



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

26 August 2025

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

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- 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 22 July 2025

Department: General Manager's Office

Prepared By: Executive Assistant

Authorised By: General Manager

Reference: UINT/25/20043

Attachments: 1. Minutes Ordinary Meeting held 22 July 2025 (under separate cover) [⇒](#)

RECOMMENDATION

That Council adopts the minutes of the Ordinary Meeting held 22 July 2025 as a true and correct record.

OR

with the following amendments as a true and correct record:

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

9 WRITTEN REPORTS FROM DELEGATES

9.1 Mayor's Activity Report for July 2025

Department:	General Manager's Office
Prepared By:	Executive Assistant
Authorised By:	Mayor
Strategy:	4.1. Informed and collaborative leadership in our community

SUMMARY

The Mayor's Activity Report outlines activities conducted during the month of July 2025.

RECOMMENDATION

That Council receives the Mayor's Activity report for July 2025.

REPORT

DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 Jul 2025	Interview Nine News – Housing Development	Uralla
1 Jul 2025	Vice Chancellor & Deputy Vice Chancellor Research – UNE Strategy Workshop	Uralla
1 Jul 2025	Meeting for NAIDOC Set up	Uralla
2 Jul 2025	2AD Interview	Online
4 Jul 2025	Red Cross Meeting – Uniting Church Deputy Mayor attended as Mayor's delegate	Uralla
7 Jul 2025	EnergyCo discussion with B McMullen	Uralla
7 Jul 2025	Mayor & GM Catch up Meeting	Uralla
8 Jul 2025	Smoking Ceremony – NAIDOC	Uralla Chambers
8 Jul 2025	NAIDOC Formal Welcome – Morning Tea , Lunch	Uralla TCS
8 Jul 2025	Information Session - Asset Management Strategy Workshop	Uralla
10 Jul 2025	Essential Energy & USC Meeting -discuss USC latest concerns and future advice from Essential Energy i.e. June 17, 2025, TCS, the Library, and the VIC all reported outages, indicating a high likelihood the issue was with the Mount Mutton tower	Online

14 Jul 2025	Mayor & GM Catch up Meeting	Uralla
15 Jul 2025	Information Sessions: <ul style="list-style-type: none"> - Community engagement on proposed SRV with Sinead Duggan; and - Outcomes of the SaND community engagement workshops 	Uralla
15 Jul 2025	Information Session Biodiversity Workshop with Director David Carr <ul style="list-style-type: none"> - An overview of the NSW Biodiversity Conservation Act, specifically the Biodiversity Offset Scheme (BOS), specifically in relation to the new England REZ. - An outline how biodiversity impacts are measured and managed and discuss opportunities for USC and private landholders to enter into Biodiversity Stewardship Agreements to offset biodiversity impacts. - an introduction to the NEREZ Biodiversity Reference Group and its role in advocating for biodiversity in the face of development as a result of the REZ 	Uralla
16 Jul 2025	2AD Interview	Online
17 Jul 2025	Hearing for Parliamentary Inquiry <ul style="list-style-type: none"> - The Upper House Portfolio Committee 4 invited Uralla Shire Council to give evidence at a hearing for the inquiry into the impact of renewable energy zones in rural and regional communities and industries in New South Wales. 	Armidale
21 Jul 2025	Minister Hoenig visit itinerary discussions	Uralla
21 Jul 2025	Mayor & GM Catch up Meeting	Uralla
22 Jul 2025	DA Visits to Everett St and Uralla St	Uralla
22 Jul 2025	Council Ordinary Meeting	Uralla
24 Jul 2025	Group Photo Shoot – Xmas Announcement	Uralla
24 Jul 2025	ACEN Round 1 SIP Grants Presentations	Uralla
28 Jul 2025	Minister Hoenig Visit to Uralla Morning Tea with Councillors and Key Staff Key issues discussed: <ul style="list-style-type: none"> - Uralla Court House - Affordable Housing Project - Draft Housing Strategy - New England Renewable Energy Zone - Christmas Street Fair - New Aged Care Act 2025 - McMaugh Gardens expansion - LTFP & SRV - The Bolt Inn tour - New England Solar Farm 	Uralla
28 Jul 2025	Mayor & GM Catch up Meeting	Uralla
30 Jul 2025	2AD Interview	Online
30 Jul 2025	RED4NE Community Information Evening	Uralla Bowlo
30 Jul 2025	Update on section 100B of RFS Act 1997	Online

10 PUBLIC FORUM

Nil

11 MAYORAL MINUTE

11.1 Mayoral Minute - Uralla Response to Severe Snowstorm Event 2nd-3rd August 2025

Reference: UINT/25/19786

EXECUTIVE SUMMARY

The purpose of this Mayoral Minute is to acknowledge and thank our amazing community, local businesses, our pubs and clubs, the Uralla Neighbourhood Centre, Rotary, our Council staff, Wayne Howard Electrical and the Uralla Fire & Rescue team for everything they did during the recent snowstorm event on the weekend of 2nd to 3rd August 2025. The way everyone came together to support stranded travellers, check on neighbours, or just keep things running was nothing short of incredible.

I want to also thank our community for your patience and support as our Shire continues the recovery effort. Our crews have been working hard to restore services, clear roads, remove trees and make sure everyone in our community is safe.

RECOMMENDATION

That Council:

1. **Receives and notes this Mayoral Minute and thanks our community, local businesses and Council staff for their outstanding efforts during the severe snowstorm event of 2nd-3rd August 2025 and in the subsequent clean-up.**
2. **Notes and endorses the free Community Thank you BBQ to be held on Sunday 31st August at Alma Park from 11am to 2pm.**

REPORT

On behalf of the Shire, we extend our deepest gratitude to everyone who showed extraordinary kindness, resilience, and dedication during and after the recent snowstorm.

I especially want to acknowledge:

- Those in our community who opened their homes to stranded travellers and locals – your generosity made a world of difference.
- The Council staff, who worked tirelessly through the weekend to clear roads, assist stranded travellers and residents, and to keep diesel generators running at McMaugh Gardens. A special acknowledgement for the Council team who responded to an urgent call for help from Walcha Hospital to deliver diesel for the hospital generator at 3am Sunday to ensure patients were kept safe and warm during the power outage.
- The McMaugh Gardens staff, who braved the conditions, stayed overnight, and covered shifts to ensure continued care.
- The Tablelands Community Support team who went above and beyond to check in on our vulnerable residents and ensure they were safe, had food and heating as soon as possible.
- The team at the Uralla Neighbourhood Centre and everyone involved in arranging a safe place for around 50 people to sleep at the Centre on Saturday night, and to Rotary for providing a cooked breakfast on Sunday morning.

- The local pubs and clubs, who generously opened their premises to people who couldn't make it home, providing blankets and a warm space to sleep, food, beverages, phone access, and bathroom services and the staff who stayed way beyond their shifts to ensure the comfort and safety of those stranded.
- The Community members, who stopped to help stranded drivers, gave directions, checked on neighbours, and delivered food, blankets, fuel, or wood.
- The Council staff and all those still helping with fallen trees, clearing roads and green waste removal.
- Our local police Constable, the sole policeman in Uralla during the event, who calmly helped coordinate emergency operations.
- The Rural Fire Service, for directing traffic and responding to emergency calls.
- State Emergency Services, for handling an overwhelming number of call-outs with professionalism and dedication.
- Uralla Fire & Rescue for helping with so many stranded motorists and providing urgent assistance in a medical emergency.
- Wayne Howard Electrical for helping wire up generators, assisting many residents with household electrical needs, and supporting our own Council staff with the delivery of critical diesel fuel to Walcha Hospital to keep the hospital generator running.

Your actions reflect the strength and spirit of our community. Thank you for being there for one another. Your support and patience are also appreciated as our teams continue working to restore services, clear roads, and ensure the safety of all residents. While our teams have worked to remove immediate hazards to make our roads trafficable and our parks and reserves accessible, the scale and impact of this event means this work will necessarily continue for many months to come as teams balance business as usual requirements with ongoing storm recovery efforts.

Council appreciates and welcomes the State Government's disaster declaration which will provide disaster funding assistance to cover Council storm damage costs. While Council cannot assist with the clean-up on private land, this disaster declaration may enable residents, businesses and community groups to submit claims for losses and obtain support through a variety of means.

The response from our community, businesses, individuals and staff has been nothing short of exemplary and we are all justifiably proud.

To thank the community, Council will be hosting a free Community BBQ at Alma Park on **Sunday 31 August** from 11am to 2pm. This is an opportunity to acknowledge our exceptional community and their demonstrated resilience and compassion during a very difficult 48 hours, and for the community to come together again to celebrate the wonderful Uralla spirit!

12 NOTICE OF MOTION/QUESTIONS WITH NOTICE

Nil

13 REPORTS OF COMMITTEES

13.1 Uralla Local Transport Forum (ULTF) - Minutes of Meeting held 5 August 2025

Department:	Infrastructure & Development
Prepared By:	Executive Support Officer Infrastructure & Development
Authorised By:	Director Infrastructure & Development
Reference:	UINT/25/18860
Attachments:	<ol style="list-style-type: none"> 1. Uralla Local Transport Forum Agenda 5 August 2025 (under separate cover) 📄 2. Uralla Local Transport Forum Minutes 5 August 2025 (under separate cover) 📄

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The Agenda and Minutes of the Uralla Local Transport Forum (ULTF) meeting held on 5 August 2025, are attached for the information of Councillors.

Staff have reviewed the action items and advise that all items can be addressed within current resources.

RECOMMENDATION

That Council:

1. Notes the name change of the previous 'Uralla Local Traffic Committee' to the new 'Uralla Local Transport Forum' (ULTF) as directed by Transport for NSW.
2. Receives the Minutes of the Uralla Local Transport Forum (ULTF) meeting held on 5 August 2025 and notes the decisions of the Forum.

REPORT

The Uralla Local Transport Forum (ULTF) Meeting was held on 5 August 2025. The Committee (and all like committees in NSW) has undertaken a change in title at the direction of Transport for NSW. There have been no changes to the Committee's core role.

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

1.1. Heavy Vehicle Traffic Review - Rowan Avenue URALLA

FORUM DECISION:

That the Uralla Local Transport Forum recommend the installation of a 15 tonne G.V.M. load limit for the full length of Rowan Avenue between Bridge Street and Duke Street.

1.2. Request for Saumarez Ponds Speed Limits Reduction - Received 1 July 2025

FORUM DECISION:

That the Uralla Local Transport Forum refer this request to Transport NSW as the state authority for speed zoning to assess the suggested speed zone reduction.

1.3. New England Highway No Stopping

FORUM DECISION:

That the Uralla Local Transport Forum recommend the installation of No Stopping signs adjacent to the eastern side of the New England Highway on the southern approaches to Uralla between the 50km/h speed zone and Rowan Avenue.

CONCLUSION

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

13.2 Bundarra School of Arts Hall and Community Consultative s355 Committee - Minutes of Meeting held 16 July 2025

Department: Infrastructure & Development**Prepared By:** Executive Support Officer Infrastructure & Development**Authorised By:** Director Infrastructure & Development**Reference:** UINT/25/18612

Attachments: 1. MINUTES - Bundarra Community Committee Meeting - 16 July 2025 (under separate cover) [↗](#)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The Bundarra School of Arts Hall and Community Consultative s355 Committee meeting was held on 16 July 2025. This report presents the Minutes for the information of Council.

RECOMMENDATION

That Council receives the adopted Minutes of the Bundarra School of Arts Hall and Community Consultative s355 Committee Meeting held 16 July 2025.

REPORT

The Bundarra School of Arts Hall and Community Consultative s355 Committee meeting was held on 16 July 2025. The meeting was attended by committee members, members of the community, appointed Councillors and Council staff. The Minutes of the meeting were adopted at the following Committee meeting of the 13 August 2025 and are attached to this report.

The Committee continues to operate at a high level and is providing significant benefits to both the local Bundarra community and Council's operations.

The adopted Minutes are presented here for Council's consideration.

CONCLUSION

The Bundarra School of Arts Hall and Community Consultative Committee Meeting took place at Bundarra on 16 July 2025. The minutes of that meeting are attached to this report for the information of Council.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

Community will be informed of Council's decision and future intentions via the newly compiled Bundarra Committee Email Distribution List

Policy and Regulation

Previous S355 Bundarra School of Arts Community Consultative Committee Terms of Reference 2022
Local Government Act 1993; section 355

Financial/Long Term Financial Plan

N/A

Asset Management/Asset Management Strategy

N/A

Workforce/Workforce Management Strategy

N/A

Legal and Risk Management

N/A

Performance Measures

High attendance benchmarks at the monthly committee meetings by both appointed community members and council representatives continues.

Project Management

Infrastructure & Development Directorate

13.3 Bundarra School of Arts Hall and Community Consultative s355 Committee - Draft Minutes of Meeting held 13 August 2025

Department: Infrastructure & Development**Prepared By:** Executive Support Officer Infrastructure & Development**Authorised By:** Director Infrastructure & Development**Reference:** UINT/25/20435

Attachments: 1. DRAFT - Minutes of Bundarra School of Arts Hall and Community Committee Meeting - 13 August 2025 (under separate cover) [⇒](#)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**Goal:** 1. We have an accessible inclusive and sustainable community

2. We drive the economy to support prosperity

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

Strategy: 1.4. Access to and equity of services

2.3. Communities that are well serviced with essential infrastructure

4.1. Informed and collaborative leadership in our community

4.2. A strategic, accountable and representative Council

SUMMARY

The Bundarra School of Arts Hall and Community Consultative s355 Committee meeting was held on 13 August 2025. This report presents the draft Minutes of that meeting for the information of Council.

