



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

17 December 2024

Commencing at 4:00 PM



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

1	OPENING & WELCOME	4
2	PRAYER	4
3	ACKNOWLEDGEMENT OF COUNTRY	4
4	WEBCAST INFORMATION	4
5	APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS	4
6	DISCLOSURE & DECLARATION OF INTEREST/S.....	4
7	CONFIRMATION OF MINUTES.....	5
7.1	Confirmation of Minutes Ordinary Meeting held 26 November 2024	5
8	URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)	18
9	WRITTEN REPORTS FROM DELEGATES	18
	Nil	
10	PUBLIC FORUM.....	18
	Nil	
11	MAYORAL MINUTE	18
	Nil	
12	NOTICE OF MOTION/QUESTIONS WITH NOTICE.....	18
	Nil	
13	REPORT OF COMMITTEES	18
	Nil	
14	REPORTS TO COUNCIL	19
14.1	Christmas Street Fair Evaluation Report.....	19
14.2	Amendments to Fees and Charges	58
14.3	Keeping of Animals Policy	66
14.4	EnergyCo New England REZ) Community Reference group	135
14.5	Community Engagement Strategy	143
14.6	Request - Renaming of Emu Crossing Bridge.....	176
14.7	Council Provision of In Kind Support to NE Drum Runners	212
14.8	Loans as at 30 November 2024	215
14.9	Investments as at 30 November 2024	216
14.10	Monthly Finance Report for November 2024.....	219
14.11	Debt Recovery Update.....	225
14.12	s355 Committees	228
14.13	Council Instrument of Delegation - General Manager	256
14.14	Register Resolutions Actions Status as at 11 December 2024	265
15	CONFIDENTIAL MATTERS.....	273
15.1	Grace Munro Aged Care Centre limited - update on lease proposal	273

15.2 New England Weeds Authority Update Report273

16 COMMUNICATION OF COUNCIL DECISION 274

17 CONCLUSION OF MEETING 274

- 1 OPENING & WELCOME**
- 2 PRAYER**
- 3 ACKNOWLEDGEMENT OF COUNTRY**
- 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 Ordinary Meeting held 26 November 2024

Department: General Manager's Office

Prepared By: Executive Assistant

Authorised By: General Manager

Reference: UINT/24/20057

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

RECOMMENDATION

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



MINUTES of

ORDINARY COUNCIL MEETING

Held on 26 November 2024 at 4:00 PM

Attendance at Meeting:

Councillors: Mayor R Bell (Chair)
Deputy Mayor T O'Connor (via Teams)
Cr S Burrows
Cr L Doran (via Teams)
Cr L Petrov
Cr A Blakester
Cr D Mailler
Cr J Philp
Cr K Arnold

Apologies:

Nil

Staff:

Ms T Averay, General Manager
Mr M Raby, Director, Infrastructure & Development
Dr R Abell, Director, Corporate & Community
Mr B Dyer, Manager Governance
Mr M McLindin, Group Manager Civil Services
Mr M Ahammed, Manager Finance & IT
Ms W Westbrook, Executive Assistant
Ms A Williams, Librarian
Mr D Counsell, Manager Civil Infrastructure
Mr B Carlon, Team Leader Fleet, Stores and Workshop
Mr R Hargraves, Overseer
Mr G Davison, Acting Ganger Open Spaces

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

CONTENTS

1	OPENING & WELCOME	3
2	PRAYER	3
3	ACKNOWLEDGEMENT OF COUNTRY	3
4	WEBCAST INFORMATION	3
5	APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS	3
6	DISCLOSURE & DECLARATIONS OF INTEREST/S	3
7	CONFIRMATION OF MINUTES.....	3
7.1	Confirmation of Minutes Ordinary Meeting held 22 October 2024.....	3
8	URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)	4
9	WRITTEN REPORTS FROM DELEGATES	4
9.1	Mayor's Activity Report for September 2024	4
9.2	Acting Mayor Activity Report for October 2024	5
9.3	Delegate Report for the Central Northern Regional Library - Annual General Meeting.....	5
10	PUBLIC FORUM.....	5
11	MAYORAL MINUTE	6
8.1	Mayoral Minute - Uralla Christmas Street Fair	6
12	NOTICE OF MOTION/QUESTIONS WITH NOTICE.....	6
13	REPORT OF COMMITTEES	6
13.1	Uralla Local Traffic Committee (ULTC) - Minutes of Meeting held 5 November 2024.....	6
13.2	Bundarra School of Arts Hall and Community Consultative s355 Committee - Minutes of Meeting held 13 November 2024.....	7
14	REPORTS TO COUNCIL	7
14.1	Quarterly Budget Review September 2024-25 (QBRs).....	7
14.2	Loans as at 31 October 2024	8
14.3	Investments as at 30 October 2024.....	8
14.4	Presentation of 2024 Final Financial Statements	8
14.5	2023 - 2024 Uralla Shire Council - Annual Report	9
14.6	General Practitioner Services for Uralla Shire	9
14.7	Audit, Risk & Improvement Committee - Draft Terms of Reference.....	9
14.8	Code of Conduct	10
14.9	Council appointment of Delegates to Bulagaranda (Mount Yarrowyck) Aboriginal Area Board of Management.....	10
14.10	Register Resolutions Actions Status as at 20 November 2024	10
15	CONFIDENTIAL MATTERS.....	11
15.1	Uralla Depot Asbestos Remediation	11
16	COMMUNICATIONS OF COUNCIL DECISIONS	12
17	CONCLUSION OF MEETING	12

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

1 OPENING & WELCOME

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

2 PRAYER

The Chair recited the Uralla Shire Council prayer.

3 ACKNOWLEDGEMENT OF COUNTRY

The Chair read the acknowledgement of country.

4 WEBCAST INFORMATION

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

5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Nil

6 DISCLOSURE & DECLARATIONS OF INTEREST/S

Nil

7 CONFIRMATION OF MINUTES**7.1 CONFIRMATION OF MINUTES ORDINARY MEETING HELD 22 OCTOBER 2024****RESOLUTION 01.11/24**

Moved: Cr Adam Blakester

Seconded: Cr Lone Petrov

That Council adopts the minutes of the Ordinary Meeting held 22 October 2024 as a true and correct record.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

Special Guest:

The Chair Introduced the Guest:

Speaker: Mr Matthew Harmer – Detective Acting Inspector Armidale Police

Mr Harmer made a presentation to Council on matters relating to Crime in Uralla Shire and the support from police.

The Chair thanked our guest for his presentation.

The Chair Introduced the Auditor:

Speaker: Mr Paul Cornall - Forsyths

Mr Cornall made a presentation to Council on item 14.4.

The Chair thanked the Auditor for his presentation.

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

PROCEDURAL MOTION TO MOVE THE LATE ITEM – MAYORAL MINUTE

RESOLUTION 02.11/24

Moved: Mayor Robert Bell

Seconded: Deputy Mayor Tom O'Connor

That Council move the late item to be heard at Item 11.

CARRIED

9 WRITTEN REPORTS FROM DELEGATES

9.1 MAYOR'S ACTIVITY REPORT FOR SEPTEMBER 2024

RESOLUTION 03.11/24

Moved: Cr Sarah Burrows

Seconded: Cr Jen Philp

That Council receives the Mayor's Activity report for September 2024.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

9.2 ACTING MAYOR ACTIVITY REPORT FOR OCTOBER 2024

RESOLUTION 04.11/24

Moved: Cr David Mailler

Seconded: Cr Sarah Burrows

That Council receives the Acting Mayor's Activity Report for October 2024 submitted by the Deputy Mayor, Cr Tom O'Connor

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

9.3 DELEGATE REPORT FOR THE CENTRAL NORTHERN REGIONAL LIBRARY - ANNUAL GENERAL MEETING

RESOLUTION 05.11/24

Moved: Cr Adam Blakester

Seconded: Cr Jen Philp

That Council:

1. Receives and notes the minutes of the Annual General Meeting of the Central Northern Regional Library held on 6 November 2024.
2. Receives and notes the minutes of Ordinary Meeting of the Central Northern Regional Library held on 6 November 2024.
3. Approves the proposed Uralla Shire Council contribution of \$78,006 (\$12.90 per capita) for 2025/2026.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

10 PUBLIC FORUM

Nil

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

11 MAYORAL MINUTE**8.1 MAYORAL MINUTE - URALLA CHRISTMAS STREET FAIR****RESOLUTION 06.11/24****Moved:** Mayor Robert Bell**Seconded:** Cr Kath Arnold**That Council:**

1. Receives the Mayoral Minute.
2. Commends Council's Corporate Lead Officer, Communications and Events, Mr Chris Clark, for delivering an outstanding event and securing significant media coverage.
3. Acknowledges the efforts and contributions of all staff, community groups and local businesses in delivering the Uralla Christmas Street Fair - with special thanks to Council's Librarian, Amanda Williams; and Civil Infrastructure staff, Manager David Counsell; Team Leader Fleet, Stores and Workshop Brett Carlon; Coordinator Rodney Hargrave; and Acting Ganger Garret Davison.
4. Thanks our sponsors for helping to fund the event - the NSW Government, ACEN and the Uralla Bowling Club.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0**12 NOTICE OF MOTION/QUESTIONS WITH NOTICE**

Nil

13 REPORT OF COMMITTEES**13.1 URALLA LOCAL TRAFFIC COMMITTEE (ULTC) - MINUTES OF MEETING HELD 5 NOVEMBER 2024****RESOLUTION 07.11/24****Moved:** Cr David Mailler**Seconded:** Cr Jen Philp

That Council receive the Minutes of the Uralla Local Traffic Committee (ULTC) meeting held 5 November 2024 and notes the decisions of the Committee.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

13.2 BUNDARRA SCHOOL OF ARTS HALL AND COMMUNITY CONSULTATIVE S355 COMMITTEE - MINUTES OF MEETING HELD 13 NOVEMBER 2024**RESOLUTION 08.11/24****Moved:** Cr Leanne Doran**Seconded:** Cr Jen Philp**That Council:**

1. Receives the Draft Minutes of the Bundarra School of Arts Hall and Community Consultative s355 Committee meeting held 13 November 2024.
2. Notes the Committee's Recommendations which were tabled at the meeting.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0**14 REPORTS TO COUNCIL****14.1 QUARTERLY BUDGET REVIEW SEPTEMBER 2024-25 (QBRs)****RESOLUTION 09.11/24****Moved:** Cr Adam Blakester**Seconded:** Cr Lone Petrov**THAT Council:**

1. Receives and notes the first quarter budget review summary for the 2024/25 financial year; and
2. Adopts the adjustments to budget allocations.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

14.2 LOANS AS AT 31 OCTOBER 2024

RESOLUTION 10.11/24

Moved: Cr Adam Blakester

Seconded: Cr Sarah Burrows

That Council notes that the total loan position as of 30 October 2024 is \$1,273,140.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.3 INVESTMENTS AS AT 30 OCTOBER 2024

RESOLUTION 11.11/24

Moved: Cr Adam Blakester

Seconded: Cr Jen Philp

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

- cash and overnight funds of \$2,338,362;
- term deposits of \$24,350,000;
- total convertible funds of \$26,688,362 (\$2,338,362 + \$24,350,000) (including restricted funds).

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.4 PRESENTATION OF 2024 FINAL FINANCIAL STATEMENTS

RESOLUTION 12.11/24

Moved: Cr Adam Blakester

Seconded: Cr Jen Philp

That Council

1. Receives the Annual Financial Statements and Auditor's report for the financial year ended 30 June 2024.
2. Acknowledges the outstanding work by Manager Finance and staff.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

At 5:33pm, during Item 14.5 Deputy Mayor Tom O'Connor left the meeting.

At 5:38pm, during Item 14.5 Deputy Mayor Tom O'Connor returned to the meeting.

14.5 2023 - 2024 URALLA SHIRE COUNCIL - ANNUAL REPORT**RESOLUTION 13.11/24**

Moved: Cr Sarah Burrows

Seconded: Cr Adam Blakester

That Council:

1. Adopts the 2023 - 2024 Annual Report as shown in attachment "A" with minor adjustments.
2. Submits the adopted 2023 -2024 Annual Report to the NSW Minister for Local Government by 30 November 2024.
3. Publishes the adopted 2023-2024 Annual Report on Council's website and makes copies of the report available at all Council offices and libraries.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.6 GENERAL PRACTITIONER SERVICES FOR URALLA SHIRE**RESOLUTION 14.11/24**

Moved: Cr Jen Philp

Seconded: Cr Lone Petrov

That Council notes the update regarding GP services for Uralla and McMaugh Gardens.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.7 AUDIT, RISK & IMPROVEMENT COMMITTEE - DRAFT TERMS OF REFERENCE**RESOLUTION 15.11/24**

Moved: Cr Adam Blakester

Seconded: Cr Sarah Burrows

That Council adopts the attached revised Model Terms of Reference for Uralla Shire Council's Audit Risk and Improvement Committee.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

14.8 CODE OF CONDUCT

RESOLUTION 16.11/24

Moved: Cr David Mailler

Seconded: Cr Adam Blakester

That Council adopt the revised Code of Conduct.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.9 COUNCIL APPOINTMENT OF DELEGATES TO BULAGARANDA (MOUNT YARROWYCK) ABORIGINAL AREA BOARD OF MANAGEMENT

RESOLUTION 17.11/24

Moved: Cr Sarah Burrows

Seconded: Cr Adam Blakester

That Council delegate the Directors of infrastructure and Development as their appointee to Bulagaranda (Mt Yarrowyck) Aboriginal Area Board of Management, with the General Manager appointed as proxy.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.10 REGISTER RESOLUTIONS ACTIONS STATUS AS AT 20 NOVEMBER 2024

RESOLUTION 18.11/24

Moved: Cr Sarah Burrows

Seconded: Cr Jen Philp

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

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

15 CONFIDENTIAL MATTERS

RESOLUTION 19.11/24

Moved: Cr Sarah Burrows

Seconded: Cr Jen Philp

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

15.1 Uralla Depot Asbestos Remediation

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

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

RESOLUTION 20.11/24

Moved: Cr Sarah Burrows

Seconded: Cr Adam Blakester

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

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

ORDINARY COUNCIL MEETING MINUTES

26 NOVEMBER 2024

16 COMMUNICATIONS OF COUNCIL DECISIONS

The Chair communicated the Council decisions from the closed session.

15.1 URALLA DEPOT ASBESTOS REMEDIATION**RESOLUTION 20.11/24**

Moved: Cr David Mailler

Seconded: Cr Sarah Burrows

That Council notes the following officers advice:

1. An allocation of \$300,000 will be requested for the 2025/26 budget for asbestos remediation at the Uralla Depot site.
2. The requested expenditure is included in the Building Asset Management Plan and Draft Long Term Financial Plan earmarked for the 2025/26 financial year.
3. The recommended funding mechanism will not unduly impact performance of the current Asset Renewal Funding Ratio for Building Assets.
4. Officers are continuing to gather further details and potential costings on a range of scenarios to achieve the ultimate compliance and functionality of the Uralla Depot Facility.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0**17 CONCLUSION OF MEETING**

The meeting was closed at 6:23pm.

Council Minutes confirmed by **Mayor Robert Bell** on .././.. Res: 00.00/24

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

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 Christmas Street Fair Evaluation Report

Department:	Infrastructure & Development
Prepared By:	Grants Officer
Authorised By:	General Manager
Reference:	UINT/24/20446
Attachments:	<ol style="list-style-type: none"> 1. Marketing Campaign Report - Uralla Christmas Street Fair ↓ 2. Christmas Street Fair Evaluation Data Report ↓
LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
Goal:	2. We drive the economy to support prosperity
Strategy:	2.1. An attractive environment for the business sector

SUMMARY

Council received funding from the NSW Government to host the inaugural Uralla Christmas Street Fair held on Friday 22 November 2024. The event was highly successful – attracting a large audience, engaging our community, and supporting local economic activity.

As part of the project, we implemented an extensive evaluation program, with feedback sought from our major event stakeholder groups: funders / sponsors, event partners, performers and participants, as well as audiences in attendance.

RECOMMENDATION

That Council notes the information presented in this report.

REPORT

Because we deployed mix methodology for data collection, and recorded significant participant and audience feedback, we have a high degree of confidence in our evaluation findings (4% margin of error).

Headline statistics included in the report:

- Program partners: 68 Uralla Shire businesses & community groups, 35 market stall holders all from within Uralla Shire, and 27 featured performers
- Total estimated attendance of 2400 people
- 58% of event attendees were visitors to Uralla Shire, 8% were first time visitors to Uralla
- Our social media campaign was highly successful, reaching over 32,000 unique users
- Engagement with our Facebook page increased 409% compared to the prior month (which was our previously highest recorded month of activity).

CONCLUSION

Events such as this require funding to be identified and a commitment from Council over time. Council may need to consider the implications of resourcing and funding of these events into future.

COUNCIL IMPLICATIONS

Community Engagement/Communication

Nil

Policy and Regulation

Nil

Financial/Long Term Financial Plan

Nil

Asset Management/Asset Management Strategy

Nil

Workforce/Workforce Management Strategy

Nil

Legal and Risk Management

Nil

Performance Measures

Nil

Project Management

Nil



Uralla Christmas Street Fair

Marketing Report

1st November – 22nd November 2024

Word on the Street

Post event comments recived via Uralla Shire Council Facebook Page

*Thank you Uralla Shire Council,
and Councillor Tom! Such
beautiful photos*

*- **Louis van Ekert***

*Was a great event, well done to
everyone involved!*

*- **Rochelle Tubb***

*Such a wonderful event to begin
celebrating the christmas season.
The photos are great. Thank
you for getting together to give
families this opportunity in the
present economic climate.*

*- **Penny Harvey***

Excellent. Small town, big hearts.

*- **Jay See***

*Thank you Uralla Shire Council for
commencing the talk fest in the
community ti get this going , what a
success, thanks to everyone.*

*- **Rosemary Reading***

Wonderful night well done

*- **Leanne Brock***

*It was certainly a spectacle. Thank you.
So many happy goers*

*- **Faye Carson***

*Well done what a great event
congratulations to all who helped out*

*- **Lyn Ann***

Charming!!!

*- **Linley Valente***

*Thankyou lovely photos what a great
night. Beautiful tree*

*- **Leanne Brock***

*Beautiful photo's ,very generous of Tom
I'm sorry I missed out maybe Tom might
do it next year !!!*

*- **Rhonda Wallace***

*They are all awesome photos. Great
job. Thankyou to the owners for opening
their house for this event.*

*- **Coral Knight***



[View Page Here](#)

Facebook Engagement Analysis

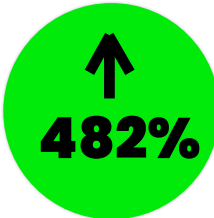
Statistics Between 1st November – 26th November 2024



Reach

32.4k users

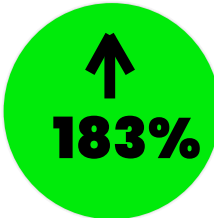
Reach measures how many unique people saw our content



Followers

128 New Followers

Followers are people who have opted-in to “follow” our profile or page, meaning that they will now receive updates in their timeline.



Views

10.5K 3-Second Video Views

Followers are people who have opted-in to “follow” our profile or page, meaning that they will now receive updates in their timeline.




Engagement

18.9K Engagement

Engagement counts the number of actions taken on your Facebook Page

Top Performing Content

Between 1st November – 22nd November 2024



Uralla Shire Council

Published by Chris Clark

10 November at 18:00


...

Ever wondered what's behind the doors of Uralla's historic Joint Stock Bank?

This Christmas, Mr. Tom O'Connor invites you into his home to have a free Christmas portrait taken in front of his stunning 14-foot tree.

On the corner of Hill and Bridge Streets, the former Joint Stock Bank ceased operation during the 1890's Depression, later reopening as the Commercial Banking Company of Sydney, then the National Bank of Australia.

Don't miss this once-in-a-lifetime experience ... See more



Post impressions	10,759
Post reach	9,701
Engagement	3,040
Reactions	296
Comments	31

Post impressions	9,095
Post reach	6,194
Engagement	2,037
Reactions	698
Comments	100



Uralla Shire Council

Published by Sin Finx

3 November at 18:00

...

On Friday 22 November from 5 – 9pm, Uralla will come alive with Christmas spirit, presenting its inaugural Christmas Street Fair – a free event filled with festive activities for all ages.


Among highlights will be a Live Nativity Play, featuring local children (and farm animals) in the old stables behind newly renovated The Bolt Inn. Performances are at 5 and 5:30pm.

Next door, at Little Birdy Uralla, step into Santa's Toy Workshop, where you can make your own wooden toys w... See more



Top Performing Content

Between 1st November – 22nd November 2024



Uralla Shire Council

Published by Sin Finx


21 November at 21:00 · 🌐

Hold onto your sleigh bells, Uralla!

Adam from [The Pie Mechanic](#) has created something special for the [Uralla Christmas Street Fair](#)—a limited edition Reindeer Pie featuring, [New England Brewing Company](#) - [Australia's](#) Saison Du Traminer, rosemary, and cranberry—a true taste of Christmas in every bite!

[The Pie Mechanic](#) need ****YOU**** to help them name their creation, Head over to their Facebook page for more information before midday tomorrow!

[#UrallaChristmasStreetFair](#)



Post impressions	3,254
Post reach	3,108
Engagement	307
Reactions	57
Comments	3



Uralla Shire Council

Published by Sin Finx

1 November at 07:10 · 🌐

Look what's just arrived at our library!

Throughout all of November, you're invited to write and post your letters to Santa! Get your letter stamped by our librarian to ensure it gets delivered straight to the North Pole! And guess what? Santa will reply to you!... [See more](#)



Post impressions	5,393
Post reach	3,045
Engagement	696
Reactions	178
Comments	24

Commentary

The Uralla Shire Council Facebook page played a pivotal role in promoting the Uralla Christmas Street Fair, leveraging its established community presence to drive engagement. Through targeted posts, updates, and interactive content, the page not only boosted awareness but also enticed a significant number of new followers.

This growth in audience means that future events and communications will reach a wider and more engaged demographic. By fostering excitement and actively engaging with the community, the Council's page has strengthened its position as a key platform for local event promotion, contributing to the fair's success and ensuring continued impact for upcoming initiatives.

Paid Digital Advertising

Facebook Sponsored Posts \$254.95

Video views

On Friday 22 November from 5 – 9pm, Uralla will come aliv...

3,242

Reach

737

ThruPlays

AU\$40.00

Spent out of AU\$40.00

Event responses

On Friday 22 November from 5 – 9pm, Uralla will come aliv...

6,225

Reach

243

Event responses

AU\$199.95

Spent out of AU\$200.00

Link clicks

Get ready to groove this Friday with @[100063743850701:2...

351

Reach

29

Link Clicks

AU\$5.00

Spent out of AU\$5.00

Post engagements

This Friday, the @[864581712512476:844:Uralla Christmas ...

629

Reach

117

Post engagements

AU\$10.00

Spent out of AU\$10.00



Commentary
The Uralla Christmas Street Fair has demonstrated strong social media engagement with 165 individuals marked as “Going” and 823 showing “Interested” on the Facebook event. This level of interaction was a promising indicator of potential turnout, particularly in comparison to other local events in the area.

The Uralla Christmas Street Fair’s actual attendance far exceeded its Facebook engagement metrics, indicating that the holistic awareness campaign was highly successful.

Media Mentions

Both **New England Times & Armidale Express** readership is of **over 10,000 each**


Community

Uralla's festive transformation: Letters to Santa



By Heath Forsyth

Updated November 14 2024 - 4:17pm, first published November 13 2024 - 5:31pm



The North Pole Post Office, where you can write letters to Santa and receive handwritten replies in the lead-up to Christmas, has moved to Uralla.

"Mayor Robert Bell has just written to all of the local schools to invite the students to come down and experience reviving the lost art of letter writing," communications officer Chris Clarke said.



LOCAL FESTIVALS AND SHOWS URALLA

Uralla to Kick off the Festive Season



By Beth Platford

NOV 18, 2024 Christmas 2024, Colin Hull, Uralla Shire Business Chamber, Uralla Shire Council



<https://www.northerndailyleader.com.au/story/8822376/where-you-can-get-in-the-festive-spirit-this-christmas-season/><https://www.netimes.com.au/2024/11/18/uralla-to-kick-off-the-festive-season/><https://www.armidaleexpress.com.au/story/8812713/urallas-first-christmas-fair-highlights-festive-fun/><https://stafm.com.au/uralla-presents-inaugural-christmas-street-fair/>https://allevents.in/armidale/uralla-christmas-street-fair/200027482306244#google_vignette<https://www.visitarmidale.com.au/event/uralla-christmas-street-fair><https://www.northerndailyleader.com.au/story/8483072/looking-for-something-to-do-check-out-our-whats-on-listings/>

What's on

You're invited to Uralla's Christmas party and it's packed with fun things to do



By Fiona Ferguson

November 6 2024 - 1:54pm



A giant spiral Christmas tree will be a first for Uralla and the focus of celebrations at a special event in the town later this month, where everyone is being invited to soak up the festive spirit.

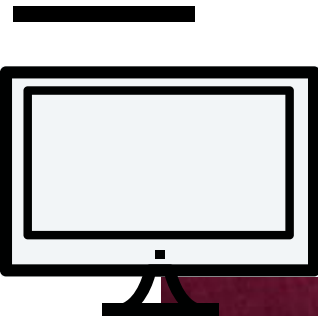
From 5pm to 9pm on Friday, November 22, Uralla will hold its inaugural Christmas Street Fair; a free event filled with festive activities for all ages.



Item 14.1 - Attachment 1

Page 27

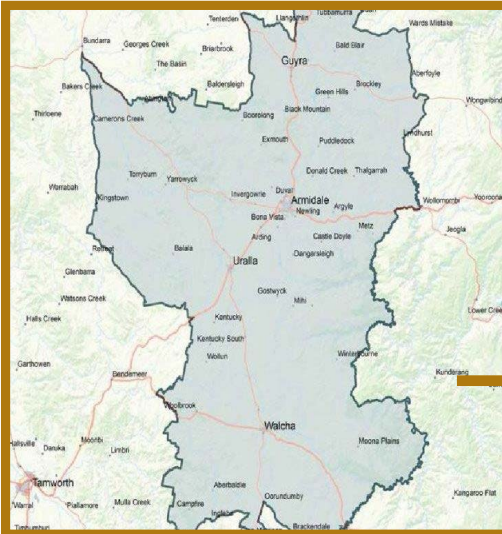
Media Mentions



Watch Here <https://7plus.com.au/7news-new-england?episode-id=7TAM24-234&autoplay=true>



ABC Radio New England North West
Saturday 16th November 7:45am



New England's Own
FM 100.3

100.3 New England
Monday 18th November
11:30am

43,500 listners

Commentary

The Uralla Christmas Street Fair’s media coverage boosted its visibility and reinforced its status as a key regional event and helped build further relationships between media outlets and Uralls Shire Council. Features on 7 News New England, local newspapers like the Armidale Express and New England Times, and engaging radio interviews built anticipation and credibility.

This multi-channel media strategy not only enhanced awareness but also attracted diverse demographics, contributing to the event’s exceptional turnout.

Paid Media Advertising

Armidale Express
\$1,920.00 (2 x half page ads)
Over 10,000 Readership



Uralla Wordsworth
\$840 (6 x Full Page ads, 2 x Articles over two editions)
Over 3,000 Readership



https://www.urallawordsworth.com.au/uploads/1/2/3/7/123751325/28_october_2024_web.pdf
https://www.urallawordsworth.com.au/uploads/1/2/3/7/123751325/11_november_2024_web.pdf



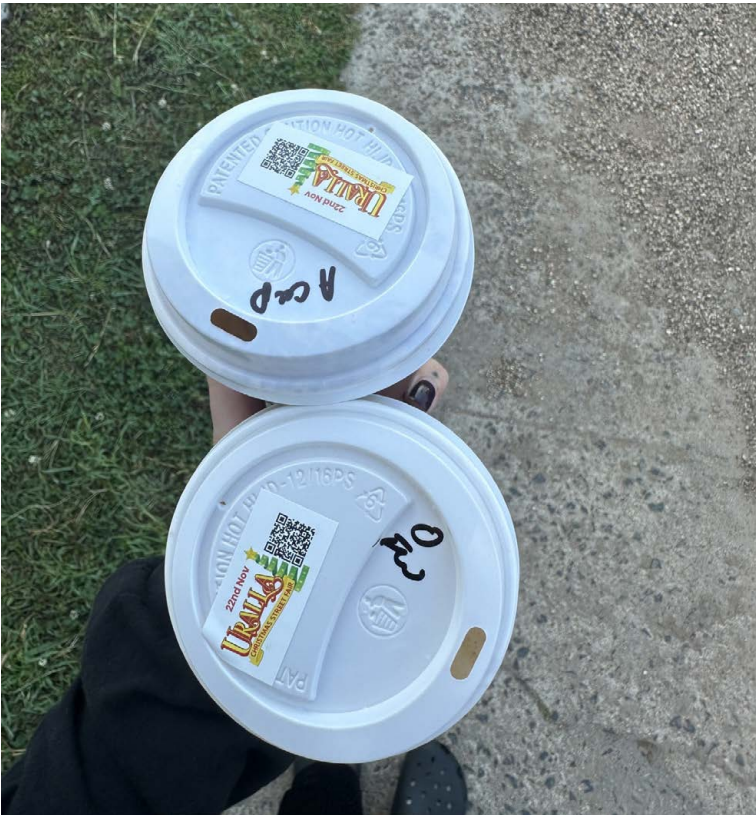
100.3 & 2AD
\$198 1x30 sec Radio Ad
Over 43,500 Listeners

Paid Advertising

Poster & Flyers
\$1,900



Coffee Cup Stickers
\$511

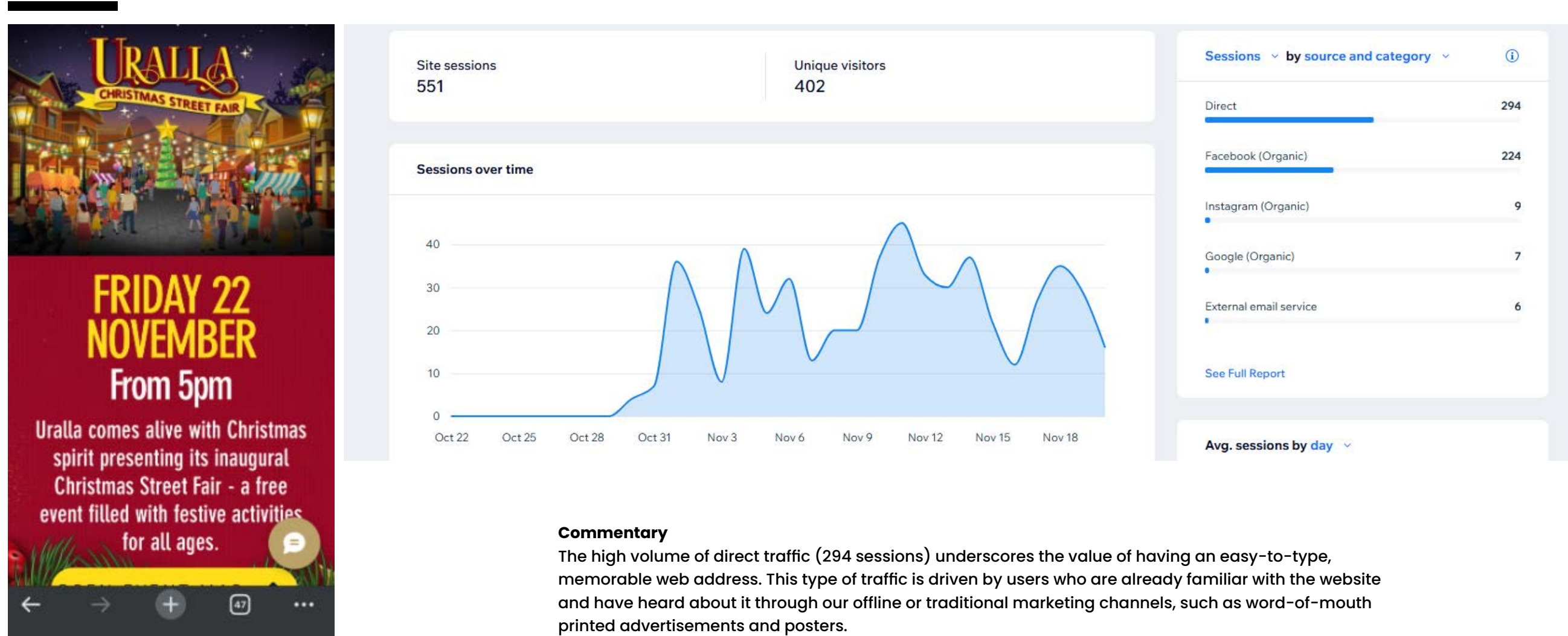


Paid Advertising

Street Banner
\$300



Event Website Traffic



Other Metrics

16

New Email
Marketing
Contacts

This is the start of a useful
communication asset for Uralla
Shire Council

108

New Instagram
Followers
for VIC

This is the start of a useful
communication asset for Uralla’s
tourism objectives

1,181

Activity
Participants on
the night

This includes the activations organised by
Council only, the number of participants in
activities managed by the local community
would be much higher.

ROI for Uralla Shire Council

Revenue Generation within the Shire

A noticeable positive impact on local businesses, with several reporting increased revenue on the night of the event. Notably, Sweet Place and Pie Mechanic have reported to Council that they saw significant sales growth on the evening, which indicates that the influx of visitors not only boosted foot traffic but also directly translated into higher spending at local establishments. This kind of immediate economic benefit underscores the importance of the event in driving both short-term sales and long-term customer loyalty for Uralla's businesses.

As additional surveys are being conducted, the full scope of the event's impact on the local economy will become clearer. Early reports suggest that the increased revenue wasn't limited to just the food vendors but likely extended to other local shops, as visitors spent the evening exploring the town and supporting various businesses.

Publicity & Exposure

The marketing exposure generated by the Uralla Christmas Street Fair delivered a significant return on investment for Uralla Shire Council, extending far beyond the immediate success of the event itself. Increases in website traffic (as shown in the analytics), Facebook engagement, and the potential for future marketing leads all contribute to long-term value. A sharp rise in direct traffic indicates a growing community recognition of the Council's role in hosting impactful events.

The media coverage on 7 News New England, local newspapers, and radio interviews offered high-value, earned publicity—equivalent to thousands of dollars in paid advertising, amplifying the event's reach at no direct cost. Not only did the event increase attendance and generate immediate revenue for the local economy, but it also contributed to growing the Council's digital and community footprint, expanding its audience, and reinforcing its position as a key community hub. Going forward, these successes will continue to benefit the Council via strengthened media relationships for future events and initiatives, boosting engagement and opening further opportunities for growth and community involvement.

Community Impact

The large turnout, positive feedback, and high level of community engagement demonstrate the Council's ability to organise and deliver events that resonate with residents and visitors alike. This success will likely lead to a greater sense of trust and favorable views towards Council, as people see Council as a proactive, community-focused entity that listens to and serves the needs of its residents and businesses.

The engaged community and the Council's ability to deliver high-quality events will establish a foundation for continued involvement in future initiatives. More residents, businesses, and sponsors are likely to participate in subsequent events, knowing that the Council can successfully bring people together and create a sense of local pride and unity.

This growing involvement will undoubtedly lead to greater participation in future events and ensure that they continue to thrive and strengthen the sense of community in Uralla.



Council now has thousands of images and videos in its collection, available for use throughout the year and for events in the years to come.





PROGRAM PARTNERS

68 **Uralla Shire Businesses
& Community Groups**

35 **Market Stall Holders**

27 **Performers**

ACTIVATION ATTENDANCE



720
Santa's Toy Workshop



420 (Including 40 performers)
Sing-Along Carols



632
North Pole Post Office



500
Santa's Grotto



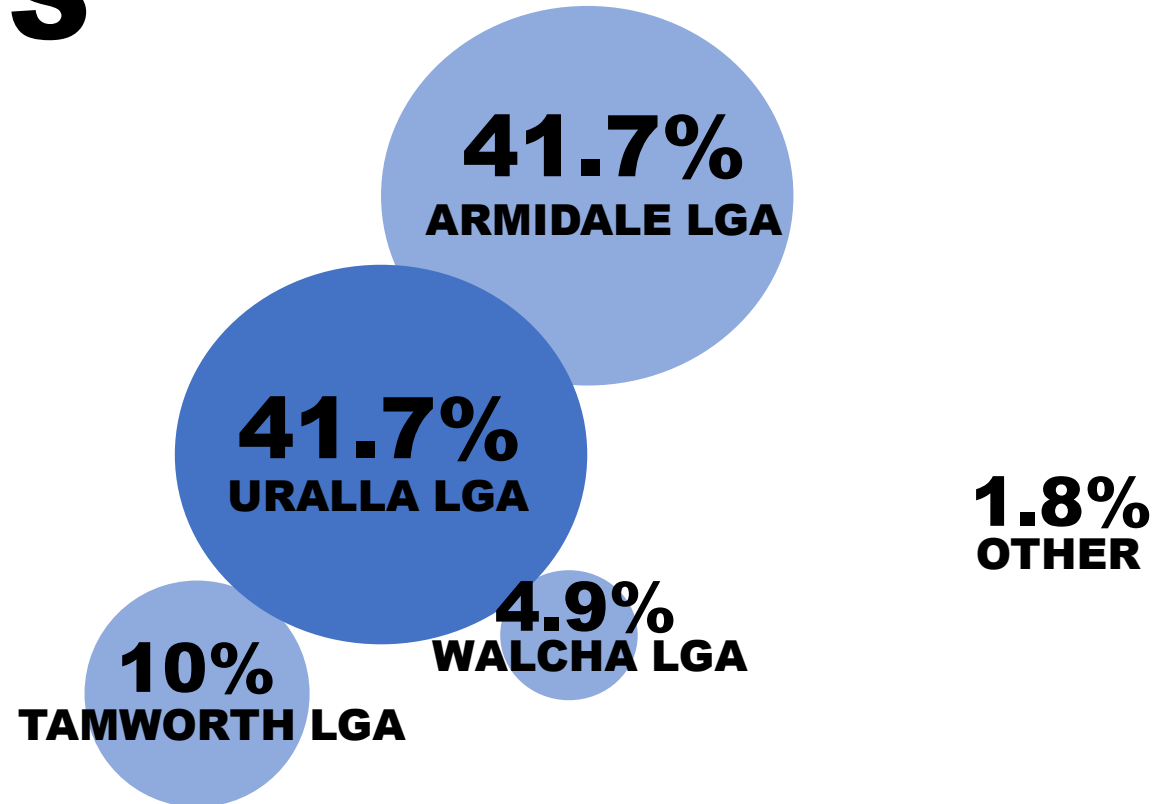
461
Christmas Portraits



175 (Over 2 performances)
Live Nativity



AUDIENCE POSTCODE ANALYSIS



AUDIENCE SURVEY

9.37

**Average audience rating
(on a scale of 1 – 10)**

55% rated the event 10/10
98% rated the event 8/10 or higher

100%

**of audiences surveyed wanted
Uralla to host more events like this**

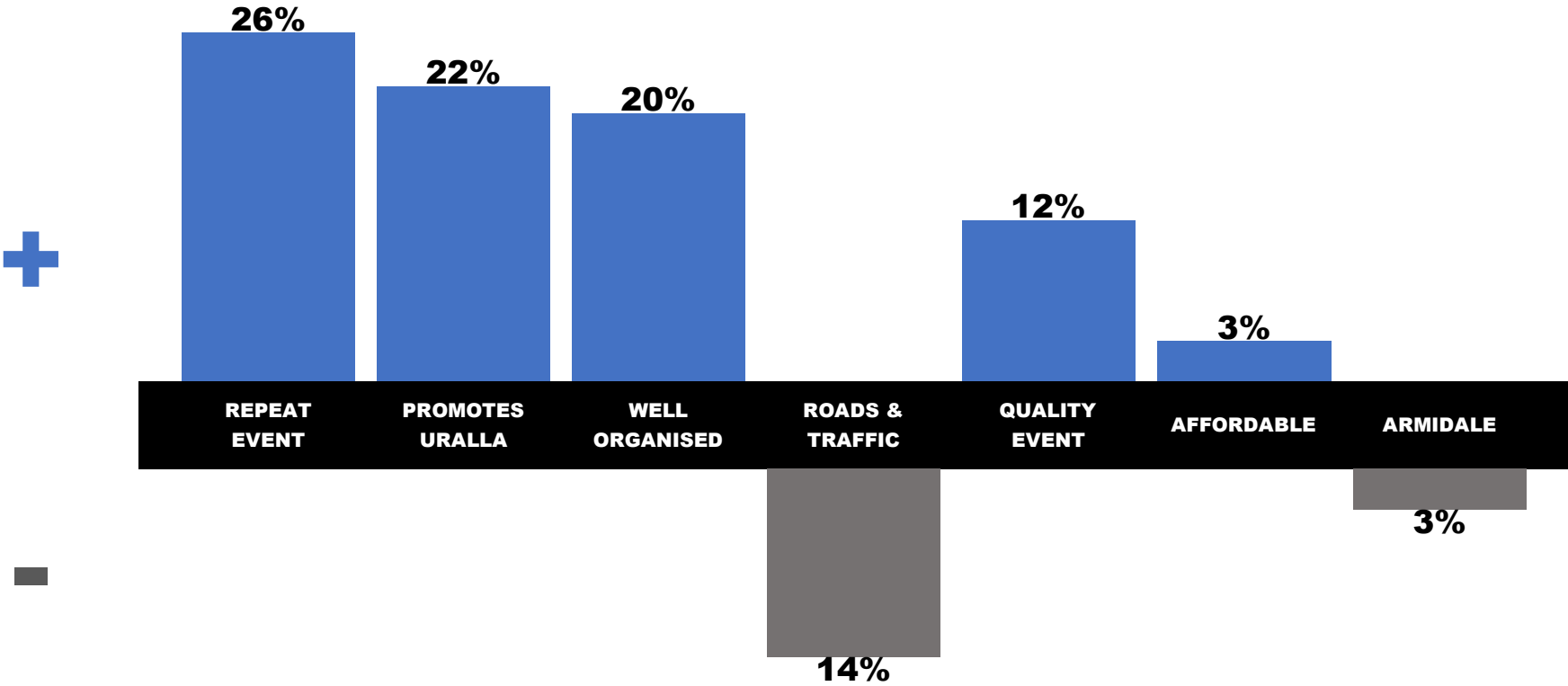
58%

**of attendees were from
outside Uralla Shire**

08%

**were first-time
visitors to Uralla**

AUDIENCE FEEDBACK







Survey responses are marked on a 5-point scale

DID YOU ENJOY THE EVENT?



DID THE EVENT HELP ATTRACT VISITORS TO URALLA?



DID THE EVENT CONTRIBUTE TO THE VIBRANCY OF URALLA’S CBD?



DID THE EVENT CONTRIBUTE TO YOUR FINANCIAL SUSTAINABLITY?



DID THE EVENT ENABLE YOU TO COLLABORATE WITH COMMUNITY?



DID IT HELP YOU TO FEEL PART OF THE COMMUNITY?



WERE YOU PROUD TO BE PART OF THE EVENT?



DID THE EVENT HELP BUILD YOUR PROFILE?



WAS THE EVENT WELL PUT TOGETHER?



**DID IT LEAVE YOU WANTING
MORE EVENTS LIKE THIS?**



MAIN STREET COMMENTS

- Definitely not the closure of the street parking until the mid afternoon and maybe some sort of led signs at either end of the village to say there's a festival on and reduce speed limits for that time as I felt it was a little unsafe
- Closing off the highway next year for an even bigger street party and avoiding clustering around pedestrian crossing
- More advertisement for all business not the same handful that constantly get the free advertising for these events as well as it being promoted as a Christmas shopping night. These events are always marketed as "free" which is great but as a retail business has no great monetary effect for us. There's a lot of effort put in to contribute to the event to barely break even and have to ask to have our business promoted
- Whilst it's great to have stalls I do think there are markets for these types of sellers. My understanding was this was to try and help out our local businesses along the Main Street yet we then have to compete with stall holders
- Collaborate with the businesses to ensure cars in front of their shop are moved by 3pm so that customers can still park before then. Some businesses rely heavily on their morning trade. AND signage saying "no Parking after 3pm for special event" at every parking bay. And better signage for alternative parking. I did not see any but I was told there was, so perhaps more obviously placed."
- We need to slow the traffic down through the main street. Even though there was no parking allowed on the main street, several cars did park in parking spaces not quite closed off with barricades. I know it's Impossible to close the main street, just slowing trucks down is needed. I could just see a small child seeing something fun on the other side of the street and darting across in front of a truck or car. Maybe a partition fence might work better and just allow people to use the parking spaces to walk also as the foot path was very crowded. "
- Despite your emails, a number of businesses seemed to be bewildered - maybe some more personal contact/explanation could help fuller participation?

MAIN STREET COMMENTS

- Great work to all involved
- It was such a phenomenal event - everyone we've chatted to only have positive feedback on it and all shop owners seems to actually have made a fair bit of money- people not just browsing like they do for say Thunderbolts festival and fairy festival. So well organized and planned. Well done!!
- More fairy lights in the trees, most of them look half finished. The one I felt looked the best was the one outside Alternate Root. And, lights in every tree - there appears to be only one which does not have them (I can't remember which one it is). Also, can't be helped, but as it was so busy on Friday night, our weekend trade was dead! Not sure how you can help with that though.
- A great night and well done to the team organising it all
- The HAPPINESS on faces was noticeable - people couldn't believe how such an exceptionally good thing was happening in little Uralla! All power & thanks to your vision and organising ability!
- Market stalls need to be of better quality,lots of negative comments about items for sale
- It was a wonderful event thanks for everyone's efforts
- Well Done to the organisers, especially liked the event was held in the town centre.
- Well done Chris to you and your team. The event was wonderful and attracted so many people to the wonderful town of Uralla.

