



**- BUSINESS AGENDA -**

# **Ordinary Meeting of Council**

**21 December 2015 at 1:00pm**

**12:50pm PRESENTATION OF PROMOTIONAL VIDEOS**

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Apologies/Requests for Leave of Absence**
- 5. Disclosures & Declaration of Interests**
- 6. Confirmation of Minutes of Previous Meeting**
  - Ordinary Council Meeting 23 November 2015
- 7. Announcements**
- 8. Tabling of Reports & Petitions**
- 9. Presentations**
- 10. Deputations**
- 11. Urgent Supplementary & Late Items of Business**
- 12. Written Reports from Delegates**
- 13. Mayoral Minute – Nil**
- 14. Recommendations for Items to be Considered in Confidential Section – Nil**
- 15. Reports from the General Manager - Nil**

**16. Reports from the Corporate & Community Committee**

<b>Called:</b>	1.14.12.01	Inland NSW Annual Report
<b>Called:</b>	1.14.12.02	Cash at Bank and Investments

**17. Reports from the Environment, Development & Infrastructure Committee**

<b>Called:</b>	2.14.12.01	Development Approvals and Refusals for November 2015
<b>Called:</b>	2.14.12.02	Works Progress Report to 30 November 2015
<b>Called:</b>	2.14.12.03	Works Planning Report December 2015
<b>Called:</b>	2.14.12.04	Uralla Local Traffic Committee
<b>Called:</b>	2.14.12.05	Uralla Landfill Annual Return

- 18. Motions on Notice - Nil**
- 19. Schedule of Actions – As at 16/12/2015**
- 20. Confidential Business - Nil**
- 21. Authority to Affix the Common Seal**
  - DA-70-2015  
Mr M & Mrs D Batt and Mr M & Mrs V Atkinson
- 22. Meeting Close**



9 December 2015

**ORDINARY MEETING OF COUNCIL  
1.00pm Monday 21 December 2015**

Notice is hereby given that a meeting of the Council of Uralla will be held at Council Chambers, Salisbury Street, Uralla on **Monday, 21 December 2015 commencing at 1.00pm.**

**There will be a presentation prior to the meeting, commencing at 12:50pm, of two short promotional video clips in relation to Report 1.14.12.01.**

Damien Connor  
**GENERAL MANAGER**



**Uralla Shire Council Business Paper  
21 December 2015**



## CONFIRMATION OF MINUTES

21 December 2015

6. Confirmation of Minutes

CONFIRMATION OF MINUTES

## CONFIRMATION OF MINUTES

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**Minutes to be confirmed or received and noted at Council Meeting held on 21 December 2015**

- Council Meeting held 24 August 2015 **(to be confirmed)**
- Bundarra 355 Committee, Monday August 10 August, 2015 **(to be noted)**



## MAYORAL MINUTE

21 December 2015

13. Mayoral Minute

**MAYORAL MINUTE**

MAYORAL MINUTE

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21 December 2015

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## MAYORAL MINUTE

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## MAYORAL MINUTE

<b>Department:</b>	<b>Mayor</b>
<b>Submitted by:</b>	<b>Mayor, Michael Pearce</b>
<b>Reference:</b>	Item 1
<b>Subject:</b>	National Local Roads and Transport Congress, 17 – 19 November, 2015. Ballarat, Victoria.

### **SUMMARY:**

The purpose of this report is to provide Council with a summary of the National Local Roads and Transport Congress, 17 – 19 November, 2015. Ballarat, Victoria.

### **COUNCILLOR'S RECOMMENDATION:**

**That the report titled, National Local Roads and Transport Congress, 17 – 19 November, 2015. Ballarat, Victoria, as presented by the Mayor, be received and noted.**

### **REPORT:**

This year's Congress was held at Ballarat, with over 250 delegates in attendance.

Gold was discovered in 1851 at Ballarat and is also known for the famous Eureka Rebellion and the Southern Cross symbol.

I found this Congress extremely informative and interesting with extensive networking with other delegates from across Australia. I believe it a very important Congress to attend and represent our Council, to be there, at the table.

For many Councils, local roads and bridges are their single largest area of expenditure and present the greatest challenge in terms of Asset management and Financial Sustainability.

One of the key aims of this year's Congress was to highlight the importance of Federal funding to Local Government in overcoming road and infrastructure challenges. But this issue goes beyond funding, to how strong and effective relationships are built and maintained between **Federal Government** and **Local Government**.



# MAYORAL MINUTE

**Wednesday 18<sup>th</sup> November.**

Opening address by **Mayor Troy PICKARD, President of ALGA, Australian Local Government Association.**

He spoke on the Gold Rush era of Ballarat and the Eureka Rebellion.

He mentioned the first Congress held in Moree 15 years ago.

This first Congress started a National narrative for local Roads across Australia.

Funding for R2R, Roads to Recovery

National/State and Local Freight routes.

An aim to have a National standard across the board for Local Council Roads.

Road/Rail/Public Transport/Air and Shipping.

Infrastructure Australia commenced in 2008, looking at significant infrastructure.

Spoke on subjects and discussion for this year's Congress.

This year's theme – Connecting Communities – Driving the Nation.

Working on National Road Reform across all tiers of Government.

Spoke on next year's Federal Election.

Spoke on the Congress Panel members, Guest Speakers and Overseas Presenter.

Mentioned Warren TRUSS, Anthony ALBANESE and Paul FLETCHER speaking today and tomorrow.

Over the next 2 days, the Congress will be looking at issues and developing solutions.

**Philip DAVIES, CEO of Infrastructure Australia.**

Infrastructure Australia publicly advocates for reforms on key issues including means of Financing, delivering and operating infrastructure and how to better plan and utilise infrastructure networks.

He spoke about progressing productivity reforms.

Transport across National Road networks.

Northern Australian Audit.

Australian Infrastructure Audit.

IA is independent from Government with an independent board.

Population by 2031 is estimated at 30.5M

Brisbane, Sydney, Melbourne and Perth will be the major players for population growth.

Need for planning to avoid congestion.

Congestion in population and on Local and State road networks, which needs to be addressed and planned for.

# MAYORAL MINUTE

Impact on Freight tasks.

First/last mile on Transport, most challenging issue.

Maintenance on local road infrastructure meeting the maintenance demand.

When looking at a strategic approach on infrastructure, you need to look at the evidence.

Tighter funding, funding issues, looking at working alongside ALGA in an effort to fix the issues.

Ten Reform challenges, -

Productivity	Competitive Markets
Population	Sustainable Infrastructure
Connectivity	Remote/Indigenous Communities
Regional	Governance
Funding	Best Practice

National significance with a strong pipeline of projects.

Productivity enhancing benefits.

Liveability of Cities into the future.

Thanked for the opportunity to address the Congress.

**The Hon Warren TRUSS, Deputy Prime Minister, currently Acting Prime Minister.**

Thanked for the opportunity to speak at the Congress.

Acknowledged Ballarat and the ALGA board.

Acknowledged the delegates from across the Nation.

Building a better road network.

Need for a growing economy.

Building infrastructure into the 21<sup>st</sup> century.

Urban and Rural communities are the foundations of our Nation.

Long term sustainability and productivity.

Ballarat is the largest inland city in Victoria and it's Community involvement in tourism and history.

Across the Nation, we need to be connecting Communities.

Road/Rail/Air transport with effective communication and connectivity.

Road networks across our Nation.

## MAYORAL MINUTE

Urban Public transport network and services.

Challenges for the National Transport network.

Safety efficient transport systems and hubs.

Federal funding of \$50B through Transport Infrastructure Investment packages, projects include -:

West Connex, Western Sydney Road Transport, North Link, Pacific Highway and Bruce Highway ( 4 x lane upgrades ) to mention a few.

Sustaining Future Infrastructure with local roads under Local Government care.

First and last mile projects.

Encourage Local Government to utilise R2R funding.

It's a good time for infrastructure, good time for tendering, good time for building and a good time for employment. Take the opportunity and use it wisely and promptly.

Engage your local Federal Member with your projects including R2R, Black Spot etc and keep them informed and up to date.

R2R needs to be active, tell your local Media with displayed signage and the like.

R2R must be sustained into the future.

There is no expiry date for R2R at this point in time.

No Government in the future should interfere with R2R funding.

Safer Roads and infrastructure, Safer and well maintained Bridges.

Local Bridge infrastructure and the knowledge that bridges are very expensive.

Federal funding up to \$50M to 2019 for Black Spot funding looking at treatment for unsafe roads.

Black Spot funding – minimum cost ratio, changed from 2/1 funding now to 1/1. Makes it easier for smaller Councils.

Heavy vehicle Operation funding for more rest stops on major and other routes.

Nation's stronger Regions Program, funding opportunities with stronger links to Local Government.

New stronger Community Infrastructure Program funding with smaller grants and support for liveability and viability of Communities.

Paul FLETCHER, Federal Minister for Territories, Local Government and Major Projects will address the Congress tomorrow and speak on a number of topics including Road pricing and Digital impact. The fact that Local Government activities come across the table of Federal Government.

Spoke about the Heavy Vehicle Regulator and it's collapse with it's system break down and permit applications.

The HVR system it being looked at now, will be better, stronger and work more efficiently and the need for Local Government – as Road Managers to work together with HVR.

He then thanked delegates for the opportunity to address the Roads Congress.

# MAYORAL MINUTE

**Sue PRICE, Deputy Mayor – Moree Plains Shire Councils, representing Australian Rural Roads Group. ARRG.**

**ARRG** was founded in June 2010 by a number of Rural Local Governments from around Australia frustrated with the local road funding and maintenance challenges.

The ARRG's original membership was of highly productive Rural Councils, each producing over \$100M in commodities each year, but the group quickly expanded to include all Councils interested in a better road funding model.

Sue PRICE spoke on Local Roads Funding and black soil road issues and challenges.

Last mile issues for producers and freight carriers.

ARRG commenced in 2008 to address road issues.

She mentioned the Bingara Accord ( 2014 )

North/West Freight project involving four shires covering an area of 57,000 sq kms and 12,000 kms of road network.

The aim of this project is productivity and sustainability.

Estimated cost for the project - \$160M.

At this point in time, freight product and transport include livestock, grain and cotton.

Australian Productive Capacity, improve Australian Productivity.

Inland Rail project will only enhance transport issues and if it can, this project will be moulded to suit.

This Rail project will be moved across State borders.

Regional collaboration is and will be required.

Local Government is already under pressure on Local Road networks.

**Panel Session.**

**Experience of others. Transport issues and challenges.**

**Ways that Councils are working proactively to address these challenges. Councils need support from State and Federal funding.**

**John MARTIN – Director, Horsham Rural City Council, Victoria and Western Highway Action Committee, WHAC.**

**Julie BRIGGS – JBMS Consulting and Executive Officer, Riverina Eastern Regional Organisation of Councils, REROC.**

**Rose ELPHICK – Institute of Supply Chain Logistics, Victoria University.**

# MAYORAL MINUTE

## **John MARTIN,**

Spoke on National A8 Highway and it's history ( Melbourne to Adelaide ) the Western Highway.

