



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

24 September 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

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- 6 DISCLOSURE & DECLARATION OF INTEREST/S**

7 CONFIRMATION OF MINUTES


7.1 Confirmation of Minutes Ordinary Meeting held 27 August 2024

Department: General Manager's Office

Prepared By: Executive Assistant

Authorised By: General Manager

Reference: UINT/24/15023

Attachments: 1. Minutes Ordinary Meeting 27 August 2024 [↓](#) 

RECOMMENDATION

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



MINUTES of

ORDINARY COUNCIL MEETING

Held on 27 August 2024 at 4:00pm

Attendance at Meeting:

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

Staff: Ms T Averay, General Manager
Mr M Raby, Director, Infrastructure & Development
Dr R Abell, Director, Corporate & Community
Mr M McLindin, Group Manager Civil Services
Mr M Ahammed, Manager Finance & IT
Ms W Westbrook, Executive Assistant

ORDINARY COUNCIL MEETING MINUTES

27 AUGUST 2024

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9 WRITTEN REPORTS FROM DELEGATES

Nil

10 PUBLIC FORUM

Nil

11 MAYORAL MINUTE

Nil

12 NOTICE OF MOTION/QUESTIONS WITH NOTICE

Nil

13 REPORT OF COMMITTEES

Nil

14 REPORTS TO COUNCIL

14.1 Election of Deputy Mayor

Department: General Manager's Office

Prepared By: Executive Assistant

Authorised By: General Manager

Reference: UINT/24/14368

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

This purpose of this report is to invite Council to make a decision regarding the appointment of a Deputy Mayor in accordance with Section 231 of the *Local Government Act 1993*.

RECOMMENDATION

1. That the Returning Officer calls for and announces the nominations for the position of Deputy Mayor.

Then:

2. That should there be more than one nomination for the position, the method of election of the Deputy Mayor be by way of secret/open ballot.

Following the declaration of the vote:

3. That Cr be appointed as Deputy Mayor for the period from 24 September 2024 for a designated period of this term to be determined by Council.

REPORT

Under Section 231 of the *Local Government Act 1993* (the Act), a Council may elect a Deputy Mayor to assist the Mayor in the performance of their duties. Section 231 of the Act provides:

Section 231 Deputy mayor

- (1) *The councillors may elect a person from among their number to be the deputy mayor.*
- (2) *The person may be elected for the mayoral term or a shorter term.*
- (3) *The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.*
- (4) *The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.*

Section 231 (2) of the Act provides that the Deputy Mayor may be elected for the mayoral term or a shorter term, such as:

- For a period of 12 months
- For the period of the elected Council term; or
- For another period determined by Council .

Councils are not required under the Act to have a Deputy Mayor. Uralla Shire Council has traditionally appointed a Deputy Mayor for a period of one year, except for the most recent term when the Deputy Mayor was appointed for the full term from December 2021 to September 2024.

Schedule 7 (1) of the *Local Government (General) Regulation 2021* (the Regulation) states that the “General Manager (or a person appointed by the General Manager) is the Returning Officer.”

Schedule 7(2) of the Regulation provides:

- (1) *A councillor may be nominated without notice for election as mayor or deputy mayor.*
- (2) *The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) *The nomination is to be delivered or sent to the returning officer.*
- (4) *The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

Nomination forms have been provided as an attachment to this business paper. Completed nomination forms must be returned to the General Manager prior to the commencement of the Council meeting.

Schedule 7(3) of the Regulation provides:

- (1) *If only one councillor is nominated, that councillor is elected.*
- (2) *If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot; or by open voting.*
- (3) *The election is to be held at the Council meeting at which the Council resolves the method of voting.*
- (4) *In this clause:*
 - “ballot” has its normal meaning of secret ballot;*
 - “open voting” means voting by a show of hands or similar means.*

Schedule 7 parts 2, 3 and 4 of the Regulation prescribes the voting procedures (a copy of schedule 7 is attached).

CONCLUSION

If Council wishes to have a Deputy Mayor it must resolve the appointment and term.

COUNCIL IMPLICATIONS

Community Engagement/Communication

Not applicable

Policy and Regulation

- *NSW Local Government Act 1993.*
- *NSW Local Government Regulation (General) 2021.*
- Code of Meeting Practice.