PERFORMER COMMENTS

- The sound system at Pioneer Park was problematic. You could only hear (barely) if you were in front of the speakers.
- Pedestrian congestion on the sidewalk presented a challenge for families with prams or mobility scooters to browse the local traders' goods before travelling onto the park. Encouraging other businesses to set up outside in the parking bays for example as Dale did with his smoker to ensure visitors experienced all the CBD stores.
- Two performers next time, rather than three perhaps? Gives performer time to develop and maintain more audience connection.“
- The timing of the events made it difficult to attend all those of interest - which was just about all of them :-)”
- I feel this is better than expected. I have lived in Uralla for 32 years and have never seen the community as involved and vibrant. The best festival to date.
- Great atmosphere and offering a range of themed activities for children was definitely a winner for a family friendly event. Including other organisations such as the Uralla Arts and fairies to participate in the fair provided an opportunity to strengthen community connections.
- Absolutely fabulous! Was a great night! Very professional
- 1. Blocking the road off for the night for safety of children, 2. Starting at 5:30pm instead of 5, 3. More singers instead of just the one
- Congratulations everybody!

MARKET STALL COMMENTS

- The sun was an issue we were all on the wrong side of the road and would have been better with the band on the road and markets in the park. We were all struggling to get out of the sun which meant some stalls were not seen at all.“
- The event was amazing. Well put together. The organisation by Beth was excellent. She was always there to help.
- Not as many candle stalls. There was 5 in total.
- Western sun and heat from tar a major problem for stall holders along Apex park side.
- Reduced speed limit through the town during the event, due to trucks posing a risk.
- The Salisbury St market area was very hot on the road. All of stall holders on the northern side suffered from the sun hitting their products. It would be better if the markets were on grass to avoid the heat radiation or in a shade area. Don't really have a solution for that.
- Council needs to close the highway, it was very dangerous with big trucks and volume of foot traffic. The traffic needs to be diverted.
- From a road safety standpoint - I would have liked to see a police vehicle presence on the highway to help reduce the speed of vehicles through the town. Whilst most vehicles slowed. I witnessed a number of trucks traveling faster than I would have liked. I feel a policing presence in area wouldn't have taken away from the atmosphere of the event.
- Perhaps have the music a little quieter, was hard to hear at times
- More food stalls/trucks evenly spread around Salisbury and Bridge Streets.

MARKET STALL COMMENTS

- Absolutely great for Uralla and the time put into the event by the organization of the Council. I hate to say for a couple that looked at my shirts it was a waste of my time as people don't like quality as it took time to make bright colourful shirts. They are interested in unfinished clothing. If held next year I certainly won't be attending. Thank you to Beth for helping me put up my marque much appreciated. People were only interested in buying candles and earrings. The main street was pretty with the lights wrapped around the trees and very different.
- Great event which was really well organized
- More food vans and the setup with rotary didn't work. People ran out of food and stallholders were not able to get anything as the lines were too long. There could have been more stalls it was quite bare. The early set up made it too long in the sun.
- Thank you so much! Loved loved loved it! Can't wait for next year
- I think enabling this survey is great follow up to this inaugural street fair as it will create the conversation of ideas to improve our next one.
- This type of event would be best annually otherwise more frequent events saturate market scene for district.
- Perhaps more recognition and thanks for those who contributed to sponsoring the Fair. E.g. ACEN. Thank you to everyone who had any part in bringing this fantastic event together. Well done.
- The tree, music performances were great. Awesome event!
- It was a very successful event and council did the community proud. Thank you.
- I loved the atmosphere - A wholesome family orientated event! Well done to all involved

AUDIENCE COMMENTS BY THEME

MORE EVENTS (16)

- Loved it want to see more
- Every year please
- More please
- Annually
- An annual event
- Annual event
- An annual event
- Annually
- Annual event please
- Annual event
- Again & again
- Continue yearly
- Great initiative, more regular
- Easter & Halloween events
- Easter events
- Halloween Event

EVENT (12)

- Love the stalls & people
- Big tick
- Great atmosphere
- Loved tree & involvement shopkeepers
- Bigger than expected
- Happy atmosphere
- Worth the trip
- Good food
- Family event for all generations
- Loved the free activities for kids
- Santa wasn't there
- Affordability is good, keep it up

ORGANISATION (11)

- Excellent organisation
- Well organised
- Effort to pull it together amazing
- Very well organised
- Well done & organised
- Well done Chris & Beth
- Well organised
- Well organised
- Amazing team behind the scenes
- Thanks for putting this on
- Well done to those who organised it

AUDIENCE COMMENTS BY THEME

ROADS / TRAFFIC (10)

- Close the road
- Road closure would be good
- More points for road crossing
- Close the highway next year
- Too many cars
- Close the road
- Off the main road
- Improve kid road safety
- More lighting to get to car
- put a fence along the highway

URALLA (09)

- Really exciting little town
- A tidy & clean town
- An excellent place to visit
- Uralla is wonderful!
- Great job Uralla
- Well done Uralla!!
- Good for the town
- Top job Uralla!
- Lights lovely

PROMOTION (07)

- Promotes Uralla
- Fantastic promotion
- Wonderful promotion & community spirit
- So Uralla!
- More advertising of all businesses
- Good for the town
- Great advertising

SUGGESTIONS (04)

- More stalls in the park
- More seating in the park
- Hold best dressed competition
- Consider local businesses, do not host in main street next time

COMPARISSON (03)

- Wish Armidale could organise this
- Wish we had this in Sydney
- Armidale couldn't do this

EVENT OVERVIEW

PROGRAM	CONTROL	WORKED WELL	FOR IMPROVEMENT
USC Marketing	Effective	Social Media / Banner / Event Website	Print Collateral Earlier
Safety & Security	Effective	Location on Street / Vehicles as Barricades	-
Outdoor & Facilities	Effective	Table & Chair Pickup / Delivery	Toilet Smell in Pioneer Park
Evaluation	Effective	Framework Design & Data Collection	-
Christmas Tree Installation	Effective	Walk-in Tree	Lift Tree in Sections
Stakeholder Communication	Partially Effective	Facilitating Collaborations	?
Media & Publicity	Partially Effective	Media Pack	Grow Media Contact List
Event Signage & Crowd Control	Partially Effective	Parking Signage	More Directional Signage at Face Level
Creative Program	Partially Effective	Diversity / Affordability / Pioneer Park	Santa's Grotto / Reduce Bottle Necks / Add Music
Purchasing	Partially Effective	-	Credit / Debit Card for Online
Documentation & Photography	Partially Effective	Preparation & Planning	Personnel
Fairy Light Installation	Partially Effective	Sponsorship	Wrap Trunk & Branches / All Trees
Food & Beverage	Partially Effective	Main Street Vendors	Prepare For Scale
Traffic Management	Ineffective	Field Parking Behind The Bolt Inn	Parking Closure / Highway Traffic
Disability & Access	Ineffective	-	Dedicated Parking / Pick-up & Drop-off Zone
Waste Management	Ineffective	-	Bin Delivery & Collection / Oversupply
Collaborative Marketing	Ineffective	-	?
Market Stalls	Ineffective	-	Road Heat / Diversity of Product
Working With Children	Ineffective	-	USC Control Santa Activation

14.2 Amendments to Fees and Charges

Department:	Infrastructure & Development
Prepared By:	Acting Manager Planning Development
Authorised By:	Director Infrastructure & Development
Reference:	UINT/24/18760

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.	We are an independent shire and well-governed community
	3.	We are good custodians of our environment
	1.	We have an accessible inclusive and sustainable community
Strategy:	4.3.	An efficient and effective independent local government
	3.1.	To preserve, protect and renew our beautiful natural environment
	1.4.	Access to and equity of services

SUMMARY

Each year Council is required to determine fees and charges for services it provides. The complete list of fees and charges are made up of both fees provided under the relevant Acts, and fees determined by Council.

Council has adopted its 2024/25 Fees and Charges Schedule as part of the 2024/25 budget. It has since been identified that a number of new fees should be introduced prior to the next budget setting process, and certain other existing fees amended, to cover the current costs accruing to Council, and also to ensure clarity around Planning Proposal costs.

This report proposes:

- a) the introduction of several new fees to the existing *24/25 Fees and Charges Schedule* for the following processes which are currently not charged:
 - Subdivision Works Certificates and any associated inspections.
 - Road Naming
 - Section 138 Applications
- b) the amendment of some existing fees already included in the *24/25 Fees and Charges Schedule* for the following processes:
 - Planning Proposals
 - Subdivision Certificates

These fees are required to cover the cost to Council of providing these services.

RECOMMENDATION

That Council:

1. **Endorses the recommended amendments to the 24/25 Fees and Charges Schedule for Public Exhibition for a period of 28 days.**
2. **Receives a further report following the public exhibition period subject to the receipt of submissions if any amendments are proposed.**
3. **Adopts the proposed fees if no submissions are received, and/or no changes are proposed.**

REPORT

Section 608 of the Local Government Act 1993 provides that Councils may charge and recover an approved fee for a service it provides, or for inspecting premises required to be inspected in the exercise of Council's functions.

Public notice of a Council's proposed Fees and Charges Schedule must be given in the draft Operational Plan for the year in which the fee is to be made.

Section 610F of the Act provides that if after the date the Operational Plan commences, a new fee is proposed, the Council must give further public notice for 28 days prior to adoption.

The following aspects of the report will include commentary and justification of the action (including a brief description of the work required), and a proposed fee and/or fee structure. It is noted that the subject fees and charges have been reviewed against nearby Councils and have been found to be reasonably consistent. It is noted that under each aspect of work, a brief comparison has been given with nearby Councils. This is proportionate and goes into greater detail in relation to Planning Proposals and Subdivision Works Certificates.

Subdivision Works Certificate:

Under Section 6.13 of the *Environmental Planning and Assessment Act 1979 (EP&A Act)*, a Subdivision Works Certificate (SWC) is required before you can carry out subdivision work in accordance with a development consent. A SWC is a certificate that operates in the same manner as construction certificate but for subdivision works.

A SWC certifies that subdivision work will be completed in accordance with specified plans and specifications will comply with any requirements in the regulations. The issuing of a subdivision works certificate does not negate the need for a construction certificate for building works. A SWC does not apply to complying development certificates and some Crown developments.

A SWC involves the following internal parties:

- Administration
- Development Planning
- Development Engineering

Council's adopted Fees and Charges Schedule does not currently include fees for a SWC or for additional inspections, if required.

In terms of comparison with nearby Council's, the following is noted:

LGA	Fee Summary
Tamworth Regional	<ul style="list-style-type: none"> No fee indicated
Armidale Regional	<ul style="list-style-type: none"> Similar to as proposed
Inverell Shire Council	<ul style="list-style-type: none"> \$110.00 per lot
Walcha	<ul style="list-style-type: none"> No fee indicated
Gunnedah Shire	<ul style="list-style-type: none"> Minimum fee \$304.00 \$210 per application plus \$47 per lot. Does not include inspection fees (between \$440 and \$1,320)
Glen Innes Severn	<ul style="list-style-type: none"> Minimum \$325 application If creating a new road: \$709 plus \$65 per additional lot No new road, or Strata: \$352 plus \$65 per additional lot

Proposed fee:

Name	Fee (GST Excl)	GST	Fee (GST Incl)	Unit
Subdivision Works Certificate	\$409.09	\$40.91	\$450.00	Per lot (includes up to 5 inspections)
Subdivision Works Inspection	\$357.27	\$35.73	\$393.00	Per inspection over 5 (if over 5 required)

Road Naming:

A subdivision creating a new road will generally require road naming. The authority overseeing the road is responsible for its naming. Council must endorse and ensure the road name is approved by the *Geographical Names Board*.

When naming public roads in NSW, road naming authorities must follow the:

- Roads Act 1993 (Part 10, Division 4, Section 162)
- Roads Regulation 2018 (part 2, Division 1, Clause 7)
- NSW Address Policy and User Manual (6.7 Principles of Road Naming)

The process requires notification on Council's networks, along with general negotiation with the applicant, and involves the following internal parties:

- Administration
- Development & Planning

Council's adopted Fees and Charges does not currently include a fee for road naming.

Proposed fee:

Name	Fee (GST Excl)	GST	Fee (GST Incl)	Unit
Road Naming Administration and Advertising Fee	\$281.00	\$0	\$281.00	Per road

The fee is consistent with Armidale Regional Council, exceeds Gunnedah Shire Council (\$246) and is less than Tamworth Regional Council (\$300 plus \$25/road plus \$80 amendment fee).

Section 138 Application

Pursuant to Section 138 of the Roads Act 1993, approval is required for certain activities within a road reserve. This includes (but is not limited to) the following in, on or over a public road:

- Erection of structures or carrying out of work.
- Digging up or disturbance of the road surface.
- Removal or interference with a structure, work or tree.

The most common work is for driveway crossovers and drainage inlets to kerbs (usually associated with a Development Consent). This requires lodgement of an application and typically involves review of submitted documentation, and assessment against relevant standards.

It is not intended to request a fee for other Section 138 application types, such as for tree works, erection of a temporary hoarding or A-frame signage.

The process involves the following internal parties:

- Administration
- Development Engineering

Council's adopted Fees and Charges does not currently include a fee for a driveway crossover or drainage inlet works.

Proposed fee:

Name	Fee (GST Excl)	GST	Fee (GST Incl)	Unit
Section 138 Approval (Driveway crossover and kerb inlets)	\$197.00	\$0	\$197.00	Per application

The fee is consistent with Armidale Regional Council, and less than Tamworth Regional, Gunnedah and Walcha Councils.

Planning Proposals

Making and amending local environmental plans (LEPs) requires with a Planning Proposal (PP), as set out under Division 3.4 of the *NSW Environmental Planning and Assessment Act 1979*. A PP is the process to change a development standard in the LEP. For example, a PP can propose to rezone land, change minimum lot sizes, increase or decrease the range of permissible uses for a site or change other development standards that are applicable to a site.

It is worth reiterating that the process is of much more complexity than a Development Application, which is the assessment route for a proposal which is within the limits of the LEP.

Council's fees and charges prescribes the following fee information:

Planning Proposal Application	
Subject to \$4,500 deposit, and at full cost to the applicant.	Last year fee At full cost to applicant

It is considered that the above fee information is vague and does not reflect the broad range and complexity of PP's. While the fee information ensures that the applicant is liable for full costs, it does not provide guidance as to the likely fees, or key steps. Furthermore, the fee information provides difficulty and ambiguity as it excludes milestones where fee invoices from Council would be expected.

In terms of comparison with nearby Councils, the following is noted:

LGA	Fee Summary
Tamworth Regional	<ul style="list-style-type: none"> • Minor: \$19,000.00 • Standard: \$44,999.00 • Complex: \$57,999.50
Armidale Regional	<ul style="list-style-type: none"> • Similar to as proposed – see table below
Inverell Shire Council	<ul style="list-style-type: none"> • Minor: \$7,000.00 • All others: \$16,500.00 plus \$115/hr beyond 60 hours
Walcha	<ul style="list-style-type: none"> • At cost to applicant
Gunnedah Shire	<ul style="list-style-type: none"> • Minor: \$5870.00 • Major*: \$11,155.00
Glen Innes Severn	<ul style="list-style-type: none"> • Minor: \$7,400 • Major*: \$14,400.00 • Complex: \$21,800.00

Gwydir Shire	<ul style="list-style-type: none"> • \$650 lodgement fee plus \$120/hr beyond 20 hours • Incidentals at cost
--------------	--

*major is not a current term for a Planning Proposal, and may require update.

Proposed Fees:

The following fee structures are respectively recommended for 'Minor', 'Standard' and 'Complex' Planning Proposals. (Noting that 'Comprehensive' PP's are excluded from the proposed list, as they are a Council-driven type.

It is proposed to adopt a planning proposal fee structure similar to Armidale and Tamworth.

However should Council prefer to align with another smaller Council, an alternative would be to adopt a planning proposal fee structure similar to Glen Innes Severn.

This could be determined post- exhibition subject to Council's preference.

Planning Proposals Minor LEP Amendments				
Total overall fee for minor LEP amendments is \$14,000 plus \$180 per hour over 50 hours plus full cost of community consultation, public hearings and specialist studies if required.				
Stage	Fee (GST Excl)	GST	Fee (GST Incl)	Unit
Stage 1 - pre-lodgement	\$1,050.00	\$0.00	\$1,050.00	Per proposal
Stage 2 - lodgement	\$3,000.00	\$0.00	\$3,000.00	
Stage 3 - submission requesting gateway determination	\$5,250.00	\$0.00	\$5,250.00	
Public Notification and Community Consultation	Full Cost Recovery			
Public Hearing				Per hearing
Specialist Studies				Per study
The cost of specialist studies is to be met by the proponent for the planning proposal				

Standard Planning Proposals				
Total overall fee for Standard LEP amendments is \$32,000 plus \$180 per hour over 75 hours plus full cost of community consultation, public hearings and specialist studies if required.				
Stage	Fee (GST Excl)	GST	Fee (GST Incl)	Unit
Stage 1 - pre-lodgement	\$2,100.00	\$0.00	\$2,100.00	Per proposal
Stage 2 - lodgement	\$6,300.00		\$6,300.00	
Stage 3 - submission requesting gateway determination	\$14,700.00		\$14,700.00	

Stage 4 - implement gateway determination and make LEP amendment	\$10,500.00		\$10,500.00	
Public Notification and Community Consultation	Full Cost Recovery			
Public Hearing				Per hearing
Specialist Studies				Per study
The cost of specialist studies is to be met by the proponent for the planning proposal.				

Complex Planning Proposals				
Total overall fee for all Complex LEP amendments is \$46,000 plus \$180 per hour over 90 hours plus full cost of community consultation, public hearings and specialist studies if required.				
Stage	Fee (GST Excl)	GST	Fee (GST Incl)	Unit
Stage 1 - pre-lodgement	\$4,200.00	\$0.00	\$4,200.00	Per proposal
Stage 2 - lodgement	\$10,500.00		\$10,500.00	
Stage 3 - submission requesting gateway determination	\$18,900.00		\$18,900.00	
Stage 4 - implement gateway determination and make LEP amendment	\$14,700.00		\$14,700.00	
Public Notification and Community Consultation	Full Cost Recovery			
Public Hearing				Per hearing
Specialist Studies				Per study
The cost of specialist studies is to be met by the proponent for the planning proposal.				

Subdivision Certificate

Justification:

A Subdivision Certificate (SC) authorises the registration of a plan of subdivision under Part 23 of the Conveyancing Act 1919. When issued, a SC is taken to be part of the development consent that authorised the carrying out of the subdivision.

A SC is similar to an Occupation Certificate for a building, in that it is typically issued towards the end of the development process, at a time when works are complete or substantially complete. An Occupation Certificate certifies that a building is ready for Occupation whereas a SC certifies that new lots are ready to be registered.

The process requires lodgement of an application and assessment of the plan of subdivision against either the related Development Consent or exempt development criteria. From an internal perspective, this includes ensuring:

- Relevant services have been provided or arranged.
- Works have been completed to Council's satisfaction (e.g. mains extensions, road works)
- Relevant title documents meet the intent of conditions of consent.

The stage follows a Subdivision Works Certificate approval and is the opportunity to ensure that the SWC has been complied with, to Council's satisfaction.

A SC involves the following internal parties:

- Administration
- Development Planning
- Development Engineering

Councils current fee is as follows:

Name	Fee (GST Excl)	GST	Fee (GST Incl)	Unit
Subdivision Certificate / Title Plan Processing Fee	\$189.50	\$0	\$189.50	Per application

Proposed Fee:

Name	Fee (GST Incl)	Unit
Subdivision Certificate / Title Plan Processing Fee - Units, Occupancies or Lots - 2-10	\$500 + \$90 per unit/lot	Per certificate
Subdivision Certificate / Title Plan Processing Fee - Units, Occupancies or Lots - > 10	\$1,100 + \$90 per unit/lot	

The fee exceeds Glen Innes Severn (\$225 total fee), Inverell (\$150 plus \$55 /lot plus \$55/per 88b instrument plus \$100 inspection fee), Gunnedah (\$171.50 up to 5 lots, \$163.00 plus \$10 per lot over 5 lots) (Tamworth (\$250/lot plus \$25/lot plus \$150 per 88b instrument) but is consistent with Armidale Regional Council.

CONCLUSION

The additional and amended fees will ensure that appropriate cost recovery will occur in relation to the processing of several development-related applications and processes, and where relevant, ambiguity is reduced.

COUNCIL IMPLICATIONS

Community Engagement/Communication

The proposed amendments will be exhibited for 28 days.

Policy and Regulation

Local Government Act 1993

Environmental Planning and Assessment Act (1979)

Financial/Long Term Financial Plan

The proposed new fees will generate revenue to cover the cost of providing the relevant services.

Asset Management/Asset Management Strategy

N/A

Workforce/Workforce Management Strategy

N/A

Legal and Risk Management

Local Government Act 1993

Environmental Planning and Assessment Act (1979)

Performance Measures

Works and processes are prioritised within resources and other commitments to minimise delays for applicants.

Project Management

N/A

14.3 Keeping of Animals Policy

Department:	Infrastructure & Development
Prepared By:	Acting Manager Planning Development
Authorised By:	Director Infrastructure & Development
Reference:	UINT/24/18611

Attachments:	1. Draft Policy (Amended) ↓
	2. Submissions (Redacted) ↓
	3. Summary of Submissions and Officer Response ↓
	4. Draft Policy April 2024 ↓

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3. We are good custodians of our environment
	4. We are an independent shire and well-governed community
Strategy:	3.2. Maintain a healthy balance between development and the environment
	4.2. A strategic, accountable and representative Council

SUMMARY

The Draft Keeping of Animals Policy (Urban Areas) was presented to Council 23 April 2024, where it was resolved as follows:

1. ***Endorses the Draft Policy - Keeping of Animals Policy (Urban Areas) for Public Exhibition for a period of 28 days for the purposes of receiving public submissions, subject to the following amendments:***
 - a) *Page 5, Clause 6.5: Delete 'Construction of kennel facilities must comply with the Building Code of Australia'.*
 - b) *Insert into Part 4 'Statement': Any animal housing structures shall be structurally adequate and comply with Building Code of Australia if required.*
 - c) *Delete all references to Schedule 2 of the Local Government (General) Regulation 2021 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.*
2. ***Notify the following groups of the revised policy and the opportunity to provide feedback upon commencement of Public Exhibition:***
 - *Uralla & Bundarra Pony Clubs;*
 - *New England Exhibition of Poultry Association;*
 - *Uralla & Bundarra Showground Land Managers; and*
 - *Any other group likely to be impacted by the Draft Policy.*
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.***
4. ***Authorises the adoption of the Draft Policy - Keeping of Animals (Urban Areas) if no submissions are received, and no changes are made.***

The Draft Policy was exhibited for an initial period of 28 days (including through Council's Facebook page) and was further extended until 30 June 2024. Additionally, key and identifiable community groups were notified of the Draft Policy, as per the resolution.

A total of 16 (sixteen) written submissions were made in response to exhibition of the Draft Policy. As such, this report has been prepared in response to the submissions. It is noted that the previous version presented to Council on 23 April 2024 was based on an evolutionary update of the current Policy (2010). Following Council feedback and a review of submissions, it was determined that the policy was not fit for purpose and required a holistic and substantial revision to better respond to the needs of the Shire. A review of the policies of several other Councils including Tenterfield, Byron, Liverpool Plains, Lake Macquarie, Maitland City, Muswellbrook Councils was also undertaken in order to develop a best practice approach.

While this report responds to the submissions made as per the above detailed resolution, the amended policy has been significantly revised.

RECOMMENDATION*

That Council:

1. Adopts the Draft Policy - Keeping of Animals Policy (Urban Areas) (2024); and
2. Notes submissions received in response to consultation.

**Note that an alternative recommendation has been provided at the end of the report*

REPORT

SUBMISSIONS

Submissions in relation to the policy as exhibited from April to June 2024 are attached to this report and are grouped into *General* and *Animal Specific* themes. A summary is as follows:

Table 1: Summary of Submission Themes

General Matters	Animal-Specific Matters
Definition of Urban Areas	Goats
Biosecurity	Dogs
Website information	(including hunting dogs, rural-work dogs and breeders)
Grammar	Cats
Impact on economy & community	Pigeons
Enforcement issues	Poultry
Impact on existing animals	Bees
Unfair frequency of policy review	Birds
Conflict with Companion Animals Act 1998	
Appropriateness for school(s) to be affected by policy	

Please refer to the attached documents for:

- Review of the submissions in detail, together with the Officer's response and commentary; and
- Redacted submissions.

REFERRALS:

Internal – The draft revised policy has been reviewed by Manager Governance and Service Centre, who has provided support, subject to non-material amendments which have now been incorporated.

External – The draft revised policy has been referred to Northern Tablelands Local Land Service 4 December 2024. At the time of finalisation of this report, no response has been provided. Notwithstanding, the proposal is responsive to referral comments provided by Andrew Biddle (Team Leader, Animal Biosecurity and Welfare). In particular, the policy now refers to obligations under *NSW Biosecurity Act 2015* and *Biosecurity (National Livestock Identification System) Regulation 2017*.

DRAFT POLICY: KEY AMENDMENTS

The changes to the policy are extensive. For this reason, a tabled comparison is not considered practical. Changes proposed include:

- Expressed identification of the land zonings to which the policy would apply. Note that land zoned R5 (large lot residential) remains excluded.
- Improved clarity around the hierarchy and interaction with other policies, such as the *Companion Animals Act 1998*, *Local Government (General) Regulation 2021*, *NSW Biosecurity Act 2015* and *Biosecurity (National Livestock Identification System) Regulation 2017*.
- Inclusion of a clear and legible tabled format (Table 1 of Policy) to succinctly identify the number of animals, distance from enclosures to dwellings and the like and any additional requirements.
- Inclusion of added flexibility, through expressly setting out a framework and consideration/assessment criteria for applying for further animals.
- Inclusion of clearer information regarding the issue of orders.

A summary of key animal specific changes has been included (refer below). It is noted that for each animal, specified additional requirements have been included, which are intended to capture the relevant requirements, but avoid duplication of associated legislation and ensure brevity and user-friendliness. For this reason, it is recommended to review the revised policy in full.

Where a new species has been included, details have been omitted as the table below is intended for summary comparison purposes only. In the context of the policy, additional species have been included for completeness, however by their unique nature, this is not considered itself to warrant further exhibition. An alternative recommendation has been provided to support Council's decision, however it is the officers view that the revised policy is responsive to the submissions received, and for this reason, further notification is not an inherent requirement.

Table 2: Summary of Species-specific changes

Dogs	<p>No change to area & number requirements</p> <p>New provision for Attack-trained dogs.</p> <p><u>Specified additional requirements:</u></p> <ul style="list-style-type: none"> • Comply with requirements of the <i>Companion Animals Act 1998</i> including registration and control of dogs. • Ensure fencing is adequate. In addition, attack-trained dogs shall be held in an urban area only where appropriate fencing is provided to prevent escape. • Prevent persistent, excessive or offensive noise. • The area in which the dogs are housed is to be maintained in a hygienic condition to: <ul style="list-style-type: none"> a) Limit the spread of disease; and b) Minimise offensive odour.
Cats	<p>No change to number requirements</p> <p><u>Specified additional requirements:</u></p> <ul style="list-style-type: none"> • Comply with requirements of <i>Companion Animals Act 1998</i> including registration and control of cats. • Prevent persistent, excessive noise. • Owners are encouraged to contain their cats during the hours of darkness to prevent attacks on native fauna.
Poultry	<p>Increased number allowance for all poultry</p> <p>No material change to setback requirements.</p> <p>Allowances for roosters and male species generally, subject to Council's discretion.</p>

	<p><u>Specified additional requirements:</u></p> <ul style="list-style-type: none"> • Prevent escape of poultry (a poultry yard is recommended). • Keep poultry yards clean, free of rats and mice, and free from offensive odours. • Prevent persistent, excessive noise. • Roosters are prohibited unless housed in a soundproof enclosure or with similar noise control method, to the satisfaction of Council. • Comply with the <i>Biosecurity Act 2015 (NSW)</i> and <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>, including holding a PIC.
Pigeons	<p>Reduced allowance for pigeons</p> <p><u>Specified additional requirements:</u></p> <ul style="list-style-type: none"> • Do not use open lofts. • Keep lofts/cages clean, and free of rats and mice. • Lofts shall be erected away from fences and buildings, to facilitate cleaning. • Keep pigeons free of lice. • Clean up and correctly dispose of manure daily. • Ensure pigeons allowed to fly free do not repeatedly cause damage to, or interfere with the enjoyment of, other property or premises. • Comply with the <i>Biosecurity Act 2015 (NSW)</i> and <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>, including holding a PIC.
Birds	<p>Introduction of setback requirements and maximum numbers</p> <p>Separation of birds into different categories</p> <p><u>Specified additional requirements:</u></p> <ul style="list-style-type: none"> • Use cages and aviaries of appropriate size. • Keep cages and aviaries clean, and free of rats and mice. • Prevent persistent, excessive noise. • Hold National Parks and Wildlife permit (if required).
Rabbits	Not previously included
Ferrets	
Pet rats, mice and guinea pigs	
Sheep and goats etc (including deer and camelids)	<p>No change to number requirements</p> <p>Inclusion of new setback requirements.</p> <p>Inclusion of allowances for uncastrated male species.</p> <p><u>Specified additional requirements:</u></p> <ul style="list-style-type: none"> • Do not slaughter at premises where animals are kept • Ensure fencing is adequate. • Prevent persistent, excessive noise. • Neighbouring trees/shrubs are protected. • The keeping of uncastrated male species (e.g. Rams, Bucks and or Billy Goats) is not permitted, except with the prior written approval of Council. • Comply with the <i>Biosecurity Act 2015 (NSW)</i> and <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>, including holding a PIC.
Pigs	<p>No change to number requirements</p> <p>Introduction of setback to dwelling requirement.</p>

	<u>Specified additional requirements:</u> <ul style="list-style-type: none"> Do not keep in a place/manner that may pollute water likely to be used by a person for drinking/domestic purposes or in a dairy. Do not deposit dung in a place/manner that may pollute water likely to be used by a person for drinking/domestic purposes. Do not slaughter at premises where animals are kept. Comply with the <i>Biosecurity Act 2015 (NSW)</i> and <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>, including holding a PIC.
Horses and Cattle	<p>No change to area requirements.</p> <p>Maintained prohibition for uncastrated male species.</p> <p><u>Specified additional requirements:</u></p> <ul style="list-style-type: none"> Ensure fencing is adequate. Do not slaughter at premises where animals are kept. Neighbouring trees/shrubs are to be protected. The area must be kept free of offensive odour/flies and rodents. Comply with the <i>Biosecurity Act 2015 (NSW)</i> and <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>, including holding a PIC.
Reptiles	Not previously included
Fish, aquarium and pond	
Bees	<p>Increased allowances, to promote survival.</p> <p>Provision of a minimum area, for keeping of keeping of bees, in response to allowance for increased number of hives</p> <p><u>Specified additional requirements:</u></p> <ul style="list-style-type: none"> Beehives must be registered with the NSW Department of Primary Industries. For keepers of European honey bees (<i>Apis mellifera</i>), be registered with NSW Government and comply with the Australian Honey Bee Industry Biosecurity Code of Practice. Registration details must be prominently displayed on hive ware. Must not cause a nuisance or safety hazard to neighbouring premises. Strongly recommend that hobbyists engage with local beekeepers club/ association to learn disease management and husbandry. The keeping of bees on a lot less than 1500m2 is prohibited, except with the prior written approval of Council.

The flexibility of the policy would be secured through Part 2.3, which is considered to be responsive to community needs while still providing a clear framework for situations where existing animals may be considered. To facilitate this aspect of the policy, Council would create an approved form for any application.

CONCLUSION

As amended, the Draft Keeping of Animals Policy (2024) has been thoroughly revised, and now provides flexibility together with clearer requirements for the keeping of animals in urban areas. Additionally, the Policy has been amended for general housekeeping and to ensure that it meets relevant legislation which has been implemented or updated since the existing policy was adopted.

ALTERNATIVE RECOMMENDATION*

That Council:

1. *Endorses the revised Draft Policy - Keeping of Animals Policy (Urban Areas) (2024) for Public Exhibition for a period of 28 days for the purposes of receiving further public submissions.*
2. *Receives a further report following the public exhibition period subject to the receipt of submissions and/or if the draft policy is proposed to be amended.*
3. *Authorises the adoption of the Draft Policy - Keeping of Animals (Urban Areas) (2024) if:*
 - a) *No submissions are received; or*
 - b) *No new submission themes/matters are raised, to the satisfaction of the General Manager; or*
 - c) *If no amendments to the policy are required to be made.*

COUNCIL IMPLICATIONS**Community Engagement/Communication**

The Draft Policy has been amended in response to previous notification, which exceeded 28 days.

Policy and Regulation

The Policy is consistent with the Local Government Act 1993.

Financial/Long Term Financial Plan

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

Asset Management/Asset Management Strategy

Nil

Workforce/Workforce Management Strategy

Enforcement will be undertaken within existing resources.

Legal and Risk Management

The proposed Policy supports State legislation including the Local Government Act 1993 and the Companion Animals Act 1998.

Performance Measures

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

Project Management

Not applicable.



Keeping of Animals and Birds (Urban Areas)

Local Policy 2024

INFORMATION ABOUT THIS DOCUMENT

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

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
Rev 1	19 March 2024	Prepared for Ordinary Meeting 26 March 2024
Rev 2	26 April 2024	Amendments as per Resolution 08.04/24 Item 14.2
Rev 3	15 November 2024	Prepared for Ordinary Meeting 17 December 2024, following public exhibition

Related Legislation*	<ul style="list-style-type: none"> • <i>Local Government Act 1993 (NSW)</i> • <i>Local Government (General) Regulation 2021</i> • <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i> • <i>Uralla Local Environmental Plan 2012</i> • <i>Uralla Development Control Plan 2012</i> • <i>Protection of the Environment Operations Act 1997 (NSW)</i> • <i>Public Spaces (Unattended Property) Act 2021 (NSW)</i> • <i>Companion Animals Act 1998 (NSW)</i> • <i>Biosecurity Act 2015 (NSW)</i> • <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>
Related Policies	Nil
Related Procedures/ Protocols, Statements, documents	Nil

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

DRAFT



Draft Local Policy: Keeping of Animals and Birds (Urban Areas) 2024

1. INTRODUCTION

1.1 BACKGROUND

Dogs, cats and other animals and birds are usually kept by residents of Uralla Shire without difficulty. The keeping of animals can be very rewarding for both animals and humans. Occasionally, the keeping of animals causes a nuisance to other residents, which results in complaints being lodged with Uralla Shire Council ('Council').

To assist residents, Council has developed this Policy for the keeping of animals and birds for domestic purposes in urban areas under section 159 of the *Local Government Act 1993* ('the Act'). It is not intended to completely regulate the manner in which animals and birds are kept, but rather to specify the criteria that Council must consider in determining whether or not to give an Order No. 18 regarding the number or manner of keeping animals and birds, under section 124 of the Act.

This Policy provides residents with appropriate limits on the number of, and circumstances under which, certain animals and birds may be kept in the interests of amenity and public health.

1.2 POLICY OBJECTIVES

The objects of this Policy are to:

- (a) inform the occupier of premises where animals or birds are kept as to the criteria that Council considers to be:
 - i. of an inappropriate kind;
 - ii. of an inappropriate number; or
 - iii. kept inappropriately.
- (b) Regulate the keeping of animals and birds:
 - i. to protect the community against risk of injury and damage; and
 - ii. to ensure that animals do not create a nuisance, or a hazard to health or safety; and
 - iii. to prevent pollution and other environmental damage resulting from the keeping of animals and to protect the amenity of the local environment, adjoining and nearby property; and
 - iv. to ensure that animals are kept and used in a way that is consistent with the rights and expectations of the local community.
- (c) inform the community of the main statutory restrictions and acceptable limits which apply to the keeping of certain animals for domestic purposes.

1.3 SCOPE

This Policy applies to the occupier of premises where animals and birds are kept within Urban areas of the Uralla Shire Local Government Area. In particular, in relation to premises on which animals and birds are kept for domestic reasons, including for pets, and other similar interests. This Policy applies to land in the following zones under the *Uralla Local Environmental Plan 2012*:

- R1 General Residential
- R2 Low Density Residential

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

- RU5 Village
- E1 Local Centre
- E3 Productivity Support
- E4 General Industrial
- MU1 Mixed Use

This Policy does not apply to the keeping of animals for business or commercial purposes where Development Consent is required. The Policy applies to keeping of animals for hobby or companion purposes. Keeping of animals and birds for commercial breeding or racing purposes is beyond the scope of this Policy.

This Policy relates to Order Numbers 18 in the Table to section 124 of the Act.

1.4 RELATIONSHIP WITH OTHER LAWS AND APPLICATION

The following NSW Legislation provides Council with additional/alternative powers that relate to the control of animals:

- (a) *Companion Animals Act 1998*
- (b) *Protection of the Environment Operations Act 1997*
- (c) *Food Act 2003* (animals not to be kept where food is handled for sale)
- (d) *Public Spaces (Unattended Property) Act 2021*.

The *Companion Animals Act 1998* is an Act for the identification, registration and management of cats and dogs. It does not limit the other functions that may be conferred or imposed on Council by or under any other legislation. The requirements of this Policy are in addition to, and do not derogate from-

- (a) laws regulating the use or development of land; and
- (b) other laws about the keeping, control or welfare of animals, or animals of a particular species.

Related Laws:

- Schedule 2 of the *Local Government (General) Regulation 2021* (Part 5) includes standards for the keeping of specific birds or animals including poultry, swine, horses and cattle. These provisions must be read in connection with this Policy.
- The housing of animals is subject to the considerations of *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*. Where a structure is not deemed within exempt limitations, a Development Application may be required. Council will exercise its discretion and consider the circumstances of individual proposals, and will normally consult with neighbours as provided for in Council's Community Participation Plan. Any animal housing structures shall be structurally adequate and comply with the Building Code of Australia if required.
- The keeping of native animals such as Kangaroos and Wallabies is regulated under Commonwealth and State legislation such as the *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*.
- The keeping of non-native animals is regulated by the *Biosecurity Act 2015 (NSW)* and related Regulation, and is not subject to any direct Council controls. However, if justified complaints are



Draft Local Policy: Keeping of Animals and Birds (Urban Areas) 2024

received, Council may take the matter up with the relevant authority (currently the NSW Department of Primary Industries).

- The welfare of animals is also subject to the provisions of the *Prevention of Cruelty to Animals Act 1979 (NSW)* and NSW Government published Welfare Codes.
- Responsible ownership requires compliance with the *NSW Biosecurity Act 2015* and *Biosecurity (National Livestock Identification System) Regulation 2017*. This includes the requirement for a Property Identification Code ('PIC') for the location of the following animals:
 - (a) identifiable stock,
 - (b) camelids, deer or equines,
 - (c) small poultry (being chickens, turkeys, guinea fowl, ducks, geese, quails, pigeons, pheasants or partridges),
 - (d) large poultry (being emus or ostriches).

Identifiable stock means cattle, pigs, goats and sheep and includes a carcass of any such animal.

In addition, identifiable stock are required to have approved National Livestock Identification System ('NLIS') identifiers. When these animals are moved between properties they should be transferred on the NLIS database and accompanied by a travel document (via a National Vendor Declaration or a Travelling Stock Statement).

A PIC may be obtained by the owner or occupier of urban land.

2. KEEPING OF ANIMALS AND BIRDS

2.1 RESPONSIBILITIES OF COUNCIL

It is Council's responsibility to ensure the maintenance of a reasonable level of residential amenity and public health, by using Council's legislative powers to control and regulate the keeping of animals and birds.

To achieve this, Council will do the following:

- (a) respond to and investigate complaints made by members of the public;
- (b) carry out inspections, investigations and collect appropriate evidence of alleged breaches
- (c) educate residents and affected parties of the requirements and limitations prescribed by this Policy;
- (d) promote responsible pet ownership, educating the community about animal welfare, and fostering partnerships with local animal welfare organisations to provide appropriate support and services; and
- (e) undertake regular review of this policy and associated protocols to ensure effective and modern regulation and compliance activities.

2.2 RESPONSIBILITIES OF THE ANIMAL/BIRD OWNER

It is the responsibility of an animal or bird owner to:

- (a) select an animal that is suitable for the size and nature of the premises at which it is kept. Extra care is needed in selecting an animal or bird where more than one dwelling is located on a lot;



Draft Local Policy: Keeping of Animals and Birds (Urban Areas) 2024

- (b) keep the animal/bird in a way that does not create unreasonable annoyance to neighbours. Ongoing and substantial interference with the enjoyment or use of property could amount to a legal nuisance;
- (c) comply with the animal-specific requirements outlined in Table 1 below.

TABLE 1: ANIMAL AND BIRD-SPECIFIC REQUIREMENTS

Kind of Animal	Maximum number per premises (excluding offspring to 3 months of age)	Minimum distance between dwelling and enclosure (metres)**	Additional requirements
Dogs	Up to 600m ² : 2 dogs Up to 850m ² : 3 Dogs 1000m ² and above: 4 Dogs	N/A	<ul style="list-style-type: none"> Comply with requirements of the <i>Companion Animals Act 1998</i> including registration and control of dogs. Ensure fencing is adequate. In addition, attack-trained dogs shall be held in an urban area only where appropriate fencing is provided to prevent escape. Prevent persistent, excessive or offensive noise. The area in which the dogs are housed is to be maintained in a hygienic condition to: <ol style="list-style-type: none"> Limit the spread of disease; and Minimise offensive odour.
Attack-trained (hunting) Dogs	1000m ² and above: 2 Dogs	N/A	
Cats	4	N/A	<ul style="list-style-type: none"> Comply with requirements of <i>Companion Animals Act 1998</i> including registration and control of cats. Prevent persistent, excessive noise. Owners are encouraged to contain their cats during the hours of darkness to prevent attacks on native fauna.
Fowls (domestic or guinea fowl)	20	4.5m	<ul style="list-style-type: none"> Prevent escape of poultry (a poultry yard is recommended). Keep poultry yards clean, free of rats and mice, and free from offensive odours. Prevent persistent, excessive noise.
Poultry other than fowls, including ducks, geese, turkeys, peafowl and	10	30m	<ul style="list-style-type: none"> *Roosters are prohibited unless housed in a soundproof enclosure or with similar noise control method, to the satisfaction of Council.



Draft Local Policy: Keeping of Animals and Birds (Urban Areas) 2024

Kind of Animal	Maximum number per premises (excluding offspring to 3 months of age)	Minimum distance between dwelling and enclosure (metres)**	Additional requirements
other pheasants			<ul style="list-style-type: none"> Comply with the <i>Biosecurity Act 2015 (NSW)</i> and <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>, including holding a PIC. <p><i>Note: Schedule 2 of the Local Government (General) Regulation 2005 includes standards for the keeping of poultry. These provisions must be read in connection with this Policy.</i></p>
Roosters	Nil (0) in urban areas*	N/A	
Other uncastrated male species and peacocks	As appropriate in the circumstances	As appropriate in the circumstances	
Pigeons	20	12m	<ul style="list-style-type: none"> Do not use open lofts. Keep lofts/cages clean, and free of rats and mice. Lofts shall be erected away from fences and buildings, to facilitate cleaning. Keep pigeons free of lice. Clean up and correctly dispose of manure daily. Ensure pigeons allowed to fly free do not repeatedly cause damage to, or interfere with the enjoyment of, other property or premises. Comply with the <i>Biosecurity Act 2015 (NSW)</i> and <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>, including holding a PIC.
Birds other than sulphur crested cockatoo and long-billed corella (e.g. canary, finch, budgerigar, quail, parrots & the like)	30 30+	3m 10m	<ul style="list-style-type: none"> Use cages and aviaries of appropriate size. Keep cages and aviaries clean, and free of rats and mice. Prevent persistent, excessive noise. Hold National Parks and Wildlife permit (if required).