Being the 2<sup>nd</sup> busiest trade route in Australia.

Road improvements on the Western Highway in the past 50 years. In the 1960's the Highway went through small towns, now has bypass utilisation.

Mentioned Bacchus Marsh project bypass in 1972, cost of \$4.3M for 9 kms of road.

1975 – 80km dual carriageway to Ballarat from Melbourne.

Corridor Strategy – VicRoads 1998 Action Plan.

Plans and studies – mapped out for a 15 year program which was subject to funding.

WHAC formed in 2000. Involves 10 Councils and modelled on other successful Highway developments.

Evidence based strategies with priorities for funding.

Shared set of priorities.

Lobby for funding – prepare evidence, material, media, liase with Local Member and work closely with VicRoads.

Spoke on projects achieved on the Western Highway, from 2001 to current day.

## **Julie BRIGGS,**

REROC covers 40,000 sq kms with a population of 140,000 covering 14 member Councils.

Engineers group involved discuss planning/infrastructure issues.

Grain freight to mega Silo terminals issues.

Regional Freight Transport Plan commenced in June 2014.

Looks at 39 Regional and Local roads that have economic significance for the Region.

Each of these roads were profiled.

What it carried ( type of freight ), what LGA is responsible, Industry routes, again what was transported.

Rail line issues.

What goals need or want to be achieved for transport issues.

Identify routes that need investments.

Routes/roads with significant importance.

Utilise Social data.

Interactive layered mapping system ( examples shown ) showing -:

Grain/timber/livestock/other products transported.

## MAYORAL MINUTE

Grain freight – indicated where the Silos are located in the region.

B Double routes in the region.

Shows where issues with road infrastructure are, what it requires and what funding is required.  
Priorities are given scores – lowest to highest.

Think regionally.

Create a true regional way of thinking about road networks.

### **Rose ELPHICK,**

Pilot, Planning for Freight program ( Victoria )

Research on Local Government Freight Planning Capacity.

Local heavy vehicle routes.

Articulation with sub regional/regional frameworks.

New Asset Management responsibilities.

Local access and safety need priority for Transport Industry.

Regional Road Funding.

Strategic regional approach to be efficient and effective.

Reinforces and enhances regional strategic work.

Captured freight issues across 12 Councils and Regional agencies.

Freight documentation.

What strategies can be used, show priority routes.

Create templates for Local Government.

Prepare Hume Region Freight Improvement Plan.

Commitment to Council's resources and capabilities.

Enable smaller Local Government areas to participate.

Use the bottom up approach.

Engage with Transport, Logistic Operators and local business.

Align with other levels of Government.

Cross discipline coordination – everyone had a point of view.

Gain a federated consensus on priorities.

Tailored engagement with local communities.

Local Government leadership from senior figures.

Route mapping.

# MAYORAL MINUTE

Regional priorities.

Injection of capability – building tools.

Planning a Freight guide for Local Government.

## **Sal PETROCITTO**

**Chief Executive Officer, National Heavy Vehicle Regulator,**

Spoke on a national 870,000 kms road network.

657,000kms Local Government roads.

37,000 bridges.

Approx 18M vehicles.

Approx 332,000 heavy vehicles.

NHVR = dedicated regulator for vehicles over 4 tonne GMV

( gross mass volume )

Promoting public safety and managing impact of heavy vehicles.

Safely maximising Road access to efficiently carry out freight tasks, whilst minimising risks.

Strong stakeholder engagement.

Stabilise Permit function of NHVR.

Get on with delivering other national projects.

This year from May ( in Tasmania ) NHVR functions working well and growing. Working in collaboration. Harmony.

Accept performance based standards.

28 day outer limit for Local road Managers.

Promote Industry safety.

Consistency in compliance and enforcement.

Chain of responsibility – education.

Data sharing integration.

Local Government opportunities - :

First/last mile opportunities – Council roads.

# MAYORAL MINUTE

Building heavy vehicle planning arrangements.

Opportunities to utilise new safety technology.

Productivity benefits for freight tasks.

SPV, Special Purpose vehicles, capabilities and impacts.

Permits, Pre-approvals and Notices.

Respect your role as Road Managers ( Local Government )

Resource limitations.

Industry is keen to work with you.

We want to help you make the right decisions.

Keen to work of ROC's, JO's and Local Government.

Work with Councils and Industry to identify opportunities to allow appropriate access to local government roads.

Share information and knowledge – to support local council Road Managers.

Minimise time spent on Route Access reports.

Maximise access to industry players.

ACCESSCONNECT system.

Access for SPV – eg, Cranes and reduce red tape.

Commonality for road access to heavy vehicles/SPV

Movement of heavy vehicles and freight identification.

Mentioned case studies on Western Downs Regional Council and Toowoomba Council, Queensland and Tumby Bay Council in South Australia.

NHVR acknowledges the work of Local Government.

Relationship with Local Government is important.

Regulatory consistency is the key.

Awareness and education is a fundamental platform.

Partnerships shared input by all players involved.

## **WORKSHOP**

**Regional issues and challenges.**

**Leanne SEDDON, Associate Director Infrastructure Advisory, Ernest and Young.**

**Ian DUNCAN, Executive Manager, Infrastructure WALGA.**

**Mike BRADY, General Manager, Infrastructure – Toowoomba Regional Council.**



# MAYORAL MINUTE

**Leanne SEDDON.**

Austrroads Freight program.

First/last mile access.

Allow industry to invest in specific infrastructure.

Structure to guide interactions by Industry and Government.

Framework – does not create potential inconsistency.

National Road access.

Incremental pricing trail.

NHVR.

Conduct an initial review -:

Mix of proactive and reactive responses.

Different drivers between public sector /public authority.

Managers – engaging to improve access to heavy vehicles.

Issues – many and varied across jurisdictions.

Need for flexibility with framework to address issues.

Feedback.

Don't complicate things.

Overview -:

Planning framework.

Legislate contribution by private entities.

State agreements – Legally through individual States.

Range of projects – simple through to complex.

Project identification and initial assessment.

Detailed proposals and in-principle agreements.

Negotiate and agreement.

Commercial issues -:

Upfront capital costs.

Small operators under tight margins, may not be able to invest.

# MAYORAL MINUTE

Private sector needs to be aware of the complexity of the process.

Road Managers need to ensure they have the resources and skills in place.

Future maintenance of and access to infrastructure.

## Ian DUNCAN.

Boosting National Productivity.

Regional challenges – a productive Local Roads Network.

Road network in WA now over 50 years old, need for improvement with infrastructure.

Regional Roads group.

Roads are a Network asset.

Establish a five year plan.

Develop methods/processes and procedures.

Road project grants ( Functional Road hierarchy )

Road funding – utilise Asset Preservation model, population of communities and routes.

Priorities for Road projects -:

Multi-Criteria Analysis.

Road and project type – Local/Main Station/Federal

Traffic – Statistics, type of vehicles and numbers.

Treatment – Road surface, topography, level, gradient etc.

Strategic – On going, local impact, regional impact.

Observations -:

Supply chain – end to end, Projects ( need more money/funding )

Access to roads ( vehicles, road trains/combinations ) does it define the road freight network.

Timing and funding, pre-construction work must be considered.

# MAYORAL MINUTE

**Mike BRADY**

Toowoomba Regional Council, population – 130,000

Regional First and last mile Pilot project. ( commenced July 2004)

Journey -:

Collaboration with other agencies and industry, and local government neighbours.

Road and Transport Alliance Board.

Heavy Vehicle Action Plan, HVAP – route priorities.

Moving freight strategy.

Spoke on the project – Darling Downs area – feed lots, abattoirs, cotton gins, piggeries and the need for the project.

6,500 kms for sealed and gravel roads.

Performance Based Standards, PBS in since 2008.

16 basic standards and 4 infrastructure standards.

Network access is based on vehicle type/performance.

Current Regulations, Future Regulations, Mass and Dimension, PBS and new Technology.

Spoke about vehicle classes and classifications, eg – B Double vehicles – 2 x 40 foot containers of 4 x 20 foot containers.

Benefit to the freight industry and customers.

Benefit to Local Government.

**Jeff ROORDA – Jeff Roorda and Associates.**

**Roads and Community Infrastructure Assets.**

**National State of the Assets, 2015.**

The 2015 National State of the Assets, Roads and Community Infrastructure Report ( NSoA15) summarises the outcomes of the data provided by 230 or 41 % of Local Government across Australia with a report gross replacement value of \$180B in local infrastructure under management.

# MAYORAL MINUTE

Acknowledged the work of Local Government and their Community Assets.

Acknowledges the work of Local Government and their Communities.

Strategic Asset Management Plan – SAMP.

Councils know how to manage their assets, and maintain and renew existing.

Planning needs three tiers of Government working together.

Why we need SAMP -:

Growth,

Population changes – demographic profile and movement,

International competition.

The present -:

Local Government can provide Policy data for all infrastructure.

Leadership by ALGA, Infrastructure Australia and IPWEA (Institute of Public Works Engineering Australasia.) building Government capacity and policy knowledge.

Focus on Communities, Community health and well being and transport safety.

The future -:

An action plan.

Local Government provide systems/data for decisive support.

Maintain and renew assets guided by Asset Management Plans within available resources to align with Regional strategies.

Report on areas of high risk.

Capacity to spend money quickly and effectively.

Map of investment opportunity with State Government.

We ( Local Government ) have the data.

Greater involvement with State and Federal Governments.

Include all Councils for systems and data improvement.

Communicate the need, that a map of investment is needed and required.

The National State of the Assets report looks at Condition, Function, Capacity and Performance of Local Government.

Challenges for Local Government -:

# MAYORAL MINUTE

Data collection – especially for function and capacity.

Understand – reporting on effective service levels, impacts and risks.

Community engagement.

Low confidence in functions ( asset upgrades ) and capacity (new or disposed of assets)

Roads and bridges – life cycle funding gap in NSW decreased 38 % from \$718M in 2005 to \$447M in 2014.

Planning for change needs a whole of government response.

Condition, Function, Capacity, Infrastructure funding.

ALGA – is building an improving evidence based system.

Opportunities.

We have the tools.

Need to improve Asset registers.

Information/Data/Evidence.

He finished with stating that ALGA, IPWEA and ACELG (Australian Centre of Excellence for Local Government) need to work with Local/State and Federal Governments.

**Thursday 19 November.**

**The Future of National Infrastructure Strategies.**

**Jessica HALL, Department of Infrastructure and Regional Development.**

She spoke on population growth in Australia with ABS records showing by 2030, Australia will have population of 30M.

Freight task will double over this period.

Productivity is declining.

Transport enables productivity and economic growth.

Land use and planning.

Develop better value for money.

Councils involvement in future planning and projects across Australia.

# MAYORAL MINUTE

Road users, Road user charges.

User charging reform for heavy vehicles.

She stated that her department are looking to planning for future infrastructure needs.

**Paul RETTER, CEO –National Transport Commission.**

Road reform and the need for change.

