sponsorship	Donations allocated	Enabler - Facilitator
1.1.3.3	Coordinate Youth Week activities	Youth Week activities programmed and promoted	Enabler - Facilitator
1.1.3.4	Coordinate National Aborigines and Islanders Day Observance Committee Week events	National Aborigines and Islanders Day Observance Committee week activities programmed and promoted	Enabler - Facilitator

1.1.3.5	Coordinate Seniors Week events	Senior Week activities programmed and promoted	Enabler - Facilitator
1.1.3.6	Coordinate Volunteers Week events	Volunteers Week events programmed and promoted	Enabler - Facilitator
1.2.4.1	Support the Sports through Council programs and programs run by other organisations and businesses.	Continue membership with Northern Inland Academy of Sport pending further information from NIAS, for consideration.	Enabler - Facilitator
1.2.9.1	Apply for Youth Week funding	Successful funding	Provider - Part Funder
1.2.9.2	Apply for National Aborigines and Islanders Day Observance Committee week funding	Successful funding	Provider - Part Funder
1.2.9.3	Apply for Seniors Week funding	Successful funding	Provider - Part Funder
1.2.9.4	Apply for Volunteers Week funding	Successful funding	Provider - Part Funder
1.2.9.5	Apply for Australia Day funding	Successful funding	Provider - Part Funder
1.2.9.6	Investigate opportunities to apply for suitable grants to facilitate events in the community	Successful grant applications	Enabler - Information Channel
1.3.1.1	Support the Arts through Council programs and other organisations and businesses.	Continue membership with Arts North West pending further information from Arts North West, for consideration.	Enabler - Advocate
1.3.3.1	Liaise with Elders and provide venue for meetings	Room provided	Enabler - Advocate
1.3.4.2	Engage with the community to activate the Old Court House community space	Old Court House community space activated	Provider - Asset owner
1.3.5.1	Reporting and review of the Disability Inclusion Action Plan	Reporting completed	Provider
1.3.5.2	Promote correct use of accessibility language	Protocol on correct use of accessibility language promoted	Provider
2.1.4.1	Investigate opportunities to apply for suitable grants to facilitate vehicle charging without increasing cost to rate payers	Successful grant application	Enabler - Information Channel

Operational Numbers		
Income	Expenses	Net Result
-	\$156,659	(\$156,659)
Capital Numbers		
Income	Expenses	Net Result
-	-	-

NB: FTE cost is distributed across Corporate & Community Directorate

## Community Capacity Building

### Section 355 Committees

Uralla Shire Council has an ongoing commitment to provide community facilities and resources to meet the broad needs of the local community.

Uralla Shire Council committees have been established to advise Council on community needs in specific areas such as Australia Day celebrations. The committees are made up of dedicated community members who volunteer their time to provide insight and advice on initiatives that support the Community Strategic Plan in sectors such as arts and tourism and township activation.



Currently Council has the support of three Committees:

1. Australia Day committee – to facilitate the Community's planning, organising and implementation of the annual celebration of Australia Day.
2. Bundarra School of Arts and community Consultative Committee – manage the Bundarra School of Arts Hall and to provide advice to, and work with, Council for the benefit of Bundarra and the surrounding community on various community issues and projects.
3. Uralla Township and Environs Committee – to provide strategic advice to Council on the future development and redevelopment of public spaces in and near the township of Uralla.

### Donations to Service Groups

Council proposes to support community capacity building through the following donations to service groups:

Service Group	Donation 2024-2025	Donation 2023-2024
Arts North West	\$5,106	\$4,886
Australia Day Activities	\$2,500	\$2,500
Bush Bursary	\$3,000	\$3,000
Lanterns Festival	\$3,000	\$3,000
NIAS	\$2,100	\$2,000
Pre-school rent	\$22,677	\$21,853
Rotary Art Show	nil	\$1,000
School Presentation Nights	\$1,080	\$800
Street Stall (including overheads)	\$12,785	\$17,500
Thunderbolts Festival	\$12,000	\$12,000
Youth Services & NAIDOC	\$7,267 (in addition, administration costs \$7500)	\$6,600
Other Shire events & Community Grant Funds	\$1,000	\$1000
<b>TOTAL</b>	<b>\$72,515</b>	<b>\$76,139</b>



SOCIETY

## McMaugh Garden Aged Care Facility

Responsibility **Director of Nursing / Facility Manager**

### Why?

Council supports older people in the community who are unable to live at home. It includes accommodation and provides personal care 24 hours per day.

### What?

McMaugh Gardens Aged care is fully accredited by The Aged Care Quality and Safety Commission. This ensures we are meeting the Aged Care Standards.

Our experienced team which includes administration, clinical care, hospitality, lifestyle and maintenance supports residents to live their very best life.

Councils' strong governance frameworks ensures we consistently meet and exceed required standards and any potential risks are identified and managed.

### How?

Council offers a range of jobs that cater to the needs of our residents. Registered Nurses manage clinical care. Personal Care Assistants aid with activities of daily living Lifestyle Coordinators plan activities to enhance the residents' quality of life. Hospitality includes cleaning laundry and kitchen. Our Chefs provide nutritious food, cooked fresh daily based on the resident preferences. Maintenance office ensures the grounds and equipment are maintained. Additionally, the administration and support team ensure smooth operation of McMaugh Gardens.

### Community Strategic Plan Objective

- 1. SOCIETY - We have an accessible, inclusive and sustainable community

### Strategy

- 1.1 A growing community with an active volunteer base & participation in community events
- 1.4 Operate and maintain the McMaugh Gardens Aged Care Facility

### Delivery Program Activity

- 1.1.1 Coordinate and facilitate Council volunteer programs
- 1.1.4 PROJECT: Seek grant funding and undertake a staged expansion of McMaugh Gardens
- 1.4.2 Provide community support services
- 1.4.4 Operate and maintain the McMaugh Gardens Aged Care Facility

### Operational Plan Action

### Measure of Success

### Council Role

1.1.1.1	Encourage volunteering to support McMaugh Garden operations	100% of McMaugh Gardens Volunteers entered the Aged Care Volunteer Visitors Scheme (ACVVS).	Provider
1.1.4.1	PROJECT: Apply for funding for McMaugh Gardens Stage 1 Expansion (SUBJECT TO FUTURE DIRECTION AND GRANT FUNDING)	I. Grant application submitted	Provider
1.1.4.2	PROJECT: Progress staged expansion designs for McMaugh Gardens (SUBJECT TO FUTURE DIRECTION AND GRANT FUNDING)	I. Preliminary expansion plan submitted to Council	Provider
1.4.2.1	Coordinate Seniors Week events	I. Hold a resident and family senior week morning tea. II. Senior Advocate engaged to	Provider



		address residents during Senior's Week.	
1.4.4.1	Maintain McMaugh Gardens Accreditation, quality and compliance.	95% currency with Moving on Audit program	Provider
1.4.4.2	Manage McMaugh Gardens in a financially sustainable manner	(i) End of year financial position consistent with adopted budget	Provider
1.4.4.3	Successfully complete Aged Care Quality and Safety Commission Audits	(i) unqualified accreditation	Provider
1.4.4.4	Convene a Quality Care and Compliance Advisory Board	(i) Quality Care and Advisory Board formed and operational (ii) Quarterly reporting from Quality Care and Advisory Board to Council	Provider

Operational Numbers		
Income	Expenses	Net Result
\$4,961,253	\$4,610,472	\$350,781
Capital Numbers		
Income	Expenses	Net Result
-	\$200,000	(\$200,000)

Asset Management Projects for 2024/2025	Total Project cost	Grant Funding
Upgrade facility walkway roof	\$150,000	100%
Emergency works fund	\$50,000	0%



## ECONOMY

**Tourism****Responsibility Tourism Officer****Why?**

Our community is justifiably proud of our town, its history, progressive businesses and industries and our magnificent natural environment. We recognise the value of the visitor economy and are keen to promote our Shire to increase visitation and strengthen our local economy.

**What?**

Council operates the Uralla Visitor Information Centre to provide an information service for visitors to our Shire to assist in maximising exposure of our local business and attractions and to encourage longer and more frequent visits to our Shire. The Visitor Information Centre liaises with local business and industry to ensure it has a complete register of businesses with up-to-date information on each. The Visitor Information Centre is also a member of the New England High Country group of Councils to take advantage of the broader destination branding and marketing.

**How?**

Council provides a fully staffed Visitor Information Centre which operates 361 days a year and provides assistance to locals and visitors about destinations and activities in our Shire and broader region.

Our Tourism officer promotes the Shire and its events through broader tourism networks and platforms such as New England High Country and Destination NSW.

Council also coordinates the Uralla Street Store through the Visitor Information Centre team. The Uralla Street Store is a Council initiative to provide free access to a main street shop front so that our community groups can promote themselves and raise funds for their causes.

**Community Strategic Plan Objectives**

- 2. ECONOMY - We drive the economy to support prosperity

**Strategies**

- 1.1 A growing community with an active volunteer base and participation in community events
- 2.1 An attractive environment for the business sector
- 2.2 Grow & diversify employment through existing & new businesses

**Delivery Program Activities**

- 1.1.3 Support Council approved community events with in-kind support and/or sponsorship
- 2.1.1 Operate the Uralla Visitor Information Centre
- 2.1.3 Maintain camping sites (Bundarra Caravan Park, Emu Crossing, Yarowwyck Crossing, Uralla Fossicking Area)
- 2.2.1 Maintain business support resources on Council's website

**Operational Plan Actions****Measure of Success****Council Role**

1.1.3.1	Actively promote significant local community events such as the Uralla Show, Seasons of New England, Thunderbolts Festival through online channels and at the centre.	I. 100% of significant local community events are featured through Uralla VIC social media channels II. Annual community event register compile and publish on Councils webpage	Provider - Agent
1.1.3.4	Deliver the official opening of Councils new community spaces - Constellation of the South at The Glen, Pioneer Park, Rotary Park.	Event delivered. Positive feedback from community and stakeholders.	Provider
1.1.3.5	Deliver the inaugural Christmas Street Fair at Pioneer Park	Event delivered. Positive feedback from community	Provider

		and stakeholders.	
2.1.1.1	Hold Uralla VIC to industry standards to maintain Accreditation.	Achieve annual AVIC accreditation	Enabler - Advocate
2.1.1.2	Collaborate with other Councils and tourism bodies to promote Uralla Shire within the region	I. Maintain active membership of the New England High Country (NEHC) Group of Councils II. Attend 100% of NEHC meetings III. Leverage NEHC social media and advertising campaigns to feature at least 90% of Uralla events	Provider
2.1.1.3	<b>PROJECT:</b> Develop and publish a printable tourism map for the Uralla Shire (SUBJECT TO GRANT FUNDING)	<b>Project Delivery:</b> an updated Uralla Shire printable and electronic format tourism map	Provider
2.1.3.1	Promote Shire camping sites (Bundarra Caravan Park, Emu Crossing, Yarrowyck Crossing, Uralla Fossicking Area)	Achieve a 10% increase in patronage to Uralla camp sites.	Provider
2.2.1.1	Liaise with Uralla Shire businesses to maintain a current Business Directory.	95% of business featured in Uralla Business Directory	Provider – Asset owner
2.2.1.2	Review and update business support services on Councils Website	Survey 90% of local Business	Enabler – Information Channel

Operational Numbers		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
\$20,078	\$298,796	(\$278,719)
Capital Numbers		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	-	-



### URALLA STREET STORE

The Uralla Street Store is located at 60 Bridge Street. Council rents and maintains the street store providing it free of charge to community groups to support their fundraising efforts.



ECONOMY  
SOCIETY  
LEADERSHIP

## Service Area **Civic Leadership**

### Lead Officer **General Manager**

#### Why?

Our community places a high value on the leadership of all of its community groups to apply good governance, act in the interests of the community as a whole and advocate on behalf of the community.

The General Manager office is responsible to ensure that Council operates as an effective and independent local government in the interest of the broader community.

#### What?

The Office of the General Manager is a business unit within Council that directly supports the strategic functions of the Council. It acts as a conduit between the board (councillors) and staff to inform the achievement of organisational priorities as well as act as a liaison between external stakeholders.

#### How?

- Council is structured to provide, with maximum efficiency, the resources to execute its functions.
- Council acts within its capacity under the Local Government Act and applicable Regulations at all times.
- Council operates with openness, honesty and integrity and in the best interests of the community.

### Community Strategic Plan Objectives

- 1. SOCIETY – We have an accessible, inclusive and sustainable community
- 2. ECONOMY – We drive the economy to support prosperity
- 4. LEADERSHIP – We are an independent Shire and well-governed community

### Strategies

- 1.1 A growing community with an active volunteer base and participation in community events
- 1.2 A safe, active and healthy shire
- 1.4 Access to and equity of services
- 2.1 An attractive environment for the business sector
- 2.2 Grow & diversify employment through existing & new businesses
- 4.1 Informed and inspired leadership in our community
- 4.3 An efficient and effective independent local government

### Delivery Program Activities

- 1.1.3 Support Council approved community events with in-kind support and/or sponsorship
- 1.2.9 ADVOCACY: Lobby government, companies and other individuals to secure funding for cultural and creative expression fields
- 1.3.6 Support sustainable population growth through the development of infrastructure to meet the needs of this regional growth
- 1.4.5 Conduct citizenship ceremonies
- 2.1.4 ADVOCACY: Lobby for the transition to renewable energy vehicles to occur without increasing the cost to ratepayers.
- 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
- 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)
- 2.3.4 ADVOCACY: Lobby for government-funded telecommunications infrastructure and services
- 4.1.1 Elected members govern Council in accordance with the Local Government Act 1993 (NSW)
- 4.1.3 Collaborate with the New England Joint Organisation to achieve outcomes for the community of interest
- 4.1.4 Collaborate with the New England Weeds Authority to manage declared noxious weeds

4.1.5	ADVOCACY: Advocate for the interests of the community through the NSW Country Mayors Association		
4.1.6	ADVOCACY: Advocate for the interests of the community through the LGNSW Association		
4.2.4	Adopt annual reports		
Operational Plan Actions		Measure of Success	Council Role
1.1.3.3	Coordinate the Australia Day Activities	Obtain grant to support 2025 Australia Day celebration	Provider
1.2.9.1	Research funding opportunities and apply for grants across State and Federal Government in consultation with project owners and community stakeholders.	I. Total number of grant applications prepared and submitted II. Total dollar value of grant applications prepared and submitted III. Total dollar value of successful grants received IV. Grant funded projects are delivered and funding is fully acquitted in line with funder requirements	Provider
1.2.9.2	Apply for NAIDOC Week funding	Application for NAIDOC week funding submitted.	Provider
1.2.9.3	Apply for Seniors Week funding	Application for Seniors Week funding submitted	Provider
1.4.5.1	Liaise with Department of Home Affairs for the facilitation of citizenship ceremonies	Facilitate the potential for at least 3 Citizenship ceremonies	Provider
2.1.4.1	Engage internally and externally to assess viability of EV chargers being installed on Council property and seek funding subject to recommendations.	I. Report outcome of research conducted into viability of EV chargers in Uralla II. Recommendations presented to Council on pursuing EV charging infrastructure III. Subject to recommendations, grant applications are submitted seeking external investment in EV charging hardware and software	Provider
2.1.5.1	Engage with industry and state agencies to minimise the impact and maximise the benefits of renewable energy developments with reference to the Community Benefits Policy	VPA's negotiated with Energy Developers and Development conditions imposed in consents to manage development impacts	Provider
2.2.3.4	Advocate to State agencies, Ministers and the local members and in partnership with other Councils as appropriate on services and infrastructure requirements for Uralla Shire.	I. Submissions prepared on relevant Parliamentary Inquiries II. Correspondence to Ministers, local members and other MPs on key issues for Uralla. III. Participation in and collaboration with networks and relevant organisations.	Provider
4.1.1.1	Workshops and briefings scheduled for Council	Advance notification and materials	Provider

	to provide relevant information prior to preparing Council reports for decision.	provided to Councillors to workshops/briefings as required	
4.1.1.2	Ensure Councillors are kept informed of legislative changes, current issues and opportunities.	I. Candidate information sessions conducted. II. Appropriate governance processes implemented during election period. III. Councillor swearing in and induction program conducted effectively.	Provider
4.1.4.1	Appoint a proactive Council delegate to represent Council at all NEWA meetings	I. Council delegate attends 90% of NEWA meetings II. Council delegate provides a delegate report of NEWA meetings, operation and status at Council ordinary meetings at least 4 time per year	Provider
4.1.5.1	Participate and attend Country Mayors Association meetings	Mayor (or appointed delegate) attends 90% of Country Mayor's Association meetings	Provider
4.1.6.1	Continue to engage with LGNSW and participate in forums and inquiries relevant to the interests of Uralla Shire.	I. 90 % Meetings attended. II. Submissions and correspondence prepared. III. Councillors kept informed.	Provider
4.1.7.2	Ensure an open-door approach is applied to encourage developers and investors considering projects in Uralla Shire and provide relevant planning and infrastructure advice.	I. Pre-development meetings held with prospective developers. Information provided in a timely manner. II. Development applications are progressed in accordance with planning timeframes.	Provider
4.3.6.2	Oversee the implementations of actions in the Workforce Management Strategy.	Workforce management strategy actions implemented.	Provider
4.3.16.1	Identify funding opportunities and risk, lead internal processes to prepare and acquit grants and maintain accurate records on all funded projects.	I. Council's central grants register is up-to-date and reconciles with budget and financial reporting II. Grant records (applications, supporting documentation and acquittal reports) are appropriately stored and accessible	Provider

Operational Numbers		
Income	Expenses	Net Result
-	\$1,001,393	(\$1,001,393)
Capital Numbers		
Income	Expenses	Net Result
-	-	-

**Country Mayors Association**

The Country Mayors Association represents 97 rural and coastal Councils across NSW, advocating for local government and issues that affect our communities. The Country Mayors Association provides an opportunity for Council to meet to discuss specific issues that relate to areas outside the major metropolitan centres, in addition to looking at the bigger picture of the whole local government sector within the State. Some of the key priorities for the Country Mayors Association is converting waste to energy, improving roads and investing in new technologies.

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LEADERSHIP  
SOCIETY

## Organisational Leadership Responsibility General Manager

### Why?

Effective organisational leadership plays a crucial role in driving performance and cultivating growth within a company. Leaders establish strategic objectives, ensure teams are aligned with these goals, and inspire employees to achieve excellence. They offer clarity, guidance, and support, all of which contribute to enhancing individual performance.

### What?

Organisational leadership shapes decision-making processes, motivates teams, and guides the achievement of objectives within a company. It is fundamental in moulding company culture, enhancing productivity, and ultimately contributing to overall success.

### How?

Leaders wield influence in shaping organisational culture by consistently associating consequences with desired behaviours. This practice effectively communicates priorities, values, and underlying assumptions. Recognising the importance of organisational culture is crucial. It can be leveraged to strengthen existing norms or establish new ones, thus improving efficiency, communication, and collaboration within the organization.

### Community Strategic Plan Objectives

- 1. SOCIETY – We have an accessible, inclusive and sustainable community
- 4. LEADERSHIP – We are an independent Shire and well-governed community

### Strategies

- 4.1 Informed and collaborative leadership in our community
- 4.3 An efficient and effective independent local government



**Delivery Program Activities**

- 1.3.6 Support sustainable population growth and develop infrastructure to meet the needs of this regional growth
- 4.1.1 Elected members govern Council in accordance with the Local Government Act 1993 (NSW)
- 4.3.1 Operate in a financially compliant manner
- 4.3.6 Implement the Workforce Management Strategy
- 4.3.13 Provide human resource services that support a high performing team culture that can deliver the USC mission
- 4.3.16 Optimise grant funding to deliver Council's operations

**Operational Plan Actions****Measure of Success****Council Role**

4.1.1.4	Conduct Council meetings as required by legislation.	Council meetings conducted in accordance with the Local Government Act	Provider
4.1.1.5	Facilitate Council transparency by keeping to a minimum the number of closed Council meeting agenda items.	Occurrence of meetings being closed under section 10A of the Local Government Association minimised through use of confidential attachment where appropriate	Provider
4.3.6.6	Continue to offer confidential exit interviews.	Exiting employees provided with opportunity to undertake exit interviews to provide feedback to help inform workforce planning.	Provider
4.3.6.8	Continue the system for staff to provide informal feedback to General Manager and Executive. This system should allow for anonymous feedback	Feedback process available	Provider
4.3.13.6	Investigate shared services opportunities	Progressed within resources	Leader – Strategic Planning
4.3.6.15	Regularly review Work Health & Safety reports and statistics to identify opportunities to improve Work Health & Safety performance and drive down workers compensation premium	Reports reviewed, trends identified	Provider

**Operational Numbers**

<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	\$30,695	(\$30,695)
<b>Capital Numbers</b>		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	-	-



## LEADERSHIP

**Service Centre****Responsibility Manager Governance and Service Centre****Why?**

Excellent customer service provides our community with equitable access to information to all council business areas and provides opportunities to share feedback and provide suggestions to inform decision making.

**What?**

The service centre team provides a professional and efficient customer service experience with Council through a variety of methods including service desk, phone and message service and website communications. The Service Centre team aims to respond to 70% of customer enquiries on the first contact.

**How?**

The Service Centre team delivers services through:

- Providing a service counter function for payment receipt, enquiries and feedback
- Provides a telephone answering service for the organisation.
- Managing website and social media content

**Community Strategic Plan Objective**

- 4. LEADERSHIP – We are an independent shire and well-governed community.

**Strategy**

- 1.3 A diverse and creative culture that celebrates our history
- 4.2 A strategic, accountable and representative Council

**Delivery Program Activity**

- 1.3.5 Implement Council's Disability Inclusion Action Plan (DIAP)
- 4.2.7 Provide leadership and allocate resources to enable efficient operations in order to deliver the USC mission

**Operational Plan Actions****Measure of Success****Council Role**

- |         |  |  |          |
|---------|--|--|----------|
| 1.3.5.1 | Review and identify Council webpage improvements in line with the 2022-2026 DIAP | I. report to Council on activation of DIAP initiatives by March 2025   | Provider |
| 4.2.7.1 | Continue to develop customer service procedures and service standards            | I. 60% of Customer enquiries are answered by the Service Centre team on first contact<br><br>II. 100 % of core Service Centre processes are documented<br><br>III. Min 1 Service Centre Team Member will attain accreditation as a Justice of the Peace.<br><br>IV. (iv) 95% of messages to the Service Team message bank returned within 24 hours | Provider |

Operational Numbers		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	\$151,084	(\$151,084)
Capital Numbers		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	-	-

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## OUR CUSTOMER SERVICE COMMITMENT

We will...

- Greet you with a smile
- Communicate clearly and listen carefully
- Make things as simple as possible for you
- Provide accurate, prompt, friendly, courteous and professional service
- Keep records including audio recordings of interviews and meetings
- Acknowledge all written correspondence providing a detailed response within 10 working days, and where further investigation is required you will be notified of a completion date
- Provide after-hours services and response for emergency incidents
- Seek feedback from you on our service
- Respond to telephone enquiries within one business day

## HOW TO CONTACT US

Council Administration is located at  
Our customer service desk is available

32 Salisbury Street, Uralla  
Monday to Friday 830am – 1pm / 2 – 430pm

Call us  
Email us  
Send us mail

(02) 6778 6300  
council@uralla.nsw.gov.au  
PO Box 106 Uralla NSW 2358

In an emergency or after-hours call:  
Water / Sewer  
Report all fires  
SES (Flood / Storm)

0427 784 982  
0427 784 304  
000  
132 500



LEADERSHIP  
SOCIETY

## Governance

### Responsibility Manager Governance and Service centre

#### Why?

As custodians of community funds and assets it is paramount that all Council operations are undertaken with transparency and integrity and that risk and opportunity are factored into decision making.

#### What?

The Governance function facilitates a control framework to achieve legislative compliance, transparency and integrity of operation. Governance periodically appraises organisational compliance, understanding and effectiveness and reports status and progress to the Governing body and the Audit Risk and Improvement Committee.

As a facilitation service, Governance also assists the organisation with the application of governance controls through training, workshops and specialist advice.

#### How?

Governance services include:

- Oversight and coordination of Integrated Performance and Planning
- Policy framework and maintenance
- Statutory Reporting
- Risk Management and Continuous reporting
- Administration of the Audit Risk and Improvement Committee
- Insurance portfolio and claims management
- Public Officer
- Council meeting administration and support
- Implementation of the Internal Audit program

### Community Strategic Plan Objectives

- 1. SOCIETY – We have an accessible, inclusive and sustainable community
- 4. LEADERSHIP – We are an independent Shire and well-governed community

#### Strategies

- 1.1 A growing community with an active volunteer base and participation in community events
- 1.2 A safe, active and healthy shire
- 1.3 A diverse and creative culture that celebrates our history
- 4.1 Informed and collaborative leadership in our community
- 4.2 A strategic, accountable and representative Council

### Delivery Program Activities

- 1.2.8 Plan for Uralla Shire Council response to natural disasters including bushfires, major storms and flood events
- 1.2.11 Integration of safety system throughout organisation
- 4.2.1 Local government integrated planning and reporting documents prepared
- 4.2.2 Annual Operational Plan, budget and resourcing strategy prepared
- 4.2.3 Prepare annual reports
- 4.2.4 Adopt annual reports
- 4.2.7 Provide leadership and allocate resources to enable efficient operations in order to deliver the Uralla Shire Council mission
- 4.2.8 Provide an operational, risk managed, governance framework to support the achievement of Council's strategic objectives and legislative compliance
- 4.3.6 Implement the Workforce Strategy
- 4.3.7 Adopt the Delivery Program
- 4.3.13 Provide human resource services that support a high performing team culture that can deliver the Uralla Shire Council mission

Operational Plan Actions		Measure of Success	Council Role
1.1.3.2	Administer Council community event sponsorship allocations	Event sponsorship provided in accordance with Council resolution	Provider
1.2.4.2	Support participation in sport through the Northern Inland Academy of Sport membership.	NIAS membership maintained	Provider
1.3.1.1	Support the arts through Arts North West membership	ArtsNW membership subscription renewed	Provider
4.1.2.1	Prepare for 2024 Local Government elections	I. Linked NSW Electoral Commission material to Council website Information and Education materials on the referendum distributed to Community via print and social media	Provider
		II. Complete 1 F2F Candidate information session and 1 on-line candidate information session	
4.2.1.1	Undertake a review of the Community Strategic Plan	I. Community engagement plan adopted December 2024 II. Community Engagement completed March 2025 Draft updated CSP presented to Council April 2025	Provider
4.2.1.2	Prepare 2026 – 2030 Delivery Program	Draft 2026-2030 Delivery Program	Provider
4.2.1.3	Present end of term report	End of term report presented to Council August 2024	Provider
4.2.3.1	Present 2023/2024 annual report to November 2024 ordinary meeting.	Annual report presented to Council within legislated time constraints	Provider
4.2.8.2	Coordinate Audit Risk and Improvement Committee	ARIC meeting convened quarterly	Provider
4.2.8.3	Develop a standard reporting framework to provide ARIC business papers	Standard reporting framework endorsed by ARIC	Provider
4.2.8.4	Undertake new Councillor induction and professional development program	Councillor induction delivered in accordance with the Office of Local Government guidelines	Provider

Operational Numbers		
Income	Expenses	Net Result
\$2,085	\$73,864	(\$71,779)
Capital Numbers		
Income	Expenses	Net Result
-	-	-



## LEADERSHIP

**Records & Information****Responsibility Manager Governance and Risk****Why?**

Council has a legislated obligation to ensure that it keeps a record of all of its activities to maintain transparency of operation. Our record keeping function provides the framework for documenting Council's activities and serves to fully inform future strategy and decision making.

**What?**

Our records and information function provides leadership and guidance to the organisation on individual responsibility of officers to maintain corporate records and oversees the control framework for the safe storage, retention and disposal of records in accordance with the Records Management Act. Our record function also responds to information requests from the community.

**How?**

Record and information management is undertaken by:

- Providing a framework for the creation, storage, retention, and disposal of corporate records.
- Training the organisation on the correct procedures.
- Auditing record management processes to ensure organisational understanding and compliance.
- Responding to GIPA applications
- Reporting to State Records

**Community Strategic Plan Objective**

LEADERSHIP – We are an independent Shire and well-governed community

**Strategy**

4.3 An efficient and effective independent local government

**Delivery Program Activity**

4.3.14 Provide record management services that meet Council's record keeping obligations

**Operational Plan Actions****Measure of Success****Council Role**

4.3.10.2 Progress the backlog of disposal of records

- I. 100% hard copy Development Applications records predating 1970 converted to electronic record and hard copy destroyed
- II. 100% of paper records past retention period destroyed.
- III. 100% of paper version of records held in CM10 destroyed.

Provider

4.3.10.3 Undertake annual self-audit Record Act compliance report

- I. Audit completed and submitted prior to due date.
- Audit returns a maturity assessment score greater than 2023/2024

Provider

4.3.10.4 Progress transition to e-records

- 1) 85% of staff attend the annual CM10 refresher course
- (ii) Quarterly record keeping compliance report presented to Executive

Provider

Operational Numbers		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	\$29,729	(\$29,729)
Capital Numbers		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	-	-
NB: Records and Information staffed by Service Centre team.		

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## LEADERSHIP

**Information Technology (IT)****Responsibility IT Manager****Why?**

Uralla Shire Council uses a variety of IT technology and services to assist in securing information while providing comprehensive and efficient management systems for both our staff members and the Community.

**What?**

The technology provides digital information in a secure and organised form, enabling information driven decisions and projections for the needs of our community.

**How?**

Support and Build on Councils current Information Technology Strategy Roadmap  
Implement effective and powerful tools for supporting Councils Core Information systems.  
Ensure Councils information systems maintain operational relevancy and are fit for purpose.  
Monitor and continue to engage in strong cyber security practices.  
Support and provide high-quality Customer facing services.

**Community Strategic Plan Objective**

- 4. LEADERSHIP – We are an independent Shire and well-governed community.

**Strategy**

- 4.3 An efficient and effective independent local government

**Delivery Program Activity**

- 4.3.11 Deliver an effective Information Technology platform and support the organisation to be current, innovative and efficient
- 4.3.13 Provide human resource services that support a high performing team culture that can deliver the Uralla Shire Council mission

**Operational Plan Actions****Measure of Success****Council Role**

4.3.6.1	PROJECT: IT upgrade to facilitate staff's ability to perform their roles successfully.	Commence upgrade	Provider
4.3.11.1	Transition information technology platform to new Managed Service provider	New managed service provider	Provider
4.3.11.2	Provide a help desk service	Tickets closed within 3 working days	Provider
4.3.11.3	Maintain uptime of information technology services during operating hours	>98% uptime	Provider
4.3.11.4	Undertake a desktop scenario test of Business Continuity Plan for information technology	Scenario test completed	Provider
4.3.11.5	Draft a Cyber Security Policy	Implement Cyber Security Policy	Provider
4.3.11.7	Commence Authority Altitude software version	Authority altitude commenced by Dec 2023	Provider

**Operational**

Numbers		
Income	Expenses	Net Result
-	\$158,070	(\$158,070)
Capital Numbers		
Income	Expenses	Net Result
-	\$85,000	(\$85,000)

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LEADERSHIP  
SOCIETY

## Financial Management Responsibility Manager Finance and IT

### Why?

The Uralla Shire community expects representation and service by an efficient and effective independent local government which operates in a financially compliant and sustainable manner.

### What?

While Uralla Shire Council is a relatively small local government operation, it is still a complex and diverse business. Financial services oversee the strategic and operational financial management of Council through the Long Term Financial Plan, preparation of annual budgets and the processing of debtor and creditor accounts. Our financial services team ensures that we optimise our investment returns whilst managing investment risk as well as meeting audit and taxation requirements.

The team compiles both internal and external reports to provide information for effective decision making and assurance of the adequacy financial controls.

