



URALLA SHIRE COUNCIL BUSINESS PAPER

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, commencing at 12:30pm.

ORDINARY COUNCIL MEETING

28 August 2018

Andrew Hopkins
GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 28 August 2018

1. OPENING & WELCOME	6
2. PRAYER.....	6
3. ACKNOWLEDGEMENT OF COUNTRY.....	6
4. APOLOGIES.....	6
5. REQUESTS FOR LEAVE OF ABSENCE.....	6
6. DISCLOSURES & DECLARATIONS OF INTEREST	6
7. CONFIRMATION OF MINUTES.....	7
8. ANNOUNCEMENTS	36
9. TABLING OF REPORTS & PETITIONS.....	36
10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION.....	36
11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS.....	36
12. PRESENTATIONS.....	36
Gemma Weguelin	36
Youth Parliament	36
Trisha McCrossin Stewart	36
“What an opportunity” – Pioneer Park.....	36
John Kurko.....	36
Proposed development of Parks in Uralla	36
13. DEPUTATIONS	36
14. WRITTEN REPORTS FROM DELEGATES	36
15. MAYORAL MINUTE.....	37
16. REPORTS TO COUNCIL.....	38
Report 1 – Cash at Bank and Investments	39
Report 2 - Design options for the redevelopment of Pioneer Park under the Stronger Country Communities Fund – Round 1.....	43
Report 3 - Recommendations of the Audit, Risk and Improvement Committee Meeting held on 10 July 2018 laid on the table	68
Report 4 - DIVISION DECISION – Modification of Development Application 47/2017.....	168
Report 5 - Heritage Advisory Services Summary for August 2018.....	188
Report 6 – Minutes of Uralla Township and Environs Committee	197
Report 7 - Works Progress Report as at 31 July 2018.....	215
Report 8 - Schedule of Ordinary Meetings 2018-19	220
Report 9 - Minutes of New England Joint Organisation	223
Report 10 - Roads to Recovery Program to 2018/2019.....	246

Uralla Shire Council
Council Business Paper – 28 August 2018

Report 11 - Uralla Shire Council Caravan Park – New fee proposed for uninhabited, unpowered tent site	250
Report 12 - Monthly Report - Visitor Information Centre and Library	252
Report 13 - E-waste collection and recycling services and associated charges.....	255
Report 14 - LGNSW Annual Conference Call for Motions.....	259
17. MOTIONS ON NOTICE	261
Notice of Motion 1 - Community Consultation	262
Notice of Motion 2 - Stronger Communities Funding.....	264
18. SCHEDULE OF COUNCIL RESOLUTIONS.....	268
19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING.....	293
Response to Questions from 24 July 2018 Ordinary Meeting – Infrastructure and Regulation	294
Response to Question from 24 th July 2018 Ordinary Meeting – Community and Governance	296
20. QUESTIONS FOR NEXT MEETING	297
21. CONFIDENTIAL BUSINESS.....	298



- BUSINESS AGENDA -
Ordinary Meeting of Council
28 August 2018 at 12:30pm

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Apologies**
- 5. Requests for Leave of Absence**
- 6. Disclosures & Declaration of Interests**
- 7. Confirmation of Minutes of Previous Meeting**
- 8. Announcements**
- 9. Tabling of Reports & Petitions**
- 10. Recommendations for Items to be Considered in Confidential Section**
- 11. Urgent Supplementary & Late Items of Business**
- 12. Presentations**

Gemma Weguelin	Youth Parliament
Trisha McCrossin Stewart	“What an opportunity” – Pioneer Park
John Kurko	Proposed development of Parks in Uralla
- 13. Deputations**
- 14. Written Reports from Delegates**
- 15. Mayoral Minute**
- 16. Reports to Council**

Report 1	-	Cash at Bank and Investments
	-	Design options for the redevelopment of Pioneer Park under the
Report 2		Stronger Country Communities Fund – Round 1
	-	Recommendations of the Audit, Risk and Improvement Committee
Report 3		Meeting held on 10 July 2018 laid on the table
Report 4	-	DIVISION DECISION – Modification of Development Application 47/2017
Report 5	-	Heritage Advisory Services Summary for August 2018
Report 6	-	Minutes of Uralla Township and Environs Committee
Report 7	-	Works Progress Report as at 31 July 2018
Report 8	-	Schedule of Ordinary Meetings 2018-19
Report 9	-	Minutes of New England Joint Organisation
Report 10	-	Roads to Recovery Program to 2018/2019
	-	Uralla Shire Council Caravan Park – New fee proposed for uninhabited,
Report 11		unpowered tent site
Report 12	-	Monthly Report - Visitor Information Centre and Library
Report 13	-	E-waste collection and recycling services and associated charges
Report 14	-	LGNSW Annual Conference Call for Motions
- 17. Motions on Notice**

Uralla Shire Council
Council Business Paper – 28 August 2018

- 18. Schedule of Actions as at 28 August 2018**
- 19. Responses to Questions from Previous Meeting**
- 20. Questions for Next Meeting**
- 21. Confidential Business**
- 22. Meeting Close**

www.uralla.nsw.gov.au

- 1. OPENING & WELCOME**
- 2. PRAYER**
- 3. ACKNOWLEDGEMENT OF COUNTRY**
- 4. APOLOGIES**
- 5. REQUESTS FOR LEAVE OF ABSENCE**
- 6. DISCLOSURES & DECLARATIONS OF INTEREST**
To be tabled at the Meeting.

7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at the 28 August 2018 Meeting of Council:

- Ordinary Meeting of Council held 24 July 2018 (copy enclosed)



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
24 July 2018

ROLL CALL

Councillors:

Cr M Pearce (Mayor)
Cr R Bell (Deputy Mayor)
Cr B Crouch
Cr M Dusting
Cr N Ledger
Cr L Sampson
Cr I Strutt
Cr T Toomey
Cr K Ward

Staff:

Mr A Hopkins, General Manager
Ms T Kirkland, Director Community & Governance
Mr T Seymour, Director Infrastructure & Regulation
Mr S Paul, Chief Financial Officer
Mr M Clarkson, Manager Planning & Regulation
Minute Clerk

MINUTES

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

TABLE OF CONTENTS

1. OPENING & WELCOME	3
2. PRAYER	3
3. ACKNOWLEDGEMENT TO COUNTRY	3
4. APOLOGIES	3
5. REQUESTS FOR LEAVE OF ABSENCE	3
6. DISCLOSURES & DECLARATION OF INTERESTS	3
7. CONFIRMATION OF MINUTES	4
8. ANNOUNCEMENTS	4
9. TABLING OF REPORTS & PETITIONS	4
10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION	4
11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS	5
12. PRESENTATIONS	5
13. DEPUTATIONS	6
14. WRITTEN REPORTS FROM DELEGATES	7
15. MAYORAL MINUTE	9
16. REPORTS TO COUNCIL	10
Report 1 – Cash at Bank and Investments	10
Report 2 - 2017 – 2018 Operational Plan – Annual Progress Report as at 30 June 2018.	10
Report 3 - Heritage Advisory Services Summary for July 2018.....	11
Report 4 - Development Approvals and Refusals for June 2018.....	11
Report 5 - DIVISION DECISION – Development Application 35/2017 – Dwelling – 36 Uralla Street, Uralla.....	11
Report 6 - DIVISION DECISION – Development Application 34/2018 – Wind turbine – 24 McDonalds Lane, Rocky River	12
Report 7 - McMaugh Gardens Re-Accreditation to 4 August 2021	13
Report 8 - Monthly Report - Visitor Information Centre and Library	14
Report 9 - Report of the Audit, Risk and Improvement Committee Meeting held on 10 July 2018	14
Report 10 - Regulatory Statistics Ending 30 June 2018	16
Report 11 - Bundarra Sewer Scheme Second Quarterly Report April – June 2018.....	17
Report 12 - Works Progress Report as at 30 June 2018	17
Report 13 - Gateway Determination for Planning Proposal, Rezoning of Land at The Gap Road, Uralla.....	18
Report 14 - Petition for a Primitive Campground at The Glen recreation area	19
Report 15 - Petition for the sealing of Barloo Road, Invergowrie.....	19
16. LATE REPORTS TO COUNCIL	20
Report 16 - LATE REPORT - Nomination for Bundarra School of the Arts Hall s355 Committee.....	20
17. MOTIONS ON NOTICE	21
Notice of Rescission Motion 1 - That Council Rescind Resolution 28.06/18	21
Notice of Motion 2 - Industrial Land.....	22
18. SCHEDULE OF COUNCIL RESOLUTIONS	24
19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING	25
20. QUESTIONS FOR NEXT MEETING	27
CLOSURE OF MEETING	27

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2017**

The Meeting Commenced at: 12:30pm

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr I Strutt (Deputy Mayor), and Councillors, R Bell, B Crouch, L Sampson, N Ledger, T Toomey and K Ward, General Manager (Mr A Hopkins), Director Community and Governance (Ms P Kirkland), Director Infrastructure and Regulation (Mr T Seymour), Chief Finance Officer (Mr S Paul), Manager of Planning & Regulation (Mr M Clarkson), Minute Clerk.

Cr M Dusting was absent at commencement of the meeting.

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT TO COUNTRY

4. APOLOGIES

The Chair advised there were no apologies received.

5. REQUESTS FOR LEAVE OF ABSENCE

The Chair advised there were no requests for Leave of Absence.

6. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 24 July 2018 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr B Crouch	Report 4	Non-pecuniary	Neighbour to DA 34-2018 and DA 38-2018
Cr B Crouch	Report 6	Non-pecuniary	Neighbour
Cr I Strutt	Report 6	Non-pecuniary	Applicant owns a property next door to my residential address
Cr T Toomey	Report 13	Non-pecuniary	Family connection

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at the 24 July 2018 Meeting:

- Minutes of Ordinary Meeting held 26 June 2018 (to be confirmed)
- Minutes of Extraordinary Meeting held 10 July 2018 (to be confirmed)

AMENDMENTS

The Chair referred Councillors to the Minutes of the Ordinary Meeting held 26 June 2018 and called for any amendments.

Cr Toomey made reference to her Delegate Report to the Ordinary Meeting held 26 June 2018, contained on page 7 of the unconfirmed Minutes, and requested that an amendment be made to correct the wording of 'Strategic Workshop – VIC Meeting' to 'Strategic Workshop'.

MOTION (Crs T Toomey /I Strutt)

That;

Council adopt the Minutes, together with amendments as noted, as a true and correct record of the Ordinary Meeting held 26 June 2018.

1.07/18 CARRIED

Cr M Dusting was absent at time of voting.

AMENDMENTS

The Chair referred Councillors to the Minutes of the Extraordinary Meeting held 10 July 2018 and called for any amendments.

There were no amendments requested by Councillors.

MOTION (Crs B Crouch /I Strutt)

That;

Council adopt the Minutes, as a true and correct record of the Extraordinary Meeting held 10 July 2018.

2.07/18 CARRIED

Cr M Dusting was absent at time of voting.

8. ANNOUNCEMENTS

The Chair advised there were no announcements.

9. TABLING OF REPORTS & PETITIONS

The Chair advised there were no reports or petitions tabled.

10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION

The Chair advised there were no items recommended for consideration in the confidential section of the meeting.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

Cr M Dusting joined the meeting at 12.33pm.

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

The Chair referred Councillors to the late items of business recommended for addition to the published Meeting Agenda.

Late Reports to Council:

- Late Reporting #1 – Nominations for Bundarra School of the Arts Hall s355 Committee

PROCEDURAL MOTION (Crs N Ledger /I Strutt)

To hear Late Items of Business as additions to the Meeting Agenda.

That;

The late items of business be heard following Report 15 in the Meeting Agenda as:

- Report 16 – Nominations for Bundarra School of the Arts Hall s355 Committee

3.07/18 CARRIED

12. PRESENTATIONS

Speaker 1:	Mr Callum Findlay
Subject:	Development Application 34/2018 – Wind turbine – 24 McDonalds Lane, Rocky River

The Chair introduced the Speaker, Mr Callum Findlay.

The Speaker made a presentation to Council in relation to Development Application 34/2018 – Wind turbine – 24 McDonalds Lane, Rocky River.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

Speaker 2:	Mr Peter Crawford
Subject:	Development Application 34/2018 – Wind turbine – 24 McDonalds Lane, Rocky River

The Chair introduced the Speaker, Mr Peter Crawford.

The Speaker made a presentation to Council in relation to DA for Development Application 34/2017 – Wind turbine – 24 McDonalds Lane, Rocky River.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

Speaker 3:	Mr Charlie Cooper
Subject:	Development Application 35/2017 – Dwelling – 36 Uralla Street, Uralla

The Chair introduced the Speaker, Mr Charlie Cooper.

The Speaker made a presentation to Council in relation to Development Application 35/2017 – Dwelling – 36 Uralla Street, Uralla.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

13. DEPUTATIONS

There were no deputations registered for the 24 July 2018 Meeting.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number _____

14. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)

Councillors provided a verbal account of activities/meetings they have attended for the month.

COUNCILLOR NAME:		Mark Dusting
COUNCIL MEETING DATE:		24 July 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION
26/06/2018	Ordinary Meeting Council	Uralla
28/06/2018	Glen Innes Severn Council Meeting	Glen Innes
28/06/2018	New England Weeds Authority (NEWA) Meeting	Armidale
09/07/2018	New England Weeds Authority (NEWA) Meeting	Uralla
10/07/2018	Council Workshop	Uralla
24/07/2018	New England Weeds Authority (NEWA) Meeting	Armidale
10/07/2018	Extraordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Bob Crouch
COUNCIL MEETING DATE:		24 July 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/07/2018	NAIDOC Week Celebration	Uralla
10/07/2018	Council Workshop	Uralla
10/07/2018	Extraordinary Meeting of Council	Uralla
10/07/2018	Audit, Risk and Improvement Committee Meeting	Uralla
14/07/2018	Bundarra Men's Shed Inaugural Meeting	Bundarra
18/07/2018	Bundarra Hall Committee Meeting	Bundarra
24/07/2018	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Levi Sampson
COUNCIL MEETING DATE:		24 July 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/07/2018	NAIDOC Week Celebration	Uralla
10/07/2018	Council Workshop	Uralla
10/07/2018	Extraordinary Meeting of Council	Uralla
10/07/2018	Uralla Township and Environs Committee (UTEC) Meeting	Uralla
24/07/2018	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Natasha Ledger
COUNCIL MEETING DATE:		24 July 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/07/2018	NAIDOC Week Celebration	Uralla
10/07/2018	Uralla District Show Society Meeting	Uralla
10/07/2018	Audit, Risk and Improvement Committee Meeting	Uralla
10/07/2018	Uralla Township and Environs Committee (UTEC) Meeting	Uralla

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number _____

COUNCILLOR NAME:		Tara Toomey
COUNCIL MEETING DATE:		24 July 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/07/2018	NAIDOC Week Celebration	Uralla
10/07/2018	Council Workshop	Uralla
10/07/2018	Extraordinary Meeting of Council	Uralla
24/07/2018	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Rob Bell
COUNCIL MEETING DATE:		24 July 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/07/2018	Council Workshop	Uralla
10/07/2018	Extraordinary Meeting of Council	Uralla
24/07/2018	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Kevin Ward
COUNCIL MEETING DATE:		24 July 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION
17/07/2018	NSW Farmers Federation Association Dinner	Whyworry, Uralla

COUNCILLOR NAME:		Isabel Strutt
COUNCIL MEETING DATE:		24 July 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/07/2018	NAIDOC Week Celebration	Uralla
10/07/2018	Strategic Planning Meeting	Uralla
10/07/2018	Audit, Risk and Improvement Committee Meeting (Observer)	Uralla
10/07/2018	Uralla Township and Environs Committee (UTE) Meeting	Uralla
11/07/2018	Funeral of Mr Gary Campbell	Uralla
12/07/2018	Tourism and Economic Development Committee Meeting (Observer)	Armidale
24/07/2018	Ordinary Meeting of Council	Uralla

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number _____

COUNCILLOR NAME:		Michael Pearce
COUNCIL MEETING DATE:		24 July 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/06/2018	Mayor's Office – Admin, 2AD Interview	Uralla
28/06/2018	Northern Inland Regional Waste (NIRW) Meeting and 20 th Anniversary	Gunnedah
02/07/2018	Mayor's Office – Admin	Uralla
03/07/2018	Mayor's Office – Admin	Uralla
04/07/2018	Mayor's Office – Admin	Uralla
05/07/2018	Mayor's Office – Admin	Uralla
05/07/2018	Uralla Lions Club Changeover Dinner	Uralla
06/07/2018	Mayor's Office – Admin	Uralla
06/07/2018	Uralla Red Cross Annual General Meeting	Uralla
09/07/2018	Mayor's Office – Admin	Uralla
10/07/2018	Mayor's Office – Admin	Uralla
10/07/2018	NAIDOC Week Celebration	Uralla
10/07/2018	Councillor Workshop	Uralla
10/07/2018	Extraordinary Meeting of Council	Uralla
10/07/2018	Audit, Risk and Improvement Committee Meeting	Uralla
11/07/2018	Mayor's Office – Admin, 2AD Interview	Uralla
12/07/2018	Mayor's Office – Admin	Uralla
16/07/2018	Mayor's Office – Admin	Uralla
17/07/2018	Mayor's Office – Admin	Uralla
18/07/2018	Mayor's Office – Admin; Meeting	Uralla
19/07/2018	Mayor's Office – Admin	Uralla
23/07/2018	Mayor's Office – Admin	Uralla
24/07/2018	Mayor's Office - Admin	Uralla
24/07/2018	Ordinary Meeting of Council	Uralla

15. MAYORAL MINUTE

Submitted by: Mayor, Cr Michael Pearce
Reference/Subject: National General Assembly of Local Government

MAYOR'S RECOMMENDATION:

That;
The Mayoral Minute be received and noted by Council

MOTION (Crs M Dusting /I Strutt)

That;
The Mayoral Minute be received and noted by Council

4.07/18 CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

16. REPORTS TO COUNCIL (Scheduled Reports)

Department: **General Manager's Office – Finance**
Submitted by: Chief Financial Officer
Reference/Subject: Report 1 – Cash at Bank and Investments

OFFICER'S RECOMMENDATION:

That;

Council note the cash position as at the 30 June, 2018 consisting of cash and overnight funds of \$1,455,681 term deposits of \$13,550,000 totalling \$15,005,681 of readily convertible funds.

PROCEDURAL MOTION (Crs T Toomey /K Ward)

To move to Committee of the Whole

5.07/18

CARRIED

Councillors held a detailed discussion in committee regarding Council's Cash at Bank and Investments, including the status of current purchases for additional plant for the Waste Management Facility.

PROCEDURAL MOTION (Crs T Toomey /K Ward)

To resume Standing Orders

6.07/18

CARRIED

The Chair outlined details of the discussion in committee.

MOTION (Crs K Ward /L Sampson)

That;

Council note the cash position as at the 30 June, 2018 consisting of cash and overnight funds of \$1,455,681 term deposits of \$13,550,000 totalling \$15,005,681 of readily convertible funds.

7.07/18

CARRIED

Department: **Community and Governance**
Submitted by: Coordinator Community and Governance
Reference/Subject: Report 2 - 2017 – 2018 Operational Plan – Annual Progress Report as at 30 June 2018.

OFFICER'S RECOMMENDATION:

That;

Council receive and note the 2017-18 Operational Plan Annual Progress Report at 30 June 2018.

PROCEDURAL MOTION (Crs B Crouch /M Dusting)

To move to Committee of the Whole

8.07/18

CARRIED

Councillors held a detailed discussion in committee regarding the 2017-18 Operational Plan Annual Progress Report.

Cr Sampson left the meeting at 1.22pm.

Cr Sampson returned to the meeting at 1.24pm.

PROCEDURAL MOTION (Crs B Crouch /M Dusting)

To resume Standing Orders

9.07/18

CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

The Chair outlined details of the discussion in committee.

MOTION (Crs I Strutt /B Crouch)

That;

Council receive and note the 2017-18 Operational Plan Annual Progress Report at 30 June 2018.

10.07/18 CARRIED

Department: **Infrastructure and Regulation**
Submitted by: Director Infrastructure and Regulation
Reference/Subject: Report 3 - Heritage Advisory Services Summary for July 2018

OFFICER'S RECOMMENDATION:

That;

That the Heritage Advisory Services Summary for July 2018 be received and noted by Council.

MOTION (Crs B Crouch /I Strutt)

That;

That the Heritage Advisory Services Summary for July 2018 be received and noted by Council and that a report addressing the issues raised in item 3 be brought to the next Ordinary Meeting of Council.

11.07/18 CARRIED

Department: **Infrastructure and Regulation**
Submitted by: Director Infrastructure and Regulation
Reference/Subject: Report 4 - Development Approvals and Refusals for June 2018

Cr B Crouch having previously declared a conflict of interest, left the meeting at 1.40pm.

OFFICER'S RECOMMENDATION:

That;

Council receive and note the development approvals and refusals for June 2018.

MOTION (Crs R Bell /L Sampson)

That;

Council receive and note the development approvals and refusals for June 2018.

12.07/18 CARRIED

Cr B Crouch was absent from the room at the time of voting

Cr B Crouch returned to the meeting at 1.42pm.

Department: **Infrastructure and Regulation**
Submitted by: Manager Planning and Regulation
Reference/Subject: Report 5 - DIVISION DECISION – Development Application 35/2017 – Dwelling – 36 Uralla Street, Uralla

OFFICER'S RECOMMENDATION:

That;

Council refuse the Development Application 35/2017 for a dwelling at 36 Uralla Street, Uralla (Lots 30 and 31 DP 1000678) as:

- Part of the proposed dwelling footprint is located below the Flood Planning Level (1% Annual Exceedance Probability Level), and
- Part of the proposed dwelling footprint is located within a High Hazard Floodway as defined by the NSW Floodplain Development Manual, and

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

- Part of the proposed dwelling footprint has a Hazard Vulnerability Classification of H5 as per the Australian Disaster Resilience Handbook Collection, Flood Hazard, Guideline 7.3 (2017) “Unsafe for vehicles and people, all building types vulnerable to structural damage, some less robust building types vulnerable to failure”, and
- The flood hazard to the proposed dwelling is inconsistent with applicable development standards in the Uralla Local Environmental Plan 2012 and Uralla Development Control Plan 2011.
- The proposed front and side setbacks are inconsistent with the Uralla Development Control Plan 2011.
- The proposed development would increase the flood risk to surrounding properties if constructed.
- The proposal is inconsistent with Direction 12, Action 12.1 of the New England North West Regional Plan.

PROCEDURAL MOTION (Crs T Toomey /R Bell)

To move to Committee of the Whole

13.07/18 CARRIED

Councillors held a detailed discussion in committee regarding Development Application 35/2017 – Dwelling – 36 Uralla Street, Uralla.

PROCEDURAL MOTION (Crs I Strutt /B Crouch)

To resume Standing Orders

14.07/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs T Toomey /R Bell)

That;

Report 5 lay on the table awaiting further information from the applicant.

15.07/18 CARRIED

Following debate a DIVISION was called with the result recorded as follows:

FOR: Cr M Pearce, Cr R Bell, Cr T Toomey, Cr K Ward, Cr I Strutt, Cr M Dusting,
Cr B Crouch, Cr L Sampson, Cr N Ledger

AGAINST: nil

ABSENT: nil

Department:

Infrastructure and Regulation

Submitted by:

Manager Planning and Regulation

Reference/Subject:

Report 6 - DIVISION DECISION – Development Application
34/2018 – Wind turbine – 24 McDonalds Lane, Rocky River

Cr B Crouch, having previously declared a conflict of interest, left the meeting at 1.51pm.

Cr I Strutt, having previously declared a conflict of interest, left the meeting at 1.51pm.

OFFICER’S RECOMMENDATION:

That;

Council refuse the Development Application 34/2017 for a wind turbine at 24 McDonalds Lane Rocky River, being Lot 52 DP 755846, due to the negative impact on the amenity of neighbours.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

**PROCEDURAL MOTION (Crs R Bell /M Dusting)
To move to Committee of the Whole**

16.07/18 CARRIED

Councillors held a detailed discussion in committee regarding Development Application 34/2018 – Wind turbine – 24 McDonalds Lane, Rocky River.

**PROCEDURAL MOTION (Crs M Dusting /L Sampson)
To resume Standing Orders**

17.07/18 CARRIED

The Chair outlined details of the discussion in committee.

MOTION (Crs K Ward /T Toomey)

That;

Council refuse the Development Application 34/2017 for a wind turbine at 24 McDonalds Lane Rocky River, being Lot 52 DP 755846, due to the negative impact on the amenity of neighbours.

18.07/18 CARRIED

Following debate a DIVISION was called with the result recorded as follows:

FOR: *Cr M Pearce, Cr R Bell, Cr T Toomey, Cr K Ward, Cr M Dusting, Cr L Sampson, Cr N Ledger*

AGAINST: *nil*

ABSENT: *Cr B Crouch, Cr I Strutt*

Cr B Crouch was absent at time of voting.

Cr I Strutt was absent at time of voting.

Cr B Crouch returned to the meeting at 1.57pm.

Cr I Strutt returned to the meeting at 1.57pm.

Department: **Community and Governance**
Submitted by: Facility Manager
Reference/Subject: Report 7 - McMaugh Gardens Re-Accreditation to 4 August 2021

OFFICER'S RECOMMENDATION:

That;

The report be received and noted.

MOTION (Crs R Bell /I Strutt)

That;

1. The report be received and noted.
2. Council congratulate the management and staff for running a facility that attracts the calibre of the reaccreditation report received.

19.07/18 CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

Department: **Community and Governance**
Submitted by: Acting Coordinator Community and Development
Reference/Subject: Report 8 - Monthly Report - Visitor Information Centre and Library

OFFICER'S RECOMMENDATION:

That;
The report be received and noted.

MOTION (Crs B Crouch /M Dusting)

That;
The report be received and noted.

20.07/18 CARRIED

Department: **Community and Governance**
Submitted by: Risk Management and Safety Officer
Reference/Subject: Report 9 - Report of the Audit, Risk and Improvement Committee Meeting held on 10 July 2018

OFFICER'S RECOMMENDATION:

That;

1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018 [Attachment A].

2. Report No. 3 Revised Internal Audit Program
Committee Recommendation 3.1:

That Council receive and note the Revised 2018/2019 Internal Audit Program, as modified by the Committee [Attachment B].

3. Report No. 4 Revised Committee 2018-2019 Annual Program
Committee Recommendation 4.1:

That Council receive and note the Revised Committee 2018-2019 Annual Program, as modified by the Committee [Attachment C].

4. Report No. 5 Plan: Corporate Governance Improvement Action 2018
Committee Recommendation 5.1:

That Council:

- a. *Place the draft Plan: Corporate Governance Improvement Action 2018 [Attachment D], as modified by the Committee, on public exhibition for a period of 28 days*
- b. *Adopt the draft Plan: Corporate Governance Improvement Action 2018, subject to no public submissions being received.*

5. Report No. 6 Guide: Agency Information 2018-19
Committee Recommendation 6.1:

That Council:

- a. *Adopt the draft Agency Information Guide 2018-19 [Attachment E].*
- b. *Repeal the Access to Council Documents Policy 2015 and authorise its removal from Council's Policy Register.*

6. Report No. 7 Plan: Privacy Management 2018

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

Committee Recommendation 7.1:

That Council:

- a. *Place the draft Plan: Privacy Management 2018 [Attachment F], on public exhibition for a period of 28 days.*
- b. *Adopt the Plan: Privacy Management 2018, subject to no public submissions being received.*
- c. *Repeal the Privacy and Confidentiality Policy 2013 and authorise its removal from Council's Policy Register.*

7. Report No. 8 Policy: Complaint Handling 2018

Committee Recommendation 8.1:

That Council:

- a. *Place the draft Policy: Complaint Handling 2018 [Attachment G], on public exhibition for a period of 28 days.*
- b. *Adopt the Policy: Complaint Handling 2018, subject to no public submissions being received.*
- c. *Repeal the Complaints Policy 2015 and authorise its removal from Council's Policy Register.*

8. Report No. 9 Repeal of Operational Policies

Committee Recommendation 9.1:

That Council receive a report on the status of Council policies, an assessment of their priority for review, and the repeal of Management policies previously adopted by Council.

9. Report No. 10 Revised Strategy: Fraud and Corruption Control 2018.

Committee Recommendation 10.1:

That Council:

- a. *Place the draft Strategy: Fraud and Corruption Control 2018 [Attachment H], as modified by the Committee, on public exhibition for a period of 28 days.*
- b. *Adopt the Strategy: Fraud and Corruption Control 2018, subject to no public submissions being received.*

10. Other Business

2018-19 Internal Audit Program budget

Committee Recommendation:

That Council consider funding opportunities to reinstate the 2018-19 Internal Audit Program budget to a total of \$30,000, which is an additional \$15,000 to provide for the delivery of the scheduled second Internal Audit of Council's Financial Controls in accordance with the Committee's endorsed Internal Audit Plan.

PROCEDURAL MOTION (Crs T Toomey /K Ward)

To move to Committee of the Whole

21.07/18 CARRIED

Councillors held a detailed discussion in committee regarding the Report of the Audit, Risk and Improvement Committee Meeting held on 10 July 2018.

Cr L Sampson left the meeting at 2.13pm.

Cr L Sampson returned to the meeting at 2.15pm.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

**PROCEDURAL MOTION (Crs B Crouch /M Dusting)
To resume Standing Orders**

22.07/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs B Crouch / K Ward)

That;

1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018 [Attachment A].
2. Report No. 3 Revised Internal Audit Program
Committee Recommendation 3.1:

That Council receive and note the Revised 2018/2019 Internal Audit Program, as modified by the Committee [Attachment B].

3. Report No. 4 Revised Committee 2018-2019 Annual Program
Committee Recommendation 4.1:

That Council receive and note the Revised Committee 2018-2019 Annual Program, as modified by the Committee [Attachment C].

4. Report No. 10 Revised Strategy: Fraud and Corruption Control 2018.
Committee Recommendation 10.1:

That Council:

- c. *Place the draft Strategy: Fraud and Corruption Control 2018 [Attachment H], as modified by the Committee, on public exhibition for a period of 28 days.*
- d. *Adopt the Strategy: Fraud and Corruption Control 2018, subject to no public submissions being received.*

5. Other Business
2018-19 Internal Audit Program budget
Committee Recommendation:

That Council consider funding opportunities to reinstate the 2018-19 Internal Audit Program budget to a total of \$30,000, which is an additional \$15,000 to provide for the delivery of the scheduled second Internal Audit of Council's Financial Controls in accordance with the Committee's endorsed Internal Audit Plan.

6. That Committee recommendations 5.1, 6.1, 7.1, 8.1 and 9.1 lay on the table until the next Ordinary Meeting of Council.

23.07/18 CARRIED

Department: **Infrastructure and Regulation**
Submitted by: Director Infrastructure and Regulation
Reference/Subject: Report 10 - Regulatory Statistics Ending 30 June 2018

OFFICER'S RECOMMENDATION:

That;

Council receive and note the Regulatory Function Statistics for the year ending 30 June 2018.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

MOTION (Crs I Strutt /N Ledger)

That;

Council receive and note the Regulatory Function Statistics for the year ending 30 June 2018.

24.07/18 CARRIED

Department:

Infrastructure and Regulation

Submitted by:

Manager Waste, Water and Sewer Services

Reference/Subject:

Report 11 - Bundarra Sewer Scheme Second Quarterly Report
April – June 2018

OFFICER'S RECOMMENDATION:

That;

The April - June 2018 Bundarra Sewer Scheme progress report be received and noted by Council.

MOTION (Crs R Bell / L Sampson)

That;

1. The April - June 2018 Bundarra Sewer Scheme progress report be received and noted by Council.
2. That Public Works provide Council with a project Risk Management Plan and detailed project timeline.

25.07/18 CARRIED

Department:

Infrastructure and Regulation

Submitted by:

Director Infrastructure and Regulation

Reference/Subject:

Report 12 - Works Progress Report as at 30 June 2018

OFFICER'S RECOMMENDATION:

That;

The report be received and noted for the works completed or progressed during June 2018, and works programmed for July 2018.

PROCEDURAL MOTION (Crs T Toomey /L Sampson)

To move to Committee of the Whole

26.07/18 CARRIED

Councillors held a detailed discussion in committee regarding the Works Progress Report as at 30 June 2018.

Cr Ledger left the meeting at 2.46pm.

PROCEDURAL MOTION (Crs T Toomey /L Sampson)

To resume Standing Orders

27.07/18 CARRIED

The Chair outlined details of the discussion in committee.

MOTION (Crs R Bell /L Sampson)

That;

The report be received and noted for the works completed or progressed during June 2018, and works programmed for July 2018.

28.07/18 CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

Cr N Ledger was absent at time of voting.

29.07/18 **PROCEDURAL MOTION (Crs M Pearce /M Dusting)
Meeting Adjournment (2.47pm – 3.04pm)
CARRIED**

Cr N Ledger was absent at time of voting.

The Meeting resumed at 3.04pm

Department:	Infrastructure and Regulation
Submitted by:	Manager Planning and Regulation
Reference/Subject:	Report 13 - Gateway Determination for Planning Proposal, Rezoning of Land at The Gap Road, Uralla

Cr T Toomey, having previously declared a conflict of interest, left the meeting at 3.04pm.

OFFICER'S RECOMMENDATION:

That;

1. Receive and note the advice regarding Gateway Determination outstanding matters lodged prior to the request for concurrence for the Planning Proposal, Rezoning of Land at The Gap Road, Uralla.
2. Receive and note the correspondence as submitted to the Department of Planning and Environment for the Planning Proposal, Rezoning of Land at The Gap Road, Uralla, as per Council's resolution 29.06/18.

30.07/18 **PROCEDURAL MOTION (Crs B Crouch /L Sampson)
To move to Committee of the Whole
CARRIED**

Councillors held a detailed discussion in committee regarding the Gateway Determination for Planning Proposal, Rezoning of Land at The Gap Road, Uralla.

Cr N Ledger returned to the meeting at 3.18pm.

31.07/18 **PROCEDURAL MOTION (Crs L Sampson /R Bell)
To resume Standing Orders
CARRIED**

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs R Bell /L Sampson)

That Council;

1. Receive and note the advice regarding Gateway Determination outstanding matters lodged prior to the request for concurrence for the Planning Proposal, Rezoning of Land at The Gap Road, Uralla.
2. Receive and note the correspondence as submitted to the Department of Planning and Environment for the Planning Proposal, Rezoning of Land at The Gap Road, Uralla, as per Council's resolution 29.06/18.
3. Invite a representative from the Department of Planning and Environment to brief Council on relevant zoning and rezoning matters.

32.07/18 **CARRIED**

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

*Cr T Toomey was absent at time of voting.
Cr T Toomey returned to the meeting at 3.40pm.*

Department: **Infrastructure and Regulation**
Submitted by: Manager Planning and Regulation
Reference/Subject: Report 14 - Petition for a Primitive Campground at The Glen recreation area.

OFFICER'S RECOMMENDATION:

That;
Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.

PROCEDURAL MOTION (Crs T Toomey /K Ward)
To move to Committee of the Whole

33.07/18 CARRIED

Councillors held a detailed discussion in committee regarding the petition for a Primitive Campground at The Glen recreation area.

PROCEDURAL MOTION (Crs I Strutt /M Dusting)
To resume Standing Orders

34.07/18 CARRIED

The Chair outlined details of the discussion in committee.

MOTION (Crs L Sampson /R Bell)

That;
Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.

35.07/18 CARRIED

Department: **Infrastructure and Regulation**
Submitted by: Director Infrastructure and Regulation
Reference/Subject: Report 15 - Petition for the sealing of Barloo Road, Invergowrie

OFFICER'S RECOMMENDATION:

That;
Council;

1. Respond to the petition advising that the sealing of Barloo Road is not listed as a priority in Council's Capital Works Program.
2. Provide a 'No Through Road' advisory sign at the entrance from Bundarra Road.

MOTION (Crs R Bell / T Toomey)

That;
Council

1. Respond to the petition advising that the sealing of Barloo Road is not listed as a priority in Council's Capital Works Program.
2. Provide a 'No Through Road' advisory sign at the entrance from Bundarra Road.
3. Direct the petitioners to the Transport Asset Management Plan that sets out Council's priorities and methodology for the determination of priorities.

36.07/18 CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

16. LATE REPORTS TO COUNCIL

Department: **General Manager's Office**
Submitted by: General Manager
Reference/Subject: Report 16 - LATE REPORT - Nomination for Bundarra School of
the Arts Hall s355 Committee

OFFICER'S RECOMMENDATION:

That;

Council appoint Ms Marie Harper and Ms Kristi Jenkin to the Bundarra School of the Arts Hall Committee for the term of this Council and in accordance with the Bundarra School of the Arts Hall Committee Constitution.

MOTION (Crs B Crouch /M Dusting)

That;

Council appoint Ms Marie Harper and Ms Kristi Jenkin to the Bundarra School of the Arts Hall Committee for the term of this Council and in accordance with the Bundarra School of the Arts Hall Committee Constitution.

37.07/18 CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

17. MOTIONS ON NOTICE

Submitted by: Councillor Robert Crouch
Reference/Subject: Notice of Rescission Motion 1 - That Council Rescind Resolution 28.06/18

NOTICE of MOTION

That;
Council rescind resolution 28.06/18:

That Council:

- a) Accept the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a non-voting member of that organisation for the 2018-2019 year.
- b) Vote \$16,500 to the 2018-19 Budget for the 2018-19 for the 2018-19 Non-Voting membership fee.

And if successful, I intend to move the following:

That Council:

- a) Not accept the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a non-voting member of that organisation.
- b) Vote an additional \$15,000 to the Internal Audit Program (total \$30,000) to audit Council's financial controls (including procurement and financial delegations of authority).

PROCEDURAL MOTION (Crs K Ward /I Strutt)

To move to Committee of the Whole

38.07/18 CARRIED

Councillors held a detailed discussion in committee regarding the proposed motion. Cr Pearce noted his calculation of the estimated additional cost in staff time and travel of Council's membership of the Namoi Joint Organisation as being in the vicinity of \$16,000 per annum.

PROCEDURAL MOTION (Crs I Strutt /B Crouch)

To resume Standing Orders

39.07/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs B Crouch /T Toomey)

That;
Council rescind resolution 28.06/18:

That Council:

- a) Accept the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a non-voting member of that organisation for the 2018-2019 year.
- b) Vote \$16,500 to the 2018-19 Budget for the 2018-19 for the 2018-19 Non-Voting membership fee.

40.07/18 CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

MOTION (Crs B Crouch /T Toomey)

That Council:

- a) Not accept the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a non-voting member of that organisation.
- b) Vote an additional \$15,000 to the Internal Audit Program (total \$30,000) to audit Council's financial controls (including procurement and financial delegations of authority).

41.07/18 CARRIED

Cr M Dusting left the meeting at 4.25pm.

Cr M Dusting returned to the meeting at 4.29pm.

Submitted by: Councillor Tara Toomey
Reference/Subject: Notice of Motion 2 - Industrial Land

NOTICE of MOTION

That;

Council staff develop a proposal to put to the August Council meeting to form the basis for negotiation with the person who has made an unsolicited offer in relation to the Industrial Land. The proposal to include full consideration of the options including adjusting the lot sizes, providing detailed explanations of the options and show full consideration has been given to the issues raised by the person making the offer.

PROCEDURAL MOTION (Crs I Strutt /K Ward)

To move into Closed Session of Council

That;

Council move into closed session and close the meeting to members of the public and press for the following reasons:-

The matters referred to the Closed Session of the 24 July 2018 meeting are received by Council under Section 10A (2)(c), of the Local Government Act (NSW) 1993.

(2) The matters and information are the following:

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

MOTION (Crs T Toomey /B Crouch)

That;

Council staff develop a proposal to put to the August Council meeting to form the basis for negotiation with the person who has made an unsolicited offer in relation to the Industrial Land. The proposal to include full consideration of the two options including adjusting the lot sizes, providing detailed explanations of the options and show full consideration has been given to the issues raised by the person making the offer.

42.07/18 CARRIED

PROCEDURAL MOTION (Crs M Dusting /M Pearce)

To return to Open Session of Council

That;

Council move back to Open Session.

43.07/18 CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

PROCEDURAL MOTION (Cr M Dusting/ M Pearce)

To adopt the resolution of Council in Closed Session in Open Session

That;

The resolution of Council in Closed Session become resolution in the Open Session.

44.07/18 CARRIED

Cr L Sampson left the meeting at 4.50pm.

Cr L Sampson returned to the meeting at 4.52pm.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

18. SCHEDULE OF COUNCIL RESOLUTIONS

Schedule of Action Items as at: 18 July 2018

Councillors undertook a review of the Schedule of Action Items.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

MOTION (Crs I Strutt /M Dusting)

That;

Council note the responses to the questions asked by Cr Sampson, Cr Ledger and Cr Bell at the 26 June 2018 Ordinary Meeting.

45.07/18 CARRIED

Questions from 26 June 2018 Ordinary Meeting of Council

Cr Sampson

1. Is there a way to encourage a member of the community to become a volunteer Grants Officer
- R *An expression of interest could be called from members of the community. However, consideration should be given to the development of a volunteering framework, for a volunteer role such as this one, to manage some of the circumstances that will likely arise with things such as:
 - a. access to confidential, personal, or other sensitive information,
 - b. access to technology and business systems,
 - c. applicability of the Code of Conduct, and
 - d. Lack of 'management control' for risk management activities.*

Cr N Ledger

1. What is the extent of our presence on the Destination NSW website?- R *Uralla Shire's presence on Destination NSW is minimal and inadequately reflects the unique offerings of our area. A search of the site will likely produce four listings – Seasons of New England, Wayward Jersey Farmstays, and Gostwyck Chapel. It is important to note, that consultancy work being undertaken in accordance with Council resolution 38.11/17 to 'better align the visitor services offerings with Shire's tourism assets' includes a review of our online presence across multiple platforms, including websites such as Destination NSW, and the consultant report will include recommendations for improvements and the necessary resources required to carry out those promotional activities for Council's consideration.*
2. On our roads priority list, we said we were going to complete 2.2 kilometres of road we have now completed. Where will that 2.2 kilometres go now? Do we have an established roads priority list?- R *At its March meeting Council resolved to adopt the following Roads to Recovery priority list*
Project R2R Budget
 - 1 *Mihi Bridge - based on 50% State funding (ie \$ 520,000 total cost) 26.2 metres x 8 metres wide \$260,000*
 - 2 *Eastern Avenue from causeway to Glenroy Road 2.1 kms - rehabilitation - single lane, very weak material, may need extra pavement \$320,000*
 - 3 *Bingara Road - upgrade and seal 4km (between the 6.64km and 10.64km marks) \$880,000*
 - 4 *Burtons Lane 1.39 kms - rehabilitation-single lane \$250,000*
 - 5 *Gilmore Place, Uralla - rehabilitation-AC overlay \$40,000*
 - 6 *Park Street, Uralla, from Queen Street towards Uralla Street - rehabilitation-100 metres x 10.2 metres (subject to available funds) \$50,000*
 - 7 *John Street, Uralla, from Bridge Street to Queen Street - rehabilitation 205 metres x 13.7 metres (subject to available funds) \$100,000*
 - 8 *Leece Road - west of Wilkins Street - realign and rehabilitate-350 metres*

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

(subject to available funds) \$120,000
Total \$2,020,000

2.3km of the 4km section of Bingara Road has been brought forward and will be undertaken ahead of the Eastern Avenue project to take advantage of climatic conditions and better water availability

Cr R Bell

1. Have quotations been accepted for the survey and design of Bingara Road and the light industrial area?
R *Bingara Road – quotations received - assessment still under consideration
Industrial Land - yes*
2. Were the quotations requested on vendor panel/TenderLink?
R *Vendor panel was used to request quotations for both projects.*
3. Were local service providers invited to tender or advised that they needed to on vendor panel/TenderLink to be considered?
R *Yes. Local (meaning within the region) design engineering consultants registered with Local Government Procurement were invited to provide a quotation through the Vendor Panel arrangements.*

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number

20. QUESTIONS FOR NEXT MEETING

Questions for 28 August 2018 Ordinary Meeting of Council

Cr R Bell

Cr R Bell raised the following question/s at the 24 July 2018 meeting of Council:-

1. For future survey and design work, will Armidale and Uralla-based companies be given the opportunity to quote or tender even if they are not registered as pre-approved suppliers on TenderLink or Vendor Panel?
2. Please advise the estimated costs, including salary, wages, on-costs, additional fleet and office fit-out for the proposed additional staff in Infrastructure and Regulation?
3. Uralla Landfill
 - a. Please advise the weekly cost of the skip bin currently being utilised for the disposal of household waste?
 - b. Has the site been temporarily closed during normal operating hours recently due to staff shortages?
 - c. Has Council resolved to purchase a small track loader (Bobcat) for the site?
4. Waste Collection
 - a. Could Council staff investigate the benefits and costs of collecting household waste (in 240 litre bins) and recycling on a fortnightly basis rather than weekly?

Cr N Ledger

Cr N Ledger raised the following question/s at the 24 July 2018 meeting of Council:-

1. Can a priority list of gravel roads in Invergowrie, detailing the order in which they will be sealed, be provided?

Cr T Toomey

Cr T Toomey raised the following question/s at the 24 July 2018 meeting of Council:-

1. Has Council considered providing gardening services as part of our NDIS offering?
2. Is Council able to provide a list of NDIS-approved providers in the Uralla Shire that can provide gardening services?
3. What is the anticipated opening date for Munsie Bridge?
4. Is there new plant, ie. A bobcat or similar being purchased for the Waste Management Facility? If so, what is the cost and where is it budgeted?

Cr N Ledger left the meeting at 5.20pm.

CLOSURE OF MEETING

The meeting was closed at:

5.24pm

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 July 2018**

Resolution
Number _____

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	
MAYOR:	

8. ANNOUNCEMENTS

9. TABLING OF REPORTS & PETITIONS

10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION

There are no Items recommended for the Confidential Section.

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

12. PRESENTATIONS

Gemma Weguelin

Youth Parliament

Trisha McCrossin Stewart

“What an opportunity” – Pioneer Park

John Kurko

Proposed development of Parks in Uralla

13. DEPUTATIONS

There are no Deputations registered for the Meeting.

14. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.

15. MAYORAL MINUTE

There is no Mayoral Minute to the 28 August 2018 Meeting

16. REPORTS TO COUNCIL

Report 1 – Cash at Bank and Investments



REPORT TO COUNCIL

Department:	Organisational Services - Finance
Submitted by:	<i>Chief Financial Officer</i>
Subject:	Report 1 - Cash at Bank and Investments

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.2 An effective and efficient organisation.
Strategy:	4.2.2 Operate in a financially responsible and sustainable manner.
Activity:	4.2.2.1 Maintain and control financial system and improve long-term sustainability
Action:	Maintain cash flow and maximise return on investment within risk parameters provided by the Office of Local Government

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 31 July, 2018 consisting of cash and overnight funds of \$1,334,611, term deposits of \$13,550,000 totalling \$14,884,611 of readily convertible funds.

BACKGROUND:

In accordance with Regulation 212 of the Local Government (General) Regulations 2005, the following report is prepared about monies not currently required for use by Council and invested in forms of investment approved by Order of the Minister.

REPORT:

Current term deposits of \$13,550,000 spread over the next twelve months will receive a range of interest from 2.45% to 2.75% with an average rate of 2.62%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 July, 2018.

KEY ISSUES:

The RBA has again left interest rates on hold at their June meeting. The most recent analysis indicates that there will be no increase in official interest rates before 2020 suggesting our current budgeted interest rate is reflective of future earnings. The current low interest rates will continue to result in reduced investment returns over the coming year.

COUNCIL

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

Current interest rates affect Council's ability to meet projected investment returns therefore reducing forecast revenue in the long term.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

Risk management involves ensuring compliance with the Minister's Orders regarding approved type of investments thus reducing risk of future losses on investments made.

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U18/167
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 31 July, 2018 Diary of Investment Maturity Dates and Amounts

Uralla Shire Council
Council Business Paper – 28 August 2018

Uralla Shire Council		
Investments at 31 July, 2018		
Cash at Bank – Operating Accounts:		
Institution	Account	Bank Statement
National Australia Bank	Main Account	\$44,837.24
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$24,878.02
Total		\$101,011.59
Business Investment (Cash Management) Account		
Institution	Interest rate	Balance
National Australia Bank	0.01%	\$0.00
Professional Funds	0.15% above RBA cash rate	\$1,233,599.77
Total		\$1,233,599.77

Term Deposits:			
Institution	Interest rate	Maturity	Balance
Bank of Queensland	2.60%	4/09/2018	\$500,000.00
Bank of Queensland	2.60%	8/10/2018	\$800,000.00
Bank of Queensland	2.70%	8/10/2018	\$500,000.00
ANZ	2.45%	10/10/2018	\$400,000.00
National Australia Bank	2.55%	15/10/2018	\$500,000.00
Commonwealth Bank	2.55%	29/08/2018	\$800,000.00
Westpac Banking Corporation	2.74%	18/10/2018	\$1,300,000.00
Commonwealth Bank	2.54%	15/11/2018	\$250,000.00
National Australia Bank	2.57%	21/11/2018	\$300,000.00
ANZ	2.45%	26/11/2018	\$800,000.00
National Australia Bank	2.45%	26/08/2018	\$1,000,000.00
Commonwealth Bank	2.63%	15/01/2019	\$700,000.00
Westpac Banking Corporation	2.55%	24/01/2019	\$500,000.00
National Australia Bank	2.50%	28/02/2019	\$600,000.00
Commonwealth Bank	2.74%	28/02/2019	\$1,200,000.00
National Australia Bank	2.57%	9/04/2019	\$500,000.00
Commonwealth Bank	2.69%	6/05/2019	\$600,000.00
Bank of Queensland	2.75%	12/06/2019	\$800,000.00
Commonwealth Bank	2.74%	5/07/2019	\$500,000.00
Westpac Banking Corporation	2.75%	24/07/2019	\$1,000,000.00
Total			\$13,550,000.00

Uralla Shire Council
Council Business Paper – 28 August 2018

Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$53,686.34
167	Rear Service Lane Land	\$0.00
168	Community Centre	\$41,043.56
176	Library Extensions	\$198,891.04
177	Grace Munro Centre	\$159,136.16
181	Creative Village Works	\$8,262.59
185	Public Toilets Alma Park	\$7,107.15
186	Public Toilets Pioneer Park	\$14,017.41
187	Undergrounding Power and Mainstreet Upgrade	\$155,309.17
188	Paving and Power Undergrounding	\$37,949.80
189	Bridge Construction	\$221,782.36
190	Bridge construction & industrial land development	\$1,726,929.40
Total		\$2,624,114.98



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	Manager Planning and Regulation
Reference/Subject:	Report 2 - Design options for the redevelopment of Pioneer Park under the Stronger Country Communities Fund – Round 1

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.2	A safe, active and healthy shire
Strategy:	1.2.3	Provide, maintain and develop children's play and recreational facilities that encourage active participation
Activity:	1.2.3.1	Enhance recreational facilities for children
Action:	1.2.3.1.1	Deliver upgrades to recreational facilities throughout the shire

OFFICER'S RECOMMENDATION:

*That Council resolve to: **(Delete the non-preferred option)***

- 1. Endorse the attached Option 1 incorporating the "Rope Tower" for the redevelopment of Pioneer Park,*
Or
- 2. Endorse the attached Option 2 incorporating the "Great Keep Tower" for the redevelopment of Pioneer Park.*

BACKGROUND:

Subsequent to a councillor workshop on 8th August 2017 to identify preferred projects or groups of projects consistent with the governments constraints around eligible projects, and the ensuring public consultation, Council resolved (18.08/17) as follows at its 22nd August 2017 meeting:

- a) Note that funding for the Stronger Country Communities Fund is intended for: building new community facilities (such as parks, playgrounds, walking and cycle pathways); refurbishing exiting local facilities (such as community centres and libraries); and enhancing local parks and the supporting facilities (such as kitchens and toilet blocks).*
- b) Nominate the following project(s), in order of preference, to be funded by its 2017 allocation of the Stronger Country Communities Fund and note that there may be insufficient funds in the 2017 allocation to fund all three (3) projects or components of projects):*
 - 1. PARKS – providing new playground equipment (including soft fall as necessary), shade structure, seating, outdoor exercise equipment, lighting, active recreational facilities (e.g. skate park) and BBQs in Council parks/reserves.*

2. *WALKING & CYCLING – building new walking paths/shared cycle paths in Bundarra and Invergowrie.*
3. *HALLS – building a community hall in Invergowrie, and refurbishing parts of the Bundarra (School of Arts) Hall and the Uralla Memorial Hall (e.g. flooring).*
- c) *Note consultation was undertaken with the Uralla Shire community, between 10th August and 20th August, inclusive and was undertaken, variously, by way of Facebook, Council’s webpage, radio and newspaper. The consultation asked the community to state their two preferred projects as identified in b), above.*
- d) *Make application for funding from the Stronger Country Communities Fund on or before 13th September 2017.*
- e) *Receive and note the Stronger Country Communities Fund ‘Community Survey Priorities Projects’ Report.*

A subsequent report was presented in the September 2017 Business Paper detailing Council’s applications noting that;

At the 22 August 2017 meeting councillors expressed a preference for:

- a) the creation of an impressive/iconic park at Pioneer Park given the strategic location (adjacent the Uralla town centre and opposite the VIC and relevant heritage assets) of that park and
- b) the upgrading of the equipment at 6 other existing parks for the 2017 round of funding.