RECOMMENDATION

That Council receives the draft minutes of the Bundarra School of Arts Hall and Community Consultative s355 Committee Meeting held 13 August 2025.

REPORT

The Bundarra School of Arts Hall and Community Consultative s355 Committee meeting was held on 13 August 2025. The meeting was attended by committee members, members of the community, appointed Councillors and Council staff. The draft minutes of the meeting are attached to this report.

CONCLUSION

The Bundarra Committee continues to meet with excellent attendance levels achieved by both community and Council representatives.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

Community will be informed of Council's decision and future intentions via the newly compiled Bundarra Committee Email Distribution List

Policy and Regulation

Previous S355 Bundarra School of Arts Community Consultative Committee Terms of Reference 2022
Local Government Act 1993; section 355

Financial/Long Term Financial Plan

N/A

Asset Management/Asset Management Strategy

N/A

Workforce/Workforce Management Strategy

N/A

Legal and Risk Management

N/A

Performance Measures

Attendance levels for both Committee and Council representatives.

Project Management

Infrastructure & Development Directorate

13.4 Bundarra School of Arts Hall and Community Consultative s355 Committee - Recommended updates to Terms of Reference (ToR) and Recommended Committee Name Change

Department:	Infrastructure & Development
Prepared By:	Executive Support Officer Infrastructure & Development
Authorised By:	Director Infrastructure & Development
Reference:	UINT/25/20283
Attachments:	<ol style="list-style-type: none"> 1. DRAFT - Terms of Reference (TOR) - Bundarra Community Committee - 2025 - Track changes ⇒ 2. DRAFT - Terms of Reference (TOR) - Bundarra Community Committee - 2025 - Track changes accepted ⇒

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	<ol style="list-style-type: none"> 1. We have an accessible inclusive and sustainable community 2. We drive the economy to support prosperity 4. We are an independent shire and well-governed community
Strategy:	<ol style="list-style-type: none"> 1.1. A growing community with an active volunteer base and participation in community events 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

This report presents two (2) recommendations from the Bundarra School of Arts Hall and Community Consultative s355 Committee for consideration of Council.

RECOMMENDATION

That Council:

1. Approves the name change put forward by the Committee from 'the Bundarra School of Arts Hall and Community Consultative s355 Committee' to 'the Bundarra Community Committee'.
2. Approves the updated Terms of Reference.

REPORT

The Committee presents two items for Council's consideration:

1. Recommended changes relating to Council's issued Terms of Reference (ToR); and
2. A recommended name change for the Committee.

Terms of Reference

The Committee requests several changes to the original ToR issued by Council. The actual changes are best demonstrated in the 'track changes' version of the ToR attached to this Report.

Council staff have reviewed the requested changes and recommend, for Council's consideration, that all changes are improvements to the original ToR. The changes substantively improve the clarity of Council's direction to the Committee regarding its role and functions.

The staff recommendation to Council is that the recommended changes to the ToR be consented to.

Name Change for the Committee

The current formal name of the Committee is 'The Bundarra School of Arts Hall and Community Consultative s355 Committee'.

The Committee requests that Council change the Committee's formal name to "The Bundarra Community Committee".

The Committee's request has been subject to staff review which concurs that the current name is unintentionally cumbersome and potentially creates a barrier to the Committee's work amongst the community and in discussions between the Committee and other parties including the community.

The staff recommendation to Council is that the recommended name change be approved.

CONCLUSION

This report brings to Council's attention two changes recommended to Council by the Bundarra 355 Committee. Council staff support the Committee's requests.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

Community will be informed of Council's decision and future intentions via the newly compiled Bundarra Committee Email Distribution List

Policy and Regulation

Previous S355 Bundarra School of Arts Community Consultative Committee Terms of Reference 2022
Local Government Act 1993; section 355

Financial/Long Term Financial Plan

N/A

Asset Management/Asset Management Strategy

N/A

Workforce/Workforce Management Strategy

N/A

Legal and Risk Management

N/A

Performance Measures

Membership and Council representative attendance levels. The high attendance benchmarks at the monthly committee meetings by both appointed community members and council representatives continues.

Project Management

Infrastructure & Development Directorate

14 REPORTS TO COUNCIL

14.1 Section 355 Australia Day Committee

Department: Infrastructure & Development

Prepared By: Director Infrastructure & Development

Authorised By: General Manager

Reference: UINT/25/20344

Attachments: 1. Terms of Reference Australia Day Committee (under separate cover) [⇒](#)

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
4.3. An efficient and effective independent local government

SUMMARY

Council's previously appointed s355 Australia Day Committee has automatically ceased its term of appointment as a natural consequence of the recent local government elections. This report recommends that Council retains and adopts the existing Terms of Reference for the Australia Day Committee for the current term of Council, and appoints a new Committee under the existing Terms of Reference.

RECOMMENDATION

That Council:

1. Retains and adopts the existing Terms of Reference for the Australia Day Committee for the period 26 August 2025 through to the next election in September 2028.
2. Calls for Expressions of Interest for membership of the Committee.
3. Receives a future report recommending membership appointments to the new Committee.

REPORT

Council previously appointed an advisory committee to support the annually held Australia Day activities, utilising section 355 of the Local Government Act. The previous committee has now reached the natural end of its term six months after the most recent local government election.

The following clause is from the current Terms of Reference:

3. Term of Committee

3.1 The Committee shall operate from the date Council adopts these Terms of Reference and will conclude six (6) months after the date of the next Council election, unless terminated earlier in accordance with these Terms of Reference.

The previous Committee successfully oversaw all Australia Day planning activities during its term.

Council may utilise s335 of the Local Government Act 1993 to appoint committees for various purposes. Each such committee operates within Terms of Reference as may be issued by Council from time to time. It is common for specifically different Terms of Reference to be issued to different committees at the time of appointment. Terms of Reference are designed to achieve appropriate points of focus for each respective committee.

This Terms of Reference information should be expected to provide a detailed insight into the potential future role of s335 committees and the most appropriate and enabling guide for those committees.

The existing Terms of Reference for the Australia Day Committee are considered appropriate for any new committee appointed for that purpose.

CONCLUSION

Council's s355 Australia Day Committee currently runs with six volunteers, four of which are council staff/councillors. This report recommends Council continues with the current Terms of Reference and begins the process of appointments for Council's future consideration.

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

The successful appointment of quality candidates and thence the ongoing design and conduct of Australia Day events for the appointed term.

Project Management

Executive Assistance to the Mayor and GM

14.2 Development Application DA-21-2025 - Multi Dwelling Housing - Lot 1 DP 794835 - 28 Uralla Street Uralla

Department: Infrastructure & Development
Prepared By: Manager Development & Planning
Authorised By: Director Infrastructure & Development
Reference: UINT/25/21392

Attachments: 1. DA-21-2025 - Multi Dwelling Housing - 28 Uralla Street Uralla - Draft Conditions of Consent_v2 (under separate cover) [↗](#)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

At the Ordinary Council meeting held 22 July 2025, Council resolved to defer the subject Development Application (DA-21-2025) pending receipt of further information.

Council staff sent a formal Request for Information to the proponent, dated 31 July 2025, seeking amendments to the architectural plans to show a reduction in the overall density of dwellings from four (4) detached dwellings to three (3) detached dwellings at the subject site. The purpose and intent of the request was to provide improved planning and design outcomes, as well as address the issues raised in the submission made objecting to the development proposal.

At the Council workshop held on 19 August 2025, the proponent was invited to address the Council and discuss the proposed development in further detail. At the workshop, a revised design was presented reducing the number of additional new dwellings from three (3) to two (2).

The proposed changes also result in improved private open space per dwelling, reduced requirements for off-street parking and increased setbacks from Council's sewer main which traverses the site.

The issues raised in the submission received 24 March 2025 are addressed in further detail in the report from the July 2025 Ordinary Council meeting which is included below.

RECOMMENDATION**That Council:**

1. Delegates authority to the General Manager to determine the Development Application (DA-21-2025) on receipt of revised architectural plans, subject to the attached draft conditions of consent and any other conditions arising from the revised plans.
2. Acknowledges the cooperation of the applicant in promptly addressing Council's concerns.

REPORT

Proposal: Multi Dwelling Housing
Property Description: Lot 1 DP 794835, 28 Uralla St, Uralla NSW 2359

Zoning:	R1 General Residential
Date Received:	7 March 2025
Public Notification or Exhibition:	Neighbour Notification
Notification Period:	7 March 2025 – 25 March 2025
Number of Submission:	One (1)

The Proposal* Note: this discussion relates to the original submitted plans for three (3) new units. The applicant has agreed to reduce the number of additional units to two (2).

Council approval is sought for the demolition of an existing garage and the construction of three (3) (*to be reduced to two) new single-storey detached dwellings and associated ancillary works including timber retaining walls, shared walkway, carports and driveways, water tanks, and earthworks.

Each proposed new dwelling has a floor area of 106.03m² and contains two (2) bedrooms, an open kitchen, dining and lounge configuration, and clustered wet area for a laundry, bathroom and ensuite.

Northern patios provide open space with solar benefits off the living area and porches in the west afford sheltered access and egress via a covered walkway to a carport.

The multi dwelling housing development is to have a single driveway access to Uralla Street through to undercover parking southeast of the existing dwelling. On-site parking bays are proposed behind the building line and are allocated to each unit with one (1) additional visitor parking bay. Two (2) of the proposed car parking bays are designed to be accessible.

Each unit is to have clearly demarcated private open space through Colorbond fencing to 1.8m in height along side boundaries and 1.6m in height internally.

Each dwelling is to be connected to mains water and electrical supplies and is to be fitted with a roof mounted photovoltaic system in accordance with BASIX requirements. Wastewater from the new dwellings is proposed to feed into Council's sewer within the allotment via gravity lines (Units 1 and 2) and a rising line (Units 3 and 4). Stormwater from each new dwelling is to be directed to separate 3,000 litre slimline water tanks, with charged overflow to be drained to Uralla Street as a legal point of discharge.

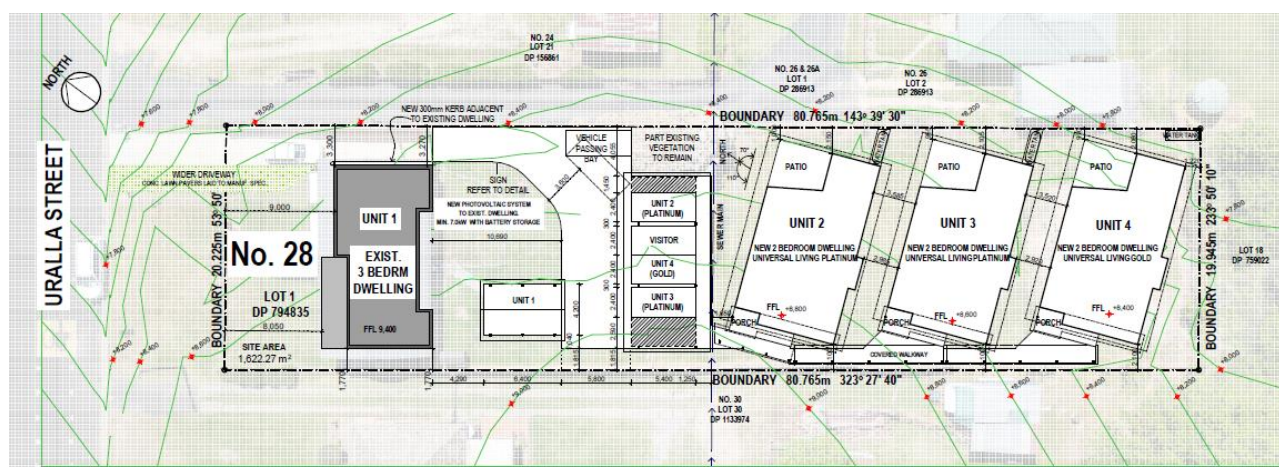


Figure 1. Proposed layout showing the existing dwelling and proposed new units (x3)

The Site

The subject site is described as Lot 1 DP 794835 and has a total area of 1,618.7m². Located on the south side of Uralla Street, the land is generally rectangular with a 20.235 metre frontage to the road, a rear boundary length of 19.945 metres and a depth of up to 80.77 metres.

The site contains an existing single-storey, three-bedroom, brick and corrugated metal dwelling house with a detached single-bay garage and storage shed in the rear yard. Existing fencing comprises metal panel and sheet, timber paling and post-and-wire mesh to the boundary.

Access to the site is via an existing concrete driveway which connects to Uralla Street. There is also Council's reticulated water main in Uralla Street.

Council's sewer main traverses the site (Lot 1 DP 794835) through the middle of the allotment, see Figure 4 below.