### How?

The financial services team provides the following financial services:

- Raising and collection of rates and sundry debtors
- Management accounting and support
- Statutory accounting and reporting
- Tax management
- Compliance with financial legislative requirements
- Investment management
- Internal and External financial reporting
- Organisational training in financial matters

## Community Strategic Plan Objective

- 1. SOCIETY – We have an accessible inclusive and sustainable community
- 4. LEADERSHIP – We are an independent Shire and well-governed community

## Strategies

- 4.2 A strategic, accountable and representative Council
- 4.3 An efficient and effective independent local government

## Delivery Program Activities

- 1.2.5 Own and resource the maintenance program for the Shire based regional fire service assets
- 4.2.2 Annual Operational Plan, budget and resourcing strategy prepared
- 4.2.7 Provide leadership and allocate resources to enable efficient operations in order to deliver the USC mission
- 4.3.1 Operate in a financially compliant manner
- 4.3.2 Review Council's performance against the Long Term Financial Plan
- 4.3.11 Deliver an effective information technology platform and support the organisation to be current, innovative and efficient
- 4.3.16 Optimise grant funding to deliver Council's operations

## Operational Plan Actions

## Measure of Success

## Council Role

4.2.2.1	Prepare Budget for 2025-2026 in coordination with the budget officers	I. (i) Budget Officers present draft service area budgets to Finance by March 2025 II. Draft Budget presented to Ordinary Council meeting in April 2025	Provider
4.3.	Review and improve the presentation of the Rates notice	Redesign rates notice format and presentation for issue of rates notices in 2025/2026	Provider
4.3.1.1	Design and develop monthly cash restrictions reporting	Monthly cash restrictions reporting incorporated into the monthly financial report from September 2024	Provider
4.3.1.2	Implement improved debt recovery process.	Keep the outstanding rate within the acceptable limit <10%	Provider
4.3.2.1	Review and revise Long Term Financial Plan	Presentation of Draft LTFP before December 2024	Provider
4.3.11.1	Commence action identified in USC Cyber Security Maturity Assessment audit	Report on progress to ARIC in line with agreed audit report timeframes	Provider
4.3.11.2	Create and deliver a IT induction and refresher training video	(i) IT induction video forms part of on boarding process (ii) 20% reduction in staff enquiries about suspicious links	Provider
4.3.11.3	Undertake a desktop scenario test of Business Continuity Plan for IT	(i) Desktop Scenario test undertaken prior to March 2025	Provider
4.3.11.4	Develop and implement a cyber security framework and strategy.	(i) Cyber Security strategy adopted by Strategy by September 2024 (ii) Yr 1 initiatives in the Cyber Security Strategy completed.	Provider
4.3.11.5	Undertake Council wide cyber security training.	(i) 95% of all staff undertake cyber security training (ii) 20% reduction in staff enquiries about suspicious links	Provider
4.3.11.6	Develop and deliver a finance training module for non-finance staff	I. 85% of relevant staff completed the training module II. measured improvement in financial literacy of budget officers.	Provider
4.3.12.1	Complete Authority Altitude	(i) Authority Altitude operational by September 2024	Provider

## Operational Numbers

Income	Expenses	Net Result
\$7,240,908	\$344,388	\$6,896,520

## Capital Numbers

Income	Expenses	Net Result
-	-	-



## LEADERSHIP

**Fleet, Stores and Workshops****Responsibility Team Leader Fleet, Stores and Workshops****Why?**

Council values safety, transparency and value for money in all of its operations. The coordinated approach to overseeing Fleet, Stores and Workshop provides assurance to Council and the community of safe, cost effective and efficient operations.

**What?**

The Fleet function coordinates the acquisition and maintenance of all of council plant and vehicle requirements, including asset acquisition and disposal. The Fleet function also oversees fleet asset valuations and insurance claims processing.

The Stores function works towards centralising procurement services across the organisation to achieve economies of scale, value for money and cost/inventory control.

The workshop function provides the operational response to fleet and plant maintenance across the organisation for timely delivery of services.

**How?**

- Provides expertise in the management and analysis of fleet usage to optimise turnover and maintenance regimes.
- Delivers a procurement control framework through up to date policies and procedures and provides the broader organisation with procurement support services and training.
- Oversees stock control through requisitioning and inventory stock take.
- Delivers timely maintenance services to all aspects of Council fleet, plant, and infrastructure.

**Community Strategic Plan Objective**

LEADERSHIP - We are an independent Shire and well-governed community

**Strategies**

- 2.3 Communities that are well serviced with essential infrastructure
- 4.3 An efficient and effective independent local government

**Delivery Program Activities**

- 2.3.9 Review and analyse plant and equipment requirements to fit current and future needs
- 4.3.3 Effectively own and operate depots, workshop, plant, and equipment to undertake asset management and related services

**Operational Plan Actions****Measure of Success****Council Role**

2.3.9.1	Undertake Analysis of Purchases and Plant usage to streamline Procurement	Adoption of an updated procurement and p procedure	Provider
4.3.3.1	Implement updates to the Procurement Policy & Procedures and deliver organisation wide training	I. updated Procurement Policy adopted by Council by December 2024 II. 100 % of officer with financial delegation have undertaken training on the updated procurement procedure. III. 85% of all staff have completed general procurement awareness	Provider

		training	
4.3.3.2	Complete an internal audit of workshop and depot compliance requirements	I. Internal audit on workshop and depot compliance requirements completed by October 2024 II. Workshop and Depot compliance improvement plan adopted by Executive by February 2025	Provider
4.3.3.3	Update Supplier Panels in accordance with the procurement policy.	Supplier Delivery Plan adopted by Executive by December 2025	Provider
4.3.3.4	Undertake compliance safety audit of the fuel management system	I. Fuel safety audit completed by September 2024 II. Fuel safety compliance plan adopted by Executive by November 2024	Provider

Operational Numbers		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
\$86,247	\$102,885	(\$16,638)
Capital Numbers		
<b>Income</b>	<b>Expenses</b>	<b>Net Result</b>
-	\$1,021,818	(\$1,021,818)
NB: Includes cleaners		



LEADERSHIP  
SOCIETY

## Human Resources

### Responsibility Human Resources Manager

#### Why?

Human Resources focuses on providing services, information, and assistance to support a high performing team culture.

#### What?

Human Resources and employee services that operate in keeping with Council's values and Customer Service Principles; while ensuring delivery of services align with associated Awards, legislations, and Acts.

#### How?

Provide support, advice, and information across the scope of employee services, including but not limited to:

- Talent acquisition, attraction, and retention, including succession planning;
- Performance and remuneration management;
- Learning and development;
- Return to Work Coordinator - Workers Compensation Management and Recover at work programmes;
- Work, Health and Safety; and
- Industrial relations.

### Community Strategic Plan Objective

- SOCIETY - We have an accessible inclusive and sustainable community.
- LEADERSHIP - We are an independent shire and well-governed community.

### Strategy

- 1.2 A safe, active and healthy Shire
- 4.3 An efficient and effective independent local government

### Delivery Program Activity

- 1.2.11 Integration of safety system throughout organisation
- 4.3.6 Implement the Workforce Management Strategy
- 4.3.13 Provide human resource services that support a high performing team culture that can deliver the Uralla Shire Council mission

Operational Plan Actions		Measure of Success	Council Role
1.2.11.1	Utilise system to extract management report to identify improvement initiatives.	Quarterly incident reporting to executive/ Manex/ Audit Risk and Improvement Committee	Provider
1.2.11.2	Implement actions as outlined in the Statecover annual action plan.	I. Quarterly reporting to executive/ Manex/ Audit Risk and Improvement Committee. II. Annual actions completed.	Provider
4.3.6.1	Deliver 2024/25 Workforce Management Strategies	Completion of Workforce Management Strategy Actions for 2024/25	Provider
4.3.13.1	Deliver training on identifying corrective actions and close out incidents.	85% of people leaders have undertaken the Vault incident response training.	Provider
4.3.13.2	Renew the onboarding process, including policy and procedures for the	Onboarding management policy	Provider

	induction programme.	endorsed by ELT.	
4.3.13.3	Deliver training for induction programme.	85% of people leaders have undertaken the onboarding and induction training.	Provider
4.3.13.4	Renew the offboarding process, including policy and procedures.	Off boarding management policy endorsed by ELT.	Provider
4.3.13.5	Implement offboarding process.	85% compliance with offboarding process.	Provider

Operational Numbers		
Income	Expenses	Net Result
-	\$119,658	(\$119,658)
Capital Numbers		
Income	Expenses	Net Result
-	-	-
NB: 1 FTE is 50:50 cost share with Walcha Council		





### Part 3: Budget 2024 - 2025

This part of the Operational Plan includes the 2024 – 2025 Budget Financial Pack.

**High Level Summary of Financial Performance**

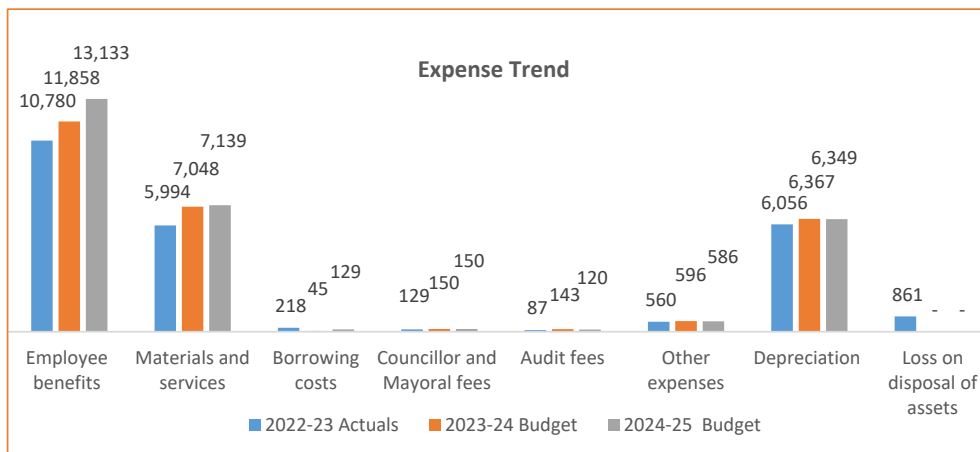
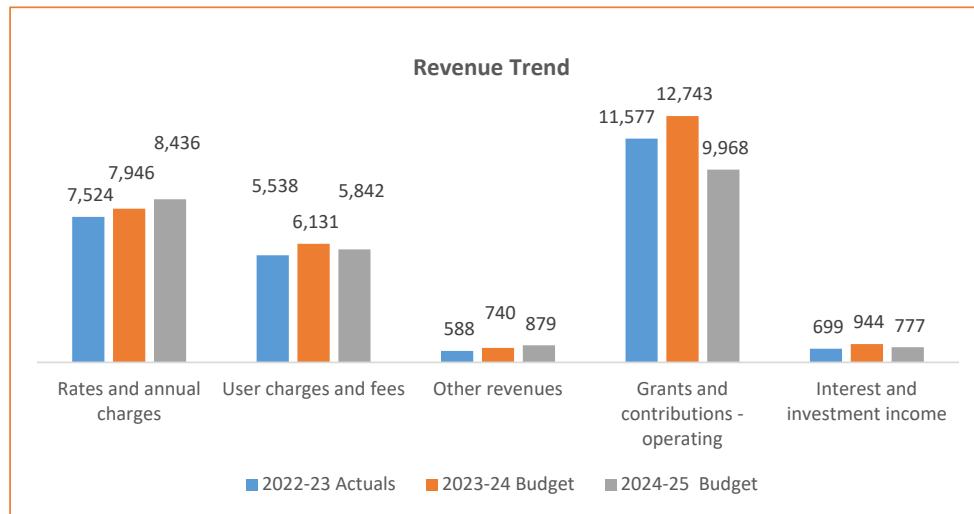
The consolidated financial performance of the Council for the year ended 30 June 2025 is provided below:

<b>Particulars</b>	Amounts in '000		
	<b>2022-23 Actuals</b>	<b>2023-24 Budget</b>	<b>2024-25 Budget</b>
Operating revenue	25,926	28,505	25,903
Less: Expenditures (exluding depreciation)	18,628	19,840	21,257
Operating result prior to depreciation	7,298	8,664	4,646
Less: Depreciation	6,056	6,367	6,349
Operating result Profit/(Loss)	1,242	2,297	-1,703
Grants for capital project funding	5,483	5,753	5,450
Overall result with capital grant	6,726	8,050	3,747

**URALLA SHIRE COUNCIL**  
**DRAFT BUDGET INCOME STATEMENT & CAPEX SUMMARY**  
**FOR THE FINANCIAL YEAR 2024-25**

			Amt in \$000
	2022-23	2023-24	2024-25
	Actuals	Budget	Budget
<b>Income from continuing operations</b>			
Rates and annual charges	7,524	7,946	8,436
User charges and fees	5,538	6,131	5,842
Other revenues	588	740	879
Grants and contributions provided for operating purposes	11,577	12,743	9,968
Interest and investment income	699	944	777
<b>Total income from operational activities</b>	<b>25,926</b>	<b>28,505</b>	<b>25,903</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	10,780	11,858	13,133
Materials and services	5,994	7,048	7,139
Borrowing costs	218	45	129
Councillor and Mayoral fees and associated expenses	129	150	150
Audit fees	87	143	120
Other expenses	560	596	586
Net loss/(gain) from the disposal of assets	861	0	0
<b>Total expenses from continuing operations</b>	<b>18,628</b>	<b>19,840</b>	<b>21,257</b>
Operating result - Profit/(Loss) before capital grants and depreciation	7,298	8,664	4,646
Less: Depreciation, amortisation and impairment	6,056	6,367	6,349
<b>Operating result - Profit/(Loss) after depreciation</b>	<b>1,242</b>	<b>2,297</b>	<b>-1,703</b>
Add: Grants and contributions provided for capital purposes	5,483	5,753	5,450
Overall result - Profit/(Loss) with capital grants	6,726	8,050	3,747
	2021-22	2022-23	2024-25 Total
<b>Capital Expenditures</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
Employee benefits and on-costs	1,152	1,781	1,798
Materials and services	1,504	9,351	10,559
<b>Total Capex</b>	<b>2,656</b>	<b>11,132</b>	<b>12,357</b>

## Graphical Presentation of Budget



**URALLA SHIRE COUNCIL**  
**INCOME STATEMENT & CAPEX SUMMARY BY FUND**  
**FOR THE FINANCIAL YEAR 2024-25**

	Amt in \$000				
<b>Income from continuing operations</b>	<b>General</b>	<b>McMaugh</b>	<b>Water</b>	<b>Sewer</b>	<b>Consolidated</b>
Rates and annual charges	6,670	-	675	1,091	8,436
User charges and fees	3,669	1,109	1,007	57	5,842
Other revenues	874	5	-	-	879
Grants and contributions provided for operating purposes	5,427	3,717	824	-	9,968
Interest and investment income	426	131	136	84	777
					-
<b>Total income from operational activities</b>	<b>17,067</b>	<b>4,961</b>	<b>2,643</b>	<b>1,232</b>	<b>25,903</b>
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	9,034	3,363	396	340	13,133
Materials and services	3,951	1,025	1,838	324	7,139
Borrowing costs	127	3	-	-	129
Councillor and Mayoral fees and associated expenses	150	-	-	-	150
Audit fees	120	-	-	-	120
Other expenses	586	-	-	-	586
Net loss/(gain) from the disposal of assets	-	-	-	-	-
					-
<b>Total expenses from continuing operations</b>	<b>13,968</b>	<b>4,391</b>	<b>2,234</b>	<b>664</b>	<b>21,257</b>
<b>Operating result - Profit/(Loss) before capital grants and depreciation</b>	<b>3,099</b>	<b>570</b>	<b>409</b>	<b>568</b>	<b>4,646</b>
Less: Depreciation, amortisation and impairment	5,047	220	622	460	6,349
<b>Operating result - Profit/(Loss) after depreciation</b>	<b>-1,948</b>	<b>351</b>	<b>-214</b>	<b>108</b>	<b>-1,703</b>
Add: Grants and contributions provided for capital purposes	4,300	-	1,150	-	5,450
<b>Overall result - Profit/(Loss) with capital grants</b>	<b>2,352</b>	<b>351</b>	<b>936</b>	<b>108</b>	<b>3,747</b>
<b>Capital Expenditures</b>	<b>General</b>	<b>McMaugh</b>	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
Employee benefits and on-costs	1,708	8	82	-	1,798
Materials and services	8,391	193	1,456	520	10,559
<b>Total Capex</b>	<b>10,099</b>	<b>200</b>	<b>1,538</b>	<b>520</b>	<b>12,357</b>

URALLA SHIRE COUNCIL COMPARISON OF 2024-25 BUDGET WITH ORIGINAL BUDGET OF 2023-24		
	2023-24 Original Budget	2024-25 Budget
<b>Income from continuing operations</b>		
Rates and annual charges	7,946	8,436
User charges and fees	6,081	5,842
Other revenues	781	879
Grants and contributions provided for operating purposes	9,263	9,968
Interest and investment income	744	777
<b>Total income from operational activities</b>	<b>24,815</b>	<b>25,903</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	11,938	13,133
Materials and services	6,983	7,139
Borrowing costs	45	129
Councillor and Mayoral fees and associated expenses	150	150
Audit fees	143	120
Other expenses	516	586
<b>Total expenses from continuing operations</b>	<b>19,775</b>	<b>21,257</b>
Operating result - Profit/(Loss) before capital grants and depreciation	5,041	4,646
Less: Depreciation, amortisation and impairment	6,367	6,349
<b>Operating result - Profit/(Loss) after depreciation</b>	<b>-1,327</b>	<b>-1,703</b>
Add: Grants and contributions provided for capital purposes	5,753	5,450
Overall result - Profit/(Loss) with capital grants	4,426	3,747
	2023-24 Budget	2024-25 Budget
<b>Capital Expenditures</b>		
Employee benefits and on-costs	1,781	1,798
Materials and services	8,412	10,559
<b>Total Capex</b>	<b>10,193</b>	<b>12,357</b>

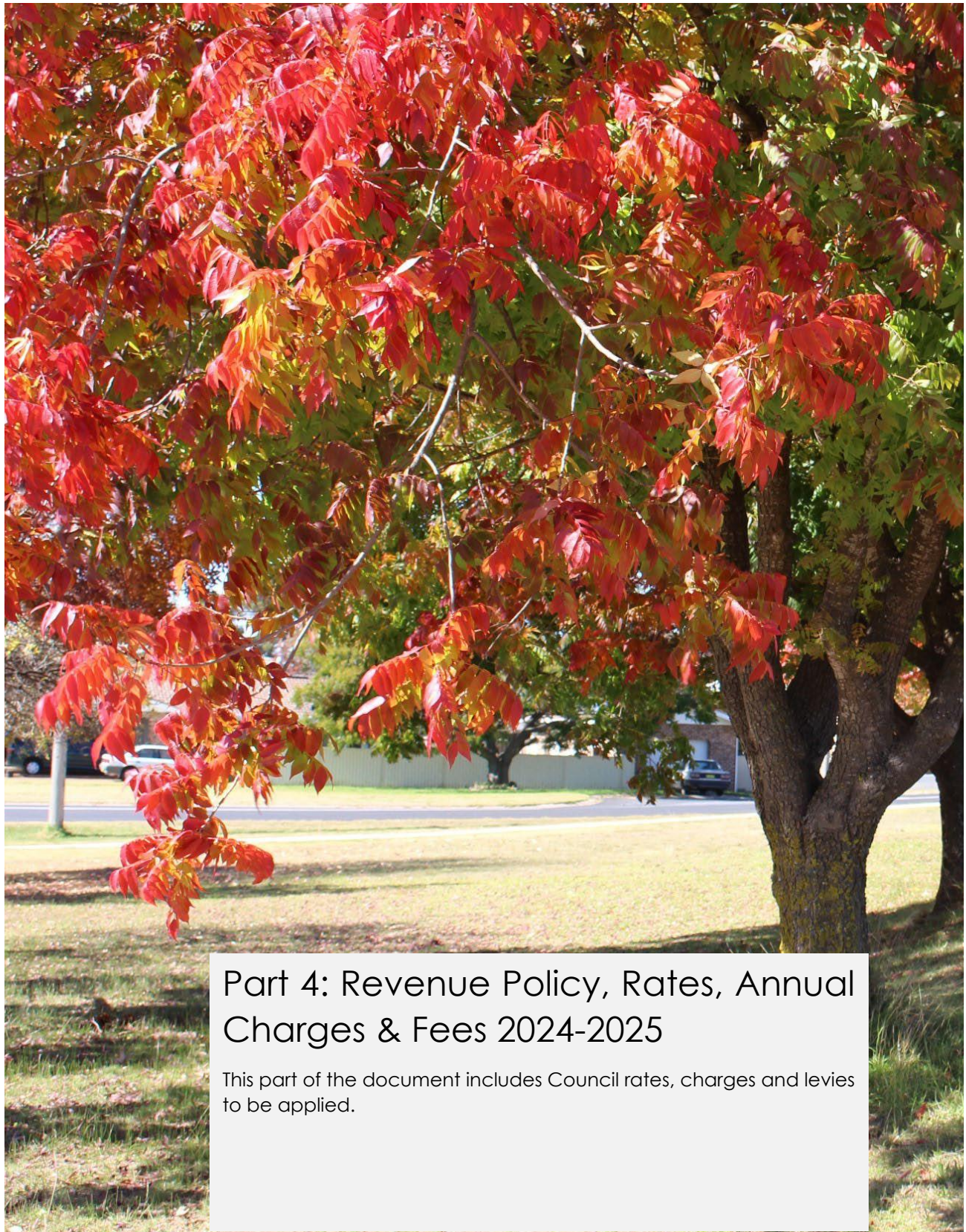
Amt in \$000

Item 14.10 - Attachment 2

**URALLA SHIRE COUNCIL**  
**CASH FLOW PROJECTION FOR THE FINANCIAL YEAR 2024-25**

Particulars	Amounts in '000				
	2023-24 Original Budget	2023-24 Actuals to March	Projection for Rest of 2023/24	2023-24 Revised Projection	2024-25 Projection
Cash flow from operating activities					
Rates and annual charges	7,946	8,015	-	8,015	8,436
User charges and fees	6,081	3,334	2,124	5,458	5,842
Other revenues	781	600	401	1,001	879
Grants and contributions provided for operating purposes	9,263	8,451	5,197	13,649	9,968
Interest and investment income	744	964	91	1,055	777
Net loss/(gain) from the disposal of assets	-	21	176	198	-
<b>Cash inflow from operations</b>	<b>24,815</b>	<b>21,386</b>	<b>7,991</b>	<b>29,376</b>	<b>25,903</b>
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs - Opex	11,938	8,885	2,973	11,858	13,133
Materials and services - Opex	6,903	5,038	1,428	6,466	7,139
Borrowing costs	45	64	33	98	129
Councillor and Mayoral fees and associated expenses	150	99	52	150	150
Audit fees	143	37	133	171	120
Other expenses	596	202	407	610	586
<b>Cash outflow for operations</b>	<b>19,775</b>	<b>14,326</b>	<b>5,028</b>	<b>19,353</b>	<b>21,257</b>
<b>Net cash flow from operating activities</b>	<b>5,041</b>	<b>7,060</b>	<b>2,962</b>	<b>10,023</b>	<b>4,646</b>
<b>Cash flow (grants) for capital projects</b>					
Grants and contributions provided for capital purposes	5,753	1,145	2,990	4,135	5,450
Capex - Employee benefits and on-costs	1,781	639	1,142	1,781	1,798
Capex - Materials and services	8,412	3,785	2,312	6,098	10,559
<b>Net cash flow from capital projects</b>	<b>-4,440</b>	<b>-3,278</b>	<b>-465</b>	<b>-3,743</b>	<b>-6,907</b>
<b>Cash flow from financing activities</b>					
Loan from bank	1,000	-	-	-	450
Less: Loan repayment	187	144	43	187	259
<b>Net cash flow from financing activities</b>	<b>813</b>	<b>-144</b>	<b>-43</b>	<b>-187</b>	<b>191</b>
<b>Unrestricted cash</b>		<b>1,002</b>		<b>3,456</b>	<b>1,386</b>





## Part 4: Revenue Policy, Rates, Annual Charges & Fees 2024-2025

This part of the document includes Council rates, charges and levies to be applied.

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## Rating Policy

### Revenue Policy

Council's Revenue Policy for Rates, Fees & Charges 2024-2025 outlines policy and pricing for those areas that Council receives income. The Revenue Policy is developed as part of the Operational Plan each year.

There are several sources of income available for Council, however, rates income remains the predominant source of income and is supplemented by statutory and other charges, user fees for services, grants and income from commercial endeavours.

### Rate Income

Section 497 of the *Local Government Act 1993* provides the method for structure of a rate. A rate may consist of:

- (a) an ad-valorem amount (which may be subject to a minimum amount); or
- (b) a base amount to which an ad-valorem amount is added.

Uralla Shire Council utilises option (b), being the use of a base amount plus an ad-valorem.

A base amount is an amount paid by every rateable property in each land category, regardless of land value. An Ad Valorem amount (cents in the dollar is applied to Land Value) is the amount calculated in addition to the base amount. The base amount and Ad Valorem amount are combined to give the total amount of the rate.

The Valuer General's Department is the agency which determines the unimproved capital value of all properties within a Council area for the purposes of rating and re-values all properties within the Uralla Shire Council area once every three years. A revaluation was carried out in 2022 and that has been used for rating purposes in this Operational Plan. Information on the valuation methodology can be obtained through the Valuer General website at

[www.valuergeneral.nsw.gov.au/land\\_values/how\\_do\\_we\\_value\\_land/valuation\\_method](http://www.valuergeneral.nsw.gov.au/land_values/how_do_we_value_land/valuation_method).

### Rates

The total amount of rate revenue to be collected from registered property owners at the commencement of a rating year (General Income) is set by IPART on behalf of the Minister for Local Government. This process, known as the 'Rate Peg', sets the percentage the Council can increase its General Income. Council's General Income from rates is proposed to increase by 4.5% in line with the IPART approved increase.

IPART has set the rate peg for the 2024-25 financial year using a new rate peg methodology. Details on the new methodology can be found at

[IPART - Information on Rate Pegging for NSW Councils 2024-2025](#)

Council determines the allocation of rates to each property based on categorisation, property values (unimproved land values) and the application of a base charge for each category or sub-category.

Council has not varied its categorisation structure for Ordinary Rates from 2023/2024. There are four land categories used for rating purposes, being: Farmland, Residential, Mining and Business. Council has made one sub-category of the Residential Category called Rural Residential.

**Farmland Rate**

The Farmland Rate applies to all rateable assessments categorised as farmland under Section 515 of the *Local Government Act 1993* throughout the whole of the Council area. A map of the area to which the Farmland Rate applies (whole of shire) is included at the end of this document.

**Residential Rate**

The Residential Rate applies to all rateable assessments categorised as residential under Section 516 of the *Local Government Act 1993* throughout the whole of the Council area. A map of the area to which the Residential Rate applies (whole of shire) is included at the end of this document.

**Rural Residential Rate**

The Rural Residential Rate applies to all rateable assessments categorised as Rural Residential under Section 529 of the *Local Government Act 1993* throughout the whole of the Council area. A map of the area to which the Rural Residential Rate applies (whole of shire) is included at the end of this document.

**Business Rate**

The Business Rate applies to all rateable assessments categorised as Business under Section 518 of the *Local Government Act 1993* throughout the whole of the Council area. A map of the area to which the Business Rate applies (whole of shire) is included at the end of this document.

**Mining Rate**

The Mining Rate applies to all rateable assessments categorised as Mining under Section 517 of the *Local Government Act 1993* throughout the whole of the Council area. A map of the area to which the Mining Rate applies (whole of shire) is included at the end of this document.

**Rates Structure – 2024/2025**

Rate Type	Category	Number of Assessment		Ad Valorem Amount		Base Amount (\$)		Total Rate Levy		Yield of Total Rate Levy	
		2024/ 25	2023/ 24	2024/ 25	2023/ 24	2024/ 25	2023/ 24	2024/ 25	2023/ 24	2024/ 25	2023/24
Ordinary	Farmland	604	601	\$2,637,704	\$2,523,086	\$177,818	\$169,963	\$2,815,522	\$2,693,898	61.57%	61.62%
Ordinary	Residential	1,474	1,463	\$433,991	\$414,531	\$433,946	\$413,736	\$867,937	\$831,378	18.98%	18.95%
Rural	Residential	874	868	\$529,729	\$505,397	\$257,306	\$245,470	\$787,034	\$752,565	17.21%	17.18%
Ordinary	Business	159	159	\$55,636	\$53,225	\$46,810	\$44,965	\$102,446	\$98,190	2.24%	2.25%
Ordinary	Mining	-	-	-	-	-	-	-	-	0.00%	0.00%
<b>Total</b>		<b>3,111</b>	<b>3,091</b>	<b>\$3,657,061</b>	<b>\$3,496,239</b>	<b>\$915,878</b>	<b>\$874,134</b>	<b>\$4,572,939</b>	<b>\$4,370,373</b>	<b>100%</b>	<b>100%</b>

Note:

The Base Rate for the FY 2024/25 is \$294.40. In 2023/24 the Base Rate was \$282.80.

Ad Valorem for the FY 2024/25 is \$0.2155 cents and 2023/24 \$0.2062 cents.

**Average Rate for each Land Category 2024/2025**

	Farmland	Residential	Rural Residential	Business	Mining
Approximate Total Rates from Category	\$2,815,522	\$867,937	\$787,034	\$102,446	\$0
% of Total Rates	61.57%	18.98%	17.21%	2.24%	0%
Number of assessments	604	1,474	874	159	0
Average rates per assessment	\$4,661	\$589	\$900	\$644	\$0
Total Land Value of category	\$1,223,823,400	\$201,360,180	\$245,779,850	\$25,813,700	\$0
% of Total Land Value	72%	12%	14%	2%	0%

5

Uralla Shire Council Operational Plan 2024-2025

**Average Rate for each Land Category 2023/2024**

	<b>Farmland</b>	<b>Residential</b>	<b>Rural Residential</b>	<b>Business</b>	<b>Mining</b>
Approximate Total Rates from Category	\$2,693,049	\$828,267	\$750,868	\$98,190	\$0
% of Total Rates	61.62%	18.95%	17.18%	2.25%	0%
Number of assessments	601	1463	868	159	0
Average rates per assessment	\$4,481	\$566	\$865	\$618	\$0
Total Land Value of category	\$1,223,684,670	\$201,045,380	\$245,115,250	\$25,813,800	\$0
% of Total Land Value	72%	12%	14%	2%	0%

**Average Rate for each Land Category 2022/2023**

	<b>Farmland</b>	<b>Residential</b>	<b>Rural Residential</b>	<b>Business</b>	<b>Mining</b>
Approximate Total Rates from Category	\$2,423,056	\$914,364	\$769,239	\$107,782	\$0
% of Total Rates	57.49%	21.70%	18.25%	2.56%	0%
Number of assessments	591	1,465	840	158	0
Average rates per assessment	\$4,100	\$624	\$916	\$682	\$0
Total Land Value of category	\$681,633,000	\$140,052,905	\$154,850,630	\$17,894,770	\$0
% of Total Land Value	68.55%	14.08%	15.57%	1.80%	0%

## Annual Charges

### Water Supply - Access Charges

In accordance with Section 501 of the *Local Government Act 1993*, it is proposed to levy a charge on all consumers connected to, or capable of being connected to, the Uralla or Bundarra water supply systems for water services, based on the table below.

Annual Water Access Charges						
Charge	Annual Fee		Number of Assessments		Total Revenue	
	2024/25	2023/24	2024/25	2023/24	2024/25	2023/24
Uralla Water	\$456.00	\$435.75	1,275	1,265	\$581,400	\$551,224
Bundarra Water	\$456.00	\$435.75	237	237	\$108,072	\$103,273
<b>Total</b>					<b>\$689,472</b>	<b>\$654,497</b>

### Water Supply – Consumption Charges

In accordance with Section 502 of the *Local Government Act 1993*, it is proposed to levy a charge for the consumption of water for all properties, as detailed in the table below:

Water Usage Charge				
Charge	Amount per KL		Estimated Revenue	
	2024/25	2023/24	2024/25	2023/24
Uralla Water Consumption Charge	\$4.55	\$4.35	\$833,281	\$794,710
Bundarra Water Consumption Charge	\$4.55	\$4.35	\$150,285	\$125,480
<b>Total</b>			<b>\$983,566</b>	<b>\$920,190</b>

### Sewerage Charges – Residential

In accordance with Sections 501 and 502 of the *Local Government Act 1993*, it is proposed to levy a charge on all residential consumers connected to, or capable of being connected to, the Uralla & Bundarra sewer system for sewerage services, as detailed in the table below:

Annual Sewer Charges – Residential						
Charge	Annual Fee		Number of Assessments		Total Revenue	
	2024/25	2023/24	2024/25	2023/24	2024/25	2023/24
Uralla Sewerage – Vacant	\$814.80	\$779.70	44	-	\$35,851	-
Bundarra Sewerage – Vacant	\$814.80	\$779.70	20	-	\$16,296	-
Uralla Sewerage	\$814.80	\$779.70	1036	1072	\$844,132	\$835,838
Bundarra Sewerage	\$814.80	\$779.70	159	178	\$129,553	\$138,787
<b>Total</b>					<b>\$1,025,832</b>	<b>\$974,627</b>

### Sewerage Charges – Non-Residential

In accordance with Sections 501 and 502 of the *Local Government Act 1993*, it is proposed to levy a charge on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for sewerage services, that is the greater of:

- i) A charge calculated according to Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines – 2021
- ii) A charge that is equal to the Sewerage Charges - Residential

Annual Sewer Charges – Non-Residential						
Charge	Amount		Number of Assessments		Total Revenue	
	2024/25	2023/24	2024/25	2023/24	2024/25	2023/24
Uralla Sewerage – Access	\$568.45	\$543.95	109	108	\$61,961	\$58,747
Uralla Sewerage – Usage	\$1.90	\$1.81	109	108	\$29,591	\$28,826
Bundarra Sewerage – Access	\$568.45	\$543.95	26	27	\$14,780	\$14,687
Bundarra Sewerage – Usage	\$1.90	\$1.81	26	27	\$6,848	\$4,154
<b>Total</b>					<b>\$113,180</b>	<b>\$106,414</b>



### Trade Waste Charges

In accordance with Sections 501 and 502 of the *Local Government Act 1993*, it is proposed to levy a charge on all premises that are connected to, or capable of being connected to, the Uralla or Bundarra sewer systems and are classified as dischargers of Liquid Trade Waste according to Uralla Shire Council Trade Waste Policy and in line with the Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines – 2021.