Specifically, in relation to Pioneer Park application, the report stated:

“This application requests \$433,318 to master plan, prepare site, supply and install all play equipment and landscaping to create a park which is truly impressive and the capacity to become well known with travellers and which will appeal to Uralla residents. The strategy is to build a facility which Uralla residents will be proud of and which will entice travellers to stop and spend time in the Uralla town centre and environs. The design for this park will consider opportunities for the park to contain information or interpretative elements which recount the heritage or Uralla and region.

Given the time constraints of the funding process there was insufficient time to undertake any design work or planning for the park, including the exact equipment which will ultimately be located within it. Therefore, items selected for the pricing process were of the ‘type’ the team felt should be included.

Further refinement of the precise equipment to be installed will be undertaken should the application be successful. Additionally, due to time constraints, the project team experienced difficulty obtaining multiple quotations for this equipment.

Accordingly, the objective was to take a realistic yet cautious approach and to be ‘inclusive’ of potential equipment options to ensure there would be sufficient funds to cover all that is required. A consequence of this approach may be that the overall cost estimate exceeds the amount required to achieve the desired result. However, this will not be known until the design exercise has been undertaken and final equipment selection and other construction cost elements can be finalised”.

It was resolved in OM 21.09/17 that:

Council receive and note the report in regards to the Stronger Country Communities Fund – Round One.

Uralla Shire Council
Council Business Paper – 28 August 2018

On 27 April 2018 the NSW Department of Industry signed a funding deed approving \$433,318 in funding for Pioneer Park to master plan, prepare site, and supply / install all play equipment and landscaping in line with Council's resolution.

In response to the Uralla Township and Environs Committee (UTEC) recommendation from its May and June meeting, it was resolved at OM 18.06/18 that Council:

- a) *Receive the minutes of the Uralla Town and Environs s355 Committee meetings dated 23rd May 2018 and 12th June 2018.*
- b) *Consider the recommendations contained within the minutes at the July Councillor Strategic Planning Workshop.*
- c) *With specific reference to the recommendations for Pioneer Park, advise the Committee that the park is to be redeveloped in two stages:*
 - i) *the first stage will be the master planning of the park for play equipment, landscaping, park furniture and interpretative heritage elements and will include the installation of the play equipment, landscaping and park furniture;*
 - ii) *the second stage will be the installation of the interpretative heritage elements.*
- d) *Provide the committee with the results of the Uralla Shire Open Space Survey noting the specific responses to Question 8 (regarding Pioneer Park).*

As previously advised to Councillors the design was progressed utilising the "Enquiry by Design" process with consultation undertaken with selected stakeholder/interest groups.

On 14 August 2018 Uralla Shire Councillors participated in a workshop, as part of the Enquiry by Design process, to receive and comment on the composite plan(s) reflecting the input by the other stakeholders in the Enquiry by Design process.

REPORT:

Insite Landscape Architects have prepared two options for the Pioneer Park redevelopment for Council to consider for endorsement. This will enable finalisation of the master plan and commencement of the procurement of the supply and installation of the park infrastructure.

Subsequent to broader community consultation undertaken as part of the Open Space Strategy (within which a specific survey question requested input about the redevelopment preferences of Pioneer Park), an Enquiry by Design workshop process with stakeholders has been undertaken in regard to the specific design of the Pioneer Park redevelopment.

Council staff and the designer conducted Enquiry by Design sessions with:

- school students;
- the USC town crew;
- VIC staff;
- the Uralla Business Chamber;
- the Historical Society; and
- UTEC.

Summary notes prepared by the consultant from these meeting are included as Attachment 2 (Confidential).

It is noted that the Enquiry by Design process did not yield input about the proposed heritage elements which are intended to be master planned as part of stage 1 and implemented as part of stage 2 (pending funding).

Additionally, the combined consultation with the Historical Society and UTEC indicated general support for the park to have playground equipment, albeit there was an objection to play equipment from a 'catalogue', but to also include a Fibonacci theme and to provide connectivity with the township. UTEC have previously proposed that Pioneer Park be developed with a Fibonacci theme.

The Fibonacci sequence relates to the mathematical sequence whereby the next number is the sum of the 2 preceding numbers. An example of this is 0, 1, 1, 2, 3, 5, 8, 13, 21, 34 and so on. Uralla's postcode is 2358 and hence aligns with part of the Fibonacci sequence.

The combined Historical Society and UTEC consultation session ended with the following proposed motion being generally accepted by the attendees;

"That the park be developed with a Fibonacci sequence theme, (and) that the playground should not be of regional significance and that the connectivity of the township should be part of the project."

The final stage of the Enquiry by Design process was undertaken with a presentation of the proposed designs delivered to the Councillor workshop.

It was generally agreed at the workshop that two alternatives for the centrepiece playground installation would be provided at the next Council meeting to identify Council's preferred option.

KEY ISSUES:

As detailed at the August 2018 Councillor Workshop, the only difference between the two designs presented for Council to consider are the multi-activity centrepiece installations. (Attachments 1 and 3).

Comments for each option:

Option 1 – Design with ‘Rope Tower’ centrepiece

- Lessened visual impact compared to Option 2 as the installation is partially transparent;
- Design is more artistic than Option 2 and may be considered to satisfy the stated desire expressed by many Open Space Survey respondents for more “interesting” play equipment;
- Visual impact may be lessened or enhanced by material colour selection;
- Design does not replicate current installations in other Uralla parks, creating a point of difference;
- Design may be utilised by a greater age group range than Option 2;
- Play equipment behind the installation would be more visible from the highway than in Option 2;
- Design was not presented to the school student focus groups in their Enquiry by Design session (although other rope centrepiece arrangements were).
- Rope netting equipment is less accessible/navigable for some children than Option 2.

Option 2 – Design with ‘Great Keep’ Tower

- Design was selected by all school student focus groups in the consultation session;
- Visual impact may be lessened or enhanced by material colour selection;
- High degree of visibility from highway;
- May appeal to a lesser age range;
- Play equipment behind the installation would not be as visible from the highway as in Option 1.

The Deed of Agreement for the project funding requires Council to meet delivery timeframes for components of the project.

The timeframe to meet the milestones of the signed deed of agreement is approaching rapidly with the 22 November 2018 milestone comprising the:

- Completion of earthworks,
- Completion of slabs and foundations, and
- Seating, fencing, shade cover, and play equipment delivery.

CONCLUSION:

Should Council wish to proceed with the redevelopment of Pioneer Park in accordance with the terms of the current funding deed it is appropriate that Council endorses one of the presented options so that Council staff may progress redevelopment of Pioneer Park in line with milestone requirements set out in the signed deed with the NSW Department of Industry.

Any delay in progressing the delivery of the project may have the effect of jeopardising the funding allocation through not meeting the agreed milestones.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Community consultation has been undertaken.
- 2. Policy and Regulation**
State Environmental Planning Policy (Infrastructure) 2007
- 3. Financial (LTFP)**
Ongoing maintenance and depreciation of the park infrastructure will be funded from consolidated revenue. The project needs to meet agreed timeframes for identified milestones.
- 4. Asset Management (AMS)**
Nil
- 5. Workforce (WMS)**
Ongoing maintenance of the park will be continue to be undertaken by the Uralla Town Crew.
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Nil
- 8. Project Management**
Project management is to be undertaken by Council staff.

Disclosure of Political Donations and Gifts

Has a Political Donations Disclosure Statement been received in relation to this application?	No
Political Donation Disclosure Statement register details	N/A
Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed?	No
Gift and benefits register details	N/A

Prepared by staff member:	Matt Clarkson, Manager Planning and Regulation
TRIM Reference Number:	U18/7391
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	<ol style="list-style-type: none">1 Pioneer Park concept plan detailing Options 1 and 2 prepared by Insite Landscape Architects.2 Confidential attachment – notes from Pioneer Park redevelopment enquiry by design.3 Side elevation rendering of the two alternative multi-activity installations.



LOCALITY PLAN

PIONEER PARK DEVELOPMENT CONCEPT

CNR NEW ENGLAND HWY
& SALISBURY STREET,
URALLA, NSW

Playground concept



Drawing List

No	Title
1	Title Sheet & Locality plan
2	Development concept - spatial arrangement - OPTION 1
3	Playground Concept elements (Option 1)
4	Parkland environs Concept elements (Options 1 & 2)
5	Development concept - spatial arrangement - OPTION 2
6	Plant Palette

Prepared by



PAGE 1 OF 6

ISSUE 3: August 17, 2018



- LEGEND**
- Main Entry point
 - Pedestrian circulation paths
 - Pavement treatments to future design
 - Lawn Open Space areas
 - Garden beds & dry creekbed landscape feature over sewer line
 - New buffer planting areas; layered plantings for improved screening of neighbouring properties



Development concept - spatial arrangement - OPTION 1

Scale 1:250 (A3)

PIONEER PARK DEVELOPMENT
 CNR NEW ENGLAND HWY & SALISBURY ST,
 URALLA, NSW
 Playground Concept

Prepared by

inSite
 10/114 89114
 PO Box 4945
 Williams River NSW 2474
 P 07 3292 9422
 F 07 3294 9422
 M 0421 800239
 W www.insite.com.au
 50



SWING ZONE
Mammoth swing frame



SHADE SAILS
or similar over
play areas
(example only)



Example of Nature based play; reduced in size however,
integrating such natural elements within the playground landscape



GENERAL PLAY
Main play structures; Rope Tower



PIONEER PARK PLAYGROUND ARRANGEMENT

Scale 1:500 (A3)



SWING ZONE

Swing frame example - indicative only
Proposed swing to include 3 equal bays with 2
swing seats per bay



TODDLER PLAY

Smart play cube - colours may alter to
suit playground



SKY RIDER
Cable Ride

Playground concept elements -
Option 1



PIONEER PARK PLAYGROUND ARRANGEMENT
Scale 1:500 (A3)



Large Shelters; 2/8x6m with 2/accessible picnic tables & single accessible bbq under each



Decorative fencing to boundaries - Potential local art group opportunity;
Fencing to the boundary of the playspace may depict images of the regions' heritage in a chronological story or alternative images such as the above inspiration.



Example of table settings



Example of platform bench on concrete slab



Example of wheelchair accessible double barbecue facility



Water Bubblers



Rubbish & recycle bins

What's to see and do in Uralla?

Here are some ideas suitable for integrating in the park environs to assist visitors to find out what to do and where in the Uralla region;

'Proximity Beacons' are location aware beacon apps for indoor and outdoor sites, the beacons are low-energy transmitters that utilise Bluetooth technology to trigger content with a native app found on the users smart device.

USB charging points could be integrated into the tables along with a map of the town showing key points of interest (ie; Visitor information centre, McCrossin's Mill Museum...) etched into the table tops.

The amenities block could be painted with a mural depicting a timeline of Uralla; from its history and its first people through to present day with plaques attached telling the story of key Uralla Historical Figures.



<https://www.oncall.com/beacons/>

PARK ENVIRONS - SHELTER, PICNIC ZONES

Parkland environs concept elements (Options 1 & 2)

COUNCIL BUSINESS PAPER - 28 AUGUST 2018



Mammoth swing



Swing set (with 3 sets of 2 swing seats)



Smart play Cube



The 'Great Keep' Tower with slides



Skyrider cable ride



Development concept -
spatial arrangement - OPTION 2

Scale 1:250 (A3)

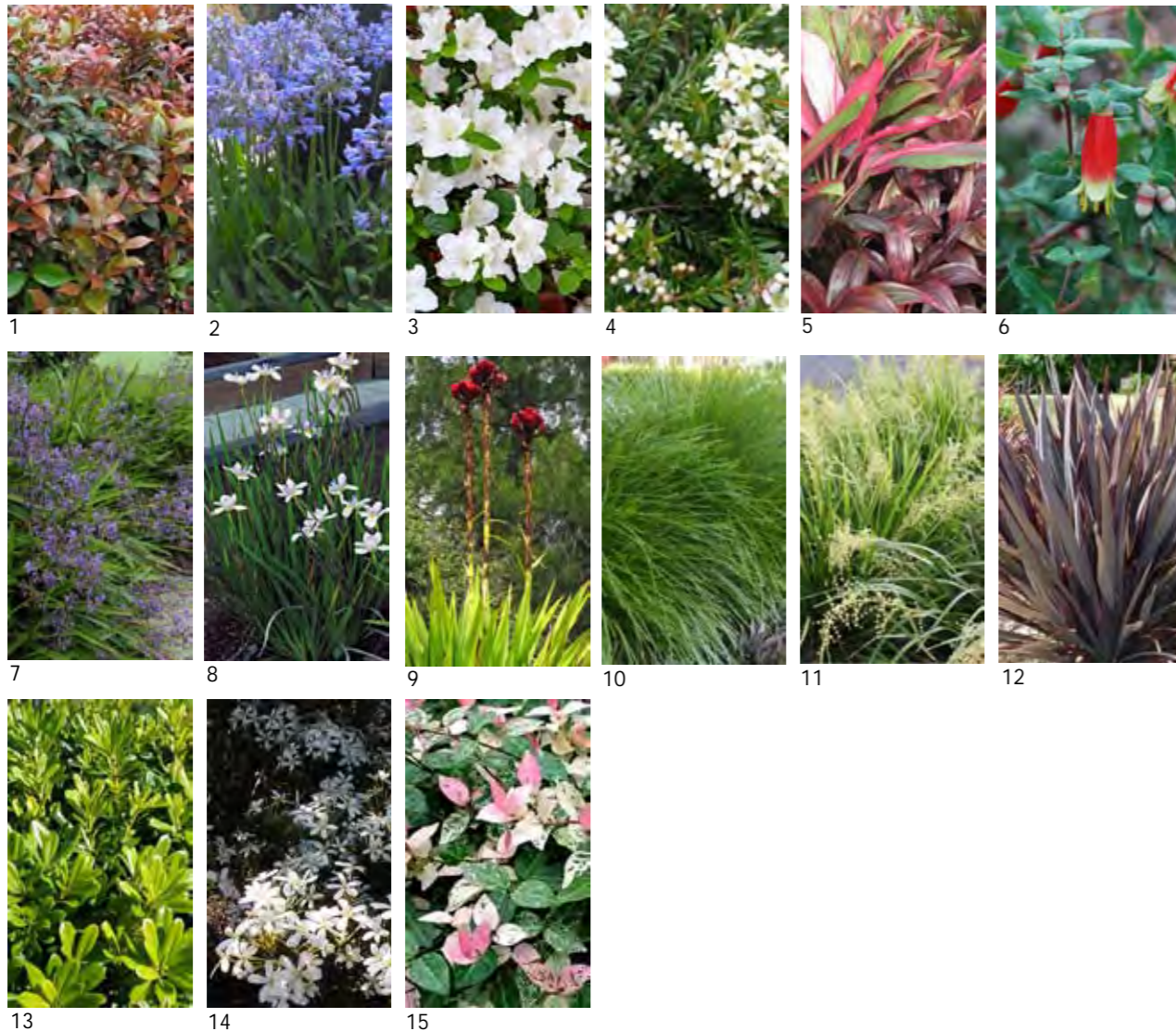
PIONEER PARK DEVELOPMENT
 GNR NEW ENGLAND HWY & SALISBURY ST,
 URALLA, NSW
 Playground Concept



Trees



Shrubs + Groundcover



NOTE:
PLANT SPECIES AND QUANTITIES ARE SUBJECT TO CHANGE
PRIOR TO INSTALLATION OF PLANT MATERIAL.

Plant palette

Proposed plant palette

Abbrev	Botanical Name	Common Name
Trees		
1	* <i>Betula pendula</i>	Silver Birch
2	<i>Cupaniopsis anarcardiodes</i>	Tuckeroo
3	<i>Elaeocarpus reticulatis</i>	Blueberry Ash
4	<i>Syzygium australe 'Resilience'</i>	Lily pilly
5	<i>Tristaniopsis laurina 'Luscious'</i>	Dwarf Water Gum

Shrubs & Groundcovers		
1	<i>Acmena smithii 'Allyn Magic'</i>	Dwarf Lilly pilly
2	<i>Agapanthus orientalis</i>	Agapathus
3	<i>Azalea indica</i>	Azalea varieties
4	<i>Baeckea virgata 'La Petite'</i>	Dwarf Heath Myrtle
5	<i>Cordline rubra cultivars</i>	Cordylines various
6	<i>Correa reflexa</i>	Tucker Time
7	<i>Dianella caerulea</i>	Native flax
8	<i>Dietes grandiflora</i>	White iris
9	<i>Doryanthes excelsa</i>	Gynea lily
10	<i>Lomandra 'Shara'</i>	Mat rush
11	<i>Lomandra hystrix 'Katie Belles'</i>	River mat rush
12	<i>Phormium tenax</i>	NZ Flax varieties
13	<i>Pittosporum tobira Miss Muffet</i>	Dwarf pittosporum
14	<i>Ricinocarpus pinifolius</i>	Wedding bush
15	<i>Trachelospermum jasminoides tricolour</i>	Jasmin

*A number of existing silver birch trees are to be retained as single specimen trees and the remainder are to be translocated to other parks within the town.

NOTES;

Plant Palette

Plants are selected for ease of maintenance and tolerance to site conditions.

The plant palette shown is predominantly native species which will encourage native fauna to the site. Water usage is minimised with the selection of native plant species.

Plant species will be used to soften the built form and provide shade for visitors and shall be appropriate for the spatial requirements of the site.



Insite EM LA Pty Ltd

Pioneer Park Redevelopment

Notes from Enquiry by Design

August 6th to 8th, 2018

1. Meeting with students from Uralla Central School

- A total of 15 school children attended to session
- Ages ranged from 6 to 16
- Students were initially given an overview of the project and the purpose of the morning which was to select the play equipment for the new playground to be built in Pioneer Pk.
- Students were given a list of key design principles for the playground;
 - Be of a regional standard
 - Be exciting, engaging and stimulating
 - Be safe (safety standards, shade, fencing, overcrowding, CPTED)
 - Be innovative and contemporary
 - Be considerate of the neighbours
 - Be considerate of the spatial and topographical constraints of the site
 - Cater for all ages and abilities
 - Include both active and passive elements of play
 - Include group and individual play elements
- Students worked in groups of 3 or 4 with a site plan of the park which included an aerial image of the park and survey information of the site
- Colour images and scaled plans of a range of equipment were presented to the group and available to reference and select
- Each piece was given a score which related to the supply and install cost of that piece
- The students were given 20 points to 'spend'
- The students were able to select the equipment they would like to see in the park and place it on their site plan where they would like it placed
- The students were instructed on a one on one basis regarding their selections and how they related to the design principles presented to the group previously and how they could be modified to meet these principles better.
- Each group were very similar in that each group had selected a flying fox, mega swing, and a three-bay swing and piece of toddler equipment and a landmark piece, which were similar but did differ between the groups
- At the conclusion of the session all the students' site plans were consolidated into one masterplan by consensus of all the students.

2. Meeting with meeting with Uralla Town Crew

- Regarding the play structure – the officers don't want something garish, but they do want it to stand out from the road
- The officers want the playground to be interesting for the children
- Would need to tone the colours down – earth colours, autumn colours
- The playground needs to fit in with the historic character of Uralla
- Maybe the slides could be a single solid colour



- Some of the panels could be clear although these may go yellow over time
- Is there enough room for the double flying fox?
- Can Moduplay give council a good price if they do the whole job?
- Regarding the softfall – Rob Seymour suggested the use of mostly loose material (pine bark) but rubber under the high wear areas
- Yes, to BBQs (BBQs were in the top six responses) maybe 2?
- Is tree relocation going to be an issue? Relocating trees that were planted by a local garden group could be an issue.
- It's important to have good surveillance from the edges of the park into the park – this may mean tree relocation because they may hide the park features from the road
- Could the shelters reflect the architecture of the shire – e.g. the wool shed, grain silos?
- What materials should the shelters be made from – e.g. Knot Wood – aluminium wrapped in timber looking plastic wrap (stronger than powder coating). Can give you the timber look without the maintenance.
<http://www.knotwood.com.au/>
- How many shelters? 2 BBQ's and 4 shelters and some other seats. Have them facing north-east to get the sun for warmth, have the roofs angled
- What about a formal entry point – it could be on the side street not off the highway
- There could be a decorative fence along the highway (with a low-key entry)
- A foot path could be built to connect to the toilets as they are very popular with tourist buses and travelers
- Buses are already parking on the highway and side street
- Discussions took place regarding intersection works to make it safer for pedestrians to cross the highway near the park. Would need Roads and Maritime Services approval.
- Edging around softfall – same as Tamworth – pathways could also form part of the soft fall edging
- Should pathways be included in the design around equipment and to and from shelters? Yes some - including an overhang concrete for a wheel chair
- Pathway to the toilets - concrete from shelters to the toilets to prevent wear
- Access design standard – needs a wheelchair passing area – needs to be compliant



3. Meeting with Clare Campbell from the Visitor Information Centre

- Discussion took place regarding the issue that there will be no pedestrian crossing between the VIC and Pioneer Park.
- Suggest colourful flags on high poles on both sides of the road near the VIC and the park?
- Clare likes the idea of colour and movement of flags rather than fixed blades (e.g. in Parkes, NSW)
- Some of the flag / banner poles are already in place in Bridge Street
- Please refer to Council's corporate colours and the VIC's new website (for a colour pallet). Suggest the use of an autumnal colour scheme
- Discussions took place regarding corner build out garden beds on the corner of Bridge and Salisbury Street to improve crossing safety and visual amenity (new garden beds)
- Crossing the highway to go to the public toilet is common and a safety issue for many
- Sustainability is a major focus for Uralla residents and should be considered in the design (e.g. using recycled materials)
- Refer to ZNets website and maybe contact Sandra Eadie
- Suggest investigating the sourcing materials, shelters and park furniture for the park be produced locally – could a project of this kind attract its own funding?
- Suggest the park design incorporate solar lighting – using the roof for panels?
- Native plant species would be preferred
- Kate Boyd is a person to contact – she is the bush regeneration officer – regarding plant species suitable to Uralla public spaces
- Suggest power be provided in the park for events, food vans, jumping castles?
- Interpretive sign would be good – using historical information produced locally, maybe a map (e.g. on the back wall of the toilet)
- There are Aboriginal Rock paintings nearby at Mount Yarrowyck Nature Reserve – suggest local Aboriginal Elders be consulted regarding design elements and interpretive / art work?
- Suggest historical walk be promoted or enhanced in the park?
- Refer to stories about Mary Anne Bugg (infamous) and Nurse May Yarrowyck (prominent) Aboriginal Women
- Suggest use of Persian Silk Tree as feature tree for park



4. Meeting with the Chamber of Commerce

Attendance:

1. Teresa French
2. Bob Crouch
3. Ross French
4. Iain Mackintosh
5. Sonia Repin

Purpose of meeting to talk about the connection of the Pioneer Park with the rest of Bridge Street and most importantly the central business area

Ideas and comments:

- It is a waste of money putting a playground in that park
- It's not a place that people would pull up to go to a playground – it's too on the highway
- If it is a 'done deal', then there is not much we can do about it
- What can be achieved in Phase 2?
- Phase 2 is likely to go ahead and needs to be planned for - \$35,000
- The Fibonacci sequence is quite unique to Uralla (via the postcode) and likely to attract interest
- Can there both in the park – a playground and the Fibonacci sequence representations?
- (the group was given the idea of the bridge handrail being used for a Fibonacci mosaic)
- Meeting was asked for suggestions on how to draw people up into town from the park
- Meeting was told that USC's objective for this project is that the park to be attractive to the tourist
- Meeting was asked for suggestions on how to make the VIC and the park complement each other
- Meeting suggested the under-path be made attractive from the VIC to get people across the other side of the street
- The VIC side of the street is the most used
- Meeting suggested probably unable to do the intersection works at the Bridge and Salisbury intersection, as described, because of the B double trucks have difficulty turning onto the highway from Salisbury Street
- Meeting asked about entry statement at the end of Bridge Street / CBD? Council has / or will apply for funding for more entry signage
- Meeting asked about closing one of the highway lanes to give more footpath or parking room on eastern side to the highway? Driving lanes on the highway off centre. There are 3 lanes going right up the hill which might not be needed



- Need speed cameras at each end of the town
- The group will go away and talk about what we are after due to them not really knowing what the meeting was about and email Matt with any further ideas
- Need to make a way of getting people safely across the road

5. Meeting with the 355 Committee and the Historical Society

Attendance

1. Chris Eveleigh
2. Maria Eveleigh
3. Rosemary Shepherd
4. Andrew Parker
5. Carl Merten
6. Phil Irvine
7. Cr Isabel Strutt
8. L van Ekert
9. Colin Hull
10. John Kucko
11. Cr Levi Sampson
12. Shaun Platford
13. Kent Mayo
14. Ariella Van Luyn
15. Anne Mayo
16. Lynn McClenahan
17. Kaye Sutton
18. Don King
19. Maree King
20. Tricia McCrossin-Stewart
21. Matt Stewart
22. Cr Tara Toomey (arrived later as she did not know the meeting was on)

Purpose of meeting to talk about the connection of the Pioneer Park with the rest Bridge Street and most importantly the central business area

Ideas and comments from attendants

- Is funding already allocated to the linkage ideas? (Matt: Stronger Communities Funding Round 1 was successful, Round 2 has been applied for including heritage installation in Pioneer Park and signage around town)



- I think that we are all here for the progress of the whole town. If we want to attract people we need to have a point of difference – that being the Fibonacci sequence
- It should be considered asap to have a Fibonacci town park
- The space needs to be considered very careful because it is on the highway and it is very visible and the opportunity to design a Fibonacci park would be in Pioneer Park
- Funding that is poorly spent and is not worthwhile
- The danger of the park was highlighted / expressed in the park survey (open space survey)
- Should a playground be plonked in the middle of town? Particularly an historical town
- Did you seriously consider basing the project on the survey responses?
- People come to Uralla because of the charm of the place they won't come because of a playground
- Pioneer Park should be a complement to the rest of the town it's not needed as the thing that makes people to stop in town – people are stopping here already
- There are other projects – at least 3 (the Glen, Alma Park stage, and the Fibonacci sequence) that have landed in Council's lap that have not received any funding or attention from Council
- (Matt – projects that want to be funded need to come in to Council properly costed and designed)
- We understand that the Round 1 funding was made in haste but the delivery of the project does not need to be made in haste
- I put in 3 submissions about the Glen, they have been submitted to Council 3 times already, how do we get the attention of Council – what did we do wrong?
- (Matt – projects need to be costed and the detail was not provided)
- There is a good reason why people don't put in information – we want to corporate, we want to be transparent – we think that these are really good projects.
- I want to make another submission about the Glen – how do we do this better? (Matt to meet with the proposer next week)
- If we are not talking about the brief why is Rob here if we are not talking about the Round 1 projects
- (Matt – we want to talk about design and linkages and possible ideas for Round 2, Council has made a resolution to undertake the Pioneer Park project as it was submitted)
- We should be talking about what should be put into the park
- The question is – is this site suitable – and the consultants should be giving professional advice on the site and the brief
- The site has enormous safety issues



- In Uralla we like having free range children that is why we live here. We don't corral our children (behind fences) – we already have wide open space for children to play in
- Why would be duplicate infrastructure that we have to maintain?
- Why are we so dogmatic about using the park for this purpose?
- Why don't we hear are about the brief (that Rob Seymour received) –we don't know about brief?
- The community at large does not think that it is the space for a playground
- We don't need to have another playground like Tamworth and Armidale
- Did you ask the children about other parks in the Uralla?
- There are a lot more people here that are a lot more experienced then the children
- (someone else stated) But the children are the next generation
- Rob Seymour advised the meeting that his brief was to design a quality, regionally significant park including an engaging playspace of high quality and uniquely Uralla and associated picnic facilities with shelters, BBQs and park furniture
- The Fibonacci sequence is unique to Uralla
- How will people be drawn to the park/ playground – will they not be drawn anyway?
- Why Pioneer Park – why not Alma Park for the Round 1 funding (before Matt's time)
- Alma Park already has all the things - why duplicate things?
- Money ill spent is money not well spent and should be given back
- Think about the park connections (and connectivity of the town) first and then design the playground
- Are you trying to attract people to Uralla or just placate people? (with this plan)
- If it has the best 'dunny' on the highway people will stop anyway
- There is a pathway from Porter Park that links already and to Alma Park
- Then the connections are being made already through the town
- The conversation should be about how to best utilise the money
- I would like to wait to see what happens through this design process
- Likes the idea that voice of the community and particularly the children is being heard – this is good
- The feeling tonight is clear tonight what the community does not want the money to be spent on an off the shelf playground
- There will be decisions that Council have to make
- All suggestion made need to be put on a list to keep working on them
- Council will need to be presented with the feedback from the consultation and consider what it should do or if it should move forward



- (Matt – we have a timeline for delivery for this project, Council staff are not able to make decision about changing the project – that is for Council)
- Can we progress the purpose of the meeting?
- Salisbury Street – half the road could be closed providing more space to make it safer at the park and provide better access from the underpass
- There currently isn't enough seating and facilities for people that do stop there now
- Are you envisaging red/yellow/blue playground? (No the colours will be heritage colours and sympathetic to the street)
- The talk of play space design is farcical when you are just ordering stuff that anyone can order (off the shelf)
- What I am hearing is not about who we are
- The way to have a point of difference is not to have what everyone else has
- What is the cost of the playground – (approx. \$200K)
- You can't get it cheaper than that?
- I understand that it is off the shelf – it's very easy price
- Would the Councillors reconsider the / a Fibonacci design?
- (Matt – we could put a report to Council with information about the discussion)
- Were the children given any open-ended options for the design of the park –other than just standard playground equipment? (No)
- Of course, children will say they want a park with playground
- Why are we here if the meeting was about talking about the redevelopment of the park if the project is already a foregone conclusion (a playground)
- What is the other money for? (landscaping)
- We used to do the markets in the park –and the parking is not very good. If you want people with children to pull up you need to enable them to pull up close. Grey nomads and tourists pull up to use the toilets.
- Does Council have other land that could be used for a Fibonacci park (yes near the BP – but it's not that good)
- Matt you have missed the point of the Fibonacci park
- When you are talking about connectivity are you talking about the underpass – what about when it floods?
- (Rob – it is important that the town has an overall strategic plan for all the parks in town)
- The gun is on private property
- This is duplication of playground equipment in Porter Park
- Was it specifically playground equipment asked for in the grant? (Yes and other park features)
- Look for the resolution of Council August 2017 on the web site regarding the funding



- Could the playground and the Fibonacci ideas be in the same park?
(Yes)
- The street in on the State heritage register I don't get this process – what heritage elements (in the park design)? What does this mean?
- Can the play space be the Fibonacci ideas?
- This is very short sited Matt – how many more BBQs do we need, the Chamber (of Commerce) won't want BBQ's because of the café businesses
- Most questions on the list are not very open ended (open space survey)
- (Matt - There were also 6 meetings held throughout the Shire to talk about the open space plan)
- If we want to move forward, we need to look at the concept as a whole theme
- (Matt – could we look at developing a Fibonacci theme?)
- The Fibonacci theme is very open-ended play – for creative play – they don't need any more playground equipment
- (Matt - who would like to progress a Fibonacci theme under the scope of the grant funding or leave it Round 2)
- Councillor Tara Toomey– there should be a very liberal interpretation to the idea of playground equipment – we need community consultation about the design. It's Councils interpretation of the resolution that should still be considered.
- (Matt – how would you like me to progress this forward with Council)
- When the survey went out it was a broad survey about all the parks and open space (Matt -- yes it was for an open space strategy)
- There has been no further information about the open space strategy (Matt- still to be finished)
- When it is OSS due (the draft hasn't been done yet)
- Why are we picking off prime open space sites when the strategy hasn't been finished?
- The OSS was a USC initiative, the Regional Communities Funding is separate issue and has fixed guidelines (they are different projects)
- We are not ready for the decisions that haven't been presented to us under the open space strategy
- There is going to funding next year and the year after – let's not put the baby out with the bath water
- (Matt, what is your comment that you want to go back to Council?)
- Why do we have to have to design consultant to tell us to have playground equipment from a catalogue
- It's not a play space it's a park that should be designed by the community
- Could we not have interactive play sculptures?
- We need a park with a point of difference for all ages



- Was the brief specified as a children's play space (Councillor Toomey- I never understood that it was specifically a children's play space – she thought that it was meant to be a collective community space)
- The intent was that it was never meant to be full of play equipment
- (Councillor Sampson - the initial motion – was that Council note the funding for the Stronger Communities was for (see resolution)
- We are not lobbying on any one front – we are here to look at the strategic intent of the resolution
- Could we give our interpretation on what is play equipment?
- The group does not need to have consensus as this is a community consultation
- This is an entry point and then distribution of the people from the park to the CBD
- We are not here to have community consensus
- (Matt – a report needs to go Council and I'm not sure what should be said)
- The idea needs to go back to the community as a whole
- I'd be surprised if the community saw the Fibonacci proposal - I'd be surprised if they did not like it
- I think that you might like to educate the community on what a Fibonacci Park / concept is. Many people would not know what the concept is
- Is there room for compromise to have the Fibonacci education theme / activities. There must be middle ground where we can have play as well.
- The Fibonacci theme should work and make sense, we should have regional play for children but not the highway – it just doesn't work)
- The issue of connectivity for the township should be a central part of the motion
- (Matt: we go back to the community after it goes to Council)
- The colourful Fibonacci plan is just an idea and could be done differently. Adopting the plan is not part of (John's) proposed motion.
- Trees instead of the shade cloths – people come here to take photos of autumn trees
- People want picnic areas with solid roofs
- (Matt – the report to Council would be what was discussed) and the meetings motion

Motion from the group:

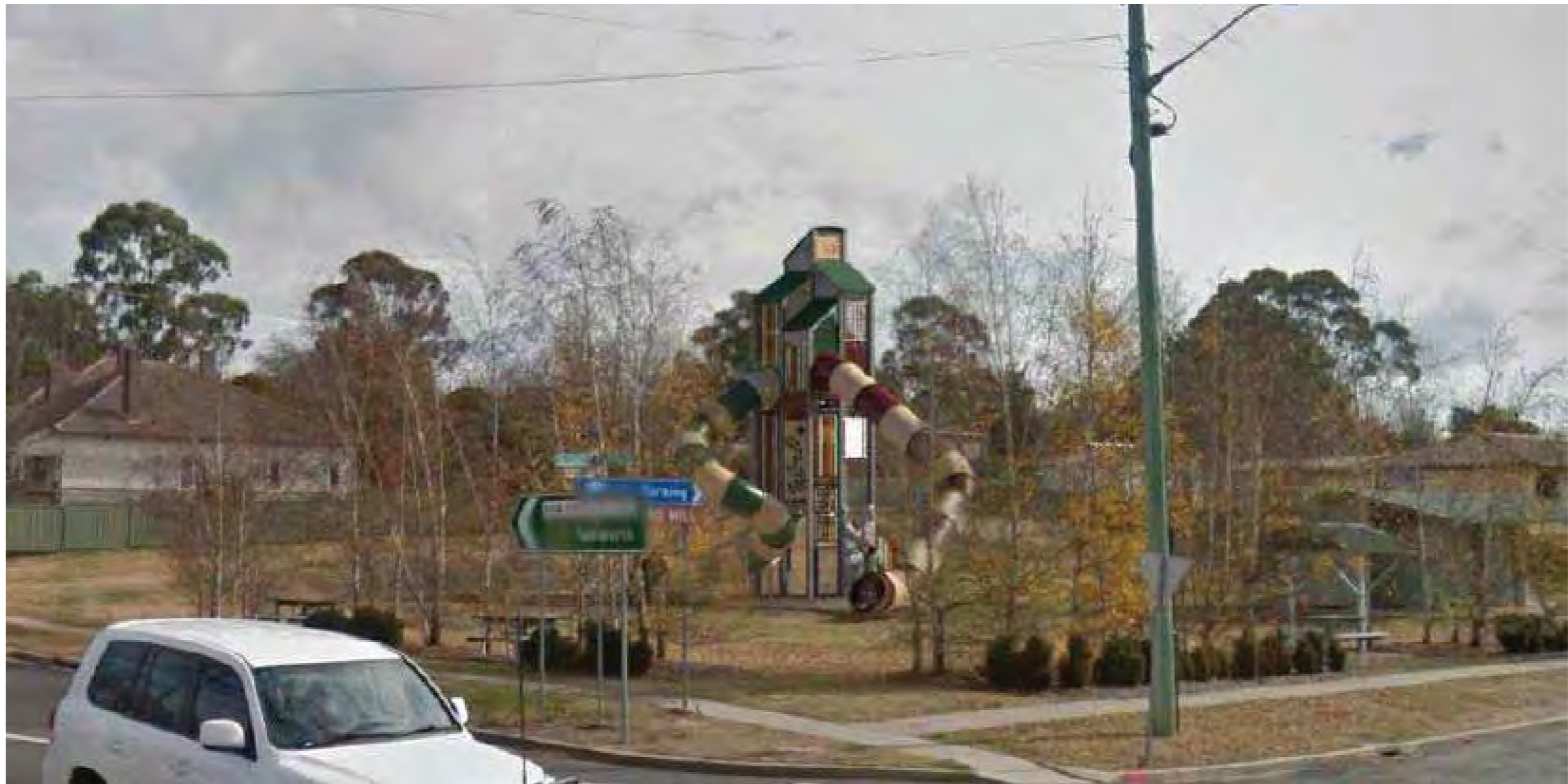
That the park be developed with a Fibonacci Sequence theme, that the playground should not be of regional significance and that the connectivity of the township should be part of the project.

All accepted this motion





Pioneer Park, Uralla
with Large Rope Play Tower (Option1)
impression only



Pioneer Park, Uralla
with The Great Keep play tower (Option 2)
impression only



REPORT OF COMMITTEE

Department:	Community & Governance
Submitted by:	<i>Coordinator Governance and Risk</i>
Reference/Subject:	Report 3 - Recommendations of the Audit, Risk and Improvement Committee Meeting held on 10 July 2018 laid on the table

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2 An effective and efficient organisation
Strategy:	4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce
Activity:	4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible
Action:	4.2.6.1.3 Facilitate regular meetings of the Audit, Risk and Improvement Committee

SUMMARY:

At its Ordinary Meeting held on 24 July 2018, Council received a report detailing the minutes and recommendations of the Audit, Risk and Improvement Committee Meeting held on 10 July 2018 for determination. At its Ordinary Meeting, Council resolved that the Audit, Risk and Improvement Committee's recommendations 5.1, 6.1, 7.1, 8.1 and 9.1 lay on the table until the next Ordinary Meeting of Council [**res. 23.07/18**]. This report recommends that those Audit, Risk and Improvement Committee recommendations be lifted from the table.

OFFICER'S RECOMMENDATION:

1. That the following recommendations of the Audit, Risk and Improvement Committee, previously submitted to the Ordinary Meeting of Council held on 24 July 2018 and resolved to be laid on the table, be lifted from the table:
 - a. Report No. 5 Plan: Corporate Governance Improvement Action 2018
Committee Recommendation 5.1:
That Council:
 - a. Place the draft Plan: Corporate Governance Improvement Action 2018 [Attachment A], as modified by the Committee, on public exhibition for a period of 28 days
 - b. Adopt the draft Plan: Corporate Governance Improvement Action 2018, subject to no public submissions being received.
 - b. Report No. 6 Guide: Agency Information 2018-19
Committee Recommendation 6.1:
That Council:
 - a. Adopt the draft Agency Information Guide 2018-19 [Attachment B].

- b. Repeal the Access to Council Documents Policy 2015 and authorise its removal from Council's Policy Register.**
- c. Report No. 7 Plan: Privacy Management 2018**
Committee Recommendation 7.1:
That Council:
 - a. Place the draft Plan: Privacy Management 2018 [Attachment C], on public exhibition for a period of 28 days.**
 - b. Adopt the Plan: Privacy Management 2018, subject to no public submissions being received.**
 - c. Repeal the Privacy and Confidentiality Policy 2013 and authorise its removal from Council's Policy Register.**
- d. Report No. 8 Policy: Complaint Handling 2018:**
Committee Recommendation 8.1
That Council:
 - a. Place the draft Policy: Complaint Handling 2018 [Attachment D], on public exhibition for a period of 28 days.**
 - b. Adopt the Policy: Complaint Handling 2018, subject to no public submissions being received.**
 - c. Repeal the Complaints Policy 2015 and authorise its removal from Council's Policy Register.**
- e. Report No. 9 Repeal of Operational Policies**
Committee Recommendation 9.1:
That Council receive a report on the status of Council policies, an assessment of their priority for review, and the repeal of Management policies previously adopted by Council.

Prepared by staff member:	Cian Middleton
TRIM Reference Number:	
Approved/Reviewed by Manager:	Trish Kirkland
Department:	Community and Governance
Attachments:	Attachment A - Draft Plan: Corporate Governance Improvement Action 2018 Attachment B - Agency Information Guide 2018-19 Attachment C - Draft Plan: Privacy Management 2018 Attachment D - Draft Policy: Complaint Handling 2018



Plan:

**Corporate Governance
Improvement Action**

2018

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Community and Governance		
Document Development Officer	Coordinator Governance and Risk		
Review Timeframe	4 years		
Last Review Date:	2018	Next Scheduled Review Date	2022

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
Version 1	28 June 2018	Draft for consideration by Audit, Risk and Improvement Committee at meeting 10 July 2018
Version 2	12 July 2018	Draft for adoption by Council at meeting 24 July 2018
Version 3	26 July 2018	Revised to correct minor typographical errors.

Related Legislation*	Government Information (Public Access) Act 2009 and Regulation 2009 Health Records and Information Privacy Act 2002 Local Government Act 1993 and General Regulation 2005 Privacy and Personal Information Protection Act 1998 Public Interest Disclosures Act 1994
Related Policies	
Related Procedures/ Protocols, Statements, documents	

TABLE OF CONTENTS

1. STATEMENT..... 2

2. PURPOSE..... 2

3. SCOPE 2

4. DEFINITIONS..... 3

5. ORGANISATIONAL PLANNING AND PERFORMANCE 3

5.1. Organisational Values..... 3

5.2. Organisation Structure 4

5.3. Code of Conduct 5

6. RISK MANAGEMENT AND INTERNAL CONTROLS 5

6.1. Gifts and Benefits 5

6.2. Communication Devices 6

6.3. Disclosure of Pecuniary Interests 7

6.4. Business Ethics..... 8

6.5. Risk Management Planning 9

6.6. Fraud and Corruption Control 9

6.7. Business Continuity Planning..... 9

6.8. Internal Audit..... 9

6.9. Legislative Compliance 10

6.10. Legal Services..... 10

6.11. Procurement, Disposal and Tendering 11

6.12. Privacy Management..... 11

6.13. Records Management 12

6.14. Information Technology 12

6.15. Access to Information by the Public..... 13

6.16. Complaint Handling 14

7. DECISION MAKING FRAMEWORK 15

7.1. Executive Management Meetings 15

7.2. Delegations of Authority 15

7.3. Council Meetings 16

7.4. Committees 17

7.5. Councillor Induction and Ongoing Development 18

7.6. Councillor Expenses and Provision of Facilities 19

7.7. Councillor Staff Interaction..... 19

7.8. Campaign Donations 20

APPENDIX A: GOVERNANCE FRAMEWORK RESPONSIBLE POSITIONS 21

1. STATEMENT

Uralla Shire Council (Council) is committed to developing, implementing and maintaining a robust and effective corporate governance framework that embeds good governance in our culture and the processes, systems, policies and practices that guide our day-to-day operations.

Good governance is those high-level processes and behaviours that ensure an organisation performs by achieving its intended purpose and conforms by complying with all relevant laws, codes and ethics while meeting community expectations of probity, accountability and transparency.

2. PURPOSE

The Plan: Corporate Governance Improvement Action 2018 (Plan) demonstrates Council's commitment to developing and implementing a robust and effective corporate governance framework.

The Plan has been modelled on the Office of Local Government's Promoting Better Practice Program (OLG Program), which enables councils to access a range of resources, tools and checklists to support their self-assessment of their operations and performance. In preparing this Plan, Council has also considered Practice Notes, Guidelines and other resources produced by both the OLG and other organisations, namely the NSW Ombudsman and NSW Privacy and Information Commission.

The Plan provides a broad overview of Council's legislative and statutory responsibilities with respect to three key areas:

- Organisational Planning and Performance;
- Risk Management and Internal Controls; and
- Decision Making Framework.

This Plan identifies a range of actions that will be undertaken by Council to strengthen and improve our corporate governance framework and compliance with the *Local Government ACT 1993* and other legislation.

3. SCOPE

The Plan: Corporate Governance Improvement Action 2018 applies to:

- Council Officials;
- Contractors; and
- Volunteers.

4. DEFINITIONS

the Act	<i>Local Government Act 1993.</i>
Contractors	Includes contractors, consultants and suppliers engaged by Council under contract to provide goods, services or specialist or professional advice to Council.
Council Officials	Includes Councillors, members of staff of Council, administrators, Council committee members and delegates of Council.
GIPA Act	<i>Government Information (Public Access) Act 2009.</i>
GIPA Regulation	Government Information (Public Access) Regulation 2009.
HRIP Act	<i>Health Records and Information Privacy Act 2002.</i>
the OLG	The Office of Local Government.
PID Act	<i>Public Interest Disclosures Act 1994.</i>
PIIP Act	<i>Privacy and Personal Information Protection Act 1998.</i>
the Regulation	Local Government (General) Regulation 2005.
Volunteers	Individuals who voluntarily assist in the provision of Uralla Shire Council services or in the delivery of its projects, programmes and events without financial payment.

5. ORGANISATIONAL PLANNING AND PERFORMANCE

5.1. Organisational Values

The OLG Program recommends that all councils develop an explicit set of values, consistent with section 8 of Act, which lists the guiding principles for councils. The object of the principles is to provide guidance to enable councils to carry out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

The OLG Program further recommends that organisational values be determined following a process to survey organisational culture, and in consultation with staff and Councillors. Additionally, Council should actively promote its values and ensure Councillors, staff, visitors, delegate and the community are aware of its values by:

- Ensuring induction and ongoing training of Councillors, staff and delegates incorporates values education;
- Incorporating the values in key Council documents and publications, including the Community Strategic Plan , Delivery Program and Operational Plan, Annual Report and Code of Conduct; and
- Physically displaying the values in Council buildings and website.

a) Review Council's Statement of Organisational Values, incorporating both staff and Councillor consultation and results of organisational culture survey.	
Action Timeframe	April 2019
Responsibility	Director Community and Governance Manager Human Resources Coordinator Governance and Risk
b) Physically display Council's Statement of Organisational Values, once developed, in Council buildings.	
Action Timeframe	April 2019
Responsibility	Manager McMaugh Gardens/Director of Nursing Coordinator Community Development and Engagement Tourism Promotions and Operations Officer Manager Community Care Coordinator Stores and Workshop Team Leader Waste and Recycling Services Team Leader Water and Sewer Services
c) Publish Council's Statement of Organisational Values, once developed, to Council's website.	
Action Timeframe	April 2019
Responsibility	Coordinator Technology and Information
d) Ensure Councillor, staff and delegate induction and ongoing training programs incorporate organisational values education.	
Action Timeframe	April 2019
Responsibility	Manager Human Resources Coordinator Governance and Risk
e) Incorporate organisational values in all key Council documents and publications, namely the Integrated Planning and Reporting (IP&R) framework documents.	
Action Timeframe	Ongoing
Responsibility	Coordinator Governance and Risk

5.2. Organisation Structure

Section 332 of the Act requires Council, after consulting the General Manager, to determine the following:

- The senior staff positions within the organisation structure of the council;
- The roles and reporting lines (for other senior staff) of holders of senior staff positions; and
- The resources to be allocated towards the employment of staff.

After consulting the Council, the General Manager must determine the positions (other than the senior staff positions) within the organisation structure of the council so as to give effect to the priorities set out in the organisation's strategic plans, including the Community Strategic Plan, and Delivery Program. Council is further required under section 333 of the Act to review the organisation structure within 12 months after any ordinary election.

The OLG Program reiterates the provisions of the Act detailed above and recommends that the post-election review of the organisation structure ensures the structure aligns with the Community Strategic Plan and Workforce Management Plan.

f) Review the organisation structure following the 2020 Local Government Elections, ensuring the review considers the priorities of the Community Strategic Plan and Workforce Management Plan	
Action Timeframe	September 2021
Responsibility	Councillors General Manager

5.3. Code of Conduct

The Act requires all Councillors, staff and delegates to act honestly and exercise a reasonable degree of care and diligence in carrying out their functions. Section 440 of the Act and clause 193 of the Regulation require Council adopt the following documents governing conduct of Councillors, staff, delegates and administrators:

- A Code of Conduct that incorporates the provisions of the *Model Code of Conduct for Local Councils in NSW* (the Model Code); and
- A procedure for administering the Code of Conduct that incorporates the provisions of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Model Procedure).

Council’s adopted Code of Conduct and procedure administering the Code of Conduct are modelled on the Model Code and Model Procedure, respectively. In 2017, the OLG commenced consultation with the local government sector on a revised Model Code and Model Procedure. At the time of this Plan’s adoption, the revised Model Code and Model Procedure were yet to come into force.

g) Adopt a new Code of Conduct and procedure for administering the Code of Conduct, incorporating the provisions of the revised Model Code and Model Procedure, once adopted by the OLG.	
Action Timeframe	April 2019
Responsibility	General Manager Director Community and Governance

6. RISK MANAGEMENT AND INTERNAL CONTROLS

6.1. Gifts and Benefits

Part 5 of the Model Code concerns Personal Benefit. As noted at clause 6.3 of this Plan, Council’s adopted Code of Conduct is modelled on the Model Code and incorporates the provisions contained at Part 5. Under Council’s Code of Conduct, all Council Officials must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from a Council Official or from Council.