NTC – aim is to have an Efficient, Effective Road Transport system.

NTC is an Independent agency/body, funded by Federal, State and Territory governments.

Roles in reform,

Government	National	Full
Industry	Reform	Market
Community	Outcomes	Reform

Roads are connected assets across the nation.

Current Social contracts,

What is the public understanding of charges ?

Where does the money go,

Do they have a say,

What is the Community understanding of Road Infrastructure costs.

The bulk of Fuel tax goes to Commonwealth Consolidated Revenue.

The future -:

User pay system and charges.

Payment is fair, equitable and transparent.

# MAYORAL MINUTE

Charges are calculated under a National agreed method.

Users have a say in determining service levels.

Independent regulators.

Benefits -:

Road Managers – Long term planning, explore Funding options, better chance meetings, local road infrastructure.

Road users – Transparency, Understand costings, demand and supply.

NTC are uniquely positioned to navigate and pave the way for Road reform.

**International Speaker, Professor John WOODROOFFE.**

**University of Michigan, Transport Research Institute.**

Will talk on truck productivity, Fuel use, Emissions and Vehicle technology.

He spoke on truck and transportation in the United States.

Their road system length is 30 times greater than their rail track system.

Trucks are the blood of society's transportation of goods.

First/last mile issues.

Solutions.

Improved logistics – loads of trucks/weight distribution.

Real time road pricing strategies.

Develop designated routes.

Freight efficiency.

Maximum freight loads.

Longer vehicles.

Vehicles with more axels provide greater capacity and density.

## MAYORAL MINUTE

He spoke about dates in history regarding transportation.

In early Roman days- 450BC there were codes and requirements for lane widths on road related areas and classification and compliance regarding the number of animals used to haul carts/carriages.

He spoke about the workforce of vehicles in US as in their size, length and capacity.

Australian vehicles have more productivity than US vehicles.

Regulation for trucks in the US have not changed since 1985.

Australia and other countries frequently change and update their rules and regulations.

He spoke on the Special permit system used in US.

Vehicle technology in US.

Transport efficiency as a Safety Strategy utilising technology on heavy vehicles.

Vehicle transport efficiency improvements.

Reduction in truck related injury/fatalities.

Reduction in fuel consumption and emissions ( CO2)

Local Road Authority considerations.

Demonstrate the value of local roads.

Technology solutions.

Focus on strategy for local road safety.

**Matt GENEVER, Tyre Stewardship, Australia.**

Spoke on the problem of stock piling of tyres, dangers.

Tyre Stewardship Australia is funded by the tyre industry.

It's a not for profit organisation, working with governments.

They perform, - accreditation, audit and compliance.

Education and awareness.

Market development, research and development.

Administration and reporting.



# MAYORAL MINUTE

Local Government involvement is essential.

Local Government are key stakeholders.

Local Government are the managers of waste tyres and illegal dumping.

Local Government are involved in road construction ( to utilise in the future rubber road base layers )

Local Government involved in the procurement of tyres.

**In Australia. Over 51M tyres are discarded each year, that is more than 2 tyres per person.**

**The Hon Anthony ALBANESE, Shadow Minister for Infrastructure and Transport.**

Thanked ALGA and Congress for the invitation.

Acknowledged the importance of the Congress for Local Government.

The Roads to Recovery ( R2R) funding started after the first Roads Congress in Moree 15 years ago.

R2R and Black Spot funding.

Stated he was a strong supporter of Local Government.

Local Government accountable to the electorate and their communities.

Local Government impact on productivity, safer roads with a goal to achieve less road trauma.

Importance of relationship between Local Government and the Federal Government.

Spoke when his government was in power, what they achieved in relation to Road infrastructure.

**Local Government are in the best position to advise what is required and needed in their Community.**

**Panel Session – Ongoing Policy Challenges.**

**Lieutenant Colonel Sean FLEMING, Deputy Director National Logistics, Defence.**

**Professor Mary LYDON, Chief Scientific Officer, ARRB, Australian Road Research Board.**

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**This is Page 19 of the Report referred to in the Minutes of the Ordinary Meeting held on 21 December 2015**

## MAYORAL MINUTE

**David DARWIN, Program Manager Assets, Austroads, New Zealand.**

**Sean FLEMING, spoke on the Land 121 Project.**

Replacement of Defence Force's medium/heavy vehicle fleet.

Changing the face of the National Support Base.

Access by Defence to public roads and ports.

Asset recycling.

Land 121 project, replacement of Combat/Support vehicle fleet.

Current fleet is 30 years old.

New fleet designed for Combat use, protection payload, reliable, low maintenance and protection ergonomic.

Much more safer and capable vehicles.

New fleet consisting of 2,536 vehicles, a reduction of 1000 vehicles.

All vehicle types, heavy vehicles and combat vehicles.

Defence vehicles driven on nominated routes.

Combination rigid vehicles with dog trailers and semi-trailer equipment transporters.

Funding for 10,000 kms per year.

Defence is historically a low road user in Australia,

Defence Road Transport Act, legislation to drive Defence vehicles around this nation.

Roll out of the new fleet by mid 2016.

Engagement with current Road managers is currently in it's early stages.

Support required with Local Government.

**Professor Mary LYDON. Policy Direction in Road Safety.**

**ARRB provides research, consulting and information services to the road and transport industry.**

She spoke to the Road Trauma burden on Local Government rate payers.

The global impact and burden of road related injury and death.

SAFE SYSTEMS -:

Education.

# MAYORAL MINUTE

The fact the people make mistakes.

Shared responsibilities.

Safer vehicles, roads and drivers.

## CHANGE IN PATTERNS -:

Education.

Older road users.

Rural, remote roads.

Disadvantaged Road users.

Vehicle technology.

## PRIORITY AREAS -:

Vulnerable drivers and vehicles, - vehicle type – bicycle, motor cycle etc.

Older drivers, - need more than just fitness to drive, vehicle type and choice, mobility options.

Indigenous drivers,

Remote areas,

Speed Management,

Technology,

Workplace Road Safety,

Community Engagement.

## VEHICLE TECHNOLOGY -:

Active technologies – vehicle air bags, braking systems,

Motor cycles and heavy vehicles,

Complex vehicle market – competition,

New, safer vehicles,

Facilitate new technology,

Promote safer vehicle choice.

## SPEED MANAGEMENT -:

What do you target ---

# MAYORAL MINUTE

Mean travel speed,

Speeding,

Excessive speed.

Strategies for rural, urban and remote roads.

## COMMUNITY ENGAGEMENT -:

Range of communication,

Flexible,

No right/perfect way,

Understand your audience,

Utilise social media,

Peers/friends/family,

Role models.

## LOCAL GOVERNMENT -:

Facilitate programs,

Encourage sponsorship,

Work with/along side – sporting clubs, licenced premises, charity and volunteer groups and community groups.

## **David DARWIN – Austroads, New Zealand.**

Improve funding investment decisions,

Better asset data for national initiatives,

Reduce cost for Asset Management activities.

Communication Data.

Data harmonisation – what core data types.

Data Interpretation and Understanding -:

Inventory,

Works and costs,

Demand,

# MAYORAL MINUTE

Condition,  
Performance,  
Access,  
Classification,  
Customer levels of Service.  
Freight routes and freight operators,  
Benefits of data based information,  
Customer Service,  
Road Management,  
Asset data for national initiatives,  
Road Asset performance,  
Information Management,  
Service provider costs,  
Market for software vendors.

**The Hon Paul FLETCHER, Federal Minister for Territories, Local Government and Major Projects.**

**Major projects – examples – North and West Connex, Pacific Highway, Bruce Highway, new Badgery Creek Airport precinct.**

Thanked for the opportunity to speak at Congress.

ALGA is a forward leader.

Road Infrastructure - :

Data collection,

Better value for money,

Stakeholders working together,

Australia currently has a productivity problem.

Links between road infrastructure, productivity growth and economic performance.

Between 1971 and 2007 noticed improvement with Road Freight tasks, with road improvements, speed limits, vehicle improvements and technology.

# MAYORAL MINUTE

Government investment in Road Infrastructure will have significant growth predicted in 2016-2017 with \$50B Federal funding on Road Infrastructure.

ALGA involvement in Roads funding.

Collaboration with all three tiers of Government, working together is required.

Local Government budget is restricted, needs to be smart, work hard with budget and on time.

Tax payers need best value for money.

Infrastructure Procurement reform and benchmarks.

Better project projection.

Australia's Infrastructure Plan -:

Information technology for better Transport,

Technology – smart phones with links/apps to inform road users, to assist any issues prior to commencing their journey.

Stakeholders Co-Ordination -:

Investment in Road Infrastructure,

National task – Road Infrastructure including all three tiers of Government,

Types of travel, Heavy vehicle, vehicle, motor cycle, cyclist.

Business, freight, tourism – what is needed and required.

Long term planning in Road Infrastructure,

Infrastructure Australia,

Capture/better use of data with technology,

Open market based opportunities, for private sector investments,

Public/private road user groups ( investment )

Paying road user charger ( potential )

In conclusion, spoke on the importance of Australia's Road Infrastructure,

We need the best value for money,

We need collaboration,

We need to be efficient and effective across the board.

# MAYORAL MINUTE

## **National Policy and Election Priorities and ALGA President**

### **Closing Address, Troy PICKARD.**

Economic grounds, need for increase in productivity.

Restore international and national competitiveness,

Restore fairness.

Five key points -:

Roads to Recovery funding, National Freight Strategy, Community Infrastructure, FAG's and Indigenous Communities.

**Roads to Recovery funding**, make it permanent and double the funding to \$700M per annum.

Lift productivity to freight access.

Freight and rail movement will double by 2030 and triple by 2050.

### **National Freight Strategy,**

System Gap – Stakeholders, Communities, Agencies need to understand the limit of systems.

Planning – Careful route planning, boost transport planning capacity.

Knowledge – Better understanding of the physical capacity of networks and key assets is required ( ie – bridges )

Funding – Funding needed to ensure local roads can manage future Communities and Commercial needs

Social and Economic issues – Employment creation, boost the economy with a plan to create 5000 new jobs.

### **Community Infrastructure,**

Local Government Infrastructure Program.

### **Financial Assistance Grants,**

Restore FAG's and end the indexation freeze.

FAG's quantum, was 1 % Commonwealth Tax revenue in 1996, now less than 0.7 % and dropping.

FAG's indexation – review.

CPI and population does not reflect this cost.

## MAYORAL MINUTE

### **Indigenous Communities,**

Are among the most disadvantaged.

Adequate services are required.