Figure 2. The existing dwelling at 28 Uralla Street, Uralla



Figure 3. The rear yard of Lot 1 DP 794835 and location of the proposed new units



Figure 4. Aerial photograph to show approximate location of Council's sewer main

MATTERS FOR CONSIDERATION

1. **Matters for consideration—general** In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:
 - a) the provisions of:
 - i. any environmental planning instrument, and

- ii. (ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and
- iii. (iii) any development control plan, and
- iv. (iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and
- v. (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),
- vi. (v) (Repealed)

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

- b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,
- c) the suitability of the site for the development,
- d) any submissions made in accordance with this Act or the regulations,
- e) the public interest.

ASSESSMENT

Section 4.15 of the Environmental Planning and Assessment Act 1979 requires Council to consider various matters, of which those pertaining to the application are listed below.

PROVISIONS OF ANY ENVIRONMENTAL PLANNING INSTRUMENT s4.15(1)(a)(i)

Uralla Local Environmental Plan 2012

Part 1 - Preliminary

Clause 1.2 - Aims of Plan

The broad aims of the LEP are set out under subclause 2

- a) to encourage the orderly management, development and conservation of resources by protecting, enhancing and conserving:
 - (i) land of significance for agricultural production, and
 - (ii) timber, minerals, soils, water and other natural resources, and
 - (iii) areas of high scenic or recreational value, and
 - (iv) native plants and animals including threatened species, populations and ecological communities, and their habitats, and
 - (v) places and buildings of heritage significance,
- b) to provide a choice of living opportunities and types of settlements,
- c) to facilitate development for a range of business enterprise and employment opportunities,
- d) to ensure that development is sensitive to both the economic and social needs of the community, including the provision of community facilities and land for public purposes,
- e) to ensure that development has regard to the principles of ecologically sustainable development and has regard to areas subject to environmental hazards and development constraints,
- f) to provide for flexibility in applying certain development standards, where compliance with such standards may be unreasonable or unnecessary in the circumstances of a particular development, and there is sufficient justification for varying the standards on environmental planning grounds.

Clause 1.9A – Suspension of covenants, agreements and instruments

This clause provides that covenants, agreements and other instruments which seek to restrict the carrying out of development do not apply with the following exceptions:

- covenants imposed or required by council
- prescribed instruments under Section 183A of the Crown Lands Act 1989
- any conservation agreement under the National Parks and Wildlife Act 1974
- any trust agreement under the Nature Conservation Trust Act 2001
- any property vegetation plan under the Native Vegetation Act 2003
- any biobanking agreement under Part 7A of the Threatened Species Conservation Act 1995
- any planning agreement under Division 6 of Part 4 of the Environmental Planning and Assessment Act 1979.

Council is not aware of the title of the subject property being affected by any of the abovementioned covenants or agreements.

Part 2 - Permitted or Prohibited Development**Clause 2.1 - Land Use Zones and Land Use Table**

The subject site is located within the R1 General Residential zone. The proposed development is defined as *multi dwelling housing* under the Uralla LEP 2012.

Multi dwelling housing means 3 or more dwellings (whether attached or detached) on one lot of land, each with access at ground level, but does not include a residential flat building.

The proposed development is permitted with consent within the R1 General Residential zone pursuant to Clause 2.1 of the Uralla LEP 2012.

Clause 2.3 Zone Objectives

The zone objectives for the R1 General Residential zone are as follows: -

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.

The proposed development (multi dwelling housing) seeks to provide infill development in a serviced location to meet the future housing needs of the community. According to the New England North West Regional Plan 2041, the population of the New England North West region is expected to grow from around 186,000 people in 2021 to over 197,500 in 2041. Coinciding with this growth is a decline in the number of persons per dwelling as evidenced by increasing proportions of single and couple only households. The proposed new units (x3) can assist in addressing the growing demand for housing in the community and to accommodation housing for seniors and people with higher mobility needs. Council considers this to provide for the housing needs of the community and therefore meets the objectives of the Zone R1 General Residential zone.

Part 3 Exempt and Complying Development

The application is not exempt or complying development.

Part 4 Principal Development Standards

No principal development standards are applicable to the proposed development.

Part 5 Miscellaneous Provisions

No miscellaneous provisions are applicable to the proposed development.

Part 6 Additional Local Provisions

6.1 - Earthworks

The application proposes bulk earthworks at the site to create a large level area for the proposed new dwellings.

An earthworks site plan has been submitted with the DA. Cut is proposed to be at a depth of approximately 500mm and fill also to approximately 500mm. Both the cut and fill is to be retained by a series of retaining walls. The height of the retaining walls will vary from approximately 150mm to 500mm along the western property boundary and in the east.

A condition of consent will apply to ensure all earthworks are undertaken in an appropriate manner in accordance with a relevant construction certificate (if required).

A condition will also apply for erosion & sediment control and in case of discovery of relics and artifacts during the construction phase.

6.4 Essential Services

Council is satisfied that the following essential services are already connected or readily available for the development:

- (a) the supply of water,
- (b) the supply of electricity,
- (c) the disposal and management of sewage,
- (d) stormwater drainage or on-site conservation, &
- (e) suitable road access.

Further comments provided below.

Development Control Plan	
Section 4.15(1)(a)(iii) – Environmental Planning & Assessment Act 1979	
Does Uralla DCP 2011 apply to this land/proposal?	Yes
Chapter	Comments
1. General	NA
2. Subdivision	NA
3. Residential Development	3.4 Site Design & Layout <ul style="list-style-type: none"> ▪ A site analysis diagram and design response statement are provided to demonstrate the way in which the site has been developed within the constraints and opportunities of the site. ▪ None of the proposed new dwellings will have direct frontage to the street (Uralla Street). ▪ Proposed new driveway is to connect to Uralla Street and there is no rear lane access. ▪ New driveways to comply with Councils engineering design requirements, a condition will apply for works in accordance with the relevant s138 approval under the Roads Act.

	<p>3.5 Density</p> <ul style="list-style-type: none"> ▪ In Zone R1 General Residential, the permissible density of dwellings is dependent on the size of the dwellings involved. In accordance with Table 3.1 of the DCP, each of the dwellings is characterised as Large 85-125m² ▪ The proposed new units each have a floor area of 106.03m². Large dwellings require a minimum site area of 290m² each and the proposed four (4) large dwellings therefore warrant a total minimum site area of 1,160m². ▪ The land has a total area of 1,618m² and the proposal therefore satisfies the abovementioned density development control requirements for the R1 General Residential zone. <p>3.6 Setbacks and Building Envelopes</p> <ul style="list-style-type: none"> ▪ None of the proposed new dwellings front Uralla Street and they are located behind the building line of the existing dwelling. ▪ Side setbacks for the proposed new dwellings are 2.1m and 1m respectively and exceed the minimum requirements under the Building Code of Australia or BCA (minimum 900mm). ▪ Proposed rear setback is 1.22m which does not meet with minimum requirements under the DCP (required = 1.5m) however is considered acceptable in this instance. <p>3.7 Open Space</p> <ul style="list-style-type: none"> ▪ The acceptable solution for open space in Zone R1 zone is to provide a minimum landscaped area of 45m² per ground floor dwelling. The proposed development results in four (4) ground floor dwellings on the land and the requirement for 180m² of landscaped area. Up to 643m² of landscaped space is proposed including private open space comprising a landscaped area for each proposed unit with individual clotheslines. <p>3.8 Private Open Space</p> <ul style="list-style-type: none"> ▪ Proposed POS for the new dwellings will benefit from a northern aspect, are directly accessible from a living area, and are screened from views by Colorbond metal sheet fencing to 1.8 metres along the boundary and 1.6 metres internally. Boundary fencing is to be sited atop the retaining walls to provide effective privacy between residents. <p>3.9 Landscaping</p> <ul style="list-style-type: none"> ▪ Landscaping adequately addresses proposed private open space areas of the land to be developed and provides for a range of plantings to soften/screen the development. New plantings include native tree species, ground covers, lawn and shrubs. A landscape plan has been provided for the proposal. <p>3.10 Privacy</p> <ul style="list-style-type: none"> ▪ The proposed new dwellings are setback an adequate distance from their respective neighbouring dwellings and views between the existing dwelling house on Lot 2 DP 286913 and the proposed new units and associated
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	<p>private open spaces are to be screened by a 1.8m high Colorbond fence along the property boundary.</p> <ul style="list-style-type: none"> Site design including cut and fill, retaining walls and screening landscaping is anticipated to assist with maintaining a level of privacy between the development and neighbouring dwellings. <p>3.11 Fencing</p> <ul style="list-style-type: none"> The development proposes 1.8m high colorbond fencing and 1.6m high internal fencing to separate the units and provide POS to residents. All new fencing will be behind the building line and will not be visually prominent from the street. <p>3.12 Solar Access</p> <ul style="list-style-type: none"> All proposed living areas & POS face north to allow for solar access and passive heating/cooling of habitable living areas. <p>3.15 Multi Dwelling Housing</p> <ul style="list-style-type: none"> The proposed development will result in three (3) additional dwellings on the allotment comprising a detached and attached multi-dwelling development. As required, all other provisions of the Uralla DCP have been met and the site is connected to reticulated water & sewer. One off-street car space per dwelling is provided with access via a new shared driveway which connects to Uralla Street. Shared open space and POS is to be adequately landscaped for privacy and amenity. Kerb & gutter is already provided in Uralla Street. The proposed new dwellings are located behind the building line of the existing dwelling, nonetheless they provide visually pleasing architectural detail and materials so as to enhance the character of the streetscape and public domain.
4. Rural Development	NA
5. Development in Commercial & Industrial Areas	NA
6. Access & Parking	NA
7. Commercial Use of Footways	NA
8. Signage & Outdoor Advertising	NA
9. Heritage Guidelines	NA
10. Development in Gateway Areas	NA
11. Floodplain Development	NA

13. Notification Procedures	The proposed development was neighbour notified in accordance with the notification procedures in chapter 13.
14. Contaminated Land	Possible sources of contamination are addressed in other sections of this report.
15. Other Matters	NA
16. Kerb & Gutter	Kerb and gutter is provided in Uralla Street. There is no requirement for upgrade to existing kerb and gutter as all stormwater is to be directed to Uralla Street as per detailed stormwater design drawings submitted to Council. It is noted detailed hydrological findings must be provided to Council prior to issue of a Construction Certificate for the development. The reason being, to ensure there would be no chance of the proposed stormwater system failing and causing flooding to neighbouring residents.
17. Barleyfields	NA

Regional Environmental Plan

The proposed development seeks to provide infill residential development in a serviced location to meet the future housing needs of the community. According to the New England North West Regional Plan 2041, the population of the New England North West region is expected to grow from around 186,000 people in 2021 to over 197,500 in 2041.

The proposed development aligns with Council's strategic direction under the New England North West Regional Plan 2041 to 'support new housing in Uralla' as a priority for the Local Government Area.

State Environmental Planning Policy

Is this proposal affected by a SEPP?	Yes
Comment: See comments below.	
List all relevant SEPPs	
SEPP	Comment
SEPP (Resilience & Hazards) 2021	Hazardous or offensive industry: The application does not involve hazardous or offensive industry, or potentially hazardous or offensive industry that this SEPP relates to. Remediation of land: Following an inspection of the site and a search of Council records, the subject land is not identified as being potentially contaminated and is suitable for the intended use (residential).
SEPP (Transport & Infrastructure) 2021 Chapter 2 – Infrastructure Chapter 3 – Educational establishments & child care facilities	Traffic Generating Development: Clause 2.122 has been addressed and the development does not meet the trigger thresholds under Schedule 3 and therefore does not require a referral to TfNSW.
SEPP (Biodiversity & Conservation) 2021 Chapter 3 – Koala habitat protection 2020	NA

State Environmental Planning Policy (Koala Habitat Protection) 2021	NA
SEPP (Housing) 2021	The application does not involve the development of any housing types that this SEPP relates to.
SEPP (Industry & Employment) 2021	The application does not involve the erection or display of advertising or signage that this SEPP relates to.

Environmental Impacts

Section 4.15(1)(b) – Environmental Planning & Assessment Act 1979

Does this proposal have any potential environmental impacts?

Yes – see comments below.

	Impact	Comment
Social	Yes	Positive social impact through the delivery of affordable and accessible housing types within the Shire.
Economic	No	Short term economic impacts during the construction phase and through the payment of section 7.12 developer contributions. Neutral long term economic impacts.
Privacy	No	New boundary fencing is proposed to be of 1.8m high Colorbond and will provide a uniformity in height and design across the site. This height fence will provide a high level of privacy between the proposed new dwellings and neighbouring residents. POS areas do not overlook neighbouring properties and are similarly provided with 1.6m high internal fencing.
Overshadowing	No	The proposed building is single storey and there are adequate setbacks and the buildings are staggered on the lot to minimise the effects of overshadowing to living areas and private open space of neighbouring properties.
Solar Access	No	Living areas face north to utilise solar access for light & passive heating of the buildings.
Water	No	Nil impacts likely.
Air	No	Nil impacts likely.
Noise	No	Adverse noise impacts will generally only be experienced during the construction phase. Condition will apply re. construction hours during this period.
Land Degradation	No	Nil impacts likely.
Flora	No	Nil impacts likely.
Fauna	No	Nil impacts likely.