The OLG Program recommends that councils adopt a Gifts and Benefits Policy and develop an accompanying procedure for the administration of that policy. The OLG Program further recommends that councils ensure consistent use of their Gifts and Benefits Register and regularly analyse declarations to identify trends or emerging issues in relation to gifts and benefits.

Council does not currently have an adopted Gifts and Benefits Policy. The OLG Program recommends that a council's Gifts and Benefits Policy:

- Be developed in consultation with Councillors, delegates and staff;
- Ensure token gifts and benefits defined are consistent with the relevant provisions of the Model Code; and
- Include provisions for reporting offered and refused gifts and benefits.

The revised Model Code, which was not yet in force at the time of this Plan's adoption, includes additional provisions concerning Personal Benefit designed to strengthen ethical standards for Council Officials.

h) Develop a Gift and Benefits Policy and accompanying Gift and Benefits Procedure, incorporating the relevant provisions of the revised Model Code of Conduct for Local Councils in NSW.	
---	--

Action Timeframe	April 2019
Responsibility	Coordinator Governance and Risk

i) Develop a Gift and Benefits Register and publish to Council's website.	
---	--

Action Timeframe	February 2019
Responsibility	Coordinator Governance and Risk

6.2. Communication Devices

The OLG Program recommends that councils develop a policy governing the use of communication devices, including internet and email use, and implement a system to protect against inappropriate use of communication devices through auditing records, training and/or refreshers.

Council's current Employee Guide includes requirements around the use of computers and mobile phones in the workplace; however, these requirements are not supported by current Council policy. The Employee Guide specifies:

- Staff should have no expectation of privacy when using information systems, and that Council may capture telephone calls and internet browsing details and may log, review and utilise any information stored in, or passing through, its systems;
- The use of the internet for screening, viewing or downloading material considered to be offensive, of a graphic or sexual nature, or otherwise inappropriate, will result in disciplinary action;
- Staff should refrain from using social media unless it is a requirement of their role or have been requested to use social media by Council; and
- Staff are encouraged to avoid using social media platforms to discuss Council or its business or entities, or any work-related issues or other employees, contractors or volunteers.

While Council’s Policy: Councillor Expenses and Facilities 2018 includes provisions regarding the telecommunication and internet expenses incurred by the Mayor and Councillors; the policy does not include any provisions concerning the use of communication devices provided by Council to Councillors.

j) Develop a Use of Communication Devices Policy and revise Employee Guide accordingly.	
Action Timeframe	December 2018
Responsibility	Coordinator Governance and Risk Coordinator Technology and Information

6.3. Disclosure of Pecuniary Interests

The Act provides for the management of pecuniary interests and places specific obligations on Councillors, delegates, staff and other people involved in decision-making or giving advice on Council matters to act honestly and responsibly in executing their functions. Part 2, Division 1 of the Act clarifies:

- Who are ‘designated persons’ for the purposes of the Local Government Act;
- What constitutes a ‘pecuniary interest’, and who has a pecuniary interest;
- The disclosures that must be made by Councillors, designated persons, Council Committee members, and Council advisers; and
- What interests do not have to be disclosed.

Section 448 of the Act requires Councillors and designated persons to complete and lodge with the General Manager a pecuniary interest disclosure return:

- Within three months after becoming a Councillor or designated person; and
- Within three months after 30 June in any year in which a Councillor or designated person held their position as a Councillors or designated person.

Section 450A of the Act requires the General Manager to keep a register of returns, and includes provisions on when returns must be tabled at a Council meeting.

The release of pecuniary interest returns is governed by the GIPA Act and the GIPA Regulation. In July 2010, the NSW Information Commissioner issued Guidelines regarding the publication of pecuniary interest returns, providing that returns of Councillors and designated persons be released as part of local councils’ open access information as follows:

- The returns should be made publicly available for inspection free of charge;
- Copies may be made in accordance with the GIPA Regulation Part 2[4](b);
- Councils should clearly note on their website that the returns are available for inspection at Council offices during ordinary business hours; and
- Information contained in the returns should not be placed on the website of a local council.

The OLG Program recommends that councils:

- Clearly identify the officers, other than senior staff, who are designated persons;
- Clearly identify the position-holders of section 355 committees who are designated persons;

- Maintain a record of disclosures and written disclosures of pecuniary interest made by staff other than designated persons; and
- Develop and implement procedures to inform Councillors and staff, including staff who are not designated persons, of their obligations in relation to pecuniary interest.

k) Develop a Designated Persons Register identifying the officers within Council's organisation structure and position-holders of committees formed under section 355 of the Act.	
Action Timeframe	April 2019
Responsibility	Coordinator Governance and Risk

l) Maintain a record of disclosures and written disclosures of pecuniary interest made by staff other designated persons.	
Action Timeframe	April 2019
Responsibility	Coordinator Governance and Risk

m) Incorporate information about accessing pecuniary interest disclosures in Council's Agency Information Guide.	
Action Timeframe	August 2018
Responsibility	Coordinator Governance and Risk

n) Incorporate pecuniary interest training into Council's staff induction program.	
Action Timeframe	April 2019
Responsibility	Manager Human Resources Coordinator Governance and Risk

6.4. Business Ethics

The OLG Program recommends that councils develop a Statement of Business Ethics to guide external parties, such as suppliers and contractors, on the standards that are required when dealing with Council or acting on Council's behalf. Further, the OLG Program recommends that Council:

- Provide the Statement of Business Ethics to all suppliers, contractors and business partners; and
- Requires parties to contracts with Council to abide by the Statement of Business Ethics.

Council's current Statement of Business Ethics is published on Council's website. It is unknown when the Statement of Business Ethics was adopted. The Statement of Business Ethics should be scheduled for review to ensure currency and consistency with industry best practice.

o) Review the Statement of Business Ethics.	
Action Timeframe	April 2019
Responsibility	Coordinator Governance and Risk

p) Provide the Statement of Business Ethics to all new suppliers, contractors and business partners engaged by Council.	
Action Timeframe	Ongoing
Responsibility	Director Infrastructure and Regulation Coordinator Governance and Risk

6.5. Risk Management Planning

The OLG Program recommends that Council develop a Risk Management Plan that addresses all key business risks facing its organisation, identifying both insurable and non-insurable risks. In developing its Risk Management Plan, councils are advised to undertake a comprehensive risk management process to:

- Establish organisational context;
- Identify risks, including business, insurance and fraud risks;
- Analyse risks;
- Evaluate existing controls; and
- Outline strategies to manage risks.

Following the development of its Risk Management Plan, Council should assign responsibility for implementation of the Risk Management Plan across the organisation and implement review processes to ensure Council monitors the implementation of the Risk Management Plan and its progress against risk management strategies.

Council’s current risk management policy, titled *Policy: Risk Management 2018*, was adopted by Council at its Ordinary Meeting in April 2018 [19.04]. At the time of this Plan’s adoption, further work in preparing Council’s Enterprise Risk Management framework was being undertaken.

6.6. Fraud and Corruption Control

The OLG Program recommends that Council develop a Fraud Control Strategy that is linked to the overall Risk Management Plan. Council’s current strategy, titled *Strategy: Fraud and Corruption Control 2018*, and policy, titled *Policy: Fraud and Corruption Prevention 2018*, were adopted by Council at its Ordinary Meeting [19.04/18].

6.7. Business Continuity Planning

The OLG Program recommends that councils develop a Business Continuity Plan to manage the impact of adverse events on its operations. Council does not currently have a Business Continuity Plan in place.

q) Develop a Business Continuity Plan	
Action Timeframe	June 2020
Responsibility	Coordinator Technology and Information Risk Management and Safety Officer

6.8. Internal Audit

The OLG Program recommends that councils develop and implement an internal audit program supported by:

- An Internal Audit Charter;
- An Audit Committee, which in turn is supported by a Charter and has a clearly defined membership, business role and function; and
- An Internal Audit Plan that identified and examines key risks in the Risk Management Plan.

Council constituted an Audit and Risk Committee at its Ordinary Meeting in April 2014 [329/14], which was later renamed the Audit, Risk and Improvement Committee and constituted under the *Charter: Audit, Risk and Improvement Committee 2018* (the Charter) at the Ordinary Meeting of Council in March 2018 [24.03/18]. The Charter clearly defines the membership, business role and function of Council’s Audit, Risk and Improvement Committee.

At its meeting in April 2018, Council’s Audit, Risk and Improvement Committee endorsed the *Charter: Internal Audit 2018*, which establishes the organisation’s internal auditing function, and adopted an Internal Audit Program for the 2018 calendar year.

6.9. Legislative Compliance

The OLG Program recommends that councils develop and implement a system or process to ensure its legislative and regulatory obligations are met. The legislative compliance system should:

- Identify legislation applying to Council’s activities;
- Comply with the applicable Australian Standard (AS ISO 19600:2015 Compliance Management Systems); and
- Detail the process by which staff will be trained and resources identified and to respond to changes to legislation affecting Council.

r) Develop and adopt a Legislative Compliance Plan.	
Action Timeframe	December 2018
Responsibility	Coordinator Governance and Risk

6.10. Legal Services

The OLG Program recommends that councils develop a framework for the selection of its legal practitioners. While the OLG Program does not mandate the appointment of a panel for the provision of legal services; councils are encouraged to regularly review the spread of work among legal service providers and to implement a process by which legal work is allocated and monitored.

Additionally, councils are recommended to ensure:

- The elected Council receives regular reports on the progress of legal matters; and
- Legal service providers and the legal services budget is overseen by a specific committee or panel.

s) Provide a regular legal services report to Council’s Audit, Risk and Improvement Committee.	
Action Timeframe	Every six months
Responsibility	Coordinator Governance and Risk

t) Provide a regular legal services report to Council.	
Action Timeframe	Every six months
Responsibility	Coordinator Governance and Risk

6.11. Procurement, Disposal and Tendering

Section 55 of the Act outlines the tendering requirements imposed on councils. The OLG Program recommends that councils respond to these legislative requirements by developing documented policies and procedures for:

- Purchasing and tendering;
- Disposal of assets; and
- Monitoring contractor performance.

Council does not currently have policies or documented procedures in place regarding purchasing and tendering, disposal of assets, or monitoring contractor performance. Policies should be scheduled for development.

u) Develop a Purchasing and Tendering Policy and accompanying procedures.	
Action Timeframe	December 2018
Responsibility	Chief Financial Officer

v) Develop a Disposal of Assets Policy and accompanying procedures.	
Action Timeframe	June 2019
Responsibility	Chief Financial Officer

w) Develop a Monitoring Contractor Performance Policy and accompanying procedures.	
Action Timeframe	December 2019
Responsibility	Director Infrastructure and Regulation

6.12. Privacy Management

Section 33 of the PPIP Act requires all public sector agencies, including councils, to prepare a Privacy Management Plan to deal with:

- The devising of policies and practices to ensure compliance by Council with the requirements of the PPIP Act and the HRIP Act;
- The dissemination of those policies and practices to persons within Council;
- The procedures that Council proposes for internal review of privacy complaints; and
- Such other matters as are considered relevant by Council in relation to privacy and the protection of personal information held by it.

Council's current Privacy Management Plan was adopted by Council at its Ordinary Meeting in August 2013 [248/13]. The plan should be scheduled for review to ensure currency and consistency with industry best practice.

x) Develop and adopt a revised Privacy Management Plan.	
Action Timeframe	August 2018
Responsibility	Coordinator Governance and Risk

y) Incorporate privacy management training into Council's staff induction program.	
Action Timeframe	July 2019

y) Incorporate privacy management training into Council's staff induction program.	
Action Timeframe	July 2019
Responsibility	Manager Human Resources Coordinator Governance and Risk

6.13. Records Management

Council has certain records management obligations under the State Records Act, including an obligation under section 12(1) of the State Records Act to make and keep full and accurate records of its activities, including, but not limited to:

- Council committee records;
- Executive Management team meetings;
- Councillor records; and
- File notes of telephone discussions/meetings.

The OLG Program recommends that all councils develop a suite of records management documents, including:

- Records Management Policy;
- Records Management Procedure/Guidelines; and
- Records Disposal Plan/Schedule.

Council does not currently have a documented Records Management Policy, Records Management Procedure/Guidelines or Records Disposal Plan/Schedule. All should be scheduled for development and implementation.

z) Develop and adopt a Records Management Policy.	
Action Timeframe	June 2019
Responsibility	Coordinator Technology and Information

aa) Develop and adopt Records Management Procedures/Guidelines.	
Action Timeframe	December 2019
Responsibility	Coordinator Technology and Information

bb) Develop a Records Disposal Plan/Schedule.	
Action Timeframe	December 2020
Responsibility	Coordinator Technology and Information

6.14. Information Technology

The OLG Program recommends that councils develop an Information and Communications Technology (ICT) Strategic Plan. Council does not currently have an ICT Strategy.

cc) Develop and adopt an Information and Communications Technology Strategic Plan.	
Action Timeframe	June 2020
Responsibility	Coordinator Technology and Information

6.15. Access to Information by the Public

Under the GIPA Act and GIPA Regulation, all NSW agencies, including councils, are required to make a range of open access information publicly available, unless there is an overriding public interest against public disclosure of the information. Open access information includes, but is not limited to:

- Council’s Policy Register and other policy documents, including rules, guidelines and statements of how administered schemes will operate;
- A disclosure log of information released under formal access applications that may be of general public interest;
- A register of contracts Council has with private sector entities for \$150,000 or more; and
- A record of the open access information that is not made public due to an overriding public interest against disclosure.

Council is also required under section 20 of the GIPA Act to have an Agency information Guide, which must be reviewed and adopted at intervals of not more than 12 months. The Agency Information Guide must be made available for public viewing from Council’s website.

Council’s Agency information Guide must satisfy the requirements of Section 20(1) of the GIPA Act, which lists the following minimum elements of an Agency Information Guide:

- A description of the structure and functions of the agency;
- A description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- Specify any arrangements that exist to enable members of the public to participate in the formulation of the agency’s policy and the exercise of the agency’s functions;
- The various kinds of government information held by the agency, the kinds of government information it makes (or will make) publicly available, and specify the manner in which it makes (or will make) it publicly available; and
- The kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed must be identified.

At the time of this Plan’s adoption, Council did not maintain a Contracts Register or a disclosure log of information released under formal access applications that may be of general public interest. The development of both a Contracts Register and formal access information disclosure log is, however, listed for completion in Council’s combined Delivery Program 2017-2021 and Operational Plan 2018-2019.

Council’s current Agency Information Guide was last reviewed and adopted by Council at its Ordinary Meeting on 20 December 2010 **[470/10]**. The Agency Information Guide should be scheduled for review to ensure currency and compliance with the requirements of the GIPA Act.

dd) Develop and maintain a disclosure log of information released under formal access applications that may be of general public interest, and publish to Council’s website.	
Action Timeframe	December 2018
Responsibility	Coordinator Technology and Information

ee) Develop a Contracts Register detailing all contracts Council has with private sector entities for \$150,000 or more, and publish to Council's website.	
Action Timeframe	June 2019
Responsibility	Coordinator Governance and Risk

ff) Develop and adopt a revised Agency information Guide, and publish to Council's website.	
Action Timeframe	August 2018
Responsibility	Coordinator Governance and Risk Coordinator Technology and Information

6.16. Complaint Handling

The NSW Ombudsman has published various resources, including a publication titled *Effective Complaint Handling Guidelines*, which, read alongside the OLG's *Practice Note for Complaints Management in Council*, provides a best practice framework for complaint handling in local government.

Council's Complaint Handling Policy should:

- Define 'complaint';
- Make clear who will deal with a complaint and how;
- Include the three-tiered review system suggested by the NSW Ombudsman;
- Detail performance targets for complaint handling turnaround;
- Include proper recording of complaints and outcomes; and
- Deal with complaints separately from requests for service.

The OLG Program further recommends that all Council staff be trained in the application of the organisation's Complaint Handling Policy and procedures, and that the Executive Management team regularly prepare and receive regular reports on the number, progress and outcome of complaints.

Additionally, the OLG Program recommends that Council make information about the complaint process available to the community through ensuring that its Complaint Handling Policy is published on its website, with complaints forms available in public areas of the organisation.

Council's current policy, titled *Handling of Complaints Policy*, was adopted by Council at its Ordinary Meeting in June 2015 [8.06/15]. The policy should be scheduled for review to ensure currency and consistency with industry best practice.

gg) Develop and adopt a revised Complaint Handling Policy.	
Action Timeframe	August 2018
Responsibility	Coordinator Governance and Risk

hh) Incorporate complaint handling into Council's staff induction program.	
Action Timeframe	June 2019
Responsibility	Manager Human Resources Coordinator Governance and Risk

7. DECISION MAKING FRAMEWORK

7.1. Executive Management Meetings

All councils are encouraged under the OLG Program to have a formal structure for meetings of its Executive Management team, made up of the General Manager and other senior staff. The OLG Program recommends that meetings of the Executive Management team be used to review and set direction in key operational areas and monitor the organisation’s programs and operational performance.

At the time of this Plan’s adoption, Council facilitated regular Executive Management Meetings. The General Manager chairs meetings of the Executive Management Meetings, with the Senior Executive Officer preparing meeting agendas and minutes and capturing meeting documents in Council’s Electronic Records Management system.

7.2. Delegations of Authority

Council may, by resolution, delegate to the General Manager or any other person or body (not including another employee of Council), any of the functions of the council under the Act or any other legislation, other than specific functions detailed under 377 of the Act.

All delegations and sub-delegations should be documented:

- From the Council to the Mayor;
- From the Council to the General Manager;
- From the General Manager to staff and others; and
- From Council to Committees of Council.

Council’s Delegations Register should be made publicly available and be actively maintained and regularly updated. As part of the maintenance of its Delegations Register; Council must review all delegations within the first 12 months following the local government election and should continue to review its delegations at least once every two years.

At the time of this Plan’s adoption, Council maintained a Delegations Register, which was not available for inspection by members of the public. The purchase and implementation of new Delegations Register management software was included in Council’s 2018/19 budget as part of the organisation’s Virtuous Circle Project.

a) Implement the Local Government Software Solutions Delegations Register module.	
Action Timeframe	December 2018
Responsibility	Coordinator Governance and Risk
b) Publish a copy of Council’s Delegations Register to Council’s website.	
Action Timeframe	December 2018
Responsibility	Coordinator Governance and Risk

c) Review Council’s Delegations Register once every two years and within 12 months of the 2020 local government elections.	
Action Timeframe	September 2021
Responsibility	Coordinator Governance and Risk

7.3. Council Meetings

Section 9 of the Act requires Council to:

- Give notice to the public of the times and places of its meetings, and meetings of those of its committees of which all the members are Councillors;
- Have available for the public at its offices and at each meeting, copies of the agenda (for inspection of taking away by any person) and associated business papers;
- Ensure copies of meeting agendas and business papers are made available to members of the public as close as possible to the time they are made available to Councillors; and
- Ensure copies of meeting agendas and business papers are made available free of charge.

Additionally, section 375A of the Act requires the General Manager to keep a public register of planning and development decisions made at Council or Committee meetings, and record the name of Councillors who voted for and against the decisions. The rule applies to the following planning decisions:

- Development applications;
- Environmental planning instruments;
- Development control plans; and
- Development contribution plans.

The Act requires all councils to adopt a Code of Meeting Practice which must apply to all meetings of Council and its committees. The OLG has published a Model Code of Meeting Practice that reflects the meeting provisions of the Act and the Regulation, and councils must ensure that their Code of Meeting Practice incorporates the provisions of the Model Code of Meeting Practice.

The OLG Program recommends that a standard form for reports to Council be utilised, and that councils provide information in business papers and on their website promoting the right for members of the public to address Council meetings. The OLG Program further recommends that business papers be made available at Council offices and libraries, and on Council’s website, at least 36 hours before meetings.

Council currently complies with all legislative requirements under section 9 of the Act. Additionally, as recommended by the OLG Program; Council currently utilises a standard form for reports to Council, which is applied consistently by staff across the organisation. Council does not currently maintain a Planning Decisions Register.

Council’s adopted Code of Meeting Practice is modelled on the Model Code of Meeting Practice. In 2017, the OLG commenced consultation with the local government sector on a revised Model Code of Meeting Practice. At the time of this Plan’s adoption, the revised Model Code of Meeting Practice was yet to come into force.

d) Adopt a new Code of Meeting Practice, incorporating the provisions of the revised Model Code of Meeting Practice, once adopted by the OLG.	
Action Timeframe	April 2019
Responsibility	Coordinator Governance and Risk

e) Develop a Planning Decisions Register in accordance with section 375A of the Act and publish to Council’s website.	
Action Timeframe	April 2019
Responsibility	Senior Executive Support Officer

7.4. Committees

Under section 355 of the Act, Council may delegate one or some of its functions to a committee of the Council. Committees established by Council for this purpose are referred to as ‘Section 355 committees’. Council can also establish other committees, known as ‘Advisory committees’, which do not hold executive functions or exercise delegations of Council.

The OLG Program recommends that Council develops a clearly structured committee framework. Once established, committees should be provided with:

- A Constitution or Charter setting out their membership and function;
- A Code of Conduct;
- Documented procedures or operations manual; and
- Relevant training.

Importantly, all Committees of Council should also be required to keep records of their deliberations, with committee meeting documents, including agendas and minutes, publicly available.

At time of this Plan’s adoption, Council operated two Section 355 committees, in addition to its Audit, Risk and Improvement Committee and one Project Reference Group. Each committee was constituted under a Charter, however, no documented procedures of operations manual had been provided to each committee.

f) Develop a Committees Handbook/Manual incorporating documented procedures for the operation of Section 355 and Advisory Committees.	
Action Timeframe	October 2018
Responsibility	Coordinator Governance and Risk

g) Develop a template Constitution/Charter for Section 355 Committees.	
Action Timeframe	October 2018
Responsibility	Coordinator Governance and Risk

h) Develop a template Constitution/Charter for Advisory Committees.	
Action Timeframe	October 2018
Responsibility	Coordinator Governance and Risk

i) Publish Constitutions/Charters of all Section 355 and Advisory Committees to Council’s website.	
--	--

Action Timeframe	October 2018
Responsibility	Coordinator Governance and Risk

7.5. Councillor Induction and Ongoing Development

In the lead-up to elections, councils are encouraged to facilitate information sessions for prospective Council candidates. Following local government elections; the OLG Program recommends that councils develop a comprehensive induction training program for Councillors, covering topics such as:

- Understanding of the legal and political context of local government;
- Roles and responsibilities of Councillors and staff;
- Overview of the organisation, its staffing, and major policy documents;
- Legal and ethical responsibilities of Councillors;
- Customer service and complaints handling;
- Teamwork, communication and conflict resolution in local government;
- Strategic planning, including community consultation and participation and change management;
- Decision making;
- Relationship between financial processes and other planning processes; and
- Key functional areas of Council operations.

In addition to the induction training program, the OLG Program recommends ongoing training provided to Councillors based on their individual identified training needs.

In 2017, the OLG commenced consultation with the local government sector on a draft Councillor Induction and Professional Development Guidelines, which aim to assist councils in developing and delivering induction and ongoing professional development activities for the Mayor and Councillors. Once finalised and adopted, the Councillor Induction and Professional Development Guidelines will require councils' induction and professional development programs to consist of three elements:

- Pre-election candidate sessions;
- Induction program; and
- Professional development program.

j) Design and deliver pre-election Councillor Candidate Information Sessions and candidate information resources ahead of the 2020 local government elections.	
Action Timeframe	June 2020
Responsibility	Coordinator Governance and Risk Coordinator Community Development and Engagement

k) Develop and implement a Councillor Induction Program.	
Action Timeframe	June 2020
Responsibility	Manager Human Resources Coordinator Governance and Risk

l) Develop and implement a Councillor Professional Development Program.	
---	--

Action Timeframe	September 2021
Responsibility	Manager Human Resources Coordinator Governance and Risk

7.6. Councillor Expenses and Provision of Facilities

Section 252 of the Act requires Council to adopt, within the first 12 months of each term, a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, Deputy Mayor and Councillors in relation to discharging the functions of civic offices. A policy made under section 252 of the Act must comply with the provisions of the Act, the Regulation and any relevant guidelines issued by the OLG.

Council's current Councillor Expenses and Provision of Facilities Policy, titled *Councillor Expenses and Facilities Policy 2018*, was adopted by Council at its Ordinary Meeting in March 2018 [27.03/18]. The policy is consistent with both the provisions of the Act and industry best practice. In accordance with section 252 of the Act, the policy should be reviewed within 12 months of the 2020 local government elections.

m) Develop and adopt a revised Councillor Expenses and Provision of Facilities Policy.	
Action Timeframe	September 2021
Responsibility	Coordinator Governance and Risk

7.7. Councillor Staff Interaction

Clause 6.2 of the Model Code prohibits Councillors from:

- Directing Council staff other than by giving appropriate direction to the General Manager in the performance of Council's functions by way of Council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (section 352);
- In any public or private forum, directing or influencing or attempting to direct or influence, any other member of the staff of the Council or a delegate of the Council in the exercise of the functions of the member or delegate (Schedule 6A of the Act);
- Contacting a member of the staff of the Council on Council-related business unless in accordance with the policy and procedures governing the interaction of Councillors and Council staff that have been authorised by the Council and the General Manager; and
- Contacting or issuing instructions to any of Council's contractors or tenderers, including Council's legal advisers, unless by the Mayor or administrator exercising their power under section 226 of the Act. This does not apply to Council's external auditors or the Chair of Council's Audit, Risk and Improvement Committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or Audit, Risk and Improvement Committee to effectively perform their functions.

The OLG Program recommends that Council's Councillor Staff Policy covers the following key issues:

- Councillor access to information;
- Refusal of access to documents;
- Use of Council information; and

- Security of information.

Council’s current policy, titled *Provision of Information to and Interaction Between Councillors and Staff Policy 2011*, was adopted by Council at its Ordinary Meeting in February 2011 [45/11]. The policy should be scheduled for review to ensure currency and consistency with industry best practice.

n) Develop and adopt a revised Councillor Staff Interaction Policy.	
Action Timeframe	October 2018
Responsibility	Coordinator Governance and Risk

7.8. Campaign Donations

Section 328A of the Act requires Council’s General Manager to keep a register of copies of current declarations of disclosures of political donations lodged with the NSW Electoral Commission by or on behalf of Councillors (including in their capacity as candidates for election as Councillors).

o) Develop and maintain a register of political donations declarations lodged by or on behalf of Councillors.	
Action Timeframe	June 2019
Responsibility	Coordinator Governance and Risk

APPENDIX A: GOVERNANCE FRAMEWORK RESPONSIBLE POSITIONS

Governance Framework	Directorate	Position/s Responsible
Organisational Planning and Performance		
Statement of adopted values	GM	General Manager
Organisational Performance	GM	General Manager
Organisational Structural Review	GM	General Manager
Risk Management and Internal Controls		
Gifts and benefits Policy, Procedures and Register	CG	Coordinator Governance and Risk
Communication devices Policy governing usage	CG	Coordinator Technology and Information
Conflict of interest Procedures (including Pecuniary Interest Register)	CG	Coordinator Governance and Risk
Statement of business ethics for external parties	CG	Coordinator Governance and Risk
Risk management strategy, plan and coordination (including for WHS)	CG	Risk Management and Safety Officer
Insurance Coordination - organisational risk insurance (except for Workers Comp)	CG	Risk Management and Safety Officer
Fraud and corruption prevention strategy, policy and procedures for reporting	CG	Coordinator Governance and Risk
Business Continuity Plan	CG	Coordinator Governance and Risk
ICT Disaster Recovery Plan	CG	Coordinator Technology and Information
Internal controls and audit committee and program	CG	Risk Management and Safety Officer
Legislative compliance calendar and reporting systems	CG	Coordinator Governance and Risk
Customer complaints handling policy and procedures	CG	Coordinator Community Development and Engagement
Legal services coordinator and panel contracts	CG	Coordinator Governance and Risk
Public interest disclosures and internal reporting	CG	Coordinator Governance and Risk
Code of conduct procedures and coordination	CG	Coordinator Governance and Risk
Procurement, Disposal and Tendering Framework	CG	Coordinator Governance and Risk
Privacy Management Plan and Coordination	CG	Coordinator Governance and Risk
Records Management Policy and Guidelines	CG	Records Coordinator
Access to information by the Public (GIPA) Policy, procedures and coordination	CG	Records Coordinator
Information Technology Strategic Planning	CG	Coordinator Technology and Information
Election Coordination and Campaign donations returns and register	CG	Coordinator Governance and Risk
Diversity Policy (EEO)	GM	Manager Human Resources
Secondary employment	GM	Manager Human Resources
Injury Management, Return to Work, and Workers Compensation	GM	Manager Human Resources
Decision making processes		
Executive Management accountability and remuneration fair and responsible	GM/Council	Mayor, Council and General Manager
Executive management meetings formal structure, agenda and minutes	GM	Senior Executive Support Officer
Delegations of authority register and compliance	CG	Coordinator Governance and Risk
Policies and procedures register and coordination	CG	Coordinator Governance and Risk
Code of meeting practice	CG	Coordinator Governance and Risk
Committee system coordination	GM	Senior Executive Support Officer

S.355 Committee Coordination	GM	Senior Executive Support Officer
PRG Coordination	Directorate	Directors
Business paper coordination and production (council and committees), including minute taking	GM	Senior Executive Support Officer
Councillor induction and training coordination	GM	Coordinator Governance and Risk
Expenses and provisions of facilities to councillors Policy	GM	Coordinator Governance and Risk
Councillor Services (including expense claims, travel arrangements etc)	GM	Senior Executive Support Officer
Councillors access to information policy	CG	Coordinator Governance and Risk
Councillor staff interaction policy	GM	Coordinator Governance and Risk
Strategic alliances with other councils	GM	GM / Directors
Council resolution status reporting coordination	GM	Senior Executive Support Officer
OLG Circulars and community partitions Coordination	CG	Coordinator Governance and Risk

Uralla

URALLA SHIRE COUNCIL



Uralla Shire Council Information Guide 2018-19

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Community and Governance		
Document Development Officer	Coordinator Governance and Risk		
Review Timeframe	Each year		
Last Review Date:	July 2018	Next Scheduled Review Date	July 2019

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
Version 1	28 June 2018	Draft for consideration by Audit, Risk and Improvement Committee at meeting 10 July 2018
Version 2	12 July 2018	Revised draft for adoption by Council at meeting 24 July 2018
Version 3	26 July 2018	Revised to correct minor typographical errors.

Further Document Information and Relationships

Related Legislation	Government Information (Public Access) Act 2009 Privacy and Personal Information Protection Act 1998 and Regulation 2009
Related Policies	Plan: Privacy Management 2018
Related Procedures/ Protocols, Statements, documents	Information and Privacy Commission NSW Guideline 6: Agency Information Guides

Contents

1	Preface	3
2	Local Government Principles	4
3	About Uralla Shire Council	6
	3.2 Vision, Mission and Values	6
	3.3 Map of the Uralla Shire Local Government Area	7
4	Structure of Council	8
	4.1 Role of the Councillors	9
	4.2 Role of the Mayor.....	9
	4.3 Role of the General Manager	10
	4.4 Organisational Structure	10
5	Functions of Council	12
	5.1 How Council’s Functions affect the Public	13
	5.2 How the Public can participate in Council’s Policy Development and the Exercising of Functions.....	14
6	Council Information	16
	6.1 Open Access Information	17
	6.2 Authorised Proactive Release	18
	6.3 Informal Release.....	18
	6.4 Formal Access Applications	18
	6.5 Other Matters.....	19
7	Personal Information	20

1 Preface

This Information Guide has been produced by Uralla Shire Council in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act).

Council's Information Guide is prescribed under section 20 of the GIPA Act. It must:

- Describe the structure and functions of the agency;
- Describe the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- Specify any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions;
- Identify the various kinds of government information held by the agency;
- Identify the kinds of government information held by the agency that the agency makes (or will make) publicly available;
- Specify the manner in which the agency makes (or will make) government information publicly available; and
- Identify the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

The Information Guide is available on Council's website at www.uralla.nsw.gov.au or from Council's Administration Centre at 32 Salisbury Street, Uralla during business hours.



Uralla Shire Council Administration Centre
32 Salisbury Street, Uralla, NSW 2358

2 Local Government Principles

Section 8 of the *Local Government Act 1993* (Local Government Act) comprises a series of principles that provide guidance to councils in carrying out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

Guiding Principles for Exercise of Functions

The following general principles apply to the exercise of functions by councils:

- a) Councils should provide strong and effective representation, leadership, planning and decision-making.
- b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- g) Councils should work with others to secure appropriate services for local community needs.
- h) Councils should act fairly, ethically and without bias in the interests of the local community.
- i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

Guiding Principles for Decision-Making

The following principles apply to decision-making by councils (subject to any other applicable law):

- a) Councils should recognise diverse local community needs and interests.
- b) Councils should consider social justice principles.
- c) Councils should consider the long term and cumulative effects of actions on future generations.
- d) Councils should consider the principles of ecologically sustainable development.
- e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

Guiding Principles for Community Participation

Councils should actively engage with their local communities, through the use of the Integrated Planning and Reporting Framework and other measures.

Principles of Sound Financial Management

The following principles of sound financial management apply to councils:

- a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
- b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
- c) Councils should have effective financial and asset management, including sound policies and processes for the following:
 - (i) performance management and reporting,
 - (ii) asset maintenance and enhancement,
 - (iii) funding decisions,
 - (iv) risk management practices.
- d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
 - (i) policy decisions are made after considering their financial effects on future generations,
 - (ii) the current generation funds the cost of its services.

Integrated Planning and Reporting Principles that apply to Councils

The following principles for strategic planning apply to the development of the integrated planning and reporting framework by councils:

- a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.
- b) Councils should identify strategic goals to meet those needs and aspirations.
- c) Councils should develop activities, and prioritise actions, to work towards the strategic goals.
- d) Councils should ensure that the strategic goals and activities may be achieved within council resources.
- e) Councils should regularly review and evaluate progress towards achieving strategic goals.
- f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.
- g) Councils should collaborate with others to maximise achievement of strategic goals.
- h) Councils should manage risks to the local community or area or to the council effectively and proactively.
- i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.

3 About Uralla Shire Council

Uralla Shire Council is constituted under the Local Government Act and was proclaimed on 5 December 1947, coming into effect on 1 January 1948.

Uralla Shire Council is a large and diverse organisation employing over 160 staff and is responsible for assets in excess of \$300 million, 32 different service areas and an annual budget of approximately \$20 million.

The Uralla Shire local government area covers an area approximately 3,229 square kilometres and is home to a permanent resident population of around 6,310 people. The main township is Uralla, which is located 22 kilometres south of Armidale and 89 kilometres north of Tamworth on the New England Highway.

Other localities in the Uralla Shire local government area include Abington, Arding, Bakers Creek, Balala, Boorolong, Briarbrook, Bundarra, Camerons Creek, Dangarsleigh, Dumaresq, Enmore, Gostwyck, Invergowrie, Kentucky, Kentucky South, Kingstown, Mihi, Rocky River, Salisbury Plains, Saumarez, Saumarez Ponds, Torryburn, Wollun and Yarrowyck.

3.2 Vision, Mission and Values

Our Vision, Mission and Values are contained in our Community Strategic Plan 2017-2027.

Our Vision

In 2027, the Uralla Shire will continue to be an active, prosperous, welcoming and environmentally aware community.

Our Mission

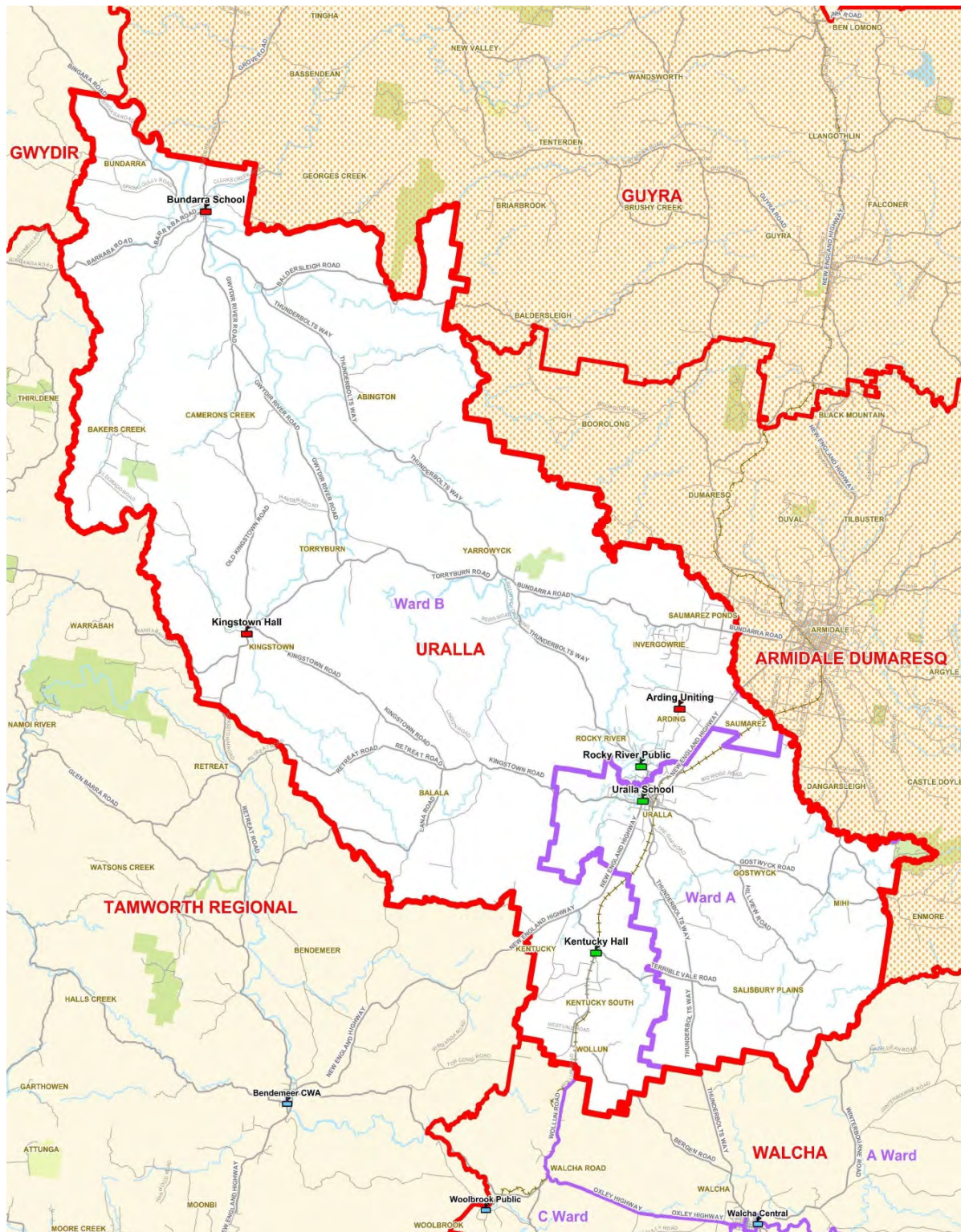
The Uralla Shire Council is committed to creating a unique environment which offers an excellent quality of life and economic opportunities for its people.

Our Values

The Uralla Shire community strives to:

- Enjoy a high quality of life;
- Have thriving business centres;
- Have educational and job opportunities available for people with a wide range of skills and aptitudes;
- Have an innovative, adaptive and diverse economy;
- Have access to good public services and relevant infrastructure;
- Have a continuing improvement in its socio-economic status;
- Treasure its natural and built heritage and continue to be progressive;
- Ensure sustainability;
- Provide security and safety for its residents;
- Have a growing population and a sound demographic structure; and
- Retain its independent community-based local government authority.

3.3 Map of the Uralla Shire Local Government Area



4 Structure of Council

Uralla Shire Council is governed by eight elected Councillors and a popularly elected Mayor, all of whom were elected at the 2016 Local Government Elections.

Together, the Mayor and Councillors comprise the governing body of Uralla Shire Council. The Local Government Act prescribes the collective role of Council's governing body as follows:

- To direct and control the affairs of the Council in accordance with the Local Government Act;
- To provide effective civic leadership to the local community;
- To ensure as far as possible the financial sustainability of the Council;
- To ensure as far as possible that the Council acts in accordance with the principles for local government (as described above) and the plans, programs, strategies and policies of the Council;
- To develop and endorse the Community Strategic Plan, Delivery Program and other strategic plans, programs, strategies and policies of the Council;
- To determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the Council's resources to implement the strategic plans (including the Community Strategic Plan) of the Council and for the benefit of the local area; and
- To keep under review the performance of the Council, including service delivery.



**Back Row (L to R): Cr Kevin Ward, Cr Levi Sampson, Cr Natasha Ledger, Cr Bob Crouch, Cr Mark Dusting.
Front Row (L to R): Cr Isabel Strutt (Deputy Mayor), Cr Michael Pearce (Mayor), Cr Robert Bell, Cr Tara Toomey.**

4.1 Role of the Councillors

Section 232 of the Local Government Act prescribes the role of individual Councillors as follows:

- To be an active and contributing member of the governing body;
- To make considered and well informed decisions as a member of the governing body;
- To participate in the development of the Integrated Planning and Reporting framework;
- To represent the collective interests of residents, ratepayers and the local community;
- To facilitate communication between the local community and the governing body;
- To uphold and represent accurately the policies and decisions of the governing body; and
- To make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

4.2 Role of the Mayor

Section 226 of the Local Government Act confers the following additional responsibilities upon the Mayor:

- Be the leader of the Council and a leader in the local community;
- Advance community cohesion and promote civic awareness;
- Be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities;
- Exercise, in cases of necessity, the policymaking functions of the governing body of the council between meetings of the Council;
- Preside at meetings of the Council;
- Ensure that meetings of the Council are conducted efficiently, effectively and in accordance with the Local Government Act;
- Ensure the timely development and adoption of the strategic plans, programs and policies of the Council;
- Promote the effective and consistent implementation of the strategic plans, programs and policies of the Council;
- Promote partnerships between the Council and key stakeholders;
- Advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of the Council;
- In conjunction with the General Manager, ensure adequate opportunities and mechanisms for engagement between the Council and the local community;
- Carry out the civic and ceremonial functions of the mayoral office;
- Represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level;
- In consultation with the Councillors, to lead performance appraisals of the General Manager; and
- Exercise any other functions of the Council that the Council determines.

4.3 Role of the General Manager

The General Manager is responsible for the efficient and effective operation of Uralla Shire Council and for ensuring the implementing, without undue delay, of decisions of the Council.

As the most senior employee of Council, the General Manager is the only member of staff selected and appointed by Councillors and is appointed on a renewable, fixed-term, performance-based contract for a maximum period of five years.

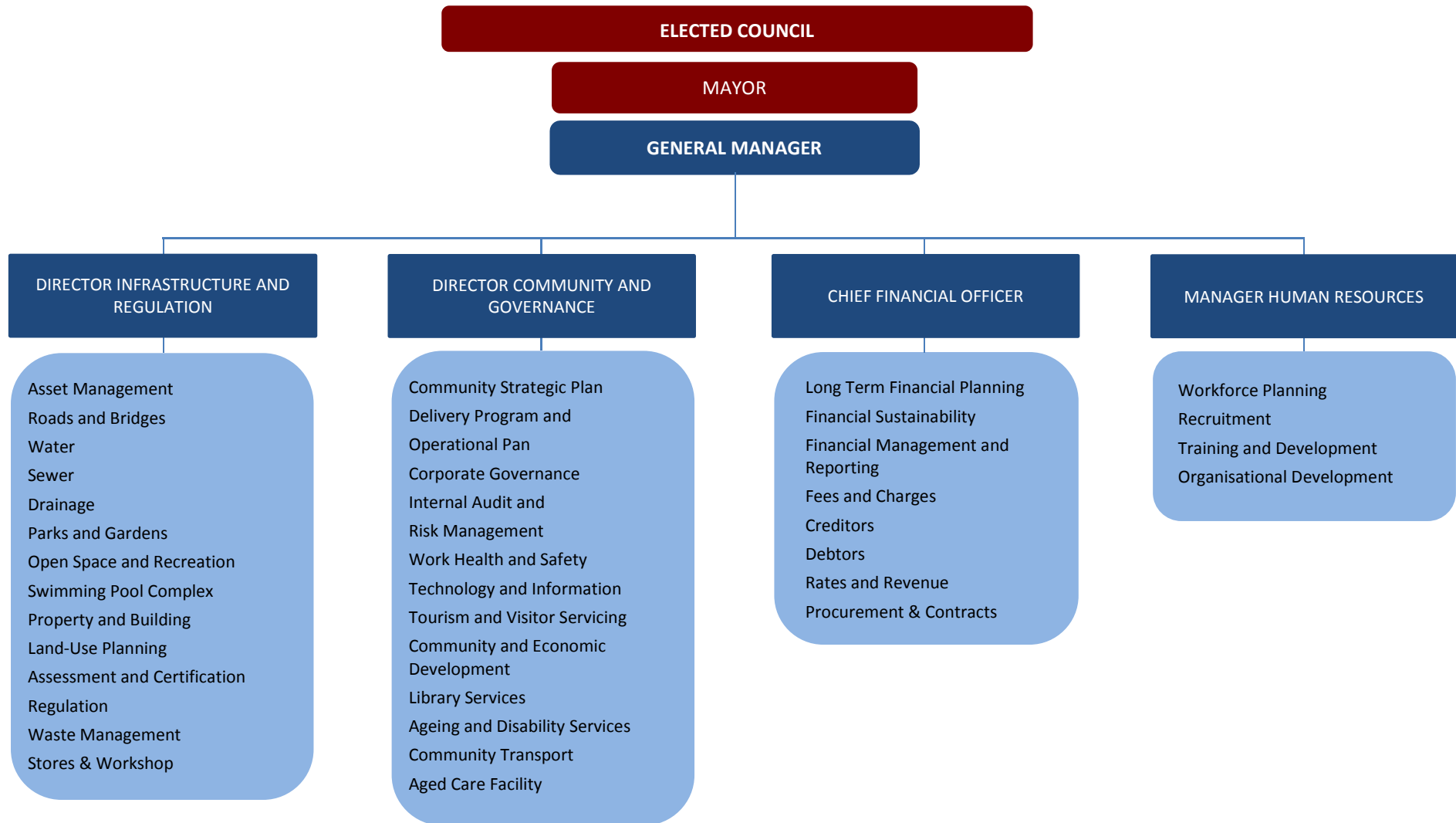
Section 335 of the Local Government Act confers the following functions on the General Manager:

- To conduct the day-to-day management of the Council in accordance with the strategic plans, programs, strategies and policies of the Council;
- To implement, without undue delay, lawful decisions of the Council;
- To advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the Council;
- To advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the Council and other matters related to the Council;
- To prepare, in consultation with the Mayor and the governing body, the Council's Community Strategic Plan, Community Engagement Strategy, Resourcing Strategy, Delivery Program, Operational Plan and Annual Report;
- To ensure that the Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- To exercise any of the functions of the Council that are delegated by the Council to the General Manager;
- To appoint staff in accordance with the organisation structure determined and the resources approved by the Council;
- To direct and dismiss staff;
- To implement the Council's Workforce Management Strategy; and
- Any other functions that are conferred or imposed on the General Manager by or under the Local Government Act or any other Act.

4.4 Organisational Structure

To ensure the efficient and effective operation of Uralla Shire Council and assist the General Manager in exercising his functions under the Local Government Act, Council's organisation structure consists of two departments - Community and Governance, and Infrastructure and Regulation – each of which is led by a Director. The General Manager is also supported by a Chief Financial Officer and Manager Human Resources.

Uralla Shire Council Organisational Structure



5 Functions of Council

Under the Local Government Act, Council's functions can be grouped into the following categories:

Service Functions	Including: <ul style="list-style-type: none"> • Providing community health, recreation, education and information services • Environmental protection • Waste removal and disposal • Land and property, industry and tourism development assistance • Civil infrastructure planning • Civil infrastructure maintenance and construction
Regulatory Functions	Including: <ul style="list-style-type: none"> • Approvals • Orders • Building certificates
Ancillary Functions	Including: <ul style="list-style-type: none"> • Resumption of land • Powers of entry and inspection
Revenue Functions	Including: <ul style="list-style-type: none"> • Rates • Fees and Charges • Borrowings • Investments
Administrative Functions	Including: <ul style="list-style-type: none"> • Employment of staff • Management plans • Financial reporting • Annual reports
Enforcement Functions	Including: <ul style="list-style-type: none"> • Proceedings for breaches of the Local Government Act and Local Government (General) Regulations and other Acts and Regulations • Prosecution of offences • Recovery of rates and charges

While Council's functions are prescribed primarily by the Local Government Act, Council also has responsibilities under other legislation, including:

- *Anti-Discrimination Act 1977;*
- *Community Land Development Act 1989;*
- *Community Services (Complaints, Review & Monitoring) Act 1993;*
- *Companion Animals Act 1998;*
- *Disability Services Act 1993;*
- *Environmental Planning & Assessment Act 1979;*
- *Fines Act 1996;*
- *Food Act 2003;*

- *Government Information (Public Access) Act 2009;*
- *Heritage Act 1977;*
- *Home Care Services Act 1988;*
- *Impounding Act 1993;*
- *Library Act 1939;*
- *Noxious Weeds Act 1993;*
- *Police (Special Provisions) Act 1901;*
- *Protection of the Environment Operations Act 1997;*
- *Privacy and Personal Information Protection Act 1998;*
- *Public Health Act 1991;*
- *Recreation Vehicles Act 1983;*
- *Roads Act 1993 & Road General Regulation 2000;*
- *State Emergency and Rescue Management Act 1989;*
- *State Emergency Service Act 1989;*
- *Strata Schemes (Freehold Development) Act 1973;*
- *Swimming Pools Act 1992;* and
- *Unclaimed Money Act 1995.*

Council also has certain reporting responsibilities to the Office of Local Government (OLG). The OLG has the role of monitoring all councils' compliance with various legislative requirements and industry best practice.

5.1 How Council's Functions affect the Public

As a service organisation, the majority of Uralla Shire Council's activities have an impact on the community. The following is an outline of how the broad functions of Council can affect the public:

- **Service functions** affect the community as Council provides services and facilities to the community. These include library services, customer and visitor services, halls and community centres, recreation facilities, infrastructure and waste management facilities, as well as the provision of human services by Tablelands Community Services and aged care services by McMaugh Gardens Aged Care Centre.
- **Regulatory functions** place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.
- **Ancillary functions** affect only some members of the community. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.
- **Revenue functions** affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.
- **Administrative functions** do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

- **Enforcement functions** only affect those members of the public who are in breach of certain legislation. This includes matters such as the non-payment of rates and charges, unregistered dogs and parking offences.

Community planning and development functions affect areas such as cultural development, social planning and community profile, and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Strategic Plan;
- Providing support to community and sporting organisations through provision of grants, training, information and access to facilities; and
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Australia Day celebrations, NAIDOC Week, Youth Week, Seniors Festival, art and cultural activities as well as promoting events of others.

5.2 How the Public can participate in Council's Policy Development and the Exercising of Functions

Uralla Shire Council offers a number of methods for members of the public to participate in the formulation of Council's policies and the implementation of its functions.

Council Meetings

Ordinary Council Meetings are held at 12.30pm on the fourth Tuesday of each month (except January) at the Uralla Shire Council Chambers, located at 32 Salisbury Street, Uralla. Extraordinary Council Meetings are held as and when required and the public is notified via Council's website. Members of the public may attend all Council meetings and meetings of its Committees.