2015 National Local Roads and Transport Congress then closed.





REPORTS FROM THE  
CORPORATE & COMMUNITY  
COMMITTEE

21 December 2015

15. Reports from the Corporate & Community Committee

**REPORTS FROM THE CORPORATE &  
COMMUNITY COMMITTEE**

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

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21 December 2015

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# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

21 December 2015



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Culture</b>
<b>Submitted by:</b>	<i>Olivia Wood</i>
<b>Reference:</b>	1.14.12.01
<b>Subject:</b>	Inland NSW Annual Report

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 2.2 Growing and diversifying employment, education and tourism opportunities  
**Strategy:** 2.2.4 Partner with neighbouring Councils to effectively market the unique natural characteristics and diverse tourism opportunities within the New England region  
**Action:** 2.2.4.1 Work with members of New England High Country to effectively market the entire region

### SUMMARY:

Annual report and Financials from Inland NSW

### COMMITTEE'S RECOMMENDATION:

**That the Inland NSW annual report be received and noted.**

### OFFICER'S RECOMMENDATION:

**That the Inland NSW annual report be received and noted.**

### BACKGROUND:

Uralla Shire Council is a member of the Regional Tourism Operator (RTO) Inland NSW and such receives their annual report and financials.

### REPORT:

The attached report provides an overview of the activities of Inland NSW for 2014-15. The highlights for 2014-15 include:

- The partnership with Inland NSW continues to be strengthened through the New England High Country (NEHC) platform and the development of the My Favourite Corner Motorcycle campaign (videos of the campaign will be shown to Council at the December meeting). Resulting across the Inland region they are reporting a significant increase in Visitor Expenditure (data not yet available for NEHC region).
- The new partnership with Inland NSW and Bauer Media is providing opportunities for the region that have previously not been accessible including to print and television markets on a national scale.
- The new website Travelin is still in its early days but is the Inland NSW platform which has a New England High Country focus. [www.travelin.com.au](http://www.travelin.com.au)

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

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21 December 2015

For 2015-16 New England High Country will continue to strengthen its brand with a focus on motorcycles and a touring program focused on outdoor adventures (campaign to be submitted to Destination NSW for funding approval). The partnership with Inland NSW and Bauer will see a better return as both contribute financially and in-kind to the campaign and give exposure in print, TV and through the Travel In website.

## COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
NA
2. **Policy and Regulation**  
Annual Financial statements and report
3. **Financial (LTFP)**  
Annual Financial Statements from Inland NSW
4. **Asset Management (AMS)**  
NA
5. **Workforce (WMS)**  
Na
6. **Legal and Risk Management**  
NA
7. **Performance Measures**  
Visitor Expenditure
8. **Project Management**  
NA

Prepared by staff member: Olivia Wood Executive Manager Community and Culture  
Approved/Reviewed by Manager: Damien Connor  
Department: Community and Culture  
Attachments: A. Inland NSW Annual report



# Inland NSW Annual Report 2014/15





# Inland NSW Annual Report 2015

## CHAIRMAN'S REPORT

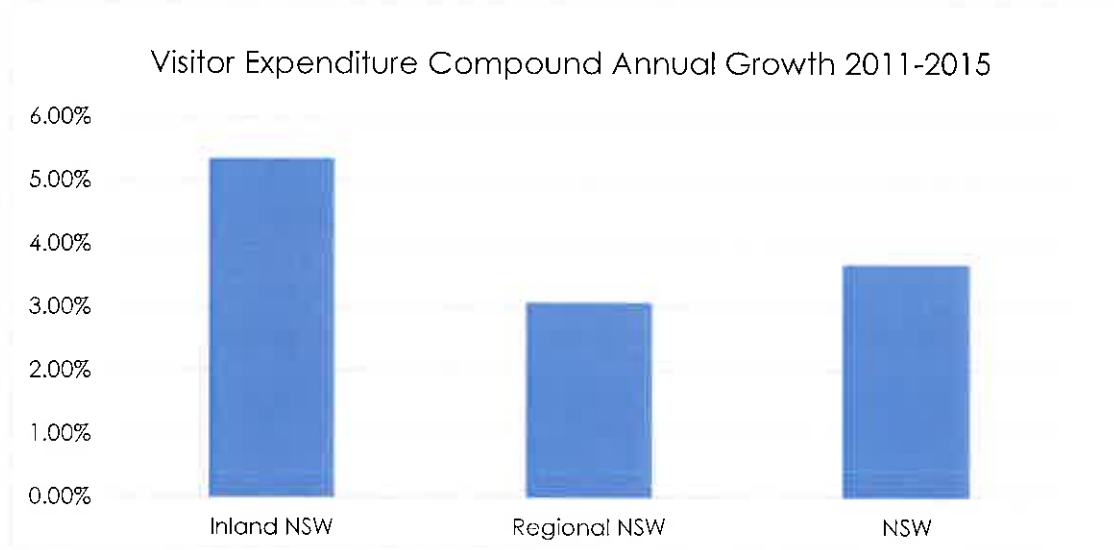


### Rodger Powell

It is very pleasing to be able to report that Inland NSW has been performing above industry averages and is continuing to play an important role in driving overnight visitor expenditure regionally.

The figures from the past year have demonstrated that Inland NSW's transformational approach to regional tourism management and marketing has created a productive environment for partnership and growth.

Inland NSW compound annual growth in visitor expenditure over the four years of the new Inland RTO's existence has been 5.35%, which is 45% greater than the whole of NSW at 3.68% and more than 70% greater than the rest of Regional NSW at 3.08%



*Source: Regional NSW Time Series YE Jun 15, prepared by DNSW based on International and National Visitor Surveys, Tourism Research Australia*

It is a measure of the team's expertise and hard work that despite challenging economic conditions, underpinned by the NSW Government's regional tourism review and the uncertainty surrounding the 'Fit for the Future' initiative, we remain on track to deliver to our objective of doubling overnight visitor expenditure to Inland NSW by 2020, with visitation already contributing over \$3.0 billion to the Inland

region. Inland NSW remains one of the only regions in Australia to be achieving the Federal and State Governments' 2020 targets.

For the second year running, we have commissioned EC3 Global to independently review our results and deliver the ASPIRE Report 2014/15 that benchmarks our performance relative to other regional tourism organisations across Australia. The results are pleasing and demonstrate that we continue to operate effectively and efficiently.

The report notes that we are leading the way nationally on a number of key metrics, including ranking first in terms of cooperative marketing income generated per member (achieving \$9,004 versus a benchmark of \$400) and growing marketing and industry development expenditure by 255% in the year since 2013/14. 88% of our total expenditure is committed to marketing compared to the RTO peer group average of 57%. The report findings are included within this Annual Report for your perusal. Importantly, the report also identifies our strength in governance, providing you assurance regarding the strength of our Board processes, behaviours and operating procedures.

We have maintained our strong partnership approach with Destination NSW, who continue to support our vision and activities for the region and I would like to thank Sandra Chipchase and her team for their active support. The results outlined above clearly demonstrate the power of that partnership. We have also embarked on a supportive and productive partnership with Bauer Media Group in the delivery of our ground breaking digital platform – Travel In.

I would like to sincerely thank my fellow Board Directors, who continue to work diligently and to provide passion and guidance to the organisation. The Directors commit a substantial amount of their time to acting in your interests.

I would also like to acknowledge the hard work and dedication of Graham Perry and the entire Inland team over the past year. Their efforts in executing the Board's strategy have delivered outstanding results for all of Inland's stakeholders.

Most importantly, I would like to thank you, our members and other stakeholders, for your active support throughout the year and I look forward to continuing to build closer and more productive partnerships with all our stakeholders across Inland NSW as we work to deliver our shared 2020 objective.



**Rodger L. Powell**  
Chairman

Dated 29<sup>th</sup> October 2015

## CHIEF EXECUTIVE OFFICER'S REPORT



**Graham Perry**

The 2014/15 financial year has been extremely productive. It represented the second year of the more rigorous Destination NSW Regional Visitor Economy Fund (RVEF) program. By continuing to work closely with Destination NSW, we were pleased to secure Quarantined funding for a New England High Country campaign, a Great Western Plains campaign and a cross regional touring program.

Pleasingly, it has also been a year where we've continued to remain on track towards our strategic goal of doubling overnight visitor expenditure by 2020.

A review of visitor and expenditure data published by Tourism Research Australia shows that our four year aggregate growth in visitor expenditure since establishment in 2011, compared with the equivalent four year period prior, is 21.41%, versus a regional average of 12.30% and a NSW state-wide average of 14.74%.

### TOTAL SPEND (\$ MILLION)

	Year ending June 2008	Year ending June 2009	Year ending June 2010	Year ending June 2011	Year ending June 2012	Year ending June 2013	Year ending June 2014	Year ending June 2015
<b>Inland Total spend</b>	2237	2191	2273	2429	2625	2672	2785	3003
<b>4 year totals</b>				9,130				11,085
Total growth	21.41%			Average annual growth			5.35%	
<b>Regional NSW Total spend</b>	11,524	11,443	12,159	12,307	12,389	13,148	13,456	14,276
<b>4 year totals</b>				47,433				53,269
Total growth	12.30%			Average annual growth			3.08%	
<b>NSW Total spend</b>	23,413	23,175	23,977	25,077	25,507	26,626	28,110	29,496
<b>4 year totals</b>				95,642				109,739
Total growth	14.74%			Average annual growth			3.68%	

*Source: Regional NSW Time Series YE Jun 15, prepared by DNSW based on International and National Visitor Surveys, Tourism Research Australia*

The focus of much of our effort this year has been working collaboratively with the regions' Destination Management Working Groups to progress the opportunities and challenges identified within the four Inland NSW Destination Management Plans which in turn include the eight Inland NSW Community Roadmaps. These have identified the need to:



- Develop regional brands and champion our destinations through destination appeal campaigns;
- Champion the key regional experiences – food and wine, history and heritage, arts and culture and nature;
- Develop a cohesive events strategy – including an events calendar for the Inland region;
- Develop and deliver inspiring content that drives consideration and conversion – there is a need to improve the availability and quality of content – including photography and video content
- Drive the Visiting Friends and Relatives (VFR) market to grow still further
- Identify and promote niche markets – e.g. Indigenous and international markets
- Secure new Corporate Partners, and
- Dramatically improve the consumer digital experience.

The launch of our new digital platform **Travel In** in partnership with Bauer Media in late July illustrates that we are already addressing the above opportunities and challenges. Whilst it is only early days and the platform is yet to formally launch to consumers, **Travel In** ([www.travelin.com.au](http://www.travelin.com.au)), with its rich and inspiring content, bookable functionality and dedicated campaign pages, is on track to help us accelerate efforts to achieve our 2020 objective to double overnight visitor expenditure.

We have also introduced a new model for regional tourism with the establishment of **Destination Far West**, in Outback NSW, to help drive direct and increased engagement and participation with industry.

At an operational level, we are proud of our operating model and our improved governance. Working closely with the Board's Finance and Audit Committee, we developed a charter covering five key risk areas that we will continue to review annually. This year, a major step was to bring our finance activities in house with the employment of a part time Finance Manager. As a result and with additional contracts for a part time Operations Manager to improve governance and a Digital Content Resource (both contracts have been completed), there was an increase in employment costs recorded during the financial year. This was offset by a decrease in administration and Destination Management expenses during the period.

We trust the above demonstrates our commitment to delivering an even stronger return on investment (ROI) for our Members, and welcome the opportunity to discuss these results with you personally.