Trade Waste Charges – Non-Residential				
Charge	Amount		Total Revenue	
	2024/25	2023/24	2024/25	2023/24
Trade Waste – Annual Inspection Fee	\$100.00	\$91.00	\$5000.00	\$4,550.00
Trade Waste – Non-Compliance Charge	\$300.00	\$0	\$0	\$0
Trade Waste - Usage	\$1.65	\$1.60		\$947.00
<b>Total</b>			<b>\$5,000.00</b>	<b>\$5,497.00</b>

### Stormwater Management Levy

In accordance with Section 496A of the *Local Government Act 1993*, it is proposed to levy a charge for the provision of stormwater management services.

The levy applies to all urban residential, business and industrial lots with impervious surfaces, as detailed in the table below:

Stormwater Management Levy						
Charge per lot	Amount		Number of Assessments		Estimated Revenue	
	2024/25	2023/24	2024/25	2023/24	2024/25	2023/24
Urban Residential levy	\$25.00	\$25.00	1024	1016	\$25,600	\$25,400
Urban Strata residential levy	\$12.50	\$12.50	21	21	\$263	\$263
Charge per 350m <sup>2</sup>	Amount		Number of Assessments		Estimated Revenue	
Urban Business and industrial	\$25.00	\$25.00	299	299	\$7,475	\$7,475

### Environmental Levy

In accordance with Section 501 of the *Local Government Act 1993*, it is proposed to levy an annual charge on all rateable properties as an Environmental Levy. This charge recognises that all rateable properties potentially produce waste and hence should contribute to the costs of running Council's Waste Management Facilities. Gate charges will apply as per Council's Fees and Charges Policy.

Environmental Levy				
Charge	Annual Fee		Estimated Revenue	
	2024/25	2023/24	2024/25	2023/24
Environmental Levy	\$363.00	\$347.00	\$1,122,033	\$1,072,577

### Domestic Waste Management Service (Residential)

In accordance with Section 496 of the *Local Government Act 1993* Council proposes to levy annual charges for the provision of waste management collection services on each parcel of rateable land for which services are available. The charges will be made as set out in the table below:

Waste Management Charge – Residential						
Charge	Annual Fee		Number of Services		Estimated Revenue	
	2024/25	2023/24	2024/25	2023/24	2024/25	2023/24
Domestic Waste Service to Uralla, Bundarra and Invergowrie General Waste 140L & Recycling Waste 240L services (1 x each bin)	\$433.00	\$414.00	1936	1924	\$838,288.00	\$796,536
Kentucky Residential Domestic Waste Management – General Waste 240L (per bin)	\$305.00	\$291.50	82	83	\$25,010	\$24,195
Additional – All Residential Areas except Kentucky - General Waste 140L service (per bin)	\$266.00	\$254.50	21	18	\$5,586	\$4,581
Additional – All Residential Areas except Kentucky - Recycling Waste 240L service (per bin)	\$142.00	\$136.00	1	2	\$142	\$272
Additional – Kentucky - General Waste 240L service (per bin)	\$280.00	-	-	-	-	-
<b>TOTAL</b>					<b>\$869,026</b>	<b>\$825,584</b>

**Domestic Waste Management Service (Non Rateable)**

In accordance with Section 503(2) of the *Local Government Act 1993*, Council proposes to levy an annual charge for the removal of material from non-rateable properties. The charges will be made as set out in the table below:

Charge	Annual Fee	
	2024/25	2023/24
Uralla, Bundarra & Invergowrie – Domestic Waste charge – General Waste 140L & Recycling Waste 240L services (1 x each bin)	\$433.00	\$388.00
Kentucky – Domestic Waste Charge - 1 General Waste x 240L)	\$305.00	\$291.50

### Commercial Waste Management Service

In accordance with Section 501 of the *Local Government Act 1993*, Council proposes to levy an annual charge for the removal of material from non-residential properties. The charges will be made as set out in the table below:

Waste Management Charge – Non-Residential			
Charge	Annual Fee	Number of Services	Revenue
	2024/25	2024/25	2024/25
Uralla, Bundarra & Invergowrie Commercial –Waste service - SMALL General Waste 140L & Recycling Waste 240L services (1 x each bin)	\$455.00	38	\$17,290
Uralla, Bundarra & Invergowrie Commercial –Waste service - Large General Waste 240L & Recycling Waste 240L services (1 x each bin)	\$565.00	90	\$50,850
Commercial Waste Service Kentucky - 1 x General Waste 240L	\$320.00	-	-
Additional – All urban except Kentucky -General Waste 140L service (per bin)	\$280.00	22	\$6,160
Additional – All urban areas - General Waste 240L service (per bin)	\$305.00	89	\$27,145
Additional – All urban areas except Kentucky -Recycling Waste 240L service (per bin)	\$142.00	47	\$6,674
<b>TOTAL</b>	<b>-</b>	<b>286</b>	<b>\$108,119</b>

The commercial waste management service has been amended to require customers to process both General Waste and Recycled Waste.

In 2024/2025 the Commercial service comprises an option for either a SMALL or LARGE based service as detailed in the table above. Customers can add any number of additional bins to the base service.

### **Borrowings**

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Proposed borrowings for the 2024/2025 financial year: \$450,000 for a Garbage Truck

### **Pensioner Rebates**

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Council is required by the State Government to offer a rebate of up to \$250 to all 'eligible' pensioners if they hold a Pensioner Concession Card from Centrelink on ordinary rates and domestic waste management services.

The rebate is extended if the property is serviced by Councils Water and Sewer by up to \$87.50 for each service connected.

The pensioner concession is only granted for the current rating year and only to eligible pensioners. The amount of the rebate will be proportioned according to the number of full quarters in the rating year after the commencement of pensioner eligibility. The eligible pensioner must:

- Be the owner and reside at the property.
- Hold either a Pensioner Concession Card (PCC) or,
- Gold card embossed with 'TPI' (Totally Permanently Incapacitated) or,
- Gold card embossed with 'EDA' (Extreme Disablement Adjustment).

If the land is jointly owned by others who are not eligible pensioners, the rebate will be apportioned based on the percentage of the ownership for the eligible pensioner residing at the location.

Council will verify the concessional eligibility of pensioners on a regular basis. If eligibility cannot be confirmed, the rebate will be reversed for all following full quarters of the year. A letter will be forwarded to the ratepayer advising the rebate has been removed from the account and any balance remaining to be paid.

### **Interest on Rates & Charges**

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Interest will be charged on overdue rates and charges as regulated by the Office of Local Government. Council will apply the maximum rate determined under this regulation. Interest will be calculated on a simple daily basis.

In accordance with section 566(3) of the *Local Government Act 1993*, the Minister has determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2024 to 30 June 2025 (inclusive) will be 10.5% per annum.

## Fees and Charges

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In accordance with Section 608 of the *Local Government Act 1993*, Council proposes a range of fees and charges as detailed in the **Fees and Charges Schedule 2024/2025** (Part 5). Council reserves the right to change any of the fees and charges or strike new fees and charges during 2024/2025.

The application of these fees and charges will reduce the level of cross subsidisation required to be funded by ordinary rates.

The following factors have been considered in determining the fees:

- the cost of providing the service;
- the importance of the service to the community;
- the price fixed by the relevant industry body;
- any factors specified in the Local Government Regulations;
- National Competition Policy;
- Goods and Services Tax legislation.

Council provides a range of goods and services where statutory charges are set by regulation, examples include:

- section 603 certificates;
- section 149 certificates;
- information supplied under *Government Information (Public Access) Act 2009*;
- impounding fees;
- dog registrations; and
- Building application fees.

### Pricing Policy

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Council is committed to providing a variety of goods and services which reflect concern for the individual and the wider community, and which meets the diverse needs of everyone who lives in, works in, or visits the Council area.

Council will ensure that charges are raised as equitably as possible. The charges or fees set have Goods and Services Tax (GST) included where applicable. Those charges or fees subject to GST are indicated in the Fees and Charges Schedule. The principles of competitive neutrality which is part of the National Competition Policy have been taken into consideration in the pricing policy.

Council adopts a user pays principle in the assessing and levying of fees and charges, whilst recognising the need for supplementing income in particular circumstances.

Council will ensure that all rates, charges and fees are set so as to provide adequate cash flows to meet operating costs and to assist in the provision of funding capital renewal and replacement.

Council will pursue all cost effective opportunities in order to maximise its revenue base and to seek an acceptable commercial rate of return on investments, subject to risk parameters.

Council recognises the need to set prices for goods and services in order to provide the most effective level of service to our community and to ensure resources are deployed most efficiently.

During the next financial year, Council will continue investigations into alternative methods of raising revenue with particular emphasis on user pays principles. Revision of Council's pricing policy will be undertaken during this period.

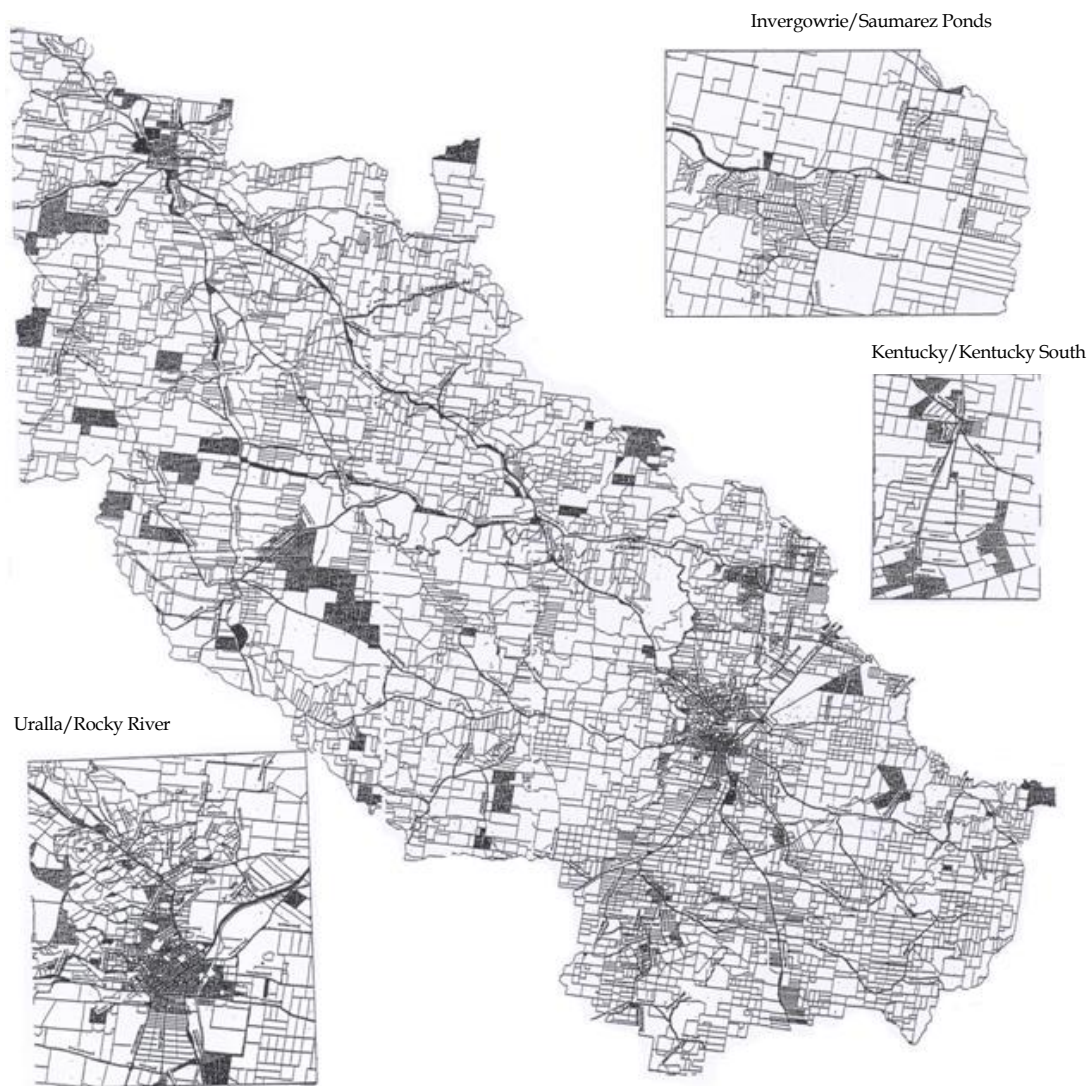
Council's pricing policy in relation to any particular good or service may be found in the relevant section of the Fees and Charges Schedule.

Council reserves the right to charge for any additional services or facilities, and to cater for legislative changes which are not identified in the fees and charges schedule.



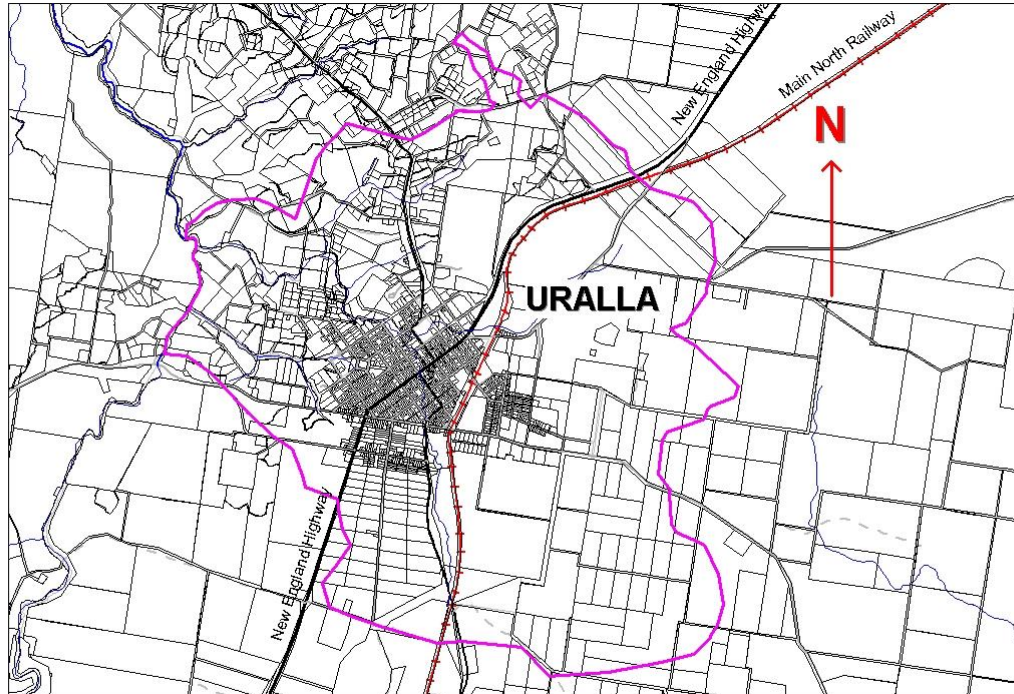
## Rating Maps

### Map of Ordinary Rate Area



Uralla Shire applies the same base rate and rate in the dollar (ad valorem) for all rating categories (Farmland, Residential, Rural Residential, Mining and Business) across the Shire.

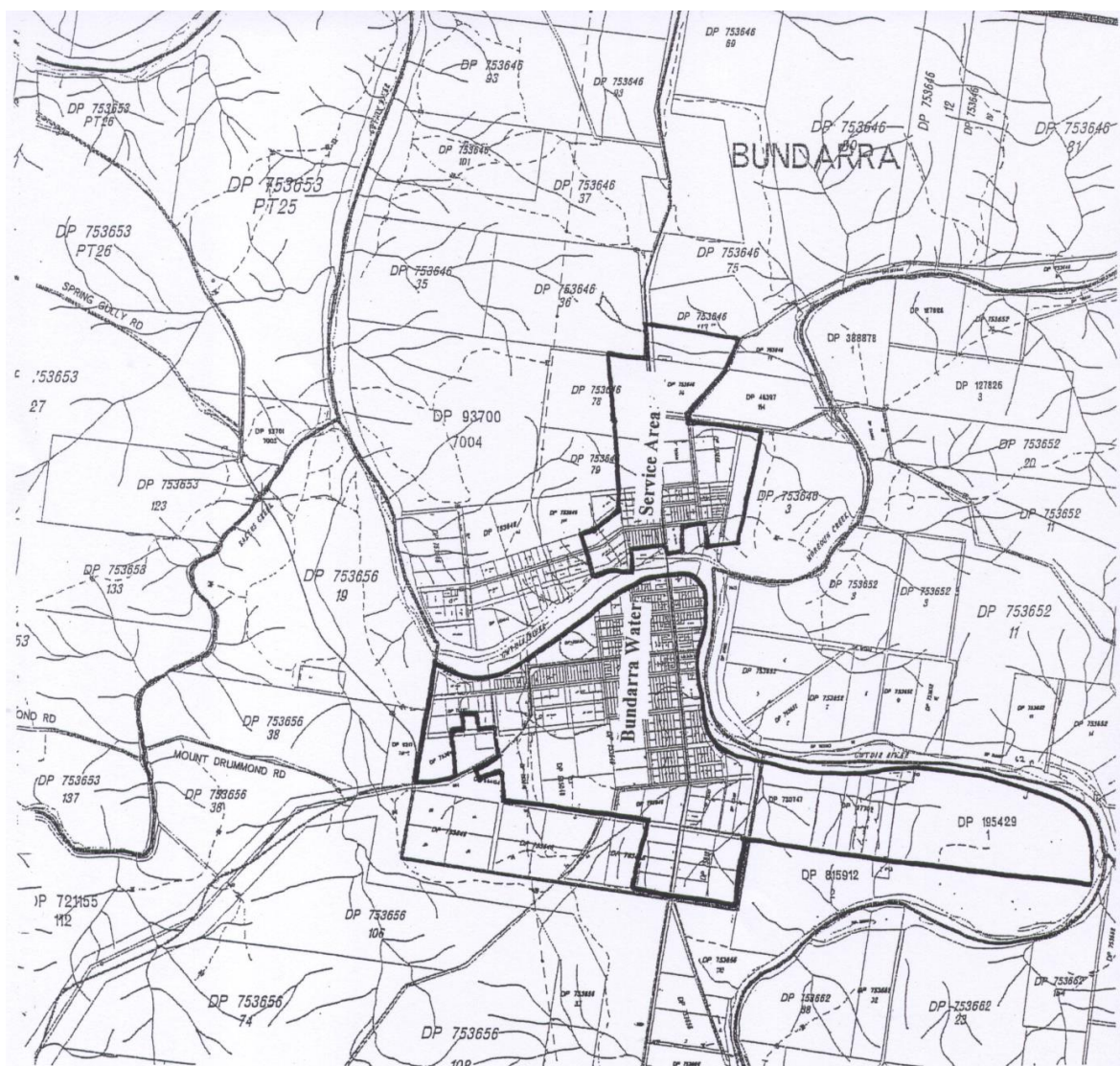
## Map of Uralla Stormwater Catchment Area



URALLA SHIRE COUNCIL URBAN STORMWATER CATCHMENT AREA



Map of Bundarra Water Service Area



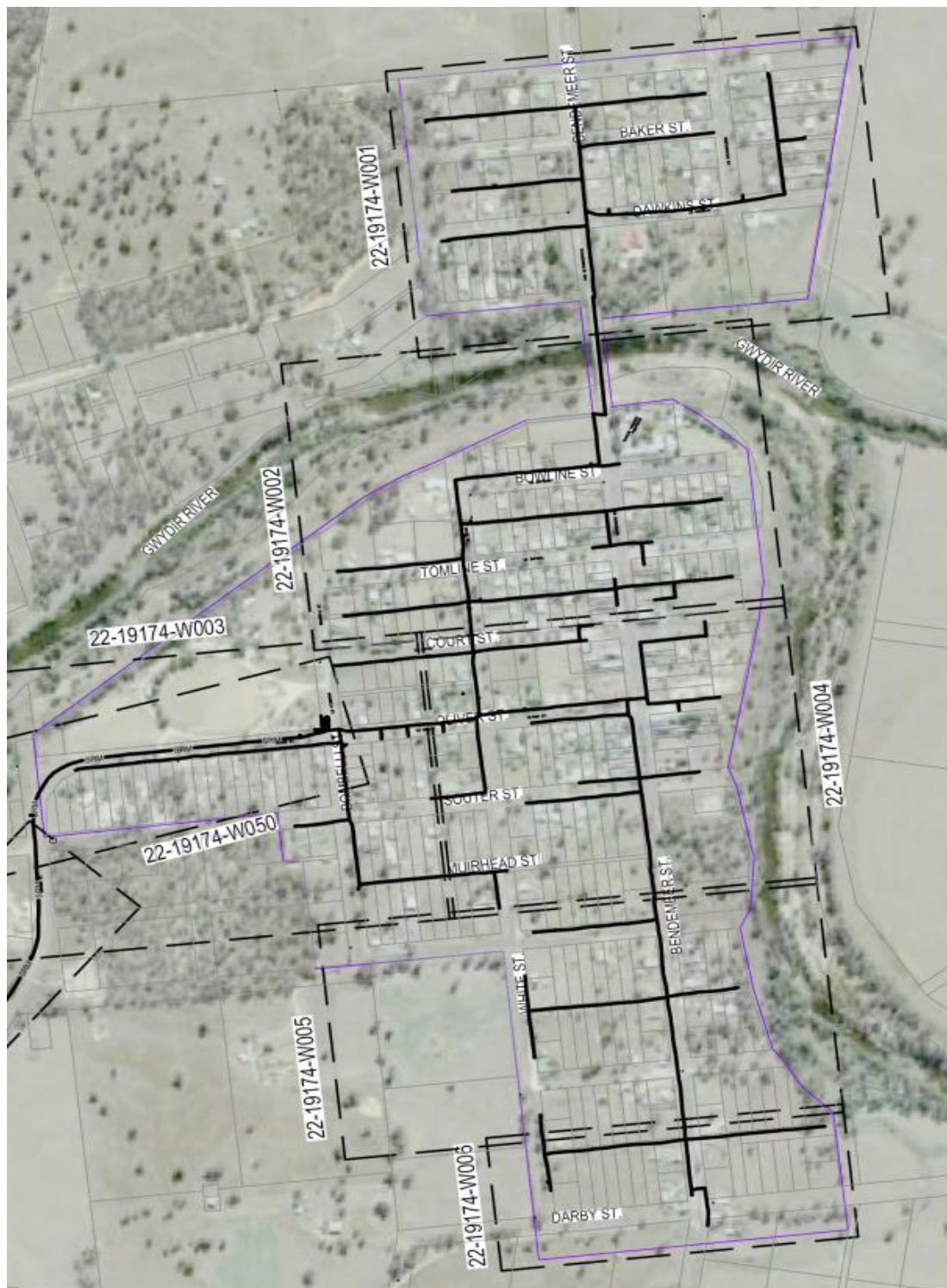
The map displays the Uralla Water Service Area, which is outlined in a thick black line. The area is divided into numerous smaller parcels, each labeled with a DP (Deed Parcel) number. Key roads shown include NEW ENGLAND HWY and several local streets. The map also shows the location of Uralla, with the name 'URALLA' prominently displayed at the bottom. The map is oriented with North at the top.

Key labels on the map include:

- DP 258432 10
- DP 258433
- DP 857745 841
- DP 755846
- DP 755846 172
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Fees & Charges

Uralla Shire Council

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## Explanation Table

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Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Uralla Shire Council

### Utilities

#### Storm Water Management

Urban Business and Industrial	\$25.00	\$25.00	0.00%	\$0.00	Per 350m2	N	N	
Urban Residential Levy	\$25.00	\$25.00	0.00%	\$0.00	Per lot	N	N	
Urban Strata Residential Levy	\$12.50	\$12.50	0.00%	\$0.00	Per lot	N	N	

### Water Services

#### Access and Supply

Water Access Charge Uralla and Bundarra	\$435.75	\$456.00	4.65%	\$20.25	Per annum per assessment	N	N	
Water Supply – consumption charge	\$4.35	\$4.55	4.60%	\$0.20	Per kL	N	N	

#### Water Connection Fees

Uralla and Bundarra Connection Charge to water main, up to 4 m	\$1,385.00	\$1,450.00	4.69%	\$65.00	Per connection within 4 m of water main: 20 mm or 25 mm	N	N
Uralla and Bundarra Connection Charge to water main, connection over 4 m	Construction cost + cost of additional design requirements will apply. Price on application.				Per connection beyond 4 m of water main: 20 mm or 25 mm	N	N
Last year fee							
Construction cost + cost of additional design requirements will apply. Price on application.							

#### Other Water Fees and Charges

Hydrant Flow Test	\$127.00	\$133.00	4.72%	\$6.00	Per test	N	N	
Water Meter supplied and fitted (20 mm) or replaced	\$223.50	\$234.00	4.70%	\$10.50	Per Meter	N	N	
Water Meter Testing only	\$143.00	\$149.50	4.55%	\$6.50	Per Meter	N	N	
Fee will be refunded where meter is checked and found to be reading more than 4% over or under as per Australian Std AS3565-1 1998 and 2004								
Water Meter Special read	\$83.00	\$87.00	4.82%	\$4.00	Per Read	N	N	

#### Water Sales

Treated sewage effluent charge from the Uralla STP	\$1.09	\$1.15	5.50%	\$0.06	kL	N	N	
Bulk water sales	\$6.40	\$6.70	4.69%	\$0.30	Per kL	N	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Water Restriction Devices

Installation/Removal during service hours (7.30 am-3.00 pm)	\$166.00	\$173.50	4.52%	\$7.50	Per Activity	N	N	
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### Other Costs

Council required to clear vegetation to gain access to a meter, at cost charge	\$93.00	\$97.50	4.84%	\$4.50	Per Activity	N	N	
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This charge applies where property owners have not prevented vegetation from growing around the meter and will not clear it themselves. Rates advise that this is an 'at cost' charge.

Council required to return to property to read meter (e.g. where meter access is denied by locked yards/ gates etc)	\$73.50	\$77.00	4.76%	\$3.50	Per Visit	N	N	
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### Sewer Charges

#### Access and Supply

Residential sewer access charge	\$779.70	\$814.80	4.50%	\$35.10	Per annum single dwelling per lot/unit	N	N	
Non-residential sewer access charge	\$543.95	\$568.45	4.50%	\$24.50	Per annum per connection	N	N	
Usage charge	\$1.81	\$1.90	4.97%	\$0.09	Per kL	N	N	
Unconnected lot sewer access charge	\$779.70	\$815.00	4.53%	\$35.30	Per annum per Lot	N	N	To Match the operational Spending with the revenue and backlog of asset renewals.

#### Sewer Connection Charges

Supply & install pressure sewer unit & house service – Bundarra only	\$10,926.70	\$11,420.00	4.51%	\$493.30		N	N	
Provide junction to main on property, up to 4 m	\$1,160.00	\$1,215.00	4.74%	\$55.00		N	N	
Council staff exposed main								
Provide junction and connection beyond 4m from sewer main	Price on application. Full cost recovery construction cost + cost of additional design requirements will apply.				Per m construction cost plus other design requirements	N	N	
	<b>Last year fee</b> Price on application. Full cost recovery construction cost + cost of additional design requirements will apply.							

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Trade Waste Charges

### Trade Waste

Trade Waste - Non-Compliance Charge	\$0.00	\$300.00	∞	\$300.00	Per Non-Compliance	N	N	
Trade Waste – Annual Inspection Fee	\$91.00	\$100.00	9.89%	\$9.00	Per Annum	N	N	According to the revenue Policy
Trade Waste – usage	\$1.60	\$1.65	3.13%	\$0.05	Per kL	N	N	

### Drainage Fees

Copy of Drainage Plan	\$43.50	\$45.50	4.60%	\$2.00	Per Plan	N	N	
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## Engineering Services

### General Services

Hire of Council Equipment - Bond 5% of replacement value	Bond 5% of replacement value				Per equipment	N	N	
	Last year fee Bond 5% of replacement value							
Hire of Council Equipment - other	Per policy				Per equipment	Y	N	
	Last year fee Per policy							
Other (private) works	At cost plus 25%				Per work	Y	N	
	Last year fee At cost plus 25%							

### Kerb and Guttering

Private works (not in conjunction with works program)	Full cost of works per DCP plus 25%				Per Metre	Y	N	
	Last year fee Full cost of works per DCP plus 25%							
Adjoining owner charges (in conjunction with works program)	\$117.00	\$122.50	4.70%	\$5.50	Per Metre	Y	N	

### Gutter Bridges

Gutter Bridge Construction	Full cost of works plus 25%				Per construction	Y	N	
	Last year fee Full cost of works plus 25%							

### Landscaping Bonds

Residential Flats/Units	\$780.00	\$815.00	4.49%	\$35.00	Per Unit/ Minimum (GST payable only on forfeiture)	N	N	
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Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Landscaping Bonds [continued]

Light Industry/Industry	\$3,210.00	\$3,355.00	4.52%	\$145.00	Per Unit/ Minimum (GST payable only on forfeiture)	N	N	
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### Rural Addressing

Uralla Rural Property Address signage scheme (Blue)	\$0.00	\$360.00	∞	\$360.00		N	N	New Fee - Resolution 12.02/24
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Fee for Individual rural property owners who wishes to participate in the Uralla Rural Property Address Signage Scheme.

Installation of new/replacement numbering post (Yellow)	\$81.50	\$85.50	4.91%	\$4.00	Per post	Y	N	
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### Plant Hire Charges

Charges by Plant Item	Internal hire rate plus 25% with a minimum 1 hr applying	Per Item	Y	N	
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**Last year fee**  
Internal hire rate plus 25% with a minimum 1  
hr applying

Grading Plant	Internal hire rate plus 25% with a minimum 1 hr applying	Per Crew	Y	N	
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**Last year fee**  
Internal hire rate plus 25% with a minimum 1  
hr applying

Grading of private roads and driveways to be charged at full crew costs (grader, water cart & roller) unless alternative work available for unrequested grading items

### Road Restoration Fees

Road Restoration Fees	Full Cost of Work plus 25%		N	N	
	<b>Last year fee</b> As per RMS Schedules				

### Civil Engineering Works

Civil Engineering Works	Estimated full cost of agreed work plus 25% margin or at hourly rates for unspecified work (i.e hire of plant only) plus 25%		Y	N	
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**Last year fee**  
Estimated full cost of agreed work plus 25%  
margin or at hourly rates for unspecified  
work (i.e hire of plant only) plus 25%

The 25% margin may be varied subject to the nature and value of the work

### Sale of sand, gravel and topsoil

Delivery is at Council Truck hire rates (includes driver) plus 25%.