Financial/Long Term Financial Plan

There is no additional allowance paid to the Deputy Mayor unless acting as Mayor in the absence of the Mayor. At such times, the Deputy Mayor is entitled to the equivalent of the Mayor's allowance deducted from the allowance paid to the Mayor. All Councillor allowances are included in Council's budget.

Asset Management/Asset Management Strategy

Not applicable

Workforce/Workforce Management Strategy

Not applicable

Legal and Risk Management

The appointment of the Deputy Mayor must be in accordance with Section 231 of the *Local Government Act 1993*.

Performance Measures

Not applicable

Project Management

General Manager

14.2 LGNSW Annual Conferences and voting entitlements

Department:	General Manager's Office
Prepared By:	Executive Assistant
Authorised By:	General Manager
Reference:	UINT/24/11102

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The LGNSW 2024 Annual Conference will be held in Tamworth from 17 to 19 November 2024.

The Mayor has been registered to attend the Conference. It has been usual practice for the Mayor to represent Council at the Local Government Annual Conference and to exercise voting rights on behalf of Council.

RECOMMENDATION

That Council delegate the Mayor, or designated representative, to attend LGNSW annual conferences and exercise voting entitlements for this term of Council.

REPORT

Member councils must advise the LGNSW of the names of their nominated voting delegates by 5pm AEDT on Wednesday 6 November 2024.

Member councils' voting entitlements at the 2024 Local Government NSW Annual Conference are listed in [Appendix A](#).

Uralla Shire Council has one (1) voting entitlement.

The draft Conference program is available at this link: [Draft 2024 Annual Conference Program.pdf \(lgnsw.org.au\)](#)

CONCLUSION

This report recommends that the Mayor, or designated representative, be delegated to attend the annual LGNSW conferences and exercise the voting entitlement on behalf of Council for the duration of this elected term of Council.

14.3 Council meetings schedule October 2024 - September 2025

Department:	General Manager's Office
Prepared By:	Executive Assistant
Authorised By:	General Manager
Reference:	UINT/24/14695

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.	We are an independent shire and well-governed community
Strategy:	4.3.	An efficient and effective independent local government

SUMMARY

Council adopted the Schedule of Meetings for 2024/25 in accordance with the Code of Meeting Practice. Council is required to meet at least 10 times each year, each time in a different month.

Council's meeting cycle is outlined in the Code of Meeting practice; however, some adjustment is required to the December and April meeting dates due to the public holiday schedules.

This report presents the formal and informal meeting schedule for the next 12 months for Council adoption and/or noting.

RECOMMENDATION

That Council:

1. Adopts the Ordinary Meeting cycle for 2024-2025 as follows:
 - Tuesday 22 October 2024
 - Tuesday 26 November 2024
 - Tuesday 17 December 2024
 - Tuesday 25 February 2025
 - Tuesday 25 March 2025
 - Wednesday 22 April 2025
 - Tuesday 27 May 2025
 - Tuesday 24 June 2025
 - Tuesday 22 July 2025
 - Tuesday 26 August 2025
 - Tuesday 23 September 2025
2. Endorses the schedule for monthly Councillor information sessions as detailed in this report, noting these are not decision-making forums.
3. Notes that informal weekly meetings are held between the Mayor and the GM, to which all Councillors are invited if available.
4. Notes that separate community engagement sessions/workshops will be scheduled from time to time to share public information and to gain community feedback.

REPORT

Section 365 of the *Local Government Act 1993 (NSW)* (the Act) requires Council to meet at least ten (10) times each year, each time in a different month. Section 9(1) of the Act requires Council to give notice to the public of the times and places of its meetings.

The dates, times and venue are outlined in Section 3 of Council's Code of Meeting Practice, which requires Ordinary meetings of Council to be scheduled as follows:

Timing of ordinary council meetings

3.1 *Ordinary meetings of the council will be held on the following occasions:*

- *February to November: on the fourth (4th) Tuesday of the month*
- *December – on the third (3rd) Tuesday of the month.*
- *January – No meeting held in January.*
- *Meetings to commence at 4:00pm and held at Uralla Shire Council Chambers.*

Clauses 3.4, 3.5 and 3.6 detail the notice which must be given to the public as follows:

Notice to the public of Council meetings

3.4 *The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.*

Note: Clause 3.4 reflects section 9(1) of the Act.

3.5 *For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.*

3.6 *For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.*

Council can vary the day, time, or venue of formal Council meetings by resolution.

Information sessions

Information sessions will be managed by the GM in consultation with the Mayor.