**Graham Perry**  
CEO

Dated 29<sup>th</sup> October 2015

## FINANCE REPORT

The principal activities of Inland NSW are to assist members and stakeholders to achieve a doubling of overnight visitor expenditure for the region of Inland NSW by 2020.

Inland NSW provides skills and resources to drive increased overnight visitor expenditure to the region and to provide greater access to funding to achieve these objectives.

Prior to 30 June 2013 Destination NSW granted Inland NSW funding for programs including demand marketing programs and for operations. Post 30 June 2013, DNSW has granted Inland NSW funding for marketing programs from its new Regional Visitor Economy Fund (RVEF).

### The 2015 Financial Year

	<b>2015</b>	2014
	\$	\$
Total Income	<b>2,259,112</b>	2,337,014
Total Expenditure	<b>2,243,578</b>	2,316,477
Operating surplus / (deficit)	<b>15,534</b>	20,537
Retained surplus	<b>122,835</b>	107,301

# **Inland NSW Regional Tourism Organisation Inc.**

ABN: 62 948 131 099

## **Financial Statements**

**For the Year Ended 30 June 2015**

**Inland NSW Regional Tourism Organisation Inc.**

ABN: 62 948 131 099

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**For the Year Ended 30 June 2015**

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## **Inland NSW Regional Tourism Organisation Inc.**

ABN: 62 848 131 099

# **Committee's Report**

**30 June 2015**

The Committee submit the financial report for the year ended 30 June 2015.

### **1. General Information**

#### **Incorporation**

Inland NSW Regional Tourism Organisation was incorporated on 1 July 2011.

#### **Members of the Committee**

The names of Committee members throughout the year and at the date of this report are:

Rodger Powell	Chairman
Les Parsons	Deputy Chair
Richard Everson	Secretary
Matt Fuller	Treasurer
Michael McCulkin	Committee Member
Phil Johnston	Committee Member
Tony Broomfield	Committee Member
Andrea Roberts	Committee Member
Les Moulds	Committee Member (Departed mid-year)
Sean Haylan	Committee Member (Departed mid-year)
Natasha Comber	Committee Member
Bronwyn White	Committee Member (Appointed mid-year)
Alyssa Antcliffe	Committee Member (Appointed mid-year)

#### **Principal activities**

The principal activities of the Association are to assist members and stakeholders to achieve a doubling of overnight visitor expenditure for the region of Inland NSW by 2020.

Inland NSW Regional Tourism Organisation Incorporated ("Inland NSW") strives to provide skills and resources to drive increased overnight visitor expenditure to the region and provide greater access to funding to achieve those objectives.

Destination NSW has granted Inland NSW funding for marketing programs from its new Regional Visitor Economy Fund ("RVEF").

#### **Significant changes**

No significant change in the nature of these activities occurred during the year.

**Inland NSW Regional Tourism Organisation Inc.**

ABN: 62 948 131 099

**Committee's Report**

**30 June 2015**

**Results of operations**

The profit of the Association for the financial year ended 30 June 2015 was \$ 15,534(2014: profit of \$ 20,537).

**Subsequent events**

No matters or circumstances have arisen since the end of the financial year which significantly affected or could significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

Signed in accordance with a resolution of the Members of the Committee:

Chairman:   
Rodger Powell

Treasurer:   
Matt Fuller

Dated 30 October 2015

**Inland NSW Regional Tourism Organisation Inc.**

ABN: 62 948 131 099

**Statement of Profit or Loss and Other Comprehensive Income**

**For the Year Ended 30 June 2015**

	Note	2015 \$	2014 \$
<b>Income</b>			
Membership income		211,173	223,394
Contributions	2	1,892,876	1,975,875
Interest received		12,455	24,432
Other income		142,608	113,313
<b>Total Income</b>		<b>2,259,112</b>	<b>2,337,014</b>
<b>Expenditure</b>			
Accommodation and travel		33,896	41,667
Administration and management fees		186,854	277,282
Marketing and communication		61,352	61,396
Contractors		66,000	62,550
Destination management		206,677	409,175
Employee costs - general		365,577	281,972
Demand funded programs		1,323,222	1,182,435
<b>Total expenditure</b>		<b>2,243,578</b>	<b>2,316,477</b>
<b>Operating surplus / (deficit)</b>		<b>15,534</b>	<b>20,537</b>
<b>Other comprehensive income for the year</b>		<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>		<b>15,534</b>	<b>20,537</b>

The accompanying notes form part of these financial statements.

**Inland NSW Regional Tourism Organisation Inc.**

ABN: 62 948 131 099

**Statement of Financial Position**

**30 June 2015**

	Note	2015 \$	2014 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	748,405	1,080,255
Trade and other receivables	4	315,286	535,996
<b>TOTAL CURRENT ASSETS</b>		<b>1,063,691</b>	<b>1,616,251</b>
<b>TOTAL ASSETS</b>		<b>1,063,691</b>	<b>1,616,251</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	5	178,415	243,924
Other financial liabilities	6	735,611	1,236,966
Employee benefits	7	15,514	18,802
<b>TOTAL CURRENT LIABILITIES</b>		<b>929,540</b>	<b>1,499,692</b>
<b>NON-CURRENT LIABILITIES</b>			
Employee benefits	7	11,316	9,258
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>11,316</b>	<b>9,258</b>
<b>TOTAL LIABILITIES</b>		<b>940,856</b>	<b>1,508,950</b>
<b>NET ASSETS</b>		<b>122,835</b>	<b>107,301</b>
<b>EQUITY</b>			
Retained Earnings		122,835	107,301
<b>TOTAL EQUITY</b>		<b>122,835</b>	<b>107,301</b>

The accompanying notes form part of these financial statements.



**Inland NSW Regional Tourism Organisation Inc.**

ABN: 62 948 131 089

**Statement of Changes in Equity**

**For the Year Ended 30 June 2015**

**2015**

	Note	Retained Earnings \$	Total \$
Balance at 1 July 2014		107,301	107,301
Surplus for the year		15,534	15,534
Balance at 30 June 2015		<u>122,835</u>	<u>122,835</u>

**2014**

	Note	Retained Earnings \$	Total \$
Balance at 1 July 2013		86,764	86,764
Surplus for the year		20,537	20,537
Balance at 30 June 2014		<u>107,301</u>	<u>107,301</u>

The accompanying notes form part of these financial statements.

**Inland NSW Regional Tourism Organisation Inc.**

ABN: 62 948 131 099

**Statement of Cash Flows**

**For the Year Ended 30 June 2015**

	2015	2014
Note	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Receipts from customers	2,467,368	2,439,025
Payments to suppliers and employees	(2,811,673)	(2,749,361)
Interest received	12,455	24,432
Net cash used in operating activities	9 <u>(331,850)</u>	<u>(285,904)</u>
Net decrease in cash and cash equivalents held	(331,850)	(285,904)
Cash and cash equivalents at beginning of year	1,080,255	1,366,159
Cash and cash equivalents at end of financial year	3 <u><u>748,405</u></u>	<u><u>1,080,255</u></u>

The accompanying notes form part of these financial statements.

## **Notes to the Financial Statements**

**For the Year Ended 30 June 2015**

The financial statements cover Inland NSW Regional Tourism Organisation Inc. as an individual entity. Inland NSW Regional Tourism Organisation Inc. is a not-for-profit association incorporated in New South Wales under the *Associations Incorporation Act (NSW) 2009* and *Associations Incorporation Regulation (NSW) 2010*.

### **1 Summary of Significant Accounting Policies**

#### **(a) Basis of Preparation**

The financial statements are special purpose financial statements that have been prepared in accordance with the Australian Accounting Standards, Australian Accounting Interpretations and the *Associations Incorporation Act (NSW) 2009* and *Associations Incorporation Regulation (NSW) 2010*.

The significant accounting policies used in the preparation and presentation of these financial statements are provided below and are consistent with prior reporting periods unless otherwise stated.

The financial statements are based on historical costs, except for the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

#### **(b) Revenue and other income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

All revenue is stated net of the amount of goods and services tax (GST).

#### **Destination NSW funding**

Following the introduction of the Destination NSW Regional Visitor Economy Fund (RVEF), funding is granted upon approval of applications which in some cases can include a component of operations. Payments for approved applicants is conditional upon matched funding from industry and performance against contracted milestones.

#### **Membership fees**

Membership fees are recorded as revenue on an accrual basis.

#### **Interest revenue**

Interest is recognised as it is received.

## **Notes to the Financial Statements**

**For the Year Ended 30 June 2015**

### **1 Summary of Significant Accounting Policies continued**

#### **(c) Employee benefits**

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than twelve months after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Changes in the measurement of the liability are recognised in profit or loss.

Employee benefits are presented as current liabilities in the statement of financial position if the Association does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date regardless of the classification of the liability for measurement purposes under AASB 119.

#### **(d) Cash and cash equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

#### **(e) Trade and other receivables**

Trade receivables and other debtors include amounts due from members as well as amounts receivable from other related services provided for in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

#### **(f) Goods and Services Tax (GST)**

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

#### **(g) Income Tax**

The Association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

#### **(h) Trade and other payables**

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

**Inland NSW Regional Tourism Organisation Inc.**

ABN: 62 948 131 099

## **Notes to the Financial Statements**

**For the Year Ended 30 June 2015**

### **1 Summary of Significant Accounting Policies continued**

#### **(i) Economic dependence**

Inland NSW Regional Tourism Organisation Inc. is dependent on the contributions from Destination NSW and industry contributors for the majority of its revenue used to operate the business.

#### **(j) New Accounting Standards and Interpretations**

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. Early adoption of these Standards has not occurred.

## Notes to the Financial Statements

For the Year Ended 30 June 2015

### 2 Revenue and Other Income

#### Revenue from continuing operations

	2015	2014
Note	\$	\$
Contributions		
- Industry - RVEF funding	302,829	396,220
- RVEF programs	1,224,362	298,120
- Destination NSW - Demand marketing programs	10,920	859,315
- Destination NSW - RVEF funding	354,765	397,220
- Product development programs	-	25,000
	<u>1,892,876</u>	<u>1,975,875</u>

### 3 Cash and cash equivalents

Cash at bank	348,405	730,255
Short-term bank deposits	400,000	350,000
	<u>748,405</u>	<u>1,080,255</u>

#### Reconciliation of cash

Cash and Cash equivalents reported in the statement of cash flows are reconciled to the equivalent items in the statement of financial position as follows:

Cash and cash equivalents	<u>748,405</u>	<u>1,080,255</u>
---------------------------	----------------	------------------

### 4 Trade and other receivables

CURRENT		
Trade receivables	314,336	431,238
Interest received	-	947
Undeposited funds	-	94,167
Other receivables	950	9,644
	<u>315,286</u>	<u>535,996</u>

## Notes to the Financial Statements

For the Year Ended 30 June 2015

### 5 Trade and other payables

	2015	2014
Note	\$	\$
<b>CURRENT</b>		
Trade payables	27,731	75,689
GST payable	78,241	92,412
Accrued expenses	42,589	6,500
Other payables	29,854	69,323
	<u>178,415</u>	<u>243,924</u>

### 6 Unearned revenue

<b>CURRENT</b>		
Government grants	3,288	18,324
Destination NSW - Demand marketing programs	22,857	219,695
RVEF- Destination management programs	709,466	998,947
	<u>735,611</u>	<u>1,236,966</u>

### 7 Employee Benefits

<b>Current liabilities</b>		
Provision for employee benefits	15,514	16,802
	<u>15,514</u>	<u>16,802</u>
<b>Non-current liabilities</b>		
Long service leave	11,316	9,258
	<u>11,316</u>	<u>9,258</u>

### 8 Contingencies

In the opinion of the members of the Committee, the Association did not have any contingencies at 30 June 2015 (30 June 2014: None).