Contaminated Land

Section 4.15(1)(b) – Environmental Planning & Assessment Act 1979

Has this land been identified as being contaminated land by Council?	No
Is it a possibility this land may be contaminated?	No
Does this land require remediation?	No
Has a Contaminated Land Site Investigation been completed?	No
Is a referral required to DECC?	No
Has a Remediation Action Plan been completed for the land?	No
Comment:	
Is this land in the close vicinity or adjoining a known contaminated site?	No

Comment:

The development site is zoned for residential purposes, being Zone R1 General Residential under the ULEP, and is developed with an existing dwelling house land use. In this regard, the development site is unlikely to have been used for a contaminating purpose since its creation and is likely suitable for the intended residential development.

Infrastructure

Has an engineering assessment been completed?	Yes
Does this proposal have any potential infrastructure impacts?	Yes

	Impact	Comment
Water	Yes	<p>Council's water main is located in Uralla Street and the sewer main traverses Lot 1 DP 794835.</p> <p>Lot 28 is already connected to reticulated water and sewer however any proposed changes would be in accordance with a separate s68 approval. Both water and sewer reticulation system have capacity to cater for the proposed additional development and loading.</p>
Sewer	Yes	<p>It is noted Councils sewer main traverses the site but is not identified by an easement. The proponent has proposed to construct a carport up to the sewer main (but not covering the main). There is, however, a footpath that will cross the main.</p> <p>As no building works should be undertaken over the sewer main, a condition will apply that the proponent must not build over, interfere with access, increase, or reduce the cover over any water/sewer utility infrastructure, including sewer manholes or sewer inspection openings.</p> <p>Footpaths and some carports are generally considered exempt development so minor modifications to the plans for these elements should be able to be undertaken without modification of the approved plans or Notice of Determination. Councils Development Engineer has</p>

		reviewed the site plan and has made no comment or additional conditions to add in this instance.
Stormwater Drainage	Yes	<p>Stormwater from each new dwelling is to be directed to separate 3,000 litre slimline water tanks, with overflow to be drained to Uralla Street as a legal point of discharge via charged lines.</p> <p>The proponent has submitted a detailed stormwater report however does not contain any hydrological findings or justification that the system would not fail. As a condition of consent the proponent must prepare and submit a detailed hydrological report to Council that demonstrates the proposed stormwater systems are adequate. This must be undertaken prior to issue of a construction certificate for the works.</p>
Access	Yes	<p>Access is provided via an extension of the existing internal driveway which connects to Uralla Street. There are off-street car parking spaces provided for each resident plus one visitor parking space. The proponent has provided vehicle swept path analysis which demonstrates each of the proposed car parking spaces are functional and cars can exit and enter in a forward direction.</p> <p>The internal driveway is generally considered a low-speed environment due to its narrow width & short distance. There is also adequate site distance in both directions on Uralla Street.</p> <p>New driveways and parking spaces are required to be sealed.</p> <p>No change proposed/required to Uralla Street access.</p> <p>It is considered the existing road infrastructure can adequately accommodate for a minor increase in traffic as a result of the development proceeding.</p> <p>Furthermore, a condition of consent will apply for s138 approval for any works within the road reserve (if required).</p>
Kerb & Gutter	No	Kerb and gutter is existing on Uralla Street, no upgrade required.
Upgrade Existing Road	No	No road upgrades required on Uralla Street.
Existing Easements	No	None noted.
Electricity	No	Existing connections available in accordance with the relevant service provider.
Telecommunications	No	Existing connections available in accordance with the relevant service provider.
Pedestrian Access	No	Ease of pedestrian access via Uralla Street.

Does the development require any new easements? No

Has an Erosion and Soil Control Plan been submitted? Yes

Developer Contributions

Section 7.11 & 7.12 – Environmental Planning & Assessment Act 1979

Does this proposal require any Developer Contribution? Yes – see below.

Is the contribution for a subdivision? No

Is the contribution for a special purpose relating only to this proposal? No

Contribution Plan	Cost of Works	Rate (\$)	Comment
USC s7.11 Development Contribution Plan 2021 heavy haulage	NA		
USC s7.12 Development Contribution Plan 2021 fixed levy	\$1,694,888.54	1%	Developer contributions are calculated as \$16,948.88 A condition of consent will apply to the development for payment of contributions prior to issue of a Construction Certificate.

Notification

Section 4.15(1)(d) – Environmental Planning & Assessment Act 1979

Was this application notified? Yes

Were there any written submissions received? Yes – One (1) submission was received and is summarised below.

Submission 1	Comment
Impact to Privacy	The proposed development demonstrates compliance with Councils Development Control Plan for density requirements and includes mitigation measures to address privacy. Solid, colourbond fencing is proposed including 1.8m high boundary fencing and 1.6m high internal fencing. No direct views occur into habitable rooms (ie living room/kitchen) of any neighbouring dwellings and there is no overlooking from the units into private open space of neighbouring properties.
Impacts to local character	The proposed development meets the objectives of the R1 General Residential zone which seek, in part, to provide a diverse range of housing for the community. The development has demonstrated compliance with the requirements of Councils DCP in terms of density and character. The development also incorporates high quality architectural design elements and materials to provide a visually pleasing building design.

	It is considered the proposed development is suitably compatible with the local area and will provide aesthetically pleasing living spaces with small private open space areas that are functional and easy to care for by elderly and mobility impaired residents.
Noise	The proposal seeks consent for a residential use in an established residential area. It is not considered there would be any unwarranted adverse impacts in terms of noise arising from the development and the inclusion of three (3) additional residential units.
Water damage	The proposed stormwater design is required to be supported by a detailed Hydrological Report to assess and determine the risk of flooding to neighbouring residents. This is to ensure there would be no impacts from the development in terms of stormwater flooding resulting in overland flows and water damage to neighbouring properties.
Traffic impacts	The addition of three (3) new units is minor in scale and is not anticipated to have any adverse impacts in terms of traffic generation. The development is not required to be referred to TfNSW or the local traffic committee for comment as it did not meet the triggers for 'Traffic Generating Development' under the NSW EPA Act Regs. Cars can also enter and exit the site in a forward direction.
Devalue of property	Not a matter for consideration in a planning assessment report.

Public Interest

SECTION 4.15(1)(e)– Environmental Planning & Assessment Act 1979

Does this proposal have any construction or safety issues?

No

Comment: During the construction phase public safety measures, including temporary construction fencing, are required to be implemented to ensure there will be no public access to the site.

Is there any public health issues?

No

Comment: The proposed development will be connected to essential services and utilities to ensure there will be no public health issues as a result of the development proceeding.

Are there any other public interest issues?

No

Comment: The proposed development is considered to be of minor interest to the wider public due to the relatively localised nature of potential impacts.

Site Suitability

Section 4.15(1)(c) – Environmental Planning & Assessment Act 1979

Is this a suitable site for this proposal?

Yes – see comment below

Comment: The proposed development is located in the R1 General Residential zone and is permissible with the consent of council. The suitability of the site has been addressed in the above sections of this report. The development of the site for the purposes of multi dwelling housing will not create significant adverse impacts on the context and setting of the area. Additionally, the development will not detrimentally affect the adjoining land and is unlikely to lead to land use conflict.

CONCLUSION

The proposed development is permissible with the consent of Council. The proposed development complies with the relevant aims, objectives and provisions of Uralla LEP 2012 (as amended) and DCP 2011. A Section 4.15 assessment of the development indicates that the development is acceptable in this instance. Attached is a Notice of Determination outlining a range of conditions considered appropriate to ensure that the development proceeds in an acceptable manner.

The applicant has agreed to reduce the density of the proposed development by removing one unit. A draft revised design was shown to Councillors and staff at the workshop on 19th August and the applicant has agreed to submit revised plans to Council. It is recommended the Council delegate authority to the General Manager to finalise the determination and add or amend the draft conditions of consent as appropriate.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

The application was publicly notified and one submission objecting to the proposal was received.

Policy and Regulation

The application has been assessed against the Uralla Local Environment Plan. A further Section 68 application will be required.

Financial/Long Term Financial Plan

The development will be conditioned to pay a contribution to Council under section 7.12 of the Uralla Development Contributions Plan of 1% of the Capital Investment Value of the project.

Asset Management/Asset Management Strategy

Water and sewer connections will be required.

Workforce/Workforce Management Strategy

Nil

Legal and Risk Management

The applicant and submitter have appeal rights under the Environmental Planning Act.

Performance Measures

Development application turnaround times are subject to monitoring against State targets. Turnaround times are impacted if applications are reported to Council.

Project Management

Manager Planning and Development

14.3 Hill Street Affordable Housing Project – Update and Governance**Department:** Infrastructure & Development**Prepared By:** Planning Officer Strategic**Authorised By:** General Manager**Reference:** UINT/25/21415

Attachments:

1. Homes North Local Allocation Strategy - Uralla, NSW (under separate cover) [↗](#)
2. Draft ToRs - Hill Street Affordable Housing Project Community Advisory Committee (under separate cover) [↗](#)

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
- 4.2. A strategic, accountable and representative Council

SUMMARY

The Hill Street Affordable Housing Project has progressed since Council's May 2025 resolution to transfer the site to Homes North in partnership with Homes NSW, subject to terms outlined in that resolution. A Delivery Agreement has subsequently been drafted with the Department of Communities and Justice (DCJ), governance arrangements confirmed, and a draft Allocation Policy prepared by Homes North (copy attached to this report). Council has notified residents, received community feedback, and established a YourSay page.

A three-part governance framework is proposed to ensure clear roles and transparency:

- **Steering Group** – providing strategic oversight and accountability under the Delivery Agreement.
- **Project Working Group** – managing planning and design matters.
- **Project Advisory Committee** – a community-facing forum for feedback and reporting, with draft Terms of Reference (attached to this report) to be publicly exhibited.

Design Principles have been drafted to provide high-level guidance for the architectural process. Community engagement to date has been limited; the next phase will broaden participation through the Advisory Committee, exhibitions, media engagement, information sessions, and on-site signage.

The project now moves into planning and design, including finalising the building envelope, appointing an architect, and preparing a Development Application. Additional funding opportunities are expected through the HAFF in 2026.

RECOMMENDATION

That Council

1. Receives and notes the update on the Hill Street Affordable Housing Project.
2. Endorses the proposed three-part governance structure comprising: (a) Steering Group; (b) Project Working Group; and (c) Project Advisory Committee.
3. Exhibits the draft Terms of Reference for the Project Advisory Committee for 28 days.

4. Endorses Homes North's Affordable Housing Allocation Policy for community engagement.
5. Endorses the draft Principles of Design for community engagement and as guidance to the project design team.
6. Notes the proposed community engagement program.

REPORT

At its Ordinary meeting of 28 May 2025, Council resolved to proceed with the transfer of the Hill Street site to Homes North Community Housing, subject to terms, in partnership with Homes NSW (DCJ), to deliver a new affordable housing development in Uralla. The following actions have been undertaken since then:

- A draft Delivery Agreement with DCJ has been prepared, establishing a Steering Group and setting terms for the use of Council's land contribution, including:
 - The registration of an interest on the title to ensure the land cannot be disposed without approval of Council; and
 - A provision which will enable Council to buy-back the land for \$1 if the project fails to secure adequate funding within 5 years.
- A draft Affordable Housing Allocation Policy has been provided by Homes North for Council's review.
- Council has directly notified residents and near neighbours, received community correspondence in response to the project, and established a Your Say Uralla project page to share information and invite questions.
- Discussions have been held with stakeholders, including Homes North and Homes NSW to clarify the delivery framework, governance, and engagement arrangements.

Proposed Governance Structure

The following three-part governance framework is proposed:

Project Steering Group established under the Delivery Agreement with DCJ, comprising Homes North, Homes NSW, and Council. The project steering group will be responsible for providing the strategic direction and project management to deliver the Project. This includes securing adequate funding.

Project Advisory Committee jointly established by Uralla Shire Council and Homes North. The advisory committee is a community-facing group with Councillor delegates, Homes North Executive, Council Officers and independent community representatives. The Committee will provide feedback on design principles, and social outcomes, and is proposed as a conduit of community information about the project. *Draft Terms of Reference are attached and proposed for public exhibition.*

Project Working Group established by Homes North and responsible for defining the project scope and desired outcomes. Membership of the working group will comprise of project officers of Homes North and Uralla Shire Council, providing review and feedback on design, and planning and technical considerations related the development application

This structure ensures that while the land transfer is complete, ongoing decisions about design, engagement, and delivery are informed by community perspectives and transparently reported to Council.

Principles of Design

The following Design Principles were developed collaboratively through early workshops between Council staff and Homes North.

Their purpose is to provide a shared foundation for planning and design decisions, ensuring that the new housing reflects community expectations and delivers lasting benefits.

They articulate the values and priorities that will guide detailed design work—balancing heritage, neighbourhood character, sustainability, and social outcomes—so that each stage of the project remains accountable to an agreed vision.

Homes North has emphasised the importance of setting clear, high-level guiding principles at the outset, to ensure the detailed architectural design can respond to a consistent vision. This approach reduces the risk of conflicting opinions—whether from officers, Councillors, or community stakeholders—derailing the design process and helps maintain a constructive focus on agreed outcomes.