At cost of winning material, plus 25% margin, subject to the following minimums:

Gravel (Granite) at Depot	\$48.00	\$50.50	5.21%	\$2.50	Per Cubic Metre	Y	N	
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Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Mount Mutton transmitter

Leasing of space for transmitter and aerial at Mount Mutton	\$4,205.00	\$4,205.00	0.00%	\$0.00	Per annum	Y	N	as per the license
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## Waste Management Facility

### Waste Product Sales

240L Wheelie Bin	\$111.50	\$117.00	4.93%	\$5.50	Each	N	N	
140L Wheelie Bin	\$90.50	\$95.00	4.97%	\$4.50	Each	N	N	
Delivery – Uralla & Bundara town area (within 5 km)	\$23.50	\$25.00	6.38%	\$1.50	Per return trip	Y	N	
Delivery – Uralla and Bundarra 5-15 km	\$32.00	\$33.50	4.69%	\$1.50	Per return trip	Y	N	
Delivery – beyond 15 km from Uralla or Bundarra, maximum 30 km	\$40.00	\$42.00	5.00%	\$2.00	Per return trip	Y	N	

### Sorted Recycling

Recyclable materials, sorted only	No charge				Any volume	Y	N	
	Last year fee No charge							

### Residential Waste (Sorted)

Wheelie Bin (up to 240 Litre, per bin)	\$4.80	\$5.10	6.25%	\$0.30	Per wheelie bin (full or part)	Y	N	
Car/sedan/wagon/4X4 domestic	\$6.00	\$6.30	5.00%	\$0.30	Full or part	Y	N	
Utility/6 x 4 trailer	\$11.60	\$12.00	3.45%	\$0.40	Level	Y	N	
Utility/6 x 4 trailer, heaped	\$17.40	\$18.00	3.45%	\$0.60	Heaped	Y	N	

### Residential Waste (Unsorted)

Car/sedan/wagon/4x4 domestic vehicle	\$11.80	\$12.50	5.93%	\$0.70	Per load (full or part)	Y	N	
Utility/6x4 trailer	\$23.50	\$24.00	2.13%	\$0.50	Per load (full or part)	Y	N	
Utility/6x4 trailer, heaped	\$35.00	\$36.50	4.29%	\$1.50	Per load	Y	N	
Wheelie Bin (Up to 240L and per bin)	\$8.90	\$9.50	6.74%	\$0.60	Per load (full or part)	Y	N	

### Uncontaminated garden and wood waste (Green Waste)

Commercial/Bulk Green Waste Charges - Large Truck 10 Cubic Metres	\$82.00	\$86.00	4.88%	\$4.00	per 10 cubic metre load	N	N	
Commercial/Bulk Green Waste Charges - Small Truck 3 Cubic Metres	\$24.60	\$26.00	5.69%	\$1.40	per 3 cubic metre load	N	N	
Commercial/Bulk Green Waste Disposal (per cubic metre)	\$8.20	\$8.60	4.88%	\$0.40	per cubic metre	N	N	
Uncontaminated Food and garden organic waste: wheelie bin	\$0.00	\$0.00	0.00%	\$0.00	per wheelie bin	Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Uncontaminated garden and wood waste (Green Waste) [continued]

Uncontaminated garden and wood waste : Car, Sedan, Wagon, Utility or Small Trailer *	\$5.50	\$5.80	5.45%	\$0.30	per load	Y	N	
* Four free vouchers per rate payer for green waste disposal issued with annual rate notice. * If there is a storm event council will determine additional free vouchers for green waste disposal for a period of time								

### Contaminated Garden and Wood Waste (Green Waste)

Contaminated garden and wood waste	Charged at residential/commercial waste rates					Y	N	
	<b>Last year fee</b> Charged at residential/commercial waste rates							

### Clean brick, Concrete, Tile

Wheelie Bin (up to 240 L, per bin)	\$6.00	\$6.00	0.00%	\$0.00	per bin (Full or part)	Y	N	
Car/sedan/wagon/4X4 domestic	\$8.20	\$8.60	4.88%	\$0.40	Full or part	Y	N	
Utility/6 x 4 trailer	\$9.40	\$10.00	6.38%	\$0.60	Full or part	Y	N	
Commercial	\$29.50	\$31.00	5.08%	\$1.50	Per cubic metre	Y	N	

### Mattresses

Cot mattresses or any stripped mattresses	No charge				Each	Y	N	
	<b>Last year fee</b> No charge							
Single	\$12.00	\$13.00	8.33%	\$1.00	Each	Y	N	
King Single	\$14.00	\$15.00	7.14%	\$1.00	Each	Y	N	
Double	\$18.00	\$19.00	5.56%	\$1.00	Each	Y	N	
Queen	\$24.50	\$26.00	6.12%	\$1.50	Each	Y	N	
King	\$26.50	\$28.00	5.66%	\$1.50	Each	Y	N	

### Lounges

1 seater	\$12.00	\$13.00	8.33%	\$1.00	Each	Y	N	
2 seater	\$18.60	\$20.00	7.53%	\$1.40	Each	Y	N	
3 seater	\$24.00	\$25.00	4.17%	\$1.00	Each	Y	N	

### E-Waste

NTCRS eligible e-waste	Free of charge				Per Item	Y	N	
	<b>Last year fee</b> Free of charge							
Non NTCRS e-waste	\$1.80	\$2.00	11.11%	\$0.20	Per Item	Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Appliances

Fridges, freezers & air-conditioning units containing CFCs	\$17.60	\$18.00	2.27%	\$0.40	Per Unit	Y	N	
All other white goods	Free of charge				Per Item	Y	N	
	Last year fee Free of charge							

## Dead Animals

Small domestic animals e.g. cats, chickens, possums, dogs	\$17.00	\$18.00	5.88%	\$1.00	Per Item	Y	N	
Medium animals – e.g. goats, sheep, pigs	\$40.00	\$42.00	5.00%	\$2.00	Per Item	Y	N	
Large Animals – e.g. horses, cattle	\$54.00	\$56.50	4.63%	\$2.50	Per Item	Y	N	

## Tyres

Loads comprising more than 20 tyres, or tyre loads that are over 200 kg, will not be accepted without evidence of the required tracking and consignment.

Motorcycle	\$10.40	\$11.00	5.77%	\$0.61	Per Item	Y	N	
Car	\$10.40	\$11.00	5.77%	\$0.60	Per Item	Y	N	
4X4	\$20.00	\$21.00	5.00%	\$1.00	Per Item	Y	N	
Light truck	\$22.00	\$23.00	4.55%	\$1.00	Per Item	Y	N	
Truck	\$44.50	\$47.00	5.62%	\$2.50	Per Item	Y	N	
Super single	\$90.20	\$94.00	4.21%	\$3.80	Per Item	Y	N	
Small tractor tyre, up to 1 m	\$189.00	\$198.00	4.76%	\$9.00	Per Item	Y	N	
Medium tractor tyre, 1 m-1.9 m	\$350.00	\$366.00	4.57%	\$16.00	Per Item	Y	N	
Large tractor tyre, 2 m-2.8 m	\$460.00	\$481.00	4.57%	\$21.00	Per Item	Y	N	
Extra large tractor tyre, > 2.8 m	\$451.95	\$473.00	4.66%	\$21.05	Per Item	Y	N	
Fork lift tyre, small up to 12"	\$29.30	\$31.00	5.80%	\$1.70	Per Item	Y	N	
Fork lift tyre, medium 12"-18"	\$58.30	\$61.00	4.63%	\$2.70	Per Item	Y	N	
Fork lift tyre, large greater than 18"	\$88.00	\$92.00	4.55%	\$4.00	Per Item	Y	N	
Grader tyre	\$217.00	\$227.00	4.61%	\$10.00	Per Item	Y	N	
Earth mover, small – up to 1 m	\$292.80	\$306.00	4.51%	\$13.20	Per Item	Y	N	
Earth mover, medium, 1 m-1.5 m	\$701.60	\$734.00	4.62%	\$32.40	Per Item	Y	N	
Earth mover, large, greater than 1.5 m	\$1,340.00	\$1,400.00	4.48%	\$60.00	Per Item	Y	N	
Shredded Tyres	NOT ACCEPTED					Y	N	
	Last year fee NOT ACCEPTED							

## Commercial Waste

Commercial Waste - Bulk - Sorted	\$73.50	\$77.00	4.76%	\$3.50	Per cubic metre	Y	N	
Commercial Waste - Bulk - Unsorted	\$147.50	\$154.50	4.75%	\$7.00	Per cubic metre	Y	N	

## Tyres on Rims

Tyres on rim will be charged at double the rate of tyres off rim



Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Asbestos

Inadequately wrapped or unbagged asbestos will not be accepted. Please note that asbestos weighing more than 100 kg, or consisting of more than 10 m2 of sheeting in one load, will not be accepted without evidence of the required consignment number.

Asbestos – asbestos bag including disposal cost, maximum 0.5 cubic metre	\$22.50	\$24.00	6.67%	\$1.50	Per Bag	Y	N	
Asbestos-containing materials (subject to specific cost assessment)	\$297.00	\$311.00	4.71%	\$14.00	Per tonne	Y	N	

## Certified ENM and VENM

- Acceptable quantities will be based on available stockpiling space at Uralla landfill
- Certification has to be provided to be accepted and needs to be suitable for re-use by Council.

- Acceptable quantities will be based on available stockpiling space at Uralla landfill	No charge		Y	N	
	Last year fee				
- Acceptable quantities will be based on available stockpiling space at Uralla landfill					
- Certification has to be provided to be accepted and needs to be suitable for re-use by Council.					

## Bio solids

All special wastes must be collected, transported and disposed of strictly in accordance with the requirements of the WorkCover Authority and the Environment Protection Authority.

Processed sludges from water & sewage treatment (in solid form only, liquid not accepted))	\$55.00	\$57.00	3.64%	\$2.00	Per cubic metre	Y	N	
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## Waste Management Services

### Domestic Waste Management

Domestic Waste Collection - 1 x 240L general waste (Kentucky)	\$291.50	\$305.00	4.63%	\$13.50	Per annum per assessment	N	N	
Domestic Waste collection-1x140L General and 1x240L Recycling (all areas except Kentucky)	\$414.00	\$433.00	4.59%	\$19.00	Per Annum	N	N	
Additional Kerbside General Waste service 240L (Kentucky)	\$0.00	\$280.00	∞	\$280.00	Per Year	N	N	
Additional kerbside recycling service 240L - residential or commercial (all areas except Kentucky)	\$136.00	\$142.00	4.41%	\$6.00	Per Annum	N	N	
Additional 140L kerbside general waste service - residential (all areas except Kentucky)	\$254.50	\$266.00	4.52%	\$11.50	Per Annum	N	N	
Environmental Levy	\$347.00	\$363.00	4.61%	\$16.00	Per Annum	N	N	

### Green Waste Kerbside Collection Fee – Uralla Township

Collection Fee	\$95.50	\$100.00	4.71%	\$4.50	Per Annum & pro rata	N	N	
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Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Commercial Recycling

Manual Collection Weekly – Cardboard Only	\$24.00	\$25.00	4.17%	\$1.00	Per Week	N	N	
Manual Collection bi-weekly – Cardboard Only	\$48.00	\$50.00	4.17%	\$2.00	Per Week	N	N	Sales revenue from cardboard now less than half what it was 12 months back, need to increase revenue to cover processing cost.
Community event bin charge (per bin)	\$5.80	\$6.00	3.45%	\$0.20	Per Event	N	N	
Commercial event bin charge (per bin)	\$24.00	\$25.00	4.17%	\$1.00	Per Event	N	N	

### Non-Rateable Waste Management

Domestic Waste Management Charge (Kentucky) 240L	\$0.00	\$305.00	∞	\$305.00	Per Service	N	N	
Domestic Waste Management Service (Uralla, Bundarra, Invergowrie)	\$0.00	\$433.00	∞	\$433.00	Per Service	N	N	
Service Includes 1x140L and 1x240L Recycle								

### Commercial Waste

Commercial Kerbside Waste Service Small (Uralla, Bundarra, Invergowrie)	\$0.00	\$455.00	∞	\$455.00		N	N	Increase the base service from Genral waste collection only in 23/24 FY, to include both general and recycling waste collection in 24/25 FY
Service Includes 1x140L General Waste, 1x240L Recycling								
Commercial Kerbside Waste Service Large (Uralla, Bundarra, Invergowrie)	\$0.00	\$565.00	∞	\$565.00		N	N	Increase the base service from Genral waste collection only in 23/24 FY, to include both general and recycling waste collection in 24/25 FY
Service Includes 1x240L General Waste, 1X240L Recycling								

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Commercial Waste [continued]

Commercial Kerbside Waste Service 240L General Waste (Kentucky)	\$0.00	\$320.00	∞	\$320.00		N	N	New Service for Kentucky Area
Additional 140L Commercial Waste Service (Uralla, Bundarra, Invergowrie)	\$0.00	\$280.00	∞	\$280.00	Per Year	N	N	
Additional 240L Commercial Waste Service (Uralla, Bundarra, Invergowrie)	\$0.00	\$305.00	∞	\$305.00	Per Year	N	N	
Additional 240L Commercial Waste Service (Kentucky)	\$0.00	\$305.00	∞	\$305.00	Per Year	N	N	

## Community and Recreational Services

### Sporting Fields

#### Field Hire

# External users – details of application should be sought from Council  
Schools Within the Shire Exempt.

Hampden Park	\$61.50	\$64.50	4.88%	\$3.00	Per Day	Y	N	
Uralla Sporting Complex #	\$61.50	\$64.50	4.88%	\$3.00	Per field/per day	Y	N	
Canteen hire (two available) #	\$58.50	\$61.50	5.13%	\$3.00	Per day per canteen	Y	N	
Canteen hire bond (for non-regular user groups and for those outside of Uralla Shire area)	\$1,160.00	\$1,215.00	4.74%	\$55.00	Per event booking	N	N	

### Parks and Gardens

#### Casual Hiring Fee

Alma Park: Connect power to bandstand	\$39.50	\$41.50	5.06%	\$2.00	Per Day	Y	N	
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### Aquatic Centre

#### Admittance Fees

Single Admission Fee – Adult	\$4.00	\$4.00	0.00%	\$0.00	Per Person	Y	N	
Single Admission Fee – Child	\$2.00	\$2.00	0.00%	\$0.00	Per Person	Y	N	
Books of 10 – Adult	\$37.10	\$38.00	2.43%	\$0.90	Per Book	Y	N	Rounded up to \$38.
Books of 10 – Child	\$18.00	\$18.00	0.00%	\$0.00	Per Book	Y	N	
Books of 20 – Adult	\$70.04	\$75.00	7.08%	\$4.96	Per Book	Y	N	
Books of 20 – Child	\$34.00	\$35.00	2.94%	\$1.00	Per Book	Y	N	
Books of 50 – Adult	\$164.79	\$170.00	3.16%	\$5.21	Per Book	Y	N	
Books of 50 – Child	\$85.00	\$88.00	3.53%	\$3.00	Per Book	Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Library Services

### Library Fees

Lost membership card replacement	\$5.00	\$5.00	0.00%	\$0.00	Per Card	N	N	
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### Lost, damaged or stolen books

Processing Fee	\$11.00	\$11.00	0.00%	\$0.00	Per Item	N	N	
Item Replacement	At cost - determined by CNRL per item.				Per Item	N	N	
	Last year fee At cost - determined by CNRL per item.							

### Inter-Library Loan Fee

Charge 1 (local library search)	No charge from specific NSW libraries.				Per Item	Y	N	
	Last year fee No charge from specific NSW libraries.							
Charge 2 (Library Lending Charge)	\$28.50	\$28.50	0.00%	\$0.00	Per Item	Y	N	
CNRL Interlibrary Loan (Standard) ILRS Code								

### Photocopies and Printing (self-service)

A4 Black and White	\$0.30	\$0.40	33.33%	\$0.10	Per single sided page	Y	N	
A4 Colour	\$0.50	\$0.60	20.00%	\$0.10	Per single sided page	Y	N	
A3 Black and White	\$0.50	\$0.60	20.00%	\$0.10	Per single sided page	Y	N	
A3 Colour	\$1.00	\$1.20	20.00%	\$0.20	Per single sided page	Y	N	

## Tourism

### Hire

### Photocopies and Printing (non self-service)

A4 (Black and White)	\$0.80	\$0.85	6.25%	\$0.05	Per single sided page	Y	N	
A4 (Colour)	\$1.20	\$1.25	4.17%	\$0.05	Per single sided page	Y	N	

## Cemeteries

**From 1 July 2024, Cemeteries & Crematoria NSW Interment Services Levy as follows:**

**\$63.00 per ash interment**

**\$156.00 per burial**

Strategic Statement on Cemeteries and Crematoria in NSW | Cemeteries & Crematoria NSW

### Searches

Record search for burial details (after 15 minutes)	\$132.50	\$138.50	4.53%	\$6.00	Per Hour	N	N	
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Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Uralla and Bundarra Lawn Cemeteries

Purchase of Double Depth Plot (does not include plaque)	\$2,130.00	\$2,230.00	4.69%	\$100.00	Per Plot	Y	N	
Interment	\$869.00	\$909.00	4.60%	\$40.00	Per interment	Y	N	
Interment in an existing Grave	\$1,310.00	\$1,370.00	4.58%	\$60.00		Y	N	
Interment: Saturdays, Sundays and Public Holidays loading	\$1,170.00	\$1,225.00	4.70%	\$55.00	Per interment	Y	N	
Placement of ashes	\$576.00	\$602.00	4.51%	\$26.00	Minimum for Placement	Y	N	
Permission to carry out work at existing grave, includes monument erection and inspection	\$72.50	\$76.00	4.83%	\$3.50	Per Plot	N	N	
Surcharge for digging of grave by hand	\$177.00	\$185.00	4.52%	\$8.00	Per Person, Per Hour	Y	N	

### Uralla and Bundarra Old Section Cemeteries

Purchase of plot - Double depth	\$2,130.00	\$2,230.00	4.69%	\$100.00	Per Plot	Y	N	
Purchase of plot - Single Depth	\$1,390.00	\$1,455.00	4.68%	\$65.00	Per Plot	Y	N	
Interment	\$1,010.00	\$1,060.00	4.95%	\$50.00	Per interment	Y	N	
Interment in an existing Grave	\$1,310.00	\$1,370.00	4.58%	\$60.00	Per interment	Y	N	
Interment: Saturdays, Sundays and Public Holidays loading	\$1,170.00	\$1,225.00	4.70%	\$55.00	Per interment	Y	N	
Placement of ashes	\$576.00	\$602.00	4.51%	\$26.00	Minimum Per Placement	Y	N	
Permission to carry out work at existing grave, includes monument erection and inspection	\$72.50	\$76.00	4.83%	\$3.50	Per Plot	N	N	
Surcharge for digging of grave by hand	\$177.00	\$185.00	4.52%	\$8.00	Per Person	Y	N	

### Uralla and Bundarra Niche Wall and Uralla Niche Garden

Purchase of Niche in wall and Interment of Ashes *	\$693.00	\$725.00	4.62%	\$32.00	Per Niche	Y	N	
* Interment includes standard plaque 145mm x 120mm								
Purchase of Niche in garden	\$666.00	\$696.00	4.50%	\$30.00	Per Niche	Y	N	
Interment of Ashes	\$143.50	\$150.00	4.53%	\$6.50	Per Interment	Y	N	
Surcharge for family presence at interment after hours	\$80.50	\$84.50	4.97%	\$4.00	Per Interment	Y	N	
Vase	\$86.00	\$95.00	10.47%	\$9.00	Per Vase	Y	N	
Additional lines on plaque	\$41.00	\$43.00	4.88%	\$2.00	Per Line	Y	N	
Removal of plaques	\$190.00	\$200.00	5.26%	\$10.00	Per Plaque	Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Building Rental – Uralla

### Hill Street Uralla

Per Unit	\$316.00	\$331.00	4.75%	\$15.00	Per Unit Per Fortnight	N	N	
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### Uralla Pre-School

5 Hill Street, Uralla	\$463.00	\$484.00	4.54%	\$21.00	Per Week	Y	N	
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### Queen Street Uralla Caravan Park

Powered site for up to 2 persons	\$37.50	\$39.50	5.33%	\$2.00	Per Night	Y	N	
Unpowered site for up to 2 persons	\$28.50	\$30.00	5.26%	\$1.50	Per Night	Y	N	
Additional persons >2	\$6.00	\$6.50	8.33%	\$0.50	Per Night	Y	N	
Uninhabited, unpowered tent site	\$6.00	\$6.50	8.33%	\$0.50	Per Night	Y	N	

### Longer stays (7 nights for 6)

Weekly Powered site for up to 2 persons	\$218.00	\$228.00	4.59%	\$10.00	Per Week	Y	N	
Weekly Unpowered site for up to 2 persons	\$164.50	\$172.00	4.56%	\$7.50	Per Week	Y	N	
Permanents with metered site	\$133.00	\$139.00	4.51%	\$6.00	Per Week	Y	N	
Power for metered site	\$0.45	\$0.50	11.11%	\$0.05	kWh	Y	N	

## Uralla Community Centre

### Tablelands Community Support Options – TCS

#### Large Group Room

Local Community Groups – Half Day	\$50.00	\$52.50	5.00%	\$2.50	Half Day	Y	N	
Local Community Groups – Full Day	\$94.00	\$98.50	4.79%	\$4.50	Full Day	Y	N	
Affiliated Centre Tenants	\$76.00	\$79.50	4.61%	\$3.50	Half Day	Y	N	
Commercial Users	\$138.50	\$145.00	4.69%	\$6.50	Full Day	Y	N	

#### Private Parties/ Commercial Functions

Booking	\$161.00	\$168.50	4.66%	\$7.50	Per Day	Y	N	
Cleaning bond (refundable)	\$311.00	\$325.00	4.50%	\$14.00	Per Booking	N	N	

#### Small Group Room

Local Community Groups – Half Day	\$32.00	\$33.50	4.69%	\$1.50	Half Day	Y	N	
Local Community Groups – Full Day	\$50.00	\$52.50	5.00%	\$2.50	Full Day	Y	N	
Affiliated Centre Tenants	\$61.50	\$64.50	4.88%	\$3.00	Half Day	Y	N	
Commercial Groups	\$88.00	\$92.00	4.55%	\$4.00	Full Day	Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Kitchen (large room only)

All groups: Including crockery and cutlery	Included in large room hire				Per Day	Y	N	
	Last year fee Included in large room hire							
All breakages will be charged at replacement cost	All breakages will be charged at replacement cost					Y	N	
	Last year fee All breakages will be charged at replacement cost							

## Building Rental – Bundarra

### Bundarra School of Arts Hall

Hall Hire (less than 2 hours)	\$21.20	\$22.50	6.13%	\$1.30	Per two hours	Y	N	
General Hall Hire <50	\$52.00	\$54.50	4.81%	\$2.50	Per Day	Y	N	
General Hall Hire >50	\$80.50	\$84.50	4.97%	\$4.00	Per Day	Y	N	
Kitchen Use Extra <50	\$28.50	\$30.00	5.26%	\$1.50	Per Day	Y	N	
Kitchen Use Extra >50	\$41.50	\$43.50	4.82%	\$2.00	Per Day	Y	N	
Balls/weddings (includes kitchen hire)	\$150.00	\$157.00	4.67%	\$7.00	Per Day	Y	N	
Auction Sales, markets and similar uses	\$132.50 plus 25% of subletting fees				Per Day	Y	N	
	Last year fee \$132.50 plus 25% of subletting fees							
Small Regular Usage – eg sporting clubs	\$11.00	\$11.40	3.64%	\$0.40	Per Session	Y	N	
Cleaning bond (refundable)	\$100.00	\$104.50	4.50%	\$4.50	Per Booking	N	N	

### External Equipment Hire

Cleaning bond (refundable)	\$50.00	\$52.25	4.50%	\$2.25	Per hire	N	N	
Chairs	\$1.75	\$2.00	14.29%	\$0.25	Per Item	Y	N	
Tables	\$8.00	\$8.40	5.00%	\$0.40	Per Item	Y	N	
Replacement of broken or missing chairs and tables (hall or external use)	At replacement cost				Per Item	Y	N	
	Last year fee At replacement cost							

### Bundarra Caravan Park

Powered site for up to 2 persons	\$26.50	\$28.00	5.66%	\$1.50	Per Night	Y	N	
Unpowered site for up to 2 persons	\$11.60	\$12.20	5.17%	\$0.60	Per Night	Y	N	
Additional persons	\$5.50	\$5.80	5.45%	\$0.30	Per Night	Y	N	
Showers	\$3.20	\$3.40	6.25%	\$0.20	Per Use	Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Aged and Community Care

### Tableland Community Support

#### Home Care Packages and Private Clients

##### HCP Clients

Care Management HCP Level 1 - Fortnightly	\$70.00	\$75.00	7.14%	\$5.00	Per fortnight	N	N	Can not exceed 20% of allocated HCP.
Care Management HCP Level 2 - Fortnightly	\$140.00	\$130.00	-7.14%	-\$10.00	Per fortnight	N	N	Can not exceed 20% of allocated HCP.
Care Management HCP Level 3 - Fortnightly	\$260.00	\$280.00	7.69%	\$20.00	Per fortnight	N	N	Can not exceed 20% of allocated HCP.
Care Management HCP Level 4 - Fortnightly	\$400.00	\$420.00	5.00%	\$20.00	Per fortnight	N	N	Can not exceed 20% of allocated HCP.
Care with active sleepover (Sleepover with Active Care) - HCP	Fees by Agreement				24 hrs	N	N	
	Last year fee Fees by Agreement							
Domestic Assistance - Mon to Fri 6am to 6pm (HCP clients)	\$70.00	\$70.00	0.00%	\$0.00	Per Hour	N	N	
Domestic Assistance - Public holiday (HCP clients)	\$140.00	\$140.00	0.00%	\$0.00	Per Hour	N	N	
Domestic Assistance - Sat (HCP clients)	\$105.00	\$105.00	0.00%	\$0.00	Per Hour	N	N	
Domestic Assistance - Sun (HCP clients)	\$122.50	\$122.50	0.00%	\$0.00	Per Hour	N	N	
In Home Respite - Mon to Fri 6am to 6pm (HCP clients)	\$70.00	\$70.00	0.00%	\$0.00	Per hour	N	N	
In Home Respite - Public Holiday (HCP clients)	\$140.00	\$140.00	0.00%	\$0.00	Per hour	N	N	
In Home Respite - Sat (HCP clients)	\$105.00	\$105.00	0.00%	\$0.00	Per hour	N	N	
In Home Respite - Sun (HCP clients)	\$122.50	\$122.50	0.00%	\$0.00	Per hour	N	N	
Overnight Respite - HCP	Fees by Agreement				10 hrs	N	N	
	Last year fee Fees by Agreement							
Package Management HCP Level 1 - Fortnightly	\$70.00	\$55.00	-21.43%	-\$15.00	Per fortnight	N	N	Can not exceed 15% of allocated HCP.
Package Management HCP Level 2 - Fortnightly	\$80.00	\$90.00	12.50%	\$10.00	Per fortnight	N	N	Can not exceed 15% of allocated HCP.
Package Management HCP Level 3 - Fortnightly	\$100.00	\$150.00	50.00%	\$50.00	Per fortnight	N	N	Can not exceed 15% of allocated HCP.



Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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**HCP Clients** [continued]

Package Management HCP Level 4 - Fortnightly	\$120.00	\$180.00	50.00%	\$60.00	Per fortnight	N	N	Can not exceed 15% of allocated HCP.
Personal Care - Mon to Fri 6am to 6pm (HCP clients)	\$70.00	\$70.00	0.00%	\$0.00	Per hour	N	N	
Personal Care - Public Holiday (HCP clients)	\$140.00	\$140.00	0.00%	\$0.00	Per hour	N	N	
Personal Care - Sat (HCP clients)	\$105.00	\$105.00	0.00%	\$0.00	Per hour	N	N	
Personal Care - Sun (HCP clients)	\$122.50	\$122.50	0.00%	\$0.00	Per hour	N	N	
Registered Nurse - Mon to Fri 6am to 6pm (HCP clients)	\$85.00	\$119.00	40.00%	\$34.00	Per hour	N	N	A very conservative estimate.
Registered Nurse - Public Holiday (HCP clients)	\$170.00	\$204.00	20.00%	\$34.00	Per hour	N	N	Additional charges will apply to Christmas Day and Boxing Day.
Registered Nurse - Sat (HCP clients)	\$127.50	\$159.38	25.00%	\$31.88	Per hour	N	N	
Registered Nurse - Sun (HCP clients)	\$148.75	\$223.13	50.00%	\$74.38	Per hour	N	N	Cost required if we broker an RN on a Sunday.
Social Support - Mon to Fri 6am to 6pm (HCP clients)	\$70.00	\$70.00	0.00%	\$0.00	Per Hour	N	N	
Social support - Public Holiday (HCP clients)	\$140.00	\$140.00	0.00%	\$0.00	Per Hour	N	N	Additional fees will apply on Christmas Day and Good Friday.
Social Support - Sat (HCP clients)	\$105.00	\$105.00	0.00%	\$0.00	Per Hour	N	N	
Social support - Sun (HCP clients)	\$122.50	\$122.50	0.00%	\$0.00	Per Hour	N	N	
Travel (HCP clients)	\$1.10	\$1.20	9.09%	\$0.10	Per km	N	N	.
Home Care Packages – Client Income Assessed Fee	Dept of Social Services Fees – My Aged Care website					N	N	Older person income assessed fee is determined by the Department of Social Services.

**Last year fee**  
 Dept of Social Services Fees – My Aged  
 Care website

Rate determined and advised by Dept Social Services  
 Rate determined and advised by Dept Social Services

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Private Clients

Administration (Private Clients) - Monthly	Charged by agreement relative to service needs (plus GST)					Y	N	GST added to all Private Fees.
	Last year fee Charged by agreement relative to service needs (plus GST)							
Registered Nurse - Mon to Fri 6am to 6pm (Private clients)	\$126.50	\$130.00	2.77%	\$3.50	Per hour	Y	N	
Registered Nurse - Sat (Private clients)	\$175.62	\$182.64	4.00%	\$7.02	Per hour	Y	N	
Registered Nurse - Sun (Private clients)	\$203.94	\$240.65	18.00%	\$36.71	Per hour	Y	N	
Travel (Private Clients)	\$1.40	\$1.40	0.00%	\$0.00	Per km	Y	N	Rate for HCP clients is GST Free - Private customers incur GST. \$1.40 including GST
Case Management (Private clients) - Monthly	Cost by agreement relative to care needs - Plus GST				Per Month	Y	N	
	Last year fee Cost by agreement relative to care needs - Plus GST							
Domestic Assistance – Mon to Fri 6am to 6pm (Private clients)	\$78.65	\$81.80	4.01%	\$3.15	Per Hour	Y	N	Private Clients add GST
Social Support – Mon to Fri 6am to 6pm (Private clients)	\$78.65	\$81.80	4.01%	\$3.15	Per Hour	Y	N	Private Clients add GST
Social Support – Sat (Private clients)	\$129.07	\$134.24	4.01%	\$5.16	Per Hour	Y	N	Private Clients add GST
Social Support – Sun (Private clients)	\$152.50	\$159.00	4.26%	\$6.50	Per Hour	Y	N	Private Clients add GST
Social Support – Public Holiday (Private clients)	\$187.00	\$196.50	5.08%	\$9.50	Per Hour	Y	N	Private Clients add GST Additional Charges apply to Christmas Day and Good Friday.
Personal Care – Mon to Fri 6am to 6pm (Private clients)	\$78.65	\$82.58	5.00%	\$3.93	Per Hour	Y	N	
Personal Care – Sat (Private clients)	\$124.63	\$129.62	4.00%	\$4.99	Per Hour	Y	N	Private Clients add GST
Personal Care – Sun (Private clients)	\$147.29	\$153.18	4.00%	\$5.89	Per Hour	Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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**Private Clients** [continued]

In Home Respite – Mon to Fri 6am to 6pm (Private clients)	\$78.65	\$82.58	5.00%	\$3.93	Per Hour	Y	N	GST on top. Travel is an additional cost.
In Home Respite – Sat (Private clients)	\$133.50	\$139.00	4.12%	\$5.50	Per Hour	Y	N	
In Home Respite – Sun (Private clients)	\$159.50	\$166.00	4.08%	\$6.50	Per Hour	Y	N	
In Home Respite – Public Holiday (Private clients)	\$190.00	\$190.00	0.00%	\$0.00	Per Hour	Y	N	Add travel cost. Excludes Christmas Day and Good Friday.
Overnight Respite - Private Clients	Fees by Agreement				10 hrs	Y	N	
	Last year fee Fees by Agreement							

**Commonwealth Home Support Programme**

Goods, Equipment and Technology	25% of variable costs for goods / equipment or assistive technology				25% of variable costs for goods/ equipment or assistive technology.	N	N	
	Last year fee 25% of variable costs for goods / equipment or assistive technology							
25% of variable costs for goods/equipment or assistive technology.								
Domestic Assistance	\$15.00	\$15.00	0.00%	\$0.00	Per Hour	N	N	Older person contribution towards funded service
Personal care	\$15.00	\$15.00	0.00%	\$0.00	Per Hour	N	N	Older person contribution towards funded service
Respite	\$15.00	\$15.00	0.00%	\$0.00	Per Hour	N	N	Older person contribution towards funded service
Social Support – Individual	\$15.00	\$15.00	0.00%	\$0.00	Per Hour	N	N	Older person contribution towards funded service

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Commonwealth Home Support Programme [continued]

Social Support – Group	\$12.00	\$12.00	0.00%	\$0.00	Per Hour	N	N	Older person contribution towards funded service - includes a meal if at Centre.
Allied Health	\$35.00	\$35.00	0.00%	\$0.00	Service	N	N	Older person contribution towards service cost.
Home Maintenance	\$30.00	\$30.00	0.00%	\$0.00	Service	N	N	Older person contribution towards funded service

### NDIS

House cleaning	As per NDIS Price Guide - 1 July 2024	Per hour	N	Y	
	<b>Last year fee</b> As per NDIS Price Guide - 1 July 2023				
Plan Management	As per NDIS Price Guide 1 July 2024	Per hour	N	Y	
	<b>Last year fee</b> As per NDIS Price Guide 1 July 2023				
Self-Care Activities	As per NDIS Price Guide 1 July 2024	Per hour	N	Y	
	<b>Last year fee</b> As per NDIS Price Guide 1 July 2023				

### McMaugh Gardens Aged Care Centre

#### Bond

Accommodation Entry Bond	\$250,000.00	\$275,000.00	10.00%	\$25,000.00	Per Room maximum to asset testing	N	Y	
Accommodation Entry Bond – further detail	In line with the Dept of Health & Ageing regulated Pensioner Allowable limit for Accommodation Bonds					N	Y	
	<b>Last year fee</b> In line with the Dept of Health & Ageing regulated Pensioner Allowable limit for Accommodation Bonds							

#### Daily Fees

Standard Resident	As per Department of Health schedule of resident fees & charges	Per Day	N	Y	
	<b>Last year fee</b> As per Department of Health schedule of resident fees & charges				

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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**Daily Fees** [continued]

Protected Resident	As per Department of Health schedule of resident fees & charges	Per Day	N	Y	
	<b>Last year fee</b> As per Department of Health schedule of resident fees & charges				
Phased Resident	As per Department of Health schedule of resident fees & charges	Per Day	N	Y	
	<b>Last year fee</b> As per Department of Health schedule of resident fees & charges				
Non Standard Resident	As per Department of Health schedule of resident fees & charges	Per Day	N	Y	
	<b>Last year fee</b> As per Department of Health schedule of resident fees & charges				

**Respite**

Pensioner	As per Department of Health schedule of resident fees & charges	Per Day	N	Y	
	<b>Last year fee</b> As per Department of Health schedule of resident fees & charges				
Non-Pensioner	As per Department of Health schedule of resident fees & charges	Per Day	N	Y	
	<b>Last year fee</b> As per Department of Health schedule of resident fees & charges				
Day Respite	As per Department of Health schedule of resident fees & charges	Per Day	N	Y	
	<b>Last year fee</b> As per Department of Health schedule of resident fees & charges				

**Telephone Calls****Transport Residents**

From Uralla Doctors Surgery or Foot Clinic	\$10.00	\$10.50	5.00%	\$0.50	One Way Trip	Y	N	
To Tamworth	By negotiation				One Way Trip	Y	N	
	<b>Last year fee</b> By negotiation							
Staff Escort	\$52.50	\$55.00	4.76%	\$2.50	Hour	Y	N	

**Visitor Meals**

Lunch	\$15.00	\$16.00	6.67%	\$1.00	Each	Y	N	
Dinner	\$15.00	\$16.00	6.67%	\$1.00	Each	Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Tablelands Community Transport

### Vehicle Hire (without driver)

Subject to conditions on application

#### Car

#### Mini Bus

### Client Contributions – Individual return transport

0-15 km	\$10.00	\$10.00	0.00%	\$0.00	Per return trip per person	N	N	According to the CHSP Client Contribution Framework.
16-50 km	\$20.00	\$20.00	0.00%	\$0.00	Per return trip per person	N	N	According to the CHSP Client Contribution Framework.
51-100 km	\$30.00	\$30.00	0.00%	\$0.00	Per return trip per person	N	N	According to the CHSP Client Contribution Framework.
101-150 km	\$40.00	\$40.00	0.00%	\$0.00	Per return trip per person	N	N	According to the CHSP Client Contribution Framework.
151-200 km	\$45.00	\$45.00	0.00%	\$0.00	Per return trip per person	N	N	According to the CHSP Client Contribution Framework.
201-250 km	\$50.00	\$50.00	0.00%	\$0.00	Per return trip per person	N	N	According to the CHSP Client Contribution Framework.
251-300 km	\$60.00	\$60.00	0.00%	\$0.00	Per return trip per person	N	N	According to the CHSP Client Contribution Framework.