## Notes to the Financial Statements

For the Year Ended 30 June 2015

### 9 Cash Flow Information

#### (a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2015	2014
	\$	\$
Surplus for the year	15,534	20,537
Cash flows excluded from surplus attributable to operating activities		
Non-cash flows in profit:		
Changes in assets and liabilities, net of the effects of purchase and disposal of subsidiaries:		
- (increase)/decrease in trade and other receivables	220,710	(68,500)
- (increase)/decrease in other assets	-	189
- increase/(decrease) in trade payables	(65,509)	(94,823)
- increase/(decrease) in other payables	(501,355)	(155,359)
- increase/(decrease) in provisions	(1,230)	12,052
Cashflow from operations	<u>(331,850)</u>	<u>(285,904)</u>

### 10 Events Occurring After the Reporting Date

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

### 11 Association Details

The registered office and principal place of business of the association is:

Inland NSW Regional Tourism Organisation Inc.

Level 5, 35 Clarence Street.

Sydney NSW 2000



**Inland NSW Regional Tourism Organisation Inc.**

ABN: 62 948 131 099

**Statement by Members of the Committee**

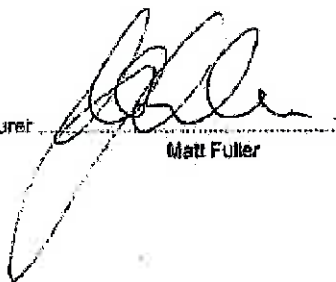
The committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out on pages 3 to 12:

1. Presents fairly the financial position of Inland NSW Regional Tourism Organisation Inc. as at 30 June 2015 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Inland NSW Regional Tourism Organisation Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

Chairman .....   
Rodger Powell

Treasurer .....   
Matt Fuller

Dated 30/10/15



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## **Inland NSW Regional Tourism Organisation Incorporated**

**ABN: 62 948 131 009**

### **Independent Audit Report to the members of Inland NSW Regional Tourism Organisation Incorporated**

#### **Report on the Financial Statements**

We have audited the accompanying financial statements being a special purpose financial report, of Inland NSW Regional Tourism Organisation Inc., which comprises the statement of financial position as at 30 June 2015, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the Committee.

#### *Committee's Responsibility for the Financial Statements*

The committee of Inland NSW Regional Tourism Organisation Inc. is responsible for the preparation of the financial statements and have determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the Associations Incorporation Act NSW 2009 and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

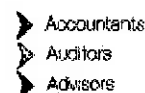
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Opinion*

In our opinion, the financial statements presents fairly, in all material respects, the financial position of Inland NSW Regional Tourism Organisation Inc. as at 30 June 2015, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and Associations Incorporation Act NSW 2009.



A member of Bentleys, an association of independent accounting firms in Australia. The member firms of the Bentleys association are affiliated only and not in partnership. Liability limited by a scheme approved under Professional Standards Legislation. A member of Kreston International, A global network of independent accounting firms.



***Basis of Accounting***

Without modifying our opinion, we draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements have been prepared to assist Inland NSW Regional Tourism Organisation Inc. to meet the requirements of the *Associations Incorporations Act NSW 2009*. As a result, the financial statements may not be suitable for another purpose.

*Bentleys NSW Audit Pty Ltd*

**Bentleys NSW Audit Pty Limited**

*Robert Evett*

**Robert Evett**  
Director  
30 October 2015

# Inland NSW ASPIRE Performance Summary

## 2014/2015FY

### What is ASPIRE?

ASPIRE is an independent, Regional Tourism Organisation (RTO) benchmarking program and reporting tool. The program reviews the performance of Australian RTOs against a suite of ten (10) performance indicators.

This factsheet provides a summary of Inland NSW Tourism's performance in 2014/15 compared with that of a peer group set of RTOs and benchmark RTO norms.

PERFORMANCE INDICATORS (2014/15 FY)	Benchmark	Peer Group Average	Inland NSW Tourism 2014/15	Comparison with 2013/14	Meets Benchmark
<b>1. GOVERNANCE</b>					
1.1 Performance Evaluation	100%	80%	100%	↑	✓
1.2 Induction	100%	100%	100%	↔	✓
1.3 Risk Management	100%	100%	100%	↔	✓
<b>2. BUSINESS PLANNING</b>					
2.1 Environmental Practice	100%	80%	100%	↑	✓
2.2 Stakeholder Engagement	100%	100%	100%	↔	✓
2.3 Crisis Management	100%	80%	100%	↔	✓
<b>3. INCOME</b>					
3.1 % Income from State Government Funding	<50%	41%	40%	↔	✓
3.2 Local Government Funding per Head of Population	\$2.20	\$3.93	\$0.48	↓	n/a
3.3 Visitor Expenditure per \$ of State Gov. Funding	>\$834	\$1,162	\$1,171	↓	✓
3.4 Value of Cooperative Marketing per Member	>\$400	\$347	\$9,004	↑	✓

Improving Indicator  
↑

Indicator Unchanged  
↔

Indicator Decreasing  
↓

### INLAND NSW ASPIRE FAST FACTS



100% performance in Governance and Business Planning benchmark indicators - most improved performance in the RTO peer group

BENCHMARK: 100%



80%

Proportion of indicators where performance either was maintained or improved compared with 2013/14.



In \$ of Cooperative Marketing Income generated per member (\$9,004)

BENCHMARK: greater than \$400





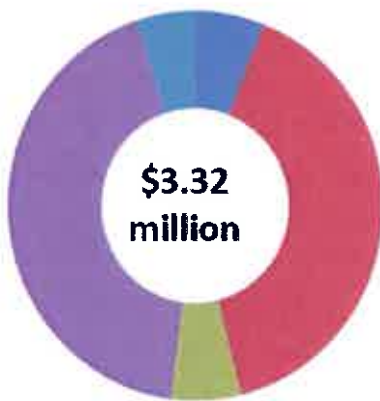
# Inland NSW ASPIRE Performance Summary

## 2014/2015FY

### Income and Expenditure

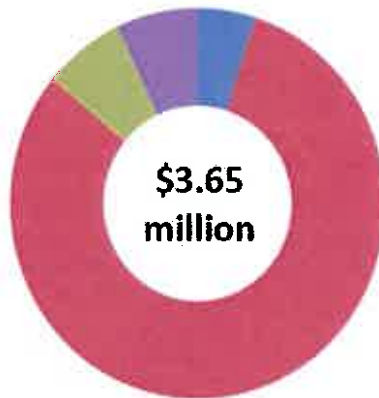
In its benchmarked performance, Inland NSW Tourism has successfully **leveraged and utilised its resources** to support and drive implementation of the region's destination management plans. 2014/15 saw a significant increase in total income and expenditure – overall expenditure (focused on marketing activity) grew from \$1.4m to \$3.65m. This was achieved through balancing additional State Government funding with significantly increased co-operative marketing income, maintaining the proportion of State Government funding at well **below the 50% benchmark level**. Local Government investment as a proportion of overall income decreased from 16% to 6%.

### Income



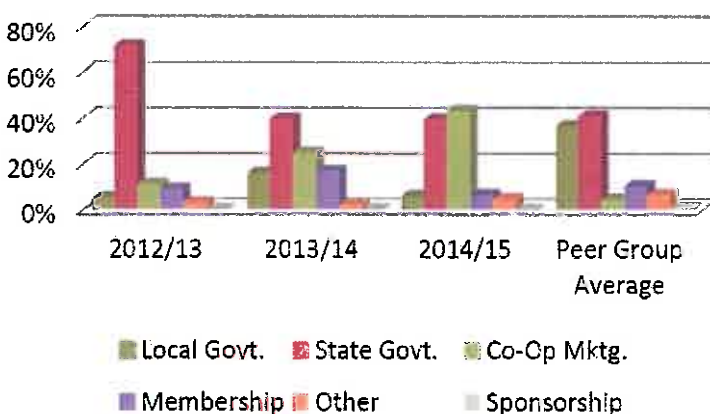
- Local Government (6%)
- State Government (40%)
- Membership (6%)
- Co-operative Marketing (43%)
- Other (5%)

### Expenditure



- Administration (5%)
- Marketing (81%)
- Industry Development (7%)
- Staff (7%)

### Sources of Income



\* New investment totaling \$1.664M took place in a Inland NSW's new digital platform in 2014/15.

### INLAND NSW ASPIRE FAST FACTS



**\$0.48**

Local government funding to the regional tourism organisation per head of population is significantly **lower** than the benchmark average. Inland NSW Tourism's \$0.48 is 4 times lower than the local government average per capita tourism investment.

BENCHMARK: \$2.20



Visitor expenditure per \$ of State Government investment is \$1,171 – 1% higher than the RTO peer group average.

BENCHMARK: N/A



**255% ↑**

Marketing and industry development expenditure grew by 255% compared with 2013/14, representing 88% of total expenditure (peer group RTO average 57%)

BENCHMARK: Marketing and Industry Development budget 30% or more of overall expenditure



**+156%**

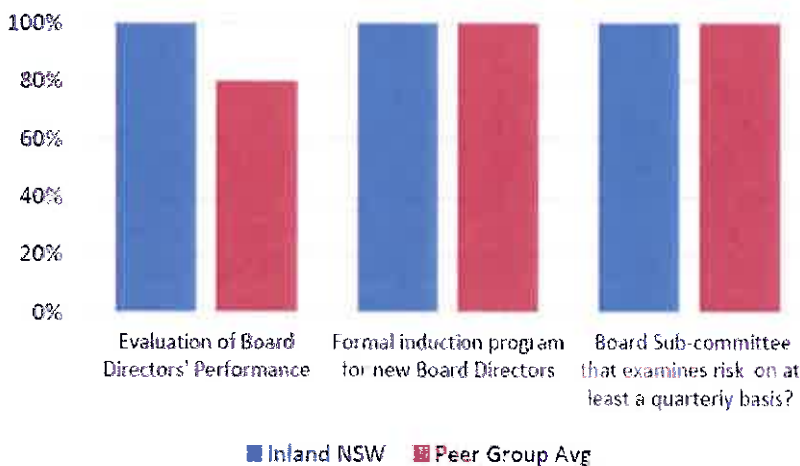
Overall income grew by 156% compared with 2013/14, achieved principally through successfully balancing additional State Government investment with significantly increased co-operative marketing income.