Hill Street Affordable Housing project - Principles of Design

- Principles will be co-designed by Council and Homes North CHP
- Design outcome will:
 - Be modest in terms of presentation,
 - Be conservative in terms of yield,
 - Incorporate safety by design,
 - Be aesthetically appealing,
 - Be easily and cost effectively maintained, and age with grace
 - Minimise ongoing living costs of tenants
 - Maximise thermal comfort and wellbeing of tenants
- Design outcome will reflect Uralla community values as they relate to:
 - Environmental sustainability and circularity
 - Community cohesion and care
 - Independence and Self-determination
- Each home will be a home and include:
 - Private open space
 - Laundry facilities

Community Engagement

Community engagement on the Hill Street project to date has been limited to direct notification of residents and neighbours, a media release, and the publication of project information on the YourSay platform.

This reflects both the limited information available in the early stages and the need to establish core governance arrangements before inviting broader participation. This reflects both the limited information available in the early stages and the priority placed on establishing core governance arrangements before inviting broader participation.

Due to the limited information currently available about the project, and consistent with the ‘word of mouth’ nature of our community, there has been some misinformation related to the number of dwellings, the scale of the development, and the profile of tenants.

Officers have responded to individual submissions and have attempted to meet with stakeholders. The Council General Manager, Homes North CEO and Strategic Planning Officer met with one key stakeholder (impacted neighbour). Community concerns raised include:

- Perceived lack of transparency around Council’s decision to transfer of land without public exhibition
- Profile of, and safety concerns related to, future tenants
- Scale and form of development especially in relation to existing heritage buildings

- Loss of autonomy over the site and development outcome

As the key strategic decision has been made by Council to progress this project, the focus of engagement is to ensure the community is kept informed and given clear guidance on how and where their input can meaningfully shape the project as it progresses. The community engagement program will be designed to align with the *Inform – Shire-wide/High Impact* category of the *Uralla Community Engagement Strategy 2025*.

Key actions will include the establishment of the Project Advisory Committee, public exhibition of the draft Allocation Policy, and a renewed round of communications including media releases and media engagement to support transparency and community awareness. The engagement program will include the following elements:

1. Draft Terms of Reference and Allocation Policy exhibition

- Media releases and targeted media engagement
- Articles published in *Wordsworth*
- Social media and Your Say updates
- Direct letters to residents and impacted neighbours

2. Project Advisory Committee

- Targeted call for expressions of interest from residents and impacted neighbours to establish the Project Advisory Committee
- Quarterly meetings (proposed) and publication of report to Council and on website

3. Community Information Sessions

Council-facilitated sessions, in partnership with Homes North, Councillors, and key project officers (with Homes NSW participation if feasible), will be held at key milestones, including:

- *Establishment of Project*: Introduction to project partners, objectives, design principles, and potential registration of tenancy interest.
- *Design Stage*: Publication of architectural renders and key design elements, such as scale and dwelling yield.

4. Ongoing Information and Visibility

- Site-specific signage with project details and architectural drawings (as they become available), subject to budget
- Continued use of media releases, social media, and Your Say for regular updates

Next steps

The next stages of the Hill Street project will focus on progressing planning and design while securing the necessary funding commitments. Immediate priorities include finalising the building envelope in relation to the adjoining Telstra site and appointing an architect to lead the design process.

Homes North is due to receive committed funding support from ACEN, which will underpin the early planning phase. Work will then move towards preparing and lodging a Development Application, with the project team anticipating opportunities to leverage additional investment through the next Housing Australia Future Fund (HAFF) funding round, expected in early 2026.

CONCLUSION

The Hill Street project is moving from preliminary governance and policy work into active planning and design. Clear governance structures, agreed Design Principles, and a structured community engagement program will ensure that the project is transparent, responsive to local concerns, and consistent with Council's housing objectives. Endorsement of the proposed arrangements and documents will enable the project team and partners to progress with confidence towards delivery of new affordable housing for Uralla.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

Based on Council's *Community Engagement Strategy 2025* the objective of the Hill St community engagement will be to 'inform' – to provide balanced, accurate and relevant information about Council decisions and plans. The Council YourSay page will also provide regular updates and a forum for community questions.

Policy and Regulation

This Affordable Housing project aligns with Council's draft *Local Housing Strategy*.

Financial/Long Term Financial Plan

The financial implications of the land transfer have been previously reported to Council.

Asset Management/Asset Management Strategy

N/A at this stage.

Workforce/Workforce Management Strategy

Council's Strategic Planner will be involved in this project, along with other Council staff as required.

Legal and Risk Management

Subject to future legal agreements with DCJ and Homes North.

Performance Measures

N/A at this stage.

Project Management

Council's Strategic Planner will be involved in this project, along with other Council staff as required.

14.4 Uralla Shire Local Housing Strategy - Engagement Report and Final Draft

Department:	Infrastructure & Development
Prepared By:	Planning Officer Strategic
Authorised By:	Director Infrastructure & Development
Reference:	UINT/25/15196

Attachments:	1. Uralla Local Housing Strategy - Engagement Report - 16 June 2025 (under separate cover) ⇒
	2. Uralla Draft LHS - Written Submissions (under separate cover) ⇒
	3. Uralla Draft LHS - Formal Survey Responses (under separate cover) ⇒
	4. Officer response to Councillor queries re: Local Housing Strategy (under separate cover) ⇒
	5. Uralla Local Housing Strategy - Final for adoption (under separate cover) ⇒

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3. We are good custodians of our environment
	1. We have an accessible inclusive and sustainable community
	4. We are an independent shire and well-governed community
Strategy:	3.1. To preserve, protect and renew our beautiful natural environment
	3.2. Maintain a healthy balance between development and the environment
	1.4. Access to and equity of services
	4.2. A strategic, accountable and representative Council

SUMMARY

The Draft Uralla Local Housing Strategy (**Strategy**) was exhibited from 3 March to 5 May 2025. Community engagement was extensive, generating 123 survey responses, 13 written submissions, and direct feedback at community events across the Shire.

The attached Engagement Report provides a summary and analysis of community and stakeholder feedback. Respondents and submitters were broadly supportive of the Strategy's aims—particularly in the areas of maintaining village character, supporting increased retirement living options, improving affordability, and enabling and guiding growth.

Post-exhibition, several refinements were made to the Strategy in response to the feedback, including strengthened actions on Renewable Energy Zone (**REZ**) worker accommodation, community-led affordable housing models, and growth area planning.

Copies of written submissions and the responses to the consultation survey are attached.

The draft Strategy was first presented to the June meeting, where Council resolved to defer the report pending further discussion and information. Council sought clarification across a range of areas and officer responses have been provided (refer to attached Response to Councillor Concerns). A further minor modification was made to the draft Strategy.

This report recommends that Council now adopts the final Uralla Local Housing Strategy (**attached**), incorporating these amendments.

RECOMMENDATION

That Council:

- 1. Notes the submissions and survey responses contained in the Uralla Local Housing Strategy Engagement report.**
- 2. Notes the staff responses to submitted Councillors' comments and queries.**
- 3. Adopts the Uralla Local Housing Strategy final draft.**

REPORT

The Uralla Local Housing Strategy provides Council with a clear framework to plan for the community's housing needs. It identifies current and future demand, assesses land supply and constraints, and sets out actions to ensure diverse, affordable, and well-located housing.

Importantly, the Strategy will inform changes to statutory planning instruments such as the Local Environmental Plan and Development Control Plan, while also guiding broader Council initiatives, partnerships, and advocacy to influence housing outcomes beyond regulation alone.

The Draft Uralla Local Housing Strategy (**Strategy**) was exhibited from 3 March to 5 May 2025. Community engagement was extensive, generating 123 survey responses, 13 written submissions, and direct feedback at community events across the Shire.

The attached Engagement Report provides a summary and analysis of community and stakeholder feedback. Respondents and submitters were broadly supportive of the Strategy's aims—particularly in the areas of maintaining village character, supporting increased retirement living options, improving affordability, and enabling and guiding growth.

Community feedback reinforced the Strategy's core directions and identified specific opportunities for improvement. The majority of survey respondents supported infill development within the town footprint, more diverse housing types, and the use of Council land for affordable and community-led housing.

Submissions and survey responses raised the following key issues:

- **Worker accommodation and REZ legacy housing**
There was strong support for a coordinated approach to REZ-related worker accommodation, with a focus on site selection, good design, and transition to long-term community use. Several submissions stressed the importance of adaptable housing models that could evolve into permanent dwellings post-construction.
- **Support for community-led and non-market housing models**
Respondents advocated for innovative housing solutions such as community land trusts, cooperative housing, and rent-to-buy schemes. These were seen as ways to address affordability and promote locally anchored, non-speculative development.
- **Character, heritage, and preserving Uralla's identity**
Many submissions emphasised the importance of protecting Uralla's unique village character, including its heritage buildings, streetscapes, and treed public realm. Concerns were raised about

generic subdivision design, the risk of inappropriate density, and the need for stronger local design guidance.

- **Housing diversity and downsizing needs**

There was widespread support for more varied housing options—particularly small, accessible homes suited to older residents, key workers, and intergenerational households. Many noted a mismatch between existing housing stock and current needs, and called for more flexibility (e.g. granny flats, small homes with gardens).

- **Growth areas, urban expansion and township boundaries**

While some community survey responses supported limited expansion, the majority preferred consolidation within the existing urban footprint in a manner that respected township character. Several submissions challenged the strategy's focus on infill development, arguing for a more balanced approach that includes edge-of-town expansion. Others supported the establishment of a defined township boundary to guide growth and avoid ad hoc rezonings.

Amendments made to the Strategy following exhibition include:

- Stronger guidance on REZ worker accommodation, including site planning, design outcomes, and housing legacy considerations.
- New action supporting a Community Housing Innovation Forum, to explore and facilitate non-market housing models.
- Clarification that any future edge-of-town growth, and rural residential rezoning (including at Rocky River) will be considered through a structured Growth Management Strategy, including a land use and infrastructure framework.
- Improved integration of affordability, ageing, heritage preservation, and housing diversity throughout the strategy narrative and policy actions.
- Updated mapping and policy references in response to feedback from the Department of Planning, Housing and Infrastructure (DPHI).

The report was presented to the June Council meeting, where Council resolved to defer the report pending further discussion and information. Councillors provided further written feedback and queries to officers on 9 July.

A detailed response to Councillors' feedback and questions regarding the Draft Housing Strategy has been prepared and is attached to this report. Further minor adjustments to the branding and tone of the document were made.

It is evident that Council recognises a gap in Uralla's strategic land use planning and considers it likely to extend beyond the scope of the current Draft Local Housing Strategy.

Uralla's successful application to the Regional Housing Strategic Planning Fund Round 3 will enable Council to progress a review of the Local Environment Plan in 2026, with components including a comprehensive Growth Management Strategy (GMS), a Structure Plan for the Uralla Township, and Developer Servicing Plans (DSPs). These are recommended Actions arising from the draft LHS.

- The GMS will address rural lands, rural settlements, and employment land (industrial and commercial). It will include finer grain land suitability analysis, building on the land supply audit undertaken by REMPLAN.
- The GMS will incorporate work undertaken previously on Biodiversity constraints in Rocky River, Kentucky, Arding and Invergowrie which is being validated and updated.
- The Uralla Township Structure Plan will provide a clear spatial planning framework for future residential, commercial, and industrial land. This work will look at movement networks and key opportunities for greening, recreation, building on previous strategic work on open space and recreation.
- Developer Servicing Plans cost the delivery of water and sewer infrastructure and provide price signal for the market and a mechanism for cost recovery. This is an important step in identifying and providing serviced land for development.
- Additionally, the 2012 Heritage Study will be validated and updated so that Uralla's significant heritage can be properly listed and incorporated into the LEP.
- The review of the LEP will also consider a significant planning proposal (Racecourse Rd proposed residential rezoning) and introduce the outcomes into the GMS and township structure plan.

This program of strategic work will build on the evidence and actions in the Strategy, respond to Council and community aspirations, and address current and emerging planning pressures and demand.

CONCLUSION

The Strategy has been revised in response to constructive Councillor, community, and agency feedback. The Strategy provides a clear, place-based plan for housing that reflects local values while meeting regional planning obligations. It is recommended that Council endorse the final Strategy.

COUNCIL IMPLICATIONS

Community Engagement/Communication

Extensive community engagement was undertaken, including public exhibition, market stalls, and direct engagement with key stakeholder groups. Feedback has been integrated into the final Strategy.

Policy and Regulation

The Strategy aligns with existing Council policy and NSW Government planning frameworks and will inform future reviews of the Uralla Local Environmental Plan (**LEP**) and Development Control Plan (**DCP**).

Financial/Long Term Financial Plan

Implementation of the Strategy may inform future budget considerations, particularly in relation to planning studies, infrastructure planning, or housing partnerships. Key actions including development of a Growth Management Strategy, review of heritage controls, and review and update of the LEP will be funded by the Regional Housing Strategic Planning Fund grant of \$250,000. There are no other immediate financial implications.

Asset Management/Asset Management Strategy

The Strategy includes actions relating to Council-owned land and its potential use for affordable housing. This is subject to separate asset management review and Council resolution.

Workforce/Workforce Management Strategy

Implementation of the Strategy will require additional staff resourcing within Council's planning and development team. Several key actions—particularly those focused on improving planning processes, facilitating housing development, and undertaking further strategic studies—will necessitate increased capacity. These requirements will be considered as part of workforce planning and resourcing allocations in future budgets.