Members of the public may also, at the discretion of the Council in each case, be permitted to address a Council Meeting on a particular issue which is listed on the Business Paper for that meeting. Anyone wishing to address a Council or Committee Meeting must make a request in writing to the General Manager (email, letter or fax) before 2.00pm on the day prior to the scheduled Council or Committee Meeting.

Business Papers are made available to the public on the Friday preceding the Council or Committee Meeting and can be accessed online from Council's website at www.uralla.nsw.gov.au or in person from Council's Administration Centre at 32 Salisbury Street, Uralla.

Council Committees

There are also avenues for members of the public to personally participate in Council's policy development and exercising of functions through serving on a Council Committee. Council operates committees, including those constituted under Section 355 of the Local Government Act and delegated functions of Council pursuant to Section 377 of that Act. Vacancies on Council Committees are publicised on Council's website at www.uralla.nsw.gov.au when they arise.

Community Consultations

When developing a project, policy or plan, Uralla Shire Council may undertake a community consultation to gather community input and seek feedback from members of the public. In carrying out community consultations, Council may employ a variety of consultation tools, such as public forums, stakeholder workshops, community surveys and community engagement activities with targeted sectors of the community. Community consultations are promoted on Council's website at www.uralla.nsw.gov.au and through Council's monthly community newsletter.

Public Submissions

Prior to adoption; all significant plans, strategies and policies of Uralla Shire Council are placed on public exhibition in draft form so that interested members of the public may view them and make comments, should they wish to.

Documents on public exhibition are made available online from Council's website at www.uralla.nsw.gov.au and can be inspected in person at Council's Administration Centre at 32 Salisbury Street, Uralla.

Submissions must be made in writing, addressed to the General Manager, and returned to Council by the closing date specified.

Representation

Local Government in Australia is based on the principle of representative democracy, meaning that citizens elect representatives to their local Council to make decisions on their behalf. In New South Wales, elections are held every four years. The next Local Government Elections are scheduled to be held in September 2020.

At each election, voters elect one popularly elected Mayor and eight Councillors. The Uralla Shire local government comprises two wards, with each ward returning four Councillors. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the Uralla Shire local government area and rate-paying lessees can also vote, but must register their intention to vote on the non-residential roll.

Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf. Councillors' contact details are available online from Council's website at www.uralla.nsw.gov.au and can be obtained from Council's Administration Centre at 32 Salisbury Street, Uralla.

6 Council Information

Uralla Shire Council holds information, contained in both hard copy and electronic document form, which relates to a number of issues concerning the Uralla Shire local government area. These documents are grouped into four categories:

- a) Electronic Documents;
- b) Physical Files;
- c) Policy Documents; and
- d) General Documents

Electronic Documents

Council implemented the TRIM electronic document system in 2005. Following its introduction, hard copy, physical files were largely dispensed with, except for development/building/construction applications.

Physical Files

Prior to 2005, the main type of physical files held by Council included general subject files, development and building files, property files, and street and park files.

Policy Documents

Council maintains a Policy Register, which is available for inspection on Council's website at www.uralla.nsw.gov.au or in person at Council's Administration Centre at 32 Salisbury Street, Uralla.

General Documents

The following list of general documents held by Council has been divided into four sections as outlined in Clause 3 and Schedule 1 of the GIPA Act:

- a) Information about Council;
- b) Plans and Policies;
- c) Information about Development Applications; and
- d) Approvals, Orders and Other Documents.

Under the GIPA Act, these documents are considered Open Access Information. In accordance with Council's legislative responsibilities, these documents held by Council are made publicly available for inspection on Council's website at www.uralla.nsw.gov.au or in person at Council's Administration Centre at 32 Salisbury Street, Uralla. Any current or previous documents of this type may be inspected by the public free of charge.

Copies can be supplied, where copyright provisions do not apply, for reasonable copying charges, in accordance with Council's adopted Fees and Charges.

6.1 Open Access Information

Under the GIPA Act, the following list of documents or categories of documents are available for public access, free of charge:

Information about Council

- Annual Reports;
- Annual financial reports;
- Auditor's report;
- Council Code of Conduct;
- Community Strategic Plan;
- Council's Land Register;
- Customer requests for service and complaints;
- Committee Terms of Reference, Reports, Agendas and Minutes;
- Community Directories;
- Equal Employment Opportunity (EEO) management plan;
- Financial Management Records;
- Register of investments;
- Register of delegations;
- Register of graffiti removal work (in accordance with s13 of the *Graffiti Control Act 2008*);
- Register of Councillor voting on planning matters (in accordance with s375A of the Local Government Act); and
- Rates Management Information.

Plans and Policies

- Council Policies;
- Plans of Management for Community Land; and
- Environmental Planning Instruments, Development Control Plans and Contribution Plans.

Information about Development Applications

Development Applications and any associated documents received in relation to a proposed development:

- Home Warranty Insurance documents;
- Construction Certificates;
- Occupation Certificates;
- Structural Certification documents;
- Town Planner Reports;
- Submissions received on Development Applications;
- Heritage Consultant reports;
- Tree Inspections Consultant reports;
- Acoustic Consultant reports;

- Land Contamination Consultant reports;
- Records of decisions on Development Applications including decisions on appeals; and
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations of residential buildings and commercially sensitive information.

Approvals, Orders and Other Documents

- Applications for approvals under part 7 of the Local Government Act;
- Applications for approvals under any other Act and any associated documents received;
- Records of approvals granted or refused, variation from Council Policies with reasons for variation, and decisions made on appeals concerning approvals;
- Orders given under Part 2 of Chapter 7 of the Local Government Act, and any reasons given under section 136 of the Local Government Act;
- Orders given under the authority of any other Act;
- Records of Building Certificates under the *Environmental Planning and Assessment Act 1979*; and
- Compulsory Acquisition notices.

6.2 Authorised Proactive Release

In addition, Council will make as much other information as possible publicly available in an appropriate manner, including on its website. The information will be available free of charge or at the lowest reasonable cost. It includes frequently requested information or information of public interest that has been released as a result of other requests.

6.3 Informal Release

Access to information which is not available as Mandatory Release or Authorised Proactive Release information may be provided through Informal Release. In this regard, applications should be made to Council by submitting the appropriate 'Informal Access to Information' application form. Council will endeavour to release information in response to such a request, subject to any reasonable conditions as Council deems fit to impose.

Note: Copyright law applies to most plans and reports. Council cannot reproduce copies of these documents without written permission of the person or company that created them (section 36 *Commonwealth Copyright Act 1969*). If possible, Council will attempt to supply details of copyright owners of plans and reports to assist an applicant to obtain the necessary copyright permission. Council will continue to allow "view only" access for the purposes of the GIPA Act (unless the copyright owner has authorised other uses).

6.4 Formal Access Applications

Notwithstanding the lodgement of an informal application, Council may require a formal access application to be submitted where the information sought:

- Is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure; or

- Contains personal or confidential information about a third party that requires consultation; or
- Would involve an unreasonable amount of time and resources to produce.

To make a formal request for access to information a 'Formal Access Information' application form should be completed. In accordance with the GIPA Act, an application fee of \$30.00 is payable, and additional processing charges may be applicable. An acknowledgement of such application will be provided by Council within five working days.

6.5 Other Matters

Any fees for photocopies of documents provided under the GIPA Act are listed in Council's adopted Schedule of Fees and Charges.

Copies of documents provided are given for information purposes only and are provided by Council to meet its requirements under relevant legislation. Copyright laws still apply to each document. The copyright owner's consent is required if any part of a copyright document is used for any other purpose.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in a disclosure log for inspection by the public.

7 Personal Information

Uralla Shire Council collects, stores and uses a broad range of information. A significant part of that information is personal information. Council is required to comply with the Information Privacy Principles (IPPS) in the *Privacy and Personal Information Protection Act 1998* (PPIP Act), which regulate the collection, storage, use and disclosure of personal information held by Council.

Any personal information you provide to us will be used and disclosed for Uralla Shire Council purposes, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law.

The provision of information to Uralla Shire Council is voluntary; no law requires you to provide any personal information to Uralla Shire Council, however, failure to provide certain personal information to Uralla Shire Council may inhibit our ability to provide you with the services you require.

Under the PPIP Act, you have the right to access your personal information held by Uralla Shire Council, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is inaccurate). Should you wish to access or correct your personal information, please make a written request to the Privacy Contact Officer by:

- **Post:** PO Box 106, Uralla NSW 2358
- **Email:** council@uralla.nsw.gov.au



Plan:

Privacy Management

2018

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council or Endorsed by General Manager		Resolution No. or Document Reference for Endorsement No.	
Document Owner	Director Community and Governance		
Document Development Officer	Coordinator Governance and Risk		
Review Timeframe	Two years		
Last Review Date:	July 2018	Next Scheduled Review Date	July 2020

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
Version 1	28 June 2018	Draft for consideration by Audit, Risk and Improvement Committee at meeting 10 July 2018
Version 2	12 July 2018	Revised draft for consideration by Council at meeting 24 July 2018
Version 3	26 July 2018	Revised to correct minor typographical errors.

Further Document Information and Relationships

Related Legislation	Government Information (Public Access) Act 2009 Health Records and Information Privacy Act 2002 Local Government Act 1993 Privacy and Personal Information Protection Act 1998 Public Interest Disclosures Act 1994
Related Policies	Uralla Shire Council Code of Conduct
Related Procedures/ Protocols, Statements, documents	Guide to Making Privacy Management Plans (IPC, August 2012) Model Privacy Management Plan for Local Government (Office of Local Government, January 2013) Privacy Management Plans – Checklist (IPC, June 2014)

TABLE OF CONTENTS

PREFACE 3

DEFINITIONS 3

SCOPE 3

PART 1 - INTRODUCTION..... 4

 1.1 What is Personal Information?..... 5

 1.2 What is not Personal Information? 5

 1.3 What is Health Information? 6

 1.4 What is not Health Information?..... 6

 1.5 Personal and Health Information held by Council 6

 1.6 Suppression of information available for public inspection (not held in Public Registers) 7

PART 2 – PUBLIC REGISTERS..... 9

 2.1 What is a Public Register? 9

 2.2 Application of the PPIP Act and the HRIP Act to Public Registers..... 9

 2.3 Effect on mandatory proactive release of information under section 6 of the GIPA Act..... 10

 2.4 Disclosure of Personal Information contained in the Public Registers 10

 2.5 Purposes of Public Registers..... 10

 Under the Local Government Act 1993 10

 Under the Environmental Planning and Assessment Act 1979 11

 Under the Protection of the Environment Operations Act 1997..... 11

 Under the Impounding Act 1993 12

 2.6 Secondary Purpose of all Public Registers..... 12

 2.7 Other purposes..... 12

 2.8 Applications for access to own records on a Public Register 12

 2.9 Suppression of information in relation to a Public Register 12

 2.10 Other Registers..... 13

PART 3 – THE INFORMATION PROTECTION PRINCIPLES..... 14

 IPP 1 – Lawful Purposes..... 14

 IPP 2 – Collection of Personal Information directly from individual 15

 Further Explanation regarding IPP 2 16

 IPP 3 – Requirements when collecting Personal Information..... 17

 IPP 4 – Other requirements relating to collection of Personal Information 18

 IPP 5 – Retention and security of Personal Information 18

 IPP 6 – Information held by Agencies..... 18

 IPP 7 – Access to Personal Information held by Agencies..... 19

 IPP 8 – Alteration of Personal Information 21

 IPP 9 – Agency must check accuracy of Personal Information before use 22

 IPP 10 – Limits on use of Personal Information 22

 IPP 11 – Limits on disclosure of Personal Information..... 23

 IPP 12 – Special Restrictions on disclosure of Personal Information 25

PART 4 – THE HEALTH PRIVACY PRINCIPLES 28

 HPP 1 to 4 – Collection of Health Information 28

 HPP 5 – Storage of Health Information 28

 HPP 6 to 9 – Access and Accuracy of Health Information 28

HPP 10 – Limits on use of Health Information	29
HPP 11 – Limits on disclosure of Health Information.....	29
HPP 12 – Identifiers	29
HPP 13 – Anonymity	29
HPP 14 – Transborder data flows and data flow to Commonwealth Agencies	29
HPP 15 – Linkage of health records.....	29
PART 5 – IMPLEMENTATION OF THE PRIVACY MANAGEMENT PLAN	31
5.1 Council Officer Training	31
5.2 Privacy Contact Officer	31
5.3 Distribution of Information to Public	31
PART 6 – INTERNAL REVIEW.....	32
6.1 How does the process of Internal Review operate?	32
6.2 What happens after an Internal Review?.....	32
PART 7 – OTHER RELEVANT MATTERS	33
7.1 Confidentiality	33
7.2 Misuse of Personal or Health Information	33
7.3 Regular Review of Uralla Shire Council Privacy Management Plan	33
7.4 Further Information.....	33
APPENDIX 1 – URALLA SHIRE COUNCIL PRIVACY STATEMENT	34

PREFACE

The *Privacy and Personal Information Protection Act 1998* (PIIP Act) requires that all NSW councils prepare a Privacy Management Plan (Plan) outlining their policies and practices to ensure compliance with the requirements of the PIIP Act and the *Health Records and Information Privacy Act 2002* (HRIP Act).

In particular, the purpose of this Privacy Management Plan (Plan) is to inform:

- The community about how their personal information will be used, stored and accessed after it is collected by Uralla Shire Council (Council); and
- Council Officials, Contractors and Volunteers of their obligations in relation to handling personal information and when they can and cannot disclose, use or collect it.

DEFINITIONS

Contractors	Includes contractors, consultants and suppliers engaged by Council under contract to provide goods, services or specialist or professional advice to Council.
Council Officials	Includes Councillors, members of staff of Council, administrators, Council committee members and delegates of Council.
Health Information	Defined in section 6 of the HRIP Act and at clause 1.4 of this Plan.
Personal Information	Defined in section 4 of the PIIP Act and at clause 1.1 of this Plan.
Public Officer	A member of Council's senior staff, appointed under the <i>Local Government Act 1993</i> . The functions of the Public Officer include dealing with complaints from the public concerning Council's affairs.
Public Register	Defined in section 3 of the PIIP Act and at clause 2.1 of this Plan.
Volunteers	Individuals who voluntarily assist in the provision of Uralla Shire Council services or in the delivery of its projects, programmes and events without financial payment.

SCOPE

This Plan applies to:

- Council Officials
- Contractors; and
- Volunteers

Council Officials, Contractors and Volunteers should be aware of the general provisions of the PIIP Act and the Information Protection Principles, the HRIP Act and the Health Privacy Principles, the Public Register provisions, the Privacy Code of Practice for Local Government (Privacy Code), this Plan and any other applicable information.

PART 1 - INTRODUCTION

The PPIP Act provides for the protection of personal information and for the protection of the privacy of individuals.

Section 33 of the PPIP Act requires all public sector agencies, including councils, to prepare a Privacy Management Plan to deal with:

- The devising of policies and practices to ensure compliance by Council with the requirements of the PPIP Act and the HRIP Act;
- The dissemination of those policies and practices to persons within Council;
- The procedures that Council proposes for internal review of privacy complaints; and
- Such other matters as are considered relevant by Council in relation to privacy and the protection of personal information held by it.

This Plan has been prepared for the purpose of section 33 of the PPIP Act.

The PPIP Act provides for the protection of personal information by means of the following 12 Information Protection Principles:

- Principle 1 – Collection of personal information for lawful purposes
- Principle 2 - Collection of personal information directly from individual
- Principle 3 - Requirements when collecting personal information
- Principle 4 - Other requirements relating to collection of personal information
- Principle 5 - Retention and security of personal information
- Principle 6 - Information about personal information held by agencies
- Principle 7 - Access to personal information held by agencies
- Principle 8 - Alteration of personal information
- Principle 9 - Agency must check accuracy of personal information before use
- Principle 10 - Limits on use of personal information
- Principle 11 - Limits on disclosure of personal information
- Principle 12 - Special restrictions on disclosure of personal information

This Plan has been developed to incorporate the requirements of the *Government Information (Public Access) Act 2009* (GIPA Act). The GIPA Act extends the right of the community to have access to information held by State Government departments and local and public authorities with a view to achieving more open, accountable and transparent government.

This Plan has also been developed to incorporate the requirements of the HRIP Act. The HRIP Act regulates the collection and handling of people's health information by New South Wales public and private sector organisations. As with the PPIP Act, the HRIP Act provides protection for health information by means of the following 15 Health Privacy Principles:

- Principle 1 – Purposes of collection of health information
- Principle 2 – Information must be relevant, not excessive, accurate and not intrusive
- Principle 3 – Requirements when collecting personal information
- Principle 4 – Individual to be made aware of certain matters

- Principle 5 – Retention and security
- Principle 6 – Information about health information held by organisations
- Principle 7 – Access to health information
- Principle 8 – Amendment of health information
- Principle 9 – Accuracy
- Principle 10 – Limits on use of health information
- Principle 11 – Limits on disclosure of health information
- Principle 12 – Identifiers
- Principle 13 – Anonymity
- Principle 14 – Transborder data flows and data flow to Commonwealth Agencies
- Principle 15 – Linkage of health records

This Plan outlines how Council will incorporate the 12 IPPs and 15 HPPs into its everyday functions.

Nothing in this Plan is to:

- Affect any matter of interpretation of the Privacy Code, the Information Protection Principles or the Health Privacy Principles as they apply to the Council;
- Affect any obligation at law cast upon Council by way of representation or holding out in any manner whatsoever; or
- Create, extend or lessen any obligation at law which Council may have.

This Plan is designed to introduce policies and procedures to maximise compliance with the PPIPA and the HRIPA. Where Council has the benefit of an exemption, it will nevertheless describe procedures for compliance in this Plan. By doing so, it is not to be bound in a manner other than that prescribed by the Privacy Code.

Council collects, stores and uses a broad range of information. A significant part of that information is personal information including health information. This Plan applies to that part of Council's information that is personal information and/or health information.

It may mean in practice that any information that is not personal or health information will receive treatment of a higher standard; namely treatment accorded to personal or health information where the information cannot be meaningfully or practicably separated.

1.1 What is Personal Information?

Personal information is defined in section 4 of the PPIP Act as:

“information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form”

1.2 What is not Personal Information?

Personal information does not include information about an individual that is contained in a publicly available publication. Personal information, once it is contained in a publicly available publication, ceases to be covered by the PPIP Act.

Where Council is requested to provide access or make a disclosure and that information has already been published, then the Council will rely on the provisions of the relevant Act that authorises Council to hold that information and not the PPIP Act - (for example, a formal or informal request under the GIPA Act).

1.3 What is Health Information?

Health information is defined in section 6 of the HRIP Act as:

“personal information that is information or an opinion about the physical or mental health or a disability (at any time) of an individual or an individual’s express wishes about the future provision of health services to him or her or a health service provided or to be provided to an individual”.

1.4 What is not Health Information?

Some health information is not protected by the HRIP Act:

- Health information about a person who has been dead for more than 30 years;
- Some employee-related health information, namely information or an opinion about an individual’s suitability for appointment or employment as a Council Official;
- Health information that is generally available to the public (for example, in a generally available publication, library or the NSW State Archives);
- Health information that might be specifically protected under other laws, such as Protected Disclosure, information about a witness on a protected witness program, or information obtained during special police operations.

1.5 Personal and Health Information held by Council

Council holds personal information concerning Councillors, such as:

- Personal contact information;
- Complaints and disciplinary matters;
- Pecuniary interest returns; and
- Entitlements to fees, expenses and facilities.

Council holds personal information concerning its customers, ratepayers and residents, such as:

- Rates records;
- Customer requests;
- Library lending records;
- Burial and cremation records;
- Community service utilisation (e.g. community transport, aged and disability support services);
- CCTV footage;
- Donation, grant and sponsorship applications;
- Submissions and information collected as part of Council’s community engagement and consultation activities; and
- DA applications and objections.

Council holds personal and health information concerning current and former employees in records such as:

- Recruitment material;

- Pre-employment medical information;
- Workers compensation investigations;
- Public interest disclosure investigations;
- Leave and payroll data
- Personal contact information;
- Performance management plans;
- Disciplinary matters;
- Disclosure of interest returns; and
- Wage and salary entitlements.

Council holds personal and health information concerning current and former residents of McMaugh Gardens Aged Care Centre and current and former clients of Tablelands Community Support, such as:

- Personal contact information;
- Date of Birth;
- Aged Care Assessment Team reports;
- Financial details, including income and asset information;
- Information pertaining to guardianship, attorney or person responsible;
- Health status and services provided, including any information required to complete and update care and treatment plans;
- Clinical care information, including images and scans;
- Relevant demographic and social information;
- Name and contact number of any contacts or relevant family members;
- Name and contact information of the resident's general practitioner and other relevant health care providers;
- Financial institution information;
- Government-related identifiers (including, but not limited to, Medicare, Centrelink and Department of Veterans Affairs numbers);
- Details on family history, interests, hobbies and activities; and
- Details of food preferences and allergies.

We also request our residents of McMaugh Garden's Aged Care Centre to volunteer their religious affiliations to better support the delivery of chaplaincy services as and when required.

1.6 Suppression of information available for public inspection (not held in Public Registers)

Under section 739 of the *Local Government Act 1993* (the Local Government Act) a person can make an application to suppress certain material that is available for public inspection in circumstances where the material discloses or would disclose the person's place of living if the person considers that the disclosure would place the personal safety of the person or their family at risk.

Section 739 of the Local Government Act relates to publicly available material other than public registers. As such, it limits disclosure in those circumstances where an application for suppression is successful. An application for suppression must be verified by statutory declaration and otherwise meet the requirements of section 739. When in doubt, Council will err in favour of suppression.

For more information regarding disclosure of information (other than public registers) see the discussion of IPPs 11 and 12 in Part 3 of this Plan. For information regarding suppression of information on public registers, see Part 2 of this Plan.

PART 2 – PUBLIC REGISTERS

2.1 What is a Public Register?

A Public Register is defined in section 3 of the PPIP Act as:

“a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee).”

A distinction needs to be drawn between Public Registers within the meaning of Part 6 of the PPIP Act and “non-public registers”. A “non-public register” is a register but it is not a Public Register for the purposes of the PPIP Act. For example, the register might not be publicly available or it may not contain personal information.

Disclosure in relation to Public Registers must comply with Part 6 Public Registers of the PPIP Act and the Privacy Code. Council will not give personal information to a person about another person unless the personal information is contained in a Public Register. Where personal information is contained in a Public Register, then Part 6 of the PPIP Act applies to determine whether access to that information will be given to another person.

Disclosure in relation to all other personal information must comply with the IPPs as outlined in this Plan and the Privacy Code where it includes personal information that is not published.

2.2 Application of the PPIP Act and the HRIP Act to Public Registers

A Public Register generally confers specific rights or privileges, a benefit, or status, which would not otherwise exist. It may be required by law to be made publicly available or open to public inspection, or it is simply made publicly available or open to public inspection (whether or not payment is required).

Despite the exclusion of “health information” from the definition of “personal information” under section 4A of the PPIP Act, section 56A of the PPIP Act includes as personal information, health information held on public registers.

Section 57 of the PPIP Act requires very stringent controls over the disclosure of personal information contained in a Public Register. It provides broadly that where Council is responsible for keeping a public register, it will not disclose any personal information kept in that register unless it is satisfied that the information is to be used for a purpose relating to the purpose of the register or the Act under which the register is kept.

Section 57(2) provides that in order to ensure compliance with section 57(1), Council may require any person who applies to inspect personal information contained in the public register to give particulars in the form of a statutory declaration as to the proposed use of that information.

Council also needs to consider the Privacy Code which has the effect of modifying the application of Part 6 of the PPIP Act (the Public Register provisions). If the stated purpose of the applicant does not conform with the purpose for which the public register is kept, access to the information sought will not be given.

Where personal information is contained in a publicly available publication, that information will not be regarded as personal information covered by the PPIP Act or as health information for the purposes of Part 6 of the PPIP Act.

2.3 Effect on mandatory proactive release of information under section 6 of the GIPA Act

Section 6 of the GIPA Act requires that certain government information held by Council must be made publicly available unless there is an overriding public interest against disclosure of the information. At least one of the ways in which this information is made available must be free of charge.

Section 18 of the GIPA Act requires that Council provide open access to those documents listed under Schedule 1 of the Government Information (Public Access) Regulations 2009 (GIPA Regs).

In the event of any inconsistencies that exist between the PPIP Act and the GIPA Act, section 57 of the PPIP Act will prevail over clause 1(3) of Schedule 1 of the GIPA Regs. In other words:

1. If a register is listed in Schedule 1 of the GIPA Regs, access must not be given except in accordance with section 57(1) of the PPIP Act.
2. If a register is not listed in Schedule 1 of the GIPA Regs, access must not be given except:
 - (i) if it is allowed under section 57(1) of the PPIP Act; and
 - (ii) there is no overriding public interest against disclosure of the information under section 6 of the GIPA Act.

(Note: Both 1 and 2 are amended with regard to specific public registers in the Privacy Code)

2.4 Disclosure of Personal Information contained in the Public Registers

A person seeking a disclosure concerning someone else’s information from a Public Register must satisfy Council that the intended use of the information is for a purpose relating to the purpose of the register or the Act under which the register is kept.

In the section ‘Purposes of Public Registers’, by way of guidance only, what might be called the “primary purpose” (or “the purpose of the register”) has been specified for each identified register. In some cases a “secondary purpose” has also been specified, by way of guidance as to what might constitute “a purpose relating to the purpose of the register”.

2.5 Purposes of Public Registers

Council holds the following Public Registers:

Under the Local Government Act 1993		
Name of Register	Relevant Section	Purpose of Register
Land Register	Section 53	To identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council. Third party access is therefore a secondary purpose.
Record of Approvals	Section 113	To identify all approvals granted under the LG Act.

Register of Pecuniary Interests	Section 450A	To determine whether or not a Councillor or a member of a council committee has a pecuniary interest in any matter with which Council is likely to be concerned. There is a corresponding public accountability purpose and third party access is a secondary purpose.
Record of Rates and Charges	Section 602	<p>To record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land. For example, that a disclosure on a section 603 (of the Local Government Act) rating certificate that a previous owner was a pensioner is considered to be allowed, because the secondary purpose is “a purpose relating to the purpose of the register”.</p> <p>Exceptions will be permitted for property owners requesting the adjoining property owner’s personal information for fencing purposes under the Dividing Fences Act 1991. For fencing purposes, a written request must be made to Council accompanied by the property owner’s authority (i.e. the property owner who is seeking to do or to contract the fencing work) requesting the adjoining owner’s details. In this case, Council will only provide the names and postal address of the adjoining owners.</p>

Under the Environmental Planning and Assessment Act 1979

Name of Register	Relevant Section	Purpose of Register
Register of Consents and Approvals	Section 100	To identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.
Record of Building Certificates	Section 149G	To identify all building certificates.

Under the Protection of the Environment Operations Act 1997

Name of Register	Relevant Section	Purpose of Register
Public Register of Licenses Held	Section 308	To identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.

Under the Impounding Act 1993		
Name of Register	Relevant Section	Purpose of Register
Record of Impounding	Sections 30 & 31	Identify any impounding action by Council.

2.6 Secondary Purpose of all Public Registers

Due to the general emphasis (to be found in the Local Government Act and the GIPA Act) on local government processes and information being open and accountable, it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Therefore, disclosure of specific records from public registers would normally be considered to be allowable under section 57 of the PPIP Act.

However, requests for access, copying or the sale of the whole or a substantial part of a public register held by Council will not necessarily fit within this purpose. Council will be guided by the Privacy Code in this respect. Where Council Officials have doubt as to the intended use of information requested from a public register, an applicant may be requested to provide a statutory declaration so that Council may satisfy itself as to the intended use of the information.

Council will make its assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request.

2.7 Other purposes

Persons or organisations who apply to Council to access information contained in any public register for a purpose not related to the purpose of the register, may be given access at the discretion of Council but only in accordance with the Privacy Code concerning Public Registers.

2.8 Applications for access to own records on a Public Register

A person wishing to have access to a Public Register to confirm their own details needs only to prove their identity to Council before having access to their own personal information.

2.9 Suppression of information in relation to a Public Register

An application for suppression in relation to a Public Register will be dealt with under the PPIP Act rather than section 739 of the Local Government Act.

A person about whom personal information is contained (or proposed to be contained) in a Public Register, may request Council under section 58 of the PPIP Act to have the information removed from, or not placed on the register.

If Council is satisfied that the safety or well-being of any person would be affected by not suppressing the personal information as requested, Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information, in accordance with section 58(2) of the PPIP Act.

When in doubt, Council will err in favour of suppression.

Any information that is removed from, or not placed on, that aspect of a public register to be made public may be kept on the register for other purposes. That is, the information may still be used for council functions, but it cannot be disclosed to other parties.

An application for suppression should be made in writing addressed to the General Manager and must outline the reasons for the request. Council may require supporting documentation where appropriate.

2.10 Other Registers

Council may have other registers that are not public registers. The IPPs, HPPs, this Plan, any applicable Codes and the PPIP Act apply to those registers and databases.

PART 3 – THE INFORMATION PROTECTION PRINCIPLES

The 12 IPPs are set out in [Part 2 Division 1 of the PPIP Act](#).

IPP 1 – Lawful Purposes

The Privacy Code

The Privacy Code makes no provision to depart from this principle.

Council Policy

Council will only collect personal information for a lawful purpose directly related to its functions and activities. The Local Government Act governs Council's major obligations and functions.

Section 22 of the Local Government Act provides other functions under other Acts. Some of those Acts are as follows:

- *Community Land Development Act 1989*
- *Companion Animals Act 1998*
- *Conveyancing Act 1919*
- *Environmental Planning and Assessment Act 1979*
- *Fire Brigades Act 1989*
- *Fluoridation of Public Water Supplies Act 1957*
- *Food Act 2003*
- *Impounding Act 1993*
- *Library Act 1939*
- *Protection of the Environment Operations Act 1997*
- *Public Health Act 2010*
- *Public Interest Disclosures Act 1994*
- *Recreation Vehicles Act 1983*
- *Roads Act 1993*
- *Rural Fires Act 1997*
- *State Emergency Service Act 1989*
- *Strata Schemes (Freehold Development) Act 1973*
- *Strata Schemes (Leasehold Development) Act 1986, and*
- *Swimming Pools Act 1992.*

The list is not exhaustive.

Additionally, the exercise by Council of its functions under the Local Government Act may also be modified by the provisions of other Acts. Some of those Acts follow:

- *Coastal Protection Act 1979*
- *Environmental Offences and Penalties Act 1989*
- *Government Information (Public Access) Act 2009*
- *Heritage Act 1977*

- *State Emergency and Rescue Management Act 1989*
- *Unclaimed Money Act 1995.*

Collection of information under the *Companion Animals Act 1998* and Council's use of the Companion Animals Register should be guided by the Chief Executive of the Office of Local Government guidelines, which have been developed with the PPIP Act in mind.

Role of the Privacy Contact Officer

Where Council requires an individual to provide their personal information, whether this be by submission of a form or a written request by which personal information is collected by Council, the individual must be provided with a copy of, or link to, Council's Privacy Statement.

Where it is not appropriate to use Council's Privacy Statement, in circumstances where an individual is required to provide Council with their personal information, either by way of a form utilised by Council or written requests by which personal information is collected by Council, the proposed alternative will be referred to the Privacy Contact Officer to review prior to adoption or use in order to ensure compliance with the IPPs.

Should Council have any residual doubts, the opinion of the Information and Privacy Commission (IPC) will be sought. Any further concerns of a legal nature will be referred to Council's solicitor.

The Public Information Officer will also provide advice as to:

1. Whether the personal information is collected for a lawful purpose;
2. If that lawful purpose is directly related to a function of Council; and
3. Whether or not the collection of that personal information is reasonably necessary for the specified purpose.

IPP 2 – Collection of Personal Information directly from individual

The Privacy Code

Council may depart from this principle where indirect collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

Council Policy

The compilation or referral of registers and rolls are the major means by which Council collects personal information. For example, the information Council receives from NSW Land Registry Services would fit within section 9(a) of the PPIP Act shown above.

Other means include forms that customers may complete and lodge with Council for development consent, companion animal registration, applications for specific inspections or certifications or applications in respect of tree preservation orders.

In relation to petitions, Council will treat the personal information contained in petitions in accordance with the PPIP Act.

Where Council or a Councillor requests or requires information from individuals or groups, that information will be treated in accordance with the PPIP Act.

Council regards all information concerning its customers as information protected by PPIP Act. Council will therefore collect all personal information directly from its customers except as provided in section 9 of the PPIP Act or under other statutory exemptions or Codes of Practice. Council may collect personal information from other public sector agencies in respect of specific statutory obligations where it is authorised by law to do so.

Where Council anticipates that it may otherwise need to collect personal information indirectly it will first obtain the authorisation of each individual under section 9(a) of the PPIP Act.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 2.

Existing Statutory Exemptions under the Act

Compliance with IPP 2 is also subject to certain exemptions under the PPIP Act. If one of those exemptions applies Council need not comply. The statutory exemption will be relied upon only in very obvious and limited circumstances and legal advice should normally be obtained. The relevant statutory exemptions follow.

Section 23(2) of the PPIP Act permits non-compliance with IPP 2 if the information concerned is collected in connection with proceedings (whether or not actually commenced) before any court or tribunal.

Section 24(4) of the PPIP Act permits non-compliance with IPP 2 if:

- (i) investigating a complaint that could be referred or made to, or has been referred from or made by, an investigative agency; and
- (ii) if compliance might detrimentally affect (or prevent the exercise of) Council's complaint handling or investigative functions.

Section 25(a) of the PPIP Act permits non-compliance with IPP 2 where the agency is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIP Act permits non-compliance with IPP 2 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Section 26(1) of the PPIP Act permits non-compliance with IPP 2 if compliance would prejudice the interests of the individual concerned.

Further Explanation regarding IPP 2

Where Council cannot collect personal information directly from the person, it will ensure one of the following:

1. Council has obtained authority from the person under section 9(a) of the PPIP Act.
2. The collection of personal information from a third party is permitted under an Act or law. (For example, the indirect collection from NSW Land Registry Services.)
3. The collection of personal information from a parent or guardian is permitted provided the person is less than 16 years of age.
4. The collection of personal information indirectly where one of the above exemptions applies.

5. The collection of personal information indirectly is permitted under the Privacy Code of Practice for Local Government or the Investigative Code of Practice.

The only other exception to the above is in the case where Council is given unsolicited information.

IPP 3 – Requirements when collecting Personal Information

The Privacy Code

The Privacy Code makes provision for Council to depart from this principle where personal information is collected about an individual for the purpose of conferring upon that person, an award, prize, benefit or similar form of personal recognition without prior or subsequent notification.

Council Policy

Where Council proposes to collect personal information directly from the person, it will inform that person that the personal information is being collected, what is done with that information and who the intended recipients will be.

Council will inform persons if the information is required by law or voluntarily given. Council will also inform individuals which department or section within Council holds their personal information, and of the right to access and correct that information. Council will provide the individual Council's Privacy Statement or an alternative that has been reviewed for compliance with the IPPs by the Privacy Access Officer.

Existing Statutory Exemptions under the Act

Section 23(3) permits non-compliance with IPP 3 where information is collected for law enforcement purposes. Law enforcement means a breach of the criminal law and criminal law enforcement. This section does not remove the rights of an accused person.

Section 24(4) extends the operation of section 24(1) to councils and permits non-compliance with IPP3 if Council is:

- (i) investigating or otherwise handling a complaint or other matter that could be referred or made to, or has been referred from or made by, an investigative agency; and
- (ii) if compliance might detrimentally affect (or prevent the exercise of) Council's complaint handling and investigative functions.

Section 25(a) permits non-compliance with IPP3 where the agency is lawfully authorised or required not to comply with the principle.

Section 25(b) permits non-compliance with IPP3 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Section 26(1) permits non-compliance with IPP3 if compliance would prejudice the interest of the individual concerned.

Section 26(2) permits non-compliance where the person expressly consents to such non-compliance.

Disclosure of information for research purposes

The disclosure of personal information for research purposes will be allowed only in accordance with any applicable Direction made by the Privacy Commissioner under section 41 of PPIP Act or any Research Code of Practice made by the Attorney General as may be in force for the time being.

IPP 4 – Other requirements relating to collection of Personal Information

The Privacy Code

The Privacy Code makes no provision to depart from this principle.

Council Policy

Council will seek to ensure that no personal information is collected which is not directly relevant to its proper functions.

Council may use public place video surveillance in accordance with 'NSW Government policy statement and guidelines for the establishment and implementation of closed circuit television (CCTV) in public places'. Council will comply with the provisions of the *Work Place Surveillance Act 2005* and any relevant Council Policy.

Council collects personal information through the various forms that customers may complete and lodge with Council. All forms are required to contain a link Council's Privacy Statement (for electronic forms) or a copy of Council's Privacy Statement (for paper based forms), as a minimum. Where it is not appropriate to use Council's Privacy Statement, the proposed alternative will be sent to the Privacy Contact Officer to review prior to adoption or use to ensure compliance with the IPPs.

Should Council have any residual doubts, the opinion of the IPC will be sought. Any further concerns of a legal nature will be referred to Council's solicitor.

IPP 5 – Retention and security of Personal Information

The Privacy Code

The Privacy Code makes no provision to depart from this principle.

Council Policy

Council stores personal information securely, keeps it no longer than necessary, and destroys the information appropriately.

Council may comply with this principle by using any or all of the following or similar documents:

- Council Policies;
- General Records Disposal Schedule for Local Government; and
- *State Records Act 1998*

Disclosure of Information for Research Purposes

The disclosure of personal information for research purposes will be allowed only in accordance with any applicable Direction made by the Privacy Commissioner under section 41 of PPIP Act or any Research Code of Practice made by the Attorney General as may be in force for the time being.

IPP 6 – Information held by Agencies

The Privacy Code

The Privacy Code makes no provision to depart from this principle.

Council Policy

Section 13 of the PPIP Act requires a council to take reasonable steps to enable a person to determine whether the council holds personal information about them. If Council holds any information about a person, upon request it will advise them the nature of that information, the main purposes for which it is held, and that person's entitlement to access. As a matter of practicality, not every item of personal information, however insignificant, will be capable of ascertainment.

IPP 6 is modified by section 20(5) of the PPIP Act. Council must consider the relevant provisions of the GIPA Act.

Any person can make application to Council by completing an Informal Access to Information Request form and submitting it to Council. Following investigation into the request, the applicant may be required to lodge a Formal Access to Information Request.

Where Council receives an application or request by a person as to whether Council holds information about them, Council will undertake a search of its records to answer the enquiry. Council may ask the applicant to describe what dealings the applicant has had with Council in order to assist Council to conduct the search.

Council will ordinarily provide a response to applications of this kind in line with our Customer Service Charter. Requests of this nature will be charged in accordance with Council's GIPA Act rates structure.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 6.

Existing Statutory Exemptions under the Act

Compliance with IPP 6 is also subject to certain exemptions under the Act. If one of those exemptions apply Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 25(a) of the PPIP Act permits non-compliance with IPP 6 where Council is lawfully authorised or required not to comply with the principle. Section 25(b) of the PPIP Act permits non-compliance with IPP 6 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Reporting Matters

Council will issue a statement to be included on our webpage concerning the nature of personal information we regularly collect, the purpose for which the personal information is used, and an individual's right to access their own personal information.

IPP 7 – Access to Personal Information held by Agencies

The Privacy Code

The Privacy Code makes no provision to depart from this principle.

Council Policy

Section 14 of the PPIP Act requires a council, at the request of any person, to give access to that person to personal information held about them.

Compliance with IPP 7 does not allow disclosure of information about other people. If access to information that relates to someone else is sought, the application must be made under the GIPA Act, unless IPPs 11 and 12 or the Public Register provisions apply.

Where a person makes an application for access under the PPIP Act and it is involved or complex, it may be referred, with the written consent of the applicant, as an application under the GIPA Act. However use of the GIPA Act is to be a last resort. The applicant has the right to insist on being dealt with under the PPIP Act.

Under section 20(5) of the PPIP Act, IPP 7 is subject to any applicable conditions or limitations contained in the GIPA Act. Council must consider the relevant provisions of the GIPA Act.

Customers wishing to exercise their right to access their own personal information should apply in writing to:

General Manager
Uralla Shire Council
Post: PO Box 106 Uralla NSW 2358
Email: council@uralla.nsw.gov.au

Members of staff wishing to exercise their right to access their personal information should apply in writing and direct their enquiries to the Privacy Contact Officer, who will deal with the application.

In order to comply with the requirement to provide the requested information “without excessive delay or expense”, Council will ordinarily provide a response to applications of this kind in line with our Customer Service Charter. Requests of this nature will incur charges in accordance with Council’s GIPA Act rates structure.

Existing Statutory Exemptions under the Act

Compliance with IPP 8 is also subject to certain exemptions under the Act. If one of those exemptions applies, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 7.

Existing exemptions under the Act

Compliance with IPP 7 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 25(a) of the PPIP Act permits non-compliance with IPP 7 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIP Act permits non-compliance with IPP 7 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.

IPP 8 – Alteration of Personal Information

The Privacy Code of Practice for Local Government

The Privacy Code makes no provision to depart from this principle.

Council Policy

Section 15 of the PPIP Act allows a person to make an application to Council to amend personal information held about them so as to ensure the information is accurate, and, having regard to the purpose for which the information is collected, relevant to that purpose, up to date and not misleading.

Council wishes to have its information current, accurate and complete. Proposed amendments or changes to the personal information held by Council are welcomed. Where there are complaints that are or could be the subject of a staff complaint or grievance, they will be referred to the Manager Human Resources in the first instance and treated in accordance with Council’s Complaints Management Policy.

Any alterations to personal information that are or could be the subject of a customer complaint or grievance will be referred to the Privacy Contact Officer, who will make a recommendation in relation to the matter.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 8.

Existing Statutory Exemptions under the Act

Compliance with IPP 8 is also subject to certain exemptions under the Act. If one of those exemptions applies, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 25(a) of the PPIP Act permits non-compliance with IPP 8 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIP Act permits non-compliance with IPP 8 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.

Procedure

Where information is requested to be amended (either by way of correction, deletion or addition), the individual to whom the information relates must make a request. That request should be accompanied by appropriate evidence as to the cogency of the making of the amendment, sufficient to satisfy Council that the proposed amendment is factually correct and appropriate. Council may require further documentary evidence to support certain amendments. Council will not charge to process an application to amend a record under section 15.

Where an amendment is made

If personal information is amended in accordance with this section, the individual to whom the information relates is entitled, if it is reasonably practicable, to have the recipients of that information notified of the amendments made by Council. Council will seek to notify recipients of information as soon as possible, of the making of any amendment, where it is reasonably practicable.

State Records Act

The State Records Act does not allow for the deletion of records. However, as a result of section 20(4) of the PPIP Act, some deletions may be allowed in accordance with IPP 8.

IPP 9 – Agency must check accuracy of Personal Information before use

The Privacy Code of Practice for Local Government

The Privacy Code makes no provision to depart from this principle.

Council Policy

The steps taken to comply with section 16 will depend on the age of the information, its likelihood of change and the particular function for which the information was collected.

The more significant the information, the greater the necessity that checks to ensure its accuracy and currency be undertaken prior to its use.

For example, each employee's record should be updated when there is any change of circumstances or when the employee's contact details change.

IPP 10 – Limits on use of Personal Information

The Privacy Code

The Privacy Code makes provision that Council may use personal information for a purpose other than the purpose for which it was created in the following circumstances:

- (i) where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s; or
- (ii) where personal information is to be used for the purpose of conferring upon a particular person, an award, prize, benefit or similar form of personal recognition.

Explanatory Note

For example, with respect to exemption (i) above, the Rates Record that Council holds under section 602 of the Local Government Act may also be used to:

- Notify neighbours of a proposed development;
- Evaluate a road opening; or
- Evaluate a tree preservation order.

Council Policy

Council will seek to ensure that information collected for one purpose will be used for that same purpose. Where Council may need to use personal information collected for one purpose for another purpose, it will first gain the consent of the individual concerned, unless an exemption applies.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 10.

Existing Statutory Exemptions under the Act

Compliance with IPP 10 is also subject to certain exemptions under the Act. If one of those exemptions applies, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 23(4) of the PPIP Act permits Council not to comply with IPP 10 where the use of the information for another purpose is reasonably necessary for law enforcement purposes or for the protection of the public revenue. *Law enforcement purposes* mean a breach of the criminal law and criminal law enforcement. This section does not remove the rights of an accused person. *Protection of the public revenue* means a fraud with respect to taxes or other revenue earning processes such as avoidance of stamp duty.

Section 24(4) of the PPIP Act permits non-compliance with IPP 10 if:

- (i) investigating or otherwise handling a complaint or other matter that could be referred or made to, or has been referred from or made by, an investigative agency; and
- (ii) the use of the information concerned for a purpose other than the purpose for which it was collected is reasonably necessary in order to enable the Council to exercise its complaint handling functions or any of its investigative functions.
- (iii) Section 25(a) of the PPIP Act permits non-compliance with IPP 10 where Council is lawfully authorised or required not to comply with the principle.
- (iv) Section 25(b) of the PPIP Act permits non-compliance with IPP 10 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.
- (v) Section 28(3) of the PPIP Act permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Office of Local Government) or a public sector agency under the administration of the Premier for the purpose of informing the Minister (or Premier) about any matter within the Minister’s (or Premier’s) administration.

IPP 11 – Limits on disclosure of Personal Information

The Privacy Code

The Privacy Code makes provision for Council to depart from this principle in the circumstances described below:

1. Council may disclose personal information to public sector agencies or public utilities on condition that:
 - (i) the agency has approached Council in writing;
 - (ii) Council is satisfied that the information is to be used by that agency for the proper and lawful function/s of that agency, and
 - (iii) Council is satisfied that the personal information is reasonably necessary for the exercise of that agency’s function/s.
2. Where personal information which has been collected about an individual is to be disclosed for the purpose of conferring upon that person, an award, prize, benefit or similar form of personal recognition.

3. Where Council is requested by a potential employer, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

Council Policy

Council will not disclose the information to another person or other body, unless the disclosure is directly related to the purpose for which the information was collected or where the Council has no reason to believe that the individual concerned would object to the disclosure.

Council may disclose personal information to another person or other body where this disclosure is directly related to the purpose for which the personal information was collected and the individual concerned is reasonably likely to have been aware, (or has been made aware in accordance with section 10), of the intended recipients of that information.

"Directly related" can mean the disclosure to another person or agency to deliver a service which supplements that of Council or disclosure to a consultant for the purpose of assessing or reviewing the delivery of a program to which the original collection relates.

Council may disclose personal information to another person or other body where this disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person.

Public Registers

Sections 18 and 57 of the PPIP Act should be read in conjunction in regard to Public Registers. Public Registers are discussed in Part B of this Plan.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 11.

Existing Statutory Exemptions under the Act

Compliance with IPP 11 is also subject to certain exemptions under the Act. If one of those exemptions applies Council need not comply. The statutory exemption will be relied upon only in limited circumstance and legal advice should normally be obtained.

Section 23(5)(a) of the PPIP Act permits non-compliance with IPP 11 where disclosure is made to a law enforcement agency in connection with proceedings for an offence or for law enforcement purposes. *Law enforcement purpose* means a breach of the criminal law and criminal law enforcement. However, Council need not disclose material that it is entitled to refuse in the absence of a subpoena, warrant or other lawful requirement.

Section 23(5)(b) of the PPIP Act permits non-compliance with IPP 11 where the disclosure is made to a law enforcement agency for the purpose of ascertaining the whereabouts of a person reported to be missing.

However, Council need not disclose material that it is entitled to refuse in the absence of a subpoena, warrant or other lawful requirement.

Section 23(5)(c) of the PPIP Act permits non-compliance with IPP 11 where disclosure is authorised by subpoena, search warrant or other statutory instrument.

Section 23(5)(d)(i) of the PPIP Act permits non-compliance with IPP 11 where disclosure is reasonably necessary for the protection of the public revenue. *Protection of the public revenue* could mean a fraud with respect to taxes or other revenue earning processes such as avoidance of stamp duty. However, Council need not disclose material that it is entitled to refuse in the absence of a subpoena, warrant or other lawful requirement.

Section 23(5)(d)(ii) of the PPIP Act permits non-compliance with IPP 11 where disclosure is reasonably necessary to investigate an offence where there are reasonable grounds to believe an offence has been committed.

Section 24(4) of the PPIP Act permits non-compliance with IPP 11 if:

- (i) investigating a complaint that could be referred or made to, or has been referred from or made by, an investigative agency, and
- (ii) if the disclosure is to an investigative agency, as defined at Section 3 of the PPIP Act.

Section 25(a) of the PPIP Act permits non-compliance with IPP 11 where Council is lawfully authorised or required not to comply with the principle. Section 25(b) of the PPIP Act permits non-compliance with IPP 11 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.

Section 26(2) of the PPIP Act permits non-compliance where the person expressly consents to such non-compliance.

Section 28(3) of the PPIP Act permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Office of Local Government) or a public sector agency under the administration of the Premier for the purpose of informing the Minister (or Premier) about any matter within the Minister’s (or Premier’s) administration.

It is anticipated that a disclosure of personal information for research purposes will be allowed under section 41 Direction made by the Privacy Commissioner until such time as a Research Code of Practice is made by the Attorney General.

Suppression

Information held by Council may be suppressed such as to disallow disclosure that would otherwise be allowed in the circumstances outlined above. See Part A and Part B of this Plan for more details about suppression of personal information.

IPP 12 – Special Restrictions on disclosure of Personal Information

The Privacy Code

The Privacy Code makes provision for Council to depart from this principle in the circumstances described below:

For the purposes of subsection 19(2) only, where Council is requested by a potential employer outside New South Wales, it may verify that a current or former employee works or has worked for Council, the duration

of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

Council Policy

Council will not disclose personal information relating to an individual's ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.

Public Registers

Sections 19 and 57 of the PPIP Act should be read in conjunction in regard to Public Registers. Public Registers are discussed further in Part B of this Plan.

Investigative Functions

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 12.

Existing Statutory Exemptions under the Act

Compliance with IPP 12 is also subject to certain exemptions under the Act. If one of those exemptions applies, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 23(7) of the PPIP Act permits non-compliance with IPP 12 where the disclosure is necessary to investigate an offence or where there are reasonable grounds to believe an offence has been or may be committed.

Section 25(a) of the PPIP Act permits non-compliance with IPP 12 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIP Act permits non-compliance with IPP 12 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Section 26(2) of the PPIP Act permits non-compliance where the person expressly consents to such non-compliance.

Section 28(2) permits non-compliance with IPP 12 where, in the case of health information, the consent of the person cannot reasonably be obtained and the disclosure is made by an authorised person to another authorised person. "Authorised person" means a medical practitioner, health worker, or other official or employee providing health or community services who is employed or engaged by a public sector agency.

Section 28(3) of the PPIP Act permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Office of Local Government) or a public sector agency under the administration of the Premier for the purpose of informing the Minister (or Premier) about any matter within the Minister's (or Premier's) administration.

It is anticipated that a disclosure of personal information for research purposes will be allowed under a section 41 Direction made by the Privacy Commissioner until such time as a Research Code of Practice is made by the Attorney General.

Suppression

Information held by Council may be suppressed such as to disallow disclosure that would otherwise be allowed in the circumstances outlined above. See Part A and Part B of this Plan for more details about suppression of personal information.

PART 4 – THE HEALTH PRIVACY PRINCIPLES

The 15 HPPs are set out in [Schedule 1 of the HRIP Act](#).