There will be no formal minutes, recommendations, or actions as these are not decision-making forums. Record keeping for information sessions will be limited to attendance, declarations of interest and key issues discussed. The information sessions are an opportunity to ensure Councillors are fully informed on complex matters that are not yet ready for public presentation; for example, commercial-in-confidence development proposals which are still in the negotiation stage, or legal matters. External presenters may provide information to Councillors at these sessions from time to time.

Information Sessions are generally held on the 2nd Tuesday of each month, but additional sessions may be held as required.

Mayor and GM catch-ups

The Mayor and the GM meet weekly for an informal catch-up, and all Councillors are invited to attend if available. The two Directors also attend. These sessions are an opportunity for the Mayor and any Councillors present to raise any issues for further advice from the Executive and for the GM to provide updates on any current operational matters. The GM circulates notes of issues discussed to all Councillors.

Mayor and GM catch-ups are generally held every Monday at 4:30pm.

Councillor Bulletin

A weekly Councillor information Bulletin is also published internally by the GM office to keep the Councillors informed of any topical issues and to highlight any achievements or upcoming events and activities.

The Councillor Bulletin is usually distributed by email and NextCloud on Friday afternoons.

CONCLUSION

This report presents the formal and informal meeting program for the next 12 months for Council adoption and/or noting.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

This report identifies the formal and informal meeting program for Councillors and notes that separate community engagement sessions/workshops will be scheduled from time to time to share public information and to gain community feedback. This is in addition to formal public exhibition of policies and other documents such as development applications as appropriate when a range of communication channels are used including social media, Council's website, and other relevant identified platforms.

Policy and Regulation

Local Government Act 1993 (NSW)

Code of Meeting Practice

Financial/Long Term Financial Plan

Council meeting costs are included in the annual Council budget.

Asset management/Asset Management Strategy

Not applicable.

Workforce/Workforce Management Strategy

Administrative resources to support Council meetings are included in the annual Council budget

Legal and Risk Management

The proposed Ordinary Council meeting schedule meets statutory meeting requirements.

Formal Council meetings and procedures are governed by the Code of Meeting Practice.

Performance Measures

At least 10 Ordinary Meetings of Council per year must be conducted. The proposed Ordinary Council meeting schedule meets statutory meeting requirements.

Project Management

GM, Directors and Manager Governance

14.4 Appointment of Councillor Delegates on Committees and External Bodies

Department: General Manager's Office

Prepared By: General Manager

Authorised By: General Manager

Reference: UINT/24/13354

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

4.1. Informed and collaborative leadership in our community

SUMMARY

The purpose of this report is to invite Council to appoint delegates to committees and other external bodies on which Council is represented.

Delegates can be elected for the term of Council or an alternative specified time as determined by Council.

RECOMMENDATION**That:**

1. **Council appoints Councillor delegates to each of the committees and external bodies identified in Table A.**
2. **The appointment term for delegates be confirmed as the elected Council term, or another specified period.**

REPORT

Following the Local Government Elections, Council is required to determine its delegates on committees and external bodies on which Council is represented.

Council can choose to appoint Councillor delegates for the term of Council, or an alternative specified period.

Committees provide a key link between Council and the community, State agencies and sector interest groups. Committees provide advice and recommendations that help inform the strategic direction and policies of Council. Committees meet regularly as required by relevant Terms of Reference/Constitutions.

Council committees have no decision-making delegations and are advisory only.

The key exception is the Northern Regional Planning Panel which operates under the direction of the State Department of Planning and acts as a consent authority for regional development proposals. The Planning Panel is convened by the Department of Planning as required to determine relevant development applications.

Two council members are appointed by each council in a region. At least one council member should have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering, or tourism. The Department of Planning

recommends that councils should consider appointing a minimum of four (4) alternate members to enable regular rotation and to avoid potential conflicts of interest.

Following is a table identifying the relevant Committees and external bodies for which Councillor delegates are sought.