### Client Contributions – Group return transport

Access Bus (Uralla/ Invergowrie/ Armidale)	\$5.00	\$5.00	0.00%	\$0.00	Per return trip per person	N	N	
Social Outing	\$15.00	\$15.00	0.00%	\$0.00	Per return trip per person	N	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Other Services

Community transport – other	Cost is variable based on km and time used					N	N	
	<b>Last year fee</b> Cost is variable based on km and time used							

## Development and Health Services

### Development Control

The fees identified as a Statutory Fee in the Council Cost Recovery Policy column will be charged in accordance with the maximum fee payable under the Environmental Planning and Assessment Act 1979 (as amended). The applicable fees at the time of printing are as follows and may be changed without notice.

### Section 7.11 Contributions

Previously Section 94 Contributions

Section 7.11 Contributions	See: Section 7.11 and 7.12 Contributions Document			N	N	
	<b>Last year fee</b> See: Section 7.11 and 7.12 Contributions Document					

### Complying Development Certificates – Fees based on construction cost

To \$5,000	\$206.00 plus \$5.50 per \$1,000	Per Application	Y	N	
	<b>Last year fee</b> \$197.00 plus \$5.50 per \$1,000				
\$5,001-\$100,000	\$238.00 plus \$3.85 per \$1,000 above \$5,000	Per Application	Y	N	
	<b>Last year fee</b> \$228.00 plus \$3.85 per \$1,000 above \$5,000				
\$100,001-\$250,000	\$655.00 plus \$2.20 per \$1,000 above \$100,000	Per Application	Y	N	
	<b>Last year fee</b> \$627.00 plus \$2.20 per \$1,000 above \$100,000				
Over \$250,000	\$1,029.00 plus \$1.10 per \$1,000 above \$250,000	Per Application	Y	N	
	<b>Last year fee</b> \$985.00 plus \$1.10 per \$1,000 above \$250,000				

### Development Applications – Building Works – Based on cost of works

Environmental Planning & Assessment Regulation 2021, Schedule 4

Less than \$5000	\$138.39	\$143.60	3.76%	\$5.21	Per Application	N	Y	EPA Regulation 2021
\$5,001-\$50,000	\$364.02 + \$3.00 per \$1,000, or part thereof, above \$5,000				Per Application	N	Y	EPA Regulation 2021
	<b>Last year fee</b> \$350.81 + \$3.00 per \$1,000, or part thereof, above \$5,000							

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Development Applications – Building Works – Based on cost of works [continued]

\$50,001-\$250,000	\$602.24 + \$3.64 per \$1,000, or part thereof, above \$50,000	Per Application	N	Y	
	<b>Last year fee</b> \$580.38 + \$3.64 per \$1,000, or part thereof, above \$50,000				
\$250,001-\$500,000	\$1,653.10 + \$2.23 per \$1,000, or part thereof, above \$250,000	Per Application	N	Y	EPA Regulation 2021
	<b>Last year fee</b> \$1593.11 + \$2.23 per \$1,000, or part thereof, above \$250,000				
\$500,001-\$1,000,000	\$2,415.64 + \$1.64 per \$1,000, or part thereof, above \$500,000	Per Application	N	Y	
	<b>Last year fee</b> \$2,327.98 + \$1.64 per \$1,000, or part thereof, above \$500,000				
\$1,000,001-\$10,000,000	\$3,547.77 + \$1.44 per \$1,000, or part thereof, above \$1,000,000	Per Application	N	Y	
	<b>Last year fee</b> \$3,419.01 + \$1.44 per \$1,000, or part thereof, above \$1,000,000				
Greater than \$10,000,001	\$20,810.16 + \$1.19 per \$1,000, or part thereof, above \$10,000,000	Per Application	N	Y	
	<b>Last year fee</b> \$20,054.92 + \$1.19 per \$1,000, or part thereof, above \$10,000,000				

### Development Application

Designated development requiring advertising	\$2,784.99	\$2,889.87	3.77%	\$104.88	Per Application	N	Y	
Designated Development – Standard DA Fees plus additional fee	\$1,154.33	\$1,197.80	3.77%	\$43.47	Per Application	N	Y	
Erection of dwelling costing less than \$100,000	\$709.12	\$592.22	-16.49%	- \$116.90	Per Application	N	Y	
Development not involving the erection of a building, the carrying out of a work, or the subdivision of land or demolition	\$496.00	\$370.69	-25.26%	- \$125.31	Per Application	N	Y	EPA Regulation 2021
Advertising Signs	\$496.00	\$370.69	-25.26%	- \$125.31	First Sign	N	Y	EPA Regulation 2021
Additional Signs	\$93.00	\$93.00	0.00%	\$0.00	Per Additional Sign	N	Y	

### Miscellaneous Administrative Application Fees

#### Building Entitlement Confirmation Fee

Per application	\$343.00	\$359.00	4.66%	\$16.00	Per Application	N	N	
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Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Planning Reform Fee

For cost of work >\$50,000 for each \$1,000	(\$0.64 per \$1,000) - \$5				Per Matter	N	Y	
	Last year fee (\$0.64 per \$1,000) - \$5							

### Subdivision Fees

Subdivisions – Opening of a New Road	\$972.00	\$1,009.00	3.81%	\$37.00	Per Application	N	Y	EPA Regulation 2021
Plus fee per additional lot created	\$65.00	\$65.00	0.00%	\$0.00	Per Additional Lot	N	Y	
Subdivisions – No opening of a New Road	\$553.00	\$573.00	3.62%	\$20.00	Per Application	N	Y	
Plus fee per additional lot created	\$53.00	\$53.00	0.00%	\$0.00	Per Additional Lot	N	Y	
Subdivisions – Strata	\$553.00	\$573.00	3.62%	\$20.00	Per Application	N	Y	EPA Regulation 2021
Plus fee per additional lot created	\$65.00	\$65.00	0.00%	\$0.00	Per Additional Lot	N	Y	EPA Regulation 2021

### Subdivision Certificate / Title Plan Processing Fee

Processing Fee	\$181.00	\$189.50	4.70%	\$8.50	Per Application	N	N	
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### Refund of DA fee for cancellation of DA

Processing commenced	1/2 DA fee				Per Application	N	N	
	Last year fee 1/2 DA fee							
Processing largely completed	No refund				Per Application	N	N	
	Last year fee No refund							
Processing not commenced	Full DA fee				Per Application	N	N	
	Last year fee Full DA fee							

### Review of Determination

Not involving building work	50% of original DA fee				Per Application	N	Y	
	Last year fee 50% of original DA fee							
Dwelling <\$100,000	\$222.00	\$247.00	11.26%	\$25.00	Per Application	N	Y	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### All other Development Work

Less than \$5,000	\$68.66	\$71.24	3.76%	\$2.58	Per Application	N	Y	
\$5,001-\$250,000	\$182.56 + \$1.50 per \$1,000, or part thereof, above \$5,000				Per Application	N	Y	EPA Regulation 2021
	<b>Last year fee</b> \$175.94 + \$1.50 per \$1,000, or part thereof, above \$5,000							
\$250,001-\$500,000	\$722.47 + \$0.85 per \$1,000, or part thereof, above \$250,000				Per Application	N	Y	EPA Regulation 2021
	<b>Last year fee</b> \$696.25 + \$0.85 per \$1,000, or part thereof, above \$250,000							
\$500,001-\$1,000,000	\$998.54 + \$0.50 per \$1,000, or part thereof, above \$500,000				Per Application	N	Y	EPA Regulation 2021
	<b>Last year fee</b> \$962.30 + \$0.50 per \$1,000, or part thereof, above \$500,000							
\$1,000,001-\$10,000,000	\$1,355.88 + \$0.40 per \$1,000, or part thereof, above \$1,000,000				Per Application	N	Y	EPA Regulation 2021
	<b>Last year fee</b> \$1,306.67 + \$0.40 per \$1,000, or part thereof, above \$1,000,000							
Greater than \$10,000,001	\$6,238.37 + \$0.27 per \$1,000, or part thereof, above \$10,000,000				Per Application	N	Y	EPA Regulation 2021
	<b>Last year fee</b> \$6,011.97 + \$0.27 per \$1,000, or part thereof, above \$10,000,000							
Plus fee for required Notice under EPA Regulations	\$725.00	\$807.00	11.31%	\$82.00	Per Application	N	Y	

### Review of Determination per EPA Regulations (Rejection)

Less than \$100,000	\$64.00	\$71.24	11.31%	\$7.24	Per Application	N	Y	
\$100,001-\$1,000,000	\$256.40	\$194.81	-24.02%	-\$61.59	Per Application	N	Y	
Greater than \$1,000,001	\$381.92	\$325.05	-14.89%	-\$56.87	Per Application	N	Y	

### Modification of Consent at Applicants Request

4.55(1) – Minor Error/Discrepancy	\$89.04	\$92.00	3.32%	\$2.96	Per Application	N	Y	
4.55 (1A) & 4.56 (1) – Modification of minor environmental impact	\$839.00 or 50% or original fee whichever is lesser				Per Application	N	Y	
	<b>Last year fee</b> \$754.00 or 50% or original fee whichever is lesser							

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Other modifications not of minor environmental impact

4.55(2) Original fee was less than \$100.00	50% of original fee				Per Application	N	Y	
	Last year fee 50% of original fee							
Original fee was greater than \$101.00 (no works involved)	50% of original fee				Per Application	N	Y	
	Last year fee 50% of original fee							
No building or work involved: For dwelling house costing \$100,000 or less	\$222.00	\$247.00	11.26%	\$25.00	Per Application	N	Y	

### All other requests for modifications, based on estimated construction costs

Less than \$5,000	\$68.86	\$71.24	3.46%	\$2.38	Per Application	N	Y	
\$5,001-\$250,000	\$181.45 + \$1.50 per \$1,000, or part thereof, above \$5,000				Per Application	N	Y	EPA Regulation 2021
	Last year fee \$174.87 + \$1.50 per \$1,000, or part thereof, above \$5,000							
\$250,001-\$500,000	\$722.47 + \$0.85 per \$1,000, or part thereof, above \$250,000				Per Application	N	Y	EPA Regulation 2021
	Last year fee \$696.25 + \$0.85 per \$1,000, or part thereof, above \$250,000							
\$500,001-\$1,000,000	\$998.54 + \$0.50 per \$1,000, or part thereof, above \$500,000				Per Application	N	Y	EPA Regulation 2021
	Last year fee \$962.30 + \$0.50 per \$1,000, or part thereof, above \$500,000							
\$1,000,001-\$10,000,000	\$1,355.88 + \$0.40 per \$1,000, or part thereof, above \$1,000,000				Per Application	N	Y	EPA Regulation 2021
	Last year fee \$1306.67 + \$0.40 per \$1,000, or part thereof, above \$1,000,000							
Greater than \$10,000,001	\$6,238.37 + \$0.27 per \$1,000, or part thereof, above \$10,000,000				Per Application	N	Y	EPA Regulation 2021
	Last year fee \$6,011.97+ \$0.27 per \$1,000, or part thereof, above \$10,000,000							
Modification to consent requiring advertisement per EPA Act	\$778.00	\$866.00	11.31%	\$88.00	Per Application	N	Y	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Designated Development

### Integrated, Concurrence & Prohibited Development

Standard DA fee plus additional fee for Integrated Development and development requiring concurrence	\$175.94	\$182.56	3.76%	\$6.62	Per Application	N	Y	
Fee to be paid to Integrated Authority or Concurrence Authority	\$401.23	\$416.34	3.77%	\$15.11	Per Application	N	Y	
Giving Notice for Nominated Integrated Development - (Advertising)	\$1,386.06	\$1,438.25	3.77%	\$52.19	Per Application	N	Y	
Giving Notice for Prohibited Development - (Advertising)	\$1,386.06	\$1,438.25	3.77%	\$52.19	Per Application	N	Y	
Giving Notice for Other Developments	\$1,386.06	\$1,438.25	3.77%	\$52.19	Per Application	N	Y	

### Building Line Variation

### Privately Certified Certificate Registration via Planning Portal

Fee	\$39.00	\$40.00	2.56%	\$1.00		N	Y	
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### Engineering Plans Checking (design and construction) – based on cost of work

### Planning Proposal

Planning proposal application	At full cost to applicant	Per Application	N	N	
<div> <div>Last year fee</div> <div>At full cost to applicant</div> </div>					
Subject to \$4,500 deposit					

### SEPP Applications

### Long Service Levy

Part of the service may not be GST taxable

Long Service Levy fee for cost of works \$250,000 and over	0.35% of cost of all building work \$250,000 and over	Cost of work	N	Y	
<div> <div>Last year fee</div> <div>0.35% of cost of all building work \$25,000 and over</div> </div>					

### Construction Certificates

To \$5,000	\$350.00	\$365.75	4.50%	\$15.75	Per Application	Y	N	
\$5,001-\$100,000	\$480.00	\$502.00	4.58%	\$22.00	Per Application	Y	N	
\$100,001-\$250,000	\$1,000.00	\$1,045.00	4.50%	\$45.00	Per Application	Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Construction Certificates [continued]

Over \$250,000	\$1050.00 plus \$1.10 per \$1,000 above \$250,000				Per Application	Y	N	Adjusted for competitive neutrality
	<b>Last year fee</b> \$1005.00 plus \$1.10 per \$1,000 above \$250,000							

## Fee for Basix Certificate

### Section 68 Applications

On-site Waste Water management system	\$260.00	\$272.00	4.62%	\$12.00	Per Application	N	N	
Minor changes to existing OSSM system or scheduled inspection	\$94.50	\$99.00	4.76%	\$4.50	Per Application	N	N	
Sewer supply work	\$182.00	\$190.50	4.67%	\$8.50	Per Application	N	N	
Water supply work	\$182.00	\$190.50	4.67%	\$8.50	Per Application	N	N	
Stormwater supply work	\$182.00	\$190.50	4.67%	\$8.50	Per Application	N	N	
Install a manufactured home, moveable dwelling or associated structure	\$469.00	\$491.00	4.69%	\$22.00	Per Application	N	N	
Management of waste	\$117.50	\$123.00	4.68%	\$5.50	Per Application	N	N	
Community land	\$117.50	\$123.00	4.68%	\$5.50	Per Application	N	N	
Public Roads	\$117.50	\$123.00	4.68%	\$5.50	Per Application	N	N	
Caravan Park/camping ground	\$233.50	\$244.50	4.71%	\$11.00	Per Application	N	N	
Amusement Device	\$182.00	\$190.50	4.67%	\$8.50	Per Application	N	N	
Domestic oil or solid fuel heating appliance, other than a portable appliance	\$182.00	\$190.50	4.67%	\$8.50	Per Application	N	N	
Use a standing vehicle or any article for the purpose of selling any article in a public place	\$444.00	\$464.00	4.50%	\$20.00	Per Application	N	N	

## Building Inspections (including Compliance and Occupation Certificates)

Fire Safety Schedule (Inspection, Assessment & Schedule)	Price on Application				Price on Application	N	N	
	<b>Last year fee</b>							
Inspection	\$315.00	\$330.00	4.76%	\$15.00	Per inspection	Y	N	

## Building Certificates

### Domestic – Includes Initial inspection

Fee	\$250.00	\$250.00	0.00%	\$0.00	Per Dwelling	N	Y	
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Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Commercial

Building Certificates – building up to 200m <sup>2</sup>	\$250.00	\$250.00	0.00%	\$0.00	Per Building	N	Y	
Building Certificates – Fee for 201-2,000m <sup>2</sup>	\$250.00 plus \$0.50 per m <sup>2</sup> over 200m <sup>2</sup>				Per Building	N	Y	
	<b>Last year fee</b> \$250.00 plus \$0.50 per m <sup>2</sup> over 200m <sup>2</sup>							
Building Certificates – Fee for greater than 2,001m <sup>2</sup>	\$1,165.00 plus \$0.075 per m <sup>2</sup> over 2000m <sup>2</sup>				Per Building	N	Y	
	<b>Last year fee</b> \$1,165.00 plus \$0.075 per m <sup>2</sup> over 2000m <sup>2</sup>							

### Building Certificate – additional inspections (if required)

Fee	\$90.00	\$90.00	0.00%	\$0.00	Per Building	N	Y	
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### Copy of Building Certificate

Fee	\$13.00	\$13.00	0.00%	\$0.00	Per Copy	N	Y	
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### Additional fee where applicant /owner erected the building and:

Development consent, complying development consent or construction certificate consent was required and not obtained	Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding	Per Certificate	N	Y	
	<b>Last year fee</b> Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding				
Penalty notice has been issued for an offence under the Act in relation to erection of building and the penalty has been paid	Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding	Per Certificate	N	Y	
	<b>Last year fee</b> Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding				
Where Order No, 2, 12, 13, 15, 18 or 19 in the Schedule 5 of the Act has been issued	Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding	Per Certificate	N	Y	
	<b>Last year fee</b> Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding				
Where a person has been found guilty of an offence under the Act in relation to the erection of a building	Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding	Per Certificate	N	Y	
	<b>Last year fee</b> Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding				

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Additional fee where applicant /owner erected the building and: [continued]

Where the court has made a finding that the building was erected in contravention of a provision of the Act	Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding	Per Certificate	N	Y	
	<b>Last year fee</b> Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding				

### Building Indemnity Insurance

Solicitor Enquiry	\$67.00	\$70.50	5.22%	\$3.50	Per Enquiry	N	N	
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## Environmental Engineering

### Licensing Fees

#### General

Inspection of Underground Petroleum Storage Systems					Per inspection	N	N	
	<b>Last year fee</b>							
Advertisement/Advertising Structure Inspection	\$43.50	\$45.50	4.60%	\$2.00	Per Inspection	N	N	
Sandwich Board Inspection	\$44.00	\$46.00	4.55%	\$2.00	Per Inspection	N	N	
Cooling Tower Inspection (microbial Control)	\$182.00	\$190.50	4.67%	\$8.50	Per Inspection	N	N	
Essential Services (Fire Safety) Certificate Registration and Administration	\$48.00	\$50.50	5.21%	\$2.50	Per Inspection	Y	N	
Hairdresser/Beauty Salon/Skin Penetration Inspection	\$147.50	\$154.50	4.75%	\$7.00	Per Inspection	N	N	

### Food Premises

Annual Administration/Registration Fee (includes 1 inspection)	\$255.00	\$266.50	4.51%	\$11.50	Per Premises	N	Y	
Inspection Fee includes repeat inspection due to non-compliance, change of premises operator and if non compliance based on complaint.	\$185.50	\$194.00	4.58%	\$8.50	Per Premises Per Hour	N	N	
Issue of Improvement Notice	\$350.00	\$350.00	0.00%	\$0.00	Per Notice	N	Y	

### Swimming Pools

Registration on behalf of owner	\$11.00	\$11.00	0.00%	\$0.00	Per Pool/ Spa	Y	Y	
Exemption	\$106.00	\$106.00	0.00%	\$0.00	Per Pool/ Spa	N	Y	
Inspection	\$159.00	\$166.50	4.72%	\$7.50	Per Pool/ Spa	Y	N	
2nd inspection if 1st failed (no 3rd inspection fee)	\$106.00	\$111.00	4.72%	\$5.00	Per Pool/ Spa	Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Street Vendors

License/Approval Fee	\$117.50	\$117.50	0.00%	\$0.00	Per Vendor	N	N	
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### Petrol Pump Approvals

### Hoarding Approval Fees

### Onsite Sewerage Management Systems

Registration	\$46.50	\$46.50	0.00%	\$0.00	Per system	N	N	
Inspection	\$196.00	\$196.00	0.00%	\$0.00	Inspection	N	N	
Administration fee for non-inspected systems	\$50.50	\$50.50	0.00%	\$0.00	Per estimated system	N	N	

## Development Information

### Development Certificates

Section 10.7(2) Certificate (EPA) EPA Regulations 2000	\$66.51	\$69.00	3.74%	\$2.49		N	Y	
Section 10.7(5) Certificate (includes Notices and Orders information) EPA Regulations 2000	\$167.36	\$173.65	3.76%	\$6.29		N	Y	
Multiple copies of Certificates	\$16.50	\$16.50	0.00%	\$0.00	Per additional copy	N	N	
Section 735A Certificate	\$61.00	\$61.00	0.00%	\$0.00	Per Certificate	N	N	
Section 5(31) Certificates	\$61.00	\$61.00	0.00%	\$0.00	Per Certificate	N	N	

### Certificates

Confirmation of Development Information (Interpreting LEP, existing use rights, housing entitlements, file search)	\$117.50	\$117.50	0.00%	\$0.00	Per Hour	N	N	
Certified copy of an Environmental Planning Instrument/related document per EPA Act	\$53.00	\$53.00	0.00%	\$0.00	Per Copy	N	N	
Digital media of Council LEP, DCP or related Planning/Development Policy	\$21.50	\$21.50	0.00%	\$0.00	Per Disk	N	N	
Other copy of Council LEP, DCP or related Planning/Development Policy Documents <10 pages	\$41.50	\$41.50	0.00%	\$0.00	Per Document	N	N	
	\$8.00	\$8.00	0.00%	\$0.00	Per Document	N	N	
Documents 10-30 pages	\$14.00	\$14.00	0.00%	\$0.00	Per Document	N	N	
Documents 31-50 pages	\$28.00	\$28.00	0.00%	\$0.00	Per Document	N	N	
Documents >51 pages	\$53.00	\$53.00	0.00%	\$0.00	Per Document	N	N	



Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Certificates [continued]

Binders and covers (DCP)	\$69.00	\$69.00	0.00%	\$0.00	Per Document	N	N	
LEP full size colour map sheet	\$53.00	\$53.00	0.00%	\$0.00	Per Document	N	N	
Uralla Shire Biodiversity Strategy 2012	\$41.00	\$41.00	0.00%	\$0.00	Per Document	N	N	
Uralla Biodiversity Strategy Planning Outcomes Report 2013	\$14.00	\$14.00	0.00%	\$0.00	Per Document	N	N	

## Animal Control

### Companion Animal Regulation 2021 - Registration Category

Dog - Desexed (by relevant age)	\$75.00	\$75.00	0.00%	\$0.00	per animal	N	Y	
Dog - Desexed (by relevant age - eligible pensioner)	\$32.00	\$32.00	0.00%	\$0.00	Per Animal	N	Y	As per the Companion Animals Regulation 2021
Dog - Desexed (sold by pound/ shelter)	\$0.00	\$0.00	0.00%	\$0.00	Per Animal	N	Y	
Dog - Not desexed or desexed (after relevant age)	\$252.00	\$252.00	0.00%	\$0.00	Per Animal	N	Y	as per the Companion Animals Regulation 2021
Dog - Not Desexed (not recommended)	\$75.00	\$75.00	0.00%	\$0.00	Per Animal	N	Y	
Dog - Not Desexed (not recommended eligible pensioner)	\$32.00	\$32.00	0.00%	\$0.00	Per Animal	N	Y	
Dog - not desexed (recognised breeder)	\$75.00	\$75.00	0.00%	\$0.00	Per Animal	N	Y	as per the Companion Animals Regulation 2021
Dog - Working	\$0.00	\$0.00	0.00%	\$0.00	Per Animal	N	Y	
Dog - Service of the State	\$0.00	\$0.00	0.00%	\$0.00	Per Animal	N	Y	
Assistance Animal	\$0.00	\$0.00	0.00%	\$0.00	Per Animal	N	Y	
Cat - Desexed or Not Desexed	\$65.00	\$65.00	0.00%	\$0.00	Per animal	N	Y	As per The "Companion Animal Regulation 2021"
Cat - Desexed (eligible Pensioner)	\$32.00	\$32.00	0.00%	\$0.00	each	N	Y	
Cat - Desexed (sold by pound/ shelter)	\$0.00	\$0.00	0.00%	\$0.00	Per Animal	N	Y	
Cat - Not Desexed (not recommended)	\$65.00	\$65.00	0.00%	\$0.00	Per animal	N	Y	as per - The Companion Animals Regulation 2021
Cat - not Desexed (not recommended - eligible pensioner)	\$32.00	\$32.00	0.00%	\$0.00	each	N	Y	
Cat - not Desexed (recognised breeder)	\$65.00	\$65.00	0.00%	\$0.00	each	N	Y	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Companion Animal Regulation 2021 - Registration Category [continued]

Registration late fee	\$21.00	\$21.00	0.00%	\$0.00	Per animal	N	Y	as per the Companion Animals Regulation 2021
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### Companion Animal Regulation 2021 – Annual Permit Category

Cat not desexed by four months of age	\$92.00	\$92.00	0.00%	\$0.00	Per animal	N	Y	As per the Companion Animals Regulation 2021
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#### Companion Animals Regulation 2018 (Part 4, Sec 27)

All undesexed cats will require a permit as well as lifetime registration from July 2019.

Dangerous Dog	\$221.00	\$221.00	0.00%	\$0.00	Per animal	N	Y	As per the Companion Animals Regulation 2021
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#### Companion Animals Regulation 2018 (Part 4, Sec 27)

All dangerous/restricted dogs will require an annual permit as well as life time registration from July 2019.

Restricted Dog	\$221.00	\$442.00	100.00%	\$221.00	each	N	Y	
Permit late Fee	\$21.00	\$21.00	0.00%	\$0.00	Per animal	N	Y	as per the Companion Animals Regulation 2021

#### Companion Animals Regulation 2018 (Part 4, Sec 27)

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Companion Animal Control – Release/Sale/Surrender

Animal surrender	\$102.00	\$210.00	105.88%	\$108.00	Each	N	N	Fee should be inline with Armidale Animal Shelter fees & charges due to shared service. 2023 fee was \$110.00 Armidale council contacted 1/5/2024 fee would be increased by 100% for 2025/26 due to demand on shelter & low cost compared to surrounding councils.
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Fee is to be in line with Armidale councils fees and charges due to shared service. Fee charged per animal surrendered.  
 Fee is to be inline with Armidale council fees and charges due to shared service. Fee charged per animal surrender.

First Release	\$75.00	\$83.00	10.67%	\$8.00	Each	N	N	Fee should be inline with Armidale Animal Shelter fees & charges due to Shared service. First Release Fee for Armidale Shelter 2022/2023 was \$80.00. Starting point for 2024/2025 fee should be \$80.00
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This fee is set by by Armidale council. Uralla councils fee for this service is inline with Armidale councils fees and charges due to shared service of companion animal shelter.  
 Fee charged per animal impounded for first offence in any 12month period.  
 Armidale council has not advised of any fee change for this period.

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Companion Animal Control – Release/Sale/Surrender [continued]

Second Release (within 12 months)	\$135.00	\$150.00	11.11%	\$15.00	Each	N	N	Fee should be inline with Armidale Animal Shelter fees & charges due to shared service. Second Release Fee for Armidale Shelter 2023/2024 was \$145.00. Armidale advised to increase with cpi
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Fee charged per animal impounded for the second time in any 12month period.

This fee is set by Armidale council. Uralla councils fee for this service is inline with Armidale council fees and charges due to shared service of companion animals shelter.

Fee charged per animal impounded for second time in any 12month period.

Armidale council have not advised of any increase to this service.

Daily Charge, Sustenance	\$25.00	\$31.00	24.00%	\$6.00	Per Day	N	N	Fee should be inline with Armidale Animal Shelter fees & charges due to shared service. Sustenance Fee for Armidale Shelter 2023/2024 was \$30.00- per day animal in pound/ shelter Armidale advised to increase with cpi
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Charged per animal for each day the animal remains impounded.

This fee is set by Armidale council. Uralla councils fee for this service is line with Armidale councils fee and charges due to shared service of companion animal shelter.

Armidale council has not advised of on an increase to this service for this period.

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Dog Control – Training Aids

Hire of anti-barking collar (Citronella)	\$70.50	\$77.50	9.93%	\$7.00	Per fortnight or minimum charge	Y	N	Fee should be inline with Armidale Animal Shelter fees & charges due to shared service. Armidale fee 2024/2025 was \$75.00 Armidale advised to increase with cpi
hire of collar for two week period minimum period.								
Deposit for anti-barking collar (Citronella)	\$50.00	\$52.50	5.00%	\$2.50	Bond	Y	N	
deposit for collar hire. Refudable if collar returned in working order.								
Hire of Trap	\$11.00	\$60.90	453.64%	\$49.90	Per Hire	Y	N	fee should be inline with Armidale shelter. Fee was \$55.00 2023/24 + \$100.00 refundable deposit for seven-day hire. \$10.00 for each day after 7days. (Cat Trap Hire) Armidale advised to increase with cpi
Hire fee for seven days use of tap.								
Trap deposit	\$119.50	\$100.00	-16.32%	-\$19.50		N	N	Armidale shelter Cat trap deposit \$100.00 refundable - trap returned in working order.
Deposit – refundable								

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Stock Control – Release Fees

Call Out Fee/Stock Impounding	\$135.00	\$150.00	11.11%	\$15.00	Per Hour	N	N	(Call out Fee per hour stock control) - inline with Armidale council. 2023/2024 Armidale council callout fee was \$145.00 per hour. fee was not inline with Armidale to increase with cpi
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Fee charged per hour for every hour taken to impound animals.

### Sheep/Goats

Impounded between 6.00 am-6.00 pm Monday to Friday	\$52.50	\$32.00	-39.05%	-\$20.50	Per Animal	N	N	Armidale fee 2023/24 was \$30.00 to increase with cpi from \$30.00
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Fee charged per animal impounded between hours of 6am to 6pm Monday to Friday.

Impounded between 6.00 pm-6.00 am or on any time on Weekends & Public Holidays	\$103.00	\$44.00	-57.28%	-\$59.00	Per Animal	N	N	keep this fee in line with Armidale council Fees & Charges Armidale fee 2023/24 was \$40.00 to increase with cpi from \$40.00
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### Other Animals

Impounded between 6.00 am-6.00 pm Monday to Friday	\$55.00	\$62.00	12.73%	\$7.00	Per Animal	N	N	Charged per animal impounded. Fee should be in line with Armidale council. Armidale fee 2023/24 was \$60.00
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Fee charged per animal impounded between hours of 6am to 6pm Monday to Friday.

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Other Animals [continued]

Impounded between 6.00 pm-6.00 am or on any time on Weekends and Public Holidays	\$95.00	\$103.50	8.95%	\$8.50	Per Animal	N	N	Armidale councils fee 2023/24 \$100.00
Fee charged per animal impounded during a weekend or public holiday period.								

### Sustenance Costs

Sheep/Goats	\$15.60	\$21.00	34.62%	\$5.40	Per head / per day	N	N	Fee inline with Armidale council fees and charges Armidale fee 2023/24 was \$20.00
Other animals	\$31.00	\$36.50	17.74%	\$5.50	Per head / per day	N	N	Fee should be in line with Armidale council Fees. 2023/24 Armidale council fee was \$35.00
Fee charged per animal for each day the animal remains impounded.								