Draft Local Policy: Keeping of Animals and Birds (Urban Areas) 2024

Kind of Animal	Maximum number per premises (excluding offspring to 3 months of age)	Minimum distance between dwelling and enclosure (metres)**	Additional requirements
Sulphur crested cockatoo and long billed corella	2 if housed in portable cages 4 if housed in aviary	3m 10m	<ul style="list-style-type: none"> Use cages and aviaries of appropriate size. Keep cages and aviaries clean, and free of rats and mice. Prevent persistent, excessive noise. Hold National Parks and Wildlife permit (if required).
Rabbits	1	3m	<ul style="list-style-type: none"> Use rabbit-proof enclosure Keep domestic breeds only Do not release into the environment
Ferrets	Nil (0) in urban areas*	3m	*Not permitted, except with the prior written approval of Council.
Pet rats, mice and guinea pigs	12	3m	<ul style="list-style-type: none"> Keep in appropriate cages Do not release into the environment
Sheep and goats etc (including deer and camelids) Uncastrated male species	1 (one) animal per 750m ² of land Nil (0) in urban areas*	6m N/A	<ul style="list-style-type: none"> Do not slaughter at premises where animals are kept Ensure fencing is adequate. Prevent persistent, excessive noise. Neighbouring trees/shrubs are protected. *The keeping of uncastrated male species (e.g. Rams, Bucks and or Billy Goats) is not permitted, except with the prior written approval of Council. Comply with the <i>Biosecurity Act 2015 (NSW)</i> and <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>, including holding a PIC.
Pigs	1 (one) animal per 2000m ² of land	60m	<ul style="list-style-type: none"> Do not keep in a place/manner that may pollute water likely to be used



Draft Local Policy: Keeping of Animals and Birds (Urban Areas) 2024

Kind of Animal	Maximum number per premises (excluding offspring to 3 months of age)	Minimum distance between dwelling and enclosure (metres)**	Additional requirements
			<p>by a person for drinking/domestic purposes or in a dairy.</p> <ul style="list-style-type: none"> Do not deposit dung in a place/manner that may pollute water likely to be used by a person for drinking/domestic purposes. Do not slaughter at premises where animals are kept. Comply with the <i>Biosecurity Act 2015 (NSW)</i> and <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>, including holding a PIC. <p><i>Note: Schedule 2 of the Local Government (General) Regulation 2021 includes standards for the keeping of pigs/swine. These provisions must be read in connection with this Policy.</i></p>
Horses and Cattle	1 (one) animal per 1000m ²	9m	<ul style="list-style-type: none"> Ensure fencing is adequate. Do not slaughter at premises where animals are kept. Neighbouring trees/shrubs are to be protected. The area must be kept free of offensive odour/fly and rodents. Comply with the <i>Biosecurity Act 2015 (NSW)</i> and <i>Biosecurity (National Livestock Identification System) Regulation 2017</i>, including holding a PIC. <p><i>Note: Schedule 2 of the Local Government (General) Regulation 2021 includes standards for the keeping of horses and cattle. These provisions must be read in connection with this Policy.</i></p>
Uncastrated male species (e.g. bull or stallion)	Nil (0) in urban areas	N/A	
Reptiles	As appropriate in the circumstances	As appropriate in the circumstances	<ul style="list-style-type: none"> Hold biodiversity conservation licence granted under the <i>Biodiversity Conservation Act 2016 (NSW)</i>.



Draft Local Policy: Keeping of Animals and Birds (Urban Areas) 2024

Kind of Animal	Maximum number per premises (excluding offspring to 3 months of age)	Minimum distance between dwelling and enclosure (metres)**	Additional requirements
			<ul style="list-style-type: none"> Keep in escape-proof enclosure. Comply with care standards set out in Code of Practice for the Private Keeping of Reptiles, issued by NSW Government.
Fish, aquarium and pond	As appropriate in the circumstances	As appropriate in the circumstances	<ul style="list-style-type: none"> Keep water clean and maintain at sufficient levels. Fence ponds if more than 300 mm deep. Ensure ponds do not provide a breeding ground for mosquitoes and other insects.
Bees	3 (three) production hives & 2 (two) nuc hives per 1500m ² lot or as appropriate in the circumstances*	As appropriate in the circumstances	<ul style="list-style-type: none"> Beehives must be registered with the NSW Department of Primary Industries. For keepers of European honey bees (<i>Apis mellifera</i>), be registered with NSW Government and comply with the Australian Honey Bee Industry Biosecurity Code of Practice. Registration details must be prominently displayed on hive ware. Must not cause a nuisance or safety hazard to neighbouring premises. Strongly recommend that hobbyists engage with local beekeepers club/association to learn disease management and husbandry. *The keeping of bees on a lot less than 1500m² is prohibited, except with the prior written approval of Council.

** The distances indicated in this column are to be measured in metres from the animal yard or enclosure to the nearest dwelling, public hall, school or premises used for the manufacture, preparation, sale or storage of food.

2.3 REQUEST FOR ADDITIONAL ANIMALS/BIRDS

An animal/bird owner may request Council to permit the keeping of additional animals/birds beyond the maximum number prescribed in Table 1 of this Policy.



Draft Local Policy: Keeping of Animals and Birds (Urban Areas) 2024

A request for additional animals/birds under this policy must be in the prescribed form and accompanied by written evidence. Requests will not be approved unless Council is reasonably satisfied that:

- I. the applicant is compliant with all relevant requirements outlined in Part 2.2 of this policy and has promptly addressed/resolved any previous instances of non-compliance with Part 2.2;
- II. the applicant has co-operated with Council to promptly address/resolve any complaints received by Council with respect to the keeping of animals/birds;
- III. the applicant has suitable experience/qualifications to support the keeping of additional animals/birds;
- IV. any necessary development consent(s) for structures relevant to the keeping of the animal(s)/bird(s) have been obtained;
- V. If the applicant is not the owner of the premises on which the animal/bird is to be kept - the applicant has the owner's permission to keep the animal/bird on the premises;
- VI. Where the animal/bird is to be kept on multi-residential premises and the keeper of the animal/birds is entitled to make use of an area used in common with others (a common area) for the purpose of keeping the animal/bird – written permission of the person or body which manages or controls the common area to use the common area for the purpose of keeping the animals/birds has been granted;
- VII. for requests relating to dogs - dogs are desexed, microchipped and registered or recognised breeder documentation is provided;
- VIII. for request relating to cats - cats are desexed, microchipped and registered, cats wear identity collars with multiple bells, cats' night-time access to outdoors is restricted or recognised breeder documentation is provided;
- IX. for requests relating to pigeons - keepers of more than (50) birds are members of official or registered avicultural societies.

If Council approves a request for additional animals/birds, the approval may be granted subject to reasonable conditions.

3.0 ENFORCEMENT

3.1 ORDERS

Under section 124 of the act, Council may give orders requiring premises to be used or not used in specified ways, and orders requiring the preservation of healthy conditions. Council will usually give prior notice that an order may be issued, although in urgent situations, an Emergency Order may be issued without prior notice. Order numbers 18 in the table to section 124 are set out below:

Order	To do what?	In what circumstances?	To whom?
18	Not to keep birds or animals on premises, other than of such kinds, in such numbers or in such manner as specified in the order. An Order may: (a) Prohibit the keeping of animals (b) Restrict the number of animals being kept (c) Specify the manner in which animals must be kept	Birds or animals kept on premises are— (a) in the case of any premises (whether or not in a catchment district)—of an inappropriate kind or number or are kept inappropriately, or	Occupier of premises



Draft Local Policy: Keeping of Animals and Birds (Urban Areas) 2024

	(d) Require maintenance to a structure used to house animals	(b) in the case of premises in a catchment district—birds or animals (being birds or animals that are suffering from a disease which is communicable to man or to other birds or animals) or pigs	
--	--	---	--

Section 91 of the *Local Government Act (General) Regulation 2021* provides that without limiting Order No. 18, failure to comply with relevant standards or requirements set or made by or under the Act (this Policy) constitutes a circumstance that are taken to be included as circumstances in which Order No 18 may be made.

Section 92 of the *Local Government Act (General) Regulation 2021* provides that for the purposes of Order No 18, the standards for the keeping of birds or animals set out in Part 5 of Schedule 2 of that regulation are also included as circumstances in which Order No 18 may be made.

3.2 MANDATORY CRITERIA

When considering whether to issue an Order, Council will take the following criteria into consideration:

Circumstances	Decision-making criteria
Whether birds or animals are of an inappropriate kind	<ul style="list-style-type: none"> prohibitions in Table 1 of Part 2.2 of this Policy OR relevant characteristics of the animal and suitability to premises (including size of the yard and proximity to neighbouring premises)
Whether birds or animals are of an inappropriate number	<ul style="list-style-type: none"> maximum number per premises specified in Table 1 of Part 2.2 of this Policy outcome of any request for approval to keep additional animals or birds, including compliance with any conditions of an approval
Whether birds or animals are kept inappropriately	<ul style="list-style-type: none"> evidence that the keeping of animals or birds is creating: <ul style="list-style-type: none"> - adverse odour, noise, run-off or dust impacts, - damage to property, or - material interference with use or enjoyment of property. evidence that keeping of animals or birds is: <ul style="list-style-type: none"> - attracting or providing a harbourage for vermin, - creating a proliferation of flies, lice, fleas or other insects, - creating unsanitary conditions, or - causing fears for safety.

3.3 PENALTY

Any person not complying with an Order may be liable to a penalty in accordance with the Act. A Penalty Infringement Notice may be issued for failure to comply with an Order, or Council may pursue enforcement proceedings.



Draft Local Policy: Keeping of Animals and Birds (Urban Areas) 2024

4.0. REVIEW

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

5.0. REPORTING

There is no reporting directly linked to this Policy.

6.0 RESPONSIBLE OFFICER

Manager Development & Planning

7.0 ROLES AND RESPONSIBILITIES

Council's Ranger and Manager Development & Planning are responsible for the implementation of this Policy.

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

URALLA SHIRE COUNCIL.

Draft Policy “Keeping of Animals (Urban Areas) 2024.

I refer to the above and wish to make representations regarding it.

I have been a resident of Uralla Shire for almost 40 years.

My comments to the Policy refer to Part 6.9, the keeping of Poultry.

My poultry credentials are as follows: -

I have bred and exhibited poultry for over 60 years, I am a life Member of the Leghorn Club of Australia. I have written many articles and have written and compiled a book “Breeding Leghorns in Australia”. I have been a Director of the Royal Agricultural Society of NSW for six years, Chairman of the Poultry Committee and remain an active committee member. I have been a member of the Council of the Royal Agricultural Society of NSW for over twenty years, only recently being awarded Life Membership of the Society.

I was the Chair of the Australian National Poultry Show held in Sydney in 2016 which was the largest showing of purebred poultry in Australia’s history.

I am a current committee member of the New England Exhibition Poultry Society which is domicile in Uralla. That Society has funded and constructed the Poultry Pavilion at the Uralla Showground which houses poultry show cages with a value of more than \$100,000. It conducts two poultry shows each year.

I have hosted many Junior Judging competitions and Schools Poultry experiments organized by the Royal Agricultural Society over the years.

Clause 6.9 e) the prohibition of keeping Roosters, Tom Turkeys and Peacocks denies any resident the opportunity to breed and subsequently exhibit the poultry progeny. This goes directly to the heart and essence of breeding exhibition poultry.

Clause 6.9 e) a) and b) does not provide a sufficient genetic pool to successfully bred and exhibit poultry and as such denies the fancier resident the opportunity to enjoy and achieve satisfaction from their hobby.

The poultry fancier would, I believe, be happy with a policy as documented in clause 6.3 b)1. For pigeons.

One should understand that there many breeds of Poultry which are of similar size or in fact smaller than pigeons. The keeping of exhibition poultry capped at 150 would be fair and reasonable.

Regarding the remaining clauses in your draft policy, I make the following comments: -

- 6.9 a) is a reasonable clause to which I have no objection.
- 6.9 b) Many breeders of exhibition poultry do not allow their birds to free range and are kept in enclosed pens. Other non-exhibition poultry keepers may, however, like to see their hens wandering around in their gardens. I think that this clause is unnecessary and overly burdensome.

- 6.9 c) This is a reasonable clause to which I have no objection.
- 6.9 d) This is a reasonable clause to which I have no objection.
- 7.0. I see no reason for a regular review as it subjects exhibition poultry fanciers to unnecessary stress.

I hope that you seriously consider what I have written here. I am more than happy to address the Council if deemed necessary. I am also very happy to act in a consultative roll if required.

Sincerely

Grahame Sharpe

Response by Susan Armstead, [REDACTED]

To: Uralla Shire Council

Community consultation – Draft Policy Keeping of Animals (Urban Areas) 2024

21 May 2024

1. The draft policy states at 6.9 Poultry 3.c) *Cages/Hen houses must have concrete or hard paved floors unless located....*

The Local Government (General) Regulation 2021 at Division 2 Keeping of poultry states at ‘20 Poultry not to be kept near certain premises (3) *The floors of poultry houses must be paved with concrete or mineral asphalt underneath the roosts or perches. However, this subsection does not apply to poultry houses – (b) that are situated on clean sand*’

The draft policy incorrectly describes the legislated requirement for flooring in poultry cages and/or housing. The paving requirements are only for under the roosts. The draft policy does not make this distinction nor does it state the exception for roosts above clean sand.

Council’s policy must provide the precise requirements for flooring under poultry roosts by correctly stating or directly quoting the specific legislation.

2. The Council’s policy statement at 6.4 Cats is ‘3. c) *All cats are de-sexed, micro-chipped and registered as required by the Companion Animals Act 1997.*’

The Act does not require the desexing of cats however desirable it is. It requires the owners of each undesexed cat apply for an annual permit and pay the annual fee to keep the cat. Merely using the catch-all phrase ‘as required by’ does not lead to responsible cat ownership. This can be amended by adding 4. *An annual permit and fee for all undesexed cats is required by the Companion Animals Act 1997.*

3. There are more than a dozen incorrect uses of capital letters. They are: Urban, Policy, Tom Turkey, Peacocks, Kangaroos and Wallabies, Indigenous/Non-Indigenous, Guinea fowl, Bulls, Stallions, Hens, Housing for Fowls, Other Housing and Ducks/Geese.

Their use in the text is generic and thus requires the lower case.

Response by Susan Armstead, [REDACTED]

To: Uralla Shire Council

Community consultation – Draft Policy Keeping of Animals (Urban Areas) 2024

21 May 2024

1. The draft policy states at 6.9 Poultry 3.c) *Cages/Hen houses must have concrete or hard paved floors unless located....*

The Local Government (General) Regulation 2021 at Division 2 Keeping of poultry states at ‘20 Poultry not to be kept near certain premises (3) *The floors of poultry houses must be paved with concrete or mineral asphalt underneath the roosts or perches. However, this subsection does not apply to poultry houses – (b) that are situated on clean sand*’

The draft policy incorrectly describes the legislated requirement for flooring in poultry cages and/or housing. The paving requirements are only for under the roosts. The draft policy does not make this distinction nor does it state the exception for roosts above clean sand.

Council’s policy must provide the precise requirements for flooring under poultry roosts by correctly stating or directly quoting the specific legislation.

2. The Council’s policy statement at 6.4 Cats is ‘3. c) *All cats are de-sexed, micro-chipped and registered as required by the Companion Animals Act 1997.*’

The Act does not require the desexing of cats however desirable it is. It requires the owners of each undesexed cat apply for an annual permit and pay the annual fee to keep the cat. Merely using the catch-all phrase ‘as required by’ does not lead to responsible cat ownership. This can be amended by adding 4. *An annual permit and fee for all undesexed cats is required by the Companion Animals Act 1997.*

3. There are more than a dozen incorrect uses of capital letters. They are: Urban, Policy, Tom Turkey, Peacocks, Kangaroos and Wallabies, Indigenous/Non-Indigenous, Guinea fowl, Bulls, Stallions, Hens, Housing for Fowls, Other Housing and Ducks/Geese.

Their use in the text is generic and thus requires the lower case.

From: [Katrina Vardanega](#)
To: [Council](#)
Subject: Feedback - Keeping of Animals (Urban Areas) Policy 2024
Date: Thursday, 23 May 2024 12:01:27 PM

23 May 2024

To Whom it may Concern,

My feedback relates to the section of this policy pertaining to **Birds**.

Paragraph 1 under this heading (Birds) - Commercial aviaries require development consent, however the construction of small private aviaries may be exempt from approval pursuant to Council's Local Environmental Plan/Development Control Plan. Could this statement include what Council considers as a small aviary and how far the aviary should be located from the neighbours boundary fence? From information on other Local Government Council websites the distance from the boundary fence can vary from 1.5 metres to 3 metres. Or alternately can a link to the relevant information in Council's Control Plan that would provide these guidelines be included in this paragraph.

The paragraph pertaining to Cockatoo-type birds will be subject to strict controls. Can Council elaborate on what their strict controls are? I think this section would also relate to the keeping of large exotic parrots. For example if a resident is the owner of a pair of large exotic **breeding** parrots what compliance, record keeping and movement transaction records would the resident be required to keep? Is there a limit on how many exotic parrots can be kept in a residential area? If purchased for breeding purposes would this then be considered as a commercial activity?

On Council's website under the subject of Pets, Council has included a link to the *NSW Companion Animals Act 1998 No.87*. Could this section also include a link to the *Keeping of Animals (Urban Areas) Policy 2024*?

Please provide confirmation this email has been received by Uralla Shire Council.

Thanking you for your time and assistance in this matter.

Kind regards,

Katrina Vardanega



From: [Deirdre Crofts](#)
To: [Council](#)
Subject: Re Draft Keeping of Animals (Urban Areas) 2024 Policy - Submission Against Introduction
Date: Friday, 24 May 2024 4:23:15 PM

Good afternoon,

I would like to point out that the Companion Animals Act 1998 does not limit the number of pets a resident can keep. Circulars from the Office of Local Government in the past have advised Local Councils that they do not have the power to limit numbers without a proven nuisance of noise, odour or health and safety concern to the community.

There are processes in the Local Government Act 1993 that Local Council's must observe where a nuisance has been proven. Introduction of a Policy such as this would lead to confusion as to interpretation of what is legislated and what are guidelines. The Council's own officers may take the erroneous path of trying to convince residents they have breached the legislation when that would not be fact as a Council policy cannot over-ride the Companion Animals Act 1998.

This policy is flawed and discriminatory. The unintended consequences of introducing this policy may well lead to euthanising of much loved healthy pets.

I urge Council to not proceed with this Policy.

Regards

Deirdre Crofts

Submission to Uralla Shire Council – Draft Policy: Keeping of Animals (Urban Areas) 2024.

Dear Sir/Madam

I appreciate the opportunity to make a submission regarding the Uralla Shire Council Draft Policy: Keeping of Animals (Urban Areas) 2024.

I am a registered breeder member of Dogs NSW whose primary aim is the welfare of all dogs, and I support any initiatives that work for the betterment of health and welfare issues related to dogs.

I reside on acreage which is over 1,000m² in the Uralla region and according to the draft policy, would thereby fall into the restriction of 4 dogs only. This would cause a total change in my lifestyle and the reasoning behind me moving to Uralla LGA.

I struggle to comprehend the reasoning for restricting numbers based on the following grounds:

1. CONTRIBUTION OF OWNERSHIP OF PETS TO THE URALLA SHIRE COUNCIL LGA ECONOMY AND COMMUNITY

- RSPCA research¹ shows that Australia has one of the highest rates of pet ownership in the world. 62% of Australian Households own a pet with dogs being the most popular pet with 38% of households owning a dog. Further, the RSPCA estimates that there are 20 dogs per 100 people in Australia.
- Council will need to seriously consider the impact of its proposed actions of limiting dog numbers on the local community of the Uralla LGA.
- Dog owners support local veterinary practices, food and service suppliers.
- I hope that Council considers the impact of their proposed plan to limit the number of dogs in the Uralla LGA on the businesses located in the council area.
- I also feel that some locals may be forced to leave the LGA to comply with the strict limited numbers, further impacting the Uralla community.

2. WHAT IS THE PROBLEM WITH THE “DRAFT POLICY: KEEPING OF ANIMALS (Urban Areas) 2024”?

The current *Companion Animals Act 1998* No.87 already grants the power to a council to make an order restricting the number of dogs kept on a property on a “case by case basis”.

The proposed draft policy has the potential to:

- Add an unnecessary layer of complexity to the current Act.
- Be seen as a regulation rather than a guideline by both residents and council officers.
- Result in panic dumping and euthanasia of dogs in excess of the proposed guidelines.
- Result in vexatious complaints.
- Act as a deterrent to individuals registering dogs with Council in order to hide them, resulting in loss of revenue to Uralla Council and a loss of control of dog numbers and dog management.
- Drive the ownership of dogs underground, thereby resulting in the opposite outcome of what Council is trying to achieve.
- Dramatically increase compliance cost to Council at the same time as causing a loss of revenue.
- Significantly impact on the economy of the Uralla LGA, particularly with regards to small businesses providing pet services.
- My major concern is the significant community anxiety that is already evident by the number of dog owners who have expressed concern.

3. SPECIFIC PROBLEMS WITH THE “DRAFT POLICY: KEEPING OF ANIMALS URBAN AREAS 2024”

Restriction of the number of dogs able to be kept in regards to the Companion Animals Act 1998

- The *Companion Animals Act 1998* No.87 already gives the Council the power to resolve issues on a case by case basis, where dog owners fail to comply with community amenity expectations.
- Provisions already exist for a council to issue a local order concerning the number of dogs that can be kept on an individual property. An arbitrary restriction of numbers in itself is not a guarantee of compliance.
- The Companion Animals Act – General Information – Frequently Asked Questions document, issued to councils as circular 98/72 in September 1998, states that:

There is no limit on the number of animals which a person can own provided that the animals are properly cared for and do not pose a nuisance, health or safety risk to other members of the community.

However, councils can develop policies either through their Local Companion Animal Management Plans or as Local Orders Policies, which provide guidance as to the number of animals considered acceptable in your area. These policies are subject to public consultation and **will only be applied where health, safety, amenity or animal welfare problems are identified.**

- As discussed above, I feel that under the *Companion Animals Act 1998* (CAA) Council does not have the power to limit the number of pets a resident can keep, this is also the case under the *Local Government Act 1993*. Nor do councils have powers to require a person to apply for approval to keep more than the number of animals specified in a local orders policy. This was provided to LGAs in a Local Government Circular (01/39) which has not altered on pet numbers since then.

Potential surrendering of animals due to breaching number restrictions

- I am concerned that other registered dog breeders with DogsNSW, like myself, may be forced to rehome some of their treasured dogs because they have more than the number allowed. They may have several dogs for breeding and showing purposes and may also be “running on” puppies from a litter to assess their potential for showing. They may also have older dogs that have retired from breeding and showing that they have chosen to keep as family pets rather than rehome. Registered breeders often invest large amounts of money, time and effort into their hobby and it would be unfair to expect these breeders to rehome some of their much-loved dogs when they are well-cared for and part of their family and hobby.
- Should dog owners be forced to surrender their dogs’ due numbers exceeding this policy, the outcome may result in further overloading of animal shelters and Council pounds. These are already publicly known to be at capacity in NSW and long waiting lists are currently in place for pounds to accept any further surrenders.
- Further, as a member of DOGS NSW, I am bound by a strict code of ethics that sets down stringent health and welfare requirements for the dogs. This aligns with which other members are obliged to follow, this also aligns with The NSW Animal Welfare Code of Practice Breeding of Dogs and Cats. It would not only be unfair, but unnecessary to expect DOGS NSW breeders to submit to yet another level of restriction.

RECOMMENDATION:

In consideration of the issues raised in my submission, I strongly recommend that Uralla Shire Council defer any decision-making regarding the "Draft Policy: Keeping of Animals (Urban Areas) 2024".

Should you require further information regarding my submission, please contact me on 0402 251 496.



Robyn Milne

May 24, 2024

From: [Michaela Sisk](#)
To: [Simon Vivers](#)
Cc: [Emily Sims](#)
Subject: RE: Keeping of Animals
Date: Tuesday, 11 June 2024 2:12:40 PM
Attachments: [image001.png](#)
[Draft Policy - Keeping of Animals \(Urban Areas\) 2024.docx](#)

Hello,

Thank you for sending this through.

I've provided some feedback on the new policy (as comments in the document), and I'm pleased to see considerations being made regarding the number of dogs and property sizing, especially given the trend towards smaller lots with a greater number of animals. This aligns well with the current housing developments and the push for sustainable living.

After seeing the new policy and revised insights on number of dogs per yard, I feel much more reassured. It's a relief to have this clarity now; it would have saved me three days of worry had I known about it last week.

Here are a few key points to consider:

- How do we define "commercial" breeding activities?
- What about hobby breeders like myself, whose expenses might outweigh the income from selling puppies in some years and yield profit in others?
- What provisions will be made for existing conditions, such as individuals already owning certain animals, including horses, alpacas, cats, etc.? This is particularly relevant for those relocating from Sydney or other areas with established animal populations. The psychological impact on families forced to part with their beloved pets should not be underestimated. Are we an inviting town for others to move to?
- Additionally, how does the policy address sustainable living practices, such as the keeping of chickens? How can be made more suitable to sustainable living?
- Is there a pattern in in complaints? Are complaints around the same subject, or from the same people? (might be an animal hater or a neighbourly dispute on-going for years)

Warm regards,

Michaela



General Manager
Uralla Shire Council
32 Salisbury Street
Uralla NSW 2358
council@uralla.nsw.gov.au

14th June 2024

Lachlan & Tiffany Jeffers

To General Manager,

We wish to express our opposition to the proposed Uralla Shire Council draft "Keeping of animals (urban areas) 2024" Policy. Of particular concern is the proposed restriction on poultry. Given we are an agricultural farming community, many residents in town currently have more than 10 hens. The community members with surplus eggs are giving other people of Uralla eggs with the current living pressures and egg availability this is supporting community connection.

I propose a more flexible restriction based on land area size, see proposal below.

The following maximum number of hens / roosters housed at a premises on any urban allotment will apply:

- Up to 600m² - 10 hens (no roosters)
- Up to 850m² - 15 hens (no roosters)
- 1000m² and above - 25 hens (2 roosters- to be locked in a secure "sound minimising" enclosure overnight.)

Many thanks for your consideration.

Regards,

Lachlan & Tiffany Jeffers



USC
14 JUN 2024
Received

From: [Nathaniel Cormack](#)
To: [Council](#)
Subject: Animals in urban area's
Date: Sunday, 16 June 2024 3:04:35 PM

To who it concerns,

This letter is in response to provide open comment to animals within town boundaries.

As I'm a local commercial beekeeper I'll submit with what I specialise in. I'm a great believer that beekeeping is a fantastic hobby for kids (teachers them to pay attention to what is happening in nature around them) and adults.

Maximum three production hive's and two nuc's per residential address is ideal. Keeping two hives is easier than keeping one because if there is one hive that is lacking bees you can pull resources from other hives to help the weak hive through its issues.

We are on the threshold of getting Veroa mite into our area. This is going to be a difficult hurdle for any beekeeper to navigate moving forward and to be restricted to one hive will result in failure.

EXTREMELY IMPORTANT,

- beekeepers must be registered with the DPI.
- beekeepers must exhibit their registration number on there hive ware.
- highly recommend hobbyists to join a local beekeepers club/ association to learn disease management and husbandry.
- beekeepers must be respectful to their neighbours, if their residential address is too small even for one hive, than perhaps the bees can be kept at another location.

I am willing to help people with information and mentor there beekeeping journey if required. If council would like advise on this, I'm willing to discuss further.

Kind regards

Nat Cormack



PS. With horses, I recognise that they are a large animal and it's hard to find places for people to keep and ride there horses.


My suggestion is for council to look at developing the old race course, at the end of race course road with stables holding yards and arena's for people with there horses and to encourage youngsters to engage in outdoor activities. This could be achieved reasonably cheaply and be a fantastic credit for the town

Sent from my iPad

From: [Heathforsyth](#)
To: [Council](#)
Subject: Re: Public Exhibition - Keeping of Animals
Date: Tuesday, 18 June 2024 2:10:33 PM
Attachments: [policy-keeping-of-animals-urban-areas-adopted-27-august-2013-resolution-24913-lapsed-under-s1654-of-the-local-government-act-1993.pdf](#)

I do believe this is the 2010 version (attached)
i cannot see anything about tom Turkey or Lyrebirds in there ?

Sent with [Proton Mail](#) secure email.

On Tuesday, 18 June 2024 at 11:06,  wrote:

Good morning ,

I'm reading over the keeping of animals policy (2024) and am wondering what are some of the major changes that have been implemented in this policy compared to the previous policy which i believe is over ten years old.

Specifically, could you please tell me if the banning of 'Tom Turkeys' is a new policy?

Have Uralla residents been able to keep tom turkeys in previous years ?

Kind regards Heath

Sent with [Proton Mail](#) secure email.

The General Manager
Uralla Shire Council
(Delivered to Counter)

22 June 2024

Dear Madam

Re Draft Policy “Keeping of Animals (Urban Areas) 2024.

I refer to the above matter and wish to make comments relating to Part 6.9, the Keeping of Poultry.

It is my opinion that a blanket ban of the keeping of Roosters, Tom Turkeys and Peacocks as described in clause 6.9 e) is overly dictatorial and may have detrimental outcoming to the rights and freedoms of residents of Uralla Shire.

I believe clause 6.9e) a) and b) present the same difficulties as described above.

The nuisance that may be caused by Roosters, Tom Turkeys and Peacocks should be considered on a case-by-case basis. Remedies for any nuisance should be explored and tried before any order for removal be made, and only as a last resort.

Equally, number of birds should be considered as above.

My experience with Uralla and poultry is relevant to my submission, having grown up in Uralla and kept poultry throughout my life from a young age. My love of poultry keeping lead to the development of my career path. I am a Veterinarian with a PhD in poultry health, having worked as a Poultry Veterinarian in the commercial poultry industries and within the NSW Department of Primary Industries. Needless to say, that a blanket ban as proposed under clause 6.9e) and a restriction as proposed under clauses 6.9 e) a) and b) would not have given me the desire to pursue my life's path.

I ask you to seriously consider my input, I am available to assist Council if so required.

Sincerely



Dr Brendan Sharpe



NEWENGLAND EXHIBITION POULTRY ASSOCIATION

President

Scott Nordstrom

Secretary

Jamie Nordstrom

The General Manager

Uralla Shire Council

21/06/2024

Re : Draft Policy "Keeping of Animals (Urban Areas) 2024.

I refer to the above and our club wishes to make representations regarding it.

Our comments to the Policy refer to Part 6.9, the keeping of Poultry.

I bit about our club's history: -

The club was formed 33 years ago in Glen Innes NSW. It has many members, both adult and junior. The Society has funded and constructed the Poultry Pavilion at the Uralla Showground which houses poultry show cages with a value of more than \$100,000. It conducts two poultry shows each year which brings about 200 people into Uralla per show. Exhibitors come from varying locations throughout Eastern Australia. We hold a formal dinner which is held at the Golf or Bowling Clubs in town. Motels in town accommodate the many visitors.

The clubs' purpose is to promote and foster the breeding and exhibition of pure breed poultry, to encourage children to enter the fancy and to protect the rare genetic pool of pure strains of poultry which are introduced at times in the production of commercial hybrid strains today.

Clause 6.9 e) the prohibition of keeping Roosters, Tom Turkeys and Peacocks denies any resident the opportunity to breed and subsequently exhibit the poultry progeny. This goes directly to the heart and essence of breeding exhibition poultry.

Clause 6.9 e) a) and b) does not provide a sufficient genetic pool to successfully bred and exhibit poultry and as such denies the fancier resident the opportunity to enjoy and achieve satisfaction from their hobby.

The poultry fancier would, we believe, be happy with a policy as documented in clause 6.3 b)1. For pigeons.

6.9 b) Many breeders of exhibition poultry do not allow their birds to free range and are kept in enclosed pens. Other non-exhibition poultry keepers may, however, like to see their hens wandering around in their gardens. We think that this clause is unnecessary and overly burdensome.

Sincerely



Scott Nordstrom

From: [Kevin Sara Northey](#)
To: [Council](#)
Subject: Re: Changes to the keeping of Animals Urban Areas Act
Date: Friday, 28 June 2024 8:22:06 PM

To all concerned , we are strongly opposed to the new apparent animal rules to be applied to this little Uralla township. There are currently farmers living in town boundaries who very respectfully look after there working dogs i personally know several that rug them , take them to vets on many occasions for optimal health , without these farmers and working dogs Uralla will soon realise the lack of money these hard , selfless people do for our community!! As we are all aware our local central school have many roosters which is part of their farm education program, just as i will be in the future to ensure my boys will be educated in poultry breeding and raising chickens. These types of education should be applied to all country children as knowledge of the land and animal husbandry is vital in our community.

From: Kevin Sara Northey [REDACTED]
Sent: Friday, 28 June 2024 20:04
To: Council <council@uralla.nsw.gov.au>
Subject: Changes to the keeping of Animals Urban Areas Act
Good Evening to whom is concerned,

To reduce the numbers of poultry in your back yard is just a personnel attack on a certain type of peoples !! As we live in this so called small country town you being council are truly wrong in adapting this policy !!

With the cost of living including the council rates at the moment is not ok and we totally believe the council is in no financial position to govern any of these new policies. To remove roosters all together - We have previously owned a Rooster and used No Crow Rooster Collars and storage boxes of a night , both of which are rspca approved - We have never had a issue with noise - most would say they did not know we had a Rooster with the exception to the public which would put in a noise complaint about their own fart!!! Is it possible to adjust the policy to include roosters if there is ways to control the noise, I understand there is a few in town that have many and let them crow all day and night however the noise restriction does not apply to dogs that continue to bark all night and at every child walking to and from school. I would also add light to the fact that we have kookaburras and magpies that are very vocal (that i really like) that would also be under scrutiny in this policy !! Seriously take this agenda back to your meeting board and think think this through you have considered once again of yourselves and the minor few that hold your banners at elections.

From: [Susan Dyer](#)
To: [Council](#)
Subject: Keeping of Animals in Urban Areas
Date: Sunday, 30 June 2024 10:19:11 PM

Sent from my iPhone

I think it would be a good idea to remind people keeping livestock that even if it is only one pet sheep, goat, cow, horse or other livestock they must obtain a PIC (Property Identification Number from the Local Land Service. There is an Office in Armidale.

eID (electronic identification) will be mandatory for all stock leaving properties from 2025.

Also that all movement of stock from one property to another must have Transport Stock Statement.

Foot and Mouth is now in Indonesia. Hopefully it won't reach our shores but I don't think Australia has had a greater bio security risk than at present.

Johne's Disease was found in sheep by a very diligent government veterinarian in the Central West in 1980. Although of free testing was available at that time, it has now spread to all states of Australia except WA.

This is an incurable disease causing thickening of the gut wall. Affected animals are unable to obtain enough nutrients and usually die within 2 years. Testing of animals under 12 months is inconclusive.

Vaccination is available for sheep and cattle. It doesn't cure the animal if infected only extend its life.

It's a notifiable disease in all states and territories in Australia.

Perhaps council could consider asking Armidale Local Land Services to conduct an information session here in Uralla?

Many city people are moving to country areas and buying a few acres.
Some do proper research, others have no idea.

Hope this is useful information.

Susan Dyer



Submission to Draft Keeping of Animals Policy - Uralla Central School**28 June, 2024**

Uralla Central School is seeking an exemption to the Draft Keeping of Animals policy.

The agricultural plot is an educational facility attached to the school.

As part of our agricultural studies program, the school keeps livestock and poultry within the urban footprint.

At present the school has about 20 chickens, no rooster, and 6 cow and calf units. We intend to sell the mature cows at weaning and retain the calves until they are 18-24 months of age. In the future, we will purchase and grow out cattle maintaining stock numbers below 8 head.

The school has previously kept pigs but has had trouble with neighbours and visitors throwing food scraps despite having signage. The school has also kept sheep and intends to have sheep in the future.



The ag plot currently occupies 4.5 hectares of land surrounding Burial Ground Gully.

- The school plot is bounded by John Street (N), Phillip Ave (S)
- Dumaesq St (S) and Fitzroy Street (NW) all of which are unformed road reserves.
- Roman Street (SE) unformed road reserve bisects the site and is used within the plot.
- The school has an informal agreement with Paul Taggart who leases part of his property at 31 Dumaesq St to the school on occasion.
- Driveway access to 31 & 27 Dumaesq Street is currently via land (Lot: 18 Sec: 1 DP: 759022) owned by the Department of Education.

- Land to the west of the ag plot, surrounding Burial Ground Gully is managed by the Armidale Aboriginal Land Council.
- The main plot is buffered from adjoining residential areas by the gully, the cemetery, and the road reserved.

The school acknowledges that the smell and noise from livestock could be a nuisance to some neighbours, and proactively manages those impacts:

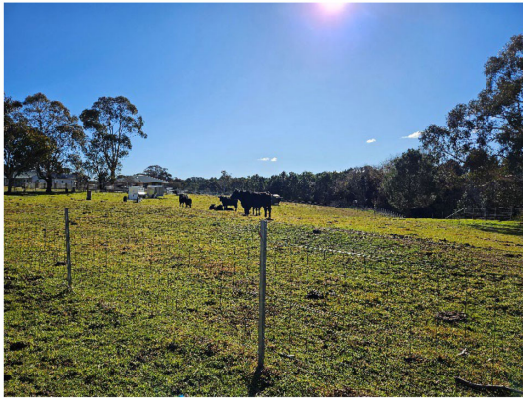
- Installation of electrified fencing
- Ensuring animals have access to feed
- Rotating paddocks when possible during wet weather
- Using the poultry to scatter the manure in the paddocks

There have previously been concerns raised about the electrification of the fencing. The school has been advised previously that the fencing is exempt under *State Environmental Planning Policy (Transport and Infrastructure) 2021* Ch.3 Educational establishments and child care facilities Part 3.4 Cl.3.39 Existing and approved schools—exempt development and Schedule 5 of Chapter 3. However, there is no mention of electrification.

To date, the school has successfully negotiated positive outcomes regarding fencing with its existing boundary neighbours on Phillip Ave and John St.

Note that the use of the land for the ag plot preceded new development that has occurred on Phillip Avenue, and suggest that some responsibility must fall to newcomers to factor the ag plot into their development planning and use of land.





From: [Robert Crouch](#)
To: [All Councillors](#)
Subject: Draft Policy Keeping of Animals (urban Areas)
Date: Monday, 1 July 2024 9:37:47 PM

Toni,

Following up on our discussion this afternoon regarding my 'phone conversation with Sue Dyer.

Sue raised a number of significant issues:

1. Definition of "Urban Areas": I suggest we restrict the application of the policy to areas Zoned R1 and R2. That it not apply to R5 zoned land.
2. Under 6.6 Goats, Sheep.... we note that properties keeping Goats, sheep must obtain a property identification code (PIC) from Local Land Services and all animals must be identified with the appropriate ear tag.
3. In the second paragraph in 6.6 I believe we need to make provision for an exemption obtained from Council for the keeping of Rams, Bucks etc.
4. Under 5 Legislative and strategic context a number of legislative instruments should be added including
 - a. Companion animals Act 1998
 - b. Local Land Services Act 2013

Sue may have included these in her submission?

Bob

From: [Tara Toomey](#)
To: [Uralla Mayor](#); [Toni Averay](#)
Cc: [All Councillors](#)
Subject: Re: Keeping of Animals Policy - Feedback
Date: Monday, 1 July 2024 8:29:27 PM
Attachments: [Outlook-iwgxvkne.png](#)

Thank you Toni

The people who contacted me advised they would like me to pass this feedback on as they had limited or no access to emails, and in one case they simply asked that I email it in for them as well in case their email went astray.

I look forward to seeing the revisions. [REDACTED]

Tara

Get [Outlook for iOS](#)

From: Tara Toomey [REDACTED]
Sent: Monday, July 1, 2024 11:26:51 AM
To: Uralla Mayor [REDACTED]
Cc: All Councillors [REDACTED]
Subject: Re: Keeping of Animals Policy - Feedback

Thank you Robert

Noted. I used the wrong term - I should have said endorsed instead of adopted.

In endorsing it for public submission Council has indicated support for the policy in that context and as written. I made comment that I felt it needed more work before it was ready to be endorsed for the community to see.

I look forward to seeing the revised policy

Tara

Get [Outlook for iOS](#)

From: Uralla Mayor [REDACTED]
Sent: Monday, July 1, 2024 11:08:29 AM
To: Tara Toomey [REDACTED]
Cc: All Councillors [REDACTED]
Subject: Re: Keeping of Animals Policy - Feedback

Evening Councillors,

Please note that at no stage did Council vote to adopt the policy; rather resolved as set out below. Resolution 08.04/24 has the full resolution.

"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,"

Kind regards

Mayor
Robert Bell

Vision: In 2031 the Uralla Shire will be vibrant with a growing economy supporting a sustainable quality of life that values its heritage.

Mission: Uralla Shire Council listens to and facilitates the aspirations of the community.

Values: Unity | Safety | Commitment to Service

From: Lara Toomey [REDACTED]
Sent: 01 July 2024 19:38
To: Toni Averay [REDACTED]
Cc: All Councillors [REDACTED]
Subject: Re: Keeping of Animals Policy - Feedback

Hi Toni

While I've been away I have had a number of calls about this policy. I understand it will come to the July meeting - is that correct?

I am forwarding again the emails I sent to you & Mick in reply to the policy Council adopted, but which I voted against adopting.

I now need to also add more items.

- hunting dogs should be specifically included and catered for with appropriate provisions. One specific provision should be that they are housed in a yard with a fence of at least 1.6m, because they can jump/climb standard height fences when in pursuit of prey. When outside this fenced area, in any residential area, hunting dogs must be on a lead and firmly under the control of their owner. Children in our community have had troubling experiences with hunting dogs and this is seen as a way of keeping our community safe. The number of dogs must be tied to the size of the lot.
- the keeping of bucks should be permitted due to the requirement of a buck to generate milk. People who rely on goats milk for their health are unable to access bucks outside their herd and so will have access to their milk removed by this policy, which is why they bought blocks where they did. This should be tied to the size of the block. Again, properly identifying where this policy applies will be helpful.

I'd be glad to hear any feedback

Tara

Get [Outlook for iOS](#)

From: Tara Toomey [REDACTED]
Sent: Friday, April 26, 2024 3:41:25 PM
To: Toni Averay [REDACTED]
Cc: All Councillors [REDACTED]
Subject: Re: Keeping of Animals Policy - Feedback

Hi Mick

There was one other item I had intended to raise.

I believe this policy should include reference to an expected standard of behaviour for dogs/dog owners in the main street, particularly as we have so much street dining in the street that the community and visitors enjoy.

We currently have an issue with a business owner who regularly walks their dog along the street and allows them to urinate on the garbage bins. I have been told that it is particularly offensive outside Subway, where the garbage bin is right next to the picnic tables. However I have had feedback that it happens in various locations along the street.

I scanned the Companion Animals Act briefly and felt that the components that relate to dogs and food premises / eating areas would support this being included. Although I have not presumed to formulate the wording.

It would probably also be good for Council to make the business owner aware of the issue. I understand that there has been a reluctance to raise it directly with them as yet. I can provide further details if required.

Many thanks

Tara

From: Tara Toomey
Sent: 26 April 2024 22:42
To: Toni Averay [REDACTED]
Cc: All Councillors [REDACTED]
Subject: Keeping of Animals Policy - Feedback

Hi Toni / Mick,

I believe as the urban areas language is not going to be clear to everyone, we do need to provide a definition for this to be a reasonable policy for people to be expected to rely on. While I appreciate the explanation provided, I can't really see how people can be expected to comply with a policy where they aren't entirely sure it applies to them. I also see this as an issue for enforcement.

I would ask that we revisit the poultry numbers to reflect a number that is tied to size of the blocks. At the moment we have a minimum number regardless of lot size and I think this makes holding a lifestyle sized block less appealing. I think we need to revisit this with numbers that are tied to the lot size.

I strongly disagree with increasing the number of dogs. I think the focus should be on ensuring that dogs are managed safely, that people understand what constitutes a dangerous or menacing dog and that they understand their obligations to keep their dogs under control.

I also believe that this policy needs to provide an indication about how Council will enforce it. There will of course be an internal document for the guidance of staff but the community needs to understand how this will work. As a Councillor, I would need to see this before I was comfortable to endorse the policy.

Many thanks

Tara

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
GENERAL		
Definition of Urban Areas	<ul style="list-style-type: none"> Recommend policy applies to R1 & R2 zoned land, and excludes land zoned R5; Categorical ambiguity around 'Urban Area' definition may result in lack of clarity around policy application. 	<p>Supported.</p> <ul style="list-style-type: none"> Existing 2010 Policy does not expressly state specific state specific zones, and therefore the revised policy is an opportunity to remove zonal ambiguity. Existing policy does not expressly exclude R5 Zone, and there is not an intent to for the policy to apply to this zone, noting that while residential, the greater minimum lot size causes some inherent alleviation of the amenity themes of the policy. <p>As amended, the policy will state that it applies to the following land zones under the LEP 2012:</p> <ul style="list-style-type: none"> R1 General Residential R2 Low Density Residential E1 Local Centre E3 Productivity Support E4 General Industrial MU1 Mixed Use <p>As amended, the policy will more clearly confirm it's role as the basis for giving orders.</p>
Biosecurity	<p>Recommends:</p> <ul style="list-style-type: none"> All movement of stock to require Transport Stock Statement, Electronic identification as a mechanism to reduce biosecurity risks associated with animal movements. 	<p>Supported. As amended, policy reflects obligations under NSW Biosecurity Act 2015 and Biosecurity (NLIS) Regulation 2017</p>

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
	<ul style="list-style-type: none"> Consultation with Local Land Services, including holding of information sessions. 	
Website	<p>Recommends:</p> <ul style="list-style-type: none"> Council's website is updated to include a simple link to the policy (not currently in place). 	Supported/noted
Grammar	<ul style="list-style-type: none"> Use of incorrect capital letters. 	
Impact on Economy & Community	<ul style="list-style-type: none"> Policy does not reflect the depth of pet ownership in the shire and interrelated social and economic benefits. Policy is a form of discrimination. 	<p>Not supported.</p> <p>Council's officer is satisfied that revision of the Policy is in line with obligations under the Local Government Act 1993 and is appropriate regarding the matters raised.</p>
Enforcement	<ul style="list-style-type: none"> Policy does not provide indication of how Council will enforce. There will of course be an internal document for the guidance of staff but the community needs to understand how this will work. Dramatically increase compliance cost to Council at the same time as causing a loss of revenue. 	<p>Supported in part:</p> <p>As amended, the policy will more clearly confirm its role as the basis for giving orders.</p> <p>The Policy would not cause unreasonable enforcement and compliance costs.</p>
Existing Animals		Not supported.