COUNCIL COMMITTEES AND EXTERNAL BODIES

COUNCIL COMMITTEES	
Audit Risk and Improvement Committee (ARIC)	Cr
Australia Day Committee	Cr Cr Cr
GM Performance Review Committee	Mayor Deputy Mayor Cr
S355 Bundarra Hall Committee	Cr Cr
S355 Uralla Township Environs Committee	Cr Cr
EXTERNAL	
Arts North-West Strategic Advisory Council (SAC)	Cr General Manager (alternate)
Central Northern Regional Library	Cr
Rural Fire Service Liaison Committee	Cr General Manager
(Department of Planning) - Northern Regional Planning Panel	General Manager Cr (Panel Member) Cr (Panel Member) Cr (Alternate Panel Member) Cr (Alternate Panel Member)
(TfNSW) - Uralla Local Traffic Committee	Cr
MAYORAL APPOINTMENTS	
Community Safety Precinct Committee (Not currently active)	Mayor
Country Mayors Association	Mayor
Coalition of Renewable Energy Mayors (CoREM)	Mayor General Manager

CONCLUSION

Councillor delegates appointed to Committees and external bodies represent Council and provide advice back to Council. Minutes of committee meetings are reported to Council. In the case of the Northern Regional Planning Panel, the decisions of the Panel are published through the State Planning Portal.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

Committees are a mechanism for community engagement and provide an avenue for community feedback to Council on relevant issues.

Policy and Regulation

Committees are governed by relevant Terms of Reference.

Financial/Long Term Financial Plan

Costs associated with Committee meetings are absorbed into Council's existing budget. There are no attendance fees.

Asset Management/Asset Management Strategy

Not relevant

Workforce/Workforce Management Strategy

Council staff support Committees with administration and meeting space.

Legal and Risk Management

Committees are required to adhere to relevant Terms of Reference.

Performance Measures





Committee meeting minutes are reported to Council and actions updated to subsequent meetings.

Project Management

Committees are overseen by relevant officers who attend as appropriate and provide technical advice on identified issues.

14.5 Membership - Australia Day s355 Committee**Department:** General Manager's Office**Prepared By:** Executive Assistant**Authorised By:** General Manager**Reference:** UINT/24/14795

Attachments:

1. Terms of Reference Australia Day Committee April 2023 [↓](#) 
2. Membership Application from Steven Williams [↓](#) 
3. Membership Application from Amanda Williams [↓](#) 
4. Membership Application from Wendy Westbrook [↓](#) 

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**Goal:** 1. We have an accessible inclusive and sustainable community**Strategy:** 1.1. A growing community with an active volunteer base and participation in community events**SUMMARY**

Council operates an Australia Day Committee under section 355 of the Local Government Act 193 (NSW). The Committee operations are governed by the Terms of Reference (TOR). A copy of the current Terms of Reference dated April 2023 are attached to this report for the information of Councillors.

The TOR state that the Committee shall operate until six (6) months after the date of the Council election, unless terminated earlier. The current Committee will therefore operate until 14th February 2025 and will oversee the 2025 Australia Day activities.

The TOR provides for a minimum of six (6) and a maximum of 12 members of the public, in addition to two (2) Councillor representatives. A separate report to this Ordinary meeting recommends Council identify its new Councillor representatives.

Currently there are three (3) members of the public on the Committee. Council has received three (3) applications for new membership to the Australia Day Committee. This report presents these applications for Council consideration and recommends the applications be accepted and the applicants appointed to the Committee.

RECOMMENDATION

That Council accepts the membership applications from the following applicants:

- i. Mr Steve Williams;
- ii. Ms Amanda Williams; and
- iii. Ms Wendy Westbrook

and appoints the applicants as members of the Australia Day s355 Committee.

REPORT

All applicants are residents of Uralla Shire and have completed the membership application forms for the Australia Day S355 Committee. There are current vacancies on the Committee, and accordingly it is recommended that Council appoints the applicants as members of the Committee.

CONCLUSION

Council accepts the membership applications and appoints the applicants to the Australia Day s355 Committee.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

Applicants will be informed of Council's decision.

Policy and Regulation

Australia Day s355 Committee Terms of Reference 2022
Local Government Act 1993; section 355

Financial/Long Term Financial Plan

The costs of all Australia Day activities are included in Council's operational budget

Asset Management/Asset Management Strategy

N/A

Workforce/Workforce Management Strategy

N/A

Legal and Risk Management

N/A

Performance Measures

N/A

Project Management

General Manager's Directorate

14.6 Loans as at 31 August 2024

Department:	Corporate & Community
Prepared By:	Senior Finance Officer
Authorised By:	Director Corporate & Community
Strategy:	4.2. A strategic, accountable and representative Council

SUMMARY

This report provides Council with a reconciliation of borrowings as at the end of the reporting month.

RECOMMENDATION

That Council notes that the total loan position as of 31 August 2024 is \$1,283,532.