### Other Animal Fees

Damages to garden or growing crop	Full Cost Recovery	Per Animal	N	N
	Last year fee Full Cost Recovery			
Fee for veterinary care	Full Cost Recovery	Per Animal	N	N
	Last year fee Full Cost Recovery			
Fee for advertising	Full Cost Recovery	Per Animal	N	N
	Last year fee Full Cost Recovery			
Fee for sale of animals	Full Cost Recovery	Per Animal	Y	N
	Last year fee Full Cost Recovery			
Fee for serving notices	Full Cost Recovery	Per Animal	N	N
	Last year fee Full Cost Recovery			
Truck/Float Hire	Full Cost Recovery	Per Animal	N	N
	Last year fee Full Cost Recovery			

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Other Regulatory Fees

Vehicle Impounding	\$140 Impounding Fee + \$12 per night Vehicle remains impounded Full cost recovery for Towing vehicle from location to impounding yard.	Per Vehicle	N	N	
	<b>Last year fee</b> \$140 Impounding Fee + \$12 per night Vehicle remains impounded Full cost recovery for Towing vehicle from location to impounding yard.				
Full cost recovery plus impounding fee plus fee for each day vehicle remains impounded. Daily fee can only be charged for a period of 28 days. Towing company to provide estimation of vehicle value with towing invoice. Cliff wright towing company used. section 16 impounding act					

### Animal Permit

## Administrative Services

### Corporate Records

#### Printing and copying (non self-service)

A4 Black and White	\$0.65	\$0.70	7.69%	\$0.05	Per single sided page	Y	N	CPI 4.5% + Standard Rounding of Fees
A4 Colour	\$1.25	\$1.35	8.00%	\$0.10	Per single sided page	Y	N	CPI 4.5% + Standard Rounding of Fees
A3 Black and White	\$1.25	\$1.35	8.00%	\$0.10	Per single sided page	Y	N	CPI 4.5% + Standard Rounding of Fees
A3 Colour	\$2.44	\$2.55	4.51%	\$0.12	Per single sided page	Y	N	CPI 4.5% + Standard Rounding of Fees

### Public Access Act (GIPA) Income

Photocopy, printing and postage fees also apply.

Note that if the information sought is made publicly available within three working days after the applicant is granted access, then the applicant is entitled to a full waiver of the processing charge.

GIPA Application Fee	\$30.00	\$30.00	0.00%	\$0.00	Application	N	Y	
GIPA Processing Fee – per hour after the first hour	\$30.00	\$30.00	0.00%	\$0.00	Per Hour	N	Y	per hour charge rate after the first hour
GIPA Processing Fee – hardship (Pensioner Concession card issued by the Commonwealth that is in force; or an enrolled full-time student; or a not-for-profit organisation)	\$15.00	\$15.00	0.00%	\$0.00	Per Hour	N	Y	



Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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## Public Access Act (GIPA) Income [continued]

GIPA Advance Deposit	50% of total Processing Fee				Per Application	N	Y	
	Last year fee 50% of total Processing Fee							
GIPA Internal Review	\$40.00	\$40.00	0.00%	\$0.00	Per Matter	N	Y	

## Council Chamber/Office Room Hire

### Hire of Meeting Rooms and Facilities

Council Chambers	\$225.00	\$225.00	0.00%	\$0.00	Per day or part thereof	Y	N	
Non local groups – includes video, TV, whiteboard, kitchen facilities and complimentary tea and coffee								

## Other Miscellaneous Fees and Charges

### Sale of document copies

Development Control Plan	\$31.00	\$32.50	4.84%	\$1.50	Each	N	N	CPI 4.5% + Standard Rounding of Fees
Local Environment Plan (LEP)	\$42.50	\$44.50	4.71%	\$2.00	Each	N	N	CPI 4.5% + Standard Rounding of Fees
State of Environment Report	\$13.80	\$14.50	5.07%	\$0.70	Each	N	N	CPI 4.5% + Standard Rounding of Fees

## Financial Services

### General Income

#### Rate/Valuation Enquiries

Written/complex response to a rating or valuation enquiry	By quotation, charged at \$63.00 per hour excl GST				Per Invoice	N	N	
	Last year fee By quotation, charged at \$60.00 per hour excl GST							
Copy of rate notice	\$19.80	\$20.00	1.01%	\$0.20	Per Copy	N	N	

### Miscellaneous Fees

Incorrect Account Payment Re-Allocation Fee	\$0.00	\$30.00	∞	\$30.00	Per Transaction	Y	N	
Admin fee to redirect payment made to incorrect account								
Rates and Water Refund Processing Fee	\$0.00	\$30.00	∞	\$30.00		Y	N	

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	Increase \$	Unit	GST	Statutory	Comment
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### Miscellaneous Fees [continued]

Section 603 Certificates						N	Y	Under section 603 of the Act, councils may issue a certificate as to the amount (if any) of rates, charges, etc. due or payable to the council for a parcel of land. Section 603(2) states the application must be accompanied by the approved fee. In accordance with the approved methodology, the approved fee for 2024-25 is determined to be \$100.
Last year fee								
Fee charged will be as per the Statutory charge set by the Office of Local Government								
Dishonoured Cheque Fee	\$46.64	\$48.00	2.92%	\$1.36	Per Cheque	N	N	
Certificate Refund Fee	\$11.66	\$12.00	2.92%	\$0.34	Per application	Y	N	

Fee Name	Parent Name	Page
<b>Index of all Fees</b>		
<b>0</b>		
0-15 km	[Client Contributions – Individual return transport]	24
<b>1</b>		
1 seater	[Lounges]	9
101-150 km	[Client Contributions – Individual return transport]	24
140L Wheelie Bin	[Waste Product Sales]	8
151-200 km	[Client Contributions – Individual return transport]	24
16-50 km	[Client Contributions – Individual return transport]	24
<b>2</b>		
2 seater	[Lounges]	9
201-250 km	[Client Contributions – Individual return transport]	24
240L Wheelie Bin	[Waste Product Sales]	8
251-300 km	[Client Contributions – Individual return transport]	24
2nd inspection if 1st failed (no 3rd inspection fee)	[Swimming Pools]	33
<b>3</b>		
3 seater	[Lounges]	9
<b>4</b>		
4.55 (1A) & 4.56 (1) – Modification of minor environmental impact	[Modification of Consent at Applicants Request ]	28
4.55(1) – Minor Error/Discrepancy	[Modification of Consent at Applicants Request ]	28
4.55(2) Original fee was less than \$100.00	[Other modifications not of minor environmental impact]	29
4X4	[Tyres]	10
<b>5</b>		
5 Hill Street, Uralla	[Uralla Pre-School ]	16
51-100 km	[Client Contributions – Individual return transport]	24
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A3 Black and White	[Photocopies and Printing (self-service)]	14
A3 Black and White	[Printing and copying (non self-service)]	42
A3 Colour	[Photocopies and Printing (self-service)]	14
A3 Colour	[Printing and copying (non self-service)]	42
A4 (Black and White)	[Photocopies and Printing (non self-service)]	14
A4 (Colour)	[Photocopies and Printing (non self-service)]	14
A4 Black and White	[Photocopies and Printing (self-service)]	14
A4 Black and White	[Printing and copying (non self-service)]	42
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A4 Colour	[Printing and copying (non self-service)]	42
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Additional 240L Commercial Waste Service (Kentucky)	[Commercial Waste]	13
Additional 240L Commercial Waste Service (Uralla, Bundarra, Invergowrie)	[Commercial Waste]	13
Additional Kerbside General Waste service 240L (Kentucky)	[Domestic Waste Management]	11
Additional kerbside recycling service 240L - residential or commercial (all areas except Kentucky)	[Domestic Waste Management]	11
Additional lines on plaque	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	15

Fee Name	Parent Name	Page
<b>A [continued]</b>		
Additional persons	[Bundarra Caravan Park]	17
Additional persons >2	[Queen Street Uralla Caravan Park]	16
Additional Signs	[Development Application]	26
Adjoining owner charges (in conjunction with works program)	[Kerb and Guttering]	6
Administration (Private Clients) - Monthly	[Private Clients]	20
Administration fee for non-inspected systems	[Onsite Sewerage Management Systems]	34
Advertisement/Advertising Structure Inspection	[General]	33
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Affiliated Centre Tenants	[Large Group Room]	16
Affiliated Centre Tenants	[Small Group Room]	16
All breakages will be charged at replacement cost	[Kitchen (large room only)]	17
All groups: Including crockery and cutlery	[Kitchen (large room only)]	17
All other white goods	[Appliances]	10
Allied Health	[Commonwealth Home Support Programme]	22
Alma Park: Connect power to bandstand	[Casual Hiring Fee]	13
Amusement Device	[Section 68 Applications]	31
Animal surrender	[Companion Animal Control – Release/Sale/Surrender]	37
Annual Administration/Registration Fee (includes 1 inspection)	[Food Premises]	33
Asbestos – asbestos bag including disposal cost, maximum 0.5 cubic metre	[Asbestos]	11
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Assistance Animal	[Companion Animal Regulation 2021 - Registration Category]	35
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Books of 20 – Adult	[Admittance Fees]	13
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Call Out Fee/Stock Impounding	[Stock Control – Release Fees]	40
Canteen hire (two available) #	[Field Hire]	13
Canteen hire bond (for non-regular user groups and for those outside of Uralla Shire area)	[Field Hire]	13
Car	[Tyres]	10
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Cat - Desexed (sold by pound/shelter)	[Companion Animal Regulation 2021 - Registration Category]	35
Cat - Desexed or Not Desexed	[Companion Animal Regulation 2021 - Registration Category]	35
Cat - not Desexed (not recommended - eligible pensioner)	[Companion Animal Regulation 2021 - Registration Category]	35
Cat - Not Desexed (not recommended)	[Companion Animal Regulation 2021 - Registration Category]	35
Cat - not Desexed (recognised breeder)	[Companion Animal Regulation 2021 - Registration Category]	35

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Commercial event bin charge (per bin)	[Commercial Recycling]	12
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Commercial Kerbside Waste Service 240L General Waste (Kentucky)	[Commercial Waste]	13
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Commercial Users	[Large Group Room]	16
Commercial Waste - Bulk - Sorted	[Commercial Waste]	10
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Commercial/Bulk Green Waste Charges - Large Truck 10 Cubic Metres	[Uncontaminated garden and wood waste (Green Waste)]	8
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Commercial/Bulk Green Waste Disposal (per cubic metre)	[Uncontaminated garden and wood waste (Green Waste)]	8
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Council required to return to property to read meter (e.g. where meter access is denied by locked yards/ gates etc)	[Other Costs]	5
<b>D</b>		
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Development consent, complying development consent or construction certificate consent was required and not obtained	[Additional fee where applicant /owner erected the building and:]	32
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Dog - Desexed (sold by pound/shelter)	[Companion Animal Regulation 2021 - Registration Category]	35
Dog - Not Desexed (not recommended eligible pensioner)	[Companion Animal Regulation 2021 - Registration Category]	35
Dog - Not Desexed (not recommended)	[Companion Animal Regulation 2021 - Registration Category]	35
Dog - not desexed (recognised breeder)	[Companion Animal Regulation 2021 - Registration Category]	35
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Domestic Assistance - Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	18
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Domestic Waste Management Charge (Kentucky) 240L	[Non-Rateable Waste Management]	12
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GIPA Processing Fee – hardship (Pensioner	[Public Access Act (GIPA) Income]	42
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GIPA Processing Fee – per hour after the first hour	[Public Access Act (GIPA) Income]	42
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Fee Name	Parent Name	Page
<b>M [continued]</b>		
Manual Collection bi-weekly – Cardboard Only	[Commercial Recycling]	12
Manual Collection Weekly – Cardboard Only	[Commercial Recycling]	12
Medium animals – e.g. goats, sheep, pigs	[Dead Animals]	10
Medium tractor tyre, 1 m-1.9 m	[Tyres]	10
Minor changes to existing OSSM system or scheduled inspection	[Section 68 Applications]	31
Modification to consent requiring advertisement per EPA Act	[All other requests for modifications, based on estimated construction costs]	29
Motorcycle	[Tyres]	10
Multiple copies of Certificates	[Development Certificates]	34
<b>N</b>		
No building or work involved: For dwelling house costing \$100,000 or less	[Other modifications not of minor environmental impact]	29
Non NTCRS e-waste	[E-Waste]	9
Non Standard Resident	[Daily Fees]	23
Non-Pensioner	[Respite]	23
Non-residential sewer access charge	[Access and Supply]	5
Not involving building work	[Review of Determination ]	27
NTCRS eligible e-waste	[E-Waste]	9
<b>O</b>		
On-site Waste Water management system	[Section 68 Applications]	31
Original fee was greater than \$101.00 (no works involved)	[Other modifications not of minor environmental impact]	29
Other (private) works	[General Services]	6
Other animals	[Sustenance Costs]	41
Other copy of Council LEP, DCP or related Planning/ Development Policy	[Certificates]	34
Over \$250,000	[Complying Development Certificates – Fees based on construction cost]	25
Over \$250,000	[Construction Certificates]	31
Overnight Respite - HCP	[HCP Clients]	18
Overnight Respite - Private Clients	[Private Clients]	21
<b>P</b>		
Package Management HCP Level 1 - Fortnightly	[HCP Clients]	18
Package Management HCP Level 2 - Fortnightly	[HCP Clients]	18
Package Management HCP Level 3 - Fortnightly	[HCP Clients]	18
Package Management HCP Level 4 - Fortnightly	[HCP Clients]	19
Penalty notice has been issued for an offence under the Act in relation to erection of building and the penalty has been paid	[Additional fee where applicant /owner erected the building and:]	32
Pensioner	[Respite]	23
Per application	[Building Entitlement Confirmation Fee]	26
Per Unit	[Hill Street Uralla ]	16
Permanents with metered site	[Longer stays (7 nights for 6)]	16
Permission to carry out work at existing grave, includes monument erection and inspection	[Uralla and Bundarra Lawn Cemeteries]	15
Permission to carry out work at existing grave, includes monument erection and inspection	[Uralla and Bundarra Old Section Cemeteries]	15
Permit late Fee	[Companion Animal Regulation 2021 – Annual Permit Category ]	36
Personal care	[Commonwealth Home Support Programme]	21
Personal Care - Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	19
Personal Care – Mon to Fri 6am to 6pm (Private clients)	[Private Clients]	20
Personal Care - Public Holiday (HCP clients)	[HCP Clients]	19
Personal Care - Sat (HCP clients)	[HCP Clients]	19
Personal Care – Sat (Private clients)	[Private Clients]	20
Personal Care - Sun (HCP clients)	[HCP Clients]	19
Personal Care – Sun (Private clients)	[Private Clients]	20
Phased Resident	[Daily Fees]	23
Placement of ashes	[Uralla and Bundarra Lawn Cemeteries]	15
Placement of ashes	[Uralla and Bundarra Old Section Cemeteries]	15
Plan Management	[NDIS]	22

Fee Name	Parent Name	Page
<b>P [continued]</b>		
Planning proposal application	[Planning Proposal]	30
Plus fee for required Notice under EPA Regulations	[All other Development Work]	28
Plus fee per additional lot created	[Subdivision Fees]	27
Plus fee per additional lot created	[Subdivision Fees]	27
Plus fee per additional lot created	[Subdivision Fees]	27
Power for metered site	[Longer stays (7 nights for 6)]	16
Powered site for up to 2 persons	[Queen Street Uralla Caravan Park]	16
Powered site for up to 2 persons	[Bundarra Caravan Park]	17
Private works (not in conjunction with works program)	[Kerb and Guttering]	6
Processed sludges from water & sewage treatment (in solid form only, liquid not accepted)	[Bio solids]	11
Processing commenced	[Refund of DA fee for cancellation of DA]	27
Processing Fee	[Lost, damaged or stolen books]	14
Processing Fee	[Subdivision Certificate / Title Plan Processing Fee]	27
Processing largely completed	[Refund of DA fee for cancellation of DA]	27
Processing not commenced	[Refund of DA fee for cancellation of DA]	27
Protected Resident	[Daily Fees]	23
Provide junction and connection beyond 4m from sewer main	[Sewer Connection Charges]	5
Provide junction to main on property, up to 4 m	[Sewer Connection Charges]	5
Public Roads	[Section 68 Applications]	31
Purchase of Double Depth Plot (does not include plaque)	[Uralla and Bundarra Lawn Cemeteries]	15
Purchase of Niche in garden	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	15
Purchase of Niche in wall and Interment of Ashes *	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	15
Purchase of plot - Double depth	[Uralla and Bundarra Old Section Cemeteries]	15
Purchase of plot - Single Depth	[Uralla and Bundarra Old Section Cemeteries]	15
<b>Q</b>		
Queen	[Mattresses]	9
<b>R</b>		
Rates and Water Refund Processing Fee	[Miscellaneous Fees]	43
Record search for burial details (after 15 minutes)	[Searches]	14
Recyclable materials, sorted only	[Sorted Recycling]	8
Registered Nurse - Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	19
Registered Nurse - Mon to Fri 6am to 6pm (Private clients)	[Private Clients]	20
Registered Nurse - Public Holiday (HCP clients)	[HCP Clients]	19
Registered Nurse - Sat (HCP clients)	[HCP Clients]	19
Registered Nurse - Sat (Private clients)	[Private Clients]	20
Registered Nurse - Sun (HCP clients)	[HCP Clients]	19
Registered Nurse - Sun (Private clients)	[Private Clients]	20
Registration	[Onsite Sewerage Management Systems]	34
Registration late fee	[Companion Animal Regulation 2021 - Registration Category]	36
Registration on behalf of owner	[Swimming Pools]	33
Removal of plaques	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	15
Replacement of broken or missing chairs and tables (hall or external use)	[External Equipment Hire]	17
Residential Flats/Units	[Landscaping Bonds]	6
Residential sewer access charge	[Access and Supply]	5
Respite	[Commonwealth Home Support Programme]	21
Restricted Dog	[Companion Animal Regulation 2021 – Annual Permit Category ]	36
Road Restoration Fees	[Road Restoration Fees]	7
<b>S</b>		
Sandwich Board Inspection	[General]	33
Second Release (within 12 months)	[Companion Animal Control – Release/Sale/Surrender]	38
Section 10.7(2) Certificate (EPA)	[Development Certificates]	34
Section 10.7(5) Certificate (includes Notices and Orders information)	[Development Certificates]	34
Section 5(31) Certificates	[Development Certificates]	34
Section 603 Certificates	[Miscellaneous Fees]	44

Fee Name	Parent Name	Page
<b>S [continued]</b>		
Section 7.11 Contributions	[Section 7.11 Contributions]	25
Section 735A Certificate	[Development Certificates]	34
Self-Care Activities	[NDIS]	22
Sewer supply work	[Section 68 Applications]	31
Sheep/Goats	[Sustenance Costs]	41
Showers	[Bundarra Caravan Park]	17
Shredded Tyres	[Tyres]	10
Single	[Mattresses]	9
Single Admission Fee – Adult	[Admittance Fees]	13
Single Admission Fee – Child	[Admittance Fees]	13
Small domestic animals e.g. cats, chickens, possums, dogs	[Dead Animals]	10
Small Regular Usage – eg sporting clubs	[Bundarra School of Arts Hall]	17
Small tractor tyre, up to 1 m	[Tyres]	10
Social Outing	[Client Contributions – Group return transport]	24
Social Support – Group	[Commonwealth Home Support Programme]	22
Social Support – Individual	[Commonwealth Home Support Programme]	21
Social Support - Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	19
Social Support – Mon to Fri 6am to 6pm (Private clients)	[Private Clients]	20
Social support - Public Holiday (HCP clients)	[HCP Clients]	19
Social Support – Public Holiday (Private clients)	[Private Clients]	20
Social Support - Sat (HCP clients)	[HCP Clients]	19
Social Support – Sat (Private clients)	[Private Clients]	20
Social support - Sun (HCP clients)	[HCP Clients]	19
Social Support – Sun (Private clients)	[Private Clients]	20
Solicitor Enquiry	[Building Indemnity Insurance]	33
Staff Escort	[Transport Residents]	23
Standard DA fee plus additional fee for Integrated Development and development requiring concurrence	[Integrated, Concurrence & Prohibited Development ]	30
Standard Resident	[Daily Fees]	22
State of Environment Report	[Sale of document copies]	43
Stormwater supply work	[Section 68 Applications]	31
Subdivisions – No opening of a New Road	[Subdivision Fees]	27
Subdivisions – Opening of a New Road	[Subdivision Fees]	27
Subdivisions – Strata	[Subdivision Fees]	27
Super single	[Tyres]	10
Supply & install pressure sewer unit & house service – Bundarra only	[Sewer Connection Charges]	5
Surcharge for digging of grave by hand	[Uralla and Bundarra Lawn Cemeteries]	15
Surcharge for digging of grave by hand	[Uralla and Bundarra Old Section Cemeteries]	15
Surcharge for family presence at interment after hours	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	15
<b>T</b>		
Tables	[External Equipment Hire]	17
To \$5,000	[Complying Development Certificates – Fees based on construction cost]	25
To \$5,000	[Construction Certificates]	30
To Tamworth	[Transport Residents]	23
Trade Waste – Annual Inspection Fee	[Trade Waste]	6
Trade Waste - Non-Compliance Charge	[Trade Waste]	6
Trade Waste – usage	[Trade Waste]	6
Trap deposit	[Dog Control – Training Aids]	39
Travel (HCP clients)	[HCP Clients]	19
Travel (Private Clients)	[Private Clients]	20
Treated sewage effluent charge from the Uralla STP	[Water Sales]	4
Truck	[Tyres]	10
Truck/Float Hire	[Other Animal Fees]	41
<b>U</b>		
Unconnected lot sewer access charge	[Access and Supply]	5
Uncontaminated Food and garden organic waste: wheelie bin	[Uncontaminated garden and wood waste (Green Waste)]	8

Fee Name	Parent Name	Page
<b>U [continued]</b>		
Uncontaminated garden and wood waste : Car, Sedan, Wagon, Utility or Small Trailer *	[Uncontaminated garden and wood waste (Green Waste)]	9
Uninhabited, unpowered tent site	[Queen Street Uralla Caravan Park]	16
Unpowered site for up to 2 persons	[Queen Street Uralla Caravan Park]	16
Unpowered site for up to 2 persons	[Bundarra Caravan Park]	17
Uralla and Bundarra Connection Charge to water main, connection over 4 m	[Water Connection Fees]	4
Uralla and Bundarra Connection Charge to water main, up to 4 m	[Water Connection Fees]	4
Uralla Biodiversity Strategy Planning Outcomes Report 2013	[Certificates]	35
Uralla Rural Property Address signage scheme (Blue)	[Rural Addressing]	7
Uralla Shire Biodiversity Strategy 2012	[Certificates]	35
Uralla Sporting Complex #	[Field Hire]	13
Urban Business and Industrial	[Storm Water Management]	4
Urban Residential Levy	[Storm Water Management]	4
Urban Strata Residential Levy	[Storm Water Management]	4
Usage charge	[Access and Supply]	5
Use a standing vehicle or any article for the purpose of selling any article in a public place	[Section 68 Applications]	31
Utility/6 x 4 trailer	[Residential Waste (Sorted)]	8
Utility/6 x 4 trailer	[Clean brick, Concrete, Tile]	9
Utility/6 x 4 trailer, heaped	[Residential Waste (Sorted)]	8
Utility/6x4 trailer	[Residential Waste (Unsorted)]	8
Utility/6x4 trailer, heaped	[Residential Waste (Unsorted)]	8
<b>V</b>		
Vase	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	15
Vehicle Impounding	[Other Regulatory Fees]	42
<b>W</b>		
Water Access Charge Uralla and Bundarra	[Access and Supply]	4
Water Meter Special read	[Other Water Fees and Charges]	4
Water Meter supplied and fitted (20 mm) or replaced	[Other Water Fees and Charges]	4
Water Meter Testing only	[Other Water Fees and Charges]	4
Water Supply – consumption charge	[Access and Supply]	4
Water supply work	[Section 68 Applications]	31
Weekly Powered site for up to 2 persons	[Longer stays (7 nights for 6)]	16
Weekly Unpowered site for up to 2 persons	[Longer stays (7 nights for 6)]	16
Wheelie Bin (up to 240 L, per bin)	[Clean brick, Concrete, Tile]	9
Wheelie Bin (up to 240 Litre, per bin)	[Residential Waste (Sorted)]	8
Wheelie Bin (Up to 240L and per bin)	[Residential Waste (Unsorted)]	8
Where a person has been found guilty of an offence under the Act in relation to the erection of a building	[Additional fee where applicant /owner erected the building and:]	32
Where Order No, 2, 12, 13, 15, 18 or 19 in the Schedule 5 of the Act has been issued	[Additional fee where applicant /owner erected the building and:]	32
Where the court has made a finding that the building was erected in contravention of a provision of the Act	[Additional fee where applicant /owner erected the building and:]	33
Written/complex response to a rating or valuation enquiry	[Rate/Valuation Enquiries]	43
<b>Other</b>		
- Acceptable quantities will be based on available stockpiling space at Uralla landfill	[Certified ENM and VENM]	11
\$1,000,001-\$10,000,000	[Development Applications – Building Works – Based on cost of works]	26
\$1,000,001-\$10,000,000	[All other Development Work]	28
\$1,000,001-\$10,000,000	[All other requests for modifications, based on estimated construction costs]	29
\$100,001-\$1,000,000	[Review of Determination per EPA Regulations (Rejection)]	28
\$100,001-\$250,000	[Complying Development Certificates – Fees based on construction cost]	25
\$100,001-\$250,000	[Construction Certificates]	30
\$250,001-\$500,000	[Development Applications – Building Works – Based on cost of works]	26
\$250,001-\$500,000	[All other Development Work]	28

Fee Name	Parent Name	Page
<b>Other</b> [continued]		
\$250,001-\$500,000	[All other requests for modifications, based on estimated construction costs]	29
\$5,001-\$100,000	[Complying Development Certificates – Fees based on construction cost]	25
\$5,001-\$100,000	[Construction Certificates]	30
\$5,001-\$250,000	[All other Development Work]	28
\$5,001-\$250,000	[All other requests for modifications, based on estimated construction costs]	29
\$5,001-\$50,000	[Development Applications – Building Works – Based on cost of works]	25
\$50,001-\$250,000	[Development Applications – Building Works – Based on cost of works]	26
\$500,001-\$1,000,000	[Development Applications – Building Works – Based on cost of works]	26
\$500,001-\$1,000,000	[All other Development Work]	28
\$500,001-\$1,000,000	[All other requests for modifications, based on estimated construction costs]	29

DRAFT

**14.11 Tablelands Community Support - Quality Audit against Aged Care Quality Standards**


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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Director Corporate &amp; Community</b>
<b>Authorised By:</b>	<b>General Manager</b>
<b>Reference:</b>	UINT/24/9387

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<b>Attachments:</b>	1. Performance Report <a href="#">↓</a>
	2. Notice of Direction to Revise Plan of Continuous Improvement <a href="#">↓</a>
	3. Plan for Continuous Improvement_200492_31-08-2024 <a href="#">↓</a>
	4. Notice of Direction - 14 June 2024 <a href="#">↓</a>

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

A recent audit of Tablelands Community Support (TCS) for performance against the Aged Care Quality Standards (Quality Standards) conducted by the Aged Care Quality and Safety Commission (the Commission) in April 2024 identified non-compliance against three of the eight Quality Standards.

Progress to date to mediate the non-compliance has been proactive with a revised Quality Improvement Plan (QIP) detailing how the non-compliance will be addressed, was endorsed by the Commission 14 June 2024. This revised plan met the requirements of the Plan of Continuous Improvement Notice Direction and no further action will be taken at this stage regarding TCS working towards compliance.

However, until TCS provides further evidence to the Commission demonstrating that the non-compliance with the Quality Standards has been resolved, the findings of non-compliance for TCS will remain in effect.

The date identified by management for TCS to return to compliance is 31 August 2024. On this date TCS will contact the Commission and provide supporting evidence of compliance for the Commission's consideration and further assessment for compliance against the Quality Standards.

**RECOMMENDATION**

That Council:

- i. Notes the current status of non-compliance by Uralla Shire Council (the identified service provider) against the Aged Care Quality Standards will remain current until evidence of compliance is received by the Aged Care Quality and Safety Commission.
- ii. Notes Tablelands Community Support has revised their Plan for Continuous Improvement with actions to remediate non-compliance and that this plan has been endorsed by the Aged Care and safety Commission.
- iii. Notes the date for Tablelands Community Support to remediate the non-compliance is 31 August 2024.
- iv. Notes the risks to Uralla Shire Council as the *identified service provider*.
- v. Notes the attached documents:

- a. Performance Report from the Commission
- b. Plan of Continuous Improvement Notice Direction
- c. Revised Plan of Continuous Improvement
- d. Notice of Direction with no immediate action

## REPORT

1. Community Aged Care funding is from the Commonwealth Department of Health and Aged Care under the Aged Care Act 1997.
2. The Aged Care Quality and Safety Commission's role is to protect and improve the safety, health, wellbeing, and quality of life for people receiving aged care services by periodic assessment of each aged care provider's performance against the Quality Standards.
3. Tablelands Community Support (TCS) received a Direction from the Commission to make improvements to their service delivery due to minor compliance issues. This Direction was a result of an audit conducted in April 2024 by the Commission found TCS was not meeting some of its aged care responsibilities as detailed in the Aged Care Quality Standards. These Standards outline how aged care services can provide safe, effective quality care.
4. The Commission's Performance Report for TCS is available in the public domain: <https://www.agedcarequality.gov.au/services/council-shire-uralla-uralla-200492>
5. The quality audit found TCS was not compliant with three of the eight Quality Standards, namely Standards 2, 3 and 8 across both service streams: Home Care Packages and Commonwealth Home Support Programmes as detailed below:

### Assessment summary for Home Care Packages (HCP)

<b>Standard 1</b> Consumer dignity and choice	Compliant
<b>Standard 2</b> Ongoing assessment and planning with consumers	<b>Not Compliant</b>
<b>Standard 3</b> Personal care and clinical care	<b>Not Compliant</b>
<b>Standard 4</b> Services and supports for daily living	Compliant
<b>Standard 5</b> Organisation's service environment	Compliant
<b>Standard 6</b> Feedback and complaints	Compliant
<b>Standard 7</b> Human resources	Compliant
<b>Standard 8</b> Organisational governance	<b>Not Compliant</b>

### Assessment summary for Commonwealth Home Support Programme (CHSP)

<b>Standard 1</b> Consumer dignity and choice	Compliant
<b>Standard 2</b> Ongoing assessment and planning with consumers	<b>Not Compliant</b>
<b>Standard 3</b> Personal care and clinical care	<b>Not Compliant</b>
<b>Standard 4</b> Services and supports for daily living	Compliant
<b>Standard 5</b> Organisation's service environment	Compliant
<b>Standard 6</b> Feedback and complaints	Compliant
<b>Standard 7</b> Human resources	Compliant
<b>Standard 8</b> Organisational governance	<b>Not Compliant</b>

6. In response, TCS revised their Plan for Continuous Improvement to ensure Aged Care Quality Standards will be met by 31 August 2024. The revised Plan was endorsed by the Commission 14 June 2024. The TCS team have been actively implementing the revised plans actions to mitigate further non-compliance.



7. It is noted the Commission assessed the non-compliance at TCS as 'minor'. The Commission has a choice of nine compliance actions ranging from minor to a Notice to Impose Sanction.

## CONCLUSION

Whilst the Commission referred to the outcomes of this quality audit as 'minor' the Uralla Shire Council management and the TCS team agree non-compliance with any of the Quality Standards is not an acceptable level of service delivery. This quality audit has provided a good opportunity for process improvement across TCS as well as TSC engaging with the Audit, Risk & Improvement Committee (ARIC) for additional ongoing guidance.

It is timely that an external audit of the Community Care Business Unit (includes TCS) has commenced. This audit is delivered by Lambourne Partners (Paul Quealey) and due to conclude September 2024. Council will be advised of the outcomes of the business service audit and kept abreast of the progress toward compliance against the Quality Standards.

## COUNCIL IMPLICATIONS

### Community Engagement/Communication

- The first Consumer Advisory Forum was held 14 June 2024 (an area of non-compliance) with the next forum scheduled for 18 September 2024.
- The General Manager to send letter to consumers and carers during June advising of the audit and strategy to address the non-compliance.
- A link to the Performance Report located on the Commission's website has been included on the Council's website: <https://www.uralla.nsw.gov.au/Community/Community-Services/Tablelands-Community-Support>

### Policy and Regulation

- A review of TCS Policy and Procedures confirmed compliance with the Quality Standards is well documented, therefore staff compliance with these documents needs to be reviewed and actioned via recommendations in the revised Plan for Continuous Improvement.

### Financial/Long Term Financial Plan

- It is noted if TCS does not mediate the non-compliance by 31 August 2024 further sanctions will be imposed however it is not anticipated they will impact funding at this time.

### Asset Management/Asset Management Strategy

No impact is foreseen.

### Workforce/Workforce Management Strategy

Risk mitigation through education and training:

1. TCS staff training and education session on Quality Standards was held during May 2024.
2. In June 2024, the Director of Corporate and Community Services attended a TCS staff meeting to emphasize the importance of clinical governance and to observe the progress made on the Revised Quality Improvement Plan.