Health information is defined at Section 6 of the HRIP Act and includes personal information that is information or an opinion about the physical or mental health or a disability of an individual. Health information also includes personal information that is information or an opinion about:

- A health service provided, or to be provided, to an individual;
- An individual's express wishes about the future provision of health services to him or her;
- Other personal information collected in connection with the donation of human tissue; or
- Genetic information that is or could be predictive of the health of an individual or their relatives or descendants.

As outlined in Part 1 of this Plan, Council holds health information concerning both:

- Current and former employees; and
- Current and former residents of McMaugh Gardens Aged Care Centre.

HPP 1 to 4 – Collection of Health Information

Council Policy

Council will only collect health information for a lawful purpose that is directly related to Council's activities and is necessary for that purpose (HPP 1).

Council will ensure that the health information is relevant, accurate, up to date and not excessive and that the collection is not unnecessarily intrusive into the personal affairs of the individual (HPP 2).

Council will only collect health information directly from the individual that the information concerns, unless it is unreasonable or impractical for Council to do so (HPP 3).

Council will tell the person why the health information is being collected, what will be done with it, who else might see it and what the consequences are if the person decides not to provide it.

Council will also tell the person how he or she can see and correct the health information. If Council collects health information about a person from someone else, Council will take reasonable steps to ensure that the subject of the information is aware of the above points (HPP 4).

HPP 5 – Storage of Health Information

Council Policy

Council will store health information securely and protect health information from unauthorised access, use or disclosure. Health information will not be kept for any longer than is necessary and will be disposed of appropriately (HPP 5).

HPP 6 to 9 – Access and Accuracy of Health Information

Council Policy

Council will provide details about what health information Council is holding about an individual and with information about why Council is storing that information and what rights of access the individual has (HPP 6).

Council will allow the individual to access his or her health information without reasonable delay or expense (HPP 7).

Council will allow the individual to update, correct or amend his or her health information where necessary (HPP 8).

Council will make sure that the health information is relevant and accurate before using it (HPP 9).

HPP 10 – Limits on use of Health Information

Council Policy

Council will only use the health information for the purpose for which it was collected or for a directly related purpose that the individual to whom the information relates would expect. Otherwise, Council will obtain the individual's consent.

HPP 11 – Limits on disclosure of Health Information

Council Policy

Council will only disclose health information under the following circumstances:

- With the consent of the individual to whom the information relates; or
- For the purpose for which the health information was collected or a directly related purpose that the individual to whom it relates would expect; or
- If an exemption applies (HPP 11).

HPP 12 – Identifiers

Council Policy

Council will only give an identification number to health information if it is reasonably necessary for Council to carry out its functions effectively (HPP 12).

HPP 13 – Anonymity

Council Policy

Council will provide health services anonymously where it is lawful and practical (HPP 13).

HPP 14 – Transborder data flows and data flow to Commonwealth Agencies

Council Policy

Council will only transfer personal information out of New South Wales if all the requirements of HPP 14 are met.

HPP 15 – Linkage of health records

Council Policy

Council will only include health information in system to link health records across more than one organisation if the individual to whom the health information relates expressly consents to the link (HPP 15).

PART 5 – IMPLEMENTATION OF THE PRIVACY MANAGEMENT PLAN

5.1 Council Officer Training

During induction, all employees are made aware that personal information is held in their personnel files including information on their individual work performance or competency.

Council Officials, including Councillors, members of staff of Council, administrators, Council committee members and delegates of Council, are to be acquainted with the general provisions of the PPIP Act, the HRIP Act and in particular, the 12 IPPs, the 15 HPPs, the Public Register provisions, the Privacy Code, this Plan and any other applicable Code of Practice.

5.2 Privacy Contact Officer

The Public Officer is assigned the role of Privacy Contact Officer, unless otherwise directed by the General Manager.

The role of the Privacy Contact Officer includes:

- Oversight of privacy training with Council Officers, contractors and volunteers;
- Review of all contracts and agreements, rates notices, application forms or other written requests by which personal or health information is collected by Council to ensure compliance with PPIP Act and HRIP Act; and
- Oversight of the Privacy Statement provided on Council's webpage and any privacy reporting matters including the Privacy Statement contained in Council forms and publications.

The Privacy Contact Officer will also provide opinions within Council as to:

- (i) Whether the personal or health information is collected for a lawful purpose;
- (ii) If that lawful purpose is directly related to a function of Council; and
- (iii) Whether or not the collection of that personal or health information is reasonably necessary for the specified purpose.

Any further concerns of a legal nature will be referred to Council's solicitor.

5.3 Distribution of Information to Public

Council may prepare its own literature such as pamphlets on the PPIP Act, the HRIP Act or it may obtain and distribute copies of literature available from the NSW Information and Privacy Commission (IPC).

PART 6 – INTERNAL REVIEW

6.1 How does the process of Internal Review operate?

Under section 53 of the PPIP Act, a person (the applicant) who is aggrieved by the conduct of a council in relation to their personal information is entitled to a review of that conduct. An application for internal review is to be made within **six months** of when the person first became aware of the conduct.

The application is to be in writing and addressed to:

The General Manager
Uralla Shire Council
PO Box 106
Uralla NSW 2358

The Public Officer will appoint a Reviewing Officer to conduct the internal review. The Reviewing Officer must not be substantially involved in any matter relating to the application. The Reviewing Officer must be an employee and suitability qualified.

The review must be completed as soon as is reasonably practicable in the circumstances. If the review is not completed within **60 days** of the lodgement, the applicant is entitled to seek external review.

Council must notify the Privacy Commissioner of an application as soon as practicable after its receipt, keep the Commissioner informed of the progress of the application and inform the Commissioner of the findings of the review and of the action it proposes to take in relation to the application.

The Privacy Commissioner is entitled to make submissions in relation to internal reviews and Council is required to consider any relevant material submitted by the Privacy Commissioner. Council must provide the Privacy Commissioner with a draft of Council's internal review report to enable the Privacy Commissioner to make a submission. Council may provide a copy of any submission by the Privacy Commissioner, to the applicant.

Council must notify the applicant of the outcome of the review within **14 days** of its determination

A copy of the final review should also be provided to the Privacy Commissioner where it departs from the draft review.

The Privacy Commissioner must be notified of a complaint, briefed on progress and notified of the outcome of an internal review under the PPIP Act or HRIP Act.

6.2 What happens after an Internal Review?

If the complainant remains unsatisfied, an appeal may be made to the NSW Civil and Administrative Tribunal (NCAT) which hears the matter afresh and may impose its own decision and can make a range of orders including an award of damages for a breach of an information protection principle or a health privacy principle.

PART 7 – OTHER RELEVANT MATTERS

7.1 Confidentiality

The obligation of confidentiality is additional to and separate from that of privacy. Nevertheless, a duty to withhold information lies at the heart of both concepts. Confidentiality attached to information per se, personal or health information to the person to whom that information relates.

An obligation of confidentiality exists for all employees whether express or implied as a matter of law.

Information which may be confidential is also likely to have a separate and independent obligation attaching to it in the form of privacy and in that regard, a release will be required and, in the case of privacy, the person to whom the information relates will be required to provide the release.

7.2 Misuse of Personal or Health Information

Section 664 of the LGA makes it an offence for anyone to disclose information except in accordance with that section. Whether or not a particular disclosure is made with lawful excuse is a matter that requires legal opinion from case to case.

7.3 Regular Review of Uralla Shire Council Privacy Management Plan

When information practices are reviewed from time to time, the Privacy Management Plan will be reviewed to ensure that the Plan is up to date. A copy of this Privacy Management Plan will be provided to the Privacy Commissioner as soon as is practicable whenever the plan is amended.

7.4 Further Information

For assistance in understanding the processes under the PPIP Act and HRIP Act, please contact Council's Privacy Contact Officer or the IPC.

APPENDIX 1 – URALLA SHIRE COUNCIL PRIVACY STATEMENT

Uralla Shire Council is required to comply with the Information Privacy Principles (IPPs) in the *Privacy and Personal Information Protection Act 1998* (PIIP Act). These regulate the collection, storage, use and disclosure of personal information held by us.

Your personal information

Any personal information you provide to us will be used and disclosed for Uralla Shire Council purposes, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law.

The provision of information to Uralla Shire Council is voluntary; no law requires you to provide any personal information to Uralla Shire Council, however, failure to provide certain personal information to Uralla Shire Council may inhibit our ability to provide you with the services you require.

Under the PIIP Act, you have the right to access your personal information held by Uralla Shire Council, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is inaccurate). Should you wish to access or correct your personal information, please make a written request to the Privacy Contact Officer by:

- **Post:** PO Box 106, Uralla NSW 2358
- **Email:** council@uralla.nsw.gov.au

For further information, please read our Privacy Management Plan.

If you have any enquiries about this Privacy Statement, please contact Uralla Shire Council.



Policy:

Complaint Handling

2018

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Community and Governance		
Document Development Officer	Coordinator Governance and Risk		
Review Timeframe	4 years		
Last Review Date:	July 2018	Next Scheduled Review Date	July 2022

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
Version 1	26 June 2018	New draft Policy for Executive Review 3 July 2018
Version 2	4 July 2018	Draft for consideration by Audit, Risk and Improvement Committee at meeting 10 July 2018
Version 3	12 July 2018	Draft for adoption by Council at meeting 24 July 2018
Version 4	26 July 2018	Revised to correct minor typographical errors.

Related Legislation	Government Information (Public Access) Act 2009 Health Records and Information Privacy Act 2002 Independent Commission Against Corruption Act 1988 Local Government Act 1993 Privacy and Personal Information Protection Act 1998 Public Interest Disclosures Act 1994
Related Policies	Uralla Shire Council Code of Conduct Plan: Privacy Management 2018 Policy: Internal Reporting 2017
Related Procedures/ Protocols, Statements, documents	Australian Standard 10002:2014 Guidelines for Complaint Management Office of Local Government Practice Note No. 9 'Complaints Management in Councils' NSW Ombudsman Effective Complaint Handling Guidelines

TABLE OF CONTENTS

1. OBJECTIVES 2

2. SCOPE 2

3. DEFINITIONS..... 2

4. STATEMENT..... 4

4.1. Guiding Principles..... 4

4.2. Lodging and Handling Complaints 5

4.3. Recording of Complaints 5

4.4. Standard Complaint Handling..... 6

 4.4.1. Standard Complaint Handling Service Levels 7

 4.4.2. Confidentiality 8

 4.4.3. Options for Redress 8

4.5. Formal Complaint Handling 8

 4.5.1. Complaints Involving Allegations of Corrupt Conduct, Maladministration, Serious and Substantial Waste of Public Money, and/or Criminal Activity 8

 4.5.2. Code of Conduct Complaints 9

 4.5.3. Privacy Complaints 9

 4.5.4. Competitive Neutrality Complaints 9

4.6. Unreasonable Conduct by Complainants 9

4.7. Complaints Management and Reporting 9

4.8. Complainant Obligations..... 10

4.9. Responsibility and Accountability 10

5. LEGISLATIVE AND STRATEGIC CONTEXT 10

5.1. Government Information (Public Access) Act 2009 (GIPA Act) 10

5.2. Health Records and Information Privacy Act 2002 (HRIP Act)..... 11

5.3. Independent Commission Against Corruption Act 1988 (ICAC Act) 11

5.4. Local Government Act 1993 (Local Government Act)..... 11

5.5. Privacy and Personal Information Protection Act 1998 (PPIP Act)..... 11

5.6. Public Interest Disclosures Act 1994 (PID Act) 11

APPENDIX A: INDIVIDUAL RIGHTS AND MUTUAL RESPONSIBILITIES OF THE PARTIES TO A COMPLAINT .. 13

1. OBJECTIVES

The objectives of the Policy: Complaint Handling 2018 are to:

- Provide a consistent and effective mechanism for the management and prompt handling of Complaints;
- Improve customer service; and
- Identify trends and systemic issues to be addressed, if relevant, and information to be used in business improvement processes.

2. SCOPE

The Policy: Complaint Handling 2018 applies to:

- Council Officials;
- Contractors; and
- Volunteers.

Nothing in this Policy overrides the General Manager’s obligations to report under Section 11 of the Independent Commission Against Corruption Act 1998 (the ICAC Act).

This Policy does not apply to Council’s aged, disability and community transport services provided by McMaugh Gardens Aged Care Centre, Tablelands Community Support and Tablelands Community Transport. Complaint handling processes for these services are contained in a separate policy.

3. DEFINITIONS

Complainant	A person or organisation to whom Council provides or offers a service who makes a Complaint.
Code of Conduct Complaints	Complaints relating to breaches of Council’s Code of Conduct.
Competitive Neutrality Complaints	Complaints that Council has not met its obligations under the National Competition Policy and has not abided by the spirit of competitive neutrality in the conduct of Council business.

<p>Complaint</p>	<p>An expression of dissatisfaction made to or about Council, including its policies, procedures, charges, staff, agents, or quality of service. Council categorises Complaints into two types:</p> <ol style="list-style-type: none"> i. Standard Complaints – Complaints about Council policies and practices, including failure to meet service standards and good customer service practices; and ii. Formal Complaints – Complaints of a serious nature such as those that allege corrupt activity, relate to alleged conflict of interest, are made under public interest disclosure or relate to competitive neutrality. <p>A Complaint covered by this Policy can be distinguished from:</p> <ul style="list-style-type: none"> • A request for service (Service Request), such as collection of kerbside waste or repairing a pothole. These should be lodged, and will be treated by Council as, Service Requests; • A request for information or an explanation; • A development application decision (except where the Complaint relates specifically to the manner in which the decision has been administered); • A request to have an infringement waived; and • Appeals against any previous outcomes of Complaints investigations.
<p>Complaint Management System</p>	<p>All policies, procedures, practices, staff, hardware and software used by Council in the management of Complaints.</p>
<p>Contractors</p>	<p>Includes Contractors, consultants and suppliers engaged by Council under contract to provide goods, services or specialist or professional advice to Council.</p>
<p>Council Officials</p>	<p>Includes Councillors, members of staff of Council, administrators, Council committee members and delegates of Council.</p>
<p>Feedback</p>	<p>Opinions, comments and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about us, about Council’s services or Complaint handling where a response is not explicitly or implicitly expected or legally required.</p>
<p>Privacy Complaints</p>	<p>Complaints made under the <i>Privacy and Personal Information Protection Act 1998</i>, under which a person may seek an internal review by Council of the following conduct:</p> <ul style="list-style-type: none"> • A breach of any Information Protection Principles applying to Council; • A breach of the Privacy Code of Practice for Local Government; • Disclosure of certain information held on a public register in a manner inconsistent with that permitted under the Privacy Code of Practice for Local Government; • A breach of a Health Privacy Principle under the <i>Health Records and Information Privacy Act 2002</i> that applies to Council; and • A breach of a Health Privacy Code of Practice that applies to Council.

Public Officer	A member of Council’s senior staff, appointed under the <i>Local Government Act 1993</i> . The functions of the Public Officer include dealing with Complaints from the public concerning Council’s affairs.
Service Request	Service Requests include: <ul style="list-style-type: none"> • Requests for approval; • Requests for action; • Routine enquiries about Council; • Requests for the provision of services and assistance; • Reports of failure to comply with laws regulated by Council; and • Requests for explanation of policies, procedures and decisions.
Volunteers	Individuals who voluntarily assist in the provision of Uralla Shire Council services or in the delivery of its projects, programmes and events without financial payment.

4. STATEMENT

Uralla Shire Council (Council) is committed to delivering quality customer services and to communicating effectively with its customers and the community it serves. From time to time, Council’s performance may not be to the satisfaction of customers. In those circumstances, Council is committed to ensuring the opportunity is available to express dissatisfaction through an effective Complaints Management System and that any Complaint received is dealt with courteously, investigated fully, and acted on within an appropriate period of time.

Council has a zero tolerance approach towards any harm, abuse or threats directed to Council Officials. Any conduct of this kind will be dealt with under this Policy and in accordance with Council’s duty of care and work health and safety responsibilities.

4.1. Guiding Principles

Council will observe the following Complaints management guiding principles:

- Visibility – Council will provide information about the Complaint handling process to customers, including both how and where to complain;
- Organisational commitment – Council will demonstrate its commitment to the effective management of Complaints by providing sufficient resources, a defined Complaint management system, staff training, and support processes for staff;
- Customer focussed approach – Council will be customer focused, open to Feedback, including Complaints, and demonstrate a genuine commitment to resolving Complaints by its actions;
- Objectivity – Each Complainant will be addressed in an equitable, objective and unbiased manner throughout the Complaint handling process;
- Responsiveness – All Complainants will receive acknowledgement that their Complaint has been received. Complainants will be treated courteously and kept informed of the progress of their Complaint throughout the Complaint handling process;

- Confidentiality – Personally identifiable Complainant information will be actively protected from disclosure and only used for the purposes of addressing the Complaint within Council; and
- Continual improvement – Council is committed to the continual improvement of its Complaints management process and the quality of its services.

4.2. Lodging and Handling Complaints

Complaints may be lodged with Council in any of the following ways:

- Post:**
The Public Officer
Uralla Shire Council
PO Box 106
Uralla NSW 2358
- Email:**
council@uralla.nsw.gov.au
- In Person:**
Uralla Shire Council Chambers and Administration Centre
32 Salisbury Street
Uralla NSW 2358
- Telephone:**
(02) 6778 6300

Complainants are encouraged to supply their name, address and contact phone number and as much information as possible about the Complaint to assist Council staff investigating and responding to the Complaint.

All Complaints will be acknowledged within ten (10) working days of receipt, and will be treated with equal seriousness, regardless of the form in which they are lodged.

Only anonymous Formal Complaints will be dealt with under this Policy, and will be dealt with in a similar manner to Complaints where the Complainant is known to Council provided there is sufficient information in the Complaint to enable an investigation to be conducted, except where there is a statutory requirement for identification of the Complainant.

4.3. Recording of Complaints

All Complaints are registered in Council's electronic documents management system and forwarded to the relevant staff member for action.

An assessment of the Complaint will be conducted to determine if it is a Standard Complaint or a Formal Complaint. Formal Complaints will be provided immediately to the Public Officer.

When a customer is requesting a service and there is no prior indication of failure to provide that service to the customer, the request will be recorded in the customer request management system as a Service Request.

4.4. Standard Complaint Handling

Council has adopted a three-tiered approach to handling Standard Complaints. This approach aims to have the Complaint resolved as quickly as possible by the person who provided the service or who dealt with the issue.

Tier	Responsibility
First- Frontline Standard Complaints Handling	
Registration and attempted resolution by frontline staff. Complainants are encouraged to provide Feedback and/or to lodge their Complaint with the officer who provided the service or who dealt with the issue as this is more likely to result in a speedy resolution of the Complaint.	All staff
Second – Internal Senior Officer Review	
If the Complainant remains unsatisfied after speaking to the officer who delivered the service or who dealt with the issue, or if they feel uncomfortable approaching the officer, then they may lodge the Complaint with a more senior officer or request that the matter be reviewed by a more senior officer. The name and contact details of the relevant Team Leader, Coordinator, Manager or Director can be obtained from Council’s Customer Service branch.	Team Leaders, Coordinators, Managers and Directors
If the Complainant remains unsatisfied with the outcome – or if the Complaint is about a staff member – the Complaint will be submitted to the Public Officer. If the Complaint is about a Director or the Public Officer, then the Complaint will be submitted to the General Manager. If the Complaint is about the General Manager, then the Complaint will be submitted to the Mayor or an external agency.	General Manager/Public Officer/Mayor
Third – External Agency Review	
If the Complaint cannot be resolved to the customer’s satisfaction through Council’s internal Complaints handling system, the Complainant may be referred to an outside agency such as the NSW Ombudsman, the Office of Local Government, to an alternative dispute resolution procedure, or as a last resort may be referred to a legal remedy.	External agency

Standard Complaints will be automatically referred to the appropriate officer on the next tier if:

- The Complainant requests it; or
- The problem is clearly outside the staff member’s delegation or area of expertise.

When a Standard Complaint is referred on, the Complainant will be told the name and telephone number of the person to whom it has been referred, exactly what the Complainant needs to do, or what the staff member will do to refer the matter and what action the Complainant can expect.

4.4.1. Standard Complaint Handling Service Levels

Council’s Standard Complaint handling service levels are:

Timeframe	Action
Within one (1) working day of receipt	Complaint recorded in Council’s electronic document management system.
Within five (5) working days of receipt	In circumstances where a Complainant has provided contact details, the staff member responsible for handling the Complaint will provide acknowledgment of receipt of the Complaint to the Complainant. Such acknowledgement may be by telephone or in writing, as appropriate, and details of this contact will be recorded against the Complaint in Council’s electronic document management system.
Within ten (10) working days of receipt	Council will attempt to address all Complaints within ten (10) working days of receipt of the Complaint, except where further information is waiting to be received. In the instance where resolution of the Complaint is delayed, then the staff member responsible for handling the Complaint will advise the Complainant of the progress of the Complaint within ten (10) working days and a full response to the Complaint will be provided within twenty-eight (28) working days.
More than twenty-eight (28) working days from receipt	The Complainant will be advised of the progress of the investigation at fourteen (14) working day intervals.

In circumstances where internal processes are unable to resolve a Standard Complaint or satisfy the Complainant, the Complaint may be referred to an appropriate external agency for review. Such agencies may include:

- Information and Privacy Commission NSW;
- NSW Office of Local Government; and
- NSW Ombudsman.

Alternatively, Council may seek to use alternative dispute resolution methods to resolve the Complaint in circumstances where the General Manager and/or Public Officer deem such a course of action appropriate.

4.4.2. Confidentiality

Council will ensure that confidentiality is maintained in regard to Standard Complaints received. Personally identifiable information concerning a Complainant will be used for the purposes of addressing and resolving the Complaint only. The Complainant's name will not be released to the person who is the subject of the Complaint without their consent and subject to privacy legislation and public interest principles of *Government Information (Public Access) Act 2009*. Council manages personal and private information collected by Council in accordance with Council's Privacy Management Plan.

Council will take all care that reporting of Standard Complaints about Council activities will not result in the Complainant experiencing any form of victimisation or retribution as a result of the Complaint.

4.4.3. Options for Redress

Complainants will be invited to identify what action they would like Council to take to resolve their Complaint. Options for redress that the Council can consider in responding to a Complainant who has been detrimentally affected by the actions of the Council include:

- a) Apologies;
- b) Rectification;
- c) Mitigation; and
- d) Refund of overcharged monies.

Council is also responsible for Contractors and where the contractor has inadequately redressed the Complainant, Council remains accountable directly to the customer and should provide redress while seeking its own redress from the contractor.

4.5 Formal Complaint Handling

Formal Complaints are to be referred directly to the Public Officer and/or General Manager.

Staff receiving and recording Formal Complaints alleging corrupt conduct, pecuniary interest, maladministration or improper use of position must ensure that all allegations contained therein are not discussed other than with the Public Officer and/or General Manager

4.5.1 Complaints Involving Allegations of Corrupt Conduct, Maladministration, Serious and Substantial Waste of Public Money, and/or Criminal Activity

Complaints involving allegations of corrupt conduct, maladministration, serious and substantial waste of public monies, and/or criminal activity should be referred to the appropriate external agency. When reporting such matters, Complainants will be informed by the Council Officer of the name, telephone number and any other relevant details of the appropriate organisation (if known):

- Independent Commission Against Corruption (ICAC): Investigates Complaints concerning corrupt conduct;

- Information and Privacy Commission (IPC) New South Wales: Investigates Complaints concerning privacy and access to government information;
- NSW Ombudsman: Investigates Complaints concerning maladministration; and
- Office of Local Government (OLG): Investigates Complaints concerning serious and substantial waste of public monies, pecuniary interests and competitive neutrality.

4.5.2. Code of Conduct Complaints

Complaints about alleged breaches of Council's Code of Conduct by Council Officials will be dealt with specifically via the Office of Local Government Procedures for Administration of the Model Code of Conduct (the Code).

Under the Code, the investigation of all Complaints about Councillors and the General Manager are managed by an independent conduct reviewer.

4.5.3. Privacy Complaints

Privacy Complaints should be referred to the Public Officer and will be managed in accordance with the requirements of the *Privacy and Personal Information Protection Act 1998* and Council's Plan: Privacy Management 2018.

4.5.4. Competitive Neutrality Complaints

Competitive Neutrality Complaints should be referred to the Public Officer and/or General Manager.

4.6. Unreasonable Conduct by Complainants

When Complainants behave unreasonably in their dealings with Council, their conduct can significantly affect Council. As a result, Council will take proactive and decisive action to manage any Complainant conduct that negatively and unreasonably affects Council, including vexatious Complainants, and will support Council staff to do the same.

4.7. Complaints Management and Reporting

Council will establish, implement and maintain a Complaints Management System.

On a twice-yearly basis, the Public Officer will provide a summary of Complaints received to the General Manager. This summary will comprise details on:

- a) The type and number of Complaints received;
- b) The issue at the centre of each Complaint;
- c) The outcome of the investigation in each instance;
- d) Action taken to address Complainants' issues;
- e) Whether the Complaint was justified; and
- f) Actions taken to improve policy, procedures and services as a result.

This summary will form the basis of an annual report to Council from the Public Officer.

On an annual basis, the Public Officer will prepare a statistical summary of Code of Conduct Complaints received for the statutory Annual Report.

4.8. Complainant Obligations

When communicating Complaints, Council requests our customers:

- a) Focus their dissatisfaction on the conduct or performance of Council and/or Council Officials rather than on personal criticism of Council Officials;
- b) Behave appropriately, avoiding the use of abusive language and/or threatening behaviour;
- c) Provide sufficient details to assist in resolving the Complaint;
- d) Provide Council with all relevant information in order that their opinion, concern or Complaint can be readily understood; and
- e) Accept that Council operates under resource constraints, noting that the allocation of resources is a matter for Council to determine.

For more information about a Complainant's rights and obligations refer to Appendix A: Individual Rights and Mutual Responsibilities of the parties to a Complaint.

4.9. Responsibility and Accountability

All Council Officials, Volunteers and Contractors are required to comply with the provisions of this Policy.

Managers and Directors are responsible for supporting staff in applying this Policy, as well as any related guidelines/procedures.

Managers and Directors are also responsible for ensuring compliance with the procedures identified in this Policy, ensuring that all staff members are trained to deal with Complaints handling in accordance with Council's duty of care and work health and safety responsibilities.

All Complaints received by councillors must be referred directly to the General Manager, unless it is a Formal Complaint about the General Manager, which must be referred to the Mayor.

Managers and Directors are responsible for investigating Standard Complaints, determining outcomes and an appropriate method(s) of redress.

The General Manager and/or Public Officer are responsible for coordinating the investigation of Formal Complaints.

Council's Public Officer is responsible for organising legal advice as required under this Policy.

The responsible Director and/or Public Officer are responsible for reviewing Standard Complaints where the Complainant is not satisfied with the initial outcome.

5. LEGISLATIVE AND STRATEGIC CONTEXT

5.1. Government Information (Public Access) Act 2009 (GIPA Act)

The GIPA Act provides an open and transparent process for giving the public access to information from NSW public sector agencies, including councils, and encourages the proactive public release of information. The GIPA Act imposes certain requirements on public sector agencies with respect to conducting internal reviews of decisions.

5.2. Health Records and Information Privacy Act 2002 (HRIP Act)

The HRIP Act applies to public sector agencies, including councils, and requires public sector agencies to properly collect, store, use and release the health information it collects about individuals via the Health Privacy Principles (HPPs). The HRIP Act allows individuals who believe a public sector agency has misused their health information or breached one of the HPPs to make a Complaint to the NSW Privacy Commissioner.

5.3. Independent Commission Against Corruption Act 1988 (ICAC Act)

The ICAC Act defines corruption, sets out the functions of the ICAC, describes the referral responsibilities, constitutes and sets out the functions of the Committee of the ICAC and Inspector of the ICAC, and makes provisions for referrals from and reports to Parliament. The ICAC Act requires the General Manager, as the principal officer of a public authority, to report to the ICAC any matter that they reasonably suspect concerns or may concern corrupt conduct.

5.4. Local Government Act 1993 (Local Government Act)

The Local Government Act provides the legal framework for the system of local government for New South Wales and sets out the responsibilities and powers of Council Officials. The Local Government Act:

- Requires all Council Officials to act honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the Local Government Act;
- Outlines the penalties for Council Officials who engage in serious corrupt conduct or misconduct; and
- Details Council Officials' duties of disclosure, including disclosure of pecuniary interests, and outlines the disclosure Complaints process.

5.5. Privacy and Personal Information Protection Act 1998 (PPIP Act)

The PPIP Act applies to public sector agencies, including councils, and requires public sector agency to properly collect, store, use and release the personal information it collects about individuals via the Information Protection Principles (IPPs). The PPIP Act allows individuals who believe a public sector agency has misused their personal information or breached one of the IPPs to make a Complaint to the NSW Privacy Commissioner.

5.6. Public Interest Disclosures Act 1994 (PID Act)

The objectives of the PID Act are to encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration, and serious and substantial waste in the public sector. The PID Act:

- Provides avenues by which public officials, including Council Officials, can make disclosures about corrupt conduct, maladministration or other serious wrongdoing;

- Clarifies that for a public official, including a Council Official, to be protected under the PID Act, the disclosure must be properly made through a defined appropriate channel; and
- Provides protection by imposing penalties on a person who takes detrimental action against another person in reprisal for a protected disclosure.

APPENDIX A: INDIVIDUAL RIGHTS AND MUTUAL RESPONSIBILITIES OF THE PARTIES TO A COMPLAINT

Note: The term 'rights' is used to demonstrate a guarantee of the standard of service and behaviour that all parties should meet if a Complaints process is to be effective. It is not used to depict a legally enforceable entitlement - although some are.

For Uralla Shire Council to ensure that all Complaints are dealt with fairly, efficiently and effectively and that work health and safety standards and duty of care obligations are adhered to, the following rights and responsibilities must be observed and respected by all parties to the Complaint process.

1. Individual Rights

1.1 Complainants have the right:

- To make a Complaint and to express their opinions in ways that are reasonable, lawful and appropriate;
- To a fair and impartial assessment and, where appropriate, investigation of their Complaint based on the merits of the case;
- To a fair hearing;
- To be informed in at least general terms about the actions taken and outcome of their Complaint;
- To be given reasons that explain decisions affecting them;
- To be treated with courtesy and respect; and
- To communicate valid concerns and views without fear of reprisal or other unreasonable response.

1.2 Staff managing Complaints under this Policy have the right:

- To, within their Delegations of Authority, determine whether, and if so how, a Complaint will be dealt with;
- To finalise matters on the basis of outcomes they consider to be satisfactory in the circumstances;
- To expect honesty, cooperation and reasonable assistance from Complainants;
- To expect honesty, cooperation and reasonable assistance from organisations and people within jurisdiction who are the subject of a Complaint;
- To be treated with courtesy and respect;
- To a safe and healthy working environment; and
- To modify, curtail or decline service (if appropriate) in response to unacceptable behaviour by a Complainant.

1.3 Subjects of a Complaint have the right:

- To a fair and impartial assessment and, where appropriate, investigation of the allegations made against them;
- To be treated with courtesy and respect by staff of Uralla Shire Council;
- To be informed (at an appropriate time) about the substance of the allegations made against them that are being investigated;
- To be informed about the substance of any proposed adverse comment or decision;

- To be given a reasonable opportunity to put their case during the course of any investigation and before any final decision is made; and
- To be told the outcome of any investigation into allegations about their conduct, including the reasons for any decision or recommendation that may be detrimental to them.

2. Mutual Responsibilities

2.1 Complainants are responsible for:

- Clearly identifying to the best of their ability the issues of Complaint, or asking for help from Uralla Shire Council to assist them in doing so;
- Providing, to the best of their ability, Uralla Shire Council with all the relevant information available to them at the time of making the Complaint;
- Being honest in all communications with Uralla Shire Council;
- Informing Uralla Shire Council of any other action they have taken in relation to their Complaint;
- Cooperating with the staff who are assigned to assess/ investigate/resolve/determine or otherwise deal with their Complaint; and
- Treating staff of Uralla Shire Council with courtesy and respect.

If Complainants do not meet their responsibilities, Uralla Shire Council may consider placing limitations or conditions on their ability to communicate with staff or access certain services.

Uralla Shire Council has a zero-tolerance policy in relation to any harm, abuse or threats directed towards its staff. Any conduct of this kind may result in a refusal to take any further action on a Complaint or to have further dealings with the Complainant. In certain cases, legal action may also be considered.

2.2 Staff managing Complaints under this Policy have the right:

- Providing reasonable assistance to Complainants who need help to make a Complaint and, where appropriate, during the Complaint process;
- Dealing with all Complaints, Complainants and people or organisations the subject of Complaint professionally, fairly and impartially;
- Giving Complainants or their advocates a reasonable opportunity to explain their Complaint, subject to the circumstances of the case and the conduct of the Complainant;
- Giving people or organisations the subject of Complaint a reasonable opportunity to put their case during the course of any investigation and before any final decision is made;
- Informing people or organisations the subject of investigation, at an appropriate time, about the substance of the allegations made against them and the substance of any proposed adverse comment or decision that they may need to answer or address;
- Keeping Complainants informed of the actions taken and the outcome of their Complaints;
- Giving Complainants reasons that are clear and appropriate to their circumstances and adequately explaining the basis of any decisions that affect them;
- Treating Complainants and any people the subject of Complaint with courtesy and respect at all times and in all circumstances;
- Taking all reasonable and practical steps to ensure that Complainants are not subjected to any detrimental action in reprisal for making their Complaint; and

- Giving adequate warning of the consequences of unacceptable behaviour.

If Uralla Shire Council fails to comply with these responsibilities, Complainants may complain to the General Manager.

2.3 Subjects of a Complaint are responsible for:

- Cooperating with Uralla Shire Council staff who are assigned to handle the Complaint, particularly where they are exercising a lawful power in relation to a person or body within their jurisdiction;
- Providing all relevant information in their possession to Uralla Shire Council or its authorised staff when required to do so by a properly authorised direction or notice;
- Being honest in all communications with Uralla Shire Council and its staff;
- Treating the staff of Uralla Shire Council with courtesy and respect at all times and in all circumstances; and
- Refraining from taking any detrimental action against the Complainant in reprisal for them making the Complaint.

If subjects of a Complaint fail to comply with these responsibilities, action may be taken under relevant laws and/or Council's Codes of Conduct.

2.4 Uralla Shire Council is responsible for:

- Having an appropriate and effective Complaint handling system in place for receiving, assessing, handling, recording and reviewing Complaints;
- Ensuring that all Complaints are dealt with professionally, fairly and impartially;
- Ensuring that staff treat all parties to a Complaint with courtesy and respect;
- Ensuring that the assessment and any inquiry into the investigation of a Complaint is based on sound reasoning and logically probative information and evidence;
- Finalising Complaints on the basis of outcomes that the organisation, or its responsible staff, consider to be satisfactory in the circumstances;
- Implementing reasonable and appropriate policies/procedures/practices to ensure that Complainants are not subjected to any detrimental action in reprisal for making a Complaint; and
- Giving adequate consideration to any privacy implications that may arise in the handling of Complaints and the conduct of investigations.

If Uralla Shire Council fails to comply with these responsibilities, Complainants may complain to the General Manager.



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	Manager Planning and Regulation
Reference/Subject:	Report 4 - DIVISION DECISION – Modification of Development Application 47/2017 – 5 Bay Shed – 24 McDonalds Lane, Rocky River

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development
Activity:	2.1.4.1	Process building and development application
Action:	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

NOTE TO COUNCILLORS:

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

SUMMARY:

Proposal:	Modification -construct 5 bay shed
Property description:	Lot 52 DP 755846 Assessment 9128
Applicant:	Antonius and Debra Vanden Hoogen
Owner:	Antonius and Debra Vanden Hoogen
Zoning:	RU2 Rural Landscape
Date received:	16 April 2018
Public notification or exhibition:	No
Exhibition period:	N/A
Submissions:	1
Other approvals:	Nil

OFFICER'S RECOMMENDATION:

That Council approve the modification to Development Application 47/2017 for a shed at 24 McDonalds Lane, Rocky River, being Lot 52 DP 755846, subject to the following conditions:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Compliance with National Construction Code & insurance requirements under the Home Building Act 1989

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.

Erection of signs

2. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - c) stating that unauthorised entry to the site is prohibited.
3. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

GENERAL CONDITIONS

4. The structure in its entirety must be finished in dark green.
Reason: to minimise any detrimental effects on the visual amenity of surrounding residents.
5. The development must take place in accordance with the approved documents submitted with the application and subject to the conditions below to ensure the development is consistent with Council's consent.
6. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the EP&A Regulations 2000.
7. The Structure is to be inspected at the following stages of construction:
 - before the pouring of footings**
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**

*** denotes a critical stage inspection (a mandatory inspection under Section 109C of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a development where a critical stage or other nominated inspection has not been carried out.*

Applicants should give at least 24 hours' notice to guarantee an inspection.

** All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer*

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

8. The plans and specification accompanying the Construction Certificate are to demonstrate compliance with the requirements of the deemed-to-satisfy provisions of the National Construction Code for a Class 10a building:
- Amended plans are to be submitted to the Principal Certifying Authority for authentication of NCC compliance and issue of a Construction Certificate.
- Should the external configuration of the building be modified as a result of achieving NCC compliance, the plans accompanying this development consent must also be modified.
9. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The Application must be approved prior to the issue of a Construction Certificate, to ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

10. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with the cl 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent.
- For development involving both building and subdivision work authorised by the same development consent, a separate appointment of a Principal Certifying Authority for each type of work is required, in accordance with Section 109E of the Environmental Planning & Assessment Act 1979.
11. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- divert contaminated run-off away from disturbed areas,
 - erect silt fencing along the downhill side of the property boundary,
 - prevent tracking of sediment by vehicles onto roads by limiting access to the site and, where necessary, installing a temporary driveway and
 - stockpile all topsoil, excavated material and construction debris on the site, erecting silt fencing around the pile where appropriate.
- Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act.
12. A hoarding or fence must be erected between the work site and any public place if the work is likely to cause traffic (pedestrian or vehicular) in a public place to be obstructed or otherwise inconvenient. The erected hoarding is to be sufficient to prevent any substance from or in connection with the work falling into the public place. The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. The hoarding, fence or awning is to be removed once the work has been completed.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

13. Any building work must be carried out between 7.00am and 6.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.

14. Materials must not be burned on site. All waste generated on site must be disposed of at Council's Waste Disposal Depot or Waste Transfer Station, to protect the amenity of the area and avoid the potential of air pollution.
15. Effective dust control measures are to be maintained during construction to maintain public safety/amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
16. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
17. Retaining walls associated with the erection of the building or other approved methods for preventing the movement of the soil must be provided where soil conditions are inadequate, ensuring adequate provision is made for drainage.
18. Excavations and backfilling must be executed safely and in accordance with appropriate professional standards and be properly guarded and protected to prevent them from being dangerous to life or property.

If excavations associated with the erection of a building extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made, must preserve and protect the building from damage, and if necessary, underpin and support the building in an approved manner.

Notice of intention to do so must be given to the owner of the adjoining land at least seven days before the commencement of excavation work. The owner of the adjoining allotment of land is not liable for any part of the cost of work, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

19. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:

Monday to Saturday	7.00 AM to 5.00 PM
Sunday & public Holidays	No construction activities are to take place.
20. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
21. All glass installation shall comply with the requirements of AS 1288 Glass in buildings, and AS 2047 Windows in buildings, as applicable. The installer shall provide certification that the glazing complies with the requirements of AS 1288 and AS 2047 immediately following installation.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

22. An Occupation Certificate must be obtained before the approved use commences, in accordance with the Environmental Planning and Assessment Act and to ensure the health and safety of the building's occupants.

NOTE: Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as detailed for places of public entertainment).

CONDITIONS RELATING TO ONGOING OPERATIONS

23. The building must not be used as a dwelling or domicile without prior written approval from Council.

24. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.
25. Roof water is to be disposed in a manner the does not cause a nuisance for neighbouring properties, by one of the following methods:
- (a) Onto a hardened surface and directed away from the building.
 - (b) 3.0 metres clear of any building to a rubble pit.
26. Any rainwater tank must be installed so that it is on the downhill side of the building at a minimum distance of 3 metres from any boundary of the property or any structure so as to prevent damage to any structure.
27. A 20,000L water supply with 65mm metal Storz outlet with a gate or ball valve is provided for fire fighting purposes on the site. The gate or ball valve, pipes and tank penetrations are to be designed to allow for a full 50mm inner diameter water flow through the Storz fitting and must be of a metal construction.

COUNCIL ADVICE ONLY

28. **Covenant/s:** The applicant/owner has the responsibility of being aware of any covenant which may affect the proposal.
29. **Dial Before You Dig:** Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.
30. **Telecommunications Act 1997 (Commonwealth):** Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.
31. **Compliance with the National Construction Code:**
All building work must be carried out in the following manner to ensure compliance with the National Construction Code (Volume 2: Housing Provisions):-
32. **Drainage of surface water surrounding the building:** Finished ground or paving level must be at least 150mm below the level of any floor. Such finished ground level is measured not more than one (1) metre from external walls with the ground surface graded to allow effective drainage of surface water away from the building (in accordance with AS 2870 – 1996).

33. **Rainwater Tanks:** Council requires rainwater tanks to be installed in accordance with the State Environmental Planning Policy No 4. Direct connection between the rainwater tank and reticulated potable water supply will not be permitted; however, the reticulated potable supply may be used to top up the tank via a physical air gap. Maintenance of the tank or tanks should be in accordance with the guidelines from the New South Wales Department of Health for the use and maintenance of rainwater tanks.

BACKGROUND:

Development application 47/2017 for a 5 bay shed at 24 McDonalds Lane, Rocky River, being Lot 52 DP 755846, was received on 25 August 2017. As two submissions were received during the notification period, it was referred to Council for determination.

At an ordinary Council meeting on 24 October 2017, council applied a condition to the application determination specifying that the structure must have a minimum five metre setback from the boundary.

On 8 November 2017 the developer applied for a review of the determination to remove the new setback condition. A revised Development Consent without the setback condition was issued on 28 November 2017.

A modification application for skylights installed on the shed southern wall was received 16 April 2018.

REPORT:

Following a complaint from the public that the rooftop skylights on the approved plans had now been installed on the southern wall of the shed, Council advised the applicant that an application to modify the Development Consent was required. This was received on 16 April 2018, and amended plans were received 16 May 2018.

KEY ISSUES:

Review of aerial photography shows that the shed is circa 75 metres from the submission maker's dwelling, and over 100 metres from any other dwelling. In this context, it is considered that any residual light spill from the shed windows would not unreasonably impact the amenity of residents in neighbouring dwellings.

CONCLUSION:

No significant adverse impacts are known or expected as a result of approving the modification to Development Application 47/2017.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Uralla Development Control Plan 2011
Uralla Local Environmental Plan 2012
Environmental Planning and Assessment Regulation 2000
Environmental Planning & Assessment Act 1979
3. **Financial (LTFP)**
Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

9. Disclosure of Political Donations and Gifts

Has a Political Donations Disclosure Statement been received in relation to this application? No

Political Donation Disclosure Statement register details N/A

Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed? No

Gift and benefits register details N/A

Prepared by staff member: Matt Clarkson, Manager Planning and Regulation

TRIM Reference Number: DA-47-2017

Approved/Reviewed by Manager: Director Infrastructure & Regulation

Department: Infrastructure & Regulation

Attachments:

- 1 Submission
- 2 Modified Plans
- 3 Development Assessment Report

Re 24 Mcdonalds lane Wind Turbine and Windows on Machinery Shed.

USC General Manager – Andrew HOPKINS



ISSUE:

- 1/ The four large windows on the mezzanine level on SHED are not on plan and not approved on DA.
- 2/ A 8 metre high Wind Turbine adjacent to the SHED. NIL DA and not permitted as per NSW SEPP 2007.

1/ Four mezzanine level large windows not on DA plan and I was previously advised by my neighbour that there would be no windows on SHED facing my property. The completed SHED now has four large vertical windows positioned high up on the mezzanine level overlooking my property. At night the interior lights from the SHED are an unnecessary eyesore and not in keeping with the rural aspect of the area.

2/ A 8 metre high wind turbine located adjacent to SHED on front fence line is about 50 metres from my dwelling at 7 Mcdonalds Lane. It is clearly visible and emits a loud oscillating high pitched noise which I can hear from my property and from within my house.

USC Town Planner Matt CLARKSON informed me that my neighbour has not applied for a required DA for the Wind Turbine. Matt added that even if a DA had been applied for it would be denied because the Wind Turbine is well within 200metres of nearest dwelling and is on a listed Heritage Conservation Area.

My neighbour throughout the SHED DA process has been treated very favourably by USC in all his demands despite objections by the Gold Fields Trust and myself. It now appears that my neighbour is exploiting USC's largesse which is repeatedly at my expense.

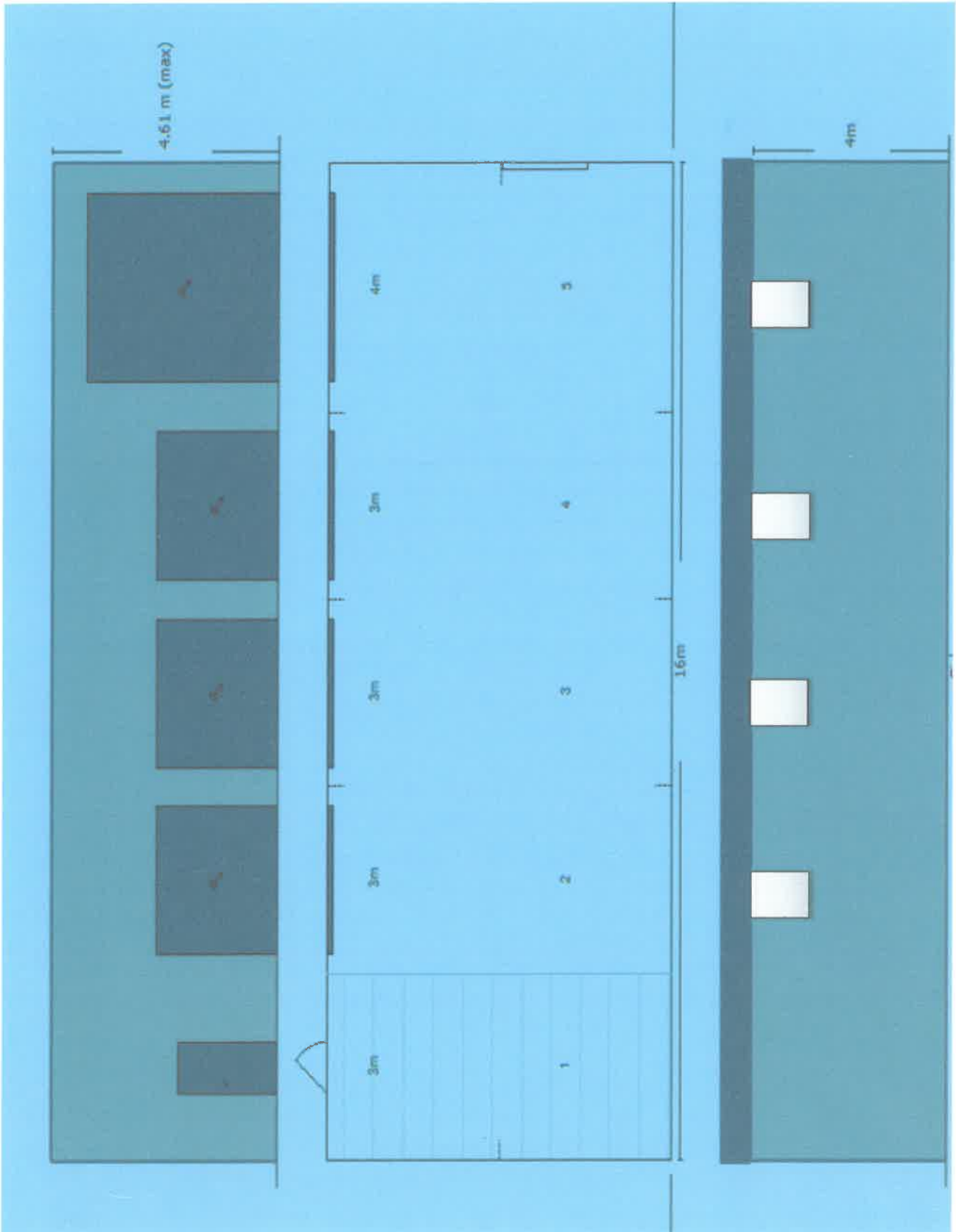
Matt CLARKSON has informed me several times that these matters will be looked into and addressed.

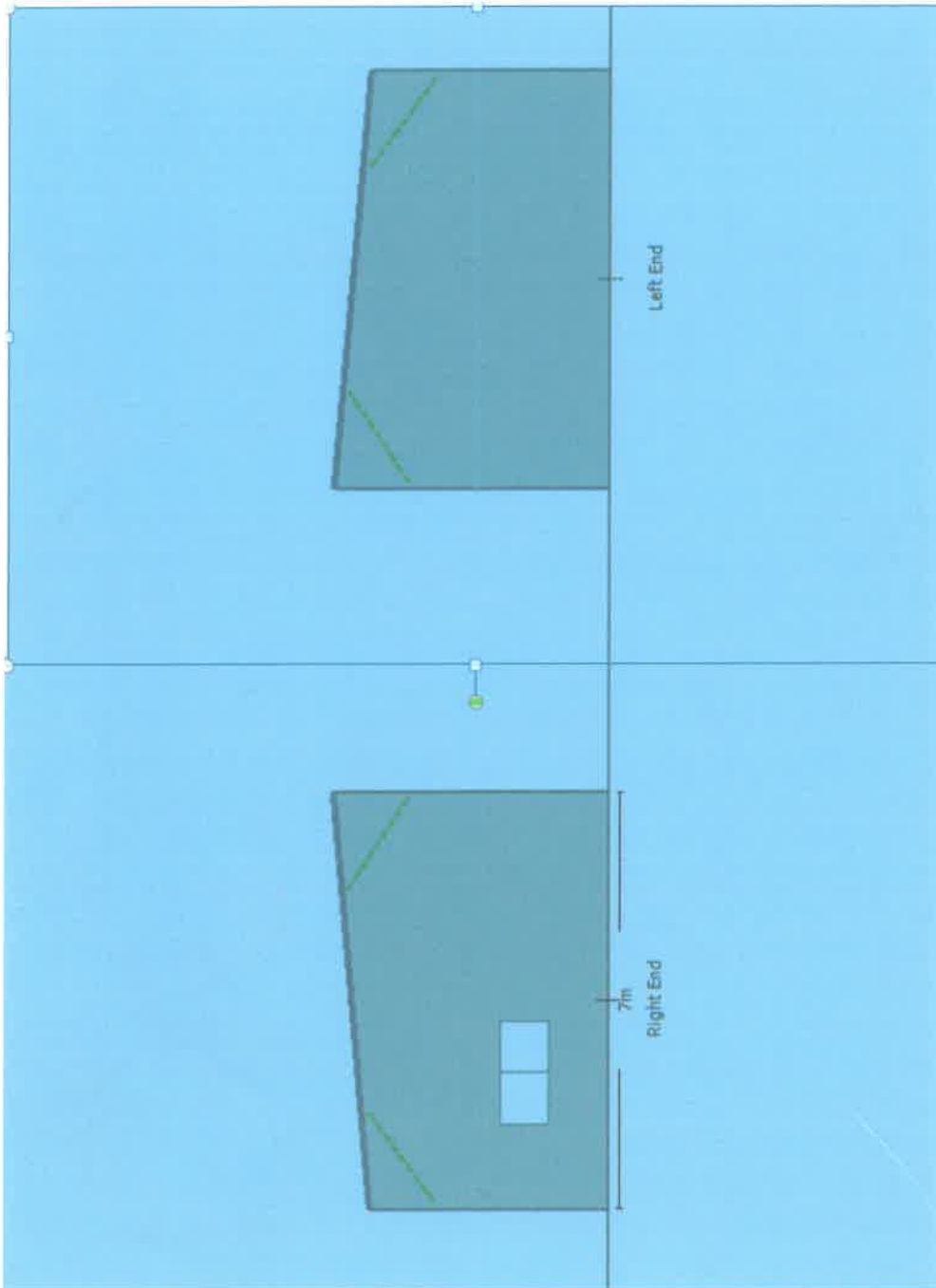
My concern is that these matters will not be resolved and I will be forced to endure the loss of peace and quiet enjoyment of my property as a consequence of the unnecessary actions of my neighbour.