REPORT

This report is provided to inform Council of the reconciliation of borrowings on monthly basis. A reconciliation of borrowings for the month of August confirmed that the loan position as of 31 August 2024 is \$1,283,532.

The table below has been modified to provide details of interest applied and instalments paid since the last report.

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

Loan no.	Purpose	Balance as at 31 July 2024	Interest Applied	Instalment Paid	Balance as at 31 Aug 2024
165	MGH Property	17,014	112	751	16,375
187	Undergrounding Power and Main Street Upgrade	24,909	190	2,510	22,589
188	Paving and Power Undergrounding	9,819	72	548	9,343
189	Bridge Construction	125,943	922	2,650	124,215
190	Bridge construction & industrial land development	1,135,510	-	24,500	1,111,010
Total		1,313,196	1,296	30,960	1,283,532

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)*.

14.7 Investments as at 31 August 2024

Department:	Corporate & Community
Prepared By:	Senior Finance Officer
Authorised By:	Director Corporate & Community
Strategy:	4.2. A strategic, accountable and representative Council

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 Section 625 of Local Government Act 1993, Regulation 212 of the NSW Local Government (General) Regulations 2021, and Council's Investment Policy 2019.

RECOMMENDATION

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

- cash and overnight funds of \$5,155,769;
- term deposits of \$23,550,000;
- total convertible funds of \$28,705,769 (\$5,155,769 + \$23,550,000) (including restricted funds).

REPORT

Current term deposits of \$23,550,000 spread over the next twelve months will receive a range of interest from 5.00% to 5.49% with an average rate of 5.24%. 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 Aug 2024.

An additional table has been added to this report to provide movement of term deposits with different banks.

KEY ISSUES**Official cash rate**

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 changes will be guided by the incoming data and the RBA Board's assessment of the outlook for inflation and the labour market. The changes in interest rates has resulted in higher investment returns this year.

McMaugh Gardens - Bond Liability

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.

McMaugh Garden's Bond liability status as of 31 August 2024 is shown below:

Opening Balance as at 01/08/24	Bond Addition	Bond Release	Closing Balance as at 31/08/24
4,425,000	375,000	250,000	4,550,000

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. Most 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.

Most of the Council's cash is externally restricted and not available for day-to-day operational expenditure. As per unaudited financial statements for the year ending 30 June 2024, the amount of unrestricted cash reported in the draft financial statements is \$1,879,186. Council updates its restriction status at the end of each quarter, and the updated restriction status is provided with the quarterly budget review statements.

CASH AT BANK AND TERM DEPOSITS ARE SHOWN IN THE TABLES BELOW:**Uralla Shire Council****Operating/Business/Investments accounts as at 31 August, 2024**

Institution	Account	Closing Balance 31 August 2024
National Australia Bank	Main Account	\$1,413,144
National Australia Bank	Trust Account	\$31,296
Regional Australia Bank	Cash Account	\$27,758
Professional Funds (0.15% above RBA cash rate)	Cash Account	\$3,683,571
Total Cash and Overnight Funds		\$5,155,769
Term Deposits	Investments	23,550,000
Total funds available as at 31 August, 2024		\$28,705,769

Movement of Term Deposit Investments by Bank

Name of the Bank	S&P Rating	Allowable	Max	Opening	Movement	Closing	% of Actual Investment
		Investment Limit %	Investment Allowed	Investments 01/08/24	during the Month	Investments 31/08/24	
National Australia Bank	AA-	30%	7,065,000	7,300,000	-	7,300,000	31%
Bank of Queensland	A-2	30%	7,065,000	3,000,000	- 500,000	2,500,000	11%
Westpac Banking Corporation	A-1+	30%	7,065,000	6,000,000	- 800,000	5,200,000	22%
Commonwealth Bank	A-1+	30%	7,065,000	-	-	-	0%
Regional Australia Bank	A-2	30%	7,065,000	4,050,000	1,500,000	5,550,000	24%
Suncorp	A-1	30%	7,065,000	4,000,000	- 1,000,000	3,000,000	13%
Total				24,350,000	- 800,000	23,550,000	100%