Legal and Risk Management

The Strategy has been prepared in accordance with State planning guidelines. Adoption of the final Strategy reduces strategic risk by providing a current housing policy position.

Performance Measures

The Strategy includes a monitoring and review framework to track implementation progress. Actions will be integrated into Council's operational planning and reporting.

Project Management

The Strategy's implementation will be coordinated across Council teams, including planning, infrastructure, and community development, with external collaboration where required.

14.5 Adjustment to Annual Budget to include award of grant for development of Growth Management Strategy and LEP Review

Department:	Infrastructure & Development
Prepared By:	Planning Officer Strategic
Authorised By:	Director Infrastructure & Development
Reference:	UINT/25/20467

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

This report seeks Council approval to amend the Annual Budget for the delivery of the Uralla Growth Management Strategy (**GMS**) and the review of the *Uralla Local Environmental Plan 2012* (**LEP**).

Due to the timing of the award of the grant for the development of the GMS and the LEP review, the associated grant funding was not able to be included in the adopted 2025/26 annual budget.

This report seeks to amend the annual budget for 2025/26 to include the grant funding of \$250,000 received from the NSW Government's Regional Housing Strategic Planning Fund (Round 3) (**RHSPF**).

RECOMMENDATION**That Council:**

1. **Notes that Council has been awarded \$250,000 in grant funding under the NSW Government's Regional Housing Strategic Planning Fund (Round 3) for review of the *Uralla Local Environmental Plan 2012* and preparation of a Growth Management Strategy.**
2. **Amends the 2025/26 annual budget accordingly.**

REPORT

1. Uralla Shire Council has secured funding through the RHSPF Round 3, supplemented by existing funding from EnergyCo, to progress the development of a GMS, to undertake a comprehensive review of the LEP, and following the review of the LEP, deliver an updated Planning Proposal consistent with current strategic directions and statutory requirements.
2. The broader project also includes updates to Council's biodiversity and heritage studies and the preparation of Developer Servicing Plans (**DSPs**) for water and sewer.
3. Due to the timing of the award of the grant for the development of the GMS and the LEP review, the associated grant funding was not able to be included in the adopted 2025/26 annual budget. To account for the receipt of the grant funding, the annual budget for 2025/26 needs to be amended.
4. Although the project is not currently listed as an individual action in the 2025/26 Delivery or Operational Plan, it is strongly aligned with the following adopted Delivery Program objectives:
 - (a) Maintain a strong strategic planning position and technical response to renewable energy development proposals.

- (b) Review and update land use planning to support sustainable residential, commercial and industrial development.
 - (c) Support diversity in housing choice in our Shire.
 - (d) Support business and industry development in the region.
5. The project also directly advances the following Operational Plan action:
- (a) Compile an LEP Project Plan including a Community Participation Plan.

CONCLUSION

The amendment of the annual budget 2025/26 to account for the award of the grant funding of \$250,000 will allow Council to progress the development of the GMS and to progress the review of the LEP.

COUNCIL IMPLICATIONS

Community Engagement/Communication

N/A

Policy and Regulation

Local Government Act 1993

Financial/Long Term Financial Plan

Funding is fully sourced from confirmed RHSPF Round 3 grant allocations and EnergyCo agreements. No additional Council funding is required. The annual budget will be updated to reflect receipt of grant funding at the next quarterly review.

Asset Management/Asset Management Strategy

N/A

Workforce/Workforce Management Strategy

N/A

Legal and Risk Management

N/A

Performance Measures

The performance measures for the delivery of the GMS and the LEP review are set out in Council's Operational Plan and the Delivery Program.

Project Management

This project will be overseen and managed by the Strategic Planning Officer. Future reports will be presented to Council on progress.

14.6 Aged Care Compliance and Assurance Committee - Report to Council

Department: Corporate & Community

Prepared By: Group Manager Corporate & Community

Authorised By: General Manager

Reference: UINT/25/19847

Attachments: 1. Confirmed minutes of ACCA 5 August 2025 (under separate cover) [⇒](#)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK
Goal: 4. We are an independent shire and well-governed community

Strategy: 4.2. A strategic, accountable and representative Council

SUMMARY

The inaugural meeting of the Aged Care Compliance and Assurance Committee (**Committee**) was held on 5 August 2025.

As required under the Committee's Terms of Reference, the Committee is required to report to the next ordinary meeting of Council.

The Committee provides the following Quarterly Report to the next ordinary meeting of Council:

1. Any formal resolutions of the Aged Care Compliance and Assurance Committee for Council
No.
2. The Aged Care Compliance and Assurance Committee's assessment of any audits conducted.
Nothing to report.
3. Any breaches or control deficiencies requiring immediate fix/response from Council.
No.
4. Opportunities for longer-term improvements.
More targeted reporting to the Committee to reduce reporting workload and to allow for easier high-level review of issues.
5. Key opinions or takeouts from the committee's meeting.
Positive effort from Council staff. Everyone is very engaged.

RECOMMENDATION

That Council notes the Quarterly Report from the Aged Care Compliance and Assurance Committee.

COUNCIL IMPLICATIONS
Community Engagement/Communication

The minutes are provided to the community as an attachment to this report which provides transparent information to the public on the operations of Council's aged and community care services. Privacy for

Council clients are appropriately managed in the reports to the Committee and the minutes of the Committee.

Policy and Regulation

The relevant legislation and regulation is the *Aged Care Act 2024 (Cth)* and subordinate rules and standards.

Financial/Long Term Financial Plan

The operating costs of the Committee are included in Council's annual budget.

Asset Management/Asset Management Strategy

Not applicable.

Workforce/Workforce Management Strategy

No additional staff are required to prepare reports and to support the Committee, this is provided through existing staff resources.

Legal and Risk Management

This Committee assists the governing body, responsible persons, and Council to manage its legal obligations and risks associated with aged care and community care operations.

Performance Measures

The Committee will keep a register for actions identified for improvement. The relevant Strengthened Aged Care Standards are also a requirement for Council's aged care operations to comply with.

Project Management

Responsibility for the Committee will be with the Group Manager Aged and Community Care.

14.7 2024-2025 end of Financial Year Operational Plan progress report

Department:	Corporate & Community
Prepared By:	Acting Manager Governance & Service Centre
Authorised By:	Group Manager Corporate & Community
Reference:	UINT/25/19925

Attachments:	1. Operational Plan Action update as at 30/06/2025 (under separate cover)
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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 presents the Annual Operational Plan update as at 30th June 2025 detailing the Operational Plan actions delivered during the financial year 2024/2025. Attached is a detailed report of Operational Plan actions with staff comments for each item.

Of 173 activities under the Operational Plan, 159 were completed. Fourteen (14) projects were cancelled or were not achievable. An explanation is included in this report for each activity that was not completed.

RECOMMENDATION

That Council receives and notes the 2024/2025 Operational Plan end of year progress report.

REPORT

Section 405 of the *Local Government Act 1993 (NSW)* requires that an Operational Plan is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the Delivery Program covering that year.

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

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

The following graph depicts the Operational Plan actions delivered and cancelled or not achievable in 2024/2025. Approximately 92% of actions were delivered.

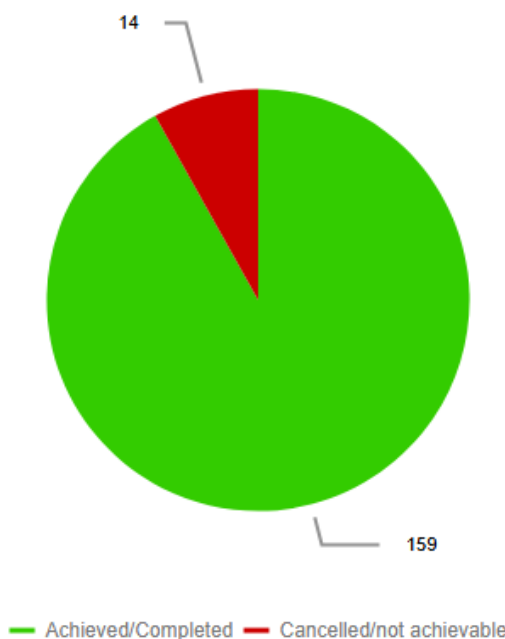


Figure 1 - Operational Plan progress as 30 June 2025

Cancelled / Not achievable.

14 actions listed in the Operational Plan were cancelled. These include:

1. *Coordinate Seniors Week events*

While Council continues to host morning tea events to acknowledge and celebrate Seniors Week, the grant application for a more significant event in 2024/2025 was unsuccessful. Future grant opportunities will be pursued to fund an expanded program.

2. *Reporting and review of the Disability Inclusion Action Plan (DIAP)*

Reporting on the progress of DIAP actions has not progressed due to staff shortages.

A report will be presented to Council, the LGNSW Disability and Inclusion team, and the NSW FACS Disability and Inclusion Office as part of the scheduled review of the plan in Q2 2025/2026.

3. *Review and identify Council webpage improvements in line with the 2022-2026 Disability Inclusion Action Plan (DIAP).*

Available resources have been focused on improving the overall functionality of the USC website, including removing superseded material and improving the search function.

Further work to improve accessibility for people with vision impairment will be progressed in Q3 of the 2025/26 financial year.

4. *Develop and publish a printable tourism map for the Uralla Shire (SUBJECT TO GRANT FUNDING)*

An appropriate grant opportunity has not become available to date.

In the meantime, Visitor Information Centre staff are developing printable fact sheets on Uralla Shire attractions and facilities which are designed to be used with the pre-existing printed maps. In light of this, a further version of the tourist map is no longer considered warranted.

5. *Prepare a Business Plan for the Queen St Caravan Park*

Council continues to work with Crown Lands to determine site tenure. The outcome of this process will inform the basis of a longer-term business plan. In the meantime, Council continues to focus on site safety and operational improvement with a view to compounding current revenue growth. Council again commends the current manager for continuing to provide a safe and welcoming tourist destination.

6. *Commence Review of Development Control Plan*

The review of the Development Control Plan is tied to the review of the LEP, which will be progressed in 2025/26 given the successful application under the NSW Government's Regional Housing Strategic Planning Fund (Round 3) (**RHSPF**).

7. *Undertake annual self-audit Records Act compliance report.*

This action was deferred to the 2025/26 financial year following the State Records announcement that the next scheduled State Record self-audit is not due until 2026.

8. *Create and deliver an IT induction and refresher training video.*

Deferred to Q1 2025/26. Council currently conducts a face-to-face IT induction. An Australian third-party provider has been engaged to deliver an up-to-date IT induction/ refresher training video package to ensure all staff remain abreast of IT and cyber security changes and risks.

9. *Undertake a desktop scenario test of Business Continuity Plan for IT*

Resource constraints in the IT department have delayed commencement of this activity. A desktop scenario drill for IT and Disaster Recovery will not be possible until 2nd quarter 2025/2026 FY.

10. *Undertake a desktop scenario test of Business Continuity Plan*

A review of the BCP and a subsequent desktop scenario drill is scheduled for May 2026. This is contingent upon Council qualifying for assistance from Council's current insurer.

11. *Develop and implement a consultation plan to inform the community about the Waste Management Strategy*

Postponed to 2025/26. Recycle Bin audits conducted by a third party are scheduled for November 2025. The results of this audit will inform future educational programs including a community consultation plan.

12. *Roll out new integrated water and sewer telemetry system for Uralla and Bundarra*

This project is a lengthy process over several financial years. Council is in the process engaging a consultant to provide investigations and design early 2025/26 financial year.

Implementation to follow upon completion of investigations and design.

13. *Review and improve the presentation of the Rates notice*

A review of the core content of Council's rates notices confirmed that rates notice meet legislative requirements and are functional and easy to understand.

Future changes are proposed to improve communication of overdue instalments to further streamline debt recovery efforts.

14. *Implement offboarding process.*

Evaluation of the effectiveness and efficiency of the offboarding process continues, with feedback from recently exited staff reviewed to identify opportunities for improvement. Departing staff are invited to provide verbal and written feedback on a voluntary basis.

CONCLUSION

Staff vacancies in key roles, weather impacts and post-election requirements presented some challenges to service delivery during the year. Urgent works and legislative requirements were prioritised. For civil infrastructure, the prevailing wet weather meant that some works were delayed or postponed.

Notwithstanding this, strong progress was made on the delivery of Operational Plan activities in the 2024/25 financial year. Council will continue to receive regular civil works updates from the infrastructure team.

COUNCIL IMPLICATIONS

Community Engagement/Communication

Operational Plan status reports are provided every six months. Council is required to prepare and exhibit an annual report within 5 months of the end of the financial year. The annual report provides the status of initiatives detailed in the Delivery Program/Operational Plan.

Policy and Regulation

The *Local Government Act 1993*.

Integrated Planning and Reporting (IP&R) Handbook for local government in NSW.

Financial/Long Term Financial Plan

The delivery of actions in the Operational Plan is provided via Council's annual budget.

Asset Management/Asset Management Strategy

Asset Management Plans form part of the IP&R suite of documents, and form part of some of the actions in the Operational Plan.

Workforce/Workforce Management Strategy

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

Legal and Risk Management

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

Performance Measures

This report outlines the achievement of key actions from the Operational Plan 2024-2025.