For your consideration and look forward to your reply.

Calum FINDLAY, 7 Mcdonalds Lane, ROCKY RIVER 2358. calumfindlaycycle@hotmail.com

23/3/2018 *CA Findlay*





Development Assessment Report

DA Number: DA-47-2017-2 **Council:** Uralla Shire Council
Location: 24 McDonalds Lane ROCKY RIVER
Development Description: Modification – 5 bay shed
Title Details: Lot: 52 DP: 755846

Property Details/History

	Checked	Comments
File History	Yes	
Title Plan	Yes	
Check Ownership	Yes	

Application Type

Is this application a section 4.55 amendment? Yes
Is the application contain a major deviation from the original development consent? No

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require referral for decision by Council? Yes. As
 Council determined the original application, the modification must also be determined by Council.

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned: R5 Large Lot residential

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.

Is there a draft LEP or draft LEP amendment which may affect this proposal? No
Do 'existing use' provisions apply to this development? No

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal? Yes

Chapter	Compliance	Comment
4	Yes	

Is there a draft DCP which may affect this proposal? No

Regional Environmental Plan

The proposal is not inconsistent with the New England North West Regional Plan.

State Environmental Planning Policy

Is this proposal affected by a SEPP? Yes. State Environmental Planning Policy (Rural Lands) 2008. No inconsistency with Clause 7, Rural Planning Principles.

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts? No

Environmental Impacts – Threatened Species

Section 4.15(1)(b) – EP & A Act

Is a Species Impact Statement required? No

Environmental Impacts – Heritage

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	
Aboriginal	No	

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected? Y No

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map? Yes

Category: Buffer

Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council? No

Infrastructure

Has an engineering assessment been completed? No

Does this proposal have any potential infrastructure impacts? No

Construction Assessment

Is a construction assessment required? No

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required? No

Developer Contributions

Section 7.11 – EP & A Act

Does this proposal require any Developer Contribution? No

Signage

Does this proposal require signage? No

Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified? Yes

Is this application an advertised development application? No

Were there any written submissions received? Yes

If Yes, what was the number of submissions received? 1

Submission Maker	Issue	Comment
Calum Findlay	Visual amenity	The submission puts forward that the four windows permit light to escape at night, which affects their visual amenity.

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared? No

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues? No

Is there any public health issues? No

Are there any other public interest issues? No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal? Yes

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

Review of aerial photography shows that the shed is circa 75 metres from the submission maker's dwelling. In this context, it is considered that any residual light spill from the shed windows would not unreasonably impact the amenity of residents in neighbouring dwellings.

Recommendation

No significant adverse impacts are known or expected on the natural, social or economic environment as a result of the approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached:

No

Signed: 

Matt Clarkson, Manager of Planning and Regulation

Date: 29.6.2018

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Compliance with National Construction Code & insurance requirements under the Home Building Act 1989

Please Note: A reference to the National Construction Code is a reference to that Code as in force on the date the application is made for the relevant:

- a) development consent, in the case of a temporary structure that is an entertainment venue, or
- b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.

Erection of signs

Please Note: This does not apply in relation to:

- a) building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or
- b) Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.
- c) a complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

2. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - c) stating that unauthorised entry to the site is prohibited.
3. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Please Note: Principal certifying authorities and principal contractors must also ensure that signs required by this clause are erected and maintained (see clause 227A which currently imposes a maximum penalty of \$1,100).

GENERAL CONDITIONS

4. The structure in its entirety must be finished in dark green.

Reason: to minimise any detrimental effects on the visual amenity of surrounding residents.
5. The development must take place in accordance with the approved documents submitted with the application and subject to the conditions below to ensure the development is consistent with Council's consent.
6. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the EP&A Regulations 2000.

7. The Structure is to be inspected at the following stages of construction:
- before the pouring of footings**
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**

*** denotes a critical stage inspection (a mandatory inspection under Section 109C of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a development where a critical stage or other nominated inspection has not been carried out.*

Applicants should give at least 24 hours notice to guarantee an inspection.

** All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer*

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

8. The plans and specification accompanying the Construction Certificate are to demonstrate compliance with the requirements of the deemed-to-satisfy provisions of the National Construction Code for a Class 10a building:

Amended plans are to be submitted to the Principal Certifying Authority for authentication of NCC compliance and issue of a Construction Certificate.

Should the external configuration of the building be modified as a result of achieving NCC compliance, the plans accompanying this development consent must also be modified.

9. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The Application must be approved prior to the issue of a Construction Certificate, to ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

10. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with the cl 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent.

For development involving both building and subdivision work authorised by the same development consent, a separate appointment of a Principal Certifying Authority for each type of work is required, in accordance with Section 109E of the Environmental Planning & Assessment Act 1979.

11. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

- divert contaminated run-off away from disturbed areas,
- erect silt fencing along the downhill side of the property boundary,
- prevent tracking of sediment by vehicles onto roads by limiting access to the site and, where necessary, installing a temporary driveway and
- stockpile all topsoil, excavated material and construction debris on the site, erecting silt fencing around the pile where appropriate.

Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act.

12. A hoarding or fence must be erected between the work site and any public place if the work is likely to cause traffic (pedestrian or vehicular) in a public place to be obstructed or otherwise inconvenient. The erected hoarding is to be sufficient to prevent any substance from or in connection with the work falling into the public place. The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. The hoarding, fence or awning is to be removed once the work has been completed.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

13. Any building work must be carried out between 7.00am and 6.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
14. Materials must not be burned on site. All waste generated on site must be disposed of at Council's Waste Disposal Depot or Waste Transfer Station, to protect the amenity of the area and avoid the potential of air pollution.
15. Effective dust control measures are to be maintained during construction to maintain public safety/amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
16. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
17. Retaining walls associated with the erection of the building or other approved methods for preventing the movement of the soil must be provided where soil conditions are inadequate, ensuring adequate provision is made for drainage.
18. Excavations and backfilling must be executed safely and in accordance with appropriate professional standards and be properly guarded and protected to prevent them from being dangerous to life or property.

If excavations associated with the erection of a building extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made, must preserve and protect the building from damage, and if necessary, underpin and support the building in an approved manner.

Notice of intention to do so must be given to the owner of the adjoining land at least seven days before the commencement of excavation work. The owner of the adjoining allotment of land is not liable for any part of the cost of work, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

19. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday	7.00 AM to 5.00 PM
Sunday & public Holidays	No construction activities are to take place.
20. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
21. All glass installation shall comply with the requirements of AS 1288 Glass in buildings, and AS 2047 Windows in buildings, as applicable. The installer shall provide certification that the glazing complies with the requirements of AS 1288 and AS 2047 immediately following installation.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

22. An Occupation Certificate must be obtained before the approved use commences, in accordance with the Environmental Planning and Assessment Act and to ensure the health and safety of the building's occupants.

NOTE: Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as detailed for places of public entertainment).

CONDITIONS RELATING TO ONGOING OPERATIONS

23. The building must not be used as a dwelling or domicile without prior written approval from Council.
24. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - (b) the details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.
25. Roof water is to be disposed in a manner the does not cause a nuisance for neighbouring properties, by one of the following methods:
- (a) onto a hardened surface and directed away from the building.
 - (b) 3.0 metres clear of any building to a rubble pit.
26. Any rainwater tank must be installed so that it is on the downhill side of the building at a minimum distance of 3 metres from any boundary of the property or any structure so as to prevent damage to any structure.
27. A 20,000L water supply with 65mm metal Storz outlet with a gate or ball valve is provided for fire fighting purposes on the site. The gate or ball valve, pipes and tank penetrations are to be designed to allow for a full 50mm inner diameter water flow through the Storz fitting and must be of a metal construction.

COUNCIL ADVICE ONLY

28. **Covenant/s:** The applicant/owner has the responsibility of being aware of any covenant which may affect the proposal.
29. **Dial Before You Dig:** Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.

30. **Telecommunications Act 1997 (Commonwealth):** Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.
31. **Compliance with the National Construction Code:**
All building work must be carried out in the following manner to ensure compliance with the National Construction Code (Volume 2: Housing Provisions):-
32. **Drainage of surface water surrounding the building:** Finished ground or paving level must be at least 150mm below the level of any floor. Such finished ground level is measured not more than one (1) metre from external walls with the ground surface graded to allow effective drainage of surface water away from the building (in accordance with AS 2870 – 1996).
33. **Rainwater Tanks:** Council requires rainwater tanks to be installed in accordance with the State Environmental Planning Policy No 4. Direct connection between the rainwater tank and reticulated potable water supply will not be permitted; however, the reticulated potable supply may be used to top up the tank via a physical air gap. Maintenance of the tank or tanks should be in accordance with the guidelines from the New South Wales Department of Health for the use and maintenance of rainwater tanks.



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 5 - Heritage Advisory Services Summary for August 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.1	To preserve, protect and renew our beautiful natural environment
Strategy:	3.1.2	Protect the shires historic buildings and sites, recognising their value to the community
Activity:	3.1.2.1	Provide heritage services and support
Action:	3.1.2.1.1	Facilitate a Heritage Advisory Service and Local heritage Assistance Fund

SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for August 2018. His next visit will be Tuesday, 9 October 2018.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for August 2018 be received and noted by Council.

BACKGROUND:

The Heritage Advisory Services Summary is provided to Council for information purposes each month. The Heritage Advisor's services are offered free to all residents of Uralla Shire so as to facilitate discussion of heritage conservation within the Shire.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy):**
Provide heritage advisory services to the community to recognise and promote the value of Uralla Shire's heritage.
- 2. Policy and Regulation:**
Privacy and Personal Information Protection Act 1998
OLG Model Policy – Private and Confidential Information
- 3. Financial (LTFP):**
Nil

4. **Asset Management (AMS):**
Nil
5. **Workforce (WMS):**
Nil
6. **Legal and Risk Management:**
Nil
7. **Performance Measures:**
Nil
8. **Project Management:**
Nil

Prepared by staff member:	Matt Clarkson, Manager Planning & Regulation
Approved/Reviewed by Manager:	Terry Seymour, Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Edited Heritage Advisor Summary Confidential Heritage Advisor Summary



research | interpretation | education | tours | project management

HERITAGE ADVISORY MEMO

No. 61

date: 7 August 2018

ITEM 1: Fire damaged property Uralla

Met with the property owner.

The property is not listed as a heritage item within Uralla LEP 2012 nor is it within any Conservation Area. However, the property has been identified for inclusion as a heritage item in the Uralla Community Based Heritage Study (Stage 2) 2012 (SHI 2540184).

The statement of significance for the property as provided in the Community Based Heritage Study stated that:

An intact brick one-room deep cottage of c1870s which retains its integrity and has a high contributory streetscape value. It demonstrates a confidence at a time when Uralla was growing in the mid 19th century.

The owner is wishing to reconstruct the house. *The Australia ICOMOS Charter for Places of Cultural Significance, The Burra Charter, 2013* (Burra Charter) defines reconstruction as *returning a place as nearly as possible to a known state and is distinguished by the introduction of materials (new or old) into the fabric.*

I advised the owner that he should engage a consultant engineer to determine the structural soundness of what remains of the building.

I also advised the owner to prepare a photographic archival record of the building. The archival record should include the construction techniques that are now evident following the fire, the width of floor and wall boards, queen brick features, the width and length of roof sheets and any other features of the building that remain. The archival record would assist in any reconstruction.



research | interpretation | education | tours | project management

HERITAGE ADVISORY MEMO

No. 61

date: 7 August 2018

ITEM 2: Rocky River Goldfields, Uralla

This report is a progress report on a survey of the Rocky River Goldfields precinct that commenced on 10 April, 2018 with a site visit in the company of a local historian.

The purpose of the site visits, which are expected to conclude on 9 October weather permitting, has been to determine any above ground evidence that remains of the gold field activities and develop a tourist walking trail that would include interpretive signage outlining the history of the gold field.

The area that is being visited, and which has been identified by Council staff, is shown in the maps below.





The following provides a brief history of the Rocky River Goldfields

Gold was discovered in the bed of the Rocky River, west of Uralla in September 1851 by W.F. Buchanan and J. Lucas, in the immediate aftermath of the discovery of gold at Ophir near Bathurst which sparked the gold rush that brought wealth and an influx of immigrants to NSW. The Rocky River Gold discovery was initially assessed as not economically viable but a year later in October 1852, the Windeyer brothers discovered payable gold. Within

days 40 to 50 men were working the area. By January 1853, 94 mining licenses had been issued. By the end of 1854 the population on the gold field had reached 193 men, 58 women and 99 children, the area now included Maitland Point. Mining was undertaken with a cradle and dish, washing alluvial gold from soil dug from the area.

The mining also brought an influx of Chinese miners to the area, in September 1857 the *Armidale Express* reported the arrival of 60 Chinese at Rocky River from Victoria and by 1858 there were some 400 working the Rocky River field, mainly based at Maitland Point. The first joss house was established near the 'dodger' claim in 1856, this was demolished and replaced ten years later, in 1866. The bell is now in the Armidale Folk Museum, along with an opium pipe, coolie hats, gold weighing scales, all from Rocky River. In August 1856 a riot at Rocky River was sparked when a Chinese miner struck a white boy, but the mood had calmed by December in preparation for the races. One race, 'the pagoda race' was run over a mile with a prize of £15 in which the jockey's had to wear pagoda hats, the loss of which caused disqualification.

The Rocky River goldfield became the richest field in NSW, producing over 30,000 ounces of gold in 1863. But a series of wet years from 1863 - 1865, followed by drought in 1866 - 1867 led to some claims being abandoned, with small groups the most vulnerable. On 6 September 1876 the Long Tunnel Company commenced work on the 'most remarkable and expensive' tunnel to be constructed at Rocky River in an attempt to drain rain water that had accumulated since the wet years of the early 1860s. By November 1878 it had reached 1,013 feet in length when it encountered solid granite, markedly slowing progress, although work continued into the mid 1880s. Meanwhile the bustle of the diggings and the population declined along with readily accessible gold.

In 1895 a last large scale tunnel operation was started under Mount Beef by Uralla local Dr. F.H. Woods, and it too ultimately proved unproductive. That same year the last gold strike on the Rocky River field occurred at Sawyers Gully, however, it lasted only a few months before 'bottoming out'.

During visits to the goldfields it has become apparent that a large amount of the area is not easily accessible on foot and is unsafe in some places for the general public to be wandering over due to the large number of claim shafts, each claim being 3m x 3m, scattered across the goldfields.

Preliminary research has uncovered a wealth of information about the goldfields in particular during the boom years 1852-1867 and of two watercolours of the Rocky River diggings dated c1856-1857 which are shown below.



While there is an opportunity to develop a walking trail with interpretive signage my initial thoughts are that it should be contained within a certain area of the goldfields precinct, close to parking and in easy walk of the Uralla town centre with interpretation focussed around the boom years 1852-1867.

To evoke the sense '*that one is within the goldfields during the boom years*' one could use extracts published in newspapers and written by those in the goldfields at that time.

Interpretive panels could focus on activities associated with the goldfields and use titles that would '*pique the interest*' of those walking along the trail.

Titles could include, but not be limited to:

Eureka – the rush is on

Discovery of gold, the rush to the goldfields, staking of claims, transient population, miner's rights issued

Perseverance, diligence + innovation

Working the goldfields of granite and basalt - shafts, shovels, picks, barrows, carts, tin dishes, windlasses, wooden cradles, buckets, sluicing, puddling machines, tailings, water races, reservoirs, holding dams, tunnelling, horse drawn tramways

Chinese – conflict + customs

Arrival, conflict with other nationalities, immigration and restrictions, peculiar customs, the joss house

Accommodation + commerce

Tents, public houses, boarding houses, comfortable dwellings with gardens, businesses

Faith + teachings

Religious teachings, education

Accidents do happen

Mining tragedies, choke damp

Law + order

Robberies, violence, drunkenness

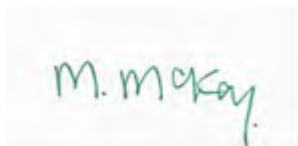
Not all beer + skittles

Entertainment – theatres, circuses, bowling alleys, sport, dances, holiday celebrations

From a digger's notebook

Poetry such as this poem written in 1859:

*Come, all ye thoughtless diggers,
That toil so hard for gold,
Oh! listen to instruction
Before you are too old;
Make glorious Independence
Your chief, your only aim;
Then hoard your precious metal,
While you have a good claim.
It is not in brute intemperance-
It is not in women's smiles-
It is not in mere existence,
Depending on your toils-
But in life's dreary winter,
To nurse your shattered frame
That is the greatest blessing
Can result from a good claim.
To trust each day to fortune,
Oh! what a slender hope!
If fate o'ercasts your lucky star,
You are darkly left to grope.
When age and want against you play.
You are sure to lose the game;
And conscience, like Job's friends, will say,
You have yourself to blame.*



M. McKay



Heritage

research | interpretation | education | tours | project management

HERITAGE ADVISORY MEMO

No. 61

date: 7 August 2018

ITEM 3: Next Heritage Advisor visit

The Heritage Advisor's next visit will be 9 October, 2018.

M. McKay



REPORT OF COMMITTEE

Department:	Infrastructure and Regulation
Submitted by:	<i>Terry Seymour</i>
Reference/Subject:	Report 6 – Minutes of Uralla Township and Environs Committee

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.3	Deliver the goals and strategies of the Community Strategic Plan.
Strategy:	4.3.1	Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan.
Activity:	4.3.1.1	Enhance the effectiveness of Council resourcing strategies and practices.

SUMMARY:

This report provides the minutes and recommendations of the Uralla Township and Environs s355 Committee (UTEK) meeting held on 10 July 2018 for consideration by Council and recommendations in regard to the UTEK minutes of 12 June after consideration in the July Councillor workshop.

OFFICER'S RECOMMENDATION:

That Council:

- a) **Receive the minutes of the Uralla Township and Environs s355 Committee meetings dated 10 July 2018.**
- b) **Consider the recommendations contained within the minutes of the 10 July meeting at the September Councillor Strategic Planning Workshop.**
- c) **Endorse the comments in this report in relation to the recommendations from the May and June 2018 meetings.**
- d) **Provide a copy of this report and the resolution to the Uralla Town and Environs s355 Committee**

REPORT:

The Uralla Township and Environs s355 Committee constitution and committee was established via Uralla Shire Council (USC) resolutions 22.04/18 and 24.04/18, on 24 April 2018.

Since establishment the committee has met on the following dates:

- 23 May 2018
- 12 June 2018
- 10 July 2018

Attached (Attachment A) are the minutes from those meetings.

In the July workshop the recommendations from the 12 June 2018 meeting were considered pertaining to:

Fuller Memorial Park. – UTEC recommended that the concrete pots are relocated to the recycling centre for sale.

- Comment – Recommendation to be noted – to be considered as part of the Open Space Strategy development together with consultation with local resident who is maintaining the plantings within the concrete pots.

Pioneer Park

- Comment – UTEC recommendation already addressed via correspondence as per previous Council resolution

Alma Park

- UTEC proposed that the concrete pots are relocated to the recycling centre for sale.
- Comment – Recommendation to be noted – to be considered as part of the Open Space Strategy development. General support from the staff for the retention of the concrete pots in their current location.

The Glen

- UTEC recommended USC upgrade information shelter and install signage.
- UTEC recommended UTEC to formalise development plan.
- Comment – USC has contacted Greening Australia requesting an update of the display material. The shelter structure is assessed as being in acceptable condition.
- Comment – Development plan would be welcome and can be considered as part of the development of the Open Spaces Strategy.

Shire branding on park signage

- UTEC recommended USC readopt the current copperplate logo and slogan 'Find yourself in Uralla'.
- UTEC recommended encouraging community groups to adapt the slogan for their own promotions, e.g. 'Find fine coffee in Uralla'.
- Comment – USC note the recommendations.

Images on litter bins

- UTEC recommended resuming local theme on bins, with local photographs.
- UTEC recommended providing pet faeces bags and water bowls near bins.
- Comment – It is noted that the bins were provided by funding from the EPA and the text/signage panels were part of the funding agreement. The exiting text panels are being replaced with new text "Uralla, yours to enjoy".
- Comment – Provision of pet faeces bags and water bowls are not considered practical.

It is proposed that the minutes from the UTEC July meeting be considered at the September Councillor workshop.

Key Issues

- 1. Community Engagement/ Communication (per engagement strategy)**
UTEK recommendations can be considered as part of the development of the Open Spaces Strategy.
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
Unknown at this stage but minor.
- 4. Asset Management (AMP)**
Unknown at this stage.
- 5. Workforce (WMP)**
Nil
- 6. Legal and Risk Management**
Unknown at this stage.
- 7. Performance Measures**
Nil
- 8. Project Management**
Nil

Prepared by staff member:	Terry Seymour
TRIM Reference Number:	U18/7402
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager's Office
Attachments:	A: Minutes of UTEK meetings on 23 May 2018, 12 June 2018 and 10 July 2018.

UTEC Meeting

Council Chambers Meeting Room, Wednesday 23 May 2018, 6pm-7.06pm

Present

Kent Mayo (KM, chair), Andrea Wallace (AW), Carl Merten (CM), Shaun Platford (SP), Noelene Porter (NP), Louis van Ekert (LvE), Colin Hull (CH), Ariella Van Luyn (AVL), James Sinclair (via Skype, JS)

Cr. Isabel Strutt, Cr. Levi Sampson
Observers

Absent/apologises

Fay Porter, John Kurko, Phil Smith

General business

1. Introductions

Committee members introduced themselves and why they wanted to be on the committee.

2. Nomination of secretary

AW nominated AVL as secretary, seconded, position was assumed.

3. Uralla Parks site visit

KM suggested that we organise a site visit to all parks so that we can advise council. Committee agreed.

Documents from the previous creative village committee were presented for committee members to review.

Date for site visit was set for 10am Sunday 27 May, to meet out McCrossins Mill.

4. Shire branding

KM: Provided a history of the shire brand: when council first started logo it was a ram's head in a circle. Council issued a new logo with apple, cow, ram and a picture of mill, which was positive to see that cultural tourism and heritage was also acknowledged as a contributing industry in the area. In about 2005, council employed professional advice and the result was the stylised copperplate 'Uralla' that appears on council chambers. In addition, the slogan 'find yourself in Uralla' was adopted. The idea was that organisations might be able to this, e.g. 'find charm in Uralla' in the heritage brochure and 'find magic in Uralla' from the mill's newsletter.

Recommendation for committee to give some thought about whether the council should re-adopt the slogan for this use.

5. Uralla parks

Litter bins

KM: In the past, council adopted a policy of putting historic images onto litter bins, but this practice has been stopped and replaced by the advertisement 'Don't be a tosser', which is not in-keeping with the aesthetics or welcoming aspect of the town.

Recommendation that the committee consider whether this could be replaced with other images.

Signage

KM: Name signs need to be standardised. In Porter Park and Alma Park: there had been no consultation for signage. There needs to be visual aesthetics and unification.

Queried whether warning signs are in place for a reason.

Councillor: They are there for insurance purposes

Sports complex

Possible Site for pebble-coated concrete pots

NP expressed dislike of concrete pots, which the committee agreed on

Pioneer park

KM suggested this should be a park, not a playground

Apex

KM suggested removal of gun

SP stated that RSL owns the park.

CM: How long has the gun been there? Suggested that it could be transformed artistically, e.g. painted pink?

Fuller:

KM: street stall had deposited up there and pots, suggested removal.

Porter park:

Possible site of new playground equipment

KM: Advised that we need to look after the parks

AW: parks are a valuable asset to the community
Hampden Park

KM: Suggested re-name to Sunny Jim Mackay Park. Sunny Jim was a Uralla local and greatest batsman, and achieved international fame for his cricketing skills

NP: asked if anyone knew why it was currently called Hampden Park

No information could be provided

The Glen:

Ideas emerged from previous community consultation committee: 'Constellations of the South' is a Uralla arts project.

The issue of 'primitive camping' was raised. Primitive camping was determined to be camping cheaply in places free of charge, either in car or tent. This was to be distinguished from travelling in a caravan, which required few facilities except an 'RV dump-ezy' for waste.

AW: alfresco camping and toileting was a problem in the Glen for users of the park. Campers were staying in the Glen, despite 'no camping' signage, not using rubbish bins, toileting in the park, yelling. Primitive camping is a social problem as it appears to represent disenfranchised individuals.

KM: At earlier meeting, it was suggested there was access RV ezy dump site and to water for campers.

AW and AVL: noted the use of the glen for dog walking and other recreational purposes. Glen is perhaps not the most suitable site for camping.

NP: Owns a caravan. Noted everyone in the township needed to be represented and the committee should work out a way for all sides to be catered for. Suggested we could look at other places

KM: The earlier meeting had also suggested the glen for boat racing

AW: no water at the glen

CM: Gwydir river is better

KM: should not be allowed

CM: people who make boats do live in the town.

CM: provided to the committee a submission for the glen design. Sculpture will represent constellation of the Southern hemisphere. The glen could be a site for summer and winter solstice events. Keep park as a park, rather than a camping ground.

KM: Public meeting, Bruce McMullan (?) comment on having exercise equipment at the Glen. However, suggested it was important to have locally designed and made, to allow the employment of local artisans

Recommended this for continued discussion as the meetings progress as it is an ongoing project.

Also suggested sign directing people to toilets at rotary park to avoid toileting in Glen, and maybe install dump site there.

Pioneer park:

KM: Toilet in front of historical cemetery is embarrassing for visitors. Thunderbolt's Grave is the most visited historical site.

Gilmore park at the top of Queens St:

KM: could be sold off as house blocks

CM: these smaller parks can be nice sites for sculptures

Memorial lookout:

KM: suggested painting over current mural, perhaps indigenous themed mural

LvE: all visitors can see all of Uralla from the lookout, but vegetation inhibits viewing of the town

AW: suggested a platform/board walk on Mt Mutton to see the panorama, e.g. lookout in Tamworth

CM: involved in a sculpture project in Gunnedah, where the space has been landscaped and beauty is enhanced by the landscaping. Includes a GPS location electronic device which gives info about Gunnedah, CM can investigate the details.

AVL: there is also historic water races and mine claims on Mt Mutton that speak to Uralla's heritage

Off street carpark

KM: Retain as Atwood and McMillian memorial car park, although it has been designated as a back yard art place.

SP: Noted that this could be a place for ease of caravan parking

Thunderbolt's rock:

Graffiti is a problem

Mt Mutton Basalt quarry:

CM: very unique geological feature that should not be stolen

KM: Stone from there was used in the kerbs in the Uralla. Could point to where the stones came from and barrier to stop climbing

Additional sites to add to the list

Rocky River old tennis court

SP: Important to not forget Rocky River. We put a submission in regard to old tennis court. It was closed off and used for grazing, then has sat dormant. It is the only open park land for Rocky River, and put to put it back for the kids. In is crown land

Two lagoons:

CH: Dangers and racecourse: they are huge asset

Fossicking area

KM: This is a more suitable site for camping.

AW: There is water and toilets out there.

KM: Possibility of show ground for camping

SP: In regards to caravans: if we can't get people to park somewhere, that is an issue. No one knows that offstreet carpark is there. And they take up a far bit of space. We want to capture passing traffic in the area

BMX track

NP: we need to add the BMX track next to the football grounds

KM: Read documents provided to have informed discussion. Thanks CM for bringing along material.

Date of the next meeting:

KM: UTECH meetings should occur two weeks before the council meeting so the minutes can be added to the council business.

Next official meeting of committee

~~Tuesday 5 June 6pm-7pm, Council chambers~~

Tuesday 12 June, 6-7pm, Community Centre

Future committee meeting dates

19 July, 6-7pm Council Chambers

14 August, 6-7pm, Council Chambers

Tour of parks:

Sunday 10am 27 May for a tour, meet outside the mill

UTEC Committee meeting minutes

12 June 2018

McCrossins Mill 5pm-6pm

Opened 5.01pm

Present: Kent Mayo (KM, chair), Andrea Wallace (AW), Carl Merten (CM), John Kurko (JK), Colin Hull (CH), Noelene Porter (NP), Louis van Ekert (LvE), Ariella Van Luyn (AVL), Cr Isabelle Strutt

Apologises

Cr Levi Sampson, Shaun Platford, James Sinclair, Fay Porter, Phil Smith

General business

1. Fuller memorial park summary

The concrete pots and street stall appear to be afterthoughts and intrusive. It would be advantageous to research for photos of the original award-winning layout.

Recommendations:

- The pots are relocated to the recycling centre for sale.

Moved: _____AW_____ Seconded: _____NP_____

Carried unanimously

Further discussion for next meetings:

- That the street stall might be developed to provide shelter and seating, or removed.

2. Pioneer cemetery/Thunderbolt's grave summary

This is a popular tourist site, and the toilets, bins and RV EzyDump are intrusive. The cemetery map is incomprehensible. There is scope for a walking track at the back of the cemetery.

Draft recommendations:

- Relocate toilets and bins to the Western perimeter and/or mask with plantings

- Relocate Dump Ezy to more appropriate site
- Remove granite boulder map and publish a brochure, e.g. 'Find forebears in Uralla', which is available in the Visitor Information Centre, Museum etc

This agenda item to be discussed at next meeting

Notes for amendments:

Moved: _____ Seconded: _____

3. Pioneer Park summary

This site should be retained as a passive recreation area. A playground on this site would be inappropriate because the site is attractive and has eclectic heritage elements. Improving the highway underpass running along behind the council chambers to link to the Visitor Information Centre and Porter park would be advantageous.

Recommendations:

- USC adopt the concept of a Uralla 2358 Fibonacci Discovery Park
- USC, UTEC, Guy Crossley and a professional landscape architect to develop the project and provide costings
- Holistic approach to 2358 Park and Porter Park, including a highway underpass link and a Salisbury street pedestrian crossing
- Any new playground be installed in Porter Park which retains its identity and the equipment there be relocated to the Alma Park playground area or vice-versa

Moved: ____CM_____ Seconded: ____LvE_____

Carried unanimously

Further discussion:

JK: Points to wider issue of needing to look at all the open spaces.

CH: Inverell is cohesive and it has improved the area. This has been an ongoing development. The 2358 could also be used for an educational park.

KM: The park had always been described as 'cerebral': designed to be educational.

CM: Porter Park playground equipment is too big for little kids. It could be modified for smaller children. Young children go to the library and kids want to play on the equipment.

AW: There could be a smaller park for smaller people.

JK: The council needs to think about age specific playgrounds and where they are. The library could be consulted.

There needs to be strategic linking between parks and transitions between parks

CM: Signage is important

CH: Landscaping can lead people to things

4. Alma Park summary

This historic site (named in 1893) has had unplanned additions in more recent times.

UTEC to discuss further after a site visit.

Draft recommendations:

- The pots are relocated to the recycling centre for sale.

Moved: ____AW____ Seconded: ____NP____

Carried unanimously

5. The Glen summary

This pristine site should be maintained and enjoyed for its natural attributes. Primitive camping should be discouraged and alternate sites for RVs identified e.g. to caravan parks, showgrounds, fossicking area, BMX track.

The information shelter needs revamping.

Complete the 'Constellations of the South' sculptures. Favourable response to the Uralla Arts' walking trail, locally made exercise stations and sculpture trail. Highway signage to the Glen and signage to the Rotary park toilets.

Recommendations:

- USC to upgrade information shelter and install signage (as above)
- UTEC to formalise plans for the development of the Glen

Moved: __AW_____ Seconded: _____CM_____

Carried unanimously

Notes for further discussion:

CM: Should the roof on the information shelter be changed from plastic to metal?

JK: The Glen can't be thought of in isolation. Uralla Arts have talked about a walking trail.

Consider it as part of an ongoing circuit and linkages.

6. Shire branding summary

Current situation is confusing. There are three logos and 'a smart place to live' on Park signs.

Draft recommendations:

- USC re-adopts the current copperplate logo and slogan 'Find yourself in Uralla' and
- encourage community groups to adapt the slogan for their own promotions, e.g. 'Find fine coffee in Uralla.'

Notes for amendments:

Moved: _LvE_____ Seconded: _____Colin Hull_____

Carried unanimously

- 'A smart place to live' is replaced with 'find your yourself in Uralla'

Moved: KM Seconded: AW

Carried unanimously

7. Litter bins

The local images devolved to 'Hey Tossler.'

Recommendations:

- Resume local theme on bins, with local photographs
- Include doggie poo bags and water bowls near bins

Moved: ____AW_____ Seconded: _____JK_____

Carried unanimously

Further discussion:

AW:

- Provided Case study from EPA, which has provided a significant amount of funding
- Could the slogan be made smaller?
- And replaced with a heritage image

IS: This was part of a state-wide campaign in an effort to reduce litter

JK: Has there been a legacy clause for council?

KM: It is up to council to investigate

Closed 5.51pm

Date of next meeting:

Tuesday 10 July, 6-7pm, Council Chambers

URALLA TOWNSHIP & ENVIRONS COMMITTEE

MEETING 6pm, TUESDAY, 10 JULY 2018, AT COUNCIL CHAMBERS

MINUTES

Meeting opened: 6pm

Present:

Kent Mayo (KM, chair), Andrea Wallace (AW), Carl Merten (CM), John Kurko (JK), Colin Hull (CH), Noelene Porter (NP), Louis van Ekert (LvE), Ariella Van Luyn (AVL), Shaun Platford (SP), Phil Smith (PS)

Cr Isabelle Strutt, Cr Levi Sampson, observers

Apologies:

James Sinclair

Correspondence:

Inward:

GM, Andrew Hopkins, has requested that **UTEC members** acquaint themselves with the **Model Code of Conduct**. (30/5/18)
(uralla.nsw.gov.au/index.cfm?page_id=1138)

Memo to UTEC Committee (06/07/2018), from GM Andrew Hopkins, Subject: Redevelopment of Pioneer Park (attachment A)

Outward: Minutes of previous **UTEC** meetings to **Uralla Shire Council**

General Business:

1. SHIRE BRANDING

Recommendations:

- Council readopt the lapsed slogan, “**Find Yourself In Uralla**”, and the stylised copperplate “**Uralla**” logo, and considers the incorporation of the **heartstone image**. (A heart cut from basalt is in the retaining wall of the **1892 Bank Building** on the corner of **Bridge and Hill Sts**. The heart is unique to Uralla, and a real talking point.)



IMAGE: Uralla's heart stone, embedded in the fence of 29 Bridge St (Image: AVL, free to reproduce)

- Council encourages other business houses to adopt the slogan: e.g. **"Find Charm In Uralla"** (Heritage Walk); **"Find Magic In Uralla"** (McCrossin's Mill Museum); **"Find Pioneers In Uralla"** (Cemetery Guide); **"Find Fibonacci In Uralla"** (2358 Discovery Park) etc.
- Produce **"Find Yourself" banners** for the masts in the street to be displayed when the poles are otherwise idle.

Moved: Colin Hull **Seconded:** John Kurko, carried unanimously

2. THE GLEN

Recommendations:

- Uralla Shire Council invite **Uralla Arts** to design a makeover for **The Information Shelter**, including new text and images for e.g. **Museum, Galleries, Thunderbolt Festival, Seasons of New England, etc.**
- USC Invite **Uralla Arts** to provide a strategy for the completion of **"Constellations of the South"**.
- USC invite **Charlie Rudd** and **Carl Merton (Uralla Arts)** to provide more specifications and cost estimates for the **Walking Track** and Exercise Stations.

Amendments:

In addition:

- Council erect the remaining granite columns for the 'Constellations of the South' sculptures
- These recommendations be included in an overall Uralla Shire Council open space strategy and strategic plan

Moved: Phil Smith **Seconded:** Louis van Ekert, carried unanimously

3. PIONEER PARK

The **GM's** recommendation to the **Uralla Shire Council Meeting (26/6/18)** re **Pioneer Park, (Attachment A, incoming correspondence)**, affirms that there has been no change in the determination to install playground equipment and "interpretive heritage elements" as indicated in **November 2017 (Attachment B)** and again on **May 9, 2018 (Attachment C)**.

Did this decision come about from a **Workshop of Councillors in 2017** and/or the input of **Senior Council Officers**?

The **GM** sites the **2017 "Open Space Survey"** as evidence for opting for "**play equipment**". Many people only heard of this survey by word of mouth. Was it a valid method of gauging public opinion? Was "**democracy**" ever a relevant factor in **successful design**?

MP Adam Marshall's letter of 18/6/18 makes no reference to playground equipment, and states quite clearly that "*The future use of Pioneer Park is a decision solely for Council.*"

The **GM** informed Council that there have been "**24 submissions of support**" for the **2358 Fibonacci Theme**, but points out that "*some are from outside the Shire*". Isn't that where our visitors come from?

Is the inference that their opinions don't matter? Could we apply the same curious logic to the opinions of the **GM** and other **Senior Council Officers** who choose to live "**outside the Shire**"? (See samples of "**submissions of support**" attached.)

All these correspondents show an understanding and passion for Uralla. There are two that carry very special weight.

The **Uralla Business Chamber** clearly recognises the uniqueness of the **Fibonacci** opportunity and the benefit to local commerce and the community generally. Surely the **GM** should heed the message from this group of business owners most effected by what **Council** decides for this special site?

The other? **Uralla Historical Society** has maintained an unrelenting commitment to the conservation and promotion of **Uralla's heritage assets**. The **Society's** guardianship and prescience, often against a tide of public opinion, is a major reason for Uralla's change of fortunes, from sleepy backwater poor relation of Armidale to a thriving and attractive place.

Surely, the local experience of the **Society's committee of twelve**, and **membership of one-hundred and forty** merits some consideration in **Council's** decision-making?

Council wisely decided to form **UTEC**, to provide guidance from people who genuinely care about **Uralla's** prosperity. Would it not then be wise to **take advice** from this committee?

It might be understandable that **Senior Council Officers**, very recent arrivals, would have no knowledge or demonstrable interest in **Uralla's** resurgence, aesthetics, or future prospects.

Wouldn't you expect that our **elected Councillors** would have a far better grasp of **Uralla's** metabolism, and would see the obvious benefits for everyone in supporting this one-off opportunity that **Fibonacci** offers?

Recommendations:

- **Uralla Shire Council** includes the **Fibonacci concept** and takes a holistic approach to the development of the **Pioneer Park** site, the **highway underpass**, the **VIC** and **Porter Park**.
- Any 'playground equipment' be installed at **Porter** and/or **Alma Park**.
- **Council** canvass ideas to develop the theme . . . **Fibonacci Festival**, formal relationship with **Pisa, Italy**, Student exchanges, etc.

Amendments:

In addition:

- These recommendations be included in an overall Uralla Shire Council open space strategy and strategic plan

Cr Strutt noted that Council has signed a deed of agreement for funding, and funding may be withdrawn if design is altered too drastically. Cr Strutt also noted that design consultations will be in touch with UTEC committee.

JK noted the importance of carefully considering the spending of current funding within an overall design for Uralla's open spaces. An interactive sculpture could be a convincing way of responding to the requirement of 'playground equipment.'

Moved Carl Merten **Seconded:** John Kurko, carried unanimously

Other matters

- CH: Questioned whether the committee's remit includes the streetscape of Uralla. Noted that the streetscape should be part of Council's overall open space strategy and strategic plan

Meeting Closed 7.13pm

Next Meeting

Informal meeting prior to meeting consultants for Pioneer Park and to prioritise other deferred matters, Tuesday 7 August, 5.30-6.30pm, McCrossins Mill

Formal meeting, Tuesday 14 August, 6-7pm, Council Chambers



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 7 - Works Progress Report as at 31 July 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained.
Strategy:	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation.
Activity:	2.3.1.1	Deliver road and drainage maintenance services and capital works programs.

SUMMARY:

The purpose of this report is to inform Council of the works that have been completed or progressed for the previous month, and works being undertaken in the current month.

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during July 2018, and works programmed for August 2018.

BACKGROUND:

Council is kept informed on the progress of maintenance and construction works within the Shire.

REPORT:

A. Works Undertaken in July 2018

1.	Main Road Maintenance	
	MR73 Thunderbolts Way	General maintenance
	MR124 Bundarra Road	General maintenance
	MR132 Barraba Road	General maintenance
2.	Sealed Roads Maintenance	
	Uralla Streets	Patching, mowing
	Bundarra Town Area	Patching, mowing
	Kentucky/Wollun Area	Patching
	Sealed Rural Roads	Patching. Completed shoulder grading northern end Gwydir River Road

Uralla Shire Council
Council Business Paper – 28 August 2018

- | | | |
|----|---|--|
| 3. | Unsealed Roads Maintenance Grading
Retreat Road
Warrabah Road
Bendemeer Road
Bakers Creek Road
Clerks Creek Road | Completed grading
Graded
Commenced grading
Commenced grading
Extended pipes, lowered crests and regravelling |
| 4. | Construction
Munsie Bridge, Gostwyck Road

Bingara Road 6.6km to 8.9km | Completed road approach works and bitumen sealed

Commenced reconstruction and bitumen seal |
| 5. | Bridge / Sign
Railway Level Crossings
Main and Rural Roads | Completed signage upgrade works
Munsie Bridge, commenced guardrail construction |
| 6. | Town Area
Uralla | Park maintenance, Recreational area maintenance, Cemetery maintenance, Sporting field maintenance, tree pruning |

B. Works to be continued/undertaken in August 2018

- | | | |
|----|---|---|
| 1. | Main Road Maintenance
Bitumen patching
Guide posting
Sign maintenance
Line marking | |
| 2. | Sealed Roads Maintenance
Bitumen patching
Guide posting | |
| 3. | Unsealed Roads Maintenance
Bundarra, Balala and Kentucky areas
subject to available water supplies. | |
| 4. | Bridge/Sign
Uralla | Bridge maintenance works
Munsie Bridge guard rails |
| 5. | Construction
Bingara Road Upgrade (6.6km to
8.9km) | Continue construction |
| 6. | Town Area
Routine maintenance | |

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Nil
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
In accordance with budget
- 4. Asset Management (AMS)**
In accordance with Asset Management Plan
- 5. Workforce (WMS)**
Council staff and contractors
- 6. Legal and Risk Management**
Maintaining Council assets to minimise legal and risk exposure
- 7. Performance Measures**
Works completed to appropriate standards
- 8. Project Management**
Works Manager and Overseer

Prepared by staff member: Works Manager
Approved/Reviewed by Manager: Director Infrastructure & Regulation
Department: Infrastructure & Regulation
Attachments: Works Program to 31 July 2018

Capital Works Program 31 July 2018

ID	Task	Task Name	Text1	Cost	Estimate	May 2018	June 2018	July 2018	August 2018	September	October 2018	November	December	January 2019	February	March 2019	April 2019	May 2019	June 2019	July 2019
1	Upgrades			\$1,339,976....	\$2,490,00...															
2	Munsie Bridge	New decking installed and decking guard rails installed.		\$673,357.76	\$800,000.00															
20	Bundarra Road - Barloo road	Pavement constructed and prime sealed. Signage and cleanup pending. Costing		\$620,931.49	\$350,000.00															
33	Bingara Road Upgrade (6.6km to 8.9km) - R2R	Design completed. Detailed costing to be undertaken. Rescheduled ahead of		\$21,255.33	\$506,000.00															
46	Bingara Road Upgrade (13.7km to 15.4km) - R2R	Design commissioned. Detailed costing to be undertaken. Rescheduled ahead of Eastern Avenue pending completion of design.		\$0.00	\$374,000.00															
58	Eastern Avenue	Design completed - Works deferred in favour of Bingara Road upgrade due to weather and water availability		\$24,432.00	\$320,000.00															
69	Burtons Lane. 0.0 to 1.39km from Noalimba Avenue. Rehab and single lane seal	Detailed costing to be undertaken. Scheduling to be finalised.		\$0.00	\$250,000.00															
83	Bundarra Road - Invergowrie Road - REPAIR Project	Design Pending. Pricing to be reviewed. Scheduling to be		\$0.00	\$302,000.00															
95	Gilmore Place, Uralla. Rehabilitation -	Draft brief prepared. To be undertaken by contractors. Yet to be		\$0.00	\$40,000.00															
109	Park Street Uralla. Queen Street to Uralla Street. Rehab 100m by	Draft brief prepared. To be undertaken by contractors. Yet to be scheduled.		\$0.00	\$50,000.00															
122																				

Project: Works Program August 18
Date: Tue 21/08/18

Task		External Tasks		Manual Task		Finish-only		Progress
Split		External Milestone		Duration-only		Deadline		Manual Progress
Milestone		Inactive Task		Manual Summary Rollup		Baseline		
Summary		Inactive Milestone		Manual Summary		Baseline Milestone		
Project Summary		Inactive Summary		Start-only		Baseline Summary		

Capital Works Program 31 July 2018

ID	Task	Task Name	Text1	Cost	Estimate	May 2018	June 2018	July 2018	August 2018	September	October 2018	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	
123		Footpaths		\$0.00	\$87,160.00																
124		Shared path Maitland Street 200m	Pending RMS approval of Funding. Yet to be scheduled	\$0.00	\$86,000.00																
130																					
131		Stormwater		\$626.00	\$45,000.00																
132		Rowan Avenue Stormwater	Design commencement delayed.	\$626.00	\$45,000.00																

Project: Works Program August 18
Date: Tue 21/08/18

Task		External Tasks		Manual Task		Finish-only		Progress
Split		External Milestone		Duration-only		Deadline		Manual Progress
Milestone		Inactive Task		Manual Summary Rollup		Baseline		
Summary		Inactive Milestone		Manual Summary		Baseline Milestone		
Project Summary		Inactive Summary		Start-only		Baseline Summary		



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	Coordinator Governance and Risk
Reference/Subject:	Report 8 - Schedule of Ordinary Meetings 2018-19

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1 A strong, accountable and representative Council
Strategy:	4.1.3 Provide open, accountable and transparent decision making for the community
Activity:	4.1.3.1 Implement and maintain a transparent and accountable decision making framework
Action:	4.1.3.1.8 Council ordinary and extraordinary meetings are conducted and open to the public

SUMMARY:

This report recommends that Council adopt the Schedule of Meetings for 2018-19, contained at Attachment A, and resolve to place a Public Notice in *The Armidale Express*, detailing the date, commencement time and venue of each meeting scheduled for the 2018-19 period.

OFFICER'S RECOMMENDATION:

That Council;

1. Adopt the Schedule of Meetings for 2018-19, contained at Attachment A.
2. Place a Public Notice in *The Armidale Express* detailing the date, commencement time and venue of each Ordinary Meeting scheduled for the 2018-19 period, in accordance with clause 232 of the Local Government (General) Regulation 2005.

BACKGROUND:

Section 365 of the *Local Government Act 1993* (the Act) requires Council to meet at least 10 times each year, each time in a different month. Section 9 of the Act requires Council to give notice of the public of the times and places of its meetings. Clause 232 of the Local Government (General) Regulation 2005 (the Regulation) provides that a public notice issued under section 9 of the Act must be published in a newspaper circulating in the area before the meeting taking place; that the notice must specify the time and place of the meeting; and that notice of more than one meeting may be given in the same notice.

REPORT:

The proposed Schedule of Meetings for 2018-19 (the Schedule) recommends that Council hold 11 Ordinary Meetings in the 2018-19 period, ensuring compliance with section 365 of the Act. As done in previous years; the Schedule recommends that an Ordinary Meeting be held in each month, except for January.

Uralla Shire Council
Council Business Paper – 28 August 2018

Council traditionally holds its regular Ordinary Meeting on the fourth Tuesday of the month. The proposed Schedule recommends continuing this practice, except for the Ordinary Meetings scheduled for October 2018 and December 2018, respectively, due to the following reasons:

- **October 2018:** As the 2018 Local Government NSW Annual Conference will be held in Albury from 21 to 23 October 2018, the proposed Schedule recommends holding that Council's Ordinary Meeting in October on the fifth Tuesday of the month, namely Tuesday, 30 October 2018.
- **December 2018:** As the fourth Tuesday of December 2018 falls on 25 December 2018 (Christmas Day), the proposed Schedule recommends that the Ordinary Meeting in December 2018 be held on the third Tuesday of the month, namely Tuesday, 18 December 2018.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- NSW Local Government Act 1993.
- NSW Local Government Regulation (General) 2005.
- Code of Meeting Practice.

3. Financial (LTFP)

Nil.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil.

7. Performance Measures

Council's combined Delivery Program 2017-21 and Operational Plan 2018-19 commits Council, at Action 4.1.3.1.8, to conducting Ordinary and Extraordinary Meetings and ensuring that those meetings are open to the public. The adoption of the Schedule of Meetings is listed as the measure and target for this action.

8. Project Management

Nil

Prepared by staff member: Cian Middleton

TRIM Reference Number:

Approved/Reviewed by Manager: Trish Kirkland

Department: Director Community and Governance

Attachments: A. Proposed Schedule of Ordinary Meetings 2018-19



Schedule of Ordinary Meetings 2018-2019

DATE	TIME	VENUE
September 2018		
Tuesday, 25 September 2018	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
October 2018		
Tuesday, 30 October 2018	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
November 2018		
Tuesday, 27 November 2018	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
December 2018		
Tuesday, 18 December 2018	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
January 2019		
<i>No meeting scheduled.</i>		
February 2019		
Tuesday, 26 February 2019	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
March 2019		
Tuesday, 26 March 2019	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
April 2019		
Tuesday, 23 April 2019	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
May 2019		
Tuesday, 28 May 2019	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
June 2019		
Tuesday, 25 June 2019	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
July 2019		
Tuesday, 23 July 2019	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
August 2019		
Tuesday, 27 August 2019	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
September 2019		
Tuesday, 24 September 2019	12.30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Andrew Hopkins</i>
Reference/Subject:	Report 9 - Minutes of New England Joint Organisation

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.1	A strong, accountable and representative council.
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels.
Activity:	4.1.4.1	Maintain effective partnerships and advocacy activities.
Annual Action:		Advocate the needs of the shire to State and Federal Governments through regional joint organisations of councils.

SUMMARY:

This report provides Council with the minutes of the inaugural board meeting of the New England Joint Organisation held on 25th June 2018 at Moree Plains Shire Council.

OFFICER'S RECOMMENDATION:

That Council:

- a) Receive and note the minutes of the inaugural board meeting of the New England Joint Organisation of Councils held on 25th June 2018 at Moree Plains Shire Council;*
- b) Note Councillor Michael Pearce, Mayor of Uralla Shire Council, was elected Chairperson of the Board for a two year period;*
- c) Receive and note the summary of the inaugural meeting of the chairpersons of joint organisations in NSW held on 16th August 2018 at Parliament House.*

REPORT:

The New England Joint Organisation (NEJO) was created by proclamation in the Government Gazette dated 11th May 2018.