List of Term Deposits as at 31 August, 2024



Name of the Bank	Term	Interest rate	Maturity	Investment Amount
Westpac Banking Corporation	11 months	5.37%	30/09/2024	700,000
National Australia Bank	5 months	5.13%	30/09/2024	500,000
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
National Australia Bank	6 months	5.15%	23/12/2024	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
National Australia Bank	8 months	5.30%	13/03/2025	500,000
Bank of Queensland	9 months	5.30%	04/04/2025	1,000,000
National Australia Bank	11 months	5.15%	17/04/2025	1,000,000
National Australia Bank	10 months	5.30%	23/05/2025	500,000
Westpac Banking Corporation	11 months	5.27%	02/06/2025	1,000,000
Bank of Queensland	11 months	5.28%	02/06/2025	1,000,000
National Australia Bank	12 months	5.45%	02/07/2025	500,000
National Australia Bank	12 months	5.45%	04/07/2025	600,000
Regional Australia Bank	11 months	5.05%	22/07/2025	500,000
Regional Australia Bank	11 months	5.05%	22/07/2025	1,000,000
Regional Australia Bank	12 months	5.00%	21/08/2025	800,000
Regional Australia Bank	12 months	5.00%	28/08/2025	1,000,000
Total				23,550,000

CERTIFICATION:

I, Mustaq Ahammed, Manager – Finance & IT, hereby certify that the above investments have been made in accordance with the Section 212 of the Local Government (General) Regulation 2021, and section 625 of the Local Government Act 1993, and Council's investment policy.

14.8 DRAFT Financial Statements for the Financial Year 2023-24 - Referral to Audit

Department: Corporate & Community**Prepared By:** Manager Finance**Authorised By:** General Manager**Reference:** UINT/24/15270

Attachments: 1. [Uralla Annual Financial Statements Draft - 24 September 2024 - Version 4](#)
 

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

The purpose of this report is to present the 2023-24 Draft Annual Financial Statements for Council endorsement for referral to the Auditors in accordance with section 413 of the Local Government Act 1993 (NSW).

The Draft Financial Statements were presented to Council's Audit, Risk and Improvement Committee (ARIC) on 13th September. ARIC resolved as follows:

That the Audit, Risk and Improvement Committee endorses the revised Draft General Purpose Financial Statements and Special Purpose Financial Statements for the financial year ending 30 June 2024 (provided 13 September 2024) and refers them to Council for consideration and passing to the Auditors pursuant to section 413 of the Local Government Act 1993 (NSW).

Accordingly, the draft Financial Statements are referred for Council endorsement and referral to the Auditors.

RECOMMENDATION

That Council endorses the Draft General Purpose Financial Statements and Special Purpose Financial Statements for the financial year ending 30 June 2024 and refers them to the Auditors pursuant to section 413 of the *Local Government Act 1993 (NSW)*.

REPORT

Under Section 413(1) of the Local Government Act 1993, Council must prepare and arrange for its Annual Financial Statements to be audited within four (4) months of year end (that is, by 31 October each year).

In accordance with Section 413 (1) of the Local Government Act 1993, the Council has prepared the draft Financial Statements to formally refer to the Auditors for audit.

The Annual Financial Statements are scheduled to be audited by Council's Auditor, Forsyths, Chartered Accountants. To meet the tight audit timelines, an advance copy of the draft financial statements has been provided to Forsyths pending formal endorsement by Council.

Table 1:

A top-level overview of financial results

Particulars	Figures in \$'000	
	2023-24	2022-23
Income from continuing operations (Excl capital grants)	29,638	26,200
Expenses from continuing operations (Excl depreciation and loss from disposals)	20,529	20,415
Result from ordinary activities before depreciation and loss from disposal	9,109	5,785
Less: Depreciation	6,509	6,057
Less: Net loss on disposal of assets	1,903	857
Result from continuing operations before capital grants	697	-1,129
Capital grants and contributions	3,557	5,213
Net operating result for the year - Net Profit/(Loss)	4,254	4,084

Table 2:

Summary of income statement and brief commentaries on the major variances with budget

Particulars	Figures in \$'000		
	2024 Actuals	2024 *Budget	2023 Actuals
Rates and annual charges	8,015	7,946	7,523
User charges and fees (1)	5,484	6,081	5,542
Other revenues	724	781	590
Grants and contributions provided for operating purposes (2)	14,119	9,263	11,846
Interest and investment income (3)	1,296	744	699
Total income from operational activities	29,638	24,815	26,200
Expenses from continuing operations			
Employee benefits and on-costs	12,249	11,938	10,772
Materials and services	7,402	7,276	8,865
Borrowing costs (4)	283	45	218
Other expenses (5)	595	516	560
Net loss from the disposal of assets (6)	1,903	0	857
Total expenses from continuing operations	22,432	19,775	21,272
Operating result prior to consideration of capital grants and depreciation	7,206	5,040	4,928
Less: Depreciation, amortisation and impairment	6,509	6,367	6,057
Operating result after depreciation	697	-1,327	-1,129
Add: Grants and contributions provided for capital purposes	3,557	5,753	5,213
Overall result with capital grants	4,254	4,426	4,084