Project Management

Manager Governance and Service Centre.

14.8 2026-2029 Delivery Program and 2025/2026 Operational Plan Update

Department:	Corporate & Community
Prepared By:	Acting Manager Governance & Service Centre
Authorised By:	General Manager
Reference:	UINT/25/19945

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
	4.3.	An efficient and effective independent local government

SUMMARY

Council has adopted a Long-Term Financial Plan which is premised on a special rate variation (**SRV**) to facilitate the additional revenue required to be able to operate in a financially sustainable manner.

A prerequisite for an application for a SRV is an expectation that councils will have engaged their community in a discussion about the funding required to deliver community priorities through the Integrated Planning and Reporting (**IP&R**) process (i.e Delivery Program and Operational Plan).

Council proposes to commence a detailed community engagement on a proposed SRV in the near future.

Given that this engagement is a critical component of any SRV application to the Independent Pricing and Regulatory Tribunal (**IPART**), council must ensure that these actions are clearly articulated in the Delivery Program 2026-2029 and the Operational Plan 2025/2026, and that the community has had an opportunity to provide feedback on these aspects of the plans.

This report presents a proposed amendment to the Delivery Program and Operational plan to further support the direction that Council is taking.

RECOMMENDATION**That Council:**

1. Amends the 2026-2029 Delivery Program Activity 4.2.1 to state “Operate in a financially sustainable manner including presenting a report to the Governing Body to consider making application for a special rate variation”.
2. Amends the 2025/2026 Operational Plan by adding additional actions to state:
 - 4.2.1.4 Model and adopt rate structures for 2026/2027 and onwards to introduce a new Business sub-category for renewable energy development.
 - 4.2.1.15 Undertake efficiency reviews for current services provided by Council.
 - 4.2.1.16 Implement the Special Rate Variation Communication Plan to educate and engage with the community on the proposed Special Rate Variation.
 - 4.2.1.17 Make an application to the Independent Pricing and Regulatory Tribunal for a Special Rate Variation based on values endorsed by Council.
3. Amends the 2025/2026 Operational Plan by including the Uralla Shire Council Special Variation Fact Sheet as a dedicated narrative in the plan.

REPORT

Council must ensure that the proposal for an SRV is outlined clearly in its IP&R documents.

The Office of Local Government's (**OLG**) *Guidelines for the preparation of an application for a special variation to general income* requires that, at a minimum:

1. The need for, and purpose of, a different revenue path for the Council's General Fund (as requested through the SRV) is clearly articulated and identified in the Delivery Program.
2. Evidence that the community is aware of the need for and extent of a proposed rate rise.
3. The impact on affected ratepayers must be reasonable.
4. The relevant IP&R documents must be exhibited, approved and adopted by Council.
5. The IP&R documents explain the productivity improvements and cost containment strategies.

Now that Council has adopted the Long-Term Financial Plan and endorsed the communications strategy for an SRV, the Delivery Program and Operation Plan can be updated to better reflect and advise of the further action required to be able to resolve to make application to IPART.

CONCLUSION

If Council chooses to lodge an application for an SRV, it will need to update its Delivery Program and Operational Plan.

In the event that Council chooses not to lodge an application for an SRV this financial year, then it would record the progress against those actions in the 6 month and end of financial year report against the Operational Plan.

Inclusion of these actions in the Delivery Program and the Operational Plan does not compel Council to complete these actions. However, if these actions are not included in the Delivery Program and the Operational Plan, it constrains Council's ability to lodge an SRV this financial year at the conclusion of the community consultation.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

The communications strategy will guide community engagement activities to ensure ratepayers are fully informed of the proposed SRV, its purpose, and its impacts. Community awareness and feedback will be critical evidence in any application to IPART.

Policy and Regulation

The process is governed by the Office of Local Government's Guidelines for SRV applications. Updating the Delivery Program and Operational Plan ensures compliance with these requirements and provides the necessary policy framework for Council's decision-making.

Financial/Long Term Financial Plan

The Long-Term Financial Plan has been adopted and identifies the need for a sustainable revenue pathway. The SRV proposal will align with the financial strategies outlined in the plan to ensure long-term financial sustainability.

Asset Management/Asset Management Strategy

An SRV would provide additional funds to address asset renewal and maintenance needs. Updating the Delivery Program and Operational Plan ensures that the link between increased revenue and improved asset outcomes is clearly articulated.

Workforce/Workforce Management Strategy

No direct workforce impacts are anticipated at this stage. However, improved financial sustainability through an SRV would assist in ensuring adequate staffing and resourcing levels can be maintained into the future so Council can continue to deliver required services to the community.

Legal and Risk Management

There are no immediate legal implications. However, failure to follow OLG Guidelines or adequately demonstrate community engagement could jeopardise the success of an SRV application, posing a risk to Council's financial sustainability.

Performance Measures

Progress will be measured through updates in the Delivery Program and Operational Plan and reported in six-monthly and annual reports. Key measures will include community engagement outcomes, financial sustainability indicators, and asset renewal performance.

Project Management

The SRV application process requires careful coordination across finance, community engagement, and governance functions. The updated Delivery Program and Operational Plan will provide the framework for managing actions, milestones, and reporting requirements associated with the SRV application.

14.9 NSW Grants Commission - Commonwealth Government's Federal Assistance Grants 2025-26**Department:** General Manager's Office**Prepared By:** General Manager**Authorised By:** General Manager**Reference:** UINT/25/21360

- | | |
|---------------------|---|
| Attachments: | 1. Financial Grant Recommendation letter (1) to USC dated 18th August 2025 (under separate cover) ⇒ |
| | 2. Financial Grant Recommendation letter (2) to USC dated 20th August 2025 ⇒ |
| | 3. Financial Assistance Grant Recommendation Fact Sheet (under separate cover) ⇒ |
| | 4. Financial Assistance Grants Advice to Councils Appendix A (under separate cover) ⇒ |
| | 5. Financial Assistance Grant Schedule of 2025-26 Payments (under separate cover) ⇒ |
| | 6. Financial Assistance Grant Schedule of 2024-25 Payments (under separate cover) ⇒ |

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

Council has received advice from the NSW Local Government Grants Commission (LGGC) confirming the allocation of the Commonwealth Government's Federal Assistance Grants 2025-26. Attached are copies of the relevant correspondence received from the Commission.

RECOMMENDATION

That Council notes the advice from the NSW Local Government Grants Commission regarding the Commonwealth Government's Federal Assistance Grants allocation for 2025-26.

REPORT

Council has received advice from the Local Government Financial Assistance Grants Commission of the allocation of the Commonwealth Government's Federal Assistance Grants for 2025-26.

The Australian Government determines the pool of Financial Assistance Grants available, and this is paid annually to councils by the NSW Government based on recommendations from the Local Government Grants Commission.

In June 2025, all council were paid 50% of the estimated entitlement for 2025-26 in advance, as calculated at that point in time. The Commission continues to be concerned about the unpredictability that the practice of advance payments creates.

The Commission provided initial advice of the Uralla Shire Council FAGs allocation by letter dated 18th August (Attachment 1). Council's Chief Financial Officer reviewed this advice and noted that FAGs funding for Uralla Shire Council has increased by 4.47% compared to the previous financial year, not 4.7% as stated in the letter. The 2024-25 figures referenced in the Commission's letter of 18th August do not match with our or OLG's allocation record from the previous year.

The Commission sent a further letter dated 20th August (Attachment 2) correcting the General Purpose allocation for 2024-25, but retaining the same errors in the total amounts and the percentage calculations.

The correct figures for Uralla Shire Council allocations for 2024-25 and 2025-26 are detailed in the table below. The actual receipts as confirmed in the Federal Government's Financial Assistance Grants State Funding List for 2024-25-25 (Attachment 6) have been used to calculate the figures in the table below.

Overall, Council will receive \$68,443 more than what was estimated in the budget for 2025-26. The change will be adjusted through the QBRs.

FAGs Summary table:

Financial Year	General Purpose	Local Roads	Total FAGS	Increase
2024-25	2,364,183	1,226,798	3,590,981	
2025-26	2,477,142	1,274,513	3,751,655	4.47%

CONCLUSION

The confirmed FAGs allocation results in a modest but positive budget adjustment which will be included in the September Quarterly Budget review.

COUNCIL IMPLICATIONS

Community Engagement/Communication

NA

Policy and Regulation

Commonwealth Local Government (Financial Assistance) Act 1995

Financial/Long Term Financial Plan

All Councils rely on FAGs funding to support operational expenses. In recent years there has been a significant decline in Federal funding which has impacted on the ability of local governments to fund services and infrastructure for local communities. This is the subject of ongoing advocacy by LGNSW and NSW Councils.

Asset Management/Asset Management Strategy

N/A

Workforce/Workforce Management Strategy

N/A

Legal and Risk Management

There is no certainty about the timing or allocation of FAGs payments creating risks for Councils to manage. Even the Commission noted its concerns about the unpredictability that the practice of advance payments creates. Long-term and annual budgeting forecasts are subject to changes, and annual financial reporting can be impacted. Councils cannot rely on the availability of future advance payments or the value of those advances if received.

Performance Measures

Council budget performance is monitored and reported monthly to Council.

Project Management

Chief Financial Officer

14.10 Policy Review

Department:	Corporate & Community
Prepared By:	Acting Manager Governance & Service Centre
Authorised By:	Group Manager Corporate & Community
Reference:	UINT/25/18848
Attachments:	<ol style="list-style-type: none"> 1. DRAFT Street Stall Operations Policy 2025 (under separate cover) ⇒ 2. DRAFT Complaints and Other Feedback Policy (under separate cover) ⇒ 3. DRAFT Fraud & Corruption Prevention Policy 2025 (under separate cover) ⇒ 4. DRAFT Code of Meeting Practice (under separate cover) ⇒ 5. Election of mayor, deputy mayor and delegates to committees following general election (under separate cover) ⇒ 6. Council as a provider of Community Services Policy (under separate cover) ⇒ 7. Donations - Section 356 Policy (under separate cover) ⇒ 8. Goods and Services Tax (GST) Policy (under separate cover) ⇒
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

The purpose of a policy is to document the Uralla Shire Council's intent, commitment and/or a position on a particular topic as well as ensure transparency and accountability.

Policies for endorsement for public exhibition

This report presents the draft versions of the *Street Stall Operations Policy*, *Code of Meeting Practice*, *Complaints and Other Feedback Policy* and the *Fraud and Corruption Control Policy* that have been recently reviewed or drafted. This report seeks Council endorsement to place these policies on public exhibition.

This report also recommends that *Election of Mayor, Deputy Mayor and Delegates to Committees Following General Election Policy*, the *Donations Section 356 Policy* and the *Council as a Provider of Community Services Policy* and the *Goods and Services Tax (GST) Policy* be rescinded on the basis that the content is now adequately covered in updated Council's policies and plans or through legislation.

RECOMMENDATION

That Council:

1. Exhibits the following draft policies for a period of 28 days seeking community feedback:
 - Street Stall Operations Policy,
 - Complaints and Other Feedback Policy, and

- **Fraud and Corruption Control Policy.**
2. Exhibits the draft Code of Meeting Practice for a period of 42 days seeking community feedback.
 3. Receives a further report on completion of the exhibition periods should any submissions be received prompting material change.
 4. Adopts the draft policies should no submissions prompting material change be received.
 5. Rescinds the following current policies:
 - **Election of Mayor, Deputy Mayor and Delegates to Committees Following General Election Policy,**
 - **Donations Section 356 Policy,**
 - **Council as a Provider of Community Services Policy, and**
 - **Goods and Services Tax (GST) Policy.**

REPORT

Policy documents are important as they publicly describe the Council's intent, commitment and/or position on a particular topic and ensure transparency and accountability.

Reviewing policies provides the Council with the opportunity to identify improvements, review legislative compliance and ensure that existing policies achieving their purpose.

The following table provides a summary of the recently reviewed policies and amendments made.

Policy Name	Overview	Service Responsible	Requires Public Exhibition Y/N
Street Store Operations Policy	<p>This Policy will supersede the <i>Street Stall Allocation Policy 2013</i> and the <i>Street Stall Operations Policy 2013</i>.</p> <p>The purpose of this policy is to provide a structured and equitable framework for the allocation and operation of the Uralla Shire Council's Community Store on the main street, enabling eligible community organisations to raise funds through access to a rent-free kiosk facility.</p> <p>The policy aims to ensure fair distribution of store usage, prioritise local groups, and establish clear operational responsibilities for users. By formalising the application, allocation, and use procedures, the policy supports transparency, community engagement, and responsible stewardship of Council resources.</p>	Customer Service	Y
Complaints and Other Feedback Policy	<p>The policy outlines Council's commitment to managing complaints and feedback in a fair, transparent, and responsive manner to improve service delivery and strengthen community confidence. It provides a structured framework for handling complaints, ensuring accountability,</p>	Governance	Y

	procedural fairness, and continuous improvement across Council operations.		
Fraud And Corruption Control Policy	The policy outlines Uralla Shire Council's commitment to preventing, detecting, and responding to fraud and corruption through a zero-tolerance approach. It establishes clear responsibilities for Council officials, contractors, and volunteers to uphold ethical conduct and report any suspected wrongdoing in accordance with legislative and internal frameworks.	Governance	Y
Code of Meeting Practice	<p>The <i>Code of Meeting Practice 2025</i> sets out the rules and procedures for the conduct of Council meetings, ensuring they are transparent, orderly, and consistent with legislative and governance standards.</p> <p>The Office of Local Government (OLG) propose to revise the model code in the near future. A further report will be brought to Council when the new model code is published. In the meantime, adopting the current code allows Council to meet its legislated obligation to review and adopt the Code of Meeting Practice within 12 months of a Local Government Election. There is additional discussion regarding this policy below.</p>	Governance	Y

Code of Meeting Practice

In December 2024, the OLG undertook consultation on proposed reforms to the Code of Meeting practice. A revised code is yet to be published.