The inaugural board meeting of the NEJO was held at Moree Plains Shire Council on 25th June 2018 at which the Mayor of Uralla, Cr Michael Pearce, was elected Chairperson of the Board. The minutes from that meeting are attached as Attachment A. Congratulatory letters from the Federal Member - the Hon' Barnaby Joyce, the Deputy Premier – the Hon' John Barilaro, and the Minister for the Environment, Local Government and Heritage – the Hon' Gabrielle Upton are attached at Attachment B.

On 16th August 2018 the State Government convened a meeting of all chairpersons of the 13 joint organisations in NSW (there are no metropolitan joint organisations), at which the Premier, Deputy

Uralla Shire Council
Council Business Paper – 28 August 2018

Premier and Minister for Local Government gave addresses. Cr Pearce's summary notes of that meeting are attached as Attachment C.

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	TBC
Approved/Reviewed by Manager:	N/a
Department:	General Manager's Office
Attachments:	A: Minutes of June 2018 NEJO Meeting. B: Congratulatory letters to Cr Pearce from the federal member - the Hon' Barnaby Joyce, the Deputy Premier – the Hon' John Barilaro, and the Minister for the Environment, Local Government and Heritage – the Hon' Gabrielle Upton. C: Summary notes of the meeting of JO Chairs 16 th August 2018.

New England Joint Organisation Meeting
25 JUNE 2018

Minutes

NEW ENGLAND JOINT ORGANISATION

ORDINARY MEETING

MINUTES

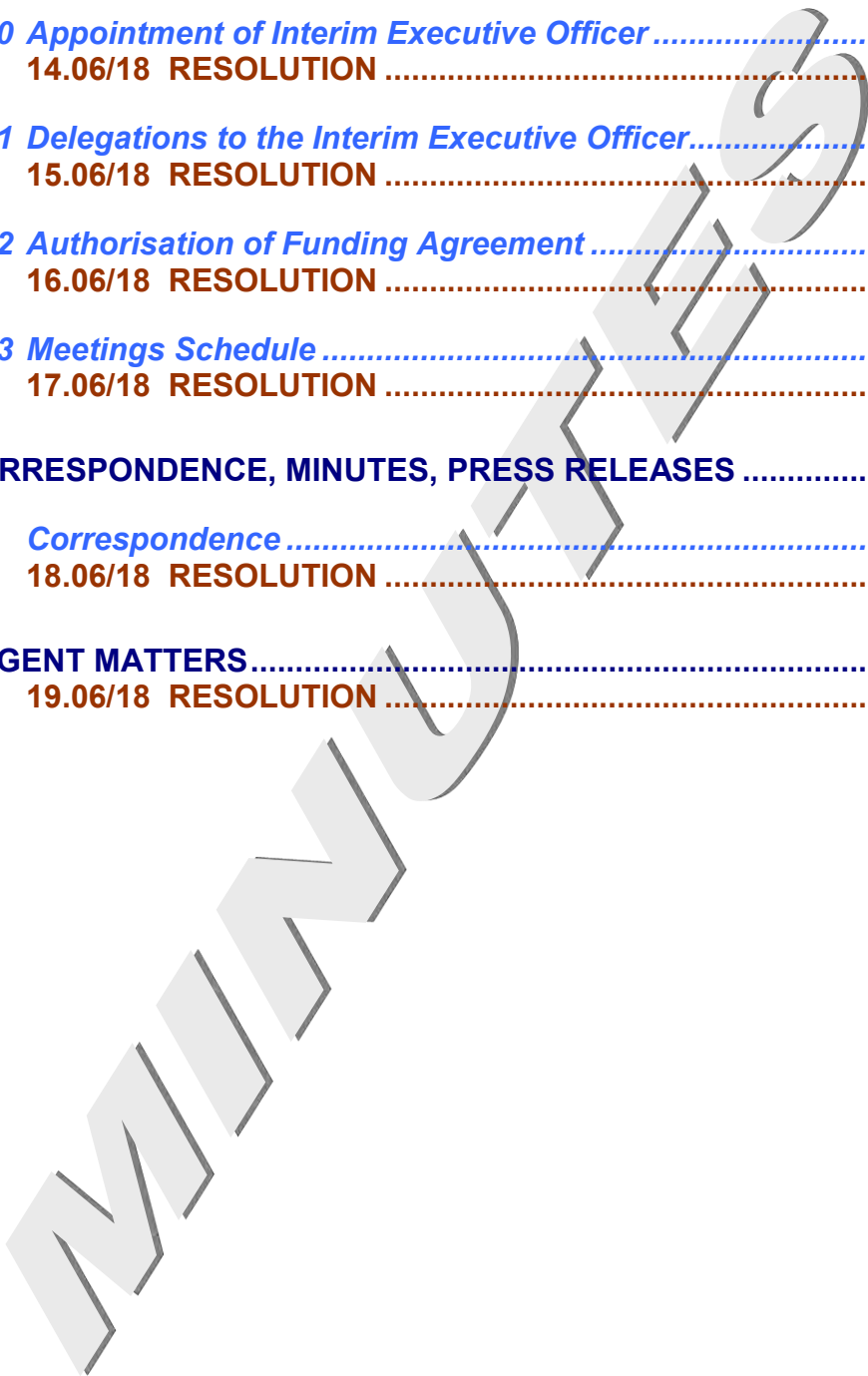
From the meeting held at the Moree Plains Shire Council on:

Monday, 25 June 2018 at 10.00am

Table of Contents

1	ACKNOWLEDGEMENT TO COUNTRY.....	3
2	APOLOGIES.....	3
3	DISCLOSURE OF CONFLICT OF INTERESTS / PECUNIARY AND NON-PECUNIARY INTERESTS.....	3
4	MINUTES OF THE PREVIOUS MEETING OF THE FORMER NEW ENGLAND GROUP OF COUNCILS HELD ON 28 MAY 2018 TO BE NOTED	4
	1.06/18 RESOLUTION	4
5	REPORTS.....	4
5.1	<i>Election of Chairperson</i>	4
	2.06/18 RESOLUTION	4
5.2	<i>Code of Meeting Practice</i>	4
	3.06/18 RESOLUTION	4
5.3	<i>Code of Conduct and Panel of Conduct Reviewers</i>	5
	4.06/18 RESOLUTION	5
5.4	<i>Disclosure of Delegates - Designated Persons (Section 449 of the Local Government Act 1993)</i>	6
	5.06/18 RESOLUTION	6
5.5	<i>Narrabri Shire Council's Request to Joint the New England Joint Organisation</i>	6
	6.06/18 RESOLUTION	6
	7.06/18 RESOLUTION	7
5.6	<i>Media and Communication Policy</i>	7
	8.06/18 RESOLUTION	7
5.7	<i>Expenses and Facilities Policy</i>	8
	9.06/18 RESOLUTION	8

5.8	<i>New England Joint Organisation Draft Charter</i>	8
	10.06/18 RESOLUTION	8
	11.06/18 RESOLUTION	8
	12.06/18 RESOLUTION	9
5.9	<i>Timeline and Other Ancillary Matters</i>	9
	13.06/18 RESOLUTION	9
5.10	<i>Appointment of Interim Executive Officer</i>	10
	14.06/18 RESOLUTION	10
5.11	<i>Delegations to the Interim Executive Officer</i>	11
	15.06/18 RESOLUTION	11
5.12	<i>Authorisation of Funding Agreement</i>	11
	16.06/18 RESOLUTION	11
5.13	<i>Meetings Schedule</i>	11
	17.06/18 RESOLUTION	11
6	CORRESPONDENCE, MINUTES, PRESS RELEASES	12
6.1	<i>Correspondence</i>	12
	18.06/18 RESOLUTION	12
7	URGENT MATTERS	12
	19.06/18 RESOLUTION	13



PRESENT: Cr Michael Pearce and Mr Andrew Hopkins (Uralla Shire Council), Cr Simon Murray and Mr Lindsay Woodland (Armidale Regional Council), Cr Steve Toms and Mr Hein Basson (Glen Innes Severn Council), Cr Paul Harmon and Mr Paul Henry (Inverell Shire Council), Cr Katrina Humphries and Mr Lester Rodgers (Moree Plains Shire Council), Cr Peter Petty and Mr Terry Dodds (Tenterfield Shire Council), Mr Chris Presland (Director, Reform Implementation, Office of Local Government), Ms Jodie Healy (Council Engagement Manager, Office of Local Government) and Cr Cathy Redding and Mr Stewart Todd (Narrabri Shire Council, as observers).

OPENED: 10.20am.

The appointed Returning Officer, Mr Hein Basson, presided until the election of the Chairperson. He drew the attention of members to the fact that the meeting was going to be recorded for Minuting purposes.

1 ACKNOWLEDGEMENT TO COUNTRY

The Mayor of Moree Plains Shire Council, Cr Katrina Humphries, extended a hearty word of welcome to all members and introduced Mr Mitchell Johnson, Director of Corporate Services of the Moree Plains Shire Council, who identifies as being a member of the Kamilaroi people, to do the Acknowledgement to Country.

Mr Johnson also welcomed everybody present to Country, acknowledged the Kamilaroi people as the traditional custodians of the land and paid his respect to the Elders both past and present.

2 APOLOGIES

Apologies were received from Ms Alison McGaffin (Director Northern NSW Regional Coordination, Department of Premier and Cabinet) who was unable to attend.

3 DISCLOSURE OF CONFLICT OF INTERESTS / PECUNIARY AND NON-PECUNIARY INTERESTS

No disclosures were made by members.

4 MINUTES OF THE PREVIOUS MEETING OF THE FORMER NEW ENGLAND GROUP OF COUNCILS HELD ON 28 MAY 2018 TO BE NOTED

Moved Cr S Toms Seconded Cr K Humphries

1.06/18 RESOLUTION

That the Minutes of the Ordinary Meeting of the New England Group of Councils held on 28 May 2018, copies of which were circulated, be noted.

CARRIED

5 REPORTS

5.1 Election of Chairperson

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

The Returning Officer fulfilled his role for the election of Chairperson, advising that he has only received one (1) nomination (that duly complied with the requirements).

Moved Cr P Petty Seconded Cr S Toms

2.06/18 RESOLUTION

That the Board elects Councillor Michael Pearce, Mayor of the Uralla Shire Council, unopposed as Chairperson of the New England Joint Organisation for a two (2) year period.

CARRIED

Cr Michael Pearce assumed the role of Chairperson.

5.2 Code of Meeting Practice

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr P Harmon Seconded Cr S Toms

3.06/18 RESOLUTION

1. That the draft Code of Meeting Practice, attached as Annexure A to the Business Paper, be referred to member Councils for their comment for a period of 42 days.

2. That the draft Code of Meeting Practice and comments from member Councils be referred to a future meeting of the Board for consideration and adoption of the policy as amended (if required).

CARRIED

5.3 Code of Conduct and Panel of Conduct Reviewers

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr P Harmon Seconded Cr S Murray

4.06/18 RESOLUTION

1. That the New England Joint Organisation adopts:
 - (a) the Model Code of Conduct for Local Councils in NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW with the understanding that in reading and interpreting these documents, the term "Council" be substituted by "Joint Organisation", the term "Councillor" be substituted by "Board Member" and the term "General Manager" be substituted by "(Interim) Executive Officer", as well as any other changes necessary to ipso facto make the contents of this Code applicable to the Joint Organisation.
 - (b) the following Panel of Conduct Reviewers:
 - Monica Kelly, Prevention Partners NSW;
 - Kath Roach, SINC Solutions Pty Ltd;
 - Linda Pettersen, Linda Pettersen Consulting Pty Ltd;
 - Emma Broomfield, Locale Consulting;
 - Belinda Nolan, Pinnacle Integrity;
 - Shane White, Pinnacle Integrity;
 - Andrew Hedges, LKA Group Pty Ltd;
 - Greg Wright, Wright Associates.
 - (c) the Public Interest Disclosures Internal Reporting Policy, attached as Annexure C to the Business Paper.
2. That the Interim Executive Officer be requested to appoint a suitably qualified Complaints Coordinator from the human resources pool of the Inverell Shire Council.

CARRIED

5.4 Disclosure of Delegates - Designated Persons (Section 449 of the Local Government Act 1993)

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr S Toms Seconded Cr P Petty

5.06/18 RESOLUTION

1. That the Board notes that all Board members and the (Interim) Executive Officer are automatically designated persons for the purposes of Section 449 of the Local Government Act 1993.
2. That the Board notes that as alternatives, Deputy Mayors or other appointed alternates of member Councils, should also be treated as designated persons.
3. That the Board notes the responsibility of designated persons in returning disclosures of interest forms within a period of three (3) months after the implementation of the New England Joint Organisation.

CARRIED

5.5 Narrabri Shire Council's Request to Joint the New England Joint Organisation

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Cr Cathy Redding, Mayor of Narrabri Shire Council, gave a short presentation, highlighting reasons why Narrabri Shire Council would like to join the New England Joint Organisation (NEJO). This Council's motivation revolves around the Inland Rail, Roads and Maritime Services boundaries, Regional Economic Development Strategy and Functional Economic Regions' boundaries, as well as highlighting other strong ties with existing NEJO members.

A copy of the handout distributed by the General Manager, Mr Stewart Todd, is attached to the Minutes as an Annexure.

Discussion was held for and against the inclusion of Narrabri Shire Council, including the Mayors of Inverell and Uralla Shire Councils explaining their Council's resolutions for Narrabri not to be included and the mandate that they have for voting. It was acknowledged that the openness and honesty of members laid a strong foundation for respectful transparency going forward, as member Councils will have differences of opinion from time to time about particular subject matters.

Moved Cr K Humphries Seconded Cr S Murray

6.06/18 RESOLUTION

1. That the Board of the New England Joint Organisation (NEJO) resolves to:

- 1.1 Welcome and support the inclusion of the Narrabri Shire Council as a Member Council of NEJO.
- 1.2 Write to the Minister for Local Government in order to provide her with a copy of this resolution of the NEJO-Board.
2. That the Board authorises the Mayor and General Manager of the Narrabri Shire Council to attend the rest of the meeting as observers.

A division was called for, voting on which was as follows:

For	Against
Cr K Humphries	Cr P Harmon
Cr S Murray	Cr M Pearce
Cr P Petty	
Cr S Toms	

The division was declared carried by 4 votes to 2.

CARRIED

Moved Cr S Murray Seconded Cr P Harmon

7.06/18 RESOLUTION

That the Hon. Adam Marshall, MP be invited to address the meeting when he is available later in the morning, as he was present in Moree for other business on the day.

CARRIED

5.6 Media and Communication Policy

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr S Murray Seconded Cr P Harmon

8.06/18 RESOLUTION

That the draft Media and Communications Policy, attached as Annexure A to the Business Paper, be adopted by the Board.

CARRIED

5.7 Expenses and Facilities Policy

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr S Toms Seconded Cr P Petty

9.06/18 RESOLUTION

1. That the draft policy for the Payment of Expenses and the Provision of Facilities to New England Joint Organisation Board Members be considered by the Board and once adopted in principle (with or without amendments), be referred to member Councils for their comment for a period of 42 days.
2. That the draft policy for the Payment of Expenses and the Provision of Facilities to New England Joint Organisation Board Members and comments from member Councils be referred to a future meeting of the Board for consideration and adoption of the final policy (with or without amendments, as required).

CARRIED

5.8 New England Joint Organisation Draft Charter

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr P Harmon Seconded Cr P Petty

10.06/18 RESOLUTION

1. That the Board adopts the draft Charter for the New England Joint Organisation attached to the Business Paper as Annexure A relating to this report, with the name of Ms Susan Law to be included as the newly appointed Chief Executive Officer of the Armidale Regional Council on page 148 of the Annexures relating to the Business Paper.
2. That this draft Charter be referred to member Councils for a period of 42 days – seeking their feedback by way of written submissions.
3. That a further report be prepared for consideration of the Board, detailing the feedback received from member Councils, for the adoption of a final Charter for the organisation (with or without amendments, as required).

CARRIED

Moved Cr K Humphries Seconded Cr P Harmon

11.06/18 RESOLUTION

That the meeting suspends standing orders to welcome the Hon. Adam Marshall, MP to the meeting and allow him an opportunity to address the meeting.

CARRIED

The local MP congratulated the Chairperson with his election and expressed his satisfaction with the formal establishment and implementation of the New England Joint Organisation, as he sees it as an important vehicle to ensure strong advocacy and regional economic development for the New England region into the future.

He further allowed for an opportunity for member Councils to ask questions and he provided his responses.

The meeting adjourned for a short refreshment break at 11.55am.

The meeting resumed at 12.10pm.

Moved Cr P Harmon Seconded Cr S Toms

12.06/18 RESOLUTION

That the meeting resumes standing orders.

CARRIED

5.9 Timeline and Other Ancillary Matters

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Mr Paul Henry, General Manager of Inverell Shire Council, provided an update to the meeting on the progress with opening a bank account, obtaining an Australian Business Number, registering the organisation for tax purposes, reserving a domain name, establishing a phone number and establishing an email address.

Moved Cr P Harmon Seconded Cr K Humphries

13.06/18 RESOLUTION

1. That the Board notes the timeline for the execution of particular action steps associated with the proper implementation of the New England Joint Organisation (NEJO).
2. That the Board authorises the Interim Executive Officer to sign all relevant and necessary documentation on behalf of the New England Joint Organisation in pursuing the following action steps:
 - Opening a bank account;
 - Obtaining an Australian Business Number and registering the organisation for tax purposes;
 - Reserving a domain name;
 - Establishing a phone number;

- Establishing an email address.
3. That the Interim Executive Officer be requested to implement the other outstanding actions listed in the timeline table within the body of the report.

CARRIED

5.10 Appointment of Interim Executive Officer

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr P Petty

Seconded Cr S Murray

14.06/18 RESOLUTION

1. That Mr Paul Henry, General Manager of the Inverell Shire Council, be appointed as the Interim Executive Officer of the New England Joint Organisation for a period of time up to 31 December 2018 and that it be acknowledged that all official records of this organisation will be held at the Inverell Shire Council for this mentioned time.
2. That the appointed Interim Executive Officer also be appointed as the Public Officer of the New England Joint Organisation pursuant to Section 342 of the Local Government Act 1993.
3. That the Board considers the appropriateness of scheduling another meeting in the short term to discuss and commence the recruitment and selection processes pertaining to the appointment of a permanent Executive Officer, inter alia considering the following:
 - Obtain quotations from reputable recruitment agencies;
 - Decide on an interview panel, if not all member Councils are going to be involved with this action;
 - Determine appropriate hours of service for the permanent full or part time Executive Officer – having regard to the nature of duties to be performed;
 - Determine an appropriate organisation structure for the new Joint Organisation.
4. That the Board determines a monthly compensation amount of \$1,500 to be paid over to the Inverell Shire Council in recognition of the work that will need to be done in regards to the formal implementation of the New England Joint Organisation.
5. That the Board also determines a compensation amount of \$1,500 to be paid over to the Glen Innes Severn Council for the work done in relation to the preparation of the inaugural New England Joint Organisation Business Paper.

CARRIED

5.11 Delegations to the Interim Executive Officer

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr S Toms Seconded Cr P Petty

15.06/18 RESOLUTION

1. That the Board adopts the Delegations Instrument pertaining to the Interim Executive Officer, attached as Annexure A relating to this report, and review it once a permanent Executive Officer has been appointed.
2. That the Board adopts an interim organisation structure consisting of only the Interim Executive Officer as a staff member of the New England Joint Organisation.

CARRIED

5.12 Authorisation of Funding Agreement

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr K Humphries Seconded Cr S Murray

16.06/18 RESOLUTION

That the Board resolves to authorise the Interim Executive Officer to sign the Funding Agreement between the Office of Local Government and the New England Joint Organisation (NEJO); in order for the seed funding to be paid over into NEJO's bank account.

CARRIED

5.13 Meetings Schedule

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr P Harmon Seconded Cr K Humphries

17.06/18 RESOLUTION

1. That the following dates be accepted for future New England Joint Organisation (NEJO) meetings:
 - 27 August 2018 (Glen Innes);
 - 26 November 2018 (Armidale).

2. That the Board acknowledges that further meetings might be required in order to facilitate the proper implementation of this new organisation – in accordance with the expectations of the Office of Local Government.

CARRIED

6 CORRESPONDENCE, MINUTES, PRESS RELEASES

6.1 Correspondence

REPORT FROM: GENERAL MANAGER'S OFFICE
Author: Hein Basson - General Manager

Moved Cr S Toms Seconded Cr P Harmon

18.06/18 RESOLUTION

That the Board notes the contents of the following items of correspondence:

- Letter dated 24 May 2018 from The Hon. John Barilaro, MP, Deputy Premier, and The Hon. Gabrielle Upton, MP, Minister for Local Government advising of the establishment of the New England Joint Organisation;
- Letter dated 31 May 2018 from the Office of Local Government giving formal approval for Mr Hein Basson to fulfil the role of Returning Officer at the first New England Joint Organisation meeting.

CARRIED

7 URGENT MATTERS

The Chairperson offered Mr Chris Presland, Director, Reform Implementation, Office of Local Government, an opportunity to address the Board. He conveyed his congratulations to the Chairperson and Board Members with the inaugural meeting of the New England Joint Organisation (NEJO) and also extended his thanks for the preparation work that had been done to facilitate the meeting. He expressed the opinion that Joint Organisations is one of the most exciting concepts coming out of the Local Government Reform initiatives. He also conveyed the view of the Hon. John Barilaro, Deputy Premier, that Joint Organisations will form a foundational structure for regional decision-making into the future.

In response to a question from the Mayor of Moree Plains Shire Council, Cr Katrina Humphries, Mr Presland pointed to the current situation where the State Government cannot resolve to merge Joint Organisations, as individual Joint Organisations will have to vote in favour of any mergers first before such an action would be able to be pursued.

Mr Presland further stated that the meeting of Chairpersons of the 11 established Joint Organisations will account for a strong voice from regional and rural New South Wales,

as it is e.g. envisaged for this group to have relative unencumbered access to applicable State Government Ministers in order to pursue particular regional objectives and concerns. In this regard, the Joint Organisations Chairpersons' meeting scheduled for 16 August 2018 in Sydney was also mentioned.

Mr Lester Rodgers, General Manager of Moree Plains Shire Council, made mention of the opportunity to have a media release distributed about the inaugural NEJO meeting, including the Board's resolution about the inclusion of Narrabri Shire Council with NEJO. Mr Paul Henry, General Manager of Inverell Shire Council, made mention that he would include infrastructure, economic and social development as part of the Board's public policy issues. Mr Chris Presland offered his assistance with the development of media releases.

It was suggested for the General Managers' Advisory Group to look into the water security concerns of member Councils, and its associated water and sewerage functions.

Mr Paul Henry mentioned the need for a resolution of the Board to authorise particular members as signatories to NEJO's newly established bank account to ensure the proper functioning of the organisation.

Moved Cr K Humphries Seconded Cr P Petty

19.06/18 RESOLUTION

That the Chairperson, Cr Michael Pearce, Cr Paul Harmon and the appointed Interim Executive Officer, Mr Paul Henry, be nominated as the New England Joint Organisation's authorised signatories to its bank account related business activities, including credit card transactions and electronic transfers.

CARRIED

The Meeting closed at 12.53pm.

Narrabri Shire Council – New England Joint Organisation

Reasons why the New England JO

The **Inland Rail** is of significant importance to Council. It is the largest infrastructure project the Shire will see for many many years. Placing ourselves within the NEJO and having the ability to strongly partner with Moree Shire Plains was a major consideration to request membership to the NEJO.



Roads and Maritime Services (RMS) boundaries are mis-aligned. Council found this misalignment extremely frustrating in a Namoi JO context with Narrabri Shire being the lone member of the Namoi JO located within the Western RMS Region. This is extremely significant to Council especially considering economic prosperity for the Shire and the importance of the Newell Highway and associated road networks.



Regional Economic Development Strategy (REDs) and Functional Economic Regions (FERs). These recently established boundaries align with (a majority of) councils currently in the NEGOC. If councils are to work regionally on economic priorities, the most logical choice for Narrabri Shire is to join the NEJO.



Narrabri Shire already has **strong ties** with existing NEGOC member, **Moree Plains Shire Council**.

- RED and FER Membership.
- Recently announced North West Country University Centre.
- Shared services agreement; for planning, development, building surveyor and regulatory staff.
- Currently partnered with CSIRO and ARTC on an Inland Rail study.
- Numerous other past examples of collaboration, especially relating to agriculture.



The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales,
Minister for Skills and Minister for Small
Business

The Hon. Gabrielle Upton MP
Minister for the Environment
Minister for Local Government
Minister for Heritage

Ref:
Doc ID:A607465

Clr Michael Pearce
Chairperson
New England Joint Organisation
PO Box 138
INVERELL NSW 2360

15 August 2018

By email: mayor@uralla.nsw.gov.au
CC: executiveofficer@nejo.nsw.gov.au

Dear Clr Pearce *Michael*

Congratulations on your election as the Chairperson of the New England Joint Organisation. We would like to take this opportunity to acknowledge the contribution and decisions that your member councils have made to enable the successful establishment of your joint organisation.

Joint organisations will transform the way in which local councils and the State government work together to plan, prioritise and deliver strategic initiatives for regional NSW. With over 90% of councils now members of 13 joint organisations, councils, through their joint organisation, will be able to advocate from a much stronger position on the strategic priorities that will make a real difference for communities across the State.

The recently announcement 20-year Economic Vision for Regional NSW provides the roadmap for the NSW Government's future investment into regional NSW, prioritising the strategies and plans that will unlock the growth potential of each region. Joint organisations have the opportunity to play a lead role in the implementation of the Regional Vision as a strategic partner with the NSW Government.

We are excited by the potential of working with your joint organisation and delivering on the issues that are important to your regional communities. We look forward to meeting with you in Parliament House on 16 August 2018 at the Joint Organisation Network meeting as we open this next chapter of collaboration between State and local government.

We encourage you to use the support and guidance provided by both the Department of Premier and Cabinet and the Office of Local Government (OLG), which will continue to assist your joint organisation to become successful. Mr Chris Presland from OLG is available on 0413 274 882 or olg@olg.nsw.gov.au should you have any further enquiries.

Yours sincerely

The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Skills
Minister for Small Business

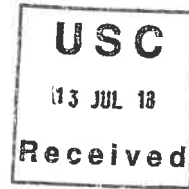
The Hon. Gabrielle Upton MP
Minister for the Environment
Minister for Local Government
Minister for Heritage



Hon **Barnaby Joyce** MP

FEDERAL MEMBER FOR NEW ENGLAND

3 July 2018



Cr Michael Pearce
Chair
New England Joint Organisation
Uralla Shire Council
PO Box 106
URALLA NSW 2358

Dear Cr Pearce *Michael,*

I write to extend my warm congratulations to you upon your recent election as Chair of the New England Joint Organisation.

I certainly wish you all the very best during your term as Chair and am sure your leadership and experience will be of great benefit to the New England JO and the many communities represented by the Organisation across the New England and North West Region.

I look forward to the opportunity of working with you and the New England JO on various issues and projects and, as always, if I can be of assistance at any time, please don't hesitate to contact me.

Kind regards.

Yours sincerely

The Hon Barnaby Joyce MP
Federal Member for New England

bj.lt.tam

Principal Office - Tamworth

All Mail: PO Box 963, Tamworth NSW 2340
Shop 5, 259 Peel Street, Tamworth NSW 2340
ph 02 6761 3080 **fax** 02 6761 3380

barnaby.joyce.mp@aph.gov.au

Tenterfield Office

255 Rouse Street, Tenterfield NSW 2372
ph 02 6736 1099 **fax** 02 6736 1433

Authorised by Barnaby Joyce MP, The Nationals,
Tamworth, NSW

www.barnabyjoyce.com.au www.facebook.com/BarnabyJoyceMP

COUNCIL BUSINESS PAPER - 28 AUGUST 2018



241

On Thursday 16th August, 2018 I attended the Inaugural Regional Joint Organisation Networking meeting at Parliament House, Sydney as Chairperson of the New England Joint Organisation.

The Joint Organisation Chairs were addressed by the Deputy Premier, Hon John Barilaro, Premier, the Hon Gladys Berejiklian and the Minister of Local Government, Hon Gabrielle Upton.

Members from the Office of Local Government and Department of Premier and Cabinet also spoke to the group of Chairs.

Core functions of Joint Organisations are -: to identify strategic regional priorities, provide leadership and advocacy and identify opportunities for inter-governmental collaboration.

The Deputy Premier spoke to the group on issues including -:

A State Government's vision for New South Wales.

Need for additional funding opportunities.

Need for connectivity, both in road infrastructure and digital technology.

Regional growth, putting more businesses into the bush.

Priority for J O 's – collaboration of Councils – taking care of business for your Local Government area.

De-centralise decision making from Macquarie Street.

J O's need to take the lead.

Need to look at and resolve Cost Shifting issues by State Government.

Spoke about Strategic Model footprints.

Need for trust and relationships between State Government and Joint Organisations.

Need for leadership – both as individual Councils and J O's.

Many challenges in road and bridge infrastructure and more focus on funding requirements.

We, the Government want J O's to think BIG.

The Premier spoke to the group on issues including -:

Government is totally committed to Local Government and J O's.

J O's can assist the Government with priority setting in infrastructure.

J O's have a strong voice – give us, the government the right decisions.

Government is supporting J O's and supporting our communities.

Need to prioritise projects for funding themes and opportunities.

Need for connectivity and water security.

The Minister for Local Government spoke to the group on issues including -:

Thanked and congratulated the Chairs of the J O's from across NSW.

13 Joint Organisations from 86 Councils.

J O's have a strong voice to speak to Government.

You, J O's can help us, the Government to be more informed and updated.

Strategic Regional Directives.

Spoke on amendments of the Model Code of Conduct and Model Code of Meeting practice.

We, the Government want J O's to show us and give three (3) of your top priorities.

We, the Government are nimble, strategic and focused.

Staff from the Department of Premier and Cabinet and Office of Local Government spoke on matters including -:

NSW Vision plan.

Connectivity – to build in themes and funding.

It will be a standard action and practice for DPC and OLG to get out and about and meet up with J O's and Councils.

Regional Leadership groups.

Setting priorities for Social footprint.

We want to be solution focused on and with J O's.

My take on the Joint Organisation Networking meeting with Government Officials was about relationships with State Government and J o's.

Working together to develop and advocate a vision for Regional Development, what is needed and required. What funding opportunities are available now and into the future.

Invitation to nominate specific projects that would contribute to the development of our regions.

This is the challenge that we now face.



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 10 - Roads to Recovery Program to 2018/2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained
Strategy:	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation
	2.3.2	Maintain, renew and replace Council bridges and culverts as required
Activity:	2.3.1.1	Deliver road and drainage maintenance services and capital works programs
	2.3.2.2	Deliver bridge and culvert maintenance services and capital works programs
Action	2.3.1.1.2	Deliver sealed roads capital renewal program
	2.3.2.1.2	Deliver bridge and culvert capital works programs

SUMMARY:

The purpose of this report is to have Council update its priority list for the upgrade of unsealed and sealed roads, and timber bridges, utilising the Federal Government Roads to Recovery Program.

OFFICER'S RECOMMENDATION:

That Council:

1. Adopt the following priority list for the expenditure of Roads to Recovery funding to 2018/2019:

	Project	R2R Budget
1	Mihi Bridge – based on 50% State funding (i.e., \$ 520,000 total cost) 26.2 metres x 8 metres wide	\$260,000
2	(a) Bingara Road – upgrade and seal 2.3km (between the 6.6km and 8.9km marks)	\$506,000
2	(b) Bingara Road – upgrade and seal 1.7km (between the 13.7km and 15.4km marks)	\$374,000

Uralla Shire Council
Council Business Paper – 28 August 2018

Project	R2R Budget
3 Eastern Avenue from causeway to Glenroy Road 2.1kms – rehabilitation – single lane, very weak material, may need extra pavement	\$320,000
4. Burtons Lane 1.39kms – rehabilitation – single lane	\$250,000
5. Gilmore Place – rehabilitation – AC overlay	\$40,000
6. Park Street from Queen Street towards Uralla Street – rehabilitation 100 metres x 10.2 metres (subject to available funds)	\$50,000
7. John Street from Bridge Street to Queen Street – rehabilitation 205 metres x 13.7 metres (subject to available funds)	\$100,000
8. Leece Road – west of Wilkins Street – realign and rehabilitate –350 metres (subject to available funds)	\$120,000
Total	\$2,020,000

BACKGROUND:

Subsequent to the confirmation of funding of up to \$800,000 for the Munsie Bridge deck replacement under the Election Commitments Program, an alternative project or projects need(s) to be identified and included in the Roads to Recovery (R2R) program to the end of 2018/2019 financial year.

In a report to Council in March 2018, it was recommended that the alternative construction be:

- **Bingara Road – upgrade and seal 4km (between the 6.64km and 10.64km marks)**

The recommendation was adopted by incorporation into the adopted R2R program in accordance with the following priority list:

Project	R2R Budget
1 Mihi Bridge – based on 50% State funding-(i.e., \$ 520,000 total cost) 26.2 metres x 8 metres wide	\$260,000
2 Eastern Avenue from causeway to Glenroy Road 2.1kms – rehabilitation – single lane, very weak material, may need extra pavement	\$320,000
3 Bingara Road – upgrade and seal 4km (between the 6.64km and 10.64km marks)	\$880,000
4. Burtons Lane 1.39 kms – rehabilitation-single lane	\$250,000
5. Gilmore Place, Uralla – rehabilitation-AC overlay	\$40,000
6. Park Street, Uralla, from Queen Street towards Uralla Street – rehabilitation-100 metres x 10.2 metres (subject to available funds)	\$50,000

Uralla Shire Council
Council Business Paper – 28 August 2018

Project	R2R Budget
7. John Street, Uralla, from Bridge Street to Queen Street – rehabilitation 205 metres x 13.7 metres (subject to available funds)	\$100,000
8. Leece Road – west of Wilkins Street – realign and rehabilitate-350 metres (subject to available funds)	\$120,000
Total	\$2,020,000

REPORT

Council has commenced the construction of the first 2.3km (from chainage 6.6km to 8.9km) of the 4km Bingara Road project ahead of the Eastern Avenue project to take advantage of the climatic conditions and availability of water.

The design for the next 1.7km (to chainage 10.64km) is not yet complete and this section of construction will include the extension of the Myall Swamp Bridge (box culvert arrangement) to provide for the 8m wide formation.

The bridge widening will in turn impact on the progress of the road works, which will be delayed until the bridge works are complete.

In order to continue to take advantage of the water availability and climatic conditions, and to minimise the extent of mobilisation required to come back to Bingara Road at a later stage, upgrading of a different section of Bingara Road is preferable.

In this regard it is proposed to alter the section identified for upgrade to the final 1.7km concluding at the 15.4km chainage at the boundary with Gwydir Shire. The design for this section, being undertaken by consultants, should be concluded in time for the commencement of construction early in September.

As per the March resolution, Council has reapplied to the Fixing Country Roads Program for grant funding for upgrading and resealing the 8.4km unsealed section of Bingara Road with Council contributing \$880,000. Additionally, Council has applied for this funding through the Growing Local Economies Program and has been requested to provide a business case.

KEY ISSUES:

The modification to the program will enable the efficient deployment of Council's resources and reduce the extent of the unsealed section of Bingara Road.

CONCLUSION:

The proposed program still incorporates the prioritised upgrade works involving the upgrading and sealing of Bingara Road and takes advantage of the climatic conditions, water availability, and buildability while reducing the extent of lost time due to demobilising and remobilising plant..

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Council's Operational Plan

2. Policy and Regulation

Nil

3. Financial (LTFF)

Funding for 2014/2015 - 2018/2019 Federal Government Roads to Recovery

4. Asset Management (AMS)

Addresses Council Backlog as per Transport Asset Management Plan

5. Workforce (WMS)

Provides a full works program for all operational staff and may require additional contractors

6. Legal and Risk Management

Nil

7. Performance Measures

Delivery of projects on time and within budget

8. Project Management

Council's Works Manager

Prepared by staff member:	Terry Seymour, Director Infrastructure & Regulation
TRIM Reference:	U12/75
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure and Regulation
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 11 - Uralla Shire Council Caravan Park – New fee proposed for uninhabited, unpowered tent site

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner
Activity:	4.2.2.2	Develop and implement business plans for all business areas
Action:	4.2.2.2.7	Develop and implement a business plan for caravan parks after selection of preferred option for the Queens Street Uralla Caravan Park

SUMMARY:

The purpose of this report is to recommend to Council a new fee to cater for uninhabited, unpowered sites with glamping infrastructure set up on the site.

OFFICER'S RECOMMENDATION:

That Council:

1. **Include in its 2018-2019 Fees and Charges a \$5.00 per night charge for an uninhabited, unpowered tent site**
2. **Place the proposed additional charge on public exhibition for 28 days**

BACKGROUND:

A recent request was received to provide a rate for an unpowered tent site to increase the feasibility of a local glamping operation to provide accommodation in the Uralla Queen Street Caravan Park. Further information was provided by the applicant to support the application. See attached **confidential** correspondence.

REPORT:

- Council currently has charges for powered and unpowered sites, but no charges for sites with erected tents that are vacant.
- The time associated for the operators setting up and dismantling the glamping tents makes it nonviable for them to advertise for operations out of the caravan park, especially for short term bookings.
- Normal charges would apply when the glamping tents are occupied as already provided for in the fees and charges.

Uralla Shire Council
Council Business Paper – 28 August 2018

- The existence on site of glamping tents should not impact negatively on the availability of sites for casual users when considering the current visitor numbers.
- The proposed fee of \$5.00 appears to be reasonable.

KEY ISSUES:

- The proposal will have potential to increase the takings and visitor numbers at the caravan park.
- The proposal will support a niche tourism market within the Uralla community.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Proposed new fee to be advertised

2. Policy and Regulation

N/A

3. Financial (LTFP)

Potential increase in revenues.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Terry Seymour, Director Infrastructure & Regulation
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Confidential - Email proposal for glamping at Caravan Park 9 Jul 2018 Confidential - Email proposal with glamping tent photos 13/07/2018 Confidential - Email proposal with vacant tent fee request 16/07/2018



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Acting Coordinator Community Development and Tourism</i>
Reference/Subject:	Report 12 - Monthly Report - Visitor Information Centre and Library

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.3 A diverse and creative culture 2.1 An attractive environment for business, tourism and industry.
Strategy:	1.3.1 Provide enhanced and innovative library services that support and encourage lifelong learning. 2.1.1 Promote Uralla Shire and the region as a place to live, visit and invest
Activity:	1.3.1.1 Provide library services and programs 2.1.1.1 Promote Uralla Shire through the Visitor Information Centre
Action:	1.3.1.1 Operate the library services to meet the agreed service levels 2.1.1.1 Operate the Visitor Information Centre to meet agreed service levels

SUMMARY:

This report provides an outline of activities at the Visitor Information Centre and the Library for the month of July 2018.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

Not applicable.

REPORT:

Uralla Visitor Information Centre

July is on trend in recording some recovery from the relative quiet of June. This month we welcomed 822 visitors, an increase of 30.5% on the June figure of 627. This is a decrease of 10.75% on the July 2017 figure of 921 visitors, but comparable with the 8-year average of 842 visitors for July.

The majority of travellers who came through the Visitor Information Centre in July came from New South Wales (68%), then Queensland (19%) and Victoria (6.5%). We welcomed 26 international visitors, principally from United Kingdom (7), New Zealand (6), Japan (4) then China, USA, Switzerland and Croatia.

Uralla Shire Council
Council Business Paper – 28 August 2018

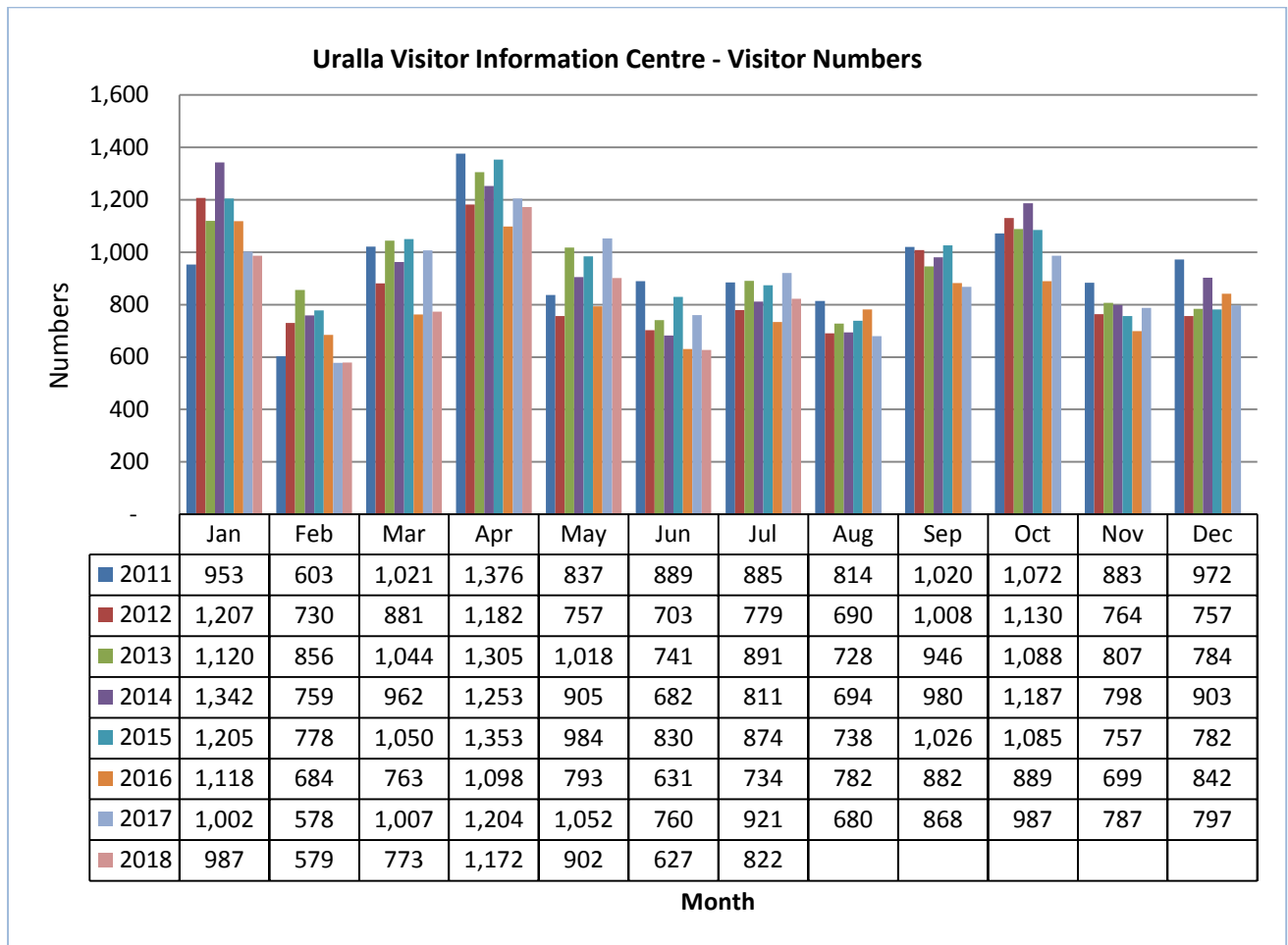
The sales for July 2018 totalled \$2,174 (ex GST) an increase on the June figure of 15.1% and 55% increase on 2017 July sales.

Sales to-date for 2018-19

Month	Total (ex. GST)
July	\$2,174
Total (\$)	\$2,174

Annual July Sales

Year	Total (ex GST)
2014/15	\$1,352
2015/16	\$1,363
2016/17	\$1,495
2017/18	\$1,403
2018/19	\$2,174



Uralla Library

Loans for July totalled 1,672 items (for all loanable resources). This is an increase of 47 items from the June total loans, and places Uralla Library as the fourth highest for items loaned in the Central Northern Library Group (CNRL) for the month. This ranking is behind the larger libraries of Tamworth (39% of total loans) and Tamworth South (12%), as well as Narrabri (13%). This month we also welcomed 12 new members.

In July the Library was a key focus for Local Government Week with multiple activities held including the History Hub, Knattering Knitters, Storytime at which the Mayor read the 'Wide Mouthed Frog' by Keith Faulkner; and the popular Aboriginal sensory play and sing-a-long.

Uralla Shire Council
Council Business Paper – 28 August 2018

For NAIDOC Week, our staff member Kathy Kelly presented an Aboriginal story, songs and dancing during Storytime for 34 children and babies.

Also in July as part of our People in Our Town program, Karen Anderson, Child and Family Health Nurse, spoke with children and parents following Storytime.

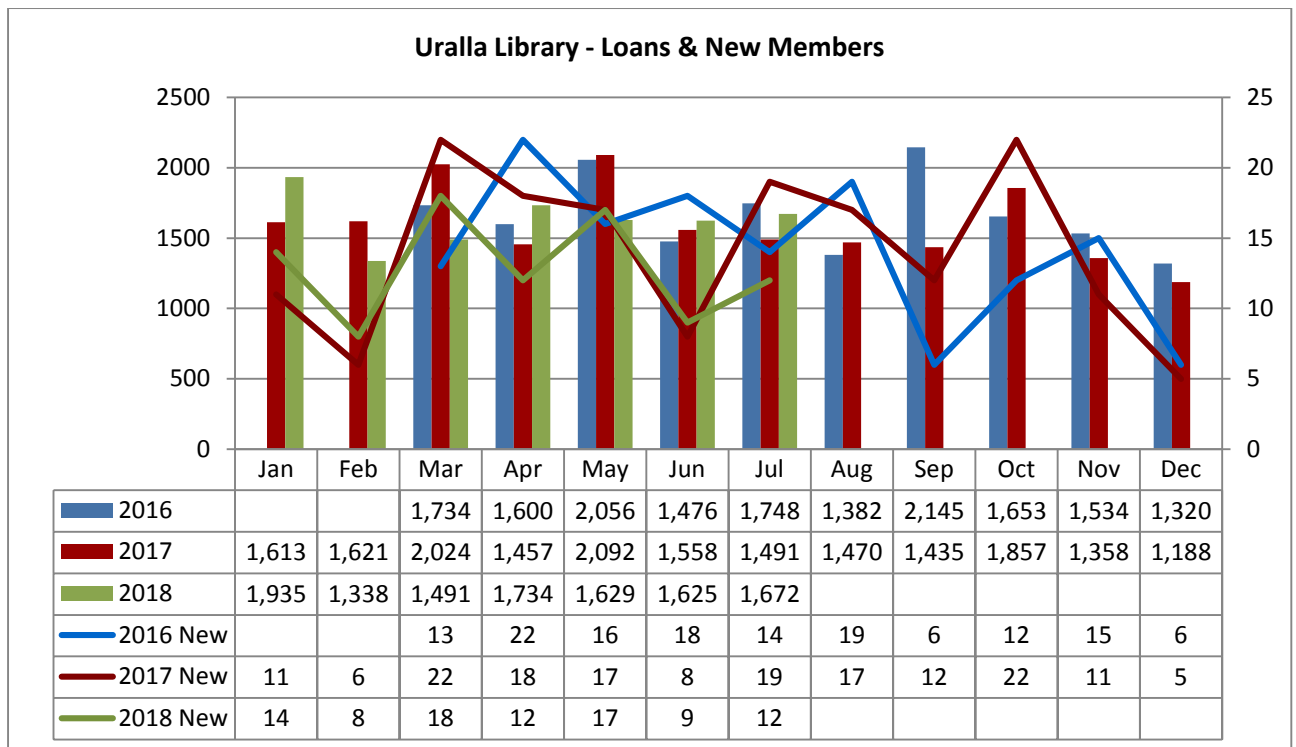
During the July school holidays the Library held three events:

- Lego Challenge workshop;
- Science, Technology, Engineering and Mathematics (STEM) workshop; and
- Marble Maze workshop.

All three workshops were fully booked and very successful.

Figures to-date for 2018-19 Financial Year

Month	Loans	New Members
July	1,672	12
Total	1,672	12



KEY ISSUES:

Nil

Clare Campbell

Acting Coordinator Community Development and Tourism

Prepared by staff member: Clare Campbell

TRIM Reference Number:

Approved/Reviewed by Manager: Trish Kirkland

Department: Director Community and Governance

Attachments: Nil



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	<i>Manager Waste, Water and Sewer Services</i>
Reference/Subject:	Report 13 - E-waste collection and recycling services and associated charges

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.3	Reuse, recycle and reduce wastage
Strategy:	3.3.1	Promoting recycling, reusing and providing regular and efficient waste and recycling services
Activity:	3.3.1.1	Provide waste removal and recycling services within the Shire
Action:	3.3.1.1.1	Provide waste collection services to the current established service areas

SUMMARY:

OFFICER'S RECOMMENDATION:

That Council:

1. That Council change the Waste Management Facility 2018-2019 Fees and Charges for e-waste as follows :
 - a. Remove the description "Items, for example – TVs" and the associated charge, "\$6.00".
 - b. Remove the description "Computer Waste and Accessories including Monitors" and the associated charge, "No charge".
 - c. Remove the description "Small electrical items e.g. desk lamp" and the associated charge "\$3.00".
 - d. Add a new description, "NTCRS eligible e-waste", add a new charge, "Free of charge". Unit measurement to remain "Per item".
 - e. Add a new description, "Non NTCRS eligible e-waste", add a new charge, "\$1.50". Unit measurement to remain "Per item".
 - f. Create a new charge category "Appliances".
 - g. List "Fridges, freezers & air conditioning units containing CFCs" as a charge under "Appliances". Charge to remain, "\$15.00". Unit measurement, "Per item".
 - h. Add a new description, "All other white goods", add a new charge, "Free of charge". Unit measurement, "Per item".
2. Place the proposed additional charge on public exhibition for 28 days.

BACKGROUND:

The National Television and Computer Recycling Scheme (NCRS) was established in 2011 to provide Australian households and small businesses with access to industry-funded collection and recycling services for televisions and computers. The Product Stewardship (Televisions and Computers) Regulations 2011 provide the legislation for the scheme. The scheme is regulated by the Commonwealth Government.

Under the scheme, Australian manufacturers and importers of televisions and computers are required by law to share the responsibility and the cost of recycling and disposal of these products. Most of the funding for the scheme comes from the television and computer industry.

As funding is provided by the scheme sponsors to collect and recycle eligible e-waste items, **Council is unable to charge residents to deposit eligible e-waste items.**

REPORT:

Council has entered into arrangements with MRI PSO to remove e-waste for collection and recycling under the NCRS. MRI PSO is the product stewardship arm of MRI e-cycle solutions. MRI PSO holds an approved co-regulatory arrangement with the NCRS.

Through the contract, and as per the funding arrangements provided by the scheme sponsors, collection and disposal of NCRS eligible items is provided at no charge. **Under the scheme, Council is unable to charge residents to deposit eligible e-waste items.**

MRI PSO will also provide stillages (containers to store e-waste) and site signage at no charge. Charges apply to collect non NCRS eligible material and for any contamination.

A contract was entered into with MRI PSO on the 6 August 2018. Council is making arrangements and training staff to prepare for commencement of this new E-Waste service.