Particulars	Figures in \$'000		
	2024 Actuals	2024 *Budget	2023 Actuals
Employee benefits and on-costs	867	1,781	1,161
Materials and services	7,285	8,412	4,155
Total Capex	8,152	10,193	5,316

Commentary on variances with original budget:

- 1) The variance in user fees and charges could be significantly attributed to TCS operations. The shortfall in this area is \$759k due to not being able to provide the number of services as estimated in the original Budget for CHSP and Home Care Packages. Additionally, revenue estimate of \$100k

from private works included in the original budget was not realistic, which later adjusted through QBRS.

- 2) The variance in grant funding for operating purposes was caused by McMaugh Gardens receiving \$1.2 mil higher funding than the original budget. During the year, the council also received two unplanned funding amounts of \$1.0 mil under AGRN-1034 Infrastructure projects, and \$2.3 mil under RERRF for road projects. AGRN-1034 and RERRF funds will be restricted until fully utilised.
- 3) The increase in interest income is largely attributed to the higher interest rate in the market.
- 4) The actual borrowing cost includes \$180k as a result of unwinding the discount on the tip remediation provision, which was not assessable when the budget was prepared. This is a non-cash transaction and a way of factoring the time value of money applied to the Tip Remediation Provision.
- 5) The variance in other expenses was caused mainly by two transactions: \$57,000 to correct previous years' invoices; and, the contribution to the Rural Fire Service unexpectedly increased from \$148k to \$192k, which was not estimated in the original budget.
- 6) Net loss from the disposal of assets mainly includes disposal of road replacement assets, which was not assessable at the time the budget was prepared.

Financial Reserves/Restrictions

The total restrictions comprise both external and internal components. External financial restrictions include unutilised funds designated for specific projects or allocations, typically including unspent Section 7.11/7.12 and Section 64 Developer Contributions, unutilised specific purpose grants, sewerage fund, water fund, and domestic waste management revenues.

As of 30 June 2024, the Council holds \$20,161,356 in externally restricted cash, compared to \$17,877,291 as of 30 June 2023. Internal financial restrictions, on the other hand, denote funds set aside for future expenditure as resolved by the Council. As of 30 June 2024, the Council holds \$5,409,168 in internally restricted cash compared to \$5,631,760 as of 30 June 2023.

Table 3: Summary of Restrictions

Particulars	30-Jun-24	30-Jun-23
Cash and Bank	27,449,710	24,305,403
Less: Restrictions		
External restrictions included in liabilities	8,939,205	10,038,573
External restrictions - others	11,222,151	7,838,718
Internal Restrictions	5,409,168	5,631,760
Total Restrictions	25,570,524	23,509,052
Unrestricted cash	1,879,186	796,352

Table 4 on the following page provides details of external and internal restrictions.