Risk mitigation through recruitment and ongoing performance management:

1. All position descriptions for TCS to be updated with reference the Quality Standards and contain details for how the incumbent ensures compliance with the Quality Standards.



2. TCS recruitment process to explore applicants' understanding and awareness of the Quality Standards.
3. TCS induction to incorporate education on the Quality Standards.
4. TCS professional development to include regular education session on the Quality Standards, and the importance on compliance with the Quality Standards.
5. TCS performance management to measure active compliance with the Quality Standards.

### Legal and Risk Management

There is a risk to the Council's reputation:

- The Commission's Performance Report is available to the public on the Commissions website <https://www.agedcarequality.gov.au/services/council-shire-uralla-uralla-200492>
- The service provider is named as *Council of the Shire of Uralla*

Risk mitigation:

1. A Summary Report was presented at the Audit, Risk & Improvement Committee (ARIC) meeting 17 June 2024 for noting and seeking additional guidance. A further status update will be provided to ARIC in December.
2. The General Manager to send letter to consumers and carers during June advising of the audit and strategy to address the non-compliance.
3. A link to the Performance Report located on the Commission's website has been included on the Council's website: <https://www.uralla.nsw.gov.au/Community/Community-Services/Tablelands-Community-Support>
4. Discussions underway to establish a Clinical Governance Advisory Committee incorporating Community Care and McMaugh Gardens.
5. An external audit of the Community Care Business Unit (includes TCS) has commenced. This audit is delivered by Lambourne Partners (Paul Quealey) and due to conclude September 2024.
6. Council will be advised of the outcomes of the business service audit and kept abreast of the progress toward compliance against the Quality Standards.

### Performance Measures

- The quality assurance performance measures required to meet compliance are outlined in the Performance Report authored by the Commission.
- These performance measures are addressed in the revised Plan for Continuous Improvement where 31 August 2024 has been identified as the planned activity completion date for TCS to return to compliance. At this time TCS will contact the Commission and provide the additional supporting evidence for their consideration.

### Project Management

Not applicable.



Australian Government  
Aged Care Quality and Safety Commission

Engage  
Empower  
Safeguard



<b>Name:</b>	Council of the Shire of Uralla - Uralla
<b>Commission ID:</b>	200492
<b>Address:</b>	9 Hill Street, URALLA, New South Wales, 2358
<b>Activity type:</b>	Quality Audit
<b>Activity date:</b>	10 April 2024 to 11 April 2024
<b>Performance report date:</b>	9 May 2024

This performance report is **published** on the Aged Care Quality and Safety Commission's (the **Commission**) website under the Aged Care Quality and Safety Commission Rules 2018.

## Service included in this assessment

Home Care Packages (**HCP**) included:

Provider: 906 Uralla Shire Council

Service: 17778 Tablelands Community Options

Service: 17779 Tablelands Community Options (Mainstream)

Commonwealth Home Support Programme (**CHSP**) included:

Provider: 7408 Uralla Shire Council

Service: 24128 Uralla Shire Council - Care Relationships and Carer Support

Service: 24127 Uralla Shire Council - Community and Home Support

## This performance report

This performance report for Council of the Shire of Uralla - Uralla (**the service**) has been prepared by Gill Jones, delegate of the Aged Care Quality and Safety Commissioner (Commissioner)<sup>1</sup>.

This performance report details the Commissioner's assessment of the provider's performance, in relation to the service, against the Aged Care Quality Standards (Quality Standards). The Quality Standards and requirements are assessed as either compliant or non-compliant at the Standard and requirement level where applicable.

The report also specifies any areas in which improvements must be made to ensure the Quality Standards are complied with.

## Material relied on

The following information has been considered in preparing the performance report:

- the assessment team's report for the Quality Audit report was informed by a site assessment, observations at the service, review of documents and interviews with staff, consumers/representatives and others
- the provider's response to the assessment team's report received 6 May 2024.

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<sup>1</sup> The preparation of the performance report is in accordance with section 57 of the Aged Care Quality and Safety Commission Rules 2018.

### Assessment summary for Home Care Packages (HCP)

<b>Standard 1</b> Consumer dignity and choice	<b>Compliant</b>
<b>Standard 2</b> Ongoing assessment and planning with consumers	<b>Not Compliant</b>
<b>Standard 3</b> Personal care and clinical care	<b>Not Compliant</b>
<b>Standard 4</b> Services and supports for daily living	<b>Compliant</b>
<b>Standard 5</b> Organisation's service environment	<b>Compliant</b>
<b>Standard 6</b> Feedback and complaints	<b>Compliant</b>
<b>Standard 7</b> Human resources	<b>Compliant</b>
<b>Standard 8</b> Organisational governance	<b>Not Compliant</b>

### Assessment summary for Commonwealth Home Support Programme (CHSP)

<b>Standard 1</b> Consumer dignity and choice	<b>Compliant</b>
<b>Standard 2</b> Ongoing assessment and planning with consumers	<b>Not Compliant</b>
<b>Standard 3</b> Personal care and clinical care	<b>Not Compliant</b>
<b>Standard 4</b> Services and supports for daily living	<b>Compliant</b>
<b>Standard 5</b> Organisation's service environment	<b>Compliant</b>
<b>Standard 6</b> Feedback and complaints	<b>Compliant</b>
<b>Standard 7</b> Human resources	<b>Compliant</b>
<b>Standard 8</b> Organisational governance	<b>Not Compliant</b>

A detailed assessment is provided later in this report for each assessed Standard.

### Areas for improvement

Areas have been identified in which **improvements must be made to ensure compliance with the Quality Standards**. This is based on non-compliance with the Quality Standards as described in this performance report.

#### *Requirement 2(3)(a)*

- Ensure risks to consumers health and well-being are being adequately considered in assessment and care planning processes and risk assessments are completed for consumers who experience high impact or high prevalence risks including falls, impaired skin integrity or when the consumer experiences a change in their condition which poses an increased risk to their health and wellbeing.
- Ensure assessment and care planning documentation contains sufficient information to guide staff in the delivery of safe and effective care and services.

*Requirement 2(3)(b)*

- Ensure assessment and planning processes involve consumers in identifying their current needs, goals and preferences including their advanced care planning (ACP) and end of life (EOL) needs.
- Ensure assessment and care planning documentation is accurate in relation to consumer's current conditions, current needs, goals and preferences.

*Requirement 2(3)(d)*

- Ensure outcomes of assessment and planning are effectively communicated to consumers and documented in a care and services plan that is readily available to them.

*Requirement 2(3)(e)*

- Ensure care and services are reviewed regularly for effectiveness, and when circumstance change or when incidents impact on the needs, goals or preferences of the consumer.
- Ensure all care planning documentation is updated and available to staff at the point of care delivery.

*Requirement 3(3)(b)*

- Ensure high impact, high prevalent risks, particularly falls risk and risks associated with complex clinical care are effectively managed.

*Requirement 3(3)(e)*

- Ensure effective processes are in place to ensure consumer's information is documented, communicated accurately and is reflective of the consumer's current care needs or preferences.
- Ensure information about consumers care needs is shared, particularly when services are being brokered for clinical care.

*Requirement 8(3)(a)*

- Ensure an organisational wide approach to involving consumers in developing, delivering and evaluating care and services provided to ensure consumer centered aged care.
- Establish a consumer advisory body as per the governance responsibilities for Approved Providers delivering the Home Care Package (HCP) program.



## Standard 1

Consumer dignity and choice		HCP	CHSP
Requirement 1(3)(a)	Each consumer is treated with dignity and respect, with their identity, culture and diversity valued.	Compliant	Compliant
Requirement 1(3)(b)	Care and services are culturally safe	Compliant	Compliant
Requirement 1(3)(c)	Each consumer is supported to exercise choice and independence, including to: <ul style="list-style-type: none"> <li>(i) make decisions about their own care and the way care and services are delivered; and</li> <li>(ii) make decisions about when family, friends, carers or others should be involved in their care; and</li> <li>(iii) communicate their decisions; and</li> <li>(iv) make connections with others and maintain relationships of choice, including intimate relationships.</li> </ul>	Compliant	Compliant
Requirement 1(3)(d)	Each consumer is supported to take risks to enable them to live the best life they can.	Compliant	Compliant
Requirement 1(3)(e)	Information provided to each consumer is current, accurate and timely, and communicated in a way that is clear, easy to understand and enables them to exercise choice.	Compliant	Compliant
Requirement 1(3)(f)	Each consumer's privacy is respected and personal information is kept confidential.	Compliant	Compliant

## Findings

Consumers and their representatives are satisfied management and staff treat them with dignity and respect. Staff interviewed by the Assessment Team spoke respectfully about consumers and recognised the value of their cultural diversity. Very positive results were obtained through the consumer survey with 98% of consumers indicating they were being treated respectfully.

Consumers/representatives are satisfied care and services meet their cultural preferences. Consumers' cultural backgrounds are identified through the assessment process and recorded in the service's electronic care management system. Support workers interviewed were familiar with the cultural backgrounds of the consumers they support and were able to describe how they deliver supports and services that are culturally safe.



Consumers/representatives are satisfied they are supported by the service to make decisions about the care and services they receive and can exercise choice, including refuse care. Care coordinators described how they support consumers to exercise choice by offering different services and supports that align with their needs and involving consumers in the decision-making process. The service has a policy outlining procedures for staff to ensure consumers are actively involved in choosing supports and services that maintain their independence and wellbeing, while providing choice and flexibility in how these supports are delivered.

Consumers/representatives are satisfied the service supports them to engage in activities with an element of risk that enable them to live the best life they can. Whilst the service has policies that cover assessment, care planning and risk management consumer care records did not always include clear information about how risks for individual consumers are assessed, reviewed, and managed. The service has developed a Consumer Choice Risk Assessment form which is to be introduced for staff use as a quality improvement.

Information provided to consumers is timely, accurate, up to date and effectively communicated. Overall, consumers/representatives are satisfied with the provision of information which includes a range of service information tailored to the type of service the consumer is receiving.

Consumers/representatives are satisfied their privacy is respected and their personal information is kept confidential. The service has processes in place to ensure consumers' personal information remains confidential and staff are aware of these.

I find six of the six Requirements in Standard 1 compliant.

## Standard 2

Ongoing assessment and planning with consumers		HCP	CHSP
Requirement 2(3)(a)	Assessment and planning, including consideration of risks to the consumer's health and well-being, informs the delivery of safe and effective care and services.	Not Compliant	Not Compliant
Requirement 2(3)(b)	Assessment and planning identifies and addresses the consumer's current needs, goals and preferences, including advance care planning and end of life planning if the consumer wishes.	Not Compliant	Not Compliant
Requirement 2(3)(c)	The organisation demonstrates that assessment and planning: (i) is based on ongoing partnership with the consumer and others that the consumer wishes to involve in assessment, planning and review of the consumer's care and services; and (ii) includes other organisations, and individuals and providers of other care and services, that are involved in the care of the consumer.	Compliant	Compliant
Requirement 2(3)(d)	The outcomes of assessment and planning are effectively communicated to the consumer and documented in a care and services plan that is readily available to the consumer, and where care and services are provided.	Not Compliant	Not Compliant
Requirement 2(3)(e)	Care and services are reviewed regularly for effectiveness, and when circumstances change or when incidents impact on the needs, goals or preferences of the consumer.	Not Compliant	Not Compliant


### Findings

The service was not able to demonstrate risks to consumer's health and well-being are being adequately considered in assessment and care planning processes. Risk assessments have not been completed for consumers who experience high impact or high prevalence risks including falls, impaired skin integrity or when the consumer experiences a change in their condition posing an increased risk to their health and wellbeing. Care documentation demonstrated the service had not conducted risk assessments or reviewed care when consumer's needs changed. Furthermore, assessment and care planning documentation did not contain information to guide staff in the delivery of safe and effective care and services.

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Interviews with consumers/representatives and review of care documentation evidenced the service is not ensuring assessment and planning identifies consumers' current needs, goals and preferences including their advanced care planning (ACP) and end of life (EOL) needs. Most consumers/representatives interviewed said they have not been asked by the service to be involved in the development or review of their care and services or how they would like their services to be delivered, including their ACP and EOL needs. Most consumers/representatives were unaware they had a care and services plan containing their needs, goals, and preferences. Some staff were unable to describe what is important to consumers in terms of how their care is delivered. Assessment and care planning documentation for consumers identified inconsistent information in relation to consumer's current conditions, current needs, goals and preferences. In their response to the Assessment Team's report, the provider stated that they are addressing the issues identified by completing care plan assessments with their high-risk consumers which will include completing falls risk assessments and having discussions with consumers about end of life planning. In their response the provider added they have purchased a comprehensive Falls Risk Program to guide practice in falls management.

Consumers/representatives said they participate in the planning and review of care and services in an informal manner but they don't consistently have a role in the development of their care. Several HCP consumers said they were involved in making decisions about the care they receive but not all consumers said they had participated. One HCP consumer said she was not involved in the development of her assessment and care plan and review of this consumer's care documentation showed no evidence of engagement by the consumer. Whilst consumers were aware of the services they were receiving and referrals made, care documentation did not evidence ongoing and formal consumer/representative involvement in the planning of services and ongoing reviews. Care coordinators described how they work in partnership with other organisations, individuals and service providers in assessment and care planning and communicate regularly with them regarding the changing needs of consumers.

Whilst consumers and their representatives reported that staff discuss the care and services they are receiving with them most consumers/representatives were unaware they had a care and services plan containing their needs, goals, and preferences. Three consumers said they not seen their care plan and it had not been shared with them. Consumers were not aware they could access a copy of their care support plan from the service if they chose to. Furthermore, had a care and services plan been made available to the consumer or their representative, it is likely it would not have been current as care plans in the services electronic management system were incomplete and irregularly reviewed. Additionally, a review of care documentation identified inconsistencies with summary support plans available at the point of care for support workers and support plans in the electronic management system. The provider, in their response to the Assessment Teams report, agreed stating that the care plan is not updated when services are changed. Whilst the Assessment Team recommended this requirement met as consumers were satisfied with the information they receive I find it non-compliant as consumers have not been provided with access to a documented care and services plan which describes the outcomes of assessment and planning processes.

Care and services are not reviewed regularly for effectiveness, and when circumstances change or when incidents impact on the needs, goals or preferences of the consumer. Care and



service documentation evidenced a lack of regular reviews of care planning documentation and assessments including the management of high impact high prevalent risks such as the risk of falls, and ACP and EOL care wishes and preferences. For several consumers the provider could not evidence the date of their last assessment/review of care and services provided. In their response to the Assessment Team's report, the provider stated that they acknowledge the need for better documenting of care and service reviews. The provider stated that whilst they do action changes when the consumer's condition and/or circumstances change and alter services accordingly the consumer's care plan is often not updated. To address this the provider intends to incorporate several new fields to the consumer service details document which will become the care plan. This change will enable the direct support workers and staff from brokered services to access all consumer information unless the consumer doesn't wish this to happen. It is expected this change will provide a very comprehensive picture of the consumer and their needs. The provider stated they have also contacted their software provider to implement a better system for identifying care plan review dates and date of last review.


Based on the information in the Assessment Team's report and the response by the provider I find one of the five requirements in Standard 2 compliant. The changes planned by the provider to address deficiencies identified in assessment and planning will take time to embed therefore I find Requirement 2(3)(a), Requirement 2(3)(b), Requirement 2(3)(d) and Requirement 2(3)(e) not compliant.

### Standard 3

Personal care and clinical care		HCP	CHSP
Requirement 3(3)(a)	Each consumer gets safe and effective personal care, clinical care, or both personal care and clinical care, that: (i) is best practice; and (ii) is tailored to their needs; and (iii) optimises their health and well-being.	Compliant	Compliant
Requirement 3(3)(b)	Effective management of high impact or high prevalence risks associated with the care of each consumer.	Not Compliant	Not Compliant
Requirement 3(3)(c)	The needs, goals and preferences of consumers nearing the end of life are recognised and addressed, their comfort maximised and their dignity preserved.	Compliant	Compliant
Requirement 3(3)(d)	Deterioration or change of a consumer's mental health, cognitive or physical function, capacity or condition is recognised and responded to in a timely manner.	Compliant	Compliant
Requirement 3(3)(e)	Information about the consumer's condition, needs and preferences is documented and communicated within the organisation, and with others where responsibility for care is shared.	Not Compliant	Not Compliant
Requirement 3(3)(f)	Timely and appropriate referrals to individuals, other organisations and providers of other care and services.	Compliant	Compliant
Requirement 3(3)(g)	Minimisation of infection related risks through implementing: (i) standard and transmission based precautions to prevent and control infection; and (ii) practices to promote appropriate antibiotic prescribing and use to support optimal care and reduce the risk of increasing resistance to antibiotics.	Compliant	Compliant

### Findings

Consumers/representatives said they were satisfied with the clinical and personal care and services provided. Consumers said that care was tailored to their needs and flexibly delivered. Generally, support workers demonstrated knowledge of consumers' needs and preferences and



described how they ensure care is tailored to the consumers' needs. The service has policies, procedures and assessment tools to guide staff practice in delivering personal and clinical care.

The management of high impact, high prevalence risks for individual consumers was not effectively managed, particularly in relation to falls. Strategies to manage high falls and transfer risks due to limited mobility were not developed to minimise risk for the consumer. Risks associated with the provision of complex wound care were not identified and strategies not implemented to effectively manage.

Management and staff described the actions taken by the service to support a consumer through end-of-life care which included respecting the consumer's privacy and wishes. A representative said the service provided end of life care in collaboration with an external palliative care team which maximised the consumer's comfort. Management advised the service discuss ACP and EOL wishes with consumers/representatives on entry to the service however this was not evidenced in care documentation or confirmed in consumer/representative interviews.

Consumers/representatives said staff would recognise deterioration in a consumer's health or wellbeing. Staff were able to provide examples of changes in a consumer's condition and what actions they took, including escalating their concerns to more senior staff. A review of consumer care planning documentation confirmed that the service responds in a timely manner when deterioration in a consumer's well-being is identified. The service has procedures to guide staff in the process for managing deterioration and provides training to staff in this area.

The service was not able to demonstrate effective processes are in place to ensure consumer's information is documented, communicated accurately and is reflective of the consumer's current care needs or preferences. Feedback from consumers/representatives, staff and allied health professionals identified information about consumers care needs is not consistently shared, particularly when services are being brokered to another service provider for clinical care. Care planning documentation is not always accurate or up to date. Review of care documentation identified inconsistencies with summary support plans available at the point of care for support workers and support plans in the services electronic management system.

Generally, consumers/representatives said the delivery of care, including referral processes, is timely and appropriate. Consumers said they have access to other health professionals when they need it. Consumer care documentation demonstrated input from other health professionals, including Occupational Therapists and their recommendations are generally incorporated into consumer care documentation. The service has policies and procedures in place to guide staff practice in relation to referral processes.

Consumers/representatives said that staff follow standard infection control protocols, including handwashing and use of personal protective equipment (PPE) when entering their homes. Whilst staff do not administer antibiotics, they could describe how they would maintain appropriate infection control principles when overseeing antimicrobial medications by consumers to reduce the risk of resistance and contamination. Training records demonstrate staff are trained in infection control practices. The service has policies and procedures related to antimicrobial stewardship, infection prevention and control, including COVID-19 guidelines to guide staff practice.



In their response to the Assessment Team's report the provider stated that the changes being implemented to address deficiencies in assessment and care planning will address the care delivery issues identified with regard to the management of high impact risks and documenting and sharing information about the consumer within the organisation, and with others where responsibility for care is shared.

Based on the information in the Assessment Team's report and the response by the provider I find five of the seven requirements in Standard 3 compliant. The changes planned by the provider to address deficiencies identified in care delivery and communication will take time to embed therefore I find Requirement 3(3)(b), and Requirement 3(3)(e) not compliant.

## Standard 4

Services and supports for daily living		HCP	CHSP
Requirement 4(3)(a)	Each consumer gets safe and effective services and supports for daily living that meet the consumer's needs, goals and preferences and optimise their independence, health, well-being and quality of life.	Compliant	Compliant
Requirement 4(3)(b)	Services and supports for daily living promote each consumer's emotional, spiritual and psychological well-being.	Compliant	Compliant
Requirement 4(3)(c)	Services and supports for daily living assist each consumer to: <ul style="list-style-type: none"> <li>(i) participate in their community within and outside the organisation's service environment; and</li> <li>(ii) have social and personal relationships; and</li> <li>(iii) do the things of interest to them.</li> </ul>	Compliant	Compliant
Requirement 4(3)(d)	Information about the consumer's condition, needs and preferences is communicated within the organisation, and with others where responsibility for care is shared.	Compliant	Compliant
Requirement 4(3)(e)	Timely and appropriate referrals to individuals, other organisations and providers of other care and services.	Compliant	Compliant
Requirement 4(3)(f)	Where meals are provided, they are varied and of suitable quality and quantity.	Not Applicable	Not Applicable
Requirement 4(3)(g)	Where equipment is provided, it is safe, suitable, clean and well maintained.	Compliant	Compliant

## Findings

Overall, consumers and their representatives are satisfied with services and supports for daily living. The service's initial assessment process identifies consumers' goals and preferences and their chosen services are documented in their care and services plan. The service has policies to guide staff to support consumer's wellbeing and improve quality of life. Consumer satisfaction with services offered was monitored through a recent satisfaction survey with high levels of satisfaction.

The service has processes to support consumers' emotional, spiritual, and psychological well-being. Consumers and representatives are satisfied with the supports provided. Assessment processes identify consumers' goals and preferences in relation to emotional and spiritual well-being and their chosen services are documented in their care and services plan.



Consumers and their representatives are satisfied the service supports them to participate in the community, to have social and personal relationships and to do activities of interest to them. Initial assessment processes identify consumers' goals and preferences in relation to supports for daily living and their chosen services are documented in their care and services plan.

The service has established systems to enable the sharing of consumers' information within the organisation and with others who share care responsibilities when providing supports for daily living. Support workers are satisfied they are provided with current and relevant information to guide the delivery of care and services. Where required, relevant consumer information is shared with external providers such as fitness operators who will then typically undertake further assessment to ensure their service meets the consumer's needs and preferences.

The service makes timely and appropriate referrals to support consumers' daily living preferences. Consumers and their representatives are satisfied their preferences are supported by appropriate referrals to transport services, meal deliveries and exercise classes.

The service provides safe, clean and well-maintained equipment and has appropriate equipment cleaning and maintenance programs in place. Consumers are assessed by an allied health professional to ensure any equipment provided is fit for purpose and an external provider is engaged for the purpose of equipment repairs and maintenance when required.

I find six of the six Requirements in Standard 4 compliant.



## Standard 5

Organisation's service environment		HCP	CHSP
Requirement 5(3)(a)	The service environment is welcoming and easy to understand, and optimises each consumer's sense of belonging, independence, interaction and function.	Compliant	Compliant
Requirement 5(3)(b)	The service environment: (i) is safe, clean, well maintained and comfortable; and (ii) enables consumers to move freely, both indoors and outdoors.	Compliant	Compliant
Requirement 5(3)(c)	Furniture, fittings and equipment are safe, clean, well maintained and suitable for the consumer.	Compliant	Compliant

### Findings

The service environment has easy access for people with various levels of ability and mobility. The reception area is welcoming with staff available to assist and direct consumers and visitors if required. Consumers attending the weekly social activities are able to undertake activities of their choice, including, talking with others, playing card games and doing craft. Consumers who visit the service described being satisfied with the environment and enjoy attending the service.

Consumers/representatives who visit the service environment described being satisfied with cleaning and maintenance. Management described processes in place to ensure the environment is clean, well maintained and monitored for any hazards. Staff described maintenance or cleaning issues identified are promptly addressed and reported to minimise risks to consumers, staff and visitors.

Furniture, fittings and equipment at the service were observed to be clean and well maintained. Management and staff described the cleaning and maintenance program for furniture, fittings and equipment which also included the service vehicles utilised to support consumers attending social and medical activities. One consumer said the equipment provided had improved his quality of life.

I find three of the three Requirements in Standard 5 compliant.



## Standard 6

Feedback and complaints		HCP	CHSP
Requirement 6(3)(a)	Consumers, their family, friends, carers and others are encouraged and supported to provide feedback and make complaints.	Compliant	Compliant
Requirement 6(3)(b)	Consumers are made aware of and have access to advocates, language services and other methods for raising and resolving complaints.	Compliant	Compliant
Requirement 6(3)(c)	Appropriate action is taken in response to complaints and an open disclosure process is used when things go wrong.	Compliant	Compliant
Requirement 6(3)(d)	Feedback and complaints are reviewed and used to improve the quality of care and services.	Compliant	Compliant

### Findings

Consumers/representatives interviewed confirmed they are encouraged and supported to provide feedback and make complaints. They described the different ways they can provide feedback and said they feel comfortable raising matters with staff and management. Information about the feedback and complaints processes is provided to consumers when they commence with the service. The annual community support survey (consumer satisfaction) for 2023 showed 90% of respondents always or mostly feel comfortable providing feedback, and 88% of respondents always or mostly understand how to make a complaint and are confident to do so.

Consumers/representatives are advised about advocacy, language services and external complaints processes when they commence with the service. Details of these services and external complaints processes are included in the service information guide provided to consumers and is displayed in notices and brochures at the service centre. The annual community support survey (consumer satisfaction) for 2023 showed 74% of respondents agreed they have been informed they have a right to complain to an external body.

Consumers and their representatives interviewed stated management are responsive to any matters they raise. The organisation has policies and procedures for managing feedback and complaints, including the use of open disclosure. Feedback and complaints are recorded along with any action taken in response to the matters raised. A review of the complaint's documentation showed complaints are acknowledged, investigated, actioned, and resolved in a timely manner. Whilst not all staff were familiar with the term open disclosure they could describe the principals of it to resolve complaints.

The service has a plan for continuous improvement which includes input from feedback and complaints. These matters are discussed at the monthly leadership team meetings and the process is overseen by the manager. Management provided examples of improvements made in response to feedback and complaints. Some improvements in how verbal complaints or



minor complaints are recorded was identified by the Assessment team to capture trends and this has been added to the service's improvement register.

I find four of the four Requirements in Standard 6 compliant.

## Standard 7

Human resources		HCP	CHSP
Requirement 7(3)(a)	The workforce is planned to enable, and the number and mix of members of the workforce deployed enables, the delivery and management of safe and quality care and services.	Compliant	Compliant
Requirement 7(3)(b)	Workforce interactions with consumers are kind, caring and respectful of each consumer's identity, culture and diversity.	Compliant	Compliant
Requirement 7(3)(c)	The workforce is competent and the members of the workforce have the qualifications and knowledge to effectively perform their roles.	Compliant	Compliant
Requirement 7(3)(d)	The workforce is recruited, trained, equipped and supported to deliver the outcomes required by these standards.	Compliant	Compliant
Requirement 7(3)(e)	Regular assessment, monitoring and review of the performance of each member of the workforce is undertaken.	Compliant	Compliant

### Findings

The service demonstrated the workforce is planned to enable the delivery of safe and quality care and services. Consumers/representatives interviewed said staffing is consistent and is meeting the care needs of consumers. They confirmed the service notifies them of any changes to their scheduled care and services.

Consumers/representatives interviewed stated the staff are kind and caring and consumers are treated with respect. Management explained the values of the organisation are to promote kind and caring interactions and respect for consumer's identity, culture and diversity. Staff are required to follow a code of conduct. Staff interviewed demonstrated they knew the consumers well and spoke about them in a respectful manner.

Consumers and their representatives interviewed were satisfied that staff are meeting the needs of consumers. They were satisfied that staff are trained and competent to deliver the care and services they required. Management explained there are position descriptions that set out the responsibilities and necessary qualifications and skills for each role. Management demonstrated staff are competent and have the qualifications and knowledge to effectively perform their roles. The annual community support survey (consumer satisfaction) for 2023 showed 98% of respondents confirmed support workers are trained enough to perform the tasks required.

Consumers and their representatives interviewed indicated staff know what they are doing, and they are satisfied with the care consumer's receive. Management explained ways in which the service supports the workforce to deliver safe and quality care and services including through

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their recruitment processes, online annual mandatory training on essential topics and additional training as needs arise. Staff interviewed confirmed they have participated in training provided and that they have the resources and equipment needed to deliver appropriate care to consumers.

Management demonstrated they regularly monitor and review the performance of staff. There is a formal process for performance review which includes initial performance appraisals during the probationary period and then annually every financial year. A review of a sample of performance appraisal records showed performance appraisals are up to date. Management stated that, in addition to the formal process of appraisal, staff performance is monitored through observations, supervision and feedback from consumers, representatives and staff. Other data such as investigation of incidents, review of clinical data, training records and staff meetings is also considered.

I find five of the five Requirements in Standard 7 compliant.

## Standard 8


Organisational governance		HCP	CHSP
Requirement 8(3)(a)	Consumers are engaged in the development, delivery and evaluation of care and services and are supported in that engagement.	Not Compliant	Not Compliant
Requirement 8(3)(b)	The organisation's governing body promotes a culture of safe, inclusive and quality care and services and is accountable for their delivery.	Compliant	Compliant
Requirement 8(3)(c)	Effective organisation wide governance systems relating to the following: (i) information management; (ii) continuous improvement; (iii) financial governance; (iv) workforce governance, including the assignment of clear responsibilities and accountabilities; (v) regulatory compliance; (vi) feedback and complaints.	Compliant	Compliant
Requirement 8(3)(d)	Effective risk management systems and practices, including but not limited to the following: (i) managing high impact or high prevalence risks associated with the care of consumers; (ii) identifying and responding to abuse and neglect of consumers; (iii) supporting consumers to live the best life they can (iv) managing and preventing incidents, including the use of an incident management system.	Compliant	Compliant
Requirement 8(3)(e)	Where clinical care is provided—a clinical governance framework, including but not limited to the following: (i) antimicrobial stewardship; (ii) minimising the use of restraint; (iii) open disclosure.	Compliant	Compliant

## Findings

Management are aware of their governance requirements as an approved provider to offer consumers the opportunity to participate in the development, delivery and evaluation of care

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and services through a Consumer Advisory Committee for their Home Care Package Services. However, while this has been discussed at management meetings it has not been implemented therefore consumers have not been invited to participate in a consumer advisory committee. During the Quality Audit the organisation agreed to seek expressions of interest from consumers about participating in a Consumer Advisory Committee.

Whilst there are a variety of consultation processes for the wider community to assist in the development of the Council of the Shire of Uralla's strategic and operational plans, these processes are not targeted specifically to consumers of aged care home services or to the provision of these services. At a service level, feedback is sought through annual satisfaction surveys, targeted surveys aligned to the audit program, and the comments and complaints mechanisms.

Both in the CHSP and the HCP program the organisation has not been able to demonstrate an organisation wide approach to involving consumers in developing, delivering and evaluating care and services to ensure consumer centered aged care. Furthermore, as an Approved Provider the organisation has not been able to demonstrate they are meeting their governance responsibilities to establish a consumer advisory body.


In their response to the Assessment Team's report, the provider stated this issue is being addressed by the development of a letter to be sent to all consumers inviting them to take part in regular advisory forums to enhance and evaluate the care and services offered by Uralla Shire Council. The provider stated they intend to seeking input on how and where consumers want these forums to be held and they look forward to working with the consumers collectively as well as individually.

A culture of safe, inclusive and quality care is promoted through the organisation's vision and values and a code of conduct which all staff are required to follow. The organisation maintains oversight of the performance of the service through regular reports, which include key performance indicators, clinical data, audit data, and feedback and complaints. This enables them to identify areas for improvement and ensures they are accountable for the performance of the organisation.

The organisation demonstrated there are effective governance systems in place for information management; continuous improvement; financial governance; workforce governance; regulatory compliance and feedback and complaints. The service has information systems to provide all stakeholders with the information they need. Staff have electronic access to policies and procedures to support them in their role. Information is also provided to consumers, representatives, staff and other stakeholders through the council website, service newsletters, and individual emails and correspondence. The service has a continuous improvement system in place and identifies opportunities for improvement through input from consumer feedback, complaints, audits, surveys, review of clinical indicators, incidents, meetings, organisational initiatives, and external reviews. The continuous improvement process is monitored at a local and organisational level and is supported by an external benchmarking service. A review of the plan for continuous improvement showed improvements are logged, implemented, and evaluated. The organisation has financial governance processes in place and the resources needed for the delivery of care. Management explained there are processes for monitoring

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unspent funds from the HCPs of consumers and this information is regularly communicated to individual consumers. The organisation has workforce governance systems including position descriptions which clearly set out the qualifications and responsibilities required for each role. The workforce is monitored at both the service and organisation levels. The service demonstrated it has a system for the planning and management of its workforce. The service also has processes in place to ensure the monitoring of staff from subcontracted services including an agreement with the subcontracted agency and documentation around police checks, insurance, and qualifications. The organisation has systems in place to meet their regulatory requirements through obtaining information from peak bodies and other sources as well as internal audits of the service's regulatory compliance. All staff have completed training in the Serious Incident Response Scheme (SIRS) and this was recorded in staff training records. The service oversees the compliance of subcontractors with their regulatory obligations such as public liability insurance, worker's compensation insurance, qualifications, licences, police certificates, and vaccinations confirmed through review of contractor records and agreements. The organisation has a feedback and complaints policy and procedures. The process is overseen by the manager and complaint trends are monitored at the service and organisation level. Feedback and complaints are used to inform continuous improvement.