Council must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the Local Government elections.

A Council's adopted Code of Meeting Practice must not contain provisions that are inconsistent with the mandatory provisions.

To meet this obligation the current Code of Meeting Practice is presented unamended to Council for adoption noting that a further report will be presented with the revised Code when it is published.

The draft proposes that Council retain the currently adopted order of business as follows:

1. Opening and welcome
2. Prayer
3. Acknowledgement of country
4. Apologies and applications for a leave of absence by councillors
5. Disclosures and declaration of interests
6. Confirmation of minutes
7. Urgent, supplementary and late items of business
8. Public Forum
9. Written reports from delegates
10. Mayoral minute
11. Reports of committees
12. Reports to council
13. Motions on notice/Questions with notice
14. Confidential matters
15. Conclusion of the meeting

The following table provides a summary of the policies proposed for rescission.

Policy Name	Overview
Election of Mayor, Deputy Mayor and Delegates to Committees Following General Election	<p>This policy was adopted in 2013 to provide a process for the election of the Mayor, Deputy Mayor, and Councillor delegates to committees following a general election. Its purpose is to ensure continuity of leadership and governance by outlining the procedural steps to be taken immediately after the Declaration of the Poll. The objective was to prevent confusion or delays by mandating an extraordinary Council meeting within a defined timeframe, thereby facilitating the prompt appointment of key roles and committee memberships. Section 230 and 233 of the <i>Local Government Act 1993</i> define the terms of office for the Mayor and Councillors.</p> <p>Guidelines published by the OLG provide clear direction for the agenda for the initial ordinary meetings of Council including the election of a Deputy Mayor and the appointment of delegates to committees.</p> <p>Accordingly, this Policy is now redundant and is recommended for rescission</p>
Donations Section 365 Policy	<p>The policy outlines Uralla Shire Council's approach to providing financial assistance under section 356 of the <i>Local Government Act 1993 (NSW)</i>. Its purpose is to ensure that donations—whether in the form of money, use of Council facilities, or services—are distributed equitably and transparently, and within the limits of Council's annual budget allocations.</p> <p>The policy underscores the provision of the Street Store Allocation Policy (also presented in this report) as the primary means that Council uses to extend, non-cash, support to community groups.</p> <p>Exemptions provided in the policy list the annual donations Council makes to end of school year award nights. These allocations are adopted as part of the annual budget.</p> <p>It is recommended that this Policy in its current form is obsolete and should be rescinded. Should Council desire a more focussed policy on when and how Council will consider and issue support to community groups and the form this may take, a more targeted policy can be prepared and presented to Council.</p>
Council as a Provider of Community Services Policy	<p>The policy is drafted to enable the development and governance of programs that support aged care, disability services, and broader community needs. It formalises Council's role in delivering these services through auspices, contracted, and self-funded initiatives, ensuring alignment with national standards and community expectations.</p> <p>The provision of these services is encapsulated in the Community Strategic Plan objectives and the Delivery Program and Operational Plan deliverables as well as associated budgets. Accordingly, it is recommended to rescind the policy as it is no longer required to provide this direction.</p>
Goods and Services Tax (GST) Policy 2013	<p>GST is governed by state regulations. Council's internal policy cannot override these regulations. Accordingly, it is recommended to rescind this policy.</p>

COUNCIL IMPLICATIONS**Community Engagement/Communication**

Council's practice of placing draft policies on public exhibition ensures transparency and allows the community to provide input. This inclusive approach helps build public trust and ensures that policies reflect community expectations while supporting Council's financial sustainability.

Draft policies are referred to internal subject matter experts and MANEX for review prior to reporting to Council.

Policy and Regulation

The reviewed and proposed policies are aligned with relevant legislation, including the *Local Government Act 1993 (NSW)* and other regulatory frameworks.

Financial/Long Term Financial Plan

A key intent of the policy review is to reduce financial risk and improve cost-efficiency. Rescinding outdated or redundant policies also streamlines governance and avoids duplication of effort and resources.

Asset Management/Asset Management Strategy

There are no direct asset management implications associated with the policies submitted.

Workforce/Workforce Management Strategy

The policy framework supports staff by clarifying responsibilities and encouraging training. This reduces the likelihood of procedural errors that could result in financial or reputational costs to Council.

Legal and Risk Management

Policies serve as internal controls that mitigate legal, reputational and financial risks. For instance, a fair, responsive and transparent approach to how Council responds to complaints reduce exposure to reputational damage and legal liability.

Performance Measures

Policy implementation will be tracked through specific Operational Plan Action Items, with progress reported to Council on a regular basis.

Project Management

The Policy/GM Directive Register will be maintained by the Manager Governance and Service Centre, who will coordinate relevant teams for policy/ reviews as required.

14.11 Monthly Finance Report for July 2025

Department: Corporate & Community**Prepared By:** Corporate Accountant**Authorised By:** Chief Financial Officer

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Attachment: 1. July Monthly Financial 2025 (under separate cover) [↗](#)**Goal:** 4. We are an independent shire and well-governed community**Strategy:** 4.1. Informed and collaborative leadership in our community4.2. 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 July 2025.

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 July 2025.

14.12 Investments as at 31 July 2025

Department:	Corporate & Community
Prepared By:	Senior Finance Officer
Authorised By:	General Manager

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 (NSW)*, section 212 of the *Local Government (General) Regulations 2021 (NSW)*, and Council's *Investment Policy 2019*.

RECOMMENDATION

That Council notes:

- 1. The cash position as of 31 July 2025 consisting of:**
 - cash and overnight funds of \$1,036,368;
 - term deposits of \$24,550,000; and
 - total of cash and term deposits amount to \$25,586,368 as of 31 July 2025.
- 2. Restrictions are reconciled on a quarterly basis, and the reconciliation for the quarter ended 30 June 2025 will be finalised as part of the year-end financial audit. As per the recent reconciliation of restrictions as of 31 March 2025, the restricted fund balance was \$24,772,813, and the unrestricted fund balance was \$3,270,777.**

REPORT

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 refundable accommodation deposits (referred to in this report as McMaugh Garden's Bond Liability).

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.

Current term deposits of \$24,550,000 spread over the next twelve months will receive interest rates ranging from 4.05% to 5.19%, with an average rate of 4.66%.

On 12 August 2025, the Reserve Bank of Australia cut the cash rate by 0.25% to 3.60%, marking the third reduction this year. The decision reflects easing inflation, slower economic growth, and a cautious outlook, with the RBA signalling that further cuts may be possible depending on future data.

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. Accordingly, McMaugh Garden's Bond Liability status as of 31 July 2025 is provided below:

Particulars	Amount
Opening balance as of 30/06/2025	\$ 4,800,000.00
Add: Bond received during the month	\$ -
Less: Bond released during month	\$ -
Closing balance of 31/07/2025	\$ 4,800,000.00

Breakdown of Council's Cash and Investments as of 31 July 2025

Institution	Account	Closing Balance 31 Jul 2025
National Australia Bank	Main Account	\$110,124
National Australia Bank	Trust Account	\$31,297
Regional Australia Bank	Cash Account	\$28,663
Professional Funds (0.15% above RBA cash rate)	Cash Account	\$866,283
Total Cash and Overnight Funds		\$1,036,368
Term Deposits	Investments	24,550,000
Total funds available as at 31 July, 2025		\$25,586,368

Movement of Term Deposit Investments by Each Bank in July 2025

Name of the Bank	S&P Rating	Allowable Investment Limit %	Max Investment Allowed	Opening Investments 30/06/25	Movement during the Month	Closing Investments 31/07/25	% of Actual Investment
National Australia Bank	A-1+	30%	7,365,000	6,800,000	-	6,800,000	28%
Bank of Queensland	A-2	30%	7,365,000	2,500,000	-	2,500,000	10%
Westpac Banking Corporation	A-1+	30%	7,365,000	5,200,000	1,500,000	6,700,000	27%
Commonwealth Bank	A-1+	30%	7,365,000	-	-	-	0%
Regional Australia Bank	A-2	30%	7,365,000	6,050,000	- 1,500,000	4,550,000	19%
Suncorp	A-1+	30%	7,365,000	4,000,000	-	4,000,000	16%
Total				24,550,000	-	24,550,000	100%

List of Term Deposits as of 31 July 2025

Name of the Bank	Term	Interest rate	Maturity	Investment Amount
National Australia Bank	12 months	4.05%	02/07/2026	500,000
National Australia Bank	11 months	4.05%	01/06/2026	600,000
Westpac Banking Corporation	10 months	4.12%	22/05/2026	500,000
Westpac Banking Corporation	12 months	4.12%	22/07/2026	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
Regional Australia Bank	5 months	4.62%	15/09/2025	500,000
National Australia Bank	12 months	4.90%	03/10/2025	500,000
Regional Australia Bank	12 months	4.95%	04/10/2025	700,000
Bank of Queensland	6 months	4.75%	07/10/2025	1,000,000
Bank of Queensland	11 months	5.00%	04/11/2025	500,000
Regional Australia Bank	11 months	4.93%	05/11/2025	800,000
Regional Australia Bank	11 months	4.93%	05/11/2025	750,000
Suncorp	11 months	5.00%	07/11/2025	1,000,000
Suncorp	11 months	5.00%	07/11/2025	500,000
Westpac Banking Corporation	12 months	5.19%	14/11/2025	1,500,000
Westpac Banking Corporation	6 months	4.20%	02/12/2025	1,000,000
Westpac Banking Corporation	12 months	5.06%	04/12/2025	1,000,000
Westpac Banking Corporation	12 months	5.06%	04/12/2025	1,000,000
National Australia Bank	12 months	4.90%	02/01/2026	500,000
Suncorp	11 months	4.72%	05/01/2026	500,000
Suncorp	12 months	4.95%	13/01/2026	1,000,000
National Australia Bank	12 months	4.90%	29/01/2026	1,000,000
National Australia Bank	12 months	4.75%	11/02/2026	1,000,000
National Australia Bank	12 months	4.60%	13/03/2026	500,000
Westpac Banking Corporation	12 months	4.62%	18/03/2026	700,000
National Australia Bank	12 months	4.35%	07/04/2026	700,000
National Australia Bank	12 months	4.25%	17/04/2026	1,000,000
National Australia Bank	12 months	4.20%	25/05/2026	500,000
Bank of Queensland	12 months	4.10%	02/06/2026	1,000,000
Suncorp	12 months	4.13%	12/06/2026	1,000,000
Total				24,550,000

CONCLUSION

I, Mustaq Ahammed, Manager Finance, hereby certify that the above investments have been made in accordance with section 625 of the *Local Government Act 1993*, section 212 of the *Local Government (General) Regulation 2021*, and Council's *Investment Policy 2019*.

14.13 Loans as at 31 July 2025

Department:	Corporate & Community
Prepared By:	Senior Finance Officer
Authorised By:	General Manager

SUMMARY

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

RECOMMENDATION

That Council notes that the total loan position as of 31 July 2025 is \$1,154,971.

REPORT

This report is provided to inform the Council of the reconciliation of borrowings monthly. A reconciliation of borrowings for the month of July confirmed that the loan position as of 31 July 2025 is \$1,154,971.

The table below provide details of interest applied and instalments paid since the last report. Loan 190 instalments are paid quarterly, with next instalment due in August 2025.

Uralla Shire Council Loans as at 31 July 2025

Loan no.	Purpose	Balance as at 30-Jun-2025	Interest Applied	Instalment Paid	Balance as at 31-Jul-2025
165	MGH Property	9,775	62	751	9,085
187	Undergrounding Power and Main Street Upgrade	4,404	32	548	3,888
189	Bridge Construction	106,408	731	2,650	104,488
190	Bridge construction & industrial land development	1,037,510	-	-	1,037,510
Total		1,158,097	825	3,950	1,154,971

CONCLUSION

I, Mustaq Ahammed, Chief Financial Officer hereby certify that the above borrowings have been made in accordance with the requirements of the *Local Government Act 1993* (sections 621 to 624) and the *Local Government (General) Regulation 2021* (section 230).

14.14 Register Resolutions Actions Status as at 20 August 2025

Department:	General Manager's Office
Prepared By:	Executive Assistant
Authorised By:	General Manager
Reference:	UINT/25/21101
Attachments:	1. Register Actions Status Resolutions as at 20 August 2025 (under separate cover) 🔗

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 20 August 2025.

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/Extraordinary Meeting.

15 CONFIDENTIAL MATTERS

Nil

16 COMMUNICATION OF COUNCIL DECISION**17 CONCLUSION OF MEETING**