# Inland NSW ASPIRE Performance Summary 2014/2015FY

## Governance and Business Planning

Inland NSW Tourism has continued to build on good governance practices during 2014/15, enabling the organisation to fully **meet 100% of business planning and governance benchmark measures**. Building on measures introduced during the organisation's first 2 years of operation, Board Directors' performance evaluation, and actions focusing on environmental practices were successfully introduced during 2014/15.

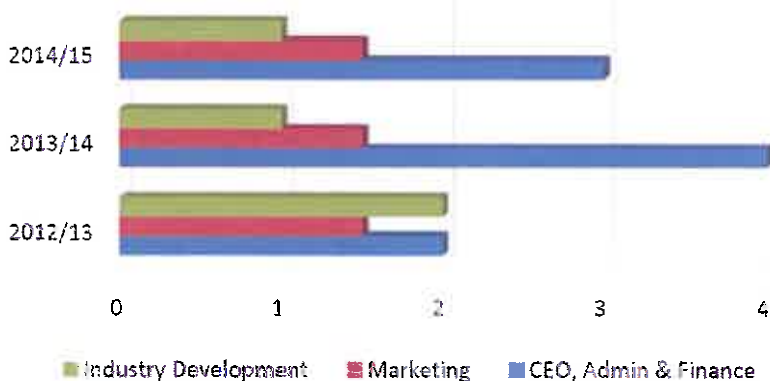
### Governance



## Staffing

Inland NSW Tourism continued to make effective use of its staffing resources in 2014/15. Outputs and deliverables were achieved on a smaller core staffing team (reduction of 1 FTE) compared with the previous financial year. Managerial focus was firmly placed on keeping operational costs to a minimum in order to maximise investment into the consumer experience - marketing and digital.

### Inland NSW Staffing



## INLAND NSW ASPIRE FAST FACTS



100%

Good governance practices continue to be built upon with Inland NSW Tourism meeting 100% of governance and business planning indicators in 2014/15.

BENCHMARK: 100%



Membership levels have been maintained at 160, 6.5% above the RTO peer group average.

BENCHMARK: N/A



Prepared for:



Prepared by: EarthCheck



## Inland NSW Overview & Key Activities 2014/15

Inland's core focus remains championing and marketing destinations and experiences, through collaborating with regional stakeholders, to achieve a doubling of visitation expenditure by 2020. This is delivered through a number of activities, all of which are undertaken to benefit Inland members, including government relations, member support, destination management, industry liaison, educational resources, presentations and more.

Our primary membership continues to be the 35 Local Government Areas (LGAs) within our constituency plus the Unincorporated Area in Outback, as well as hundreds of Tourism Industry Operators, tourism associations and government and non-governmental organisations involved within the regional visitor economy.

Inland has also been facilitating the development of a Destination Far West community group in the Outback, lending its expertise and resources to the emerging industry body representing visitation across the Far West. Following many months of ground work, Destination Far West was launched to industry in late July 2015 at Inland's Destination 2020 workshop.



In line with Inland's mandate to deliver educational resources, Destination 2020 was initiated by Inland NSW Board member Phil Johnston. Held in conjunction with the Travel In Inland NSW Tourism Awards (INTA), a series of education workshops were delivered free of charge to Inland NSW members and attendees of the awards. The program included marketing insights, a session on leveraging the Visiting Friends and Relatives market, small town tourism, international ready, a digital overview and an open forum.

### The Inland Philosophy

It is important to note that we are not a consumer facing brand. Our philosophy is to drive a new model for regional tourism that puts the consumer at the front, back and centre of everything we do, and champions the destinations and experiences within our region. Since inception, our strategy has been to deliver the following building blocks to lay the foundation for this new model:



## Key Partnerships

We continue to work closely with our key partner, Destination NSW, to mutual benefit on a wide range of industry development programs well beyond funding programs.

Consistent with our philosophy of collaboration, we have also worked tirelessly to develop and maintain corporate and industry partnerships with organisations including Bauer Media, National Parks and Wildlife Service and various industry bodies.

## Marketing

As well as the range of activities undertaken to benefit Inland members, the delivery of Regional Visitor Economy Fund (RVEF) marketing campaigns is an essential and high priority function of Inland NSW.

During the 2014/15 financial year, three campaigns were approved and commenced; namely a New England High Country campaign, a Great Western Plains campaign and a whole of Inland cross regional touring program.

The New England High Country and Great Western Plains campaigns will continue to be rolled out into the coming months and the cross regional touring program will commence. All three programs will be acquitted during the 2015/16 financial year.

### New England High Country: My Favourite Corner

Leveraging the presence of three of Australia's best touring routes within the New England region, the New England High Country campaign targets the niche motorcycle market for luxury touring, road touring and off road touring in a 'My Favourite Corner' campaign.

The premise of the campaign is that while New England High Country may seem like an unlikely destination for a motorcycling road trip, the combination of warm hospitality and red hot riding on some of Australia's best roads makes it a top place to visit all year-round.

The campaign is a collaboration between Armidale, Glen Innes, Uralla, Guyra, Walcha and Tenterfield. The promotional roll out has included touring videos, print editorial and advertising, value add television advertising (provided over and above the campaign budget), and a consumer competition to win a motorbike tour of New England High Country.

Luxury Touring



Road Touring





Off Road Touring



**Great Western Plains**

The Great Western Plains campaign, which will roll out in November 2015, will feature Great Big Adventures as well as information on events and package deals to drive consumers to consider an adventure in Dubbo and surrounds. With dozens of packages available to choose from, customers are given a multitude of reasons to visit the region, including Dubbo, Coonamble, Coonabarabran and the Warrumbungle National Park, Narromine, Warren, Gilgandra and Lachlan.

Package Deals



Choose Your Own Adventure

Events



Join the Party in the Great Western Plains



## Travel In

The Destination Management Process clearly identified Inland NSW required a Digital Strategy and Solution on behalf of members to meet consumer needs.

In the 2013/14 financial year, Inland secured RVEF funding to deliver a Digital Platform over a two year period.

The Inland Digital Platform seeks to grow visitation and expenditure to assist Inland meeting its objectives of doubling overnight visitor expenditure to the Inland region through delivering a great digital experience.

Based on the conclusions drawn from scoping studies and Inland's own research, Inland developed a Request for Proposal to seek Expressions of Interest to deliver a "best of breed" digital content solution to meet the needs of consumers, inspiring them to visit the Inland NSW regions and assist in doubling overnight visitor expenditure. Bauer Media won this contested process in a field of leading Australian media proprietors and technology companies.

The platform will provide rich content that showcases the whole Inland NSW region across the various stages of the travel lifecycle in a mobile responsive format, with bookability for immediate conversion. The platform will also eventually provide an itinerary planning capability to create personalised itineraries for consumers based on user by user needs.

The platform will permit 'whole of region' campaign activities, including those targeting the Visiting Friends and Relatives and touring markets.

Inland conducted a closed competitive tender process with 13 companies invited to respond, including publishers, technology companies, existing travel websites and telecommunications companies, to identify the most appropriate supplier(s).

The Criteria against which the RFP was judged included:

1. Demonstrated understanding
2. Experience with Digital / Marketing / Tourism
3. Experience with required technologies
4. Innovation to deliver project brief
5. Project Management ability, KPIs, on time on budget
6. Experience working with Government & Government grants

Six completed the tender process and three were shortlisted for further presentations. A final selection was made in December 2014, and contract negotiations were entered into.

Bauer Media was successful, based on the strength of their response, their demonstrated understanding, their online booking engine experience and the breadth and depth of their stable of publications.

Travel In was officially launched to industry July 2015 in Broken Hill by Parliamentary Secretary Mr Jonathan O'Dea, who officially unveiled 'Travel In' on behalf of the NSW Minister for Trade, Tourism and Major Events Mr Stuart Ayres. It will be launched to consumers in November 2015.

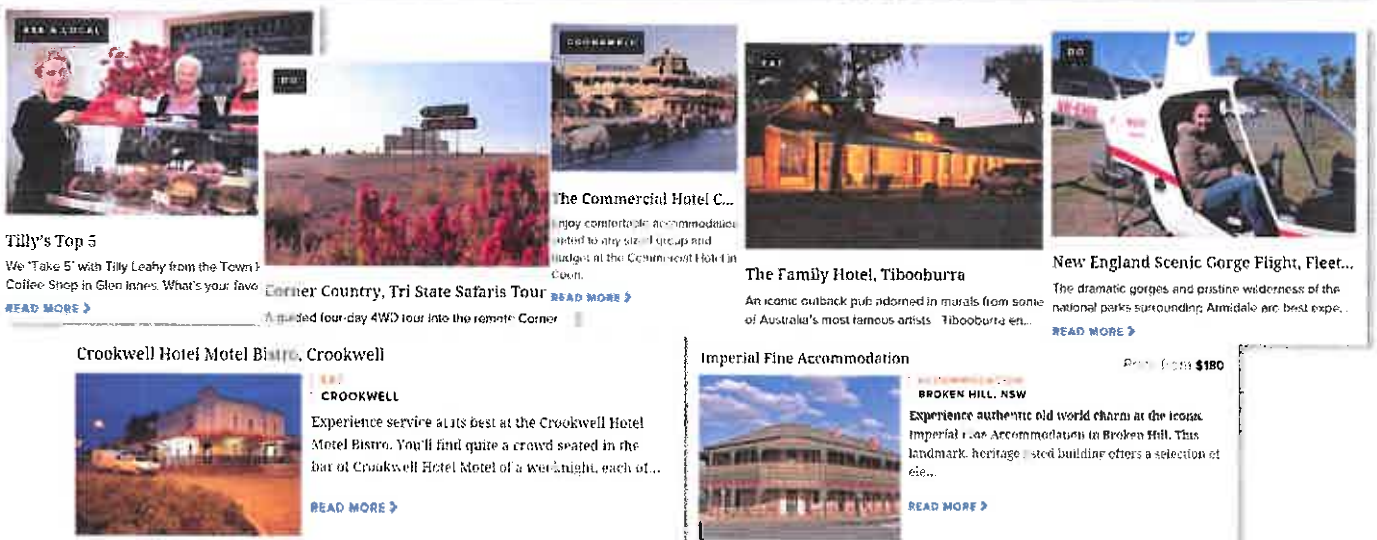


Travel In launch by Inland Chair Rodger Powell, NSW Parliamentary Secretary Jonathan O'Dea, Inland CEO Graham Perry, Bauer Xcel GM Travel Rob Gallagher



— NSW is a big place, be inspired —

The best adventures and hidden spots for you - from locals, travellers and our own explorers



**Tilly's Top 5**  
We 'Take 5' with Tilly Leahy from the Town's Coffee Shop in Glen Innes. What's your fave?  
[READ MORE >](#)

**Corner Country, Tri State Safaris Tour**  
A guided four-day 4WD tour into the remote Corner Country.  
[READ MORE >](#)

**The Commercial Hotel C...**  
Enjoy comfortable accommodation suited to any sized group and judges at the Commercial Hotel in Coober Pedy.  
[READ MORE >](#)

**The Family Hotel, Tibooburra**  
An iconic outback pub adorned in murals from some of Australia's most famous artists. Tibooburra en...  
[READ MORE >](#)

**New England Scenic Gorge Flight, Fleet...**  
The dramatic gorges and pristine wilderness of the national parks surrounding Armidale are best expe...  
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**Crookwell Hotel Motel Bistro, Crookwell**  
Experience service at its best at the Crookwell Hotel Motel Bistro. You'll find quite a crowd seated in the bar of Crookwell Hotel Motel of a weeknight, each of...  
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**Imperial Fine Accommodation**  
Experience authentic old world charm at the iconic Imperial Fine Accommodation in Broken Hill. This landmark heritage listed building offers a selection of...  
[READ MORE >](#)



## THE INLAND NSW BOARD

Chairman	Rodger Powell
Deputy Chair	Les Parsons
Treasurer	Matt Fuller
Secretary	Richard Everson
Directors	Andrea Roberts
	Anthony Broomfield
	Michael McCulkin
	Natasha Comber
	Phil Johnston
	Les Moulds (Resigned mid-term)
	Sean Haylan (Resigned mid-term)
	Alyssa Antcliffe (Appointed April 2015)
	Bronwyn White (Appointed April 2015)



**Rodger Powell**  
Chair

Rodger Powell is Managing Director of Tourism and Hospitality Services Australia, a specialist management-consulting and asset-management firm, servicing the accommodation and hospitality sectors. THSA clients include private and public sector companies and government agencies.