The organisation has a risk management framework with policies and procedures for organisational governance which include risk management, managing abuse and neglect and SIRS. Training is provided to staff in relation to risk management, incident reporting, and work health and safety. Consumers are supported to live the best life they can in line with the organisation's consumer dignity and choice policy and using a consumer choice risk assessment process. The organisation has an incident management system for the identification, management, and review of incidents. A review of incident records showed incidents are being managed effectively and actions are taken to minimise the risk of further incidents. While the organisation has risk management policies and procedures the organisation did not consistently undertake risk assessments to manage risks for consumers as discussed in Standard 2 and 3.

The organisation has clinical governance processes. Clinical care is overseen by the management team through collection and analysis of clinical data at monthly clinical care meetings. Clinical indicators are also formally collected using an auditing tool each month and are reviewed by the administration and quality liaison officer. Antimicrobial stewardship is overseen by the contracted registered staff. The organisation has policies and procedures relating to the use of restrictive practices. Management advised that no restrictive practices are used for any consumers. The organisation has a policy and procedures for feedback and complaints which includes the principles of open disclosure. Staff and management gave examples of the process of open disclosure being implemented. To enhance the oversight of clinical care, the director of corporate and community services said they are looking into establishing a clinical advisory committee. The service is urged to do this as soon as possible to meet the Approved Provider Governance Arrangements for Home Care Packaged Services.

Based on the information in the Assessment Team's report and the response by the provider I find four of the five requirements in Standard 8 compliant. The changes planned by the provider



to address deficiencies identified in consumer participation in service development, delivery and evaluation will take time to embed therefore I find Requirement 8(3)(a) not compliant.





Australian Government

Aged Care Quality and Safety Commission

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Uralla Shire Council

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**NOTICE OF DIRECTION TO REVISE PLAN FOR CONTINUOUS IMPROVEMENT****AGED CARE QUALITY AND SAFETY COMMISSION RULES 2018  
SECTION 63A(2)****Commission ID 200492****Date of Notice: 17/05/24**

I, Gill Jones, delegate for the Aged Care Quality and Safety Commissioner (Commissioner), give Uralla Shire Council (**you**), as the approved provider responsible for the service specified above (**the service**), this Notice of Direction to Revise Plan for Continuous Improvement (**this Notice**) under section 63A(2) of the Aged Care Quality and Safety Commission Rules 2018 (the Commission Rules).

I am giving you this Notice because I reasonably believe that it is necessary for the plan for continuous improvement for the service to be revised to ensure compliance with the Aged Care Quality Standards (Quality Standards).

The purpose of this Notice is to notify you of the action you are directed to take.

This Notice informs you of:

- the material/s that I considered in issuing this Notice (**Part A**)
- the reasons why I reasonably believe that it is necessary for the plan for continuous improvement for the service to be revised (**Part B**)
- the requirement for you to revise the plan for continuous improvement for the service, and provide a copy of the revised plan by the specified date (**Part C**)
- the potential consequences of a failure to comply with this Notice (**Part D**)
- your rights and other information (**Part E**).

**Part A: Material relied on**

In issuing this Notice, I have considered the following material:

- Performance Report, dated 9 May 2024 for the quality audit conducted on 10 April 2024 to 11 April 2024
- Quality Audit Report, dated for the quality audit conducted on 10 April 2024 to 11 April 2024

Aged Care Quality and Safety Commission  
GPO Box 9819 Capital City  
Telephone: 1800 951 822  
ABN: 80 246 994 451

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**Part B: Reasons for issuing this Notice**

On the basis of the material set out above, I have reasonable belief that it is necessary for the plan for continuous improvement for the service to be revised to ensure that the Quality Standards are complied with.

This is based on the identified areas for improvement as detailed on page 3 and 4 in the Performance Report and your non-compliance with the following requirements of the Quality Standards, in relation to the service:

- Standard 2, Requirement (3)(a), (3)(b), (3)(d) and (3)(e)
- Standard 3, Requirement (3)(b) and (3)(e),
- Standard 8, Requirement (3)(a)

**Part C: Actions required****Action 1: Revise the plan for continuous improvement for the service**

You are required to revise the plan for continuous improvement for the service to set out how you will make improvements to address the areas for improvement outlined above to ensure compliance with the Quality Standards.

Your revised plan for continuous improvement must include the following:

- a) the date each issue was identified
- b) a description of each issue and how it was identified
- c) the Quality Standard/s to which each issue relates
- d) details of planned actions to address the specific issues identified by the Commission and/or your self-assessment
- e) the person/s responsible for ensuring implementation of each planned action
- f) the planned completion date for each planned action
- g) the review date to evaluate the success and sustainability of each planned action and provide the Commission with supporting evidence the actions have been taken.

To assist you with this process, the [Commission's website](https://www.agedcarequality.gov.au/providers/assessment-processes/self-assessment)<sup>1</sup> includes a Guidance for Self-Assessment for the Quality Standards, Self-Assessment Tool template, Plan for Continuous Improvement template and a [Regulatory Bulletin on the Plan for Continuous Improvement requirements \(RB 2021-15\)](https://www.agedcarequality.gov.au/resources/rb-2021-15-plan-continuous-improvement-requirements)<sup>2</sup>.

**Action 2: Give the Commission a copy of the revised plan**

You are required to provide a copy of the revised plan to the Commission by:

**No later than 31 May 2024**

**To: [nsw\\_office@agedcarequality.gov.au](mailto:nsw_office@agedcarequality.gov.au)**

**Or via post:**

Aged Care Quality and Safety Commission  
GPO Box 9819, in your capital city

**Action 3: Give the Commission evidence of the actions taken**

The Commission requests that you provide to the Commission a copy of your evaluation report and any other supporting information as evidence that you have taken the improvement actions in the revised PCI.

The Commission request this information be provided on the final review date stated in your revised PCI.

**Part D: Consequences of a failure to comply with the Notice**

The Commission may take further risk-based and proportionate action if you fail to submit a revised plan for continuous improvement as directed, or if the Commission is not satisfied that the revised plan sets out reasonable planned actions and timeframe/s to address the identified issue/s.

**Part E: Your rights and other information****1. Publication of information relating to this Notice**

In accordance with sections 59 and 59A of the *Aged Care Quality and Safety Commission Act 2018* (Commission Act), I intend to make publicly available information relating to this Notice.

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<sup>1</sup> <https://www.agedcarequality.gov.au/providers/assessment-processes/self-assessment>

<sup>2</sup> <https://www.agedcarequality.gov.au/resources/rb-2021-15-plan-continuous-improvement-requirements>

This information will be published on the Commission's website in the central register of non-compliance. The register will indicate that a Direction to revise a plan for continuous improvement has been issued to you in response to non-compliance with the Quality Standards.

The service's Compliance Rating may be impacted by this Notice. For more information, please visit the My Aged Care website ([www.myagedcare.gov.au](http://www.myagedcare.gov.au)).

## 2. Further information

You are encouraged to provide information to consumers and their representatives about this Notice and any action you are taking to address the areas for improvement to ensure that the Quality Standards are complied with.

I also encourage you to consider the Commission Act, the Commission Rules and the *Aged Care Act 1997*. Copies of this legislation are available through the Federal Register of Legislation ([www.legislation.gov.au](http://www.legislation.gov.au)).

Yours sincerely



Gill Jones  
Assistant Director NSW/ACT  
Delegate of the Commissioner  
Aged Care Quality and Safety Commission



PLAN FOR CONTINUOUS IMPROVEMENT

Prepared on:	10/05/2024
Updated on:	30/05/2024

RACS/Commission ID:	200492
Service name:	Tablelands Community Support
Provider name:	Uralla Shire Council

When deciding on an action plan, you should consider how you will measure the improvement to the care and services provided, the outcomes for aged care consumers, and the sustainability of the action. There are resources available on our website that may provide information to assist you in completing this form.

Date	Related Standard	Issues identified <i>Include source for example, aged care consumer relative meeting, internal audit</i>	Planned action <i>This must include actions, tasks and person responsible for implementing the improvement</i>	Person responsible	Planned completion date	Outcomes <i>This includes the results, achievement, impact, what you have measured</i>	Review Date <i>Include supporting evidence</i>
STANDARD 1 - Consumer dignity and choice							
	1(3)(a)				Compliant		
	1(3)(b)				Compliant		
	1(3)(c)				Compliant		
	1(3)(d)				Compliant		
	1(3)(e)				Compliant		
	1(3)(f)				Compliant		
STANDARD 2 - Ongoing assessment and planning with consumers							
10/4/24	2(3)(a)	ACQSC audit identified inadequate assessment and planning, including risk assessment of consumers, to inform safe and effective care.	Care Coordinators to complete assessments including risk assessments with all consumers /their representatives.	Janine Johnson	31/8/24	Every consumer has current assessments and the care and support plans reflect the information in these assessments for frontline staff.	30/5/24 Care Coordinators are currently reviewing consumers, completing assessments and updating care plans. Evidence includes Consumer notes, Falls risk assessment, Consumer notes – Assessments and review, Client Transfer & Mobility Assessment, OT transfer & Mobility Assessment, updated care plan 1, 2 and 4 Care Plan information 1 and 3
			Implement a falls management program and falls assessments.	Janine Johnson	30/06/2024	Falls Management program in place and followed. Consumers assessed for falls risk and appropriate interventions put in place and communicated.	30/5/24 Evidence includes Falls Management Guide, Client notes Falls risk assessment, Client notes – Assessments and review, Client Transfer & Mobility Assessment.



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Date	Related Standard	Issues identified <i>Include source for example, aged care consumer relative meeting, internal audit</i>	Planned action <i>This must include actions, tasks and person responsible for implementing the improvement</i>	Person responsible	Planned completion date	Outcomes <i>This includes the results, achievement, impact, what you have measured</i>	Review Date <i>Include supporting evidence</i>
			Update the Care Plans in FileMaker Pro (consumer management program) to include section for: <ul style="list-style-type: none"> <li>• Care Plan comments/about me</li> <li>• Personal alarm</li> <li>• Allergies/alerts</li> <li>• Medication Support (with GP and Pharmacy)</li> <li>• Mobility/Transfer and Falls Risk/Comments</li> <li>• Health profile</li> <li>• Emergency Profile including non-response to scheduled visit</li> <li>• Behaviours of concern</li> <li>• Cultural and Spiritual</li> <li>• Informal Support/social connections</li> <li>• Exit/End of life strategy/formal planning</li> <li>• Clinical Care support</li> <li>• Services (AH, PC, DA, SS)</li> </ul>	Janine Johnson	31/05/2024	FileMaker Pro updated to include the additional fields 17/05/2024. Fields have been completed for each consumer and are reflected in the Care plans available to frontline staff.	30/05/2024 30/5/24 FileMaker Pro has had fields added. Care Coordinators are reviewing consumers and updating. Evidence includes Care Plan Information evidence 1 & 3 and Updated Care Plans 1, 2 and 4
10/4/24	2(3)(b)	The Commission audit identified that consumer goals, preferences and care needs were not up to date, or not completed for all consumers.	Update the care plans to include additional sections as above.	Janine Johnson	31/08/2024	Care Coordinators will have had discussions with their consumers /their representatives, completed the updated fields, updated the care plans and made them available to the consumer and frontline staff.	30/5/24 Care Coordinators are currently reviewing consumers, completing assessments and updating care plans. Evidence includes Consumer notes, Falls risk assessment, Consumer notes – Assessments and review, Client Transfer & Mobility Assessment, OT transfer & Mobility Assessment, updated Care plan 1, 2 and 4
	2(3)(c)				Compliant		
10/4/24	2(3)(d)	The Commission audit identified that the outcomes of assessment and planning are inadequately communicated to consumers and documented in a care and services plan. The care and services plan is not	Care Coordinators to complete assessments including risk assessments, Advanced Care Planning and End of Life Care wishes with all consumers /their representatives.		31/08/2024	All consumers have current assessments including risk assessments Advanced Care Planning and End of Life Care wishes. The care plan and support	30/5/24 FileMaker Pro has had fields added. Care Coordinators are reviewing consumers and updating.



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Date	Related Standard	Issues identified <i>Include source for example, aged care consumer relative meeting, internal audit</i>	Planned action <i>This must include actions, tasks and person responsible for implementing the improvement</i>	Person responsible	Planned completion date	Outcomes <i>This includes the results, achievement, impact, what you have measured</i>	Review Date <i>Include supporting evidence</i>
		always provided to all consumers.				plan services for each consumer address the outcomes of their assessments.	Evidence includes Falls Management Guide, Client notes Falls risk assessment, Client notes – Assessments and review, Client Transfer & Mobility Assessment.
			Care Coordinators discuss assessment outcomes and care planning with each consumer /their representatives.		31/08/2024	All consumers/their representatives are involved in their assessments and in planning the care they are receiving	30/5/24 Care Coordinators are currently reviewing consumers and updating care plans Evidence includes Care Plan Information evidence 1 & 3 and updated Care plan 1, 2 and 4.
			Care Coordinators provide a copy of Care and Support plans to every consumer /their representatives at commencement and when they are changed. Consumers/their representatives are made aware that they can request a copy of their Care and Services Plan at any time.		31/08/2024	All consumers /their representatives have a copy of their current care plan, and are fully aware of the services they are receiving.	30/5/24 Working through these. Evidence includes: updated Care plan 1, 2 and 4.
10/4/24	2(3)(e)	The Commission audit identified that care and services are not reviewed regularly for effectiveness, and when circumstances change or when incidents impact on the needs, goals or preferences of the consumer.	Update FileMaker Pro to include Care Plan review date on general page	Janine Johnson	31/08/2024	FileMaker Pro reflects the review due date for all consumers	30/5/24 Care Coordinators are currently reviewing clients and updating assessments, ACP and EOL wishes. Evidence includes Client notes – Falls Risk Assessment, Client review – Transfer & Mobility Assessment, Care Plan Information evidence 1 & 3. updated Care plan 1, 2 and 4.
			Care Coordinator review and update assessment, care and support plans when the consumers circumstances, needs, goals or preferences change with the consumer /their representatives.	Care Coordinators		Frontline staff and care coordinators recognise and identify and communicate when the consumers circumstances change. Care Coordinators conduct a reassessment with consumers /their	30/5/24 Care Coordinators are currently reviewing clients and updating care and support plans Evidence includes Updated Care Plan 2, Client Review, Review Form 1, Client



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Date	Related Standard	Issues identified <i>Include source for example, aged care consumer relative meeting, internal audit</i>	Planned action <i>This must include actions, tasks and person responsible for implementing the improvement</i>	Person responsible	Planned completion date	Outcomes <i>This includes the results, achievement, impact, what you have measured</i>	Review Date <i>Include supporting evidence</i>
						representatives and update their care and support plans when the consumers condition changes and review dates are updated in FileMaker Pro. Care Coordinators complete a review with each consumer /their representatives at commencement and at least annually, these are documented in the consumer notes and review dates are updated in FileMaker Pro	notes – Assessments and review
			Care Coordinators to complete individual service agreements for each consumer receiving services through a contractor.		15/6/24	Consumers with a contracted service to have an individual Service Agreement in place for each contractor providing them with a service through TCS. Most completed. Care Coordinators currently following up the remainder.	30/5/24 Evidence includes Updated Care Plan 2, ISA 1 (notes), ISA 1, ISA 2 and Risk Assessment and ISA 3.
STANDARD 3 - Personal care and clinical care							
	3(3)(a)				Compliant		
10/4/24	3(3)(b)	The Commission audit identified that high impact or high prevalence risk associated with the care of each consumer is not effectively managed. Risks associated with the provision of complex wound care are not identified and strategies not implemented to effectively manage these risks.	Implement a falls management program and falls assessments.	Janine Johnson	23/4/24	Falls Management program in place and followed. Consumers assessed for falls risk and appropriate interventions put in place and communicated.	30/5/24 Evidence includes ISA 1, 2 and 3.
			Implement wound care support plan	Jake Barraclough		Wound care support plan implemented, and working with the clinical contractor providing wound care services, who is requiring prompting to provide feedback including	Evidence includes Wound Support Plan





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						photos and reports for wound care services.	
			Care Coordinators to discuss Advanced Care Planning and End of Life Care wishes with all consumers /their representatives.	Care Coordinators	31/8/24	Care Coordinators are in the process of contacting all consumers and are updating Advanced Care Planning and End of Life Care wishes and documenting these in consumers files.	
	3(3)(c)				Compliant		30/5/24
	3(3)(d)				Compliant		30/5/24
10/4/24	3(3)(e)	The Commission audit identified that information about the consumers condition, needs and preferences is not documented and communicated effectively within the organisation and with others where the responsibility is shared.	Implement processes for documenting and communicating consumers current care needs and preferences with relevant staff and contractors.	Donita Baylis	31/8/24	All consumers care needs and preferences are in the process of being updated and documented, and the staff and contractors providing services are being provided with the information as it is updated.	30/5/24 Evidence includes Care Plan Information evidence 1, 2, 3 and 4. Written Process has been commenced
			Care and Support plans are provided to frontline staff and contractors when they are updated.	Care Coordinators	31/8/24	All care and support plans are in the process of being updated. The most current version is available to frontline staff and contractors.	
	3(3)(f)				Compliant		
	3(3)(g)				Compliant		
STANDARD 4 - Services and supports for daily living							
	4(3)(a)				Compliant		
	4(3)(b)				Compliant		
	4(3)(c)				Compliant		
	4(3)(d)				Compliant		
	4(3)(e)				Compliant		
	4(3)(f)				Compliant		
	4(3)(g)				Compliant		
STANDARD 5 - Organisation's service environment							
	5(3)(a)				Compliant		
	5(3)(b)				Compliant		



Date	Related Standard	Issues identified <i>Include source for example, aged care consumer relative meeting, internal audit</i>	Planned action <i>This must include actions, tasks and person responsible for implementing the improvement</i>	Person responsible	Planned completion date	Outcomes <i>This includes the results, achievement, impact, what you have measured</i>	Review Date <i>Include supporting evidence</i>
	5(3)(c)				Compliant		
STANDARD 6 - Feedback and complaints							
	6(3)(a)				Compliant		
	6(3)(b)				Compliant		
	6(3)(c)				Compliant		
	6(3)(d)				Compliant		
STANDARD 7 - Human resources							
	7(3)(a)				Compliant		
	7(3)(b)				Compliant		
	7(3)(c)				Compliant		
	7(3)(d)				Compliant		
	7(3)(e)				Compliant		
STANDARD 8 - Organisational governance							
10/4/24	8(3)(a)	Management identified to the Commission auditors that a Consumer Advisory Committee had been discussed at a management level but had not yet been implemented.	Compile and send a letter to all consumers for EOI for a Consumer Advisory Body to participate in development, delivery and evaluation of care and services.	Janine	30/6/24	All consumers of TCS were sent a letter regarding a Consumer Advisory Forum, and a list of interested consumers has been compiled. Meeting date set for 14 June 2024.	30/05/2024
	8(3)(b)				Compliant		
	8(3)(c)				Compliant		
	8(3)(d)				Compliant		30/5/24 Evidence includes Consumer Advisory Forum - letter sent to clients, mail out documents, note in client files in FileMaker Pro and list of interested consumers.
	8(3)(e)				Compliant		

[Commission's website<sup>1</sup>](https://www.agedcarequality.gov.au)

**Privacy notice:** The Aged Care Quality and Safety Commission collects your information for the purposes of assessing the performance of your service against the Aged Care Quality Standards. For more details about our privacy policy please visit the

<sup>1</sup> <https://www.agedcarequality.gov.au>

**From:** Commission\_NSW <[nsw\\_office@agedcarequality.gov.au](mailto:nsw_office@agedcarequality.gov.au)>  
**Sent:** Friday, June 14, 2024 12:53 PM  
**To:** Janine Johnson <[jjohnson@uralla.nsw.gov.au](mailto:jjohnson@uralla.nsw.gov.au)>  
**Subject:** Notice of Direction with no immediate action-Council of the Shire of Uralla - Uralla  
Commission ID: 200492-ACT-24-0003059 [SEC=OFFICIAL]



Australian Government

Aged Care Quality and Safety Commission

**OFFICIAL**

Ms Janine Johnson

**Re: Council of the Shire of Uralla - Uralla Commission ID: 200492**

**Services included:**

Home Care Packages (HCP) included:

Provider: 906 Uralla Shire Council

Service: 17778 Tablelands Community Options

Service: 17779 Tablelands Community Options (Mainstream)

Commonwealth Home Support Programme (CHSP) included:

Provider: 7408 Uralla Shire Council

Service: 24128 Uralla Shire Council - Care Relationships and Carer Support

Service: 24127 Uralla Shire Council - Community and Home Support

9 Hill Street, URALLA, New South Wales, 2358

**Council of the Shire of Uralla - Uralla Commission ID: 200492**

14 June 2024

**NOTIFICATION REGARDING CLOSURE OF DIRECTION NOTICE**

I, G Jones am writing in relation to the Commissioner's direction under section 63A of the Aged Care Quality and Safety Commission Rules 2018 (Commission Rules) (the **Direction**) to submit a revised Plan for Continuous Improvement (PCI) for Council of the Shire of Uralla - Uralla. In response to the Direction, you submitted your revised PCI on 31 May 2024.

I have reviewed the updated PCI and am satisfied that the revisions made meet the requirements specified in the Direction. I wish to advise that no immediate action will be taken in relation to the Direction at this time.

**Status of non-compliance against the Aged Care Quality Standards**

The findings of non-compliance identified as a result of the assessment of your performance against the Aged Care Quality Standards and outlined in the Performance Report dated in relation to the service 9 May 2024 **remain current**.

Whilst the revised PCI has met the requirements specified in the Direction, I am not satisfied, based on the information and evidence provided by you, that the non-compliance against the Quality Standards has been remediated.

The Commission will undertake further monitoring based on risk, which may be prior to or after the planned activity completion dates specified in the PCI have lapsed. If you believe the service has returned to compliance prior to this time, please advise the Commission by contacting me using the contact details below.

The Commissioner will take into consideration your compliance history in future decisions where your record of compliance with your aged care responsibilities is relevant. This means that regulatory action may still be taken in the future if you do not comply with any of your aged care responsibilities as an approved provider.

Please note that any decisions made now or previously in relation to compliance with your aged care responsibilities may affect your Star Rating. See My Aged Care for further information ([www.myagedcare.gov.au](http://www.myagedcare.gov.au)).

You are encouraged to provide information to care recipients and their representatives about this letter.

If you have any questions about this matter please contact the Commission via email to [nsw\\_office@agedcarequality.gov.au](mailto:nsw_office@agedcarequality.gov.au)

Yours sincerely

Gill Jones

Assistant Director NSW/ACT

Delegate of the Aged Care Quality and Safety Commissioner

Aged Care Quality and Safety Commission

Sydney Office

GPO Box 9819, SYDNEY, New South Wales, 2001

Ph: (02) 9633 2099

Fax: (02) 9687 0415

Web: [agedcarequality.gov.au](http://agedcarequality.gov.au)

RPT-OPS-0086 v1.0

OFFICIAL: Sensitive

In the spirit of reconciliation, the Aged Care Quality and Safety Commission acknowledges the Traditional Custodians of Country throughout Australia and their connections to land, water and community. We pay our respect to their Elders, past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Important: This transmission is intended only for the use of the addressee and may contain confidential or legally privileged information. If you are not the intended recipient, you are notified that any perusal, use, dissemination, disclosure or copying of this communication is strictly prohibited. If you have received this transmission in error, please notify the author immediately by return e-mail and delete the transmission without making a copy.

**14.12 Register Resolutions Actions Status as at 19 June 2024**

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**Department:** General Manager's Office**Prepared By:** Executive Assistant**Authorised By:** General Manager**Reference:** UINT/24/7897

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**Attachments:** 1. Register Actions Status Report for June 2024 Meeting [↓](#)

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

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**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 19 June 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.

RESOLUTIONS ACTIONS STATUS REPORT					Printed: 20 June 2024 9:18 AM
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 holdup 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.  <b>17 Apr 2024</b>  No change since last report  <b>07 May 2024</b>  Contact made with Solicitor for follow on on progress - awaiting response	

RESOLUTIONS ACTIONS STATUS REPORT				Printed: 20 June 2024 9:18 AM
				<b>28 May 2024</b> Solicitor advised the finalisation of the plans with the surveyor and have now received and liaised with Walcha Council for the avoidance of any doubt regarding the small parcel of land that falls into their Shire. Written confirmation has been received from Walcha Council advising no issue with proceeding as planned. The Land Registry Services Registration is now proceeding. We await their confirmation before we can execute the documents to proceed with full registration. We expect this to happen mid July 2024.
Council 25/07/2023	15.1	Waste trucks and options for kerbside waste collection	<b>RESOLUTION 19.07/23</b>  <b>Moved:</b> Cr Tom O'Connor <b>Seconded:</b> Cr Sarah Burrows  <b>That Council,</b>  i. <b>Award a contract to Superior Pak for up to \$500,000 for the purchase of one waste collection truck; and</b>  ii. <b>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</b>  iii. <b>Continues outsourcing kerbside waste collection services through a private contractor until the arrival of the new waste truck; and</b>  iv. <b>Further considers this matter when the long term waste strategy and a Master Plan for Uralla Landfill is ready.</b>  <b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor and Tara Toomey  <b>Against:</b> Crs Bruce McMullen and Lone Petrov  <b>CARRIED 7/2</b>	<b>07 Aug 2023</b>  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.  <b>14 Sep 2023</b>  Meeting has been schedule for Thursday 21/9/2023 to discuss the specs with the supplier.  <b>16 Oct 2023</b>  AMEW advised Truck has been ordered, arrival expected March 2024.  <b>11 Dec 2023</b>  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.  <b>20 Mar 2024</b>  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.  <b>20 Mar 2024</b>  RFT for interim waste/recycling pickup services has been issued to the market and is still open.  <b>17 Apr 2024</b>



RESOLUTIONS ACTIONS STATUS REPORT				Printed: 20 June 2024 9:18 AM
				<p>No change since last report.</p> <p><b>08 May 2024</b></p> <p>Made a follow up with supplier today 8 May 2024 regarding the delivery date. The expected delivery date is now forecast to be 26th June 2024. Supplier has slightly moved back from the 14th June 2024 date given earlier.</p> <p><b>17 Jun 2024</b></p> <p>Supplier is still looking at a completion date ex-factory Bundaberg for our unit as 26th June 2024. From there the unit will go to Sydney for dealer fitment options etc and pre-delivery before handover to council. Supplier will update Council again once the unit is called complete.</p>
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) <b>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:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Bundarra – All existing routes (as per Attachment 1) plus an additional route comprising the Bundarra stretch of the Thunderbolts Way.</b></li> <li><input type="checkbox"/> <b>Invergowrie - All existing routes (as per Attachment 2) plus the additional routes compromising 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.</b></li> <li><input type="checkbox"/> <b>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.</b></li> <li><input type="checkbox"/> <b>Kentucky - All existing routes as per Attachment 4 with no further changes.</b></li> </ul>	<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>17 Apr 2024</b></p> <p>Community consultation efforts to be conducted through May and into June.</p> <p><b>08 May 2024</b></p> <p>Community engagement letters prepared and printed and ready for delivery. Two community engagement sessions schedule for both Uralla and Bundarra on the 22 and 23 May 2024 respectively.</p> <p><b>17 Jun 2024</b></p>

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<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 engagement.</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 style="text-align: right;">CARRIED 9/0</p>				Two community information sessions have been organised and comments and suggestions from attendees noted. Residents' concerns through council customer care emails and phone calls has also been compiled., A further report has been prepared for the DID approval and further presentation to be considered in the next upcoming council meeting.
Council 19/12/2023	14.4	Project Updates - Public Spaces Legacy Program	<p><b>RESOLUTION 10.12/23</b></p> <p><b>Moved:</b> Cr Tom O'Connor</p> <p><b>Seconded:</b> Cr Lone Petrov</p> <p><b>That Council</b></p> <ol style="list-style-type: none"> <li>Note the update and status reports for the Rotary Park Project; the Pioneer Park Project; and the Glen Project; and</li> <li>Ask the General Manager to circulate the 'Advertising Uralla' draft content to Councillors for their information prior to finalising for display at The Glen.</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 style="text-align: right;">CARRIED 9/0</p>	<p><b>20 Mar 2024</b></p> <p>Item 2 - "Advertise Uralla" Update - This has been presented to UTEC for comment/input and is awaiting return from UTEC.</p>

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Council 26/03/2024	14.6	Proposed Uralla Shire Council Renewable Energy Community Benefit Framework	<b>RESOLUTION 39.03/24</b> <b>Moved:</b> Cr Leanne Doran <b>Seconded:</b> Cr Sarah Burrows <b>That Council:</b> <b>1. Amends the Renewable Energy Community Benefit Policy as follows:</b> <b>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> <b>b. Add requirement for benefit payments to continue over the life of the development and indexed to CPI; and</b> <b>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</b> <b>d. Other minor changes as shown in the attached draft.</b> <b>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.</b> <b>3. Notes that community legacy projects will be determined in consultation with community.</b> <b>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.</b> <b>5. Exhibits the Terms of Reference and Constitution for the Advisory Body for a period of 28 days and seeks community submissions.</b> <b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey <b>Against:</b> Nil	<b>16 Apr 2024</b>  Amendments completed with upload to Website for public exhibition 16 April 2024 till 14 May 2024., Terms of Reference are currently being developed.  <b>19 June 2024</b>  Report will be presented to the July Council meeting, looking to include the Terms of reference in that report.	
					CARRIED 9/0

CARRIED 9/0

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Council 23/04/2024	14.3	Draft Policy - Liquid Trade Waste Management - 2024	<p><b>RESOLUTION 09.04/24</b></p> <p><b>Moved:</b> Deputy Mayor Robert Crouch <b>Seconded:</b> Cr Tom O'Connor</p> <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Authorises the adoption of the Draft Liquid Trade Waste Management Policy if no submissions are received, and no changes are made.</li> </ol> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Nil</p> <p style="text-align: right;"><b>CARRIED 8/0</b></p>	<p><b>17 June 2024</b></p> <p>Public exhibition period has lapsed. Pending authoriser's review of responses and subsequent action in accordance with Council's resolution.</p>
Council 23/04/2024	13.1	Minutes - Uralla Township & Environs Committee (UTEC) Quarterly Meeting - 4 March 2024	<p><b>RESOLUTION 06.04/24</b></p> <p><b>Moved:</b> Cr Tara Toomey <b>Seconded:</b> Cr Leanne Doran</p> <ol style="list-style-type: none"> <li>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).</li> <li>2. That Council resolves to: <ol style="list-style-type: none"> <li>a) Review the southern approach/departure to Uralla for risk to wildlife (particularly koalas)</li> </ol> </li> </ol>	

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<p>and take appropriate actions to reduce the speed limit in this area.</p> <p>b) Establish a volunteer program to support community involvement in the maintenance of the main street blisters.</p> <p>c) 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.</p> <p>d) Review the Plan of Management for all Open Spaces.</p> <p><u>For:</u> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 8/0</p>				
Council 23/04/2024	14.2	Draft Policy - Keeping of Animals (Urban Areas) (2024)	<p><b>RESOLUTION 08.04/24</b></p> <p><b>Moved:</b> Deputy Mayor Robert Crouch</p> <p><b>Seconded:</b> Cr Leanne Doran</p> <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>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, subject to the following amendments: <ol style="list-style-type: none"> <li>Page 5, Clause 6.5: Delete 'Construction of kennel facilities must comply with the Building Code of Australia'.</li> <li>Insert into Part 4 'Statement': Any animal housing structures shall be structurally adequate and comply with Building Code of Australia if required.</li> <li>Delete all references to <i>Schedule 2 of the Local Government (General) Regulation 2021</i> references in the draft Policy where it relates to specific animals/birds, noting that these provisions apply as noted in Clause 5 on Page 2 of the draft Policy.</li> </ol> </li> </ol>	<p><b>17 June 2024</b></p> <p>Public Exhibition has been extended with notification to Wordsworth and community groups. Website and Facebook pages has been updated. Extended to 30 June 2024</p>

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	<div><div>2. Notify the following groups of the revised policy and the opportunity to provide feedback upon commencement of Public Exhibition:</div><div><div><input type="checkbox"/> Uralla &amp; Bundarra Pony Clubs;</div><div><input type="checkbox"/> New England Exhibition of Poultry Association;</div><div><input type="checkbox"/> Uralla &amp; Bundarra Showground Land Managers; and</div><div><input type="checkbox"/> Any other group likely to be impacted by the Draft Policy.</div></div><div>3. 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.</div><div>4. Authorises the adoption of the Draft Policy - Keeping of Animals (Urban Areas) if no submissions are received, and no changes are made.</div></div>	
	<div><div>For:</div><div>Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov</div></div>	
	<div><div>Against:</div><div>Tara Toomey</div></div>	
		CARRIED 7/1

**15 CONFIDENTIAL MATTERS****New England Weeds Authority Update**

<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>	d(i) and f - commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

**16 COMMUNICATION OF COUNCIL DECISION****17 CONCLUSION OF MEETING**