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
	<ul style="list-style-type: none"> Policy does not expressly address how existing non-compliance with policy will be addressed (rehoming, surrender, etc) 	As amended, the policy would not cause a likelihood of animals being removed owing to changes from the existing policy.
Complaints	<ul style="list-style-type: none"> Requested details regarding complaints. Complaints as a ground for guiding policy may not be a fair mechanism (e.g. ongoing neighbour disputes etc) 	<p>Not supported.</p> <p>Details regarding animal complaints are not appropriate to be publicised as part of the revision of the Policy. Appropriate weight has been given to valid complaints with regards to revision to the policy.</p>
Review of Policy	<ul style="list-style-type: none"> A review of the policy at 4 years may cause stress and anxiety for pet owners. 	<p>Not supported.</p> <p>Policy review is considered reasonable at 4 years.</p>
School / Educational	<ul style="list-style-type: none"> School regularly has animals present (at current 20 chickens, no rooster, and 6 cow and calf units [usually below 8 head]). Has kept pigs and sheep and may do so in future. School has preceded new development, suggests new neighbours and future land use planning should be aware of existing usage (reverse amenity). Roosters form essential part of education “<i>this type of education should be applied to all country children as knowledge of the land and animal husbandry is vital in our community.</i>” 	<p>Supported.</p> <p>School may apply for exemption from certain aspects of the policy. Providing a blanket exemption is not recommended, given it would remove appropriate controls. Notwithstanding, the grounds of submission would be considered.</p>

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
Conflict with Companion Animals Act	<ul style="list-style-type: none"> Notes current Companion Animals Act 1998 No.87 grants the power to a council to make an order restricting the number of dogs kept on a property on a “case by case basis”, where dog owners fail to comply with community amenity expectations. Policy adds an unnecessary layer of complexity to the current Act, and may be used as a regulation rather than a guideline by residents and Council officers. Provisions already exist for a council to issue a local order concerning the number of dogs that can be kept on an individual property. An arbitrary restriction of numbers in itself is not a guarantee of compliance. The Companion Animals Act – General Information – Frequently Asked Questions document, issued to councils as circular 98/72 in September 1998, states that: <i>“There is no limit on the number of animals which a person can own provided that the animals are properly cared for and do not pose a nuisance, health or safety risk to other members of the community.”</i> <i>Companion Animals Act 1998 (CAA)</i> Council does not have the power to limit the number of pets a resident can keep, this is also the case under the <i>Local Government Act 1993</i>. Nor do councils have powers to require a person to apply for approval to keep more than the number of animals specified in a local orders policy. This was provided to LGAs in a Local Government Circular (01/39) which has not altered on pet numbers since then. 	<p>The policy would not replace the Companion Animals Act 1998, but instead would provide additional requirements for the basis of giving orders.</p> <p>The policy would constitute a local orders policy, acceptable under Section 124 of LG Act 1993</p>

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
	<ul style="list-style-type: none"> “I would like to point out that the Companion Animals Act 1998 does not limit the number of pets a resident can keep. Circulars from the Office of Local Government in the past have advised Local Councils that they do not have the power to limit numbers without a proven nuisance of noise, odour or health and safety concern to the community. “ “There are processes in the Local Government Act 1993 that Local Council’s must observe where a nuisance has been proven. Introduction of a Policy such as this would lead to confusion as to interpretation of what is legislated and what are guidelines. The Council’s own officers may take the erroneous path of trying to convince residents they have breached the legislation when that would not be fact as a Council policy cannot over-ride the Companion Animals Act 1998.” Councils can develop policies either through their Local Companion Animal Management Plans or as Local Orders Policies, which provide guidance as to the number of animals considered acceptable in your area. These policies are subject to public consultation and will only be applied where health, safety, amenity or animal welfare problems are identified. 	
Specific Animals		
Goats	<ul style="list-style-type: none"> Recommend that keeping of goats and sheep to require issue of Property Identification Code (PIC) from Local Land Services and all animals must be identified with the appropriate ear tag. 	<p>Supported in part.</p> <p>As amended, the policy would allow for exemptions subject to certain criteria being met.</p>

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
	<ul style="list-style-type: none"> Recommend provision to be included to request exemption from policy for keeping of rams and bucks. Recommend keeping of bucks should be permitted due to the requirement of a buck to generate milk (i.e. to facilitate the keeping of females). Recommend that policy allows bucks, but with a linkage to the area of land. Under 5 Legislative and strategic context a number of legislative instruments should be added including <ol style="list-style-type: none"> Companion animals Act 1998 Local Land Services Act 2013 	The Companion animals Act 1998 is not applicable to goats.
Dogs	<ul style="list-style-type: none"> Policy should also include expected standards of behaviour for dogs in public areas (i.e. main streets), with regards to urination etc. Policy should be amended to not increase number of dogs permitted, with alternative focus on ensuring that dogs are managed safely, that people understand what constitutes a dangerous or menacing dog and that they understand their obligations to keep their dogs under control. Policy should not limit number of dogs. Notes: economic stimulus provided by dog ownership (e.g. vet, food companies etc), likelihood that owners may move from shire, and RSPCA 	<p>Supported in part. This is captured under the Companion Animals Act 1998.</p> <p>This is captured under the Companion Animals Act 1998.</p> <p>Not supported. It is reasonable to impose restrictions with a nexus to the size of the property, in pursuit of the goals of the policy.</p>

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
	<p>research regarding high pet ownership in Australia (62% of Australian Households own a pet with dogs being the most popular pet with 38% of households owning a dog).</p> <ul style="list-style-type: none"> • Policy may result in panic dumping and euthanasia of dogs in excess of the proposed guidelines, cause associated social issues • Proposal may cause overload of animal shelters upon application. • Policy may act as a deterrent to individuals registering dogs with Council in order to hide them, resulting in loss of revenue to Uralla Council and a loss of control of dog numbers and dog management, and overall reduce rather than promote pet ownership. • Policy is and may cause anxiety to pet owners regarding uncertainty • Request that dogs do not cause damage, or nuisance, are de-sexed, micro-chipped and registered. 	<p>As amended, the policy would not be a material change from the existing policy and would be unlikely to give rise to matters raised.</p> <p>Noted.</p> <p>As amended, the policy would not be a material change from the existing policy and would be unlikely to give rise to matter raised.</p> <p>Noted, however the policy does not require repeat of the Companion Animals Act 1998.</p>

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
Dogs - Hunting	<p>Recommends:</p> <ul style="list-style-type: none"> Hunting dogs should be specifically included and catered for with appropriate provisions (including yard with a 1.6m plus fence height, when outside this fenced area, in any residential area, hunting dogs must be on a lead and firmly under the control of their owner). The number of hunting dogs must be tied to the size of the lot. 	Supported in part.
Dogs – Commercial Breeding	<ul style="list-style-type: none"> Requests clarification on what constitutes a commercial breeder, impact on non-commercial breeders. 1000m2 would limit to 4 dogs, which is contrary to choosing of Uralla LGA and subject land Dog breeders may regularly exceed the allowed numbers. Dog breeders are bound by existing stringent health and welfare requirements. Policy provides another layer of restriction. 	<p>Supported in part.</p> <p>As amended, the policy would allow for exemptions subject to certain criteria being met.</p> <p>The proposed policy is more relaxed regarding dog numbers than the existing policy in place.</p>
Dogs - Working	<p>Recommends:</p> <ul style="list-style-type: none"> Working dogs should be taken into consideration. Note: while not expressly clarified, submission assumes that there should not be a limit of dogs imposed. 	Not supported. Considered managed by policy. Again, the proposed policy is more relaxed regarding dog numbers than the existing policy in place.

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
Pigeons	<ul style="list-style-type: none"> Excessive number of conditions for pigeons – is this relevant to modern times? 	Noted, it is considered the amended policy is more proportionate regarding pigeons.
Poultry	<p>Recommends:</p> <ul style="list-style-type: none"> Number of poultry should have a nexus to size of the lot (makes holding a lifestyle sized lot less appealing for this pursuit, despite being likely more conducive) Policy does not take into account the agricultural roots of towns, many residents have more than 10 hens, form an important food and social connection activity. Policy should have flexible restriction based on land area size, see proposal below. <p>The following maximum number of hens / roosters housed at a premises on any urban allotment will apply:</p> <p>Up to 600m2 - 10 hens (no roosters)</p> <p>Up to 850m2 - 15 hens (no roosters)</p> <p>1000m2 and above - 25 hens (2 roosters- to be locked in a secure "sound minimising" enclosure overnight.)</p> <ul style="list-style-type: none"> Methods available to reduce rooster noise impact, if needed (e.g. collars, specialised storage boxes). Unfair matter given barking dogs more likely a community concern. 	<p>Supported in part.</p> <p>As amended, this would not be expressly included. However ultimately if certain criteria are achieved, additional animals may be permitted.</p> <p>As amended, the policy would maintain the allowance for 20 fowls.</p> <p>As amended, the policy would maintain the allowance for roosters, subject to Council's approval. It is considered that imposing area restrictions for roosters may not have a material nexus with noise management.</p>

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
	<ul style="list-style-type: none"> Excluding roosters, tom turkeys and peacocks inherently denies any resident the opportunity to breed and subsequently exhibit the poultry progeny. This goes directly to the heart and essence of breeding exhibition poultry. The nuisance that may be caused by Roosters, Tom Turkeys and Peacocks should be considered on a case-by-case basis, and remedies explored before removal be required. Policy does not provide avenues for maintaining a sufficient genetic pool for successful breeding (therefore impacting on the opportunity to exhibit poultry) Recommends up to 150 poultry per site (noting comparison with pigeons – several species of a similar size to pigeons) Expressed support regarding keeping of area free of offensive odour, flies and rodents. Requiring a 'poultry yard' is excessive: Many breeders of exhibition poultry do not allow their birds to free range and are kept in enclosed pens. Other non-exhibition poultry keepers may, however, like to see their hens wandering around in their gardens. Policy is contrary to Local Government (General) Regulation 2021 with regards to surface treatment 	<p>As amended, the policy may allow for male species, subject to meeting certain criteria.</p> <p>As amended, this ground would be reasonably satisfied.</p> <p>Not supported, however as amended, the policy would allow for additional animals subject to certain criteria to be met.</p> <p>Noted.</p> <p>As amended, the policy would make a poultry yard a recommendation only.</p> <p>As amended, reference to surfacing has been removed.</p>

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
	<ul style="list-style-type: none"> Impacts to limiting poultry significant social impact in rural areas (achievable method of exposure of persons to agriculture in a lower cost, accessible way) Policy is contrary to sustainable living practices, which are a characteristic of Uralla LGA 	Noted. Amended policy satisfactory balance in these respects.
Cats	<p>Recommends:</p> <ul style="list-style-type: none"> Policy contrary to the Companion Animals Act 1997 (which does not require desexing of cats). It requires the owners of each undesexed cat apply for an annual permit and pay the annual fee to keep the cat. Merely using the catch-all phrase 'as required by' does not lead to responsible cat ownership. This can be amended by adding 4. <i>An annual permit and fee for all undesexed cats is required by the Companion Animals Act 1997.</i> Cats should be prevented from roaming at all times, particularly night 	<p>Supported in part.</p> <p>As amended, the policy would not specify the de-sexing of cats, unless additional numbers are sought. This is considered a reasonable compromise, given the allowance for 4 cats is considered generous in relation to comparative policies.</p> <p>As amended, the policy would include an advisory note to remind of the requirements for permits and fees for undesexed cats.</p> <p>The policy would expressly include recommendations for night time containment.</p>
Bees	<p>Recommendation:</p> <ul style="list-style-type: none"> Maximum three production hive's and two nuc's per residential address is ideal. (keeping two hives is easier than keeping one because if there is one hive that is lacking bees you can pull 	<p>Supported.</p> <p>It is recommended that an area minimum is imposed to ensure that the support of further hives beyond the limits of the existing policy does not cause undue impact on an adjoining</p>

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
	<p>resources from other hives to help the weak hive through its issues)</p> <ul style="list-style-type: none"> • Restriction to 1 hive will result in failure. • EXTREMELY IMPORTANT: <ul style="list-style-type: none"> ○ beekeepers must be registered with the DPI. ○ beekeepers must exhibit their registration number on their hive ware. ○ highly recommend hobbyists to join a local beekeepers club/ association to learn disease management and husbandry. ○ beekeepers must be respectful to their neighbours, if their residential address is too small even for one hive, than perhaps the bees can be kept at another location. 	<p>property. The revised policy will allow discretion on the property size.</p>
Birds	<p>Recommends:</p> <ul style="list-style-type: none"> • Policy should provide further information regarding limitations for exempt development and setbacks. • Policy should clarify the certain controls which would be applicable for Cockatoo type birds • "I think this section would also relate to the keeping of large exotic parrots. For example if a resident is the owner of a pair of large exotic breeding parrots what compliance, record keeping and movement transaction records would the resident 	<p>Supported in part.</p> <p>As amended, reference to the relevant policy is included. Ultimately however, the policy should not list exempt development criteria for structures.</p> <p>As amended, the policy addressed cockatoos.</p> <p>As amended, the policy better addresses exotic birds however it is not relevant to address DPI requirements in detail</p>

Summary of Submissions - Tabled		
Submission Theme	Detailed Submission Comments	Officer Comments
	be required to keep? Is there a limit on how many exotic parrots can be kept in a residential area? If purchased for breeding purposes would this then be considered as a commercial activity?"	



Draft Policy:

**Keeping of Animals
(Urban Areas)**

2024

INFORMATION ABOUT THIS DOCUMENT

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

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
Rev 1	19 March 2024	Prepared for Ordinary Meeting 26 March 2024
Rev 2	26 April 2024	Amendments as per Resolution 08.04/24 Item 14.2

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

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



Draft Policy: Keeping of Animals (Urban Areas) 2024

1. OBJECTIVES

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

2. SCOPE

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

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

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

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

3. DEFINITIONS

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

4. STATEMENT

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

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

Where a Development Application is required (for example, for the construction of housing for animals) Council will exercise its discretion under Section 4.15 of the Environmental Planning and Assessment Act 1979 and consider the circumstances of individual proposals, and will normally consult with neighbours as provided for in Council's Community Participation Plan. Any animal housing structures shall be structurally adequate and comply with the Building Code of Australia if required.

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

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

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

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

5. LEGISLATIVE AND STRATEGIC CONTEXT

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

5.1. GIVING OF ORDERS BY COUNCIL

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

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

*Draft Policy: Keeping of Animals (Urban Areas) 2024***6. POLICY PROVISIONS RELATING TO SPECIFIC ANIMALS/BIRDS:****6.1. BEES**

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

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

6.2. BIRDS

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

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

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

6.3. KEEPING OF PIGEONS

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

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

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

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

6.4. CATS

The keeping of cats is supported under the following conditions:

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

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

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

*Draft Policy: Keeping of Animals (Urban Areas) 2024***6.5. DOGS**

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

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

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

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

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

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

Up to 600m2	2 Dogs
Up to 850m2	3 Dogs
1000m2 and above	4 Dogs

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

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

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

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

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

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

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

One animal per 750m² per allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

6.7. HORSES AND CATTLE

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

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

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

- a) The area is fenced satisfactorily to prevent their escape.
- b) Horses, cattle must not be kept within 9 metres of a dwelling and other buildings usually occupied by humans and no less than 1 metre from any boundary fences, to prevent damage to such fences.
- c) Neighbouring trees/shrubs are to be protected.
- d) The area must be kept free of offensive odour/flies and rodents.
- e) Cattle, horses must be restricted to within not less than one animal per 1000m².

One animal per 1000m² allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

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

6.8. PIGS (SWINE)

One animal per 2000m² allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government [General] Regulation 2021) includes standards for the keeping of pigs/swine. These provisions must be read in connection with this Policy.

**Draft Policy: Keeping of Animals (Urban Areas) 2024****6.9. POULTRY**

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

- a) The area is kept free of offensive odour/flies and rodents.
- b) The poultry yard is fenced to ensure the poultry do not escape.
- c) Cages/Hen houses must have concrete or hard paved floors unless located more than 15.2m metres from any dwelling, public hall, school or premises used for the manufacture, preparation, sale or storage of food,
- d) The following distances for the location of poultry housing from a dwelling are considered adequate:
 - a) Housing for Fowls (gallus gallus) or guinea fowls 4.5 Metres
 - b) Other Housing (e.g. Duck/Geese) 30 Metres
- e) Roosters, Tom Turkeys and Peacocks are not permitted within urban areas.

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

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

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

7.0. REVIEW

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

8.0. REPORTING

There is no reporting directly linked to this policy.

9.0. RESPONSIBLE OFFICER

Manager Development & Planning

10.0. ROLES AND RESPONSIBILITIES

Councils Rangers are responsible for the implementation of this policy.

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

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

14.4 EnergyCo New England REZ) Community Reference group

Department:	Infrastructure & Development
Prepared By:	Planning Officer Strategic
Authorised By:	General Manager
Reference:	UINT/24/20328
Attachments:	1. NE REZ CRG terms of reference ↓
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
	4.3. An efficient and effective independent local government
	4.2. A strategic, accountable and representative Council

SUMMARY

EnergyCo have established a community reference group for the New England Renewable Energy Zone (REZ) network infrastructure project. Uralla Shire Council is offered a standing position on the reference group.

RECOMMENDATION

That Council nominate a Councillor as its representative to EnergyCo's New England Renewable Energy Zone transmission project community reference group.

REPORT

1. EnergyCo's New England Renewable Energy Zone (REZ) network infrastructure project is classified as Critical State Significant Infrastructure, designed to build transmission lines connecting solar and wind farms in New England to the electricity grid. The project Environmental Impact Statement (EIS) is being developed for lodgement in late 2025.
2. To facilitate community engagement, two community reference groups have been established: one for REZ communities and another for areas between the REZ and Bayswater.
3. These groups serve as forums for discussions between EnergyCo, the community, and key stakeholders about the project and broader REZ-related issues.
4. EnergyCo has reserved a standing position for all Councils within the REZ on these reference groups and has invited Uralla Shire Council to nominate a representative. The intention is that the position is taken up by an elected representative (rather than an officer). Participation is optional, but the reference group is one of the formal means by which Council can provide feedback to the project.
5. The groups are independently chaired, and the first meeting is scheduled for late January.

CONCLUSION

Council is invited to nominate a representative to ensure Uralla's interests are considered in the REZ project's development.

EnergyCo



Terms of reference

New England REZ Community Reference Group

September 2024

Overview

This document outlines the terms of reference for the community reference groups for the New England Renewable Energy Zone (REZ) network infrastructure project (the project).

Two groups will be established for the following areas:

- North: representing communities within the New England REZ
- South: representing communities along the bulk corridor (connection between the REZ and Bayswater to the south in Muswellbrook).

The community reference groups are being established by EnergyCo to promote two-way engagement with local communities and key stakeholders during the delivery of the New England REZ network infrastructure project.

Purpose and objectives

The role of the community reference group is to provide an open forum for discussion between community representatives, key stakeholders and EnergyCo about the New England REZ network infrastructure project. Each community reference group will discuss matters relating to the planning and delivery of the project, as well as broader REZ issues.

The community reference groups aim to:

- establish good working relationships and promote information-sharing between EnergyCo, local community representatives and key stakeholders
- provide community reference group members with visibility of the project and enable them to share project information via their networks
- keep members informed about project activities, key milestones and opportunities to provide feedback
- provide an avenue for EnergyCo to seek community and stakeholder input on project matters

EnergyCo



- allow community members to seek information from EnergyCo and provide feedback.

The community reference groups provide an advisory function, informing the decision-making of EnergyCo through a consultative role. The community reference groups are not a decision-making authority for EnergyCo and the project.

Participation

Each community reference group may include:

- An independent Chairperson appointed from the NSW Planning Independent Chairs approved list and one supporting staff member for administrative and operational duties
- Up to 10 local community members and/or representatives from community or stakeholder groups
- Elected representative(s) of relevant local council(s) and Local Aboriginal Land Councils
- Up to 16 members in total.

Local council staff and developers of renewable generators within the REZ will be invited to attend community reference group meetings as guest participants as required.

New England REZ project team

Meetings will be attended by EnergyCo project team representatives for the New England REZ, including but not limited to the Project Director, Communication and Engagement Lead, Environment and Planning Lead, Technical Lead or their nominated delegates.

Once appointed, the future network operator of the REZ network infrastructure project will participate in the community reference group as required.

Stakeholder representation

Should a participant be representing a group (e.g. Local Council, Aboriginal Land Council or stakeholder group), they must have the authority to represent that group and acknowledge that they are a member of the community reference group in that capacity, not in a personal capacity (i.e. they are authorised to speak on behalf of their representative group).

Attendance by non-CRG members

Members may ask the Chair to invite non-community reference group members/expert advisors to attend meetings to provide advice to the community reference groups. This may include representatives of state government agencies, technical experts or consultants, community project partners or members of the public with expertise of value to the community reference groups.

EnergyCo



Dissemination of meeting notes

All summary notes will be finalised by the independent Chair and/or support staff and will be made available on the New England REZ website.

Roles and responsibilities

Independent Chair

The independent Chair will act as the convenor, facilitator, mediator and advisor for the community reference groups. They will act independently and impartially and will be the key point of contact between the community reference groups and EnergyCo. The independent Chair will be appointed and remunerated by EnergyCo. The independent Chair is responsible for ensuring that issues raised by community reference group members on behalf of the community are properly considered.

Support staff

The independent Chair will have support staff member/s available to assist with the administration and management of each CRG. This includes general administrative tasks, group communications, venue booking/management, minute taking and other duties defined by the independent Chair.

Community representatives

Community and stakeholder representatives will be:

- Current residents and/or landowners in the project area, or a member of a community or stakeholder group with an interest in the New England REZ network infrastructure project
- Able to demonstrate involvement in local community groups and/or activities
- Aware of the REZ and related issues of concern to the local community
- Able to represent and communicate the interests of the local community
- Willing to adhere to the community reference group terms of reference, code of conduct and declaration of interests
- Willing to report back to the wider community on the activities of the community reference group
- Able to commit to a membership period of one year, after which time they will be required to renominate
- Able to attend at least 75 per cent of the quarterly meetings, which will be held in person, once a quarter throughout the year.

EnergyCo



EnergyCo

During its participation in the community reference groups, EnergyCo will:

- Provide the community reference groups with timely and informative updates on the New England REZ, including the REZ network infrastructure project
- Share community information and documents with the community reference groups, including all publicly available project updates and reports. This does not include any information of a financial or commercial nature
- Keep the community reference groups informed about the status of environmental planning and assessment requirements and will notify the group when any applications are lodged with the Department of Planning, Housing and Infrastructure
- Respond to any requests for information from the community reference group within 28 days unless otherwise agreed to with the group and specified in the summary notes
- Organise site visits for community reference group members where appropriate
- Adhere to all community reference group requirements including the terms of reference and code of conduct.

The New England REZ network infrastructure project network operator

Once a network operator is appointed to build and operate the REZ network infrastructure project, they will be responsible for participating in the community reference group meetings in accordance with the terms of reference.

Governance

Meeting frequency and times

Community reference group meetings will be held at least once per quarter, with the meeting dates and times to be agreed upon by the independent Chair and community reference group members. It is proposed that meetings should be held during daylight hours to prevent members travelling via road at dusk and in the evening.

Attendance

Members must attend at least 75% of meetings during their term. Members from organisations and groups may nominate a proxy member to attend on their behalf if they are unable to attend.

Any proxy member must be identified in the application form and be approved by EnergyCo. They must also agree to the Terms of Reference, Code of Conduct and behaviour standards, and declare any conflicts of interest to EnergyCo prior to participating.

EnergyCo



Venue

Meetings will be held face-to-face in the region where practical. Due to the size of the project area, meetings can be held in local townships on a rotating basis to ensure equitable access for community reference group members. Video conferencing facilities will be provided where possible to allow members to attend meetings remotely.

Meeting documentation

The independent Chair will manage the alignment of a dedicated work program with key outcomes of the project. They will manage the preparation of this program, develop meeting agendas and summary notes in consultation with EnergyCo, and provide general administration support.

Documents will be distributed electronically via email. Members may propose a matter for inclusion on the agenda, either before or during a meeting, in consultation with the independent Chair, providing the matter is within the scope of the community reference group.

If any documents are provided for members to review along with the meeting agenda, these will be circulated at least one week before the meeting. Within one week of a meeting, the independent Chair or delegate will distribute draft summary notes to all community reference group members for review. Members have one week to provide their feedback to the independent Chair. Within two weeks of receiving this feedback, the independent Chair will finalise summary notes for publication on the EnergyCo website.

Guest attendees

Subject to approval from the independent Chair, non-community reference group members may be invited to join a meeting either as observers or to provide advice. This may include developers of renewable energy generation projects or stakeholder organisations with specific remits and expertise. Non-community reference group members would not participate in the business of the community reference group unless invited to do so by the independent Chair. Subject matter experts may be invited to attend community reference group meetings to provide technical expertise as required.

Extraordinary meetings

If there are important and urgent matters requiring consideration, any member of the community reference group may ask the independent Chair to convene an extraordinary meeting. The independent Chair will decide whether an extraordinary meeting is warranted, or whether the matters can be addressed in other ways.

Notice period

Members will be given at least four weeks' notice before a regular meeting and one weeks' notice before an extraordinary meeting.

EnergyCo



Working groups

The community reference group/s may form sub-committees or working groups to address an issue if required.

Site visits

Site visits may be organised at the discretion of EnergyCo. If site visits are conducted, members agree to always take direction from project staff and agree to refrain from taking images and distributing images publicly through the media or social media without prior consent from EnergyCo.

Code of conduct

All members must sign a code of conduct agreement prior to joining the community reference group. The independent Chair will bring any breach of the code to the attention of the concerned party. This may take the form of a verbal warning during a meeting, which is formally recorded in the meeting notes, or a written warning following the meeting. The independent Chair or EnergyCo may replace a community reference group member at any time if they breach the code of conduct.

Standards of behaviour

As per the code of conduct, during meetings attendees are expected to:

- Show respect to fellow members and avoid unconstructive, threatening, or disorderly behaviour
- Refrain from conduct that could cause undue offense or embarrassment
- Follow good meeting practices, including accepting direction from the Chair
- Speak succinctly and ensure all members have an opportunity to be heard without interruption
- Consider all relevant information and viewpoints
- Maintain the confidentiality of any information shared within the group, with prior notice when confidentiality applies.

The Chair will oversee adherence to these standards and ensure any concerns raised by members are properly addressed.

Failure to adhere to the code of conduct and standards of behaviour may result in removal from the reference group.

Declaration of interests

All members of the community reference group must declare any pecuniary and non-pecuniary interests to protect the integrity of the group and its members. This declaration must be kept up to date for the duration of membership. If a community reference group member has a direct or indirect interest in a matter being considered by the community reference group, and this interest conflicts with their ability to perform their role with respect to the matter raised, the member must disclose the nature of the

EnergyCo



interest to the community reference group and in writing to the independent Chair as soon as possible. Details of any disclosure will be recorded in the meeting notes.

Communication and media

Sharing information with the wider community

Community reference group members are encouraged to share project information with the wider community, subject to confidentiality/commercial in confidence requirements where appropriate. Only the independent Chair may speak publicly on behalf of the community reference group/s.

Media and public comment

Community reference group members are not permitted to provide statements to the media without prior permission from EnergyCo.

If permission is provided, members should:

- Attribute comments, questions or answers to questions to themselves only
- Not claim to represent the community reference group, EnergyCo or the New England REZ network infrastructure project
- Inform the independent Chair of any engagement with the media in relation to a community reference group matter
- Obtain written consent before sharing any logos or intellectual property with the media that belongs to EnergyCo or any other affiliated organisation.

Publishing member contact details

Community reference group members' email addresses will be published on the project website so members of the community can contact them about community reference group matters. Phone numbers won't be published online unless agreed to by the community reference group.

14.5 Community Engagement Strategy

Department:	Infrastructure & Development
Prepared By:	Planning Officer Strategic
Authorised By:	General Manager
Reference:	UINT/24/19885
Attachments:	1. DRAFT Community Engagement Strategy & CPP 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
	4.1. Informed and collaborative leadership in our community

SUMMARY

This report outlines updates to the Community Engagement Strategy (CES) and Community Participation Plan (CPP) as required under the *Local Government Act 1993* and *Environmental Planning and Assessment Act 1979*. Key changes include:

- Integrating the CPP into the CES to create a unified framework.
- Simplifying language and expanding engagement tools
- Updating criteria for public notification and referral of Development Applications (DAs).

The revisions align Council processes with statutory requirements and improve the clarity and accessibility of the existing Strategy.

RECOMMENDATION

That Council endorses the revised Community Engagement Strategy for public exhibition for a period of 36 days.

REPORT

Under Section 402A of the *Local Government Act 1993*, Council is required to develop and implement a strategy for community engagement when creating plans, policies, and programs, and for determining activities. The Community Engagement Strategy ('the Strategy') must be reviewed every four years, within three months of an election.

Uralla is entering a period where frequent community input will be needed for projects like the Integrated Water Cycle Management project, the Local Housing Strategy, and a review of the Community Strategic Plan. It is acknowledged that our approach to community engagement may evolve as Council collaborates with community development specialists, particularly through the *Striking a New Deal* initiative, which supports our response to the rapid growth of renewable energy development in the Shire.

To ensure we meet statutory obligations, it is recommended that Council adopts the revised Community Engagement Strategy and Community Participation Plan ('CPP'). This revision enhances the existing framework considerably – particularly the CPP - by simplifying language, reducing ambiguity, and streamlining decision-making processes.

Community Engagement Strategy

Council's existing Strategy was adopted in 2017 (resolution 12.02/15) and was due for review in 2022. A light revision was drafted in 2022 (but not tabled) forms the basis of the 2024 review. An overview of the update is provided in Table 1 below.

Table 1: Community Engagement Strategy - Comparison of Existing and Revised Content

ASPECT	EXISTING	REVISED
INTEGRATION OF DOCUMENTS	Standalone document.	Includes the CPP as an appendix for a unified engagement framework.
ENGAGEMENT LEVELS	Breaks down each IAP2 level with strategies described in each category: Inform, Consult, Collaborate, Empower (IAP2 principles)	More accessible presentation of IAP2 levels with examples in each category and a stand-alone section on methods of engagement.
LANGUAGE SIMPLIFICATION	Example: <i>Engagement will be undertaken where there is an opportunity to influence outcomes.</i>	Revised: <i>We will engage when the community can influence decisions.</i>
FEEDBACK AND EVALUATION	Limited mention of feedback: <i>Council will consider community input in decision-making.</i>	Detailed process: <i>Council will provide feedback to explain how input was used and evaluate engagement effectiveness.</i>
ENGAGEMENT TOOLS	Listed general tools like newsletters, media, and events.	Added digital tools (social media, interactive videos), expanded traditional tools (listening posts, targeted mail).

Engagement Matrix

The Engagement Matrix is an operational part of the Strategy, frequently used by Council officers to guide when and how engagement should occur.

It has been updated for clarity and with more modern engagement tools (Table 2). Additionally, some instructions have been recoded. For example, social media posts will be required more frequently, media releases will be used less often. These changes reflect the evolving role of communication channels in public engagement.

Table 2: Engagement Matrix - Comparison of Existing and Revised Content

ASPECT	EXISTING ENGAGEMENT MATRIX	REVISED ENGAGEMENT MATRIX
CATEGORISATION OF PROJECTS	Projects categorised into: <ul style="list-style-type: none"> Shire-wide / High Impact Shire-wide / Low Impact Locality-based / High Impact Locality-based / Low Impact. 	Categories remain unchanged, retaining the same structure for alignment with project types.
"INFORM" TOOLS	Included tools like newsletters, Council website, newspaper ads, media releases, and letterbox drops.	Adds: <ul style="list-style-type: none"> Social Media: Increased emphasis on platforms to extend communication reach. Council Newsletter: foreshadows establishment of Council email newsletter
"CONSULT" TOOLS	Tools included public exhibitions, forums, surveys, and site meetings.	Adds:

		<ul style="list-style-type: none">Listening Posts: Councillors and staff host informal discussions at local venues.
“COLLABORATE” TOOLS	Methods focused on reference groups, large stakeholder meetings, and advisory committees.	Adds: <ul style="list-style-type: none">Co-design Workshops: Collaborative planning with stakeholders.Focus GroupsReference GroupsAdvisory Committees

Community Participation Plan

The CPP forms part of the Community Engagement Strategy and is a requirement under the *Environmental Planning and Assessment Act 1979* (EP&A Act). It must meet the minimum community participation standards outlined in Schedule 1 of the Act.

The CPP specifies when and how the public will be informed or consulted on planning matters and the circumstances under which Council becomes directly involved in planning decisions.

It provides clear guidelines for public notification and participation in Council’s planning functions, including Development Applications (DAs) and Strategic Planning documents. It also details how decision-makers will explain their decisions and demonstrate how community views were considered.

The 2024 revision introduces substantial changes to improve the accessibility and utility of the CPP. It adopts a more flexible, merit-based approach to determining which applications require notification, moving away from rigid prescriptions, particularly for DAs where notification is not mandated.

Previously, a single objection triggered Council review; however, under the revised CPP, three or more objections will now be required for referral to Council. This aligns with the proposed amendments to the General Manager’s Instrument of Delegation, also the subject of a report to this meeting. A quantitative measure, such as the number of objections, has been chosen over a qualitative one, such as unresolved submissions, to remove ambiguity in decision-making processes.

It is also noted that Council may still call for any application to be reported to Council for decision notwithstanding the number of submissions.

These changes are supported by clearer guidance on submission requirements, ensuring that community feedback is relevant, constructive, and focused on valid planning issues. The changes to the CPP are summarised in Table 3 below:

Table 3: Community Participation Plan - Comparison of Existing and Revised Content

ASPECT	EXISTING CPP	REVISED CPP
INTEGRATION OF DOCUMENTS	CPP was a standalone document.	Integrated into the Community Engagement Strategy as an appendix, aligning planning participation with broader engagement efforts.
PLANNING SUBMISSION PROCESS	Submissions required name, address, and details of objections, but lacked detail on what constituted valid issues.	Provides guidance on relevant planning issues under Section 4.15 of the EP&A Act (e.g., privacy, noise, overshadowing).
STATE SIGNIFICANT DEVELOPMENT (SSD)	No specific mention of State Significant Development processes	New section addressing SSD: <ul style="list-style-type: none">Explains Council’s limited role in assessing SSDs.

		<ul style="list-style-type: none"> Commits Council to assist and facilitate community input on SSD proposals.
NOTIFICATION	Requires notification where impact is considered <i>detrimental</i> .	Requires notification where DA's may <i>affect</i> adjoining land amenity.
	Prescribes specific criteria for instances where notification is not required e.g., <i>"ancillary structures ...which are sited 1m from any boundary, sited behind or in-line with the existing building line and comply with council's building setbacks"</i>	Increases council discretion and removes specific criteria.
	Silent as to when a DA might be advertised more broadly	Provides new guidance on when a DA will be advertised more broadly.
NOTIFICATION PERIODS	"Public exhibition for DAs will occur for a minimum of 14 days."	Clarifies timing and methods for DA advertising, and adds statutory timeframes for different types of applications e.g., designated development
REFERRAL TO COUNCIL	"Development applications that have had a written objection submitted will be referred to Council for determination."	Increases threshold for Council referral and provides clear criteria for instances where delegated authority will not be used: <ul style="list-style-type: none"> Applications with three (3) or more written objections. Applications valued over \$2 million. Subdivisions creating five or more additional lots. Applications subject to Division 8.2 review under the EP&A Act.
PRIVACY	Privacy was briefly addressed in submission processes	New guidance on the status of submissions under the <i>Government Information (Public Access) Act 2009</i> .
SPEAKING COUNCIL MEETINGS	AT No guidance on public participation at Council meetings	New section outlines opportunity to speak at Public Forum

CONCLUSION

The revised Community Engagement Strategy and Community Participation Plan meet statutory requirements and streamline engagement processes. Adoption following appropriate exhibition and consultation will support upcoming projects and strengthen the framework for community participation.



Acknowledgement of Country

We acknowledge the Traditional Custodians of this land and recognise their sacred connection to Country. We pay our respect to Elders past, present and emerging.

About this Document

Date Adopted by Council:		Resolution:	
Document Owner:	Manager - Development & Planning		
Review Timeframe:	4 years		
Last Review Date:	December 2024	Next Scheduled Review Date:	December 2028

Document Reference: UJNT/22/11216

Document Control

Version	Date Amended	Details/Comments
3	September 2022	Review and update of CES 2017.
4	December 2024	Review and update of draft update CES 2022

Related Documents and Legislation

Local Government Act 1993

Environmental Planning & Assessment Act 1979

NSW Office of Local Government Integrated Planning and Reporting Guidelines

Uralla Shire Council Community Strategic Plan

Table of Contents

1	Introduction	5
1.1	Background	5
1.2	Purpose	5
1.3	Scope.....	6
1.4	Strategy Objectives	6
2	Why we engage.....	7
2.1	What is Engagement?	7
2.2	Benefits of Community Engagement	7
3	Principles	8
3.1	Social Justice Principles	8
3.2	Engagement Principles.....	8
3.3	Communication Principles	9
3.4	Public Participation Principles.....	9
4	Who we engage	10
4.1	Our Stakeholders and Community.....	10
5	How We Engage	11
5.1	Levels of Community Engagement	11
5.2	Engaging with Hard-to-Reach Groups.....	13
5.3	Communication and Engagement Methods	14
5.4	Engagement Matrix.....	16
5.5	Engagement Evaluation and Feedback.....	19
6	Document Review	19
Appendix 1 – Uralla Shire Council Community Participation Plan		20
1	WHAT IS COMMUNITY ENGAGEMENT?	20
2	WHAT IS A COMMUNITY PARTICIPATION PLAN ('CPP')?	21
2.1	Objectives of the CPP	21
2.2	CPP principles.....	21
2.3	How will the CPP be used?.....	22
2.4	Where does this CPP apply?	22
2.5	What are Council's Planning responsibilities?	22
	Development Assessment.....	22
	Strategic Planning	22
2.6	State Significant Development.....	23
3	WHAT ARE THE PUBLIC EXHIBITION TIMEFRAME AND NOTIFICATION REQUIREMENTS?	24
3.1	What are the requirements for public exhibition of planning documents?	24

3.2	Notification of Development Applications and Modification Applications	25
	Who will be notified.....	25
	Notification Period	26
3.3	Advertisement of Development Applications.....	26
4	HOW DOES THE COMMUNITY GET INVOLVED WITH A TOWN PLANNING MATTER?	27
4.1	Making a submission.....	27
	Raising an objection.....	27
	Supporting a development application	28
4.2	Consideration of Submissions.....	28
	When a matter will be referred to Council	28
	Speaking at a Council meeting.....	28
	Notification of Objections to the Applicant	29
4.3	Privacy.....	29

1 Introduction

The Uralla Shire Council Community Engagement Strategy outlines the process for involving the Uralla Shire community in Council's strategic planning and decision-making processes, ranging from the development of Council's long term strategic planning set out in the 10-Year Community Strategic Plan to day-to-day Council activities and services. Council supports the right of citizens to participate in the decision making that affects their future.

This strategy:

- 1) Defines community engagement and outlines Council's engagement principles
- 2) Identifies the methods of engagement Council uses for different levels of engagement
- 3) Identifies the broad categories of Council projects which require engagement, and
- 4) Provides an Engagement Matrix to align the methods of engagement with the category of Council projects and services.

1.1 Background

Part of Council's core role is to engage with the community every day in a variety of ways. From Shire-wide high impact projects to locality-based low impact projects, this strategy will outline Council's commitment to keeping the community informed, consulted, and involved.

Community engagement is how Council connects with the community to seek feedback on plans, projects, and policies being developed. It ensures community opinion is reflected in the decision making process. A coordinated and strategic approach to community engagement and communications aims to:

- Inform decision making
- Build relationships and trust
- Strengthen community
- Build a sense of belonging, and
- Keep the community informed.

Community engagement improves the efficiency and effectiveness of Council by ensuring that Council is aware of and responsive to community concerns. It also ensures that the community has a broad understanding of the functions and constraints of local government.

1.2 Purpose

The purpose of this strategy is to provide the framework to enable the Uralla Shire community to be actively involved in Council strategy, decision making and activities, and to provide a consistent and transparent approach to consultation and engagement.

The strategy aims to give all stakeholders opportunities to participate so that no sector of the community is disadvantaged. It includes measures to involve groups that are at risk of exclusion from public debate, such as Aboriginal and Torres Strait Islander people, older people, youth, people with a disability, low socio-economic groups, and people from culturally and linguistically diverse backgrounds.

1.3 Scope

The principles outlined in this strategy pertain to all engagement and communication activities undertaken by Council.

Engagement specific to planning matters is detailed in Council's Community Participation Plan ('CPP'). The CPP is required under the *Environmental Planning and Assessment Act 1979* and attached at Appendix 1 to this strategy.

1.4 Strategy Objectives

The objectives of this strategy are to:

- 1) Involve the local community in shaping, implementing, and reviewing Council's strategic planning and decision-making processes.
- 2) Provide a framework for a coordinated and well-planned approach to engagement that is genuine, accessible, and inclusive, catering to the specific needs of each stakeholder group.
- 3) Continuously monitor and evaluate Council's engagement activities, using feedback to improve and strengthen future engagement efforts and capabilities.
- 4) Build a positive reputation for Uralla Shire Council by showing that Council listens to, informs, and is guided by the whole community—not just the most vocal contributors.
- 5) Ensure Council gathers high-quality information that reflects the views of a diverse range of community members, using multiple methods to support effective decision-making.
- 6) Ensure Council's strategic decisions represent the community fairly and that resources are allocated in an equitable way.



2 Why we engage

2.1 What is Engagement?

Community engagement is an inclusive, planned process that provides individuals and groups the opportunity to participate in the service delivery, planning, problem solving and decision making which affects them or may be of interest to them.

For the purposes of this strategy, community engagement is defined as the processes and structures in which Council:

1. Communicates information to the community; and
2. Seeks information, involvement, and collaboration from the community with the primary aim of shaping Council's decision making.

2.2 Benefits of Community Engagement

Effective engagement makes communities feel more connected with their council, strengthening trust, goodwill, and respect. Community involvement improves decision making. Using community knowledge and ideas enables local governments to respond better to the needs of the community, design better services, and respond to change.

Community engagement benefits both Council and the Uralla Shire community, by:

- Keeping the Council open and accountable;
- Helping the Council plan services that meet the community's needs and goals;
- Supporting the Council to prioritise services and use resources wisely;
- Allowing more views to be shared, more information to be gathered, and more solutions to be considered before decisions are made;
- Helping the Council and community work together to make fair decisions;
- Giving residents a chance to have their say and influence outcomes that affect their lives; and
- Building greater community support and understanding for Council decisions.



3 Principles

3.1 Social Justice Principles

The *Local Government Act 1993* requires Council to consider social justice principles in its decisions. Engaging effectively with the community ensures Council's plans, programs, and services uphold these principles:

Equity: Decisions, priorities, and resources should be distributed fairly, especially to support those in need. Everyone should have an equal chance to contribute to the community's future, with special attention given to involving and safeguarding the interests of people in vulnerable circumstances.

Access: All individuals should have equal access to services, resources, and opportunities that enhance their quality of life.

Participation: Everyone should have meaningful opportunities to be involved in decisions that impact their lives.

Rights: Equal rights must be upheld and promoted, ensuring people from all linguistic, cultural, and religious backgrounds can fully participate in community life.

3.2 Engagement Principles

The following principles guide community engagement at Uralla Shire Council. They shape all engagement processes and activities, ensuring that engagement is meaningful, inclusive, and accessible for everyone in the community.

1. **Community engagement is focused on providing input to solve challenges.**
We recognise that Council decision-making is improved with community feedback, and actively seek input from the community and stakeholders.
2. **Community engagement is relevant and authentic.**
Community engagement will be undertaken where there is an opportunity for the community to influence Council's decisions or actions. Engagement has a clearly defined objective and scope, and the community is provided with objective, relevant information to inform their participation.
3. **Community engagement is timely.**
We will commence community engagement as early as possible to ensure the community has reasonable time to provide input and that Council has adequate time and resources to consider community feedback. Engagement stages will be clearly defined and communicated so that community input can identify issues and opportunities.
4. **Community engagement is open, inclusive, and respectful.**
All community members, stakeholders and staff have the right to participate in a respectful environment and behave in a manner that supports everyone's right to present their point of view. Our engagement is accessible and inclusive and seeks input from 'hard to reach' groups. We use a range of tools and techniques, balancing technology with traditional methods.
5. **Community engagement is transparent and meaningful.**
We will communicate to the community how the engagement process will influence Council's decision making. We will explain how input was taken into consideration and ensure the response is relevant and proportionate. Council will close the loop on engagement and report back to the community on engagement outcomes. Council protects privacy, respects confidentiality, and is guided by its Privacy Management Plan.

6. **Community engagement is easy to understand.**

Information will be provided in a variety of formats. It will be clear, concise, and written in plain English.

3.3 *Communication Principles*

Communication is an essential part of community engagement by keeping the community and key stakeholders informed of all aspects of Council business including services, projects, programs, plans, and decisions of Council.

Council's commitment to communication is underpinned by the following principles:

- Communication will ensure that stakeholders are well informed about Council business and activities, and opportunities to connect with Council on a variety of matters.
- Communication promotes projects, services and key decisions of Council.
- Communication supports and complements Council's community engagement activities.
- Communications are accessible and in formats to reach the whole community taking into consideration language, location, format, platform, and time.

3.4 *Public Participation Principles*

Council believes that all citizens should have a say in decisions about actions that affect their lives. Council follows the best practice guidelines developed by the *International Association for Public Participation* ('IAP2') to ensure that engagement is genuine. The IAP2's core values of public participation are set out below.

Public participation:

- 1) Is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- 2) Includes the promise that the public's contribution will inform the decision.
- 3) Promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
- 4) Seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- 5) Seeks input from participants in designing how they participate.
- 6) Provides participants with the information they need to participate in a meaningful way.
- 7) Communicates to participants how their input affected the decision made.