Table 4: External Reserves/Restrictions

Grant Name	Restriction Type	Total Restrictions	25,570,524	23,509,052
		2023-24	2022-23	
Unexpended Loans - Industrial Land	Ext Restrictions in Liabilities	486,937	486,937	
Trust funds	Ext Restrictions in Liabilities	31,296	31,296	
McMaugh Fund - Bonds	Ext Restrictions in Liabilities	4,025,000	3,325,000	
Home Care Package (19225.9162.9150)	Ext Restrictions in Liabilities	-	4,000	
TCT funding delivery shortfall (monthly)	Ext Restrictions in Liabilities	1,575,147	1,235,739	
TCS CHSP funding delivery shortfall (annual)	Ext Restrictions in Liabilities	1,661,884	3,182,044	
PSLP - Glen precinct + Pioneer Park	Ext Restrictions in Liabilities	56,147	1,362,914	
Black Summer Bushfire Recovery - Generators	Ext Restrictions in Liabilities	287	23,420	
Fixing Local Roads Round (FLR) 3	Ext Restrictions in Liabilities	387,223	387,223	
Local Roads and Community Infrastructure Proc	Ext Restrictions in Liabilities	10,566	-	
Stronger Communities Fund - SCCF5A0002	Ext Restrictions in Liabilities	694,144	-	
Community Events Program Funding 2022	Ext Restrictions in Liabilities	10,574	-	
Developer Contributions - General (Section 94	Ext Restrictions - Others	1,252,519	1,114,765	
Bushfire Local Economic Recovery - Courthouse	Ext Restrictions - Others	-	20,378	
Regional NSW Planning Portal	Ext Restrictions - Others	80,000	80,000	
Water Fund	Ext Restrictions - Others	2,775,037	2,336,010	
Sewer Fund	Ext Restrictions - Others	2,120,517	1,616,240	
Stormwater Drainage	Ext Restrictions - Others	318,744	312,261	
Regional and Local Roads Repair Program (RLR	Ext Restrictions - Others	624,400	1,679,408	
Fixing Local Roads (FLR) Pothole Repair Round	Ext Restrictions - Others	-	204,557	
Block Grants	Ext Restrictions - Others	-	399,099	
Supplementary	Ext Restrictions - Others	-	76,000	
Conservation and Ecological Restoration of Ra	Ext Restrictions - Others	51,114	-	
RERRF Funding	Ext Restrictions - Others	2,353,990	-	
AGRN 1030 and AGRN 1034	Ext Restrictions - Others	1,000,000	-	
Strong Start Planning Cadetship Program	Ext Restrictions - Others	25,000	-	
Heritage	Ext Restrictions - Others	12,500	-	
Regional Leak Reduction Programme	Ext Restrictions - Others	74,993	-	
Roads to Recovery (R2R)	Ext Restrictions - Others	516,000	-	
NAIDOC Week	Ext Restrictions - Others	2,336	-	
Street light subsidy	Ext Restrictions - Others	15,000	-	
Plant Fund	Internal Restrictions	304	210,244	
Employee leave entitlement (annual)	Internal Restrictions	1,070,904	799,589	
Tip remediation costs (annual)	Internal Restrictions	1,265,000	1,265,000	
Waste Management Consultancy	Internal Restrictions	8,366	8,366	
InfoCouncil implementation	Internal Restrictions	-	548	
FAGS received in advance	Internal Restrictions	3,027,452	3,328,277	
Strategic development	Internal Restrictions	19,736	19,736	
Donations for TCT Routematch License	Internal Restrictions	17,406	-	

Consultation

Forsyths, Chartered Accountants
 Council's Contracted Statutory Accountant
 Council's Internal Staff

CONCLUSION

The draft General Purpose Financial Statements and Draft Special Purpose Financial Statements for the financial year ending 30 June 2024 have been prepared and are now ready to be referred to the Auditor.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

As soon as practicable after the Auditor's Reports have been received, Council needs to fix a date for a Council meeting to approve the financial statements, give public notice of this meeting, endorse the final version of the statements at that meeting, to present the audited Annual Financial Statements and the Auditor's Reports to the public.

The audited Annual Financial Statements are placed on public exhibition from the date of the public notice of the Council meeting until seven days after the meeting.

Policy and Regulation

Local Government Act 1993 (NSW)

Local Government (General) Regulation 2021 (NSW)

Australian Accounting Standards issued by the Australian Accounting Standards Board

Financial/Long Term Financial Plan

Preparation of the EOFY statements are an essential requirement of Council's financial management and the basis, along with the Asset Management Plans, of each update to the Long-Term Financial Plan.

Asset Management/Asset Management Strategy

EOFY statements capture the latest capital income and expenditure, maintenance expenditure and revaluations each year.

Workforce/Workforce Management Strategy

EOFY statements capture employee costs and liabilities each year.

Legal and Risk Management

EOFY statements are mandatory. The Council aims to finalise the financial statements by 31 October 2024, within the regulatory deadline.

Performance Measures

Audited statements, endorsed and signed for finalised for public notice.

Project Management

Responsible Accounting Officer.

14.9 Register Resolutions Actions Status as at 16 September 2024

Department: General Manager's Office**Prepared By:** Executive Assistant**Authorised By:** General Manager**Reference:** UINT/24/15326

Attachments: 1. Resolution Action Status Report as at 16 September 2024  

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

SUMMARY

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 16 September 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.

15 CONFIDENTIAL MATTERS

Nil

16 COMMUNICATION OF COUNCIL DECISION

17 CONCLUSION OF MEETING