KEY ISSUES:

1. E-waste funded for disposal and E-waste not funded for disposal
Not all e-waste is accepted for collection and recycling for free through the NCRS. Eligible e-waste items include plasma televisions, cathode ray tube (CRT) televisions, printers, web cameras, keyboards.
E-waste that is not funded for collection and recycling via the NCRS includes set top boxes. MRI PSO will apply fees to collect and recycle e-waste items not funded through the NCRS. Such items include radios and set top boxes.
2. Waste Management Facility Charges
Changes to the 2018-2019 Waste Management Facility Fees and Charges is required to reflect the regulatory and funding arrangements provided by the NCRS. The required changes are outlined in the Officers Recommendation.
3. Computerbank New England (CBNE)
By negotiation with Council officers, MRI PSO acknowledge, as an addendum to the agreement, Council's pre-existing relationship with CBNE. MRI PSO have agreed that CBNE has priority access to waste computer items. Hence CBNE will not be compromised by this agreement. However CBNE will need to ensure the waste product from CBNE's operations, placed in the stillages, is eligible e-waste under the NCRS provisions.

CONCLUSION:

That Council change the Waste Management Facility 2018-2019 Fees and Charges (refer Attachment 1) for e-waste as outlined in the Officer's Recommendation.

COUNCIL IMPLICATIONS:

1. Community Engagement/Communication (per engagement strategy)

Promotion of free e-waste service can be conducted through the website, newsletter and Facebook page. Information outlining scheme eligible and non-eligible items will be provided concurrently.

2. Policy and Regulation

Nil

3. Financial (LTFP)

The service is provided free of charge for scheme eligible material. Charges apply to other e-waste items.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

The arrangement with MRI PSO removes Council's liability associated with stockpiled e-waste items at the Uralla Landfill site. The arrangement also ensures that a higher proportion of discarded e-waste items are recycled.

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member: Stephanie McCaffrey, Manager Waste, Water and Sewer Services

TRIM Reference Number:

Approved/Reviewed by Manager: Terry Seymour, Director Infrastructure and Regulation

Department: Infrastructure and Regulation

Attachments: Attachment 1 Council report – E-Waste – Fees and charges extract

Description of Rate, Fee or Charge	Unit	Fee or Charge 2018/2019 Inclusive of GST	Fee or Charge 2017/2018 Inclusive of GST	Fee or Charge 2016/2017 Inclusive of GST	Does GST Apply?	Cost Recovery Policy
Waste Management Facility						
Sorted Recycling	Any volume	No charge	No charge	No charge		
Residential waste						
Wheelie Bin (up to 240 l)	Per wheelie bin (full or part)	\$4.00	N/A	N/A	Y	Partial
Car/sedan/wagon/4X4 domestic	Full or part	\$5.00	N/A	N/A	Y	Partial
Utility/6 x 4 trailer	Level	\$10.00	N/A	N/A	Y	Partial
	Heaped	\$15.00	N/A	N/A	Y	Partial
Commercial waste	Per cubic metre	\$50.00	N/A	N/A	Y	Partial
Uncontaminated garden and wood waste						
Wheelie Bin (up to 240 l)	Per wheelie bin (full or part)	Nil	N/A	N/A	Y	N/A
Car/sedan/wagon/4X4 domestic	Full or part	Nil	N/A	N/A	Y	N/A
Utility/6 x 4 trailer	Level	Nil	N/A	N/A	Y	N/A
Commercial	Per cubic metre	Nil	N/A	N/A		N/A
Contaminated Garden and Wood Waste	Charged at residential/commercial waste rates					
Clean brick, Concrete, Tile						
Wheelie Bin (up to 240 l)	Full or part	\$5.00			Y	Partial
Car/sedan/wagon/4X4 domestic	Full or part	\$7.00			Y	Partial
Utility/6 x 4 trailer	Full or part	\$8.00			Y	Partial
Commercial	Per cubic metre	\$25.00			Y	Partial
Mattresses						
Cot mattresses or any stripped mattresses	Each	No charge				
Single	Each	\$10.00			Y	Partial
King Single	Each	\$12.00			Y	Partial
Double	Each	\$15.00			Y	Partial
Queen	Each	\$20.00			Y	Partial
King	Each	\$22.00			Y	Partial
Lounges						
1 seater	Each	\$10.00			Y	Partial
2 seater	Each	\$15.00			Y	Partial
3 seater	Each	\$20.00			Y	Partial
E-Waste						
Fridges, freezers & airconditioning units containing CFCs	Per unit	\$15.00	\$11.50	\$11.00	Y	Partial
Items for example - TVs	Per unit	\$6.00	\$5.00	\$5.00	Y	Partial
Computer Waste and Accessories including Monitors	Per item	No charge	No charge	No charge	Y	Partial
Small electrical items eg desk lamps	Per item	\$3.00	No charge	No charge	Y	Partial
Dead Animals						
Small domestic animals e.g. cats, chickens, possums,dogs	Per item	\$14.50	\$13.50	\$13.00	Y	Partial
Medium animals - goats, sheep, pigs	Per item	\$34.00	\$32.70	\$32.00	Y	Partial
Large animals - horses, cattle	Per item	\$47.00	\$44.00	\$43.00	Y	Partial



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Andrew Hopkins</i>
Reference/Subject:	Report 14 - LGNSW Annual Conference Call for Motions

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.1	A strong, accountable and representative Council
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels
Action:	4.1.4.1	Advocate the needs of the shire to State and Federal Governments.

SUMMARY:

The annual Local Government NSW Conference is to be held from Sunday 21st October to Tuesday 23rd October 2018 in Albury.

The conference incorporates a formal meeting of Local Government NSW whereat Uralla Shire Council has voting rights of one single vote per motion.

The conference is also the peak networking opportunity for local government leaders in NSW.

In line with the LGNSW rules, the latest date motions will be accepted for inclusion in the Conference Business Paper is 12 midnight, Sunday 23rd September.

OFFICER'S RECOMMENDATION:

That Council submits/does not submit (remove which ever does not apply) Motions to the LGNSW Annual Conference 2018 by the closing date of 23rd September 2018 as follows (remove if no motions to be submitted):

REPORT:

The Local Government NSW (LGNSW) annual conference is the peak industry event for the local government sector in NSW. At the conference delegates are provided with the opportunity to:

- Be informed about emerging and current matters of importance to the local government sector in NSW.
- Network with representatives, political and non-political, from local, state and federal governments.
- Listen to and/or participate in debate about motions put to the conference and which will guide the activities of LGNSW for the following year.
- Exercise Uralla's allocated single 'vote' for each motion put to the conference.

LGNSW has called for Motions to be put before the 2018 conference.

Council should determine whether it wishes to submit a Motion(s) to the conference and if so such will need to be issued by 23rd September 2018.

Potential Motions

- a) Currently the assets associated with the NSW Rural Fire Service are considered the property of the Council and as such these are included within our asset register and contribute to our depreciation costs. There is current debate within the LG industry about the merits of this approach with a preference being that the NSW Rural Fire Service be responsible for these assets, including the associated depreciation.

A potential motion might be as follows:

That LGNSW lobby the NSW Government to remove the requirement for NSW Council's to account for NSW Rural Fire Service assets in their asset registers.

- b) The draft of the new Model Code for Meeting Practice includes a provision which mandates all Council meetings to be webcast. The purchase and installation of the technology to facilitate this requirement is a financial burden upon Councils and it would be helpful if this burden was met by the State Government.

A potential motion might be as follows:

That LGNSW lobby the NSW Government to provide financial assistance to rural/regional NSW Councils to fund the implementation of webcast infrastructure and technology for Council meetings if this remains a mandatory provision in the new Code of Meeting Practice.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The conference provides the Council to participate in the agenda setting for Local Government NSW for the following year and is the primary networking/lobbying opportunity for the sector in the year.

2. Policy and Regulation

Nil

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member: General Manager

TRIM Reference Number:

Approved/Reviewed by Manager: General Manager

Department:

Attachments: Nil

17. MOTIONS ON NOTICE



NOTICE OF MOTION

Submitted by:	Cr Tara Toomey
Subject:	Notice of Motion 1 - Community Consultation

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: Community Strategic Plan Goal 4.1
Strategy: 4.1.2, 4.1.3
Activity:
Action:

SUMMARY:

In keeping with the Uralla Shire Council Community Strategic Plan 2017 – 2027, Uralla Shire Council is committed to Community Goal 4.1 : A strong, accountable and representative Council, which involves 5 Strategies, two of which are relevant to this notice of motion.

4.1.2 - Engage with the community effectively and use the community input to inform decision making

4.1.3 - Provide open, accountable and transparent decision making for the community

COUNCILLOR'S MOTION:

That Councillors be informed of Council initiated community consultation sessions at the same time as the community, and be given the option to attend. Councillors will give due consideration to the advice of the General Manager in relation to their decision to attend but the final decision rests with Councillors.

BACKGROUND:

The recent community consultation in relation to the Stronger Community Funding has been held without providing Councillors the option to attend the meetings. The community have overwhelmingly expressed their disappointment in this approach and this motion seeks to ensure that Councillors are in future made aware of and invited to attend any Council initiated community consultation, in keeping with our commitments under the Community Strategic Plan 2017 – 2027 Goal 4.1 outlined above.

Councillor T Toomey

Supporting Councillors:

NAME OF COUNCILLOR:
SIGNED:



NOTICE OF MOTION

Submitted by: Cr Tara Toomey
Subject: Notice of Motion # / *Community Consultation*

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

(To be completed by staff)

Objective: Community Strategic Plan Goal 4.1
Strategy: 4.1.2, 4.1.3
Activity:
Action:

SUMMARY:

In keeping with the Uralla Shire Council Community Strategic Plan 2017 – 2027, Uralla Shire Council is committed to Community Goal 4.1 : A strong, accountable and representative Council, which involves 5 Strategies, two of which are relevant to this notice of motion.

4.1.2 - Engage with the community effectively and use the community input to inform decision making

4.1.3 - Provide open, accountable and transparent decision making for the community

COUNCILLOR'S MOTION:

That Councillors be informed of Council initiated community consultation sessions at the same time as the community, and be given the option to attend. Councillors will give due consideration to the advice of the General Manager in relation to their decision to attend but the final decision rests with Councillors.

BACKGROUND:

The recent community consultation in relation to the Stronger Community Funding has been held without providing Councillors the option to attend the meetings. The community have overwhelmingly expressed their disappointment in this approach and this motion seeks to ensure that Councillors are in future made aware of and invited to attend any Council initiated community consultation, in keeping with our commitments under the Community Strategic Plan 2017 – 2027 Goal 4.1 outlined above.

Councillor T Toomey

Supporting Councillor:

ROBERT CROUCH

NAME OF COUNCILLOR:

SIGNED:



NOTICE OF MOTION

Submitted by:	Cr Tara Toomey
Subject:	Notice of Motion 2 - Stronger Communities Funding

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: Community Strategic Plan Goals 1.1, 3.1 & 4.1
Strategy: 1.1.1, 1.1.2, 3.1.2, 4.1.2 & 4.1.3
Activity:
Action:

SUMMARY:

In keeping with the Uralla Shire Council Community Strategic Plan 2017 – 2027, Uralla Shire Council is committed to Community Goal 1.1 : A proud, unique and inviting community, which involves 4 strategies, 2 of which are relevant to this notice of motion.

1.1.1 - Provide vibrant and welcoming town centres, streets and meeting places

1.1.2 - Respect the heritage of the region and highlight and enhance our unique characteristics

AND Community Goal 3.1 : To preserve, protect and renew our beautiful natural environment, which involves 4 strategies, 1 of which are relevant to this notice of motion

3.1.2 – Protect the Shire’s historic buildings and sites, recognising their value to the community

AND Community Goal 4.1 : A strong, accountable and representative Council, which involves 5 Strategies, two of which are relevant to this notice of motion.

4.1.2 - Engage with the community effectively and use the community input to inform decision making

4.1.3 - Provide open, accountable and transparent decision making for the community

COUNCILLOR’S MOTION:

- 1. That Council staff note and apply the broad interpretations available to the term ‘Play Equipment’ as it appears in Council Resolution 17.08/17***
- 2. That Council staff apply the expectations of the Community Strategic Plan 2017-2027 1.1 and 3.1, particularly the word “unique” in the development of concept plans for the Stronger Community Funding proposals***
- 3. That Council staff be required to place all concept plans for the Stronger Community Funding proposals on display for 28 days and gather community feedback via Council website, social media and Council newsletter. This feedback must be provided to Councillors unfiltered, before final decisions are made.***

BACKGROUND:

In the interests of transparent decision making and with the best interests of the Uralla Shire Community at heart, the intent of this motion is to allay community fears that public spaces will be filled with uninspired catalogue items with a focus on certain types of generic play equipment and without proper, inclusive community consultation.

It is also key that the statements of intent in our Community Strategic Plan 2017 – 2027 are supported by our actions, as has been articulated in the following statements :

In keeping with the Uralla Shire Council Community Strategic Plan 2017 – 2027, Uralla Shire Council is committed to Community Goal 1.1 : A proud, unique and inviting community, which involves 4 strategies, 2 of which are relevant to this notice of motion.

1.1.3 - Provide vibrant and welcoming town centres, streets and meeting places

1.1.4 - Respect the heritage of the region and highlight and enhance our unique characteristics

AND Community Goal 3.1 : To preserve, protect and renew our beautiful natural environment, which involves 4 strategies, 1 of which are relevant to this notice of motion

3.1.2 – Protect the Shire’s historic buildings and sites, recognising their value to the community

AND Community Goal 4.1 : A strong, accountable and representative Council, which involves 5 Strategies, two of which are relevant to this notice of motion.

4.1.2 - Engage with the community effectively and use the community input to inform decision making

4.1.3 - Provide open, accountable and transparent decision making for the community

Councillor T Toomey

Supporting Councillors:

NAME OF COUNCILLOR:

SIGNED:



NOTICE OF MOTION

Submitted by:	Cr Tara Toomey
Subject:	Notice of Motion # <i>Stronger Communities Funding</i>

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: Community Strategic Plan Goals 1.1, 3.1 & 4.1
Strategy: 1.1.1, 1.1.2, 3.1.2, 4.1.2 & 4.1.3
Activity:
Action:

SUMMARY:

In keeping with the Uralla Shire Council Community Strategic Plan 2017 – 2027, Uralla Shire Council is committed to Community Goal 1.1 : A proud, unique and inviting community, which involves 4 strategies, 2 of which are relevant to this notice of motion.

1.1.1 - Provide vibrant and welcoming town centres, streets and meeting places

1.1.2 - Respect the heritage of the region and highlight and enhance our unique characteristics

AND Community Goal 3.1 : To preserve, protect and renew our beautiful natural environment, which involves 4 strategies, 1 of which are relevant to this notice of motion

3.1.2 – Protect the Shire’s historic buildings and sites, recognising their value to the community

AND Community Goal 4.1 : A strong, accountable and representative Council, which involves 5 Strategies, two of which are relevant to this notice of motion.

4.1.2 - Engage with the community effectively and use the community input to inform decision making

4.1.3 - Provide open, accountable and transparent decision making for the community

COUNCILLOR’S MOTION:

- 1. That Council staff note and apply the broad interpretations available to the term ‘Play Equipment’ as it appears in Council Resolution 17.08/17*
- 2. That Council staff apply the expectations of the Community Strategic Plan 2017-2027 1.1 and 3.1, particularly the word “unique” in the development of concept plans for the Stronger Community Funding proposals*
- 3. That Council staff be required to place all concept plans for the Stronger Community Funding proposals on display for 28 days and gather community feedback via Council website, social media and Council newsletter. This feedback must be provided to Councillors unfiltered, before final decisions are made.*

BACKGROUND:

In the interests of transparent decision making and with the best interests of the Uralla Shire Community at heart, the intent of this motion is to allay community fears that public spaces will be filled with uninspired catalogue items with a focus on certain types of generic play equipment and without proper, inclusive community consultation.

It is also key that the statements of intent in our Community Strategic Plan 2017 – 2027 are supported by our actions, as has been articulated in the following statements :

In keeping with the Uralla Shire Council Community Strategic Plan 2017 – 2027, Uralla Shire Council is committed to Community Goal 1.1 : A proud, unique and inviting community, which involves 4 strategies, 2 of which are relevant to this notice of motion.

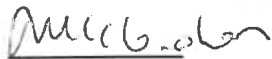
- 1.1.3 - Provide vibrant and welcoming town centres, streets and meeting places
- 1.1.4 - Respect the heritage of the region and highlight and enhance our unique characteristics

AND Community Goal 3.1 : To preserve, protect and renew our beautiful natural environment, which involves 4 strategies, 1 of which are relevant to this notice of motion

- 3.1.2 – Protect the Shire’s historic buildings and sites, recognising their value to the community

AND Community Goal 4.1 : A strong, accountable and representative Council, which involves 5 Strategies, two of which are relevant to this notice of motion.

- 4.1.2 - Engage with the community effectively and use the community input to inform decision making
- 4.1.3 - Provide open, accountable and transparent decision making for the community



Councillor T Toomey

Supporting Councillor:

NAME OF COUNCILLOR: *ROBERT C ROUCH*

SIGNED: *R. Crouch.*

18. SCHEDULE OF COUNCIL RESOLUTIONS

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 March 2015	26.03/15	Land Disposal – Karava Place, Uralla	That Council: 3. Give the General Manager delegation to negotiate payment options; and 4. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MTPR/DIR	2/6/15	Negotiations between all parties not yet completed. Lot 103 – No agreement made May 2018: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.	B
23 Nov 2015	24.11/15	Bergen Road Land Acquisition and Exchange for Road Works	That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DIR	May 2017	Survey plans completed. Awaiting result of other like applicants. May require new Council resolution depending on advice from Office of Local Government on other applications being processed.	B
25 July 2016	17.07/16	2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way realignment	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the governor for approval to acquire the Land described as Lot 1, 2 and 7 in deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the roads Act 1993	DIR DIR	Feb 2017	Application has been sent to Office of Local Government by solicitors (Nov 16) for approval. Letter drafted and forwarded to local Member regarding delays in processing from OLG June 2018. Application being processed by OLG for Lots 1, 2 and 3. Lot 7 (Crown Land) to be progressed separately with the Lands Department.	B B

									August 2018: closure is currently with Council solicitors.	
--	--	--	--	--	--	--	--	--	--	--

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 February 2017	23.02/17	Dept: I&R Submitted by: Director I & R Reference/Subject: Report 13 - Uralla Local Traffic Committee	That: 1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council. 2. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history. 3. Council drafts a Road Closure policy for review by the LTC. 4. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting.	 DIR DIR		1. Noted 2. Completed 3. Under preparation 4. Completed	 C C B C
28 February 2017	26.02/17	Dept: I&R Submitted by: DIR I&R Reference/Subject: Report 16 - Rowan Avenue, Stormwater Drainage	That: 1. The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available. 2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. 3. The residents of 21 and 23 Rowan Avenue be advised of councils resolution.	 DIR DIR DIR	 April 18 Dec 17	1. Budgeted for construction in 17/18. Rescheduled to be completed by Dec 2018. Design pending. 2. Installed during December 2017. 3. Completed	 B C C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017	20.08/17	Dept: I&R Submitted by: DIR I&R Reference: Report 13 – Development Application 25/2017 M Smith & L Ducat	That Council; a) Support the Clause 4.6 Development Application 25/2017 being for a variation of minimum lot size on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 under the ownership of PJ & CM Ducat subject to conditions. b) Request concurrence from the Director General of the NSW Office of Planning & Environment. c) Upon receipt of concurrence from the Director General of the NSW Office of Planning & Environment, delegate the General Manager to approve Development Application 25/2017 submitted by M Smith and L Ducat for a staged development being: <ul style="list-style-type: none"> • Stage 1 - Subdivision of two lots being Lots 3 and 4 with building envelopes, and the construction of a dwelling in the E4 zoned land • Stage 2 - Subdivision of two lots being Lot 1 and 2 along the zone boundary with a building envelope on Lot 2 on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 subject to the following conditions d) Amend Uralla Local Environmental Plan 2012 to: <ul style="list-style-type: none"> • Alter the zone boundary on Lot 13 DP 875212 between the E4 and R5 zone to be 50 metres from the edge of the working face of the quarry, and Amend Clause 4.1A by modifying the wording to reflect the current model clause and one that would better suit the subdivision of split zoned land circumstance and be clearer in its intent. 	MTPR	Sept 2017	a) Noted	C
				MTPR	Sept 2017	b) Requested from DG	C
				MTPR		c) Pending – developer advised of proposed modification	B
				MTPR		d) Stage 1 determination issued. Completed.	C
28 Nov 2017	13.11/17		That; That Council review its development control plans to consider setbacks and other issues for RU2 & RU1 zoning.	MTPR	July 2018	August 2018: DCP to be presented to September workshop.	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Nov 2017	38.11/17	<p>Dept: C&G Submitted by: Community Development & Tourism Coordinator / Director C&G Reference/Subject: Report 18 – Report of the Visitor Information Centre IMTPROvement Project Reference Group</p>	<p>That; Council note and commit to progressing the recommendations provided in this report from the Visitor Information Centre Improvement Project Reference Group and receive a timeline and estimated budget for items 1, 2 & 3 below for;</p> <ol style="list-style-type: none"> 1. Establishing the necessary approvals, progressing concept designs, establishing estimated implementation costs, and receiving a further report for: <ol style="list-style-type: none"> a. Improve the interior design and exterior visual aspects of the Visitor Information Centre facilities and associated external signage by engaging an appropriate consultant to provide a concept design to: <ol style="list-style-type: none"> i. Integrate the current vacant space into the visitor services area; ii. Open up the interior spaces including removal of unnecessary internal walls; iii. Provide flexible interior spaces to accommodate retail, static and “pop-up” promotional displays and activities; iv. Upgrade the kitchen for compliance to operate as fully self-contained, separately secured (with roller-door or similar) and suitable for casual rental for “pop-up” and other operator promotions; v. Improve the appearance from the street including signage and refresh the exterior; vi. Improve the outside connection at the rear to Porter Park and the library. 2. Establishing the requirements, options, implementation costs, and receiving a further report for: <ol style="list-style-type: none"> a. Better alignment of the Visitor Information Centre offerings with the Shire’s tourism assets by engaging an appropriate consultant(s) for: <ol style="list-style-type: none"> i. Developing digital materials (displays, mobile technology, website, etc) to complement and enhance paper based materials; ii. Creating digital and physical interactive experiences that showcase the Shire’s tourism assets; iii. Establishing and providing flexible, static, mobile and retail displays units, wall hanging systems, and shelving options; 	<p>DIR/DCG</p> <p>MTPR</p> <p>TPOO</p>	<p>30/04/2018</p>	<p>As below, work is underway to establish estimated costs and timeframes for items 1, 2 and 3.</p> <p>1 a) Funding voted by Council on 27/2 of \$5,000 to enable engagement of suitable consultant. Consultation session with Consultant and VIC Improvement Project Reference Group members for 19/6 at 6pm in Chambers. Final concept design, cost and implementation time frames due to Council in September 2018, refer resolution 32.04/18 part 3.</p> <p>2 a) Funding voted by Council on 24/4 of \$10,000 to enable engagement of suitable consultant. Consultant stakeholder engagement and Shire visit undertaken 12 and 13 June. Final options for aligning VIC offerings with tourism assets and associated, cost and implementation time frames due to Council in September 2018, refer resolution</p>	<p>B</p> <p>B</p>

			<ul style="list-style-type: none"> iv. Developing a Uralla Shire specific tourist guide and self-drive guides; v. Establishing free Wi-Fi service to the interior and exterior of the Centre; vi. Improving stock control and point of sale systems and technology. 			32.04/18 part 3.	
			<p>3. Establishing the requirements and implementation costs and receiving a further report for:</p> <ul style="list-style-type: none"> a. Development of guidelines for producer and operator access to the Visitor Information Centre in consultation with Council’s legal advisors as maybe required for: <ul style="list-style-type: none"> i. offering products for retail sales and/or static promotional display, and “pop up” promotional activities; ii. casual rental and operation of the self-contained kitchen for “pop-up” and promotional activities. 	CGR		3 a) Cost estimates for a legal review of guidelines and other document have been established at \$2,000 and will be included with outcomes of 1 a) and 2 a) which is to be provided to Council in September, refer resolution 32.04/18 part 3.	B
			<ul style="list-style-type: none"> b. Realigning visitor information centre operations and resources by engaging appropriate consultants as required to: <ul style="list-style-type: none"> i. Increase volunteer participation and development (including the mandatory training for Responsible Service of Alcohol) to provide quality visitor services. ii. Promote Uralla Shire’s producers and artisans by: <ul style="list-style-type: none"> • Retaining Council’s liquor license; • Selling and promoting local products and produce via static and retail displays; • Managing access for “pop up” promotional activities and casual rental and operations of the self- contained kitchen. 	TPOO		3 b) Additional staff resources and costs associated with RSA training for staff and volunteers and Liquor licensing requirements etc will depend somewhat on 2 a), and will be included with 1 a) and 2 a) and 3 a) which is to be provided to Council in September, refer resolution 32.04/18 part 3.	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 Dec 2017	15.12/17	Dept: Community & Governance Submitted by: Dir C&G Reference/Subject: Report 8 – Report of the Audit and Risk Committee Meeting held on 21 November 2017	That; 1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017 2. Council adopt the following Committee Recommendation: Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1 Council: a) Set the meeting schedule for 2018 as follow: • 9am Tuesday, 10 April 2018 • 9am Tuesday, 10 July 2018 • 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements • 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm) b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution. c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment. d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter. Report No. 6.4 Procurement Policy Final Draft Committee Recommendation 6.4.1: That: a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption. 3. Council: a) note the Committee’s request to receive a report on cash handling procedures and practices at Council’s waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.	RMSO		Noted	C
				RMSO		Noted	C
				RMSO	28/2/18	c) EOI called and reported to March Ordinary Meeting	C
				RMSO	31/1/18	d) Noted for inclusion in 2018 Audit & Risk Committee Forward Plan.	C
				CFO	27/11/17	a) Email sent to senior staff seeking feedback	C
				CFO	5/1/18	b) Prepare Council paper to put policy on public exhibition for 28 days. c) Awaiting draft policy review to include tendering provisions and provisions regarding procurement for TCS as discussed with external auditor	B
				CFO	21/11/17	Noted	C

			b) as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.	RMSO	31/1/18	Noted for inclusion in 2018 Audit & Risk committee Forward Plan	C
--	--	--	--	------	---------	---	---

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 April 2018	7.04/18	Petition	That;				C
			1. Council receive and note the petition relating to Barloo Rd, Invergowrie.				
			2. The General Manager to review the request and make recommendations to council within 3 months.	DIR		2. Pending	C
24 April 2018	10.04/18	Petition	That;				C
			1. Council receive and note the petition relating to Primitive Camping at The Glen.				
			4. The General Manager to review the request and make recommendations to council within 3 months.	MTPR		2. Pending 3. 24 July Council resolved to Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.	C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 April 2018	19.04/18	Dept: C&G Submitted by: RMSO Reference/Subject: Report 4 – Report of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018	1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A.	RMSO	27.04.18	Noted	C
			2. Report No. 2 Chair's Review of Committee Performance. Committee Recommendation 2.1: <i>That Council receive and note the Audit, Risk and Improvement Committee Chair's Review of Committee Performance Report [Attachment B].</i>	RMSO	27.04.18	Noted	C
			3. Report No. 3 Policy Risk Management 2018. Committee Recommendation 3.1: <i>That Council:</i> <i>a. place the draft Policy: Risk Management 2018, as amended by the Committee, on public exhibition for a period of 28 days [Attachment C].</i> <i>b. adopt the draft Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no public submissions being received.</i>	CGR CGR		Placed on Exhibition from 27 April to 25 May 2018. No submissions received, added to Policy Register	C C
			4. Report No. 4 2018 Internal Audit Program Committee Recommendation 4.1: <i>That Council receive and note the:</i> <i>a. Charter: Internal Audit 2018, as modified by the Committee [Attachment D].</i> <i>b. 2018 Internal Audit Program, as modified by the Committee [Attachment E].</i>	RMSO RMSO		Noted Noted	C C
			5. Report No. 5 Committee Annual Program Committee Recommendation 5.1: <i>That Council receive and note the 2018 Annual Committee Program, as modified by the Committee [Attachment F].</i>	RMSO		Noted	C

			<p>6. Report No. 6 Policy: Fraud and Corruption Control 2018 and Strategy: Fraud and Corruption Control 2018. Committee Recommendation 6.1:</p> <p><i>a. That Council:</i></p> <p><i>i. place the draft Policy: Fraud and Corruption Prevention 2018 on public exhibition for a period of 28 days [Attachment G].</i></p> <p><i>ii. adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.</i></p> <p><i>b. That Council adopt the Strategy: Fraud and Corruption Control 2018, as modified by the Committee, and note the financial implications for its implementation [Attachment H].</i></p>	CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
				CGR		No submissions received, added to Policy Register.	C
				CGR		Strategy added to Corporate Documents Register following adoption.	C
			<p>7. Report No. 7 Risk Management Action Plan 2017-18 Committee Recommendation 7.1:</p> <p><i>That Council:</i></p> <p><i>a. receive and note the four improvement actions plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) resulting from Council's insurer's 'Continual Improvement Pathway Workbooks' used to self-assess the integrity of Council's existing systems [Attachment I].</i></p> <p><i>b. refer the four improvement action plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) to the Director Infrastructure and Regulation for consideration as to funding and resourcing for implementation as part of the 2018/19 Operational Plan and Budget preparation process.</i></p>	DIR		Noted	C
				DIR		Pending.	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 April 2018	48.04/18	Submitted by: Cr Crouch Reference/Subject: Notion of Motion 2 – Council support for sustainable energy	That; Council investigate the options for use of sustainable energy throughout the Shire, for lots of greater than 5000m ² to be self-sufficient.	DIR	Ongoing	Investigation commenced	B
24 April 2018	50.04/18	Dept: I&R Submitted by: DIR Ref/Subject: Late Report 2 – Industrial Land Subdivision	That; Council resolve to: <ul style="list-style-type: none"> • Endorse option 2 of the Kehoe Myers report dated 6 April 2018 for the subdivision of the Uralla Industrial Estate, being Lot 14 DP 787477, Rowan Avenue Uralla, • Progress detailed design of the subdivision and the construction of Stage 1, • Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project. 	DIR DIR DIR	 Ongoing	Noted Survey and design consultant commissioned Signage installed. Engagement of local agent pending. Valuer engaged to provide valuations for each Lot within the endorsed layout.	C B B
22 May 2018	15.05/18	Dept: I&R Submitted by: DIR Ref/Subject: Report 7 – Crown Roads – Proposal to transfer Crown Roads to Council	That; A) Advise the NSW Department of Industry – Crown Land & Water Division of the acceptance of the proposal to transfer the following Crown Roads to Council. <ol style="list-style-type: none"> 1. Rocky River Road between Thunderbolts Way and Goodes Road, section adjoining north side of Lots 608, 230, 208, 37, 38, 39 DP 755846. Reason: Road formed, sealed, maintained by Council, access to multiple residences. 2. Bullens Road between Rocky River Road and Williams Road, whole length. Reason: Road formed, maintained by Council, access to multiple residences. 3. Williams Road from adjoining Lot 298 DP 755807 (western end start of Crown road section) to Goodes Road (eastern end). Reason: Road formed, maintained by Council, access to multiple residences. 4. Andersons Road from Thunderbolt Way (between Lot 303 DP 659982 and Lot 532 DP 755846) eastern boundary of adjoining Lot 211 DP 755807. Reason: Road formed, maintained by Council, access to multiple residences. 5. Kalinowski Lane from Evertonvale Road to northern boundary of adjoining Lot 139 DP 755807. Reason: Road formed, maintained by Council, access to multiple residences. 	DIR	June 2018	Noted and advised to NSW Department of Industry – Crown Land & Water Division	C

		<p>6. Sawpit Gully Loop north of Lot 392 DP 755846 east to junction of Sawpit Gully Road. Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>7. Sawpit Gully Road from Thunderbolts Way (adjoining Lot 1 DP 514232) to end of formed section in line with eastern boundary of Lot 266 DP 755846. Variable width. Reason: Road formed, part sealed, maintained by Council, access to multiple residences.</p> <p>8. Lookout Road west from Thunderbolts Way, adjoining northern and western boundaries of Lot 562 DP 755846, western boundary of Lot 5111 DP 1108416 and western boundary of Lot 5112 DP 1108416, to Fitzroy Street North. Reason: Road formed, maintained by Council, access to multiple residences, access to Council water reservoir.</p> <p>9. Wood Street West (between Uralla Street North and Queen Street North), short section of Uralla Street North (in line with Wood Street West), Queen Street North from junction of Wood Street West to north of Lot 102 DP 631137. Reason: Road formed, sealed (part), maintained by Council, access to multiple residences.</p>			
		<p>10. Wood Street from Barleyfields Road junction to, and including, Maitland Street junction. Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>11. Sawmill Close adjoining Lots 106 and 107 DP 793744. Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>12. Prince Avenue between Duke Street and Salisbury Street/East Street/Gostwyck Road. Reason: Road formed, sealed, maintained by Council, access to multiple.</p> <p>13. Gostwyck Road between Gostwyck Street and McCrossin Street. Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>14. McGregor Street between McCrossin Street and McKenzie Street. Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>15. McKenzie Street between Gostwyck Street and Warwick Street. Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>16. Phillip Avenue between Dumaresq Street and John Street. Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>17. Crown road west of John Street/Uralla Square and south of Lot 7027 DP 94247, being the parking and turning area for Uralla cemetery.</p>			

			<p>Reason: formed, sealed, maintained by Council as parking/turning area for cemetery, including infrastructure.</p> <p>18. Roman Street from junction of Dumaresq Street south west to terminus of sealed road (adjoining Lot 275 DP 755846).</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>19. Extension of Roman Street north east of Dumaresq Street to junction of Lot 7054 DP 1114980 and Lot 4 Section 23 DP 759022 (north side) and junction of Lot 2 DP 1193453 and Lot 13 Section 24 DP 759022 (south side).</p> <p>Reason: Road formed, access to multiple residences.</p> <p>20. Section of Crown road running north west from Roman Street, adjoining western boundaries of Lot 7054 DP 114980, Lot 7016 DP 1113920, Lot 2 DP 884209 and Lot 1 DP 884209.</p> <p>Reason: Legal access to multiple residences (Lot 2 DP 884209 and Lot 1 DP 884209) who currently cross Crown reserve (Lot 7054 DP 114980) which is licenced to Uralla Central School for grazing. Under informal agreement between Council and Lands, residences could cross Crown reserve unless access became restricted at which time they would be required to use Crown road west of their land. Therefore Crown road may be required for legal access. Also access in use by Lot 5 DP 731968, including new shed.</p>			
			<p>21. Crown road between Lot 273 DP 755846 and Lot 5 DP 731968/Lot 275 DP 755846.</p> <p>Reason: Connects Crown road (proposed Council road) in point 24 above, to Aboriginal freehold land at Lot 614 DP 755846, providing legal and practical access, as investigated previously with Council.</p> <p>22. Fitzroy Street east of junction with Park Street, to junction of Salisbury Street.</p> <p>Reason: Road formed, maintained by Council (part), access to multiple residences.</p> <p>23. Park Street north west of Fitzroy Street, through to junction with John Street/Leece Road.</p> <p>Reason: Road formed (part), sealed (part), maintained by Council (part), access to multiple residences.</p> <p>24. Crown road from end of sealed Ivon Court through to Depot Road, western end of Depot Road at entrance to Council depot, Crown road running northwest from Depot Road to boundary of Lot 21 DP 1113205.</p> <p>Reason: Sealed turning circle on Ivon Court part on Crown road, Crown road used as parking area for Council depot, small section of sealed Depot Road still Crown at entrance to Council depot, Crown road to northwest formed and provides access to multiple properties. SES have been in discussion with Council about extensions to their shed, allows potential for SES vehicle access to road adjoining Ivon Court.</p>			

			<p>25. Wilkins Street south of Leece Road, including section of Crown road north of Lot 338 DP 755846. Reason: Road formed, sealed (part), maintained by Council, access to multiple residences.</p> <p>26. Leece Road west of Faulkner Street, to road junction adjoining Lot 625 DP 39595. Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>27. Road from western end of Leece Road (at junction) running north, then west adjoining Lot 625 DP 39595. Reason: Road formed, maintained by Council, access to multiple residences.</p> <p>28. Road from western end of Leece Road (at junction) running south adjoining Lot 625 DP 39595 and Lot 630 DP 46401. Reason: Road formed, maintained by Council, access to multiple residences up to point where road enters residences.</p> <p>29. Panhandle Road from Kingstown Road to boundary of Lot 66 DP 755816. Reason: Road formed, maintained by Council, access to multiple residences.</p> <p>30. Devoncourt Road from Kingstown Road to north west corner Lot 1 DP 810327, then east to terminus of road at Lot 63 DP 1068494. Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>And</p>				
			<p>B) Only maintain the roads as per the current arrangements, with the properties utilising the unformed sections not maintained by Council to continue to be responsible for the maintenance unless upgraded to Council's standards and satisfaction.</p> <p>C) Council make representation to the NSW Department of Industry, Crown Land and Water Division regarding compliance with the Biosecurity Act of 2015 Regulations of 2017.</p>			<p>B. Noted</p> <p>C. Inspections undertaken by Council staff and liaison with the Department arranged.</p>	<p>C</p> <p>C</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
				CCDE			
26 June 2018	9.06/18	Dept: GM Submitted by: CFO & CGR Ref/Subject: Report 2 – Adoption of draft Delivery Program 2017-21 and Operational Plan 2018-19.	That Council; 1. Council consider the submission received during the public exhibition period for the combined Draft 2017-2021 Delivery Program and 2018-19 Operational Plan, including the Draft 2018/19 Statement of Revenue Policy, contained at Attachment A. 2. Council acknowledge and thank the submission author and request the General Manager respond to the submission.	CGR/CFO		Noted Letter sent 24 July 2018	C C
			m. a)				
26 June 2018	19.06/18	Dept: GM Submitted by: GM Ref/Subject: Report 7 - Minutes of Uralla Town and Environs s355 Committee	That Council; a) Receive the minutes of the Uralla Town and Environs s355 Committee meetings dated 23 rd May 2018 and 12 th June 2018. b) Consider the recommendations contained within the minutes at the July Councillor Strategic Planning Workshop. c) With specific reference to the recommendations for Pioneer Park, advise the Committee that the park is to be redeveloped in two stages: i) the first stage will be the master planning of the park for play equipment, landscaping, park furniture and interpretative heritage elements and will include the installation of the play equipment, landscaping and park furniture; ii) the second stage will be the installation of the interpretative heritage elements. d) Provide the committee with the results of the Uralla Shire Open Space Survey noting the specific responses to Question 8 (regarding Pioneer Park).	GM DIR GM MTPR		a) Noted b) Completed c) Completed d) Completed	C C C C
26 June 2018	21.06/18	Dept: DCG Submitted by: Acting CCD&T Ref/Subject: Report 9 - Financial Assistance - Rec Ya Shorts School Workshop	That Council; 1. Give 28-days public notice of the proposed \$700 (ex GST) in financial assistance to Screenwave for the purposes of funding the school filmmaking workshop and mental health seminar. 2. Subject to not receiving submissions opposing the donation during the 28-day public notice period, contribute \$700 (ex GST) in financial assistance to Screenwave to fund the school filmmaking workshop and mental health seminar.	CCDE CCDE		Placed on exhibition, closes 10/08/18, no submissions received Payment made	C C
26 June 2018	22.06/18	Dept: DIR Submitted by: Manager WWSS Ref/Subject: Report 10 - Demand Management Plan	That Council; 1. Place the draft Demand Management Plan and the updated 2015 Drought Management Plan on public exhibition for a period of 28 days; 2. Adopt the draft Plans subject to no public submissions being received.	MWWSS		1. On exhibition until 17 August 2. Pending	C B

		and updated Drought Management Plan					
26 June 2018	28.06/18	Dept: GM Submitted by: GM Ref/Subject: Report 14 - NAMOI Non-Voting Membership Invitation	That Council; a) Accept the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a Non-Voting Member of that organisation for the 2018-2019 year b) Vote \$16,500 to the 2018-19 Budget for the 2018-2019 Non-Voting membership fee	GM		a) To be actioned b) To be actioned	A A
26 June 2018	29.06/18	Dept: DIR Submitted by: Manager PR Ref/Subject: Report 15 – The Gap road Uralla - Refusal of Gateway Determination	That Council; 1. Receive the refusal by the Department of Planning and Environment of Gateway Determination for Planning Proposal, Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots. 2. Write to the Department of Planning and Environment requesting an explanation as to why a decision on this matter has occurred months ahead of the other matter Council has submitted and when Council can expect a decision on the outstanding matter. 3. Are provided with copies of the Gateway Determination Application for the Gap Road rezoning.	MTPR	July 2018 July 2018	1. Noted 2. Report pending regarding previous decisions having been responded to by DoPE 3. Completed	C B C
26 June 2018	30.06/18	Dept: DIR Submitted by: DIR Ref/Subject: Report 16 - Uralla Shire Council Caravan Park – Future management options	Call for expressions of interest for caretaker services for up to two years to be provided under contract to the Council.	DIR	Sep 18	Pending	B
24 July 2018	11.07/18	Dept: DIR Submitted by: DIR Ref/Subject: Report 3 - Heritage Advisory Services Summary for July 2018	That the Heritage Advisory Services Summary for July 2018 be received and noted by Council and that a report addressing the issues raised in item 3 be brought to the next Ordinary Meeting of Council.	DIR			

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 July 2018	15.07/18	Dept: DIR Submitted by: MTPR Ref/Subject: Report 5 – DIVISION DECISION – Development Application 35/2017 – Dwelling – 36 Uralla Street, Uralla	That; Report 5 lay on the table awaiting further information from the applicant.	MTPR		Pending. Applicant has requested and been granted a processing hold on the DA.	B
24 July 2018	18.07/18	Dept: DIR Submitted by: MTPR Ref/Subject: Report 6 - DIVISION DECISION – Development Application 34/2018 – Wind turbine – 24 McDonalds Lane, Rocky River	That; Council refuse the Development Application 34/2017 for a wind turbine at 24 McDonalds Lane Rocky River, being Lot 52 DP 755846, due to the negative impact on the amenity of neighbours	MTPR		Council resolved to refuse the DA at the July meeting.	C
24 July 2018	19.07/18	Dept: DCG Submitted by: MMG Ref/Subject: Report 7 - McMaugh Gardens Re-Accreditation to 4 August 2021	<ol style="list-style-type: none"> 1. Council congratulate the management and staff for running a facility that attracts the calibre of the reaccreditation report received. 	DCG		Noted	C
24 July 2018	23.07/18	Dept: DCG Submitted by: RMSO Ref/Subject: Report 9 - Report of the Audit, Risk and Improvement Committee Meeting held on 10 July 2018	<p>That;</p> <ol style="list-style-type: none"> 2. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018 [Attachment A]. 3. Report No. 3 Revised Internal Audit Program Committee Recommendation 3.1: That Council receive and note the Revised 2018/2019 Internal Audit Program, as modified by the Committee [Attachment B]. 4. Report No. 4 Revised Committee 2018-2019 Annual Program Committee Recommendation 4.1: That Council receive and note the Revised Committee 2018-2019 Annual Program, as modified by the Committee [Attachment C]. 	CGR		Noted	C
				CGR		Noted	C
				CGR		Noted	C

			<p>5. Report No. 10 Revised Strategy: Fraud and Corruption Control 2018. Committee Recommendation 10.1: That Council:</p> <p>a. Place the draft Strategy: Fraud and Corruption Control 2018 [Attachment H], as modified by the Committee, on public exhibition for a period of 28 days.</p> <p>b. Adopt the Strategy: Fraud and Corruption Control 2018, subject to no public submissions being received.</p> <p>6. Other Business 2018-19 Internal Audit Program budget Committee Recommendation: That Council consider funding opportunities to reinstate the 2018-19 Internal Audit Program budget to a total of \$30,000, which is an additional \$15,000 to provide for the delivery of the scheduled second Internal Audit of Council's Financial Controls in accordance with the Committee's endorsed Internal Audit Plan.</p> <p>7. That Committee recommendations 5.1, 6.1, 7.1, 8.1 and 9.1 lay on the table until the next Ordinary Meeting of Council.</p>	CGR		Public Exhibition until 24 August 2018	C
						Pending part a.	A
				CGR		Refer Res.	C
				CGR		Report to lift from the table included in August Ordinary Meeting Business Paper.	C
24 July 2018	25.07/18	Dept: DIR Submitted by: MWWSS Ref/Subject: Report 11 - Bundarra Sewer Scheme Second Quarterly Report April – June 2018	That; 2. That Public Works provide Council with a project Risk Management Plan and detailed project timeline.	DIR		Pending	B
24 July 2018	32.07/18	Dept: DIR Submitted by: MTPR Ref/Subject: Report 13 - Gateway Determination for Planning Proposal, Rezoning of Land at The Gap Road, Uralla	That Council; 1. Receive and note the advice regarding Gateway Determination outstanding matters lodged prior to the request for concurrence for the Planning Proposal, Rezoning of Land at The Gap Road, Uralla. 2. Receive and note the correspondence as submitted to the Department of Planning and Environment for the Planning Proposal, Rezoning of Land at The Gap Road, Uralla, as per Council's resolution 29.06/18. 3. Invite a representative from the Department of Planning and Environment to brief Council on relevant zoning and rezoning matters.	DIR		Completed	C
24 July 2018	35.07/18	Dept: DIR Submitted by: MTPR	That; Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.	DIR		Pending	B

		of Motion 2 - Industrial Land	show full consideration has been given to the issues raised by the person making the offer.				
--	--	--	---	--	--	--	--

Responsibility Matrix

Each of the resolution actions is assigned to a responsible local government officer, who provides progress reports to the Council each month. Set out below is the responsibility legend used throughout this Schedule of Actions document:

• GM	General Manager	General Manager's Office
• CFO	Chief Financial Officer	General Manager's Office
• MHR	Manager Human Resources	General Manager's Office
• DIR	Director Infrastructure and Regulation	Infrastructure and Regulation
• EMC	Environmental Management Coordinator	Infrastructure and Regulation
• MWWSS	Manager Water, Waste and Sewerage Services	Infrastructure and Regulation
• MTPR	Manager Town Planning and Regulation	Infrastructure and Regulation
• MIW	Manager Infrastructure and Works	Infrastructure and Regulation
• DCG	Director Community and Governance	Community and Governance
• CCDE	Coordinator Community Development and Engagement	Community and Governance
• CGR	Coordinator Governance and Risk	Community and Governance
• MMG	Manager McMaugh Gardens Aged Care	Community and Governance
• MCC	Manager Community Care	Community and Governance
• CTI	Coordinator Technology and Information	Community and Governance
• TPOO	Tourism Promotion and Operations Officer	Community and Governance
• RMSO	Risk Management and Safety Officer	Community and Governance

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	<i>Manager Waste, Water and Sewer Services and Director Infrastructure and Regulation</i>
Reference/Subject:	Response to Questions from 24 July 2018 Ordinary Meeting – Infrastructure and Regulation

OFFICER'S RECOMMENDATION:

That Council note the responses to Crs Bell, Ledger and Toomey's questions from 24 July 2018 Ordinary Meeting.

QUESTION 1: From Cr R Bell

For future survey and design work, will Armidale- and Uralla-based companies be given the opportunity to quote or tender even if they are not registered as pre-approved suppliers on TenderLink or Vendor Panel?

RESPONSE:

Consulting services for complex and sizeable survey and design projects are sourced through Local Government Procurement's (LGP's) Vendor Panel arrangements to ensure best value for Council. It is not proposed to run a parallel quotation arrangement. Local consultants with the capacity to provide the survey and engineering services are encouraged to pre-qualify with LGP.

QUESTION 2: From Cr R Bell

Please advise the estimated costs, including salary, wages, on-costs, additional fleet and office fit-out for the proposed additional staff in Infrastructure and Regulation?

RESPONSE:

Budgetary provision has been made for additional salaries, including oncost, of approximately \$378,000. An external assessment of the human resource requirements for parts of the Infrastructure and Regulation Division is being undertaken. The need for additional fleet and office fit-out requirements have not been established or costed.

QUESTION 3a: From Cr R Bell

Please advise the weekly cost of the skip bin currently being utilised for the disposal of household waste?

RESPONSE:

There is no weekly cost for the skip bin currently being utilised for the disposal of household waste. The bin is emptied on average three times a fortnight. The cost for the service to empty the bin is \$165 per empty.

QUESTION 3b: From Cr R Bell

Has the site been temporarily closed during normal operating hours recently due to staff shortages?

RESPONSE:

No.

QUESTION 3c: From Cr R Bell

Has Council resolved to purchase a small track loader (Bobcat) for the site?

RESPONSE:

There is no Council resolution as such. Provision was made in the plant fund budget to purchase a skid steer (bobcat type) unit.

QUESTION 4: From Cr R Bell

Could Council staff investigate the benefits and costs of collecting household waste (in 240 litre bins) and recycling on a fortnightly basis rather than weekly?

RESPONSE:

A high level assessment can be undertaken.

QUESTION 4: From Cr T Toomey

Is there new plant, i.e., a bobcat or similar, being purchased for the Waste Management Facility? If so, what is the cost and where is it budgeted?

RESPONSE:

Yes.

The selected plant item including attachments has been purchased for \$82,400 exc GST. Funding of \$78,000 was included in the plant fund budget.

The unit has been purchased to address safety issues associated with operating a fork lift on uneven and sloping surfaces. An audit by SafeWork NSW as part of the Safe Forklift Use Project confirmed the use of a forklift as deployed at the Waste Management Centre was unsatisfactory.

The new plant will also be able to deploy for specialist work in other areas of Council.

QUESTION 1: From Cr N Ledger

Can a priority list of gravel roads in Invergowrie, detailing the order in which they will be sealed, be provided?

RESPONSE:

Yes. A priority list of 10 gravel roads in Invergowrie can be developed proposing the order and cost estimate of the works for Council's consideration.

Prepared by staff member:	Stephanie McCaffrey
TRIM Reference Number:	U18/167
Approved/Reviewed by Manager:	Terry Seymour
Department:	Department Infrastructure and Regulation
Attachments:	NIL



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Manager Community Care</i>
Reference/Subject:	Response to Question from 24th July 2018 Ordinary Meeting – Community and Governance

OFFICER'S RECOMMENDATION:

That Council note the response to the Councillor's question/s from the 28 July 2018 Ordinary Meeting

QUESTION/s:

Questions from 24th July 2018 Ordinary Meeting of Council – Cr Tara Toomey :

1. Has Council considered providing gardening services as part of our NDIS offering?
2. Is Council able to provide a list of NDIS-approved providers in the Uralla Shire that can provide gardening services?

RESPONSE/s:

1. Service providers must be approved and accredited for services delivered under the NDIS, Tablelands Community Support are not approved to supply gardening services.
As part of our entry to the NDIS provision we investigated what services were able to be provided in a cost efficient manner. The results of this confirmed that the level of recompense provided under the NDIS financial structure, combined with the cost of providing this service, made it not cost effective for TCS to include gardening services in our service provision.

Further we are aware that there are already two registered Uralla based NDIS approved providers offering this service within the Uralla area.

2. Whilst it is not a requirement to do so, TCS offer the details of these providers to clients who enquire regarding gardening services. There are two NDIS approved providers registered to provide gardening services in the Uralla area:
 - Anne Harrison – 0416 238 970 anneha@bigpond.com
 - Daryl Broadley – 0412 332 466 darylbroadley@hotmail.com

The NDIS system is structured to allow participants to exercise choice in utilising a number of service providers to ensure their needs are covered by the organisation best positioned to do so.

Wendy Kurko
Manager Community Care

Prepared by staff member: Wendy Kurko
Approved/Reviewed by Manager: Trish Kirkland
Department: Community and Governance
Attachments: Nil

20. QUESTIONS FOR NEXT MEETING

Questions will be received at the Meeting.

21. CONFIDENTIAL BUSINESS

END OF BUSINESS PAPER