4 Who we engage

4.1 Our Stakeholders and Community

Stakeholders are any individual or group who have an interest in decision-making. They may be residents, ratepayers, business owners, customers, community interest groups, agencies or hard-to-reach groups.

Many people belong to more than one 'community' and will engage with Council on issues that are relevant to them at a particular time. A 'community' may be a geographic location (community of place), a community of similar interest or a community of affiliation or identity (such as clubs and community organisations).

Uralla Shire Council stakeholders include:

- **Uralla Shire residents:** Those who reside in the Uralla Shire Local Government Area.
- **Uralla Shire ratepayers:** Those who own rateable land located in the Uralla Shire Local Government Area.
- **Community organisations and groups:** This includes not-for-profit, civic, cultural and religious organisations, groups and networks, and village progress associations.
- **Councillors and Council staff:** The elected body of Council and Council employees.
- **Schools, education and training institutions:** This includes vocational and training providers, language classes, schools and tutoring college, and lifelong learning groups.
- **Businesses and Industry:** Owners, operators, and employees of small, medium, and large businesses, business groups, utility companies, economic development and tourism industry groups.
- **Government agencies and statutory authorities:** State and Federal government agencies and statutory authorities, including emergency services.
- **Other North-West councils and regional bodies:** Armidale Regional Council, Glen Innes Severn Council, Gunnedah Shire Council, Gwydir Shire Council, Inverell Shire Council, Liverpool Plains Shire Council, Moree Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Tenterfield Shire Council, Walcha Council, and Regional Development Australia Northern Inland NSW.
- **Interest groups:** Representative groups with an interest in particular issues, such as sporting or cultural organisations and peak bodies, youth organisations, disability advocacy and Aboriginal and Torres Strait Islander organisations.



5 How We Engage

Council will aim to involve all sections of the community in decision-making and planning processes, ensuring opportunities for feedback are accessible and appropriate.

Council will create a safe and welcoming environment so everyone, regardless of their background or experiences, feels supported to share their views. Special efforts will be made to seek input from people facing disadvantage, discrimination, marginalisation, or those in hard-to-reach groups.

Engagement will be purposeful and strategic. Council will clearly define the scope, purpose, and goals of each activity to ensure genuine engagement. This approach will ensure Council can respond effectively to feedback and use the most suitable methods and tools for each activity.

5.1 Levels of Community Engagement

Engagement opportunities provided by Council will vary depending on the significance, complexity of projects, and level of interest, impact and influence that stakeholders have on decisions being made. Engagement may be the gathering of information and data on service needs, or the collaboration between Council and stakeholders to meet the needs of the community.

Council uses the Public Participation Spectrum developed by IAP2 to guide our engagement approach. The Spectrum identifies five different stages of consultation relative to the level of impact the community should have on decision making.

1. **Inform:** The inform level is for day-to-day use, often when Council has already made a decision, to communicate the outcome or status of projects, or when there is only one way that Council believes it can progress a project. At the inform stage Council will give stakeholders balanced, accurate and relevant information on decisions, policies, plans and strategies.
2. **Consult:** At this level, Council seeks feedback to identify important community issues and perspectives that can influence and assist decision making. Informing is a prerequisite for consultation. Council will generate active two-way communication between Council and the community to inform Council decisions.
3. **Involve:** At the involve level, the role of Council is to facilitate involvement of the community to shape decisions that affect community life. Feedback from the community is directly reflected in Council's decisions.
4. **Collaborate:** At this level, Council will create a collaborative relationship or partnership between the community and Council to shape Council services, plans, and decisions. In collaborating with the community, Council seeks advice and innovation from the community and incorporate into Council's decision making as much as possible.
5. **Empower:** As Council operates under the provisions of the *Local Government Act 1993*, engagement activities conducted at the 'empower' level are unusual. As such, Council provides the community with the opportunity to participate in a transparent flow of information and feedback to Councillors, who have been empowered as the elected representatives to make Council's strategic decisions in accordance with the *Local Government Act 1993*. However, an example of this might be when a matter is put up for referendum for the community to vote on.

	Increasing level of public participation				
	Consultative Engagement		> > > > >	Deliberative Engagement	
	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To give the public a real voice in the final decision making*
Our Promise to the Community	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions, and incorporate your advice and recommendations into the decision to the maximum extent possible. We will provide feedback on Council's decisions.	We will implement what you decide.
Role of the Community	Listen	Contribute	Participate	Partner	Lead
Possible Methods	<ul style="list-style-type: none"> • Service Centre • Website • Social media • Newsletter • Advertisements • Media • Publications • Fact sheets • Signage • Letters/Email • Phone • Presentations • Events • Public Notices • Videos • Displays 	<ul style="list-style-type: none"> • Listening Posts • Surveys • Community forums • Public exhibitions • Submissions • Site meeting/tours • Personal briefings 	<ul style="list-style-type: none"> • Advisory Committees • Workshops • Focus groups • Reference groups 	<ul style="list-style-type: none"> • Advisory committees • Stakeholder meetings • Co-design 	<ul style="list-style-type: none"> • Citizen jury • Referendum
Minimum Standard of Engagement	<ul style="list-style-type: none"> • Apply community engagement principles and commitments in practice • Ensure accessibility: language, location, format, platform, and time • Identify demographics and priority groups to ensure representativeness of the community, and • Provide time and resources for engagement (planning and time for responses). <p><i>*Council operates under the Local Government Act NSW 1993, therefore only the elected body of Council is empowered to make decisions and implement actions except in very limited circumstances.</i></p>				

5.2 Engaging with Hard-to-Reach Groups

Traditionally some groups of people have been more challenging to engage with effectively. These have included:

- Aboriginal and Torres Strait Islander people
- People from Culturally and Linguistically Diverse ('CALD') backgrounds
- Older people
- Children & Young people
- People with a disability
- People with low levels of literacy
- People from disadvantaged socio-economic backgrounds

Council will use a variety of strategies to engage hard-to-reach groups. These include:

- Promoting community engagement activities through a number of different channels & media, e.g. newspapers, free publications, over the radio, online, and through flyers.
- Using plain English, both to promote community engagement and during community engagement.
- Following appropriate cultural protocols and ensuring that the person/s involved in engagement have the authority to speak on behalf of their community or group.
- Avoiding using assumptions, generalisations, or insensitive language about people from CALD backgrounds or their beliefs.
- Seeking the support of agencies (including sections of Council) that provide services to special needs groups.
- Providing incentives to encourage groups and/or individuals to become involved in community engagement.
- Using age appropriate methods for children and young people.
- Taking the opportunity to carry out engagement at activities, events, or festivals in the community.
- Conducting Listening Posts with Councillors and staff in different geographic communities.



5.3 Communication and Engagement Methods

Council uses a variety of communication methods and tools in its engagement. Some of Council's communication tools are listed below; these are not exhaustive.

- *Service Centre:* Council's Service Centre in the administration offices provides a 'one-stop-shop' for Council services using customer service, visual displays, and printed materials for Council related business.
- *Uralla Shire Council website:* One of Council's primary communication tools, the website should be a comprehensive source of information for all Council services and programs.
- *Uralla Shire Council social media:* Information is provided on Council social media platforms to extend the reach of other electronic information or communications, for example information or notices on the Council website.
- *Uralla Shire Council Newsletter:* The newsletter is distributed monthly to email subscribers to provide general Council information to residents.
- *Advertising and Features:* Council will consider the use of advertising and features with any local media servicing the area, e.g. the Northern Daily Leader, Armidale Express, Inverell Times, Uralla Wordsworth.
- *Media Releases:* Regular media releases ensure Council provides reliable, timely and accurate information to all media servicing the Uralla Shire, including print and broadcast.
- *Publications and information material:* Uralla Shire Council publications about Council specific programs, services and initiatives are a valuable source of information.
- *Council facilitated community events:* Council-hosted events which provide opportunities for Councillors and staff to provide information to the community. Council also strongly supports and participates in other community events.
- *Letterbox Drop:* Non-addressed letter or flyer that advises citizens of an outcome or works to be undertaken and informs how feedback can be provided.
- *Targeted Direct Mail (Letter or Email):* Addressed letters sent directly to the customer. This is usually specific to a project, geographic location, or members of a particular group or demographic.
- *Presentations and Public Speaking:* Councillors and staff speak at relevant meetings or events such as community events.
- *Community Notice Boards:* At Council facilities, designated community noticeboards (e.g. outside the supermarket) and areas relevant to audience.
- *Site Specific Signage:* Erected temporarily or permanently to inform the public of the project and relevant project details.
- *Videos:* Informational video which can be distributed via electronic means or used in a display.
- *Listening Posts:* Councillors and Council officers are available at a nominated venue and for a specific period of time, encouraging citizens to attend and discuss various topics.
- *Community Forums:* These provide an opportunity for members of the community to attend a structured two-way information session hosted by Council, usually about specific projects and topics.

- *Surveys:* Target audience surveys should be integrated with broader consultation for larger projects.
- *Public exhibitions:* Exhibitions may be required by legislation for certain types of issues. Items on exhibition and development applications are open to submissions from the public. Information is made available for the public to comment on within a certain time frame, while informing citizens how they can make their submissions or comments to Council. Exhibitions timeframes may be prescribed in legislation while others are at Council's discretion.
- *Submissions:* Citizens are encouraged to make submissions to Council and Councillors.
- *Site Meetings and Tours:* Interaction at specific locations, usually facilitated by Council for invited participants.
- *Personal briefings:* Inform relevant community groups, ratepayer associations, businesses, or individuals that they may request a personal briefing with Councillors or Council staff to discuss a particular issue.
- *Meetings by invitation:* Community leaders, stakeholders and representatives meet with Councillors and Council staff for discussion, debate and exchange of views on a specific issue.
- *Meetings with Council advisory groups:* Formal consultation between councillors and Council staff with members of advisory groups with expertise in particular areas. Engagement will be governed by the groups' terms of reference.
- *Large Group/Stakeholder Collaboration:* As forums to address a strategic issue or plan, these collaborations bring together councillors, Council staff, stakeholder groups and individuals with relevant expertise and knowledge to formulate a response.



5.4 Engagement Matrix

Consultation methods vary according to the type of project or issue. Council projects and issues can generally be described as the range of extent (locality based or Shire-wide) and the range of impact (high or low.) The strategy sets guidelines for engagement on projects and issues which are classified into four categories:

1. **Shire-wide / High Impact:** Strategic plans, major projects and resource issues. For example, Community Strategic Plan, Local Environment Plan, Development Control Plans, Local Strategic Planning Statement.
2. **Shire-wide / Low Impact:** Management plans and policy development, minor projects and major projects with limited impact. For example, major festivals and events, Council policies.
3. **Locality Based / High Impact:** Locality improvement and site-specific matters and events. For example, development applications in accordance with statutory requirements, construction of Council facilities, and works in central business districts.
4. **Locality Based / Low Impact:** Council service, program planning and delivery. For example, local road works, operational services such as traffic management and general maintenance of public areas, or upgrade of parks and recreational areas (minor works level).

To help Council staff with the engagement process, a Communications Plan will be prepared for all High Impact projects. These plans should outline:

- Communication objectives,
- Engagement principles,
- Key stakeholders and audience,
- Key project partners and representatives,
- Communication tools, schedule and responsibilities,
- Critical issues and risk management, and
- Reporting and evaluation.



The engagement matrix below sets out general guidelines based on the categories above to assist Council staff with allocation of engagement resources.

Engagement tools in the involve and collaborate stage will vary depending on the nature of the project.

	What to do?	When you are dealing with...			
		Shire-wide / High Impact	Shire-wide / Low Impact	Locality Based / High Impact	Locality Based / Low Impact
INFORM	1 = every time				
	2 = in most circumstances				
	3 = on specific occasions				
	4 = if necessary				
	Service Centre	1	1	1	1
	Uralla Shire Council website	1	1	1	2
	Social Media	1	1	1	2
	Council Newsletter	1	2	1	3
	Newspaper/Advertising/Features	1	2	2	3
	Media Release	1	2	2	3
	Publications/information material	1	2	2	4
	Council facilitated events	4	4	4	4
	Letterbox Drop	4	4	3	3
	Targeted Direct Mail	3	3	2	3
CONSULT	Presentation/Public Speaking	2	4	3	4
	Community Notice Boards	2	3	3	3
	Site Specific Signage	3	3	3	3
	Community Forum	3	3	2	3
	Listening Post	1	3	4	4
	Public exhibitions	1	2	2	2
	Community displays/information sessions	2	2	3	4
INVOLVE/ COLLABORATE	Surveys	2	4	3	4
	Site Meeting/Tour	2	3	2	4
	Personal briefing	2	3	2	3
	Meetings by invitation	1	2	2	4
	Workshops	2	3	3	4
	Focus Groups	3	4	4	4
	Reference Groups	2	3	3	4
	Meetings with Council advisory groups	1	3	3	4
	Advisory Committees	2	3	3	4
	Large Group/Stakeholder Collaboration	2	2	3	4

Uralla Shire Council Engagement Matrix

5.5 *Engagement Evaluation and Feedback*

After completing an engagement project at the involve or consult level, Council will assess how well it reached the intended audience and met its objectives. Feedback will then be shared with participants to explain how their input was considered in decision-making and the outcomes that followed.

Providing clear and timely feedback enhances transparency and strengthens Council's relationship with the community. It also helps improve future engagement efforts by deepening understanding of the process.

6 **Document Review**

This strategy will be reviewed every 4 years or as required by relevant legislation.



Appendix 1 – Uralla Shire Council Community Participation Plan

1 WHAT IS COMMUNITY ENGAGEMENT?

Community engagement is a process with a specific purpose to identify and work with groups of individuals with an interest in addressing issues affecting the community's well-being. The International Association for Public Participation (IAP2) developed the 'IAP2 public participation spectrum' to assist in defining the public's role in any public participation process.

Community engagement by Uralla Shire Council will be made up of one or more of the IAP2 five strategies:

- Inform,
- Consult,
- Involve,
- Collaborate, and
- Empower.

Collaboration will be the most significant part of the Uralla Shire Council's engagement. It involves working with key stakeholders and the community to find solutions and alternatives. This stage comes after all the information has been sought through consultation and understood clearly during the involving stage.

2 WHAT IS A COMMUNITY PARTICIPATION PLAN ('CPP')?

Community Participation Plans ('CPPs') are a requirement under the *Environmental Planning and Assessment Act 1979* ('the EP&A Act') and are designed to make participation by the public in planning matters clearer.

Community participation is a vital aspect for planning and development across Uralla Shire. The CPP is an invitation to the community to communicate with Council about planning decisions, to achieve better economic, environmental and social outcomes for present and future stakeholders.

2.1 Objectives of the CPP

- To provide the community with appropriate information;
- To capture community input;
- To work on an ongoing basis with the community to ensure that ideas, concerns and aspirations are listened to and understood; and
- To partner with the public to ensure the decision-making process considers alternatives and identifies, minimises or avoids negative impacts.

2.2 CPP principles

The principles of a CPP as outlined by the EP&A Act are as follows:

- a) The community has a right to be informed about planning matters that affect it.
- b) Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- c) Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.
- d) The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- e) Community participation should be inclusive and planning authorities should actively seek views that are representative of the community.
- f) Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.
- g) Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).
- h) Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

2.3 How will the CPP be used?

The CPP explains the level of engagement the community can have for the different types of development, planning and assessment projects. It also provides transparency and accountability in the development, planning and assessment process within Uralla Shire.

2.4 Where does this CPP apply?

The CPP only applies to the Uralla Shire Council Local Government Area ('LGA') and Council's exercise of its planning functions under the EP&A Act and the *Local Government Act 1993 (NSW)* ('the LG Act').

2.5 What are Council's Planning responsibilities?

Development Assessment

- a) **Local Development** (other than Complying Development Certificates, Designated Development and State Significant Development): The Uralla Local Environmental Plan ('Uralla LEP') outlines those types of development and land uses that require development consent before development can take place.
- b) **Integrated Development:** This is development (not being State Significant Development or Complying Development) that requires development consent and one or more approvals.
- c) **Designated Development:** These are generally high impact developments (or development) located in environmental sensitive areas. Development which is declared as Designated Development are listed in Schedule 3 of the *Environmental Planning and Assessment Regulations 2021* or can also be declared in a Local Environmental Plan or State Environmental Planning Policy.

Strategic Planning

- a) **Community Participation Plan** - The CPP sets out when and how Council will engage with the community across all planning functions and the minimum requirements for community participation.
- b) **Regional or District Plans** - The New England North West Regional Plan applies to the Uralla Shire and as developed by the NSW Department of Planning, Housing and Infrastructure to plan for future infrastructure, housing, employment and health needs for the region.
- c) **Local Strategic Planning Statements** - The Local Strategic Plan is a long-term visionary document which plans for future land use based on where the shire will be or would like to be in 20 years.
- d) **Local Environment Plan** - The Uralla LEP guides planning decisions for Uralla Shire. It provides a framework for the use of land and the main planning tool used to shape the Uralla community and ensure that local development is achieved in an appropriate and sustainable way. Local Environmental Plans are generally reviewed every 5 years.
- e) **Development Control Plan** - A Development Control Plan provides detailed guidelines and specific controls that apply to development proposals in the Uralla Shire. A Development Control Plan may be periodically reviewed to amend or introduce new controls relating development types, legislative changes or to clarify intent.
- f) **Developer and Infrastructure Contribution Plans** - Contribution plans allow Council to levy contributions on developments to assist in the provision or maintenance of community facilities or infrastructure on which the development impacts.

2.6 State Significant Development

Under the EP&A Act, projects can be declared State significant development ('SSD') or State Significant Infrastructure ('SSI') if they are important to the State for economic, environmental, or social reasons.

SSD is listed in Chapter 2, Part 2.2 —Schedule 1 and Schedule 2—of the *State Environmental Planning Policy (Planning Systems) 2021* ('Planning Systems SEPP').

SSI is listed in Chapter 2, Part 2.3 —Schedule 3 and Schedule 4— of the Planning Systems SEPP.

Environmental Impact Statements for SSD projects must be exhibited for at least twenty-eight (28) days.

All SSI applications are exhibited to the public for at twenty-eight (28) days.

Council is not the responsible authority for development of infrastructure that is declared to be State Significant. SSD/SSI projects require development consent from the Independent Planning Commission or the Minister for Planning (or delegate) as the case may be.

However, Council will endeavour to facilitate awareness and engagement with State Significant projects by sharing relevant information from State departments and agencies in accordance with our Community Engagement Strategy.

Council will undertake to assist residents to make submissions through the Major Projects Portal, where practicable.

3 WHAT ARE THE PUBLIC EXHIBITION TIMEFRAME AND NOTIFICATION REQUIREMENTS?

There are both mandatory and non-mandatory requirements that apply to public exhibition of a development application or planning document.

Mandatory requirements legally protect the community's right to make submissions on planning decisions that affect them.

Non-mandatory requirements reflect best practice approaches in ensuring that there is an intention to actively involve the community in the planning process.

3.1 *What are the requirements for public exhibition of planning documents?*

Council endorsement is required before public exhibition of a draft planning document can be released for comment. Engagement for these planning documents will include:

- Public exhibition at Council service centres;
- Notice on Council's website;
- Notice on Council's social media;
- Targeted stakeholder consultations/meetings;
- On-line surveys;
- One-on-one engagement with Council staff;
- Open days/drop-in sessions;
- Notices to stakeholders;
- Notices within other regional newspaper/s;
- Notices on the land; and
- Any other suitable method advised by the NSW Department of Planning, Housing and Infrastructure.

Table 1 - Mandatory plan making public exhibition timeframes

Planning Document	Mandatory Timeframes
Draft Development Control Plan	28 days
Planning proposals for LEPs, subject to a gateway determination	28 days – unless otherwise specified in the gateway determination
Draft Contribution Plans	28 days
Local Strategic Planning Statements	28 days
Draft Community Participation Plan	28 days
Planning Agreements	28 days
State Significant Development and Designated Development	28 days
Local Approvals Policy	14 days
Reclassification of land	28 days and a public hearing

3.2 Notification of Development Applications and Modification Applications

Who will be notified

Council will notify owners of adjoining or neighbouring land when a Development Application ('DA') or an application to amend a DA is received if, in Council's opinion, the proposed development may affect their property in areas such as:

- Views to or from their property;
- Overshadowing;
- Privacy;
- Noise;
- Appearance of the development in relation to the existing streetscape;
- Proximity to property boundaries;
- Stormwater drainage and potential drainage impact on neighbouring sites;
- Installation of fuel-burning equipment or mechanical devices;
- Compatibility with existing development;
- Traffic generation and site capacity to manage traffic; or
- Impacts on future neighbourhood amenity.

When a DA or modification application is lodged, the Planning Manager or delegate will decide if notification is required and identify the recipients.

Written notices will include weblinks to supporting documents, such as site plans and elevations. The full application can be viewed at Council upon request.

For residential or sensitive developments, such as police stations or women's refuges, floor plans will not be made accessible.

When development will not be notified

If Council determines that development the subject of a DA or modification application is of a minor nature and will have minimal environmental impact, notification or public exhibition may not be required.

Examples of development that will **not** be notified include:

- Exempt or complying development as set out in *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* (the 'Codes SEPP').
- Minor boundary adjustments.
- Strata subdivision proposals.
- The change of use of buildings (in a commercial and industrial zone), except at Council's discretion.
- New detached single-storey dwellings or alterations that are compliant with the DCP.
- Ancillary structures associated with residential development, including carports, pergolas, garden sheds that are compliant with the DCP.
- Private swimming pools.

Notification Period***Application for development consent***

The minimum notification or public exhibition period for an application for development consent (other than for Designated Development, for Nominated Integrated Development¹, for Threatened Species Development² or for State Significant Development) is **fourteen (14) days**.

The submission period is the same as the notification period.

Application for Designated Development

The minimum notification or public exhibition period for Designated Development is **twenty eight (28) days**.

The submission period is the same as the notification period.

Application for Nominated Integrated Development or Threatened Species Development

The minimum notification or public exhibition period for development consent for Nominated Integrated Development or Threatened Species Development is **twenty eight (28) days**.

Council-related Development Applications

Council-related DAs, such as a development on Council-owned land, will be publicly exhibited for at least **twenty-eight (28) days**.

Modification Applications

The minimum public exhibition period for a modification of development consent is **fourteen (14) days**.

3.3 *Advertisement of Development Applications*

In addition to the notification and public exhibition requirements outlined above, Council may choose to advertise or exhibit any development it deems to have local or regional significance.

Examples of Development Applications that may be advertised include:

- Demolition of a building or structure that is a listed Item of Environmental Heritage or within a Heritage Conservation Area;
- Licensed clubs or gaming venues;
- Telecommunication facilities in residential or rural residential areas;
- Education or health facilities;
- Neighbourhood shops.

Methods of notification will be the same as for planning documents described at Section 3.2 above.

¹ EP&A Act, schedule 1, cl 7(2)

² EP&A Act, schedule 1, cl 7(2)

4 HOW DOES THE COMMUNITY GET INVOLVED WITH A TOWN PLANNING MATTER?

4.1 *Making a submission*

Anyone may make a submission to support or object to a planning matter during the public exhibition, notification, or advertising period.

Submissions regarding notified or exhibited planning documents and/or planning applications should:

- Be in writing and addressed to the General Manager.
- Include the name and address of the person making the submission.
- Clearly reference the proposal being addressed.
- Provide reasons for any objections raised.
- Be received by Council by close of business on the final day of the submission period.

Council will acknowledge all written submissions received during the public notification period as soon as practicable.

For petitions, the head petitioner—or the first listed petitioner if none is nominated—will be acknowledged in writing and serve as the primary contact for updates on the matter.

For transparency and accountability, the names of those making submissions will be published in Council reports but addresses and other contact details will remain confidential.

Submissions made outside the notification period may be considered at the discretion of the consent authority e.g. the Planning Manager. Council may choose to re-exhibit a planning application.

Anonymous submissions will not be considered.

Raising an objection

An objection to a planning application should focus on valid environmental planning issues relevant to the assessment under s 4.15 or s 4.55 of the EP&A Act as relevant.

Objections should address potential negative impacts of the proposal on the natural or built environment, social or economic impacts in the area.

Examples of valid concerns that will be considered:

- Negative effects on amenity, such as privacy, overshadowing, noise, setbacks, traffic, or stormwater impacts.
- Whether the site is suitable for the proposed use or development.
- Non-compliance with the LEP or DCP.
- Cumulative impacts of multiple developments or uses in the area.
- The public interest.

Examples of concerns that cannot be considered:

- Effects on property values.
- Complaints that are vexatious or defamatory.
- Issues unrelated to the specific development under application.

Supporting a development application

Submissions in support of a planning application are welcome and will be considered. Supportive submissions should address any (or all) of the following:

- Potential benefits to the natural or built environment.
- Positive social or economic impacts in the area.
- How the proposal serves the public interest.
- Improvements to amenity.
- Compliance with the LEP or DCP.
- Suitability of the site for the proposed use or development.

4.2 Consideration of Submissions

When assessing and determining a planning application, Council will consider all submissions received during the notification period.

Submissions will be included in the assessment report prepared by Council's Planning staff, which is either considered by the assessment manager if the decision is delegated; or reported to Council for consideration if triggered for decision by Council. This report becomes part of the public Business Paper, available for download on Council's website (www.uralla.nsw.gov.au) or upon request.

In making its decision, Council must balance the content of submissions with its statutory obligations and considerations. Each application is assessed on its merits, with submissions forming a key part of the assessment process.

Council will notify submission makers in advance if their matter is to be discussed at an upcoming Committee or Council meeting.

After a decision is made on a planning application or the adoption of a strategic plan, all who provided written submissions will be informed in writing of the outcome and the reasons for the decision.

Council will only consider submissions that address relevant environmental planning matters.

When a matter will be referred to Council

In certain circumstances, a planning matter and any submissions may be referred to a Council meeting for consideration.

Council can also decide to call up any Development Application for determination.

DAs will be referred to Council for a decision and will not be determined under delegated authority if they meet the following criteria:

- Attract three (3) or more written objections; or
- Involve a value greater than \$2million; or
- Propose a subdivision creating five or more additional allotments; or
- Are the subject of a review under Division 8.2 of the EP&A Act

Speaking at a Council meeting

Council may hold a Public Forum at each Ordinary Meeting to hear oral submissions from the public on agenda items, or in support of a written submission regarding a DA or planning matter.

Applications to speak at the Public Forum must be received one day prior to the meeting to be held and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

Details on Public Forums are outlined in section 4 of the *Uralla Shire Council Code of Meeting Practice*.

Notification of Objections to the Applicant

Written submissions are not confidential and may be shared with the applicant to assist in discussions or included in Council business papers. The applicant will be informed of the content of objections and can review all submissions received.

If the application is amended in response to objections, Council may seek further comments from the original objectors.

4.3 Privacy

Under the *Government Information (Public Access) Act 2009*, submissions on planning applications are considered open access information.

Anyone, including the applicant, can request copies of written submissions. If the author wishes to keep details confidential, they must provide a valid reason in their submission.

When sharing submissions, Council will follow the guidelines of the *Government Information (Public Access) Act 2009*. Personal contact details, such as addresses, phone numbers, and email addresses, may be withheld if disclosure is deemed not in the public interest.

14.6 Request - Renaming of Emu Crossing Bridge

Department:	Infrastructure & Development		
Prepared By:	Group Manager Infrastructure Services		
Authorised By:	Director Infrastructure & Development		
Reference:	UINT/24/15825		
Attachments:	1.	Email - Request to Rename Emu Crossing Bridge - Received 12 September 2024	↓
	2.	Email - Geographical Names Board (GNB) - Renaming of Emu Crossing Bridge	↓
	3.	Geographical Names Board (GNB) - Place Naming Policy - 2019	↓
	4.	Email Response from TfNSW	↓
LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK			
Goal:	2.	We drive the economy to support prosperity	
	4.	We are an independent shire and well-governed community	
Strategy:	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 purpose of this report is for Council to consider a request for the renaming of the “Emu Crossing Bridge”.

RECOMMENDATION**That Council:**

1. Notes the recent request to rename Emu Crossing Bridge.
2. Notes the Policy Guidelines set out in Section 9.3 and 7 of the Geographical Name Board’s Place Naming Policy 2019 which advised against the formal naming of infrastructure after a living person, or a deceased person within 12 months of their passing.
3. Determines whether to initiate or not initiate community consultation to change the name of the Emu Crossing Bridge
4. Advises the requester of its determination.

BACKGROUND:

The bridge was opened in 2015.

At that time there were three proposals from the community re the naming of the bridge:

1. QUT Nursing faculty recommending the name “Nurse May Yarrowick Bridge”.
2. Anaiwan Local Land Council recommending the name “Nurse May Yarrowick Bridge”.
3. Bundarra Bridge Committee (Chair Dr Robert Crouch) recommending the name “Emu Crossing Bridge”.

The grounds for requests 1 and 2 were that it was appropriate to honour May Yarrowick, considered to be the first Indigenous person to be qualified as a practising nurse in Australia. May graduated from Sydney's Crowne Street Hospital in 1905. May was born in the Bundarra Region, and later returned as the region's much respected midwife for many years. Her photo is immortalised on the wall at the Bundarra aged care facility. Locally she is now universally referred to as Aunty May. Aunty May is deceased and interred at the Bundarra Cemetery.

The grounds of the request in 3 was that the area on which the bridge was located had been known as "Emu Crossing Creek" since settlement.

Council resolved to proceed with Option 3, naming the Bridge - "Emu Crossing Bridge" in 2015.

REPORT

On 12 September 2024, Council received a letter from Mr Tim Bower (Attachment 1) requesting Council consider and support his proposal to rename the Emu Crossing Bridge in honour of the retiring Councillor and Deputy Mayor, Mr Bob Crouch.

An email was sent to the Geographical Names Board (GNB) on 19 September 2024 seeking confirmation of their Policy regarding the naming/renaming of bridges in honour of a living person (Attachment 2).

The response from the Geographical Names Board Secretariat, advised that as the "location" is a Bridge, it is a matter for Transport for NSW (TfNSW). However, the Board also confirmed it is **not** advised to name a place after a living person until they have been deceased for at least 12 months. The Policy's justification is that *"using the name of a living person is unacceptable (nationally and internationally) as it may lead to favouritism and/or inappropriate naming. There are examples where people commemorated have later proven to be of poor character or otherwise thought to be unworthy."* Refer to Section 7 of GNB's Place Naming Policy 2019 (Attachment 3).

GNB also state that *"another key principle is that place names are meant to be enduring, and that "changes are discouraged unless the change has been deemed to be either in the public interest or for safety reasons. Changing well established names can lead to address or location confusion, especially to electronic navigation services."* (Sec 9.3. NSW Place Name Policy)".

Following this advice from GNB, an email was sent to Tracey Niddrie, TfNSW's Associate Community & Safety Partner for the New England region on 20 September 2024 requesting confirmation of TfNSW's Policy regarding the naming/renaming of bridges in honour of a living person.

Tracey responded on 22 November 2024 citing a response from TfNSW's Senior Manager for Bridges (NSW). They noted that there are some inconsistencies in the cross-over of responsibilities between USC, TfNSW and GNB and that needs to be reviewed. But notwithstanding that, "They (USC) should follow the names board requirements". Essentially, TfNSW's advice is that as the 'final' approver of a name change (Refer to Section 11.3 – Bridge Naming of Attachment 3), Council should comply with GNB's Place Naming Policy 2019 (Attachment 3). A copy of the email trail and written response from Tracey Niddrie of TfNSW is attached for reference (Attachment 4).

FOR FUTURE CONSIDERATION

If a Change of Name is still proposed there are some issues to consider. TfNSW is responsible for the naming of bridges and other structures on freeways. Local councils are responsible for initiating the naming of bridges on local, regional and state roads (other than freeways). **TfNSW however are the approval body these proposals.** The GNB does not name bridges, however, it encourages all bridge naming to follow the guidelines as set out in their policy. The naming of bridges and other structures on roads does not have a formal legislative basis. However, the same GNB procedures for road naming applies to bridges and other road infrastructure.

Wednesday 11th September 2420

Mayor Robert Bell
Uralla Shire Council
Salisbury Street
URALLA NSW 2358

Dear Mayor Bell

I am writing to request that Council consider renaming the Emu Crossing Bridge to Crouch Crossing or Bob's Bridge or something appropriate to honour the retiring Councillor and Deputy Mayor Bob Crouch. Bob has served on Council for 12 years and has made a significant contribution to the whole Uralla community during that time. He has brought knowledge and experience to the Council and has been instrumental in leading Council's response on a range of complex technical issues. Most recently he has applied his technical and planning expertise to addressing renewable energy development proposals and Parliamentary inquiries. He has helped ensure renewable consents are appropriately conditioned to minimize impact on our environment, infrastructure and communities. Bob has been and continues to be a champion of the community. He remains an active member of the RFS and a key board member of the Uralla Bowling Club. His service and commitment should be recognized by Uralla Council. The Emu Crossing Bridge presents a particularly relevant opportunity as Bob was instrumental in securing State Government funding to build the bridge. In fact he was largely responsible for ensuring the urgent public safety need for the new bridge by bringing it to the attention of the State politicians and agencies. Without his efforts, the bridge would probably never have been built.

I therefore strongly recommend that Council supports this proposal and seeks the approval from the necessary State government agencies

Yours sincerely



Councillor Tim Bower
Uralla Shire Council

Sylvia Baxter

From: SS GNB <SS-GNB@customerservice.nsw.gov.au>
Sent: Friday, 20 September 2024 7:52 AM
To: Myles McLindin; SS GNB
Cc: Sylvia Baxter
Subject: RE: Uralla Shire Council | Renaming of Emu Crossing Bridge

Good morning

Thanks for checking with the Geographical Names Board (GNB).

Firstly, to confirm, the GNB does not name bridges, this is generally undertaken by Transport for NSW (TfNSW) or local Council.

However, GNB encourages all bridge naming to follow the guidelines as set out in the NSW Place Name policy: https://www.gnb.nsw.gov.au/__data/assets/pdf_file/0017/220148/GNB_Place_Naming_Policy.pdf

With respect to universal naming principles, and commemorative names, you are correct in saying it is not advisable to name it after a person until they have been deceased for at least 1 year. As noted in the Policy's justification, "Using the name of a living person is unacceptable (nationally and internationally) as it may lead to favouritism and/or inappropriate naming. There are examples where people commemorated have later proven to be of poor character or otherwise thought to be unworthy."

Another key principle is that place names are meant to be enduring, and that "changes are discouraged unless the change has been deemed to be in the public interest or for safety reasons. Changing well established names can lead to address or location confusion, especially to electronic navigation services." (Sec 9.3. NSW Place Name Policy)

Regards
Michael

GEOGRAPHICAL NAMES BOARD SECRETARIAT

Spatial Services | Department of Customer Service

346 Panorama Avenue, Bathurst NSW 2795

p 02 6332 8214

e SS-GNB@customerservice.nsw.gov.au | www.gnb.nsw.gov.au | www.customerservice.nsw.gov.au

Please consider the environment before printing this email

From: Myles McLindin <mmclindin@uralla.nsw.gov.au>
Sent: Thursday, September 19, 2024 10:45 AM
To: SS GNB <SS-GNB@customerservice.nsw.gov.au>
Cc: Sylvia Baxter <sbaxter@uralla.nsw.gov.au>
Subject: Uralla Shire Council | Renaming of Emu Crossing Bridge

You don't often get email from mmclindin@uralla.nsw.gov.au. [Learn why this is important](#)

[CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.]

Morning,

We have had a request from a member of Council to rename a Bridge in our Shire after an out-going Councillor who has displayed exemplary service to their community.

We have read the GNB Policy and not the following:

7 Policy - Commemorative Names

Commemorative names are those that commemorate a person, event or place. Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names.

The person commemorated should have contributed significantly to the area around the geographic feature or locality.

When such a name is applied, it shall be given posthumously, at least one year after the decease of the person. Names of living persons are by their nature subject to partisan perception and changes in community judgement and acceptance.

Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies. Ownership of land is not in itself grounds for the application of an owner's name. Names of persons holding public office shall not be used.

Personal names, including those of persons still living, may be used for built features e.g. pavilions and grandstands etc., however these features are not formally assigned by the GNB and are not covered by the Act.

Noting that the proposal is to name the Bridge after a **living** person. We seek confirmation from the GNB that in accordance with your policy, specifically Section 07, it is not acceptable to name a Place after a person until they have been deceased for at least 1 year. Can you please confirm that that is correct?

Thanks,

Myles McLindin

Group Manager Infrastructure Services

Uralla Shire Council | PO Box 106 Uralla NSW 2358

P: 67786331 M: 0400 799 309

mmclindin@uralla.nsw.gov.au | www.uralla.nsw.gov.au



Geographical
Names Board

Geographical Names Board of NSW Policy

Place Naming

July 2019

ISSN: 2206-6373 (Online)



Title: Geographic Names Board of NSW Policy
ISSN: 2206-6373 (Online)
Subjects: Place names, naming, geographical, policies

Other Authors/Contributors: Geographical Names Board (NSW)

Copyright



© Crown in right of New South Wales through the Geographical Names Board of New South Wales, 2018. This copyright work is licensed under a Creative Commons Australia Attribution 3.0 licence.
<http://creativecommons.org/licenses/by-nd/3.0/au/>

Disclaimer

This information is correct at the date of publication; changes after the time of publication may impact upon the accuracy of the material.

Any enquiries relating to this publication, may be addressed to the Geographical Names Board
E: SS-GNB@customerservice.nsw.gov.au

Geographical Names Board of New South Wales

PO Box 143

Bathurst NSW 2795

T: 6332 8214 (Int: +612 6332 8214)

E: SS-GNB@customerservice.nsw.gov.au

W: www.gnb.nsw.gov.au

DCS P18/10/077

Document Control

Version and amendment table

Date	Version	Amendments	Authorised
23 April 15	1.0	First draft	B Hirst / B Goodchild
12 Nov 15	2.0	First circulation to members	B Hirst / B Goodchild
20 Dec 15	3.0	Amended based on GNB feedback	B Hirst / B Goodchild
8 March 16	3.1	Aboriginal policy updated based on feedback received.	B Hirst / B Goodchild
10 March 16	4.0	Formatted for document consistency	B Hirst / B Goodchild
18 March 16	5.0	Amended based on March GNB meeting	B Hirst / B Goodchild
19 April 16	5.1	Minor amendments and changes accepted	B Hirst / B Goodchild
2 May 16	6.0	Amendments based on Secretariat input	B Hirst / B Goodchild
6 May 16	6.1	New section on changing names	B Hirst / B Goodchild
May 17	6.2	Update to section 6.1 and 11.1	N Underwood
Sep 18	6.3	Update branding	N Underwood
4 Jul 19	6.4	Update to section 10.2	N Underwood

Repeals and Review

The policies identified in this document are consistent with national and international best practice. They repeal all existing Geographical Names Board of NSW (GNB) policies and guidelines in respect to geographical naming in NSW, apart from those included in the NSW Addressing User Manual, which are complementary to these policies. They do not apply retrospectively, and any arrangements that predate these rules are not necessarily subject to its terms.

Recognition of any existing NSW geographical name that does not conform to these policies does not establish a precedent for any future naming proposal.

This document is to be revised annually or as required. Where minor changes are required, the GNB must ensure the version number is updated. However, where changes in legislation or operating environment result in substantive rewriting of the document, the sponsor must create a new document and ensure it is entered into TRIM (electronic file management system). This will ensure the integrity of the original document.

Contents

1. Scope	1
2. Responsibilities	1
3. Glossary	1
4. Introduction	2
5. Legislation and Authority	2
6. Policy – Universal Naming Principles	3
6.1 Language	3
6.2 Form and Character of names	4
7. Policy – Commemorative names	4
7.1 Personal Names	4
8. Policy – Duplication of names	4
8.1 Duplication of place names	5
8.2 Place names other than localities	5
9. Policy – Place Naming Process	6
9.1 General	6
9.2 Selection of names	6
9.3 Changing names	7
9.4 Correct designation values	7
9.5 Council resolutions to identify community support	7
9.6 Naming of Cross Border Features	7
9.7 Referring names to Local Government	7
9.8 Generic reserve names	8
9.9 Use of the name Anzac	8
9.10 Naming of facilities within reserves	8
9.11 Renaming of reserves	8
9.12 Naming of properties and homesteads	9
10. Policy – Recognition and use of Aboriginal names	9
10.1 Background	9
10.2 Recognition and use of Aboriginal names	9
11. Policy – Infrastructure	10
11.1 Railway stations	10
11.1.1 Other infrastructure	10
11.2 Bridge Naming	11
Bibliography	12

1 Scope

This policy applies to the operations of the GNB and its Secretariat.

2 Responsibilities

Geographical Names Board

The GNB is responsible for the governance of this policy.

Department of Customer Service (DCS)

DCS is responsible for the administrative management, technical support and promotion of the policy under the auspices of the GNB.

3 Glossary

Act	<i>Geographical Names Act 1966 No 13</i>
CGNA / PCPN	Committee of Geographic Names of Australasia – now renamed the Permanent Committee on Place Names. Part of ICSM
GNB / Board	Geographical Names Board of NSW as constituted under the Act
DCS	Department of Customer Service
Gazetteer	List of geographical names. In NSW the Geographical names gazetteer is stored in the Geographical Names Register database.
Geographical name	The name of a place as determined by the provisions of the Act and been notified in the Gazette as a geographical name, but does not include a name which has ceased to be a geographical name under the Act.
GNB (the GNB)	Geographical Names Board as constituted under the Act
ICSM	Intergovernmental Committee on Surveying and Mapping
Place	Defined by the Act as <i>'any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the Local Government Act 1993) or area of operations of a county council (within the meaning of that Act), any electoral district under the Parliamentary Electorates and Elections Act 1912, any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations.'</i>
Recorded name	Defined by the Act as <i>'the name of a place as it appears on a Lands Department map or, where the name of a place appears differently on two or more such maps, the name of that place as it appears on whichever of those maps was published later than the other or others.'</i>
Road / Road Naming Authority	Road and Road Naming Authority are defined under the <i>Roads Act 1993</i> and summarised in section 5.3 of the <i>NSW Address policy</i>
Secretariat	GNB secretariat appointed in accordance with section 4 of the Act
Spatial Services	A division of the Department of Customer Service (DCS). Spatial Services is the government body responsible for the implementation of the Geographical Names Act.

4 Introduction

Consistent use of accurate place names is an essential element of effective communication worldwide, and supports socio-economic development, conservation and national infrastructure. (Permanent Committee on Place Names)

Department of Customer Service, Spatial Services and the GNB have statutory responsibility to establish, update, preserve and publicise place naming in New South Wales.

The *Geographical Names Act 1966* recognises the importance of unambiguous and official place names. Place names reflect the relationship between people and place and create a link that forms the basis for communication, location and addressing. Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation.

The GNB is committed to recognising our Aboriginal cultural heritage by registering place names given by Aboriginal people so that they can be assigned as geographical names alone or used alongside existing non-Aboriginal names.

The GNB is committed to open and transparent practices and procedures in the selection of place names. This document brings together the policies adopted by the GNB and enables all interested parties to understand why specific names are selected.

The policies detailed in this document are consistent with national and international policies, guidelines and practices.

5 Legislation and Authority

As set out in the *Geographical Names Act 1966* (Section 5), the GNB has the following powers and functions:

- assign names to places
- approve that a recorded name of a place shall be its geographical name
- alter a recorded name or a geographical name
- determine whether the use of a recorded name or a geographical name shall be discontinued
- adopt rules of orthography, nomenclature and pronunciation with respect to geographical names
- investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name
- the application of any geographical name with regard to position, extent or otherwise
- compile and maintain a vocabulary of Aboriginal words used or suitable for use in geographical names and to record their meaning and origin
- compile and maintain a dictionary of geographical names with a record of their form, spelling, meaning, pronunciation, origin and history
- publish a gazetteer of geographical names
- inquire into and make recommendations on any matters relating to the names of places referred to it by the Minister

The GNB may compile, maintain and publish a list of road names.

6 Policy – Universal Naming Principles

The following principles shall apply for all new geographical names in New South Wales.

6.1 Language

- 1 Geographical names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the geographical name.
- 2 Diacritical marks (symbols such as ´ in é, , in ç or : in ö) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.
- 3 Geographical names shall be easy to pronounce, spell and write, and preferably not exceed three words (including any designated term) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.
- 4 The following types of punctuation as used in Australian English shall not be included as part of a geographical name: period (.), comma (,), colon (:), semi-colon (;), quotation marks (""), exclamation mark (!), question mark (?), ellipsis (...), hyphen (-), solidus (/) and parenthesis (). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a geographical name.
- 5 An apostrophe mark shall not be included in geographical names written with a final 's', and the possessive 's shall not be included e.g. Georges River not George's River. Apostrophes forming part of an eponymous name shall be included (e.g. O'Connell Plains).
- 6 A geographical name shall not include a preposition e.g. Avenue of the Allies.
- 7 Geographical names shall not include the definite article (the) as the sole name element of a place name e.g. The Reserve is not acceptable.
- 8 A geographical name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. Point, not Pt except that St shall be used for Saint. An exception may be where an abbreviation may have become widely accepted by the community. Eg CWA for Country Women's Association.
- 9 For the purposes of consistency, names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.
- 10 A geographical name shall not include Arabic numerals e.g. 3 or 4th or Roman numerals e.g. IV or X. Where numbers are included in a geographical name they shall be written in full e.g. Fourth Top Ridge, Eleven Mile Creek.
- 11 A geographical name shall not include initials e.g. A F Wyatt Reserve.
- 12 The spelling of geographical names derived from the same source shall be uniform in spelling. e.g. Mount Kosciuszko is now spelt with z to be consistent with original spelling.
- 13 Postnominals and titles shall not be included in geographical names eg John Smith not John Smith AO. An exception is the use of 'VC'.

Justification

The principles identified above ensure consistency thereby reducing the potential for confusion. These principles are consistently applied throughout Australia and commonly adopted internationally. They also facilitate reliable electronic searching essential for navigation systems, service delivery and public safety.

6.2 Form and Character of Names

Place names shall be recognisable words or acceptable combinations of words and shall be appropriate to community sensitivities.

Discriminatory or derogatory names are not acceptable. Such names are those perceived, at a given point in time, to be offensive, demeaning, or harmful to the reputation of individuals, or to social, ethnic, religious or other groups. It is recognised that the perception of 'discriminatory' or 'derogatory' may vary through time and from place to place. In response to requests from the public, the GNB will investigate the appropriate status of any names deemed to be discriminatory or derogatory.

Commercial and business names shall not be used for geographical names, particularly where the name can be construed to be promoting a business. However, business names no longer in use which promote the heritage of an area are acceptable.

Use of club, society, association or special interest group names is discouraged. Such association may change their focus or for some reason lose community support. Community based associations, particularly those philanthropic associations, may be acceptable (eg Rotary, Lions, Apex).

7 Policy - Commemorative Names

Commemorative names are those that commemorate a person, event or place. Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names.

The person commemorated should have contributed significantly to the area around the geographic feature or locality.

When such a name is applied, it shall be given posthumously, at least one year after the decease of the person. Names of living persons are by their nature subject to partisan perception and changes in community judgement and acceptance.

Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies. Ownership of land is not in itself grounds for the application of an owner's name. Names of persons holding public office shall not be used.

Personal names, including those of persons still living, may be used for built features e.g. pavilions and grandstands etc., however these features are not formally assigned by the GNB and are not covered by the Act.

7.1 Personal Names

The names of deceased persons are suitable for the naming of reserves. Such persons shall have had a long term association with the area, or have made a significant contribution to the area of the proposed park or reserve. To assist local governments in determining the suitability of a name the GNB offers the following guidelines regarding association or contribution:

- Two or more terms of office on the governing local government council.
- Twenty or more years association with a local community group or service club.
- Twenty or more years of association or service with a local or state government or organisation.

- Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community.
- The death of a person within a place is not solely to be considered sufficient justification for commemoration.
- Local residents of note.

Justification

Using the name of a living person is unacceptable (nationally and internationally) as it may lead to favouritism and/or inappropriate naming. There are examples where people commemorated have later proven to be of poor character or otherwise thought to be unworthy.

8 Policy - Duplication of names

8.1 Duplication of place names

In accordance with the NSW Addressing User Manual (6.8.1 Uniqueness, Duplication), no new locality name shall be duplicated within NSW or any other state or territory in Australia.

Duplication includes identical or similar spelling and/or pronunciation.

8.2 Place names other than localities

Uniqueness is the most essential quality to be sought in proposing a new place name. Duplication should be avoided wherever possible, but new place names may be duplicated provided there is no duplication of the name within the local government or adjoining local government.

Place names with a different designation value are not considered to be duplications. For example, Jenolan River and Jenolan Caves are acceptable.

The GNB encourages efforts by local governments to change or modify duplicate names wherever ambiguity or confusion is likely to occur. Such name changes should be coordinated with the GNB.

Justification

The purpose of place names is primarily to provide unambiguous direction and reference to identify geographical entities. Duplication of locality names is to be avoided because of the confusion this will cause, particularly in the dispatch of emergency services, which is now often coordinated from call centres. Duplication of locality names used for addressing purposes can result in delays in arrival of essential services.

Duplication can also cause personal difficulties such as failed parcel and service delivery and difficulty for tourists and visitors.

Where duplication occurs inter State or Territory, the respective authorities should liaise in order to attempt to arrive at an acceptable solution.

9 Policy – Place Naming Process

9.1 General

This policy is for the application of place names within the territories and waters of New South Wales including reserves under the management of local government.

The Department of National Parks and Wildlife Services has a separate policy for the naming of national parks under its management.

- All proposals for place naming shall conform to the GNB's Naming Principles.
- All place name proposals shall include a map or diagram clearly defining the extent of the feature proposed to be named.
- Proposals for place naming shall be submitted to the GNB for consideration and formalisation process.
- Private ownership of the land on which a geographical or physical feature is located does not confer any naming right to the land owner or manager. This is also true in respect to land under the various forms of public management, including national parks and reserves.
- Place names (excluding localities) shall not be duplicated within the same LGA or locality or in an adjoining LGA or locality.

9.2 Selection of names

- Aboriginal names are encouraged as the name to be used for any feature that currently does not have a name recognised by the GNB.
- Names acknowledging the multicultural nature of NSW are encouraged.
- Names associated with the heritage of an area are encouraged, especially the names of early explorers, settlers, naturalists, events.
- A name suggested for any place that owes its origin to the peculiarity of the topographic feature designated such as shape, vegetation, animal life etc. may be accepted.
- Gender diversity in names is encouraged.
- The multiplication of names for different parts of the same topographical feature such as a stream or mountain range shall be avoided, and the one name applied to a stream or mountain range throughout its entire length. However, an Aboriginal name may apply to a limited section of a feature.
- The naming of forks, arms and branches of a river as North Branch and South Branch is not supported. Unique names shall be assigned to river branches.
- When a choice is offered between two or more names for the same place, locality or feature, all supported by local usage, the GNB may adopt one of such names as is considered appropriate in accordance with its principles and policies.
- The use of cardinal points of the compass as a prefix or suffix to an existing name shall not be used.
- The changing of long established place names is to be avoided except where necessary to avoid ambiguity or duplication.
- The GNB may approve a first or given name as part of a geographical name only where it is necessary to appropriately honour the person referred to or where it is necessary to avoid ambiguity.

9.3 Changing names

Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original. Changes are discouraged unless the change has been deemed to be in the public interest or for safety reasons. Changing well established names can lead to address or location confusion, especially to electronic navigation services.

9.4 Correct designation values

The GNB has compiled a Glossary of Designation Values in the Geographical Names Register in order to assist in determining the correct designator to be applied to place names at the time of naming.

New names proposed for place names shall include the designation value appropriate to the nature of the feature.

The Glossary of Designation Values is attached as Appendix A.

9.5 Council resolutions to identify community support

When Council submit a naming proposal, it should be supported by a Council resolution. Council should also supply evidence that they have sought community feedback on the proposal. This could include advertising and inviting comment using:

- Local newspapers.
- Relevant web site.
- Local council facilities (eg offices, libraries etc).
- Notices to residents in the area surrounding the feature of the proposed name.
- Notices to local progress associations.

9.6 Naming of Cross Border Features

The name for any feature that crosses the State boundary shall be the same on both sides of that boundary. The basis for the selection of a name for such a feature should be the consensus between relevant authorities. Primary responsibility for obtaining consensus should rest with the authority within which the majority of the feature is located. Any matters regarding naming or renaming of features that cross the state border shall be referred to the Cross Border Commission.

9.7 Referring names to Local Government

Where a submission proposing a name is received by the Secretariat, that submission must be referred to the relevant Local Government and the submitter notified of this action.

9.8 Generic reserve names

The GNB has classified a number of reserve names as “generic”, and when one of these names is proposed it shall also include the name of the locality within which the reserve is located. For example, Volunteer Park is a generic name, and if this name is proposed in Muswellbrook, it shall be proposed as Muswellbrook Volunteer Park.

The following park names have been classified as “generic” by the GNB

ACACIA PARK	ANZAC PARK
APEX PARK	BI-CENTENARY PARK
BI-CENTENNIAL PARK	CENTENARY PARK
CENTENNIAL PARK	CENTRAL PARK
CIVIC PARK	GALLIPOLI PARK
HERITAGE PARK	JUBILEE PARK
KINGS PARK	LIONESS PARK
LIONS PARK	MEMORIAL PARK
OLYMPIC PARK	PEACE PARK
PIONEER PARK	PRESIDENT PARK
PRINCE PARK	PRINCESS PARK
QUEENS PARK	QUOTA PARK
REMEMBRANCE PARK	RIVERSIDE PARK
ROTARY PARK	SESQUI CENTENARY PARK
SESQUI CENTENNIAL PARK	VOLUNTEER PARK
WAR MEMORIAL PARK	

9.9 Use of the name Anzac

The use of the name Anzac is protected by Commonwealth regulations, and may only be used for the naming of a road or park in which, there is situated a public memorial relating to the war which commenced on the fourth day of August 1914, or the war which commenced on the third day of September 1939. (Commonwealth ‘Protection of the word ‘Anzac’ regulation.’)

9.10 Naming of facilities within reserves

Facilities within an officially assigned reserve, such as a pavilion, grandstand, garden, buildings etc. may also be named according to this policy, but do not require the formal approval of the GNB. However, the GNB shall be notified of such names to ensure the name, position and origin is recorded in the Spatial Services’ Digital Topographic Database and the name shown on maps, where relevant.

9.11 Renaming of reserves

Names chosen for reserves are expected to be enduring, and the renaming of these features is confusing and disruptive and is discouraged. If the renaming of a reserve is proposed, evidence of community support for the name change must be provided. The GNB will then evaluate the merits of the proposal before making a decision.

9.12 Naming of properties and homesteads

The GNB does not officially assign names of properties or homesteads. However names of properties and homesteads may be recorded in the NSW Digital Topographical Database (DTDB).

10 Policy – Recognition and use of Aboriginal names

10.1 Background

The names we give to places convey their significance through a sense of history, identity and connection between people and a place. The land is seamless with spirituality and identity for Aboriginal people. A key manifestation of this connection are the names given to features on the land that relate to the ancestors, histories, law and lore of its people.

For Aboriginal people connection with 'Country' is intrinsically connected to identity. Country is the area where an Aboriginal community is connected by language, cultural practices and long held relationships between people and the land. Countries are said to own people whereas for non-Aboriginal people land is owned through a range of legal titles. Country and people are inseparable for Aboriginal communities.

This policy is designed to encourage and promote recognition of Aboriginal place names and to foster the more frequent and official use of these names, particularly for places where the names have not been assigned as geographical names. The policy also provides, where it is possible, for the reinstatement of an Aboriginal place name through the dual naming process.

The NSW Government is committed to continuing the recognition of our Aboriginal cultural heritage by registering the original place names used by Aboriginal people to identify geographical features. Where a feature is identified by a non-Aboriginal name and that name is well established, an Aboriginal name put forward for the feature can be assigned as a dual name and sit alongside the existing non-Aboriginal name.

The GNB prefers the use of Aboriginal names for geographical features. Where a feature currently has a non-Aboriginal name, it may be considered for a dual name provided that documentary or oral evidence of the Aboriginal name is provided.

10.2 Recognition and use of Aboriginal names

- Aboriginal place names are preferred for the name of any place that does not have an assigned geographical name.
- Prior to submitting an Aboriginal name for consideration by the GNB, the proponent should consult the Local Aboriginal Land Council and Aboriginal communities on all matters concerning Aboriginal place names occurring in their area of current occupation and traditional association, in line with self-determination policies. This includes any proposals to assign new names, alter spellings of existing names or assign dual names.
- A name nominated by a Local Government Council will not be accepted by the GNB unless the Local Aboriginal Land Council and relevant Aboriginal communities have been consulted. The GNB Secretariat can provide guidance.
- Aboriginal place names which have been assigned as geographical names shall not be amended in form, spelling, extent or position without the consent of the relevant Local Aboriginal Land Council or Community.
- A dual naming system may be used for the naming of a physical and environmental place[s] of significance to the local Aboriginal Land Council or Community when a non-Aboriginal assigned geographical name already exists. Dual naming shall not apply to localities, towns or roads.

- A dual name can only be assigned where there is plausible historical evidence in the form of documentary or oral sources, that the feature has an existing Aboriginal name and that some authority or authenticity can be attributed to the source or sources for the form, origin, spelling, history and meaning of the name. The name cannot be a new name assigned for the purpose of a tribute etc.
- Signs or notices explaining the origins of Aboriginal place names should also identify the name of the language group from which the name originated. For example, the name '...!'... means '.....' from the '....' Aboriginal language group.
- The GNB endorses and supports the Permanent Committee on Place Names "Guidelines for the Use of Aboriginal and Torres Strait Islander Names" which is included in the PCPN's "Guidelines for the Consistent Use of Place Names".
- The GNB does not have a role in the determining naming, spelling or determination of boundaries of Aboriginal Countries or Nations.

11 Policy - Infrastructure

11.1 Railway Stations

Railway stations shall be named after its locality or area of interest unless to do so would lead to a duplicated station name. In these cases a name that identifies the area or location of the station should be used. For example Town Hall Station and Martin Place Station are situated in Sydney where multiple stations are in one locality.

Justification

Railway station names assist in location and navigation and are particularly important for visitors and other travellers.

11.2 Other infrastructure

The GNB does not have specific statutory responsibility for formally naming infrastructure (other than Railway Stations and Post Offices), schools, private estate names or building names.

Nevertheless, naming any prominent feature should follow the accepted practice for naming as detailed in this policy.

Justification

Infrastructure such as buildings and sporting facilities are generally not used for addressing purposes however there is a high likelihood that they may be used for location including emergency services. Unique names for all infrastructure will assist in ensuring their location for emergency services.

11.3 Bridge Naming

The GNB does not name bridges, however, it encourages all bridge naming to follow the guidelines as set out in this policy.

The naming of bridges and other structures on roads does not have a formal legislative basis. However, the same procedures for road naming applies to bridges and other road infrastructure:

- RMS is responsible for the naming of bridges and other structures on freeways.
- Local councils initiate the naming of bridges on local, regional and state roads (other than freeways). RMS to approve these proposals.

RMS will approve a naming proposal for a bridge or structure provided that:

- The name has wide community support.
- An Aboriginal name has the support of local Aboriginal groups.
- Consideration has been given to National and State commemorative initiatives involving the naming of new or key road infrastructure.
- The name is consistent with GNB place name criteria.
- The design of the name plaque accords with RMS requirements.

Bibliography:

Corporate GIS Consultants, *Geographical Names Board Strategic Planning Workshop – Final Draft Report*, 3 November 2010

Geographical Names Act 1966 No 13 (NSW), NSW Legislation, viewed 13 April 2015, and March and April 2016 <http://www.legislation.nsw.gov.au/maintop/view/inforce/act+13+1966+cd+O+N>

Government Information (Public Interest) Act 2009 No 52 (NSW), NSW Legislation, viewed 13 April 2015, <http://www.legislation.nsw.gov.au/maintop/view/inforce/act+52+2009+cd+O+N>

Government Sector Employment Act 2013 No 40 (NSW), NSW Legislation, viewed 21 April 2015, <http://www.legislation.nsw.gov.au/maintop/view/inforce/act+40+2013+cd+O+N>

NSW Addressing User Manual 2015, Geographical Names Board, viewed 1 October 2015, http://www.gnb.nsw.gov.au/__data/assets/pdf_file/0007/199411/NSW_addressing_user_manual_online.pdf

ACT. *Place Name Policies & Processes*
http://www.planning.act.gov.au/tools_resources/place_search/place_names/place_name_policies

CGNA *Guidelines for the Consistent Use of Place Names*
http://www.icsm.gov.au/cgna/consistent_place_names_guidelines.pdf

Victoria. *Guidelines for Geographic Names 2010*
<http://www.dtpli.vic.gov.au/property-and-land-titles/naming-places-features-and-roads/guidelines-for-naming-or-proposing-to-name-or-rename-a-place>

Western Australia. *Policies and Standards for Geographical Naming in Western Australia*
[http://wwwO.landgate.wa.gov.au/docvault.nsf/web/PS_LD/\\$file/GNCommittee.pdf](http://wwwO.landgate.wa.gov.au/docvault.nsf/web/PS_LD/$file/GNCommittee.pdf)

Northern Territory. *Policies, Procedures, Rules, Guidelines*
<http://www.placenames.nt.gov.au/policies/guidelines>

South Australia
<https://www.sa.gov.au/topics/housing-property-and-land/local-government/suburb-road-and-place-names/geographical-names-guidelines>

Tasmania. *Rules for Place Names in Tasmania*
<http://dpiptwe.tas.gov.au/Documents/Place-names.pdf>

Queensland. *Naming Principles*
<http://www.qld.gov.au/environment/land/place-names/naming/principles/>

New Zealand. *Frameworks of the New Zealand Geographic Board*
http://www.linz.govt.nz/system/files_force/media/placenames-attachments/01%20Frameworks%20v7%20-%202015-04-29.pdf

UNGEGN. *Manual for the National Standardization of Geographical Names*
http://unstats.un.org/unsd/publication/seriesm/seriesm_88e.pdf

United States of America. *Principles, Policies and Procedures: Domestic Geographical names*
http://geonames.usgs.gov/docs/pro_pol_pro.pdf

Canada. *Principles and Procedures for Geographical Naming*
http://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/earthsciences/pdf/gnames/BoardC_english_accessible.pdf

Alberta. *Geographical Names Manual*
<http://culture.alberta.ca/documents/Designation-Geographical-Names-2012.pdf>

British Colombia. Geographical Naming Principles, Policies and Procedures

<http://geobc.gov.bc.ca/base-mapping/atlas/bcnames/files/GeogNamingPolicy.pdf>

Ontario. Principles of Geographic Naming

<https://www.ontario.ca/document/geographic-naming-principles-and-procedures>

Protection of the word 'Anzac' regulation (Commonwealth), Federal Register of Legislation, viewed 18 March 2016, <https://www.legislation.gov.au/Details/F2004C00015>

Quebec Commission de toponymie. Normes et procedures

<http://www.toponymie.gouv.qc.ca/ct/english.aspx>

Appendix A



**Geographical
Names Board**

Glossary of designation values in the Geographical Names Register

ISSN 2201-8514

www.gnb.nsw.gov.au

July 2019

ABORIGINAL RESERVE

Crown land set aside for Aborigines, where they may continue their traditional lifestyle away from the influence of white Australians and access to which is controlled by federal or state authorities or by Aboriginal Land Councils.

AERODROME

All licensed aerodromes and government aerodromes maintained by the Federal Airports Corporation, other than those designated 'airports'.

AIRFIELD

A landing or taking-off area for aircraft.

AIRPORT

An aerodrome that handles regular schedules of passengers and freight.

AMPHITHEATRE

Basin shaped hollow, particularly one having steep sides. Considerable variation in size.

ANABRANCH

A distributary of an anastomosing river which links up with other distributaries and sometimes with the parent stream.

ARM

A comparatively long, narrow and natural waterway extending from a larger body of water.

ARTESIAN BORE

A hole bored perpendicularly into strata, producing a constant supply of water at the surface without pumping.

BACKWATER

A body of stagnant water connected to a river.

BASIN

1. The tract of country drained by a river and its tributaries, or which drains into a particular lake or area.
2. A circumscribed formation in which the strata dip inward from all sides to the centre; the stratified deposit, especially of coal, lying in such a depression.
3. An area of water limited in extent and nearly enclosed by structures alongside which vessels can lie. A non-tidal basin is one closed by caisson of gates to shut off from open water, so that a constant level of water can be maintained in it. Also called a 'wet dock'. A tidal basin is one without gates in which the level of the water rises and falls with the tide. Sometimes called an 'Open Basin'.

BAY

A well-marked indentation made by the sea or a lake into a coastline, whose penetration is in such proportion to the width of its mouth as to contain land locked waters and constitutes more than a mere curvature of the coast.

BEACH

The sloping shore along a body of water that is periodically washed by waves or tides and is usually covered with sand or gravel.

BIGHT

A crescent-shaped indentation in the coastline usually of large extent and not more than a 90 degree sector of a circle. See 'Bay' and 'Gulf'.

BILLABONG

An efflux from a stream, usually an old bend in the stream, which has been cut off by erosion and deposition. When the fall of a stream is only a few centimetres per kilometre channel is usually incapable of clearing flood waters, which overflow into this efflux. As the water recede the efflux or billabong becomes a pool or a series of pools, which in dry periods may completely dry up.

BLUFF

A spur or ridge terminating in a steep, rocky face.

BORE

A deep vertical hole of a small diameter drilled to obtain water. Designation includes 'Artesian Bore'.

BOUNDARY

That which serves to indicate the limits of a particular area. Various types of boundaries which may be encountered are:

1. UNCLASSIFIED BOUNDARIES; those drawn by the compiler prior to classification to delineate a change in surface characteristics.
2. INTERNATIONAL BOUNDARIES; those defining the territorial sovereignty of a country.
3. STATE OR TERRITORY BOUNDARIES; those defining the major administrative or political divisions within a country.
4. ADMINISTRATIVE AREA BOUNDARIES; those defining areas of common local or regional administration.
5. PROHIBITED AREA BOUNDARIES; those defining the limits of an area into which entry is prohibited, without prior permission from a controlling authority, for security or safety reasons.

BREAKWATER

A natural or artificial structure along a coast capable of checking the force of the waves, thereby reducing beach erosion. The designation includes 'groyne', 'training wall' and 'levee'. The latter two are to restrict rivers to a defined course.

BROOK

A small stream or rivulet.

BUTTE

A small residual of a mesa. The level top being the upper surface of the hard stratum but little lowered by erosion. The slopes on all sides are escarpments and its maximum horizontal dimension in any one direction is about 400 metres.

BUTTRESS

A very steep spur projecting from a hill, mountain, plateau, range etc., having the appearance of supporting it.

CAMP

A place where tents, cabins, etc. are erected for the use of military troops, etc.

CANAL

A large artificial watercourse used for irrigation or navigation.

CANYON

A gorge, relatively narrow but of considerable size, bounded by steep slopes. It has often been formed by a river cutting through the soft rocks of an arid region; the scantiness of the rainfall prevents denudation of the canyon walls, and so maintains their steepness. The walls of a large canyon, however, rarely approach the vertical, and their irregularity of slope is due to inequalities in the hardness of the rock.

CAPE

A piece of land jutting into the sea; a projecting headland or promontory.

CATCHMENT AREA

The region which drains all the rain water that falls on it, apart from that removed by evaporation, into a river or stream, which then carries the water into the sea or a lake; it may thus coincide with the 'River Basin'. Its boundary is defined by the ridge beyond which water flows in the opposite direction - away from the basin.

CAUSEWAY

A raised roadway of solid structure built across low or wet ground or across a stretch of water.

CAVE

A hollowed-out chamber in the earth, especially a natural cavity with an opening to the surface.

CEMETERY

A place or area for burying the dead.

CHANNEL

1. An artificial watercourse used for drainage or irrigation purposes.
2. A comparatively deep and narrow waterway affording a passage for vessels. The waterway may be natural or dredged and can occur in a river, harbour or sea.

CHASM

A particularly narrow portion of a gorge or ravine where the width is notably exceeded by the depth and the sides are vertical or nearly so.

CITY

A centre of population, commerce and culture with all essential services; a town of significant size and importance, generally accorded the legal right to call itself a city under, either, the Local Government Act, the Crown Lands Act or other instruments put in place by government.

CIVIC PLACE

A pedestrian area or open space, especially a square or plaza, within an urban environment which is frequented by citizens for a variety of purposes including public activities. It may be a place of commemoration. It does not include areas specifically created for commercial or business purposes. It is not to be used in an official address.

CLEARING

An area of ground within a forest, where less than 15% of the ground is covered by trees or scrub. Clearings within areas of dense vegetation may be manmade or naturally occurring.

CLIFF

A perpendicular or steep face of rock considerable in height, either inland or along the coast.

COLLEGE

An establishment for technical or vocational education usually post secondary.

COMMON

A tract of land which belongs to the local community as a whole, and is open to common use.

COUNTY

Territorial division of the state for administrative purposes.

COVE

A small indentation in a coast, usually sheltered.

COWAL

A small lake or dam.

CRATER

A bowl shaped cavity, in particular, at the summit or on the side of a volcano. And from which smoke and steam may emanate if the volcano is active. Craters of extinct volcanoes may contain crater lakes. The word crater is applied to other depressions especially those caused by the fall of large meteorites onto the earth's surface. Volcanic craters are sometimes called calders.

CREEK

A natural watercourse that is usually a tributary of a river or another creek. It may be perennial or non-perennial and in some areas its course may become indefinite or even peter out.

CROSSING

A place where a street, railway, stream, etc., may be crossed.

CUTTING

An open excavation through high ground, generally for a transportation system.

DAM

1. A barrier built across a stream to impound its water for any purpose.
2. An earthen structure built to contain water for stock purposes.

DEPRESSION

A depressed or sunken place.

DESERT

An almost barren tract of land in which precipitation is so scanty or spasmodic that it will not adequately support vegetation.

DIP

A place for controlling ticks on cattle.

DISTRICT

1. Territory marked off for special administrative purposes.
2. A tract of country, up to about 1600 sq. kms in area, distinguished by certain common characteristics, natural or cultural.

DOCK

An artificial structure in which ships are built or repaired.

DRAIN

A channel, man made or natural, by which liquid is drained or gradually carried away.

DUNES

Mounds or ridges of sand formed, either in a desert or along the sea coast, through transportation by the wind.

ESCARPMENT

A more or less continuous line of cliffs or steep slopes terminating any generally level upland surface, and is due to erosion or faulting.

ESTUARY

The tidal mouth of a river, where the tide meets the current of fresh water; more commonly, an arm of the sea at the lower end of a river.

FALLS

A sudden, more or less perpendicular, descent of water over a natural step in the bed of a river or stream.

FAULT

A fracture in the earth's crust along which movement has taken place, and where the rock strata on the two sides therefore do not match.

FLAT

A relatively level piece of ground within an area of greater relief; a tract of country without hills and smaller than a plain. In river valleys they may be Valley or River Flats, along the foreshores and subject to tidal action they are Tidal Flats and according to the nature of the surface they may be Mud, Stony or Sandy Flats.

FLORA RESERVE

Crown land set aside for the protection of flora, and access to which is controlled by federal or state authorities.

FORD

The shallow part of a stream or other body of water, where it may be crossed by vehicle or by wading. The crossing may be natural or improved, but not by bridging.

FOREST

An area of land proclaimed to be a forest under a Forest Act.

GAOL

A place for the confinement of persons convicted and sentenced to imprisonment or of persons awaiting trial.

GAP

A low point or opening between hills or mountains or in a ridge or mountain range.

GLEN

A narrow, wooded valley with a stream flowing at its bottom. Its sides being generally steep.

GOLF COURSE

An area of ground laid out for the playing of golf.

GORGE

A valley deep in proportion to its width, usually with precipitous or very steep sides. Generally a feature of some magnitude, relative to the surrounding base.

GRADIENT

A noteworthy gradient inclination or slope of the surface of the ground on the side or end of an elevated relief feature.

GRAVEYARD

A place for graves; a burial ground, esp. a small one or one in a churchyard.

GULF

Large valleys in mountain ranges OR an area of sea partly enclosed by land; usually of larger extent, and greater relative penetration than a bay, that is, Gulf of Carpentaria.

GULLY

A natural watercourse formed in the earth's surface, especially a hillside, by the action of water. It only carries water after rain and its sides are generally steep. Usually one of the smallest branches of a drainage system, and often associated with erosive action.

HARBOUR

A natural or artificially improved stretch of water where vessels can anchor or secure to buoys or alongside wharves etc and obtain protection from sea and swell. The protection may be afforded by natural features or by artificial works. The place may be provided with terminal and transfer facilities for loading and discharging cargo or passengers.

HEAD

A comparatively high promontory of land projecting into the sea with a steep face. An un-named head is usually described as a 'Headland' when a specific name is assigned, it becomes a 'Head'.

HEADLAND

A narrow area of land jutting out into a sea, lake, etc.

HILL

A small portion of the earth's surface elevated above its surroundings, of lower altitude than a mountain. Generally its altitude is less than 300 metres above the surrounding country but this can change in areas of low relief.

HILLOCK

A small hill or mound.

HISTORIC AREA

An area or precinct containing no or minimum present activity, but which at one time was an area of recognised name and purpose.

HISTORIC SITE

A specific place or site which has at one time been the site of an event or purpose.

HISTORICAL LOCALITY

An area or precinct containing no or minimum present activity, but which at one time was an area of recognised name and purpose.

HISTORICAL RECONSTRUCTION

An area or precinct which at one time was an area of recognised name and purpose and has now been redeveloped to recognise its past.

HOLE

An area hollowed out in or an opening in the ground.

INLET

A narrow indentation in the coastline or in the lake or river by which the water penetrates into the land.

ISLAND

A piece of land usually completely surrounded by water.

ISLET

A comparatively small insular landmass. Smaller than an Island but larger than a Cay.

KNOB

Rounded projection from a surface.

KNOLL

A small rounded Hill.

LAGOON

An enclosed area of water separated from the open sea or from a stream by some more or less effective, but not complete, obstacle such as low sandbanks.

LAKE

An extensive sheet of fresh or saltwater, natural or artificial, enclosed or nearly enclosed by land. It may or may not have in and out-flowing water, and in dry areas may even dry up at times.

LAKE BED

The area of a lake which is under water or once was under water.

LANDING PLACE

The act of coming to land. A place of disembarkation.

LANDMARK

A prominent or well known object in or feature of a particular landscape. A boundary marker. A large continuous area of land, as opposed to seas or islands.

LANDSCAPE FEATURE

This designation is used for a feature of the landscape, whether natural or cultural, which does not fit comfortably in any other designation and the number (actual and expected) of such places in NSW does not warrant a specific separate designation.

LIGHTHOUSE

A distinctive structure on or off the Coast, exhibiting a major light designed to serve as an aid to navigation.

LOCALITY

A bounded area within the landscape that has a 'Rural' Character.

LOCK

A section of a canal or river that may be closed off by gates to control the water level and the raising and lowering of vessels that pass through it.

LOOKOUT

A natural scenic viewpoint on elevated ground. Works or structures within the immediate vicinity of the view point improving the safety, amenities or view may be evident.

LOOP

A railway branch line which leaves the main line and rejoins it after a short distance.

MARINA

A docking facility for yachts and other pleasure boats accessible for private patrons only.

MARSHES

Low poorly drained land that is sometimes flooded and often lies at the edge of lakes etc.

MESA

A flat table-like upland, which falls away steeply on all sides (escarpments). It is larger in area than a 'butte' but smaller than a 'plateau'.

MONOLITHS

Large block of stone or anything that resembles one in appearance, intractability, etc. A statue, obelisk, column, etc, cut from one block of stone, A large hollow foundation piece sunk as a caisson and filled with concrete.

MOOR

A tract of unenclosed ground, usually covered with heather, coarse grass, bracken, and moss.

MOUNT

A natural elevation of the earth's surface rising more or less abruptly from the surrounding level, and attaining an altitude which, relative to adjacent elevations, is impressive or notable. In general the elevation of a mountain is more than 300 metres from foot to summit, but this distinction is arbitrary. For reasons of euphony and local usage 'Mount' is usually used when the generic term precedes the specific term and 'Mountain' when it succeeds it.

MOUNTAIN

A large natural elevation of the earth's surface.

MOUNTAIN LAKES

A lake created by an extinct volcanic crater.

MOUNTAIN PEAK

A prominent point of a hill or mountain. The separately named summits on a range of hills or mountains.

MOUNTAIN RANGE

A series or line of mountain or hill ridges with or without peaks, in which the crests are relatively narrow. Its minimum length is about 16 kilometres.

NAVAL ESTABLISHMENT

An institution, pier or building specially designed and equipped for use by the Navy.

NECK

A narrow strip of land; peninsula or isthmus.

NEIGHBOURHOOD

The immediate environment; surroundings. A district where people live. The people in a particular area. Living or situated in and serving the needs of a local area.

OBSERVATORY

An institution or building specially designed and equipped for observing meteorological and astronomical phenomena. Any building or structure providing an extensive view of its surroundings.

OCEAN

A very large stretch of sea. The vast body of water on the surface of the globe that surrounds the land.

PARISH

Territorial division of the state for administrative purposes.

PASS

A depression or gap in a range of mountains or hills permitting easier passage from one side to the other.

PASSAGE

A comparatively deep and narrow waterway affording a passage for a vessel.

PEAK

A prominent point of a hill or mountain. The separately named summits on a range of hills or mountains.

PENINSULA

A piece of land almost surrounded by water, especially one connected with the mainland by only a narrow neck of land or isthmus.

PICNIC AREA

A location to which people bring food to be eaten in the open air.

PINNACLE

The highest point. A towering peak, as of a mountain.

PIT

A large usually deep opening in the ground.

PLAIN

A tract of country the general surface of which is comparatively flat or slightly undulating. In extent generally not less than 2,500 hectares and sparsely, if at all timbered.

PLATEAU

An elevated tract of comparatively flat or level land, having a large part of its total surface at or near the summit level. Its local relief may be very great in cases where it is cut by gorges, or it may have a small local relief like a plain in cases where erosion has not been severe. Its minimum horizontal dimension in any direction generally exceeds 1.6km.

POINT

A location, spot, or position. Point of land. A small promontory.

POND

A pool of still water, often artificially created.

POOL

A small body of still water, usually fresh. A deep part of a stream or river where the water runs very slowly.

PORT

A town or place alongside navigable water with facilities for the loading and unloading of ships.

POST OFFICE

A local office for receiving, distributing and transmitting mail, providing telecommunication services etc.

POWER STATION

An electrical generating station.

PRISON

A place to which persons are legally committed, either while awaiting trial or for punishment.

PUBLIC WATERING PLACE

An artificial waterhole.

RACECOURSE

A place which has been licensed by government for the holding of horse races.

RAILWAY

A permanent track composed of a line of parallel metal rails fixed to sleepers for transport of passengers and goods in trains.

RAILWAY CUTTING

An excavation in a piece of high land for a railway.

RAILWAY LOOP

A short branch off a railway track, often connected at both ends to the main track where trains can pass on a single line stretch of railway. In some cases freight may be handled at these sidings. This designation includes 'Railway Siding'.

RAILWAY SIDING

A short branch off a railway track, often connected at both ends to the main track where trains can pass on a single line stretch of railway. In some cases freight may be handled at these sidings. This designation includes 'Railway Loop'.

RAILWAY STATION

A structure beside a railway line with facilities for passengers and freight.

RAMP

An area set aside for the launching of small water craft, usually paved.

RANGE

A series or line of mountain or hill ridges with or without peaks, in which the crests are relatively narrow. Its minimum length is about 16 kilometres.

RAPIDS

Portions of a stream with accelerated current where it descends rapidly without a break in the slope of the bed sufficient to form a waterfall.

RAVINE

A deep narrow steep sided valley.

REACH

A comparatively straight part of a river or channel between two bends.

REEF

A ridge of rocks or coral lying near the surface of the sea, which may be visible at low tide, but is usually covered by water.

REGION

A region is a relatively large tract of land distinguished by certain common characteristics, natural or cultural. Natural unifying features could include same drainage basin, similar landforms, or climatic conditions, a special flora or fauna, or the like. Cultural determining features could include boundaries proclaimed for administrative purposes, common land use patterns etc.

REGULATOR

Any of various mechanisms or devices such as a governor valve, for controlling fluid flow, pressure, temperature, etc.

RESEARCH STATION

An institution, farm or building specially designed and equipped for carrying out agricultural research.

RESERVE

An area proclaimed to be a public reserve by government legislation.

RESERVOIR

An artificial lake or structure storing water for domestic or other uses.

RIDGE

A long and narrow stretch of elevated ground. It generally has a length less than 16 kilometres.

RIFLE RANGE

An area used for target practice with rifles.

RIVER

A major natural stream in a large catchment basin, carrying water to another river, a lake or the sea. Usually perennial, but not necessarily so in arid areas.

RIVER BEND

A curve in the course of a stream. This designation includes 'meander'.

RIVER CROSSING

A place where a river may be crossed.

RIVER FLAT

A relatively level piece of ground within an area of greater relief; a tract of country without hills and smaller than a plain, caused by the laying down of sediment by a river.

RIVER MOUTH

The area at which a river makes contact with the sea.

RIVULET

A small stream.

ROAD BEND

A bend in a road.

ROADS

An open way, usually surfaced with tarmac or concrete, providing passage from one place to another.

ROADSTEAD

An open anchorage for ships, which may be sufficiently sheltered to give protection from seas, usually by reefs, sandbanks, or islands.

ROCK

A prominent or isolated out crop of rock, or even a single large stone. This designation includes 'boulder' 'crag' 'needle' 'pillar' and 'tor'.

ROCK FACE

An area of exposed rock, generally in a vertical position.

RURAL PLACE

A place, site or precinct in a rural landscape, generally of small extent, the name of which is in current use.

SADDLE

A col or pass or any land form recalling in shape a saddle.

SANDBANK

A bank of sand in a sea or river that may be exposed at low tide.

SANDBAR

A ridge of sand in a river or sea, built up by the action of tides, currents, etc, and often exposed at low tide.

SANDHILL

A mound, ridge or hill of drifted sand either in a desert or along a sea coast, formed by the action of wind.

SANDRIDGE

Sand drifts in long ridges tending parallel to and elongating in the direction of the prevailing winds.

SCHOOL

An establishment for primary or secondary education created by the Education Act.

SCRUB

A vegetation consisting of stunted trees, bushes, and other plants growing in an arid area. An area of arid land covered with such vegetation.

SEA

One of the divisions of the oceans, especially if partly enclosed by land.

SHOAL

A ridge of sand or of rocks just below the surface of the sea or of a river and therefore dangerous to navigation.

SPORTSGROUND

A reserve used for sporting fixtures.

SPRING

A flow of water issuing naturally out of the ground, either continuously or intermittently.

SPUR

A minor linear projection off a range, ridge, mountain, tableland, hill or plateau being generally not more than 2 kilometres in length and decreasing in altitude from the parent feature.

STATE

A major administrative or political division within a country.

STATION

A structure beside a railway line with facilities for passengers and freight.

STEEPS

The very steep and deep sides of a mountain or high plateau.

STRAIT

A comparatively narrow passage connecting two seas or two large bodies of water.

STREAM

Small river, brook. Any steady flow of water or other fluid.

SUBURB

A bounded area within the landscape that has an 'Urban' Character.

SURF BREAK

A permanent obstruction such as a reef, bombora, rock or sandbar which causes waves to break thus making conditions conducive to surfing.

SWAMP

A tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds. This designation includes 'marsh'.

SYPHON

A tube/pipe placed with one end at a certain level in a body of water and the other in a body of water below this level.

TABLELAND

An elevated tract of land with a generally level surface of considerable extent, generally with a minimum area of 2,500 hectares.

TANK

An artificial waterhole forming a reservoir for rainwater and adjacent run-off.

TERMINAL

A reception or departure building at the terminus of a bus, sea or air transport route.

TERRACE

A level or nearly level strip of land, usually narrow and bordering the sea, a lake or river, lying between a slope upwards to hills on one side and a slope, often abrupt, downwards on the other.

TOPS

The top of a hill

TOWER

A tall usually square or circular structure, sometimes part of a larger building and usually built for a specific purpose.

TOWN

A commercial nucleus offering a wide range of services and a large number of shops, often several of the same type. Depending on size, the residential area can be relatively compact or (in addition) dispersed in clusters on the periphery.

TRACK

A formed and/or marked track that is used by people either walking, cycling or riding a horse. This designation includes 'trails'.

TRAINING WALL

See 'Breakwater'.

TRIG. STATION

A point on the ground, the geographic position of which has been determined by geodetic survey.

TUNNEL

An underground passageway, esp. one for trains or cars. Any passage through or under something.

UNIVERSITY

An institution of higher education having authority to award bachelor and higher degrees, usually having research facilities.

URBAN LOCALITY

Not now recommended, see 'Urban Place'.

URBAN PLACE

A place, site or precinct in an urban landscape, the name of which is in current use, but the limits of which have not been defined under the address locality program.

URBAN VILLAGE

A cohesive populated place in an urban landscape, which may provide a limited range of services to the local area.

VALLEY

Long depression in the land surface, usually containing a river, formed by erosion or by movements in the earth's crust. Any elongated depression resembling a valley.

VILLAGE

A cohesive populated place in a rural landscape, which may provide a limited range of services to the local area. Residential subdivisions are in urban lot sizes.

WATER AERODROME

All licenced aerodromes and government aerodromes maintained by the Federal Airports Corporation, other than those designated 'airports' which have landing facilities on water for sea planes etc.

WATER FEATURE

A feature within water.

WATER SYPHON

See 'Syphon'

WATERFALL

A sudden descent of water over a step in the bed of a stream, the fall being much steeper than in the designation 'rapids'. In place names frequently shortened to 'Fall' or 'Falls'. This designation includes 'cascade' and 'cataract'.

WATERHOLE

A natural hole or hollow containing water, often in the dry bed of an intermittent river.

WEIR

A barrier, erected across a stream to impound and raise the water level for the purpose of maintaining it at the level required for irrigation or navigation purposes.

WELL

A hole or pit dug in the ground to obtain water.

WHARF

A platform alongside of which ships may be secured for loading or unloading cargo or passengers. This designation includes 'pier', 'quay', 'jetty', and 'marina' for those marinas that only have public access.

Myles McLindin

From: Myles McLindin
Sent: Monday, 2 December 2024 4:28 PM
To: Tracey Niddrie
Subject: RE: Bridge renaming

Tracey,

Thanks very much for following this up. Much appreciated.

Thanks,

Myles McLindin

Group Manager Infrastructure Services

Uralla Shire Council
P: 67786331 M: 0400 799 309
mmclindin@uralla.nsw.gov.au

From: Tracey Niddrie <tracey.niddrie@transport.nsw.gov.au>
Sent: Friday, November 22, 2024 9:31 AM
To: Myles McLindin <mmclindin@uralla.nsw.gov.au>
Subject: FW: Bridge renaming

Hi Myles,

Please see below advice from the Senior Manager of Bridges in the North.

Recommendation is to follow GNB as I suspected.

Regards,

Tracey Niddrie

Associate Community & Safety Partner – New England Precinct
Community Partnering
Planning Integration and Customer
Transport for NSW



[Chat with me in Teams!](#)

M 0436 114 481 **E** Tracey.Niddrie@transport.nsw.gov.au
Level 1, 76 Victoria St, Grafton NSW 2460
PO Box 576 Grafton NSW 2460



**Transport
for NSW**



I work flexibly. Unless it suits you, I don't expect you to read or respond to my email outside of your normal work hours.

OFFICIAL

From: Ian Johnston <ian.johnston@transport.nsw.gov.au>
Sent: Friday, November 22, 2024 7:39 AM
To: Tracey Niddrie <tracey.niddrie@transport.nsw.gov.au>
Cc: Al Balding <Al.Balding@transport.nsw.gov.au>; Michael j Papadopoulos <Michael.PAPADOPOULOS@transport.nsw.gov.au>
Subject: RE: Bridge renaming

Hi Tracey,

Seems odd that TfNSW would get involved for a council bridge but the GNB policy does state that we approve the final proposal to the bridge name – I think the GNB policy needs revision.

Anyhow so long as the name they propose meets the requirements then no reason to oppose – however in this case it seems council want to name after someone not yet deceased. They should follow the names board requirements.

Regards
Ian

OFFICIAL

From: Tracey Niddrie <tracey.niddrie@transport.nsw.gov.au>
Sent: Thursday, November 21, 2024 12:06 PM
To: Ian Johnston <ian.johnston@transport.nsw.gov.au>
Cc: Al Balding <Al.Balding@transport.nsw.gov.au>; Michael j Papadopoulos <Michael.PAPADOPOULOS@transport.nsw.gov.au>
Subject: RE: Bridge renaming

Hi Ian,

Just following up on the below email.

I am assuming we (TfNSW) will take on the GNB recommendation for bridge renaming?

Regards,

Tracey Niddrie

Associate Community & Safety Partner – New England Precinct
Community Partnering
Planning Integration and Customer
Transport for NSW

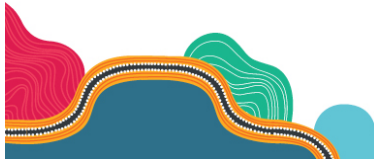


[Chat with me in Teams!](#)

M 0436 114 481 E Tracey.Niddrie@transport.nsw.gov.au
Level 1, 76 Victoria St, Grafton NSW 2460
PO Box 576 Grafton NSW 2460



Transport
for NSW



I work flexibly. Unless it suits you, I don't expect you to read or respond to my email outside of your normal work hours.

OFFICIAL

From: Tracey Niddrie
Sent: Friday, October 18, 2024 11:24 AM
To: Ian Johnston <Ian.Johnston@transport.nsw.gov.au>
Cc: Al Balding <Al.Balding@transport.nsw.gov.au>; Michael j Papadopoulos <Michael.PAPADOPOULOS@transport.nsw.gov.au>
Subject: RE: Bridge renaming

Hi Ian,

I hope you are well!

I have had an enquiry from Uralla Shire Council regarding renaming of one of their bridges after a retired Councillor who is still living. Before responding with TfNSW position, I am wondering if you would be able to advise me if the attached document is still the current version?

Geographical Names Board advised typically if Bridges are named after people, they are deceased. This document recommends naming be consistent with the GNB Placename Criteria and Road Naming Policy. If I advise Council to follow the GNB advice, would this be the correct position?

Many thanks

Tracey.

Regards,

Tracey Niddrie

Associate Community & Safety Partner – New England Precinct
Community Partnering
Regional and Outer Metropolitan
Transport for NSW

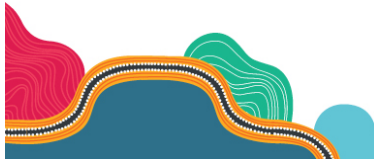


[Chat with me in Teams!](#)

M 0436 114 481 E Tracey.Niddrie@transport.nsw.gov.au
Level 1, 76 Victoria St, Grafton NSW 2460
PO Box 576 Grafton NSW 2460



Transport
for NSW



I work flexibly. Unless it suits you, I don't expect you to read or respond to my email outside of your normal work hours.

From: Michael j Papadopoulos <Michael.PAPADOPOULOS@transport.nsw.gov.au>
Sent: Tuesday, October 15, 2024 10:11 AM
To: Tracey Niddrie <tracey.niddrie@transport.nsw.gov.au>
Cc: Al Balding <Al.Balding@transport.nsw.gov.au>
Subject: Re: Bridge renaming

A huge process to go through and yes not usual for a living person

Please don't respond yet till we confirm policy

Mick

Get [Outlook for iOS](#)

OFFICIAL

From: Tracey Niddrie <tracey.niddrie@transport.nsw.gov.au>
Sent: Tuesday, October 15, 2024 10:09:13 AM
To: Michael j Papadopoulos <Michael.PAPADOPOULOS@transport.nsw.gov.au>
Cc: Al Balding <Al.Balding@transport.nsw.gov.au>
Subject: Bridge renaming

Morning Mick,

Uralla Councillors have requested information about renaming a bridge after a councillor who is still living.

I am under the assumption that to name a Bridge after a person, the person needs to be deceased. I've checked the Geographical Names Board, and this is the consistent to what I thought but thought I'd double check with you before responding to Myles.

Thanks

T

Regards,

Tracey Niddrie

Associate Community & Safety Partner – New England Precinct
Community Partnering
Regional and Outer Metropolitan
Transport for NSW

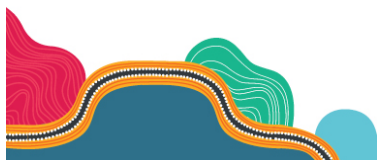


[Chat with me in Teams!](#)

M 0436 114 481 **E** Tracey.Niddrie@transport.nsw.gov.au
Level 1, 76 Victoria St, Grafton NSW 2460
PO Box 576 Grafton NSW 2460



**Transport
for NSW**



I work flexibly. Unless it suits you, I don't expect you to read or respond to my email outside of your normal work hours.

OFFICIAL

This email is intended only for the addressee and may contain confidential information. If you receive this email in error please delete it and any attachments and notify the sender immediately by reply email. Transport for NSW takes all care to ensure that attachments are free from viruses or other defects. Transport for NSW assume no liability for any loss, damage or other consequences which may arise from opening or using an attachment.



Consider the environment. Please don't print this e-mail unless really necessary.

14.7 Council Provision of In Kind Support to NE Drum Runners

Department:	Infrastructure & Development
Prepared By:	Director Infrastructure & Development
Authorised By:	General Manager
Reference:	UINT/24/19430
Attachments:	1. ABHA Certificate of Currency 2025 ↓
LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
Goal:	2. We drive the economy to support prosperity 4. We are an independent shire and well-governed community
Strategy:	1. We have an accessible inclusive and sustainable community 2.1. An attractive environment for the business sector 4.3. An efficient and effective independent local government 1.1. A growing community with an active volunteer base and participation in community events 1.2. A safe, active and healthy shire

SUMMARY

Council has been approached by the New England Drum Runners (NEDR), a newly formed not-for-profit barrel racing club based at Bundarra, to provide in-kind support to its planned events.

The specific form of the requested in-kind support is the periodic use of Council's water truck for the purpose of dust suppression at the club's nine (9) planned events between January and December 2025.

If Council was to endorse the request Council's regular operational resource would operate the truck on the occasions requested as a volunteer member of the organisation and would be covered by the organisation's insurance.

This report recommends that Council favourably consider the request.

RECOMMENDATION

That Council resolves to provide the requested in kind support in the form of periodic access and use of Council's water truck for New England Drum Runner events in Bundarra during the 2025 calendar year on the basis that:

- a) Council's truck operator resource becomes a volunteer member of the New England Drum Runners;
- b) The New England Drum Runners accepts Council's truck operator resource as a volunteer member; and
- c) The New England Drum Runners Association maintains its Public Liability insurance coverage of \$20,000,000 for the period of the 2025 calendar year.

REPORT

The New England Drum Runners are a horse barrel racing group which is an affiliate of the Australian Barrel Horse Association (ABHA). The New England Drum Runners has requested that Council consider whether it is able to provide in-kind support to a series of Bundarra based events which will be managed by the NEDR during the 2025 calendar year.

The Australian Barrel Horse Association holds insurance coverage for Public Liability claims (refer to Attachment 1).

Council currently provides “in-kind” support to several other existing worthy activations and local events including, for example, schools-based sporting and swimming activities, the annual Seasons of New England and Thunderbolts Festival, the most recent Winter Solstice and Uralla Christmas celebrations, and the annual Fairy Festival.

The principles Council has considered when previously deciding to provide or not to provide such support can generally be described as follows: to what extent will the activation support or sustain healthy outcomes (sport-focussed events for example); build community connections; build local business; or increase local amenity; social celebration; or increased social amenity.

A secondary but important consideration is also the extent to which the activation or event is actually driven by, and organised by, the community itself.

In this instance it is recommended that the proposed in-kind support would enable the New England Drum Runners to deliver, under their own resources and effort, a series of events in Bundarra which meet or substantially progress many of the social and societal principles sought by Council and its community.

CONCLUSION

This report recommends that Council approve the provision of the limited in-kind Council support requested by the New England Drum Runners.

COUNCIL IMPLICATIONS

Community Engagement/Communication

The recommendation would provide a substantive signal of increased engagement between the Bundarra community and its Council.

Policy and Regulation

Nil.

Financial/Long Term Financial Plan

Nil for staff, inconsequential for plant.

Asset Management/Asset Management Strategy

Nil.

Workforce/Workforce Management Strategy

A single Council resource acting in the capacity of a volunteer to the New England Drum Runners Association.

Legal and Risk Management

Controlled. Refer to the risk requirements as listed in the recommendation.

Performance Measures

Nil.

Project Management

Director Infrastructure and Development.



CERTIFICATE OF CURRENCY

This Certificate:

- Is issued as a matter of information only and confers no rights upon the holder.
- Does not amend, extend or alter the coverage afforded by the Policy(ies) listed.
- Is only a summary of the cover provided.
- Reference must be made to the current Policy wording for full details.
- Is current at the date of issue only.

This Certificate confirms that the undermentioned Policy is effective in accordance with the details shown:

Policy Number: 440004
Insured: Australian Barrel Horse Association
Period of Insurance: From: 18/11/2024 at 4.00pm local standard time
To: 18/11/2025 at 4.00pm local standard time
Insured's Business: Barrel Racing Events, Pole Bending, and Clinics sanctioned by the Australian Barrel Horse Association
Limit of Indemnity: AUD 20,000,000 any one Occurrence in respect of Public Liability and in the aggregate during the Period of Insurance in respect of Product Liability

We trust you find the above in order, however, should you have any questions, please do not hesitate to contact the undersigned.

Yours faithfully,

Greg Shallard
Client Manager

13 November 2024

Date:

Liberty Specialty Markets is a trading name of Liberty Mutual Insurance Company, Australia Branch (ABN 61 086 083 605) incorporated in Massachusetts, USA (the liability of members is limited)

AFFLIBERTY: COC-GEN-200128
AUST 900409

14.8 Loans as at 30 November 2024

Department:	Corporate & Community
Prepared By:	Senior Finance Officer
Authorised By:	Director Corporate & Community
Reference:	UINT/24/20376

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 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 30 November 2024 is \$1,245,918.

REPORT

This report is provided to inform Council of the reconciliation of borrowings on a monthly basis. A reconciliation of borrowings for the month of November confirmed that the loan position as of 30 November 2024 is \$1,245,918.

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

Uralla Shire Council Loans at 30 Nov, 2024

Loan no.	Purpose	Balance as at 31 July 2024	Interest Applied	Instalment Paid	Balance as at 30 Nov 2024
165	MGH Property	15,089	103	751	14,441
187	Undergrounding Power and Main Street Upgrade	17,907	146	-	18,053
188	Paving and Power Undergrounding	8,383	64	548	7,899
189	Bridge Construction	120,752	914	2,650	119,015
190	Bridge construction & industrial land development	1,111,010	-	24,500	1,086,510
Total		1,273,140	1,227	28,450	1,245,918

CONCLUSION

I, Rasel Siddique, Acting 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).*

14.9 Investments as at 30 November 2024

Department:	Corporate & Community
Prepared By:	Senior Finance Officer
Authorised By:	Director Corporate & Community
Reference:	UINT/24/20375

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 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 30 November 2024 consisting of:

- cash and overnight funds of \$2,247,830;
- term deposits of \$24,350,000;
- total convertible funds of \$26,597,830 (\$2,247,830 + \$24,350,000) (including restricted funds).

REPORT

Current term deposits of \$24,350,000 spread over the next twelve months will receive interest rates ranging from 4.90% to 5.45%, 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 30 November 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 have 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 30 November 2024 is shown below:

Opening Balance as at 31/10/2024	Bond Addition	Bond Release	Closing Balance as at 30/11/2024
4,100,275		275	4,100,000

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 audited financial statements is \$1,878,692. Council updates its restriction status at the end of each quarter, and the updated restriction status is provided with the quarterly budget review statements.

Uralla Shire Council**Operating/Business/Investments accounts as at 30 November, 2024**

Institution	Account	Closing Balance 30 November 2024
National Australia Bank	Main Account	\$417,469
National Australia Bank	Trust Account	\$31,296
Regional Australia Bank	Cash Account	\$27,758
Professional Funds (0.15% above RBA cash rate)	Cash Account	\$1,771,307
Total Cash and Overnight Funds		\$2,247,830
Term Deposits	Investments	24,350,000
Total funds available as at 30 November, 2024		\$26,597,830

Movement of Term Deposit Investments by Bank

	S&P Rating	Allowable Investment Limit %	Max Investment Allowed	Opening Investments 01/11/24	Movement during the Month	Closing Investments 30/11/24	% of Actual Investment
a Bank	AA-	30%	7,305,000	7,300,000	-	7,300,000	30%
Bank of Queensland	A-2	30%	7,305,000	3,000,000	- 500,000	2,500,000	10%
Westpac Banking Corporation	A-1+	30%	7,305,000	6,000,000	- 800,000	5,200,000	21%
Commonwealth Bank	A-1+	30%	7,305,000	-	-	-	0%
Regional Australia Bank	A-2	30%	7,305,000	4,050,000	2,300,000	6,350,000	26%
Suncorp	A-1	30%	7,305,000	4,000,000	- 1,000,000	3,000,000	12%
Total				24,350,000	-	24,350,000	100%

List of Term Deposits as at 30 November, 2024

Name of the Bank	Term	Interest rate	Maturity	Investment
				Amount
Regional Australia Bank	12 months	4.95%	04/10/2025	700,000
National Australia Bank	7 months	5.05%	28/04/2025	500,000
National Australia Bank	12 months	4.90%	03/10/2025	500,000
National Australia Bank	6 months	5.05%	07/04/2025	700,000
Westpac Banking Corporation	5 months	5.00%	17/03/2025	700,000
Westpac Banking Corporation	12 months	5.19%	14/11/2025	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
Regional Australia Bank	9 months	5.02%	30/05/2025	800,000
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				24,350,000

CONCLUSION

I, Rasel Siddique, Acting 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.

14.10 Monthly Finance Report for November 2024

Department:	Corporate & Community
Prepared By:	Corporate Accountant
Authorised By:	Director Corporate & Community
Reference:	UINT/24/18108

Attachments:	1. Monthly Financials-November 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
	4.2. A strategic, accountable and representative Council

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 November 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 October 2024.

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

	Amounts in '000		
	Actuals to November	Proportionate Budget	Budget for Full Year
Income from continuing operations			
Rates and annual charges	8,341	8,333	8,435
User charges and fees (1)	1,334	1,602	6,015
Other revenues	131	158	668
Grants and contributions provided for operating purposes (2)	2,897	3,230	10,652
Interest and investment income (3)	642	324	777
Net loss/(gain) from the disposal of assets	-	-	-
Total income from operational activities	13,345	13,647	26,547
Expenses from continuing operations			
Employee benefits and on-costs (4)	5,510	5,366	12,878
Materials and services (5)	2,850	2,429	6,907
Borrowing costs (6)	34	54	129
Councillor and Mayoral fees and associated expenses (7)	238	294	802
Audit fees (8)	17	67	161
Other expenses	351	367	836
Total expenses from continuing operations	9,000	8,577	21,714
Operating result prior to consideration of capital grants and deprecia	4,345	5,070	4,833
Less: Depreciation, amortisation and impairment	3,071	3,062	7,348
Operating result after depreciation	1,274	2,008	- 2,514
Add: Grants and contributions provided for capital purposes (2)	1,566	1,952	5,767
Overall result with capital grants	2,839	3,960	3,253
	Actuals to November	Proportionate Budget	Budget for the Year
Capital Expenditures			
Employee benefits and on-costs	387	749	1,798
Materials and services	1,526	4,473	10,876
Total Capex	1,913	5,222	12,674

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

Amounts in '000

	General Fund		McMaugh Gardens		Water Fund		Sewer Fund	
	Actuals to November	Proportionate Budget	Actuals to November	Proportionate Budget	Actuals to November	Proportionate Budget	Actuals to November	Proportionate Budget
Income from continuing operations								
Rates and annual charges	6,602	6,596	-	-	663	659	1,077	1,077
User charges and fees	848	1,123	468	445	6	10	13	24
Other revenues	126	158	5	-	-	-	0	-
Grants and contributions provided for operating purposes	1,511	1,481	1,386	1,749	-	-	-	-
Interest and investment income	620	178	-	54	14	57	7	35
Net loss/(gain) from the disposal of assets	-	-	-	-	-	-	-	-
Total income from operational activities	9,706	9,536	1,859	2,249	683	726	1,097	1,136
Expenses from continuing operations								
Employee benefits and on-costs	3,660	3,658	1,431	1,401	333	165	86	142
Materials and services	1,918	1,550	517	480	299	271	116	127
Borrowing costs	31	53	3	1	-	-	-	-
Councillor and Mayoral fees and associated expenses	238	294	-	-	-	-	-	-
Audit fees	17	67	-	-	-	-	-	-
Other expenses	351	367	-	-	-	-	-	-
Total expenses from continuing operations	6,215	5,990	1,951	1,882	632	436	202	269
Operating result prior to consideration of capital grants and depreciation	3,492	3,547	- 93	367	51	290	895	867
Less: Depreciation, amortisation and impairment	2,514	2,519	95	92	259	259	204	192
Operating result after depreciation	978	1,028	- 187	275	-208	31	691	675
Add: Grants and contributions provided for capital purposes	1,091	1,477	-	-	475	475	-	-
Overall result with capital grants	2,069	2,505	- 187	275	267	506	691	675
Capital Expenditures								
	Actuals to November	Proportionate Budget	Actuals to November	Proportionate Budget	Actuals to November	Proportionate Budget	Actuals to November	Proportionate Budget
Employee benefits and on-costs	349	712	-	3	39	34	-	-
Materials and services	1,459	3,569	7	80	54	607	5	217
Total Capex	1,808	4,281	7	83	92	641	5	217

Analysis of variances Monthly Financial Report as at 30 November 2024**1. User Fees & Charges**

Overall revenue from user fees and charges is almost at par, apart from funding from the Commonwealth Home Support Program (CHSP) for TCS and fees from kerbside collection. Details are highlighted below:

1.1 Tablelands Community Support:

The November Home Care Package (CHP) funding for TCS has not yet been lodged, amounting to approximately \$115k, contributing to the variance between the actual and budgeted amounts. Payment is anticipated prior to the end of the calendar year. Additionally, the initial TCS revenue budget is currently being reviewed as it is apparent it is considerably ambitious. On completion of the current review, an amended forecast will be included in QBR2 with detailed analysis.

1.2 Other Waste Management:

A delay in invoicing Walcha Council has led to a reduction in revenue for waste collection services as at 30th November of approximately \$85k. This is expected to be corrected prior to QBR2.

2. Grant & Contribution for Operating and Capital Purposes

As at 30 November 2024, Council received \$4,463K in grants and contributions for operating and capital purposes, against a proportional expectation of \$5,182K and an annual budget forecast of \$16,419K. This shortfall is primarily due to the timing of grant receipts, with some, like McMaugh Gardens AN-ACC funding, received monthly after claims, while others are disbursed periodically upon achieving project milestones. The key reasons for the variance are outlined below.

2.1 McMaugh Gardens: The proportionate revenue budget for McMaugh Gardens up to November was \$1.75M, while total funding received amounted to \$1.38M, including \$356K from the June 2024 claim which was received in July 2024. Excluding the June grant funding, the discrepancy of approximately \$710K is attributed to a misalignment between the proportionate budget and submission and payment of claims for October and November 2024.

2.2 Tablelands Community Transport: As per the agreed funding between Transport NSW for CHSP and CTP programs, TCT was required to deliver 7,483 trips by November. However, TCT managed to deliver only around 5,300 trips, achieving 72% of the total target. This shortfall in trips has impacted the total cash flow by approximately \$55K across both CTP and CHSP funding streams.

2.3 Block Grant: An invoice amounting to \$885K was issued to Crown Finance on July 25 under the RSNSW2724 project for the completion of Milestone 2, but payment is yet to be received. Additionally, payment for a portion of the block grant funding, approximately \$500K, is still pending. Payment is anticipated to be received in February 2025.

3. Interest and Investment Income

The positive variance in interest income is attributed to the continuation of higher market interest rates. The original budget for interest income for whole year was \$777K, whereas as at 30th November council earned approximately \$642K.

4. Employee benefits and on-costs

The proportionate budget for the Water Fund up to November 2024 was \$165k; however, actual expenditure reached \$333k by the same period. This variance is under investigation and appears to be linked to discrepancies in work orders used on timesheets and inadequate charging to CapEx.

5. Material Services

The plant hire rate for road maintenance (Sealed rural roads, unsealed rural roads, Regional rural sealed roads) was initially budgeted on a lump-sum basis. However, this financial year, the plant hire rates were charged at a higher rate than estimated. Additionally, use of some plant equipment that was not accounted for during budget preparation had to be utilised based on project requirements.

5.1 The Council began charging a new plant hire rate in Waste Management function on daily basis instead of an hourly rate, which was not accounted for during the budget preparation. The impact of the new hire rate up to November, amounting to \$306K, will be adjusted in QBR2.

5.2 The desilting of the leachate dam in Waste Management function was budgeted for in the last financial year (2023-24), but due to weather-related delays, the work was completed in the current financial year. As a result, the payment of \$37k was made this year.

6. Borrowing Cost

The variance in the borrowing cost is mainly due to the timing of the payment of instalments and interest.

7. Councillor and Mayoral fees and associated expenses

The Councillor budget includes the costs of the September 2024 election, which was budgeted at \$108K. Expenditure as at 30th November is below forecast by \$45k.

8. Audit fees

The Audit fee budget provides for both external audit of Council's financial statements, and the external audit program. The fee for the 2023-24 financial statements audit has been paid and the current positive variance is related to the accrual provision. A provisional entry for audit 2024-25 is expected to be made on June 30, 2025, which will reconcile the difference between the budget and actual figures.

Internal audits are programmed to commence in the next quarter.

9. Capex Projects

The capital program expenditure is approximately \$3m below the proportionate forecast because of unanticipated delays and resourcing constraints. Work is planned to progress early in the next quarter. It is still expected to complete the forecast capital works program. Any anticipated forecast adjustments will be reported to QBR52.

The following project updates are highlighted:

Unsealed Roads Projects: Some projects related to flood damage require assessment and pre-approval before commencing work. The total estimated cost for these projects is approximately \$185k. Work and expenditure are anticipated in the next quarter.

Stormwater Drainage-Security surveillance: This project is in its very early stages, with quotations currently being collected from various suppliers. Work is expected to begin in January. The total budget allocated for this project is \$137,000, with no expenditure recorded so far.

Regional Sealed Rural Roads: A few projects under LIURI 2724, with a combined value exceeding \$1.2 million, remain in the planning phase. These are anticipated to commence in the third quarter of the current financial year.

Other Projects: Projects under the categories of Bridges (Local), Footpaths, Kerb & Gutter, and Local Urban Streets, with a combined budget of approximately \$400K, have not commenced yet. The project manager anticipates these works will begin in the new calendar year.

14.11 Debt Recovery Update

Department:	Corporate & Community
Prepared By:	Corporate Accountant
Authorised By:	Director Corporate & Community

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

At the Ordinary meeting of 25 June 2024, it was noted as part of the budget review process that outstanding rates had been increasing. As of 1 July 2024, there was a balance of \$1,354,550 in outstanding rates.

Debt recovery initiatives were subsequently implemented and the total amount of outstanding rates as of 30 November 2024 was \$818,002 (a reduction of \$523,150).

This report provides an update on the actions taken by officers to recover the outstanding debts to date following the review of Council's current debt recovery process.

RECOMMENDATION

That Council notes the debt recovery update report.

REPORT**Historical background:**

Historically, a debt collection agency was engaged to assist with debt recovery for the Council. However, during the COVID lockdowns, debt recovery processes were paused by many Councils, including Uralla Shire Council (USC).

In June 2024 it was identified that rate arrears had increased significantly over the past few years. As a result, Council initiated the debt recovery process in accordance with the USC Debt Recovery Policy 2020 (the Policy). The process involves a reminder letter to ratepayers with outstanding debt, with a follow-up reminder letter 14 days later if required. Any ratepayers with a debt greater than \$1,000 are then referred to a debt recovery agency.

Outcome of Reminder Letters:

The first reminder letter was sent on 16 July 2024 to 498 property owners with outstanding rates exceeding \$100. A second reminder was issued on 8 August 2024 to 309 property owners with outstanding rates over \$100 as of 31 July 2024.

Since follow-up efforts began in July 2024 the council has recovered \$523,150. Additionally, 29 payment arrangements totalling \$117,253 have been finalised. By 30 November 2024, arrears from the 2023-24 period had decreased to \$818,002 (refer Table below: Movements of Arrear Rates as of 30 November 2024).

Movement of arrear rates as of 30 November 2024

Outstanding Range (Amount)	Number of Owners	Number of Properties	Arrear as of 30 Jun 2024	Payment Received	Added Legal Fees	Rate Arrear as of 30 Nov 2024
\$100,000 and above	1	12	102,224	-	-	102,224
Between \$50,000 and \$99,999	-	-	-	-	-	-
Between \$20,000 and \$49,999	2	3	63,859	2,366	-	61,493
Between \$10,000 and \$19,999	21	24	366,545	89,770	5,732	271,042
Between \$5,000 and \$9,999	24	25	331,941	143,696	6,210	182,036
Between \$1,000 and \$4,999	70	77	391,684	214,341	1,457	175,886
Between \$500 and \$999	26	31	63,652	44,990	-	18,663
Between \$100 and \$499	17	17	34,643	27,986	-	6,657
	161	189	1,354,550	523,150	13,398	818,002

Next Steps in the Debt Recovery Process:

Council has engaged SR Law, an authorised Local Government debt collection agency with significant experience in regional local government, to assist with the next phase of the debt recovery process. Debt recovery will be in accordance with Council's current 2020 Debt Recovery and Hardship Policies, and will take into consideration the impact of financial stress on the wellbeing of the relevant Uralla shire ratepayers.

SR Law will review each ratepayer cohort (referred to as 'Outstanding Range' in the above table) and recommend an appropriate debt recovery approach based on the cohort size, duration of the arrears, number of properties involved per ratepayer, and the cost to service the debt recovery. Recommendations may range from a Letter of Demand to a letter offering a payment plan.

Ratepayers with payment plans (29 ratepayers, or 18% of the total group, with a combined debt of \$117,253 outstanding), will continue to be managed by the Finance team. It is noted that as of 30 November 2024 \$35,800 has been received through payment plan instalments.

Council is also undertaking a review of the current Debt Recovery and Hardship Policies in accordance with best practice for small regional Councils and with the assistance of SR Law.

The draft revised policies are to be presented at the March 2025 Audit and Risk Improvement Committee (ARIC) prior to a final report to Council in March 2025.

CONCLUSION

In partnership with SR Law, Council will adopt a case management approach towards debt recovery of rate arrears. SR Law has commenced the legal phase of debt recovery, on behalf of Council. The wellbeing of ratepayers will be factored into the debt recovery process with information provided about financial counselling and other available support services. Regular reporting to Council on debt recovery progress will continue.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

Community consultation of the revised Debt Recovery Policy and Hardship Policy will take place in April 2024. There will be ongoing positive and supportive communication with ratepayers who have outstanding rates from both Council employees and SR Law.

Policy and Regulation

- Uralla Shire Council Debt Recovery Policy 2020
- Local Government Act 1993
- Local Government Regulations (General) 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards.

Financial/Long Term Financial Plan

There is a negative impact on cash flow management when outstanding debts are not collected on time.

Workforce/Workforce Management Strategy

Education for Council employees, especially the Finance and Customer Support teams, of the new policies and procedures for debt recovery and hardship will be required before implemented.

Legal and Risk Management

There was an issue of incorrect contact details for ratepayers due to address changes of owners without advice to Council. This risk was managed through phone calls, emails, and other forms of research to establish correct contact details and updates to the council database.

14.12 s355 Committees

Department:	Infrastructure & Development
Prepared By:	Director Infrastructure & Development
Authorised By:	General Manager
Reference:	UINT/24/17413
Attachments:	<ol style="list-style-type: none"> 1. Submission on Future of UTEC ↓ 2. Terms of Reference - Bundarra School of Arts Hall and Community Consultative s355 Committee ↓ 3. Terms of Reference - Uralla Township and Environs Committee (UTEC) ↓
LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
Goal:	4. We are an independent shire and well-governed community
Strategy:	<ol style="list-style-type: none"> 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

SUMMARY

Council's previously appointed s355 committees, being the Bundarra School of Arts Committee and the Uralla Township and Environs Committee, have both automatically ceased their respective terms of appointment as a natural consequence of the recent local government elections.

This report recommends that Council awaits the outcomes and learnings of the current 'Striking a New Deal' (SaND) Project prior to reconsidering the respective committee Terms of Reference and the reestablishment of either of the committees at a future time.

RECOMMENDATION

That Council receives a future report regarding the replacement need and potential terms of reference for the Bundarra School of Arts and Uralla Township and Environs Committee following the completion and analysis of the current Striking a New Deal Project.

REPORT

Council, utilising section 355 of the Local Government Act previously appointed two advisory committees which have now reached their natural end of term three months after the most recent local government election.

Council issued differing Terms of Reference to each committee at the time of appointment to achieve appropriate points of focus for each committee. The different objectives for each committee reflected the different needs of the two communities represented at that time.

Generally, however, both committees were intended to play a key role in providing advice to Council; largely strategic advice in the case of UTEC, and more operationally focussed advice in terms of the Bundarra committee. Both committees during their terms provided Council with a demonstrable example of planned and proactive engagement with the community. Some members of both committees admitted to suffering a sense of frustration at times with their lack of impact (refer to attached copies of feedback from the most recent UTEC Committee members).

Several issues have limited the opportunity for the committees to realise their full potential impact and value on Council's decision making and priority setting. A principal limiting factor which impacted the committees was an ongoing difficulty in recruiting and then maintaining the appropriate membership numbers. This issue itself naturally limited the range of views which were consequently raised and debated.

Prior to considering the reestablishment of the committees, this report recommends that Council await the learnings and outcomes of the impending Striking a New Deal (SaND) Project. This facilitated project will work with Council to increase the capacity of the wider community to engage effectively regarding their vision, expectations and priorities. It is anticipated it will help establish how, when, to what level, and on which issues the community wishes to be consulted.

This information should be expected to provide a detailed insight into the potential future role of s335 committees and the most appropriate and enabling Terms of Reference for those committees.

CONCLUSION

Council's s355 committees have been naturally disbanded. This report recommends Council await the learnings of the SaND Project before considering the reestablishment of any s355 committees or the settlement of their attending Terms of Reference.

COUNCIL IMPLICATIONS

Community Engagement/Communication

Council is empowered to appoint committees under s355 of the NSW Local Government Act.

Policy and Regulation

Nil

Financial/Long Term Financial Plan

Nil

Asset Management/Asset Management Strategy

Nil

Workforce/Workforce Management Strategy

Nil

Legal and Risk Management

Nil

Performance Measures

Nil

Project Management

Nil



URALLA TOWNSHIP AND ENVIRONS COMMITTEE (UTEC)

UTEC Submission: Review of the Committee

11 November 2024

Please find below submissions from members of UTEC, which we hope will be considered by Uralla Shire Council for the imminent review of the Committee. This matter was on the Agenda of the most recent UTEC General Meeting on Monday 4 November 2024 for open discussion. Members were encouraged to put their thoughts and suggestions in writing for consolidation by Sunday 11 November. In total, six responses were received, and they have been included unedited. UTEC respectfully asks that this submission be provided to all Councillors as part of the UTEC Review Report and encourages Council to evaluate these points raised in reaching a decision on the future of the Committee.

1.

I think that the UTEC Committee could be of value to Council if we were to concentrate on strategic planning, partnerships and vision for our community. Clearly defined objectives would certainly make a difference. Making recommendations and pedantically monitoring the way that Council is managing their limited resources is both frustrating and unproductive. We should be working with the Council to improve our community and environment.

Given that there have been a couple of resignations, this could be possible as we recruit new members who will, no doubt, come on board with fresh ideas and positive attitudes. We could also make ourselves available to the community to discuss their ideas and concerns.

2.

As a current & founding member of UTEC I believe UTEC has a future.

According to the ToR the purpose of UTEC is “to provide clear recommendations & advice to Council based on the skills, knowledge & experience of the Community members”. This is what UTEC is doing.

UTEC has relevance, a purpose, a future & value.

The current structure has strengths & weaknesses but we are not making enough progress & we are not having much of an impact.

Many of our meetings are tedious with some of our members going over & over the same old things thereby putting members off the meetings but those with stickability & a no surrender attitude keep turning up hoping things will change for the better.

One member suggested that we need a more defined role so should we be working on this “ defined role”. I see merit in this.

Another member suggested the possibility of UTEC going into recess for 12 months & in that time get the UTEC membership up to the allowed 12 members. I see some merit in this but I fear if temporarily abandoned the momentum will be lost & UTEC could “die”.

I am a member of UTEC because I love Uralla & I want to see it progress & develop respectfully.

Thank you for the opportunity to respond.

3.

I am writing in support of the continuation of UTEC as a Section 355 Committee which provides strategic advice to Council on public spaces in Uralla. I believe that the Committee would benefit from a reset and the following are my suggestions and justification for consideration by Council.

Capacity to add value

- Provides considered and strategic feedback from the Community
- Improves outcomes of significant decisions and issues with high impact on the Community
- Expertise in various fields including art, design, education, small business, governance et cetera with a diversity of backgrounds and experience
- Source of corporate/town history and importantly, lessons learnt

Need to refocus

Over the last year or so the Committee has become bogged down in issues which I consider encroach on Council operations and lie outside our purview. With recent changes to membership and appropriate guidance by Council, I believe the Committee can find its way again. This might include better defining the scope and purpose of UTEC with amended Terms of Reference and Council addressing the Committee to clarify boundaries and expectations. This would provide focus and ensure that members are all on the same page.

Create a Feedback Loop

At the Quarterly Meeting of 4 September 2023, UTEC made the following recommendation to create a formal mechanism to provide feedback to the Committee:

UTEC request that Council, in accordance with the intent of Clause 6.2 of the UTEC Terms of Reference, update the UTEC Schedule of Actions upon any Recommendation, Resolution and/or Action occurring and a copy of same be provided to UTEC within 7 days.

This is important for both tracking of progress and the morale of the Committee. Feedback would make us feel that our time and input has at least been considered and we can see that there is consequence to our input. Feedback would also help us hone and focus recommendations if we know what is effective and practical and what is not.

As a minimum, if the Council Representatives or someone from Council could give us a regular update on the status of our recommendations - endorsed or not/ if rejected, why – that would be most constructive and appreciated.

Improve collaboration quality over quantity

The current system of formal monthly meetings is not particularly effective. I believe that it would be a better use of time to only have formal quarterly meetings where we vote on well-prepared and thoroughly thought-through recommendations. In the interim, members can meet informally as required or communicate by email to nominate items and develop and debate ideas and motions. This allows for sufficient time to consider proposals, do appropriate research, debate, formulate and prioritize submissions/recommendations. It also saves on administrative efforts and costs without compromising on output. Additionally, administrative and other matters can be covered “offline” rather than during the rather limited time available at Quarterly Meetings. If urgent issues arise, we can always call an “Extraordinary” meeting outside of the quarterly meeting schedule.

4.

Originally UTEC met monthly, two weeks each side of the Council Meetings. This tended to load too many recommendations and too frequently onto Council’s Agenda, and our stuff tended to get lost in the maelstrom, quite understandably. Back then we had 12 members, but there was a rate of attrition that thinned the ranks, mainly due to the hostile attitude and actions of Council Officers, and less than supportive attitude of one of the Council delegates. My assertive Chairmanship style didn’t enamour some of the faint-hearted, either, but mostly they’d stood for UTEC on single issues, and had little interest in the big picture.

Then things brightened up when Crs Toomey and Doran demonstrated spirited support.

It is vital that UTEC continue as a conduit for ideas from the public, and as an advisory body for Council on aesthetic matters. Councillors are elected to demonstrate good governance, not to decide on matters of taste.

They can have their own opinions of course, but base decisions on advice from UTEC, given that our members have our own circle of people with flair and/or experience in the Arts, including matters of design.

UTEC also acts as a check on what it sees as inappropriate proposed developments in public places.

Where to?

We need to actively encourage new membership, especially given the host of “immigrants” now enjoying Uralla’s charm, but for some yet to grasp the concept of commitment. Surely their fresh blood will add new perspectives?

Meetings frequency.

We can’t expect Council Officers to be on hand at every UTEC meeting.

It’d be ideal for us to have "Informal Meetings" in between the regular Quarterly Meetings to form the framework of Recommendations to be debated further at the next Quarterly meeting. We’d only have to minute the draft Recommendations, not the whole box and dice, so we wouldn’t really need to involve Jim by TEAMS.

One of us could record the Recommendations and forward to Jim to draw up the Agenda.

Register of Recommendations /.Council Responses and Actions.

At one stage Mr Seymour did supply us with a comprehensive statement,

But it’d be great to have this, say, each six months?

Scope of Recommendations.

These should be achievable, even if only in the long term, not nebulous pie-in-the-sky stuff.

It is our role to suggest worthy projects, and maybe include a cost estimate, but NOT to advise Council on the HOW. That’s their job, surely, not ours?

Meeting Protocols

Mostly the debates have been polite and informed. We are all volunteers who care about the appearance and amenity of Uralla, and inherently therefore about each other. We need to demonstrate that we respect that, and also to show courtesy to Council Officers and Council delegates.

Gratitude.

It’s a really nice gesture to say “Thank You” or “Well Done” every so often, even if you reckon the person’s a pillock.

We should all try to show gratitude.

5.

Importance of feedback to the Committee, including scheduling if applicable, once recommendations of a Meeting are agreed. This is to both;

- lessen the risk of frustration becoming an issue for committee members and Council Staff.
- to place some accountability on decisions.

From the Terms of Reference:

- *2.2.1 Provide guidance to Council for the implementation of public space related planning, design and management.*
- What improvements are available to gain more strength on the Committee's recommendations with "planning, design and management"?
- *2.2.4 Participate in consultative forums initiated by Council for the purpose of informing and seeking feedback from the community.*
- Increase the forums INITIATED BY COUNCIL for the FEEDBACK FROM THE COMMUNITY.

6.

Since joining UTEC in 2022, UTEC has undergone many changes. Firstly, Council senior management went through significant change from a very combative relationship to a more collegiate and cooperative relationship. Leadership changed at this time and I became chair. The secretariat changed and developed a professional approach and better tracking of previous recommendations. Meetings also changed from quarterly to monthly with two general meeting leading to a quarterly meeting. This was to enable more discussion and time to formulate recommendations to be put at quarterly meetings. This was only partly successful due to in my opinion to an overly formal meeting procedure. What also happened was that the senior council attendant in good faith answered issues as they arose which lulled the committee into a false sense of security that issues were being addressed and recommendations appeared not to be necessary.

From the chair, controlling meetings became increasingly difficult as the secretary became increasingly dominant and belligerent as he perceived issues were not being resolved in a time frame he thought timely. This led to conflict and his eventual resignation from the committee. Although he brought a professional level of organisation to the secretariat his palpable frustration became increasingly untenable. After his resignation I stepped down as chair due to possible contract negotiations with Council. The new chair, also a vocal critic of council, lasted two meetings before resigning from UTEC.

This caps what has been a particularly turbulent year for UTEC.

The current situation however presents a great opportunity for Council and UTEC to recruit and move on, now that the cause of much of the conflict is behind us. In my view it would be a mistake to disband

UTEC or to rest it for a year as has been suggested. Much of pain is behind us and to break now would not allow for gains and learnings to be made.

Another adaptation that may be considered to lighten the load on Council would for the committee to hold general meetings without Council. Councillor delegates would be welcome but this may lead to more free ranging discussion prior to formulation of recommendations at quarterly meetings. A briefing meeting regarding recommendations could be held between senior council staff and the UTEC chair prior to quarterly meetings if deemed necessary.

Although UTEC's secretary was tracking recommendations the UTEC Terms of Reference suggest this is a responsibility of Council. It would be most helpful if both Councillor delegates and staff are prepared with the status of past recommendations prior to each quarterly meeting.

As recruitment to UTEC appears to have been difficult in the past it may be worth considering recruiting through currently active organisations in Uralla. For example a Business Chamber delegate, Rotary delegate, Uralla Arts delegate etc. as well as interested members of the public.

As I have not entered into contract negotiations with Council, if considered helpful, I am willing to offer to take an interim chair role until a permanent chair is appointed.



Terms of Reference:

Bundarra School of Arts Hall and Community Consultative
Committee 2022

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council	28 June 2022	Resolution No.	30.06/22
Document Owner	Director – Infrastructure & Development		
Document Development Officers	Manager Governance; Project Support Officer		
Review Timeframe	Three (3) months following each general local government election		
Last Review Date:	June 2022	Next Scheduled Review Date	December 2025

Document History

Doc No.	Date Amended	Details
1	January 2022	Draft prepared
2	March 2022	Draft amended
3	June 2022	Adopted by Council

Related Legislation	Local Government Act 1993 (NSW) Local Government (General) Regulation 2021 (NSW)
Related Policies	Uralla Shire Council Code of Conduct Uralla Shire Council Code of Meeting Practice Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Uralla Shire Council Sponsorship Policy Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Procurement Policy 2020 Disposal of Assets Policy 2021 Enterprise Risk Management Framework Policy 2020 Workplace Health & Safety Policy 2019
Related Procedures/ Protocols, Statements, documents	Section 355 Committee Handbook 2022 Application for Venue Hire – Event on Public Land



Terms of Reference: Bundarra School of Arts Hall & Community Consultative Committee 2022

TABLE OF CONTENTS

1. Establishment	4
2. Purpose	4
3. Term of Committee	4
4. Functions and Duties.....	4
5. Membership	4
6. Appointment of Members and Office Bearers	5
6.1 Appointment of Members	5
6.2 Vacancies.....	5
6.3 Leave of Absence	5
6.4 Removing Members.....	6
6.5 Committee Chairperson.....	6
6.6 Committee Secretary	6
6.7 Treasurer.....	6
6.8 Bookings Officer	6
7. Roles and Responsibilities	6
8. Meetings	7
8.1 Meeting Frequency	7
8.2 Notice of meetings.....	7
8.3 Minutes	7
8.4 Meeting Procedure	7
8.5 Presiding Member.....	8
8.6 Quorum	8
8.7 Voting.....	8
8.8 Public Access	8
9. Code of Conduct and Conflict of Interest.....	8
10. Reporting.....	8
11. Delegated Authority.....	9
12. Financial Management	9
13. Correspondence.....	9
14. Media Liaison.....	9
15. Operational Support	10
16. Alteration of Terms of Reference and Committee Dissolution.....	10
17. Interpretation	10
18. Dispute Resolution.....	10



Terms of Reference: Bundarra School of Arts Hall & Community Consultative Committee 2022

1. Establishment

- 1.1 The Bundarra School of Arts Hall & Community Consultative Committee (hereafter “the Committee”) is established under section 355(b) of the *Local Government Act 1993* (NSW) pursuant to Council resolution 10.11/16 made 22 November 2016.

2. Purpose

- 2.1 The Committee is established for the purpose of:
- 2.1.1 Managing the Bundarra School of Arts Hall; and
 - 2.1.2 Providing advice to and working with Council for the benefit of Bundarra and the surrounding community on various community issues and projects from time to time.

3. Term of Committee

- 3.1 The Committee shall operate from the date Council adopts these Terms of Reference and will conclude three months after the date of the next Council election, unless terminated earlier in accordance with these Terms of Reference.

4. Functions and Duties

- 4.1 The functions of the Committee are to:
- 4.1.1 Maintain the Bundarra School of Arts Hall in a clean and tidy condition,
 - 4.1.2 Manage the hire of the Bundarra School of Arts Hall,
 - 4.1.3 Provide advice to Council about matters of community interest or concern within Bundarra and the surrounding area and
 - 4.1.4 Work with Council as appropriate to apply for funding opportunities for Bundarra and the surrounding area, and funding for Council owned facilities.
- 4.2 It is the duty of the Committee to:
- 4.2.1 Notify Council of any major/external items of repair or maintenance required to the Bundarra School of Arts Hall; and
 - 4.2.2 Transfer hall hire proceeds to the Council as per the agreed procedure from time to time.

5. Membership

- 5.1 Membership of the Committee shall consist of a minimum of four (4) and a maximum of 15 members of the public.
- 5.2 Two (2) non-voting councillor representatives shall be appointed by Council to the Committee.
- 5.3 Council shall aim to appoint members to the Committee from diverse backgrounds and representatives from different facets of the community.



Terms of Reference: Bundarra School of Arts Hall & Community Consultative Committee 2022

- 5.4 Council shall aim to have First Nations People and their views represented on the committee.
- 5.5 Committee membership is on a 4 yearly basis (for the term of the Council). Following a general election of councillors, the existing Committee membership continues until such time as the Council appoints new Committee members.
- 5.6 A person remains a Committee member for the duration of the Committee term until:
 - 5.6.1 Death; or
 - 5.6.2 That person ceasing to be a member upon:
 - 5.6.2.1 Delivering, either in writing (letter or email), a resignation to the Committee Secretary or a meeting of the Committee,
 - 5.6.2.2 Being absent from three (3) consecutive meetings of the Committee without leave of absence from the Committee, or
 - 5.6.2.3 Receiving written notification from Council that the person's membership with the Committee has been terminated.
- 5.7 A Committee member who is an Office Bearer to the Committee may resign from the position and remain a member of the Committee.
- 5.8 Casual vacancies shall be filled in accordance with clause 6.2.

6. Appointment of Members and Office Bearers

6.1 Appointment of Members

- 6.1.1 Committee members shall be approved by the Committee and appointed by Council.

6.2 Vacancies

- 6.2.1 The Committee Secretary should promptly advise Council of any casual vacancy.
- 6.2.2 The filling of any vacancy shall be approved by the Committee and appointed by the Council. Nominations and appointments to vacancies must be from the same sector or representative body as the vacant position.
- 6.2.3 A casual vacancy may be filled through a review of earlier expressions of interest or a call for new expressions of interest to invite nominations from the public.
- 6.2.4 Interested persons may nominate for a vacant position any time, regardless of whether expressions of interest have been called. Nominations shall be presented to Council for appointment.

6.3 Leave of Absence

- 6.3.1 Any member absent for 3 or more consecutive meetings without apology or leave of absence from the Committee shall have their position declared vacant and clause 6.2.1 shall be invoked.



Terms of Reference: Bundarra School of Arts Hall & Community Consultative Committee 2022

6.4 Removing Members

- 6.4.1 The Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

6.5 Committee Chairperson

- 6.5.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Chairperson. The method of election shall be decided by the Committee.

6.6 Committee Secretary

- 6.6.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Secretary. The method of election shall be decided by the Committee.

6.7 Treasurer

- 6.7.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Treasurer. The method of election shall be decided by the Committee.

6.8 Bookings Officer

- 6.8.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Bookings Officer. The method of election shall be decided by the Committee.

7. Roles and Responsibilities

7.1 The role of a Committee member is to:

- 7.1.1 Participate in the deliberations of the Committee, with regard to the policy and business which is before it,
- 7.1.2 Be mindful of the objectives and policies of the Council as they relate to the business of the Committee,
- 7.1.3 Be aware of the Council resources, budget and strategic plan, and the need for efficiency and effectiveness in the activities for which the Committee has been established,
- 7.1.4 Be informed on issues before the Committee, to prepare adequately for meetings and seek additional information if required,
- 7.1.5 Be mindful of the potential for a conflict of interest to occur through participation on the Committee and to declare such interests as and when they arise,
- 7.1.6 Observe confidentiality when it is required.

7.2 Councillor representatives to the Committee shall facilitate communication between the Committee and Council by:

- 7.2.1 Presenting relevant minutes of the Council to the Committee,
- 7.2.2 Reporting on the Committee's activities to the Council from time to time and



Terms of Reference: Bundarra School of Arts Hall & Community Consultative Committee 2022

- 7.2.3 Referring any matters requiring clarification by the Committee to the General Manager, Mayor or to the Council by way of a Councillor Delegates Report or Notice of Motion.
- 7.3 The Committee Treasurer is responsible for:
 - 7.3.1 Receiving monies on behalf of the Committee and maintaining accurate records of the receipt of such monies,
 - 7.3.2 Ensuring the proper keeping of the books and accounts of the Committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager,
 - 7.3.3 Providing to Council copies of quotes for procurement as required by Council's Procurement Policy,
 - 7.3.4 Organising through Council the payment of accounts and other expenses approved by the Committee on behalf of the Committee,
 - 7.3.5 All monies received by the Committee are deposited, within seven (7) days of receipt (or as soon as practical) into the bank account specified by Uralla Shire Council.

8. Meetings

8.1 Meeting Frequency

- 8.1.1 Meetings of the Committee will generally be held on a bi-monthly basis, with six (6) meetings held per annum.

8.2 Notice of meetings

- 8.2.1 Committee members will be provided notice of the meeting at least five (5) days before the date of the meeting and the business proposed to be considered at the meeting.
- 8.2.2 Invitations to be sent to Bundarra and surrounding area community groups (Attachment A) at least five (5) days before the date of the meeting and the business proposed to be considered at the meeting.
- 8.2.3 Notice of meetings shall be advertised on council website at least 5 days before the meeting

8.3 Minutes

- 8.3.1 Committee meeting minutes will be supplied to each Committee member and Council within fourteen (14) days after the Committee meeting.

8.4 Meeting Procedure

- 8.4.1 The Uralla Shire Council Code of Meeting Practice shall guide the meeting procedures of the Committee.



Terms of Reference: Bundarra School of Arts Hall & Community Consultative Committee 2022

- 8.4.2 Committee meetings are exempt from webcast requirements as described in clause 5.19 of the Code of Meeting Practice.

8.5 Presiding Member

- 8.5.1 The Chairperson shall preside at all Committee meetings at which they are present.
- 8.5.2 In the absence of the Chairperson at a meeting or in the event of a conflict of interest in which the Chairperson has excused themselves from the discussion, the Committee shall elect a temporary Chairperson.

8.6 Quorum

- 8.6.1 The quorum required for a meeting to commence will be a majority of current voting members (half the number of current members plus one). A Committee meeting will be adjourned and rescheduled if there is no quorum present within 15 minutes.

8.7 Voting

- 8.7.1 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- 8.7.2 A voting members of the Committee present at any meeting shall have one (1) vote on any matter.
- 8.7.3 In the event of an equality of votes, the Chairperson shall have the casting vote.

8.8 Public Access

- 8.8.1 Meetings of the Committee shall be open to the public, except any item on the agenda closed under s10A of the *Local Government Act 1993 (NSW)*.
- 8.8.2 Committee business agendas and minutes shall be published to the Council website.

9. Code of Conduct and Conflict of Interest

- 9.1 The Uralla Shire Council Code of Conduct applies to all Committee members.
- 9.2 Committee members and councillor representatives are to declare conflicts of interest when any such interest arises.
- 9.3 Declarations of conflict of interest shall be recorded in the minutes and committee members shall abstain from voting on any matter relating to the declared conflict of interest.

10. Reporting

- 10.1 The Committee shall report to Council through the provision of its Minutes.
- 10.2 The Committee shall submit an annual report to Council by 30 September each year on the Committee's activities with a record of all monies spent and received.



Terms of Reference: Bundarra School of Arts Hall & Community Consultative Committee 2022

11. Delegated Authority

- 11.1 Council delegates to the Committee under section 377 of the *Local Government Act 1993* (NSW) the authority to:
 - 11.1.1 Elect committee member(s) to exercise the function of a booking officer for the use of the Bundarra School of Arts Hall in accordance with Council's Hire of Council Facilities, Plant, and Equipment Policy, Application for Venue Hire, and any other relevant procedures.
 - 11.1.2 To authorise expenditure of the Committee's funds within approved budget for the purposes of general maintenance of the Bundarra School of Arts Hall.
 - 11.1.3 To carry out routine inspections of the Bundarra School of Arts Hall.
- 11.2 The determination of fees and charges is subject to the approval of the Council in accordance with Section 377 of the *Local Government Act 1993* (NSW). Accordingly, the Committee is not authorised to change, waive or discount fees without the prior consent of Council.
- 11.3 No powers or functions may be delegated by the Committee to any other person or committee unless set out within these Terms of Reference.

12. Financial Management

- 12.1 The Committee is subject to the same standards of financial accountability as Council. All funds and assets held by the Committee belong to Council. The Committee is responsible for the care and control of these funds.
- 12.2 The Committee must not, at any time, incur any expenditure in excess of the amount held in the Committee's credit in the reserve held in the Committee's name at Council.
- 12.3 In any event, no expenses of any member of the Committee or the Committee shall be paid unless in accordance with a budget determined through resolution of the Committee.

13. Correspondence

- 13.1 The Committee is not permitted to issue official correspondence to government officials or government departments.
- 13.2 All official correspondence must be signed by the Mayor or General Manager.

14. Media Liaison

- 14.1 All media requests received must be referred to the Mayor or General Manager, who may delegate media liaison to the Committee Chair.
- 14.2 Committee members are not permitted to speak to the media on any Council matters in their capacity as a Committee member without prior approval from the General Manager.



Terms of Reference: Bundarra School of Arts Hall & Community Consultative Committee 2022

15. Operational Support

15.1 Uralla Shire Council will support the Committee through the provision of:

15.1.1 A meeting place (the Bundarra School of Arts Hall) and

15.1.2 Insurance coverage for volunteers.

16. Alteration of Terms of Reference and Committee Dissolution

16.1 These Terms of Reference may only be altered by Council resolution.

16.2 The Council may, at any time and either at its own initiative or upon request of the Committee, alter, delete, or add provisions to these Terms of Reference.

16.3 The Council may, by resolution, terminate the term of the Committee at its discretion.

16.4 In such event that the Council terminates the Committee term, the Council will provide formal notice to the Committee in writing including the reason for the termination.

17. Interpretation

17.1 Any ambiguity or difficulty in interpretation of these Terms of Reference shall be referred to the Council for direction.

18. Dispute Resolution

18.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination.

18.2 Where the Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson it may, by notice in writing, request the Mayor or General Manager review the issue.

18.3 Should the Committee be dissatisfied with the decision by the Mayor or General Manager it may, by notice in writing to the Mayor or General Manager, request that the matter be referred to Council for determination of the dispute by resolution of Council, whose determination of the dispute shall be final and binding upon the Committee.



Terms of Reference: Bundarra School of Arts Hall & Community Consultative Committee 2022

Attachment A – Community Groups; Bundarra and surrounding area

Bundarra Campdraft and Rodeo
Bundarra Commons Trust
Bundarra Community Health Centre at Grace Munro
Bundarra CWA
Bundarra Jockey Club
Bundarra Kindergarten & Preschool
Bundarra Men's Shed
Bundarra Pony Club
Bundarra Residents Association
Bundarra RSL
Bundarra Rugby League Football Club
Bundarra Show Society
Bundarra Showground Land Manager
Bundarra Sport and Rec Fishing Club
Crown Land Manager; Court House & Bottle Museum
Grace Munro Auxiliary
Lions Club of Bundarra
Rural Fire Brigade
Saint Mary's Anglican Church
St Mary's Catholic Church

UINT/22/3265



Terms of Reference:
Uralla Township &
Environs Committee
2022

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council	28 June 2022	Resolution No.	31.06/22
Document Owner	Director – Infrastructure & Development		
Document Development Officers	Manager Governance; Project Support Officer		
Review Timeframe	Three (3) months following each general local government election		
Last Review Date:	June 2022	Next Scheduled Review Date	December 2024

Document History

Doc No.	Date Amended	Details
0.1	9 February 2022	Draft prepared, circulated for individual Councillor, Committee members and staff input
0.2	22 February 2022	Draft to council recommending consultation with current committee members and public exhibition for community input
0.3	10 May 2022	Draft with comments from UTEC in comments section
1.0	June 2022	Council resolution to adopt

Related Legislation	Local Government Act 1993 (NSW) Local Government (General) Regulation 2021 (NSW)
Related Policies	Uralla Shire Council Code of Conduct Uralla Shire Council Code of Meeting Practice Uralla Shire Council Sponsorship Policy Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Procurement Policy 2020 Disposal of Assets Policy 2021 Enterprise Risk Management Framework Policy 2020 Workplace Health & Safety Policy 2019
Related Procedures/ Protocols, Statements, documents	Section 355 Committee Handbook 2022 Uralla Shire Council Open Spaces Strategy Uralla Pedestrian Access Mobility Plan August 2019 (PAMP)



Terms of Reference: Uralla Township and Environs Committee 2022

TABLE OF CONTENTS

1. Establishment	4
2. Purpose and Objectives	4
3. Term of Committee	4
4. Membership	4
5. Appointment of Members and Office Bearers	5
5.1 Appointment of Members	5
5.2 Vacancies.....	5
5.3 Leave of Absence	5
5.4 Removing Members.....	5
5.5 Committee Chairperson.....	5
5.6 Committee Secretary	6
6. Roles and Responsibilities	6
7. Meetings	6
7.1 Meeting Frequency	6
7.2 Notice of meetings.....	6
7.3 Minutes	7
7.4 Meeting Procedure	7
7.5 Presiding Member.....	7
7.6 Quorum.....	7
7.7 Voting.....	7
7.8 Public Access	7
8. Code of Conduct and Conflict of Interest.....	7
9. Reporting.....	8
10. Delegated Authority.....	8
11. Correspondence.....	8
12. Media Liaison.....	8
13. Operational Support	8
14. Alteration of Terms of Reference and Committee Dissolution.....	8
15. Interpretation	9
16. Dispute Resolution.....	9



Terms of Reference: Uralla Township and Environs Committee 2022

1. Establishment

- 1.1 The Uralla Township and Environs Committee (hereafter “the Committee”) is established under section 355(b) of the *Local Government Act 1993* (NSW) pursuant to Council resolution 32.02/18 made 27 February 2018.

2. Purpose and Objectives

- 2.1 The Committee is established for the purpose of providing strategic advice to Council on the future development and redevelopment of public spaces in and near the township of Uralla.
- 2.2 The objectives of the Committee are to:
 - 2.2.1 Provide guidance to Council for the implementation of public space related planning, design and management;
 - 2.2.2 Provide advice to Council on current and emerging issues for public spaces, including issues related to, but not limited to access for people with a disability, leisure, education, economic, cultural, social and environmental aspects;
 - 2.2.3 Provide advice on matters strategically relevant to public spaces as required by Council including, but not limited to, development and implementation of Council’s Open Spaces Strategy and Pedestrian and Access Mobility Plan (PAMP);
 - 2.2.4 Participate in consultative forums initiated by Council for the purpose of informing and seeking feedback from the community; and
 - 2.2.5 Provide clear recommendations and advice to Council based on the skills, knowledge and experience of the Community members.

3. Term of Committee

- 3.1 The Committee shall operate from the date Council adopts these Terms of Reference and will conclude three months after the date of the next Council election, unless terminated earlier in accordance with these Terms of Reference.

4. Membership

- 4.1 Membership of the Committee shall consist of:
 - 4.1.1 A minimum of six (6) and a maximum of 12 members of the public; and
 - 4.1.2 Two (2) councillor representatives.
- (OR)
- 4.2 Committee membership is for the term of the Council. Following a general election of councillors, the existing Committee membership continues until such time as the Council appoints new Committee members.
- 4.3 A person remains a Committee member for the duration of the Committee term until:
 - 4.3.1 Death; or

***Terms of Reference: Uralla Township and Environs Committee 2022***

- 4.3.2 That person ceasing to be a member upon:
 - 4.3.2.1 Delivering, in writing (letter or email), a resignation to the Committee Secretary or a meeting of the Committee;
 - 4.3.2.2 Being absent from three (3) consecutive meetings of the Committee without leave of absence from the Committee; or
 - 4.3.2.3 Receiving written notification from Council that the person's membership with the Committee has been terminated.
- 4.4 A Committee member who is an Office Bearer (Chair and Secretary) to the Committee may resign from the position and remain a member of the Committee.
- 4.5 Casual vacancies shall be filled in accordance with clause 5.2.

5. Appointment of Members and Office Bearers**5.1 Appointment of Members**

- 5.1.1 Committee members shall be appointed by Council.

5.2 Vacancies

- 5.2.1 The Committee Secretary shall promptly advise Council of any casual vacancy.
- 5.2.2 The filling of any vacancy shall be approved by the Council. Nominations and appointment to vacancies will be preferred from the same sector or representative body as the vacant position. Other sectors or representative bodies will be considered in the absence of any nominations from the same sector as the vacancy.
- 5.2.3 A casual vacancy may be filled through a review of earlier expressions of interest or a call for new expressions of interest to invite nominations from the public.
- 5.2.4 Interested persons may nominate for a vacant position regardless of whether expressions of interest have been called. Nominations shall be presented to Council for determination.

5.3 Leave of Absence

- 5.3.1 Any member absent for 3 or more consecutive meetings without apology or leave of the Committee shall have their position declared vacant and clause 5.2. shall be invoked.

5.4 Removing Members

- 5.4.1 The Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

5.5 Committee Chairperson

- 5.5.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Chairperson. The method of election shall be decided by the Committee.

***Terms of Reference: Uralla Township and Environs Committee 2022*****5.6 Committee Secretary**

- 5.6.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Secretary. The method of election shall be decided by the Committee.

6. Roles and Responsibilities

- 6.1 The role of a Committee member is to:
- 6.1.1 Participate in the deliberations of the Committee, with regard to the policy and business which is before it;
 - 6.1.2 Be mindful of the objectives and policies of the Council as they relate to the business of the Committee;
 - 6.1.3 Consider the advice provided by Councillors and Council staff in relation to resources, budget and strategic plans, and the need for efficiency and effectiveness in the activities for which the Committee has been established;
 - 6.1.4 Be informed on issues before the Committee, to prepare adequately for meetings and seek additional information if required;
 - 6.1.5 Be mindful of the potential for a conflict of interest to occur through participation on the Committee and to declare such interests as and when they arise;
 - 6.1.6 Represent the nominating sector, body or organisation honestly and fairly; and
 - 6.1.7 Observe confidentiality when it is required.
- 6.2 Councillor representatives to the Committee shall facilitate communication between the Committee and Council by:
- 6.2.1 Presenting relevant minutes of the Council to the Committee;
 - 6.2.2 Reporting on the Committee's activities to the Council; and
 - 6.2.3 Referring any matters requiring clarification by the Committee to the General Manager or to the Council by way of a Councillor Delegates Report or Notice of Motion.

7. Meetings**7.1 Meeting Frequency**

- 7.1.1 Meetings of the Committee will generally be determined by the Committee, held quarterly with a minimum of four (4) meetings per year. Additional meetings can be convened as required.

7.2 Notice of meetings

- 7.2.1 Committee members will be provided notice of the meeting at least seven (7) days before the date of the meeting and the business proposed to be considered at the meeting.

**Terms of Reference: Uralla Township and Environs Committee 2022**

7.2.2 Committee meetings will be advertised on Council's web page.

7.3 Minutes

7.3.1 Committee meeting minutes will be supplied to each Committee member and Council within seven (7) business days after the Committee meeting.

7.3.2 Committee meeting minutes must be provided to Council not less than 10 business days prior to the next Ordinary meeting of Council to be presented to that meeting for endorsement.

7.4 Meeting Procedure

7.4.1 The Uralla Shire Council Code of Meeting Practice shall guide the meeting procedures of the Committee.

7.4.2 Committee meetings are exempt from webcast requirements as described in clause 5.19 of the Code of Meeting Practice.

7.5 Presiding Member

7.5.1 The Chairperson shall preside at all Committee meetings at which he or she is present.

7.5.2 In the absence of the Chairperson at a meeting or in the event of a conflict of interest in which the Chairperson has recused him or herself from discussion, the Committee shall elect a temporary Chairperson.

7.6 Quorum

7.6.1 The quorum required for a meeting to commence will be a majority of current voting members (half the number of current members plus one). A Committee meeting will be adjourned and rescheduled if there is no quorum present within 15 minutes.

7.7 Voting

7.7.1 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

7.7.2 A voting member of the Committee present at any meeting shall have one (1) vote on any matter.

7.7.3 In the event of an equality of votes, the Chairperson shall have the casting vote.

7.8 Public Access

7.8.1 Meetings of the Committee shall be open to the public, except any item on the agenda closed under s10A of the *Local Government Act 1993 (NSW)*.

7.8.2 Committee business agendas and minutes shall be published to the Council website.

8. Code of Conduct and Conflict of Interest

8.1 The Uralla Shire Council Code of Conduct applies to all Committee members.

**Terms of Reference: Uralla Township and Environs Committee 2022**

- 8.2 Committee members and councillor representatives are to declare conflicts of interest when any such interest arises.
- 8.3 Declarations of conflict of interest shall be recorded in the minutes and committee members shall abstain from voting on any matter relating to the declared conflict of interest.

9. Reporting

- 9.1 The Committee shall report to Council through the provision of its Minutes.
- 9.2 To assist Council in its decision-making, proposals made to Council shall:
 - 9.2.1 Describe benefits and disadvantages;
 - 9.2.2 Identify potential costs (up-front and ongoing) where possible; and
 - 9.2.3 Identify the deliberations the Committee made in forming its decision. If there are differing views within the Committee, these opinions be communicated to Council to assist Council in understanding the complexities of the issue at hand.

10. Delegated Authority

- 10.1 The Committee does not have any delegated functions pursuant to section 377 of the *Local Government Act 1993* (NSW) and does not have the power to direct Council officials.

11. Correspondence

- 11.1 The Committee is not permitted to issue official correspondence to government officials or government departments.
- 11.2 All official correspondence must be signed by the General Manager.

12. Media Liaison

- 12.1 All media requests received must be referred to the Mayor or General Manager, who may delegate media liaison to the Committee Chair.
- 12.2 Committee members are not permitted to speak to the media on any Council matters in their capacity as a Committee member without prior approval from the General Manager.

13. Operational Support

- 13.1 Uralla Shire Council will support the Committee through the provision of:
 - 13.1.1 A meeting place with virtual facilities;
 - 13.1.2 Insurance coverage for volunteers.

14. Alteration of Terms of Reference and Committee Dissolution

- 14.1 These Terms of Reference may only be altered by Council resolution.



Terms of Reference: Uralla Township and Environs Committee 2022

- 14.2 The Council may, at any time and either at its own initiative or upon request of the Committee, alter, delete, or add provisions to these Terms of Reference.
- 14.3 The Council may, by resolution, terminate the term of the Committee at its discretion.
- 14.4 In such event that the Council terminates the Committee term, the Council will provide formal notice to the Committee in writing including the reason for the termination.

15. Interpretation

- 15.1 Any ambiguity or difficulty in interpretation of these Terms of Reference shall be referred to the Council for direction.

16. Dispute Resolution

- 16.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination.
- 16.2 Where the Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson it may, by notice in writing, request the General Manager review the issue.
- 16.3 Should the Committee be dissatisfied with the decision by the General Manager it may, by notice in writing to the General Manager, request that the matter be referred to Council for determination of the dispute by resolution of Council, whose determination of the dispute shall be final and binding upon the Committee.

14.13 Council Instrument of Delegation - General Manager

Department:	Corporate & Community
Prepared By:	Manager Governance and Service Centre
Authorised By:	Director Corporate & Community
Reference:	UINT/24/19888

Attachments:	1. Delegations of General Manager 2024 ↓
---------------------	--

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

A governing body of council may delegate certain functions to the General Manager. Such delegations must be made by a council resolution (Chapter 12 Part 3 ss 377-381 of the *Local Government Act 1993* ('LG Act')).

The General Manager has delegations from the previous Council term which need to be reviewed and renewed (s 380 of the LG Act).

A review of the form and content of the delegation has been undertaken to make the delegations consistent with the proposed Community Engagement Strategy, and to address potential risks to Council arising from the language used in the current delegations to the General Manager.

The proposed changes to the current delegations to the General Manager are at clause 6 of schedule 1, which deals with the assessment and determination of a Development Application ('DA') under the *Environmental Planning and Assessment Act 1979* ('EPA Act'). These proposed changes are summarised below:

- 3(a) – It is proposed to change this provision so that a DA will be referred to Council for determination if three (3) or more written submissions objecting to the development subject of the DA are received during the public exhibition period.
- 3(d) – It is proposed to delete this clause. The current wording requires that non-compliance with any control of Council requires that the DA be referred to Council for determination.
- 3(e) - This clause has been amended to remove the requirement for modification applications (made under s 4.55 of the EPA Act) to be referred to Council for determination.

The purpose of this report is to present the revised instrument of delegation to Council for endorsement.

RECOMMENDATION

Any previous delegation to the General Manager be revoked and Council delegate to the General Manager the "Instrument of Delegation - General Manager" attached to this report.

REPORT

The General Manager has delegations from the previous Council term which need to be reviewed and

renewed (s 380 of the LG Act). The proposed instrument of delegations is based upon the current delegations to the General Manager.

Delegations and authorisations are the mechanism by which the Council enables its officers to act on its behalf by transferring responsibility for decision making through the organisation. They enable Council to carry out its functions and to be accountable for the decisions and actions taken on its behalf under specific legislative and policy provisions. The underlying principle is that those tasked with the responsibility to carry out a function should have the corresponding authority to carry it out.

Council's general power to delegate its functions is contained within Section 377 of the LG Act. Section 377 also expressly exempts specific functions from being delegated. The instrument of delegation outlines the range of decisions and/or exercise of powers and functions available to the General Manager.

Only the General Manager can sub-delegate a function to council officers. It is important therefore to ensure that the delegation made to the General Manager covers all the legislative and regulatory functions tasked to officers of the Council. Failure to properly delegate all functions to the General Manager can nullify any instrument of sub delegation and potentially render as void decisions or actions of Council, which exposes Council to risk.

The Council's current delegation to the General Manager has been amended over time. Clause 6 of schedule 1 provides restrictions on the determination of a DA. It is proposed to amend the current instrument of delegation at clause 6(3) of schedule 1 as set out below:

1. 6 (3)(a) – This has been changed so that a DA will be referred to Council for determination if three (3) or more written submissions objecting to the development subject of the DA are received during the public exhibition period.
2. 6 (3)(d) – This clause is proposed to be deleted on the basis that the current wording would require that any non-compliance with any control of Council requires that the DA be referred to Council for determination.
3. 6 (3)(e) - This clause has been amended to remove the requirement for modification applications (made under s 4.55 of the EPA Act) to be referred to Council for determination.

The reason for the proposed amendment is to align the delegations to the General Manager with the proposed Community Engagement Strategy. It will reduce any potential for ambiguity in the written instrument of delegations. Further, it will reduce the volume of planning applications which are required to be referred to Council for determination.

In the recent decision of *Filetron Pty Ltd v Innovate Partners Pty Ltd atf Banton Family Trust 2 and Goulburn Mulwaree Council* [2024] NSWCA 41 NSW ('Filetron'), the Court of Appeal held that a DA determined under delegation by a Council officer was invalid on the basis that the DA was required to be referred to Council for determination. This issue arose due to ambiguity around the circumstances in which a DA was required to be referred to Council for determination.

Revision to clause 6 (3)(a) of schedule 1

The current delegation at clause 6 (3)(a) of schedule 1 requires that a DA be referred to Council for determination if 'the DA comprises one or more of the following elements ... Public interest (any submission opposing the development received during the public exhibition period)'. "Public interest" is not defined in the instrument of delegations. This exposes Council to risk as the normal meaning of "public interest" is very broad and captures a wide range of matters.

To reduce ambiguity around this condition on the delegation to the General Manager, it is proposed to amend this referral requirement to three (3) or more submissions by way of objection. It is recommended

that a numerical control on the delegations be imposed, rather than any qualitative or subjective requirement, for example having a requirement that any 'unresolved submission' means that the DA needs to be referred to Council for determination.

Deletion of clause 6 (3)(d) of schedule 1

The current delegation at clause 6 (3)(d) of schedule 1 requires that a DA be referred to Council for determination if 'the DA comprises one or more of the following elements ... Non-compliance with the relevant prescribed planning controls or a proposal involving a qualitative planning matter that cannot be resolved by conditions of consent'.

The proposed deletion of clause 6 (3)(d) is to provide greater flexibility to the assessing and determining delegate in circumstances where a DA may not strictly comply with Council's development controls.

Section 4.15(3A)(b) of the EPA Act requires that if a DA does not comply with the standards set out in its development control plan, the consent authority [Council] is to be flexible in applying those provisions and allow reasonable solutions that achieve the objects of those standards for dealing with that aspect of the development.

The current delegations require for example, that DA which proposes a minor variation to Council's setback requirements be referred to Council for determination. Having to refer all minor variations to Council's controls will delay development which is otherwise approvable and adds additional matters to Council's agenda for its ordinary meeting. This reduces Council's overall efficiency when assessing DAs.

In addition, the current wording refers to 'qualitative planning matter', the meaning of this phrase is ambiguous and lacks clarity as to what would be considered to be a 'qualitative planning matter'. This ambiguity exposes Council to risk if an objector were to challenge what would be considered to be a 'qualitative planning matter' in any appeal filed with the Land and Environment Court.

Revision to clause 6 (3)(e) of schedule 1

The current delegation at clause 6 (3)(d) of schedule 1 requires that a modification application under s 96 [now s 4.55] of the EPA Act, other than a modification application made under s 96(1) [now s 4.55(1)] to correct a minor error, or misdescription or miscalculation, be referred to Council for determination.

A consent authority does not have the power to approve a modification application unless the development subject of the modification application is 'substantially the same' as development approved in the original grant of consent. This means that any amendment to a DA is not going to result in approval of a DA which is radically different from a DA previously determined by Council.

The proposed removal of this referral requirement will improve efficiency in the determination of modification applications and reduce the workload for Council at its ordinary meetings.

The Council's endorsement of the proposed amendments to the instrument of delegation does not fetter its authority to call up an application for its consideration and determination. Further, it does not restrict the General Manager from seeking further direction from Council concerning any of the delegated functions relating to the assessment and determination of a DA.

CONCLUSION

The instrument of delegation for the General Manager is a critical delegation for the organisation.

The current instrument of delegation has been reviewed and updated to align with current policy in order to optimise the efficient and effective management of Council's operations and to reduce its risk in light of

the Court of Appeal's recent decision on instruments of delegation in *Filetron*.

COUNCIL IMPLICATIONS

Community Engagement/Communication

The amendment to the delegations aligns with the proposed amendment to the Community Engagement Strategy.

Policy and Regulation

A review of the General Manager's delegation falls within the good governance framework. Section 377 of the Act allows Council to delegate to the General Manager other than those items specified in the section.

Financial/Long Term Financial Plan

The administration and implementation of Council's delegations is the responsibility of the governance program utilising existing resources.

Asset Management/Asset Management Strategy

Not applicable

Workforce/Workforce Management Strategy

Delegations are attached to positions within the organisation and provide clarity for the relevant staff member.

Legal and Risk Management

Corporate Governance – the delegation complies with legislative requirements. This risk is assessed as *low*.

Project Management

Manager Governance and Service Centre



P: 02 6778 6300

F: 02 6778 6349

E: council@uralla.nsw.gov.au

32 Salisbury St, Uralla NSW 2358

PO Box 106, Uralla NSW 2358

ABN: 55 868 272 018

Instrument of Delegation - General Manager

Contents

1. Purpose	2
2. Scope	2
3. Delegations to the General Manager	2
4. Council Resolution	3
5. Acknowledgement of Delegations of Authority	3
Schedule 1	4

Contents

1. Purpose

To provide clear direction to the Council and General Manager in regard to the functions and powers of delegation authorised in accordance with the legislation.

2. Scope

This Instrument of Delegation applies to the Council and the General Manager in the conduct of their duties.

3. Delegations to the General Manager

Pursuant to Section 377 of the *Local Government Act 1993* Council:

1. Revokes all previous delegations granted to the position of General Manager prior to the date of this instrument; and
2. Delegates to the position of General Manager, or to the person who acts in that position, all of the functions, powers, duties and authorities of the Council that it may lawfully delegate under the *Local Government Act 1993*, any other Act, Regulation, instrument, rule or the like (including any functions powers, duties and authorities delegated to the Council by any authority, body, person or the like), other than those functions prescribed in Section 377 of the *Local Government Act 1993* as functions which may not be delegated; subject to:
 - a. These delegations and authorities being exercised in a manner consistent with relevant legislation and any applicable resolution of Council; and
 - b. Schedule 1.
3. These delegations and authorities are effective from the date of the Resolution of the Council and remain in force until amended or revoked by a further resolution of Council.

4. Council Resolution

Pursuant to a Resolution 16.12/24 of the Council at its meeting held on 17 December 2024.

Signature:



Date: 19/12/2024

Mayor

5. Acknowledgement of Delegations of Authority

I, Toni Averay, currently employed by the Council in the position of General Manager, do hereby acknowledge that I have read and understood this Instrument of Delegation and referenced legislation and that I will perform the functions of the position of General Manager in accordance with the delegations and authorities in this Instrument of Delegation, legislation and resolutions of Council.

Signature:

Date: 19/12/2024

General Manager

Schedule 1

DELEGATIONS OF AUTHORITY TO GENERAL MANAGER

	Column 1 - Function	Column 2 - Restriction
1A	Commit & Authorise Expenditure <i>To commit and authorise expenditure of any amount within the area of operation defined by the adopted Delivery program and Operational plan and budget subject to the restriction in this schedule, and in accordance with Council policies.</i>	1A The General Manager cannot expend funds in excess of the adopted annual budget as revised from time to time or on activities or projects not included in the adopted Operational Plan or Delivery Program without a resolution of Council.
1B	Emergency Expenditure <i>Expenditure of unbudgeted funds for work and/or activity (emergency works) which in the General Managers and Mayors opinion is urgent</i>	1B The General Manager may not expend unbudgeted funds for emergency works in excess of \$150,000 without the Mayor's endorsement; and without presenting a report on the expenditure to the next scheduled ordinary meeting of Council or as soon as practicable thereafter.
1C	Budget overspend <i>Over-expenditure on approved budgets where compensatory savings within the budget are identified</i>	1C The General Manager may not authorise over-expenditure on approved budget items: <ul style="list-style-type: none"> • of an amount > 10% of the allocated funds or \$15,000 (whichever is the greater amount); and • without including details of the variance in the next budget review report.
2	General Delegation	The General Manager cannot use the delegation in relation to those functions specified in clauses (a) to (u) of section 377(1) of the <i>Local Government Act</i> 1993.
3	Acceptance of Tenders invited by Council	The General Manager cannot accept tenders if the value of the tender exceeds \$250,000.
4	Granting of Leases and Licences	The General Manager cannot grant leases or licences if: <ol style="list-style-type: none"> 1. The term of the proposed lease or licence exceeds 5 years (including any option to renew); or 2. The rent payable to Council for the full term of the tenure exceeds \$100,000 (including GST).
5	Write-off of debts and interest <i>For the purposes of clause 213 of the Local Government (General) Regulations 2021, the Council resolves to fix the amount above which debts to Council may be written off only by resolution of Council at \$10,000.</i>	The General Manager cannot write-off debts or interest if the: <ol style="list-style-type: none"> 1. The value of debt exceeds \$10,000; 2. The value of the interest component exceeds \$2,500

6	Development Applications	<p>The General Manager may not approve Development Applications if:</p> <ol style="list-style-type: none">1. The DA is the subject of an action or appeal to the Land & Environment Court2. Where the DA is an application to vary a planning standard of the LEP by more than 10% of the maximum standard set.3. Where the DA comprises one or more of the following elements:<ol style="list-style-type: none">a) three (3) or more written submissions objecting to the proposed development have been received by Council during the public notification period;b) a DA involving a value greater than \$2,000,000;c) a subdivision creating five or more additional allotments;d) any s8.2 review;e) where Council is the applicant.
7	Grant acceptance or variation	<p>The General Manager cannot accept or vary a Grant Deed if:</p> <ol style="list-style-type: none">a) the Grant is for works not included in the adopted Delivery Program or Operational Plan, or is not the subject of a subsequent resolution of Council, andb) the grant is for a project value exceeding \$1,000,000

14.14 Register Resolutions Actions Status as at 11 December 2024

Department:	General Manager’s Office				
Prepared By:	Executive Assistant				
Authorised By:	General Manager				
Reference:	UINT/24/20058				
Attachments:	1.	Resolutions	Actions	Status Report for 17 December 2024	Ordinary Meeting ↓
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 11 December 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.

RESOLUTION ACTIONS STATUS REPORT					Printed: 11 December 2024 3:31 PM
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS	
Council 23/11/2015	14.1	Bergen Road Land Acquisition and Exchange for Road Works	RESOLUTION 01.11/15 Moved: Cr K Ward Seconded: Cr L Cooper 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. Unanimous	18 Jul 2023 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. 06 Sep 2023 Publication of Government Gazette in Feb 2023. Solicitor following up with Surveyor for signatures, will then proceed to Deed for sign off. 11 Sep 2023 Solicitor has made contact with Surveyor - Deed of Settlement expected to progress end of September 2023 if planned meeting goes to plan. 18 Oct 2023 Contact has been made with the Solicitor - awaiting update. 13 Dec 2023 A face to face meeting in January 2024 has been requested with APJ from the GM to review what the hold up continues to be in closing this matter. 16 Jan 2024 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 21 Feb 2024 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. 17 Apr 2024 No change since last report 07 May 2024 Contact made with Solicitor for follow on progress - awaiting response	

RESOLUTION ACTIONS STATUS REPORT		Printed: 11 December 2024 3:31 PM
	<div><div>28 May 2024</div><p>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.</p><div>10 Jul 2024</div><p>Followed up with APJ solicitors on actions to date - actively seeking Acquisition Deed to close off the matter.</p><div>17 Jul 2024</div><p>Solicitors met with owner to gain agreement. Plans show an area the owner is not familiar with. A further meeting will be set for Surveyor to run through the original plans and explain to the owner. We are confident this will lead to signing off on the final documents that will then be presented to Lands Registry Services. Targeting August 2024 meeting. Meeting is planned for Wed 14 August 2024.</p><div>22 Aug 2024</div><p>Update from APJ Law received on 22/8/24. Documents ready for execution. GM signature required to enable documents to be sent to Crown Lands for final action.</p><div>27 Aug 2024</div><p>Surveyor will arrange collection of the documents from Solicitor APJ office and will liaise with Crown Lands for execution to allow first title creation., Council will need to apply an exempt subdivision number under the provisions of https://legislation.nsw.gov.au/view/html/inforce/current/epi-2008-0572#sec.2.75 – 2.75 (A) – widening of a public road., Document set prior to lodgement to Crown Lands, and Land Registry Services., Simon Vivers to action</p><div>16 Sep 2024</div><p>Awaiting further information from Crown Lands.</p><div>16 Oct 2024</div><p>The LRS has confirmation that the Admin sheet does not require Crown Land approval/signature. , This means we can lodge the plan</p></div>	

RESOLUTION ACTIONS STATUS REPORT

Printed: 11 December 2024 3:31 PM

				with the LRS, and forward their invoice to you for processing. , When the plan is registered, lot 6 will issue in the name of council, and the second schedule will include a notification stating "THE LAND ABOVE DESCRIBED IS PUBLIC ROAD". , APJ Law will then arrange the gazettal for the road closure. , When this is complete, a copy of the gazette can be lodged with an 11R Request to remove the notification from Lot 6., Lot 6 can then be transferred to Mrs Van Eyck, removing Council's name from the title (also by APJ Law).
				19 Nov 2024 Currently awaiting Lands Registry Services approval.
				11 December 2024 Still awaiting advice from Lands Registry Services.
Council 19/12/2023	14.4	Project Updates - Public Spaces Legacy Program	RESOLUTION 10.12/23 Moved: Cr Tom O'Connor Seconded: Cr Lone Petrov That Council <ol style="list-style-type: none"> Note the update and status reports for the Rotary Park Project; the Pioneer Park Project; and the Glen Project; and Ask the General Manager to circulate the 'Advertising Uralla' draft content to Councillors for their information prior to finalising for display at The Glen. 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	20 Mar 2024 Item 2 - "Advertise Uralla' Update - This has been presented to UTEC for comment/input and is awaiting return from UTEC. 17 Jul 2024 USC awaiting UTEC result. 21 Aug 2024 Awaiting final advice from UTEC. 16 Oct 2024 UTEC advised at October Meeting they would review where they were up to and come back to Council. 11 December 2024 Council officers are now progressing this action.
Council 23/04/2024	14.2	Draft Policy - Keeping of Animals (Urban Areas) (2024)	RESOLUTION 08.04/24 Moved: Deputy Mayor Robert Crouch Seconded: Cr Leanne Doran That Council:	17 Jul 2024 Public exhibition feedback presented to Councillor Workshop July 2024. Councils feedback from workshop currently being incorporated into the draft policy to be presented in October Meeting. 22 Aug 2024

RESOLUTION ACTIONS STATUS REPORT				Printed: 11 December 2024 3:31 PM
<div><div><div><div><div>1.</div><div>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:</div></div><div><div>a)</div><div>Page 5, Clause 6.5: Delete 'Construction of kennel facilities must comply with the Building Code of Australia'.</div></div><div><div>b)</div><div>Insert into Part 4 'Statement': Any animal housing structures shall be structurally adequate and comply with Building Code of Australia if required.</div></div><div><div>c)</div><div>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.</div></div></div><div><div>2.</div><div>Notify the following groups of the revised policy and the opportunity to provide feedback upon commencement of Public Exhibition:</div><div><div><div><div>☐</div><div>Uralla & Bundarra Pony Clubs;</div></div><div><div>☐</div><div>New England Exhibition of Poultry Association;</div></div><div><div>☐</div><div>Uralla & Bundarra Showground Land Managers; and</div></div><div><div>☐</div><div>Any other group likely to be impacted by the Draft Policy.</div></div></div></div><div><div>3.</div><div>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><div><div>4.</div><div>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><div><div>For:</div><div>Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov</div><div>Against:</div><div>Tara Toomey</div><div>CARRIED 7/1</div></div></div>				<div>Officers preparing amendments to policy for report to October Council meeting.</div> <div>16 Oct 2024</div> <div>Animal Policy amendments and work has seen the report to Council now moved to November Ordinary Meeting</div> <div>19 Nov 2024</div> <div>Due to be reported to Council at the December 2024 Ordinary Meeting</div> <div>11 December 2024</div> <div>A report is included in the December agenda..</div>
Council 23/07/2024	15.2	The Uralla Landfill Master Plan and Residual Waste Options Assessment	RESOLUTION 39.07/24 Moved: Deputy Mayor Robert Crouch	21 Aug 2024 Officers working with key personnel in Armidale Council to identify

RESOLUTION ACTIONS STATUS REPORT			Printed: 11 December 2024 3:31 PM
<p>Seconded: Cr Lone Petrov</p> <p>That Council:</p> <ol style="list-style-type: none"> Notes and receives the Talis Uralla Landfill Master Plan and the Residual Waste Options Assessment Delegates authority to the General Manager to open negotiations with both Armidale Regional Council and Tamworth Regional Council regarding future potential access to their respective landfills and the potential gate fees. Receives a future report and advice following further staff analysis and research of the issues raised in the Talis report. Creates a protected Waste Reserve Fund. Assesses the financial implications of the Talis report and incorporates appropriate issues into Council's Long Term Financial Plan Undertakes best-practice re-profiling at the Uralla Landfill in order to maximise the remaining life of that facility. Investigate the Curby soft plastic scheme or similar as part of the further staff analysis. Notes that community engagement and education including with schools will be an important part of any future waste management solution. <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>opportunities.</p> <p>04 Sep 2024</p> <p>Council officers are still working on external service providers like Armidale Regional Council or Tamworth Council on the future of our residual waste</p> <p>16 Oct 2024</p> <p>1. MEW with Group Manager Infrastructure Services visited officers in Armidale Regional Council regarding on Monday 14 October 2014 regarding the possibility of Uralla using Armidale's regional landfill for residual waste disposal. It was revealed that Armidale is currently exceeding their allowable yearly tonnages of 15,000 tonnes of waste landfilled. However, officers of Armidale we are ready to serve Uralla. However, this can be possible after Armidale has been given a licence variation to increase their tonnages. It was revealed that the process can easily talk up to a year co complete. Uralla therefore needs an interim measure to solve our problem, 2. MEW has contacted EPA for the possibility of creating new landfill cells at the Uralla Landfill to take care of our e-waste whilst we work through the different options available. EPA is demanding an engineering design of the cells showing how leachate will be handled before approvals can be given., 3. Officers will make an initial assessment of the landfill site for a possible area for the new cell in coming days.</p> <p>11 Dec 2024</p> <p>Council officers are reviewing options for creating a new landfill cell whilst waiting for Armidale Regional Council to obtain their EPA approval for licence variation to increase annual tonnage that will be able to add on waste from USC.</p>
Council 23/07/2024	14.4	Funding of Stage 2 Artworks - Pioneer Park	<p>RESOLUTION 28.07/24</p> <p>Moved: Cr Bruce McMullen</p> <p>Seconded: Cr Leanne Doran</p> <p>That Council requests the funding partner vary the Funding Agreement for the Stronger Country Communities Round 5A Grant to reallocate the available funding in accordance with the recommended SCCF Round 5A Project List in this report.</p> <p><u>For:</u> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen,</p> <p>16 Sep 2024</p> <p>DID advises communication with the funding body is underway.</p> <p>19 Nov 2024</p> <p>Staff have formally submitted the required variation request and supporting documentation via the funder's portal. It is expected that the funder's consideration of Council's proposal will not be completed prior to early 2025.</p> <p>11 December 2024</p> <p>Still awaiting advice from the funding body.</p>

RESOLUTION ACTIONS STATUS REPORT					Printed: 11 December 2024 3:31 PM
<p>Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><u>Against:</u> Nil CARRIED 9/0</p>					
Council 23/07/2024	15.4	Proposed Purchase of Side Loader Waste Vehicle	<p>RESOLUTION 41.07/24</p> <p>Moved: Cr Tom O'Connor Seconded: Cr Leanne Doran</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Receives the contracted vehicle unless an alternative buyer can be arranged before the contracted vehicle's delivery to Council. 2. Delegates authority to the General Manager to negotiate with any party for the purposes of divesting Council of the contracted vehicle at lowest possible cost to Council. 3. If required to receive the vehicle prior to arranging an alternative buyer, delegates authority to the General Manager to utilise sufficient cash reserves to acquit the purchase contract. <p><u>For:</u> Crs Robert Bell, Robert Crouch, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor and Lone Petrov</p> <p><u>Against:</u> Crs Tim Bower and Tara Toomey</p> <p>CARRIED 7/2</p>	<p>22 Aug 2024</p> <p>External buyer being sought through waste management network.</p> <p>04 Sep 2024</p> <p>Supplier has alerted MEW about a potential buyer from Norther Territory but yet to make any official contact with the said potential buyer.</p> <p>16 Oct 2024</p> <p>1. Side loader has been fully paid for and stored in the warehouse of Superior Pack in Sydney., 2. A potential buyer has contacted Manager Fleet, Stores & Workshop and has been given all the necessary specifications for consideration.</p> <p>19 Nov 2024</p> <p>The waste vehicle will be subject to an open EOI process (via Pickles) from 23 to 26 November 2024.</p> <p>11 Dec 2024</p> <p>Side loader is fully paid for. USC staff are still investigating sale options with prospective purchasers.</p>	
Council 23/07/2024	15.3	Interim Kerbside Waste Collection Contract	<p>RESOLUTION 40.07/24</p> <p>Moved: Cr Sarah Burrows Seconded: Cr Leanne Doran</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Accepts the tender from JR Richards and Sons to provide kerbside waste collection in Invergowrie, Bundarra, Uralla, 	<p>21 Aug 2024</p> <p>Working on contract for Waste provider.</p> <p>04 Sep 2024</p> <p>Still working on getting a written contract in place to commence agreement</p> <p>16 Oct 2024</p>	

RESOLUTION ACTIONS STATUS REPORT

Printed: 11 December 2024 3:31 PM

			<p>Kentucky, and Walcha for a period of six months and thereafter for a further six months subject to satisfactory performance.</p> <p>2. Delegates authority to the General Manager to enter the Contract.</p> <p>3. Notes the assessed cost of \$353,630.64 for delivering the service for the six months contract based on current hourly rate of \$184.76 and total estimated 319 hours per month.</p> <p>For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p>Against: Nil</p> <p style="text-align: right;">CARRIED 9/0</p>	<p>1. Kerbside collection is still been done using work order numbers, 2. Consultant still working on the contract for Council., 3. MEW met with contractor (senior officer of JR Richards) and he is happy to start the contract whenever the consultant is ready with the contract for signing.</p> <p>19 Nov 2024</p> <p>Group Manager infrastructure and Manager Environment & Waste are working with the contractor to identify the specifics of the contract.</p> <p>11 Dec 2024</p> <p>Draft contract is ready and with USC legal team for review.</p>
Council 22/10/2024	14.7	Draft Terms of Reference - Renewable Energy Community Benefit Community Advisory Body	<p>RESOLUTION 10.10/24</p> <p>Moved: Cr Sarah Burrows</p> <p>Seconded: Cr Leanne Doran</p> <p>That Council:</p> <p>1. Delay the establishment of the Community Advisory Body until the Striking a New Deal project is substantially progressed.</p> <p>2. Review and revise the draft Terms of Reference on the basis of broader, more substantive community and stakeholder engagement as part of the Striking a New Deal project.</p> <p>For: Crs Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, Jen Philp, Kath Arnold</p> <p>Against: Nil</p> <p>Absent: Crs Robert Bell and David Mailler</p>	<p>12 Nov 2024</p> <p>Currently reviewing subject to Striking a New Deal project outcomes.</p> <p>10 Dec 2024</p> <p>Currently reviewing subject to Striking a New Deal project outcomes.</p>

15 CONFIDENTIAL MATTERS

RECOMMENDATION

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

15.1 Grace Munro Aged Care Centre limited - update on lease proposal

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

15.2 New England Weeds Authority Update Report

This matter is considered to be confidential under Section 10A(2) - a and f of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors) 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