Rodger's 35 year management career includes senior management and executive roles with a number of industry's largest multi-nationals such as Hilton, Bally, SPHC (now InterContinental Hotels Group) Best Western and Lion Nathan. He has served in a variety of sectors including Leisure, Tourism and Hospitality, Gaming, Information Technology, Aerospace and Agriculture, working on four continents. Cross cultural experience gained in Asia, the USA and Europe, combined with entrepreneurial ventures of his own result in a uniquely balanced portfolio of experiences.

As well as being Chairman of Inland NSW Regional Tourism Rodger is also a Director of Baseball NSW, the Sydney Blue Sox, Sunshine Coast Destination marketing, St Andrews Cathedral School and Gawura Indigenous Foundations. He is former Chairman of BIG4 Holiday Parks, Otway Pork and Adventure Aerospace. He has held board directorships with Business Events Sydney, TTF Australia, Australian Association of Convention Bureaux, and spent three years as Chairman of the Queensland Regional Tourism Associations. He is a fellow of the Australian Institute of Company Directors with an advanced diploma and of the Australian Institute of Management.



**Les Parsons**  
Deputy Chair  
Inland NSW

Throughout his career, Les Parsons has been involved in senior roles in both the tourism and manufacturing industries. Since the early 1980s, Les' contribution to the tourism industry has seen him serve on a number of boards and in industry roles, including Vice President Holiday Coast New England, delegate representing Inverell Shire Council on the New England Tourism Development Authority, Chairman of Tourism New England and Secretary of the NSW Council Tourist Associations. He has also served two terms as a Councillor on Inverell Shire Council and was the Inaugural President of the Australian Olive Association from 1996-2000.

Les' tourism roles have been complemented by equally senior roles and responsibilities in manufacturing, where he was a Board Director of the Electrical Apparatus Service Association and its International Chairman during 2003-2004; the only Australian to ever hold the role.

In 2006, Les returned to Tourism, since which time he has been Board member and Chairman of the New England North West Regional Tourism Association and involved in the Inland NSW Tourism amalgamation process. He served as Interim Chair in the nine months leading to the formal amalgamation, following which he was elected Deputy Chair. He has also since been Chair of the New England North West Tourism Marketing Committee. He is past Deputy Chair of Regional Development Australia – Northern Inland, and has been member for the last seven years.

Les is a senior partner in the family business, Olives of Beaulieu, involved in Cellar Door sales of Estate olive oils and spices, and owner of an electrical repair and retail sales workshop and Tools and Machinery sales shop in Inverell.



**Matthew Fuller**  
Treasurer  
General Manager, Taronga Western Plains Zoo

Matthew Fuller is the Director of Taronga Western Plains Zoo, the largest paid tourist attraction in Regional NSW. He has undertaken two tenures at the Zoo totalling over ten years. He has extensive experience in tourism, leisure and regional economic development, commencing in the family accommodation business at an early age, through to executive management roles across three states and prior national responsibilities.

Matthew has a strong connection and commitment to Regional NSW. He has served extensively on external committees, boards and reference groups, with appointments across tourism, leisure, economic development and wildlife conservation, including over four years with Inland NSW as director and the incumbent Treasurer and Chair of the Finance, Audit and Risk Committee. He has also contributed as a ministerial appointed member of the NSW Government's Regional Visitor Economy Taskforce Reference Group.

A Winston Churchill Fellow, in 2012 Matthew had the opportunity to undertake a global study on creating a world leading conservation based visitor attraction, with access to leading industry representatives in South Africa, the United Kingdom and the United States. Matthew is a full member of the Australian Institute of Company Directors, and is the Deputy Chairman of Regional Development Australia Orana.



**Richard Everson**

Secretary

Business Advisor, Entrepreneurs' Program, Ai Group

Richard Everson completed his qualifications as a chef before spending several years overseas working in 5-star kitchens in the UK, Switzerland and on board the QEII. He completed tertiary studies at the Institute Hotelier Cesar Ritz in Switzerland, graduating with a Diploma (Honours) in International Hotel Management.

Richard and his wife, Evelyn, held executive management roles with food service multinationals Compass Group and Sodexo before opening their own 6-room guesthouse 'Country Guesthouse Schonegg' at Murrumbateman. Richard has recently joined Ai Group as a Business Advisor, for the Commonwealth Government's Entrepreneurs' Program. Richard is active on a number of tourism-focussed boards and committees and is currently President of The Poachers Way, a cooperative marketing association. Richard joined the Capital Country Tourism board in 2010 and became an Inland NSW Tourism Director in 2012.



**Andrea Roberts**

Director

Economic Development Manager, Broken Hill City Council

Andrea's career in tourism spans more than 25 years, incorporating a range of management roles across government, industry boards and the private sector.

Andrea has worked for Tourism SA in the regions division and marketing department, the Lismore City Council and was the CEO of destination marketing and management Boards on the Great Ocean Road and in the Yarra Valley, Dandenong's and the Ranges. Her time as Group Marketing Manager at Melbourne Aquarium and working with the private sector to develop brand, business, tourism and marketing strategies has delivered a broad perspective that is results-driven.

Now back in her home town of Broken Hill, Andrea is currently the Economic Development and Culture Manager; working across a broad range of portfolios including film and tourism and aiming to deliver vibrancy and prosperity to this resilient National Heritage Listed city in the Outback.



**Anthony (Tony) Broomfield**

Director

Manager - Economic Development, Tourism and Marketing  
Armidale Dumaresq Council

Since graduating with a post graduate Master's degree (marketing) from Manchester University, UK in 1982, Tony Broomfield's career has been in the field of marketing, working for blue chip organizations including Electrolux and IIT. This experience was subsequently applied to the tourism industry as marketing manager for the Principal Hotels

Group, a progressive group purchasing, refurbishing and relaunching some of the classic Victorian hotels in the UK.

In 1992 Tony joined with an ex colleague from Electrolux to form Broomfield, Davies, Moss Turner, a graphic design and marketing communications agency based near Oxford, UK. The business prospered with key accounts including Panasonic UK, Panasonic Europe, Wilson Sporting Goods Europe (golf and tennis), Winsor & Newton artist's materials and Quality Hotels Europe.

Tony and his family moved from the UK to Armidale, NSW in 2005. In 2010 Tony commenced with Armidale Dumaresq Council as Project Manager, Tourism and Marketing and has been a Board member of Inland NSW since its inception in 2011.



**Michael McCulkin**

Director  
Industry Representative (Outback)

Michael McCulkin has many years' experience working, living and travelling in the outback. Michael owns and operates Tri State Safaris, a four wheel drive tour company based in Broken Hill. Since starting the business in 1992, he has won a number of Regional, NSW and Australian Tourism Awards.

Michael is a Director on the Inland Board, Board member of the Regional Tourism Awards (INTA), member of the Steering Group for Destination Far West, and National Parks and Wildlife Service Advisory Committee, Far West NSW. He is also the Chief Executive of the Australian 4WD Academy, a privately operated Registered Training Organisation. Michael is a former member of the NSW Police Force.

In 2012 Michael received the 'Outstanding Contribution to Outback Tourism' award, and in 2013 the 'Ted Wilson Award for Outstanding Contribution to Tourism by an Individual'.



**Natasha Comber**

Director  
Manager City Development and Communications, Dubbo City Council

Natasha Comber has over 15 years' experience in developing and delivering marketing and communication services and programs for regional, national and international corporations and government agencies.

Natasha has a range of qualifications including BA Communication (Advertising / Public Relations), Diploma International Marketing and Certificate in Business Management (Australian Institute of Management). She has worked in a variety of marketing and communications roles within commercial, government and industry sectors.

In her current role as Manager City Development and Communications at Dubbo City Council, Natasha has played an instrumental role in facilitating public change to the City's image management process and delivery of city development services.

Over the past six years Natasha has successfully delivered on Council's commitment to a more professional, cohesive, and co-ordinated approach to the promotion of Dubbo and implemented a number of initiatives in regards to investment attraction, including visitation.



**Phil Johnston**

Director

Manager of Tourism and Development, Bourke Shire Council

Phil Johnston is an experienced events coordinator organising events across Australia before spending fifteen years as a project Manager and local government manager.

Currently the Manager of Tourism and Development for Bourke Shire Council, Phil's responsibilities include the management and development of the Back O' Bourke Exhibition Centre, management of the PV Jandra, economic and tourism development, corporate development of Bourke Shire Council as well as community development projects.

Phil's formal qualifications include a Master of Business Administration and Bachelor of Economics with post grad qualifications in Business Management.



**Alyssa Antcliffe**

Director

Principal, Antcliffes

Alyssa is the Principal Lawyer of Antcliffes, Lawyers, a boutique law firm specialising in intellectual property, commercial and regulatory law, and planning law. The firm focuses on assisting businesses which want to create something with enduring value and growth through innovation. Alyssa has over 13 years' experience working in law both in Australia and internationally. Alyssa has developed a broad legal and commercial understanding of business, strategic branding and dispute resolution.

Many of Alyssa's clients are in the hospitality and tourism industry, and Alyssa has a strong personal and professional connection with rural New South Wales.

Alyssa is a solicitor of the New South Wales Supreme Court and Australian High Court. Her formal qualifications include a Masters of Law and a Diploma of Urban and Regional Planning.



**Bronwyn White**

Director

MyTravelResearch.com

Director of MyTravelResearch.com, Bronwyn White has over 25 years' experience in travel and tourism industry market research, sales and marketing. Her extensive career began with Qantas Airways, where she worked her way through many facets of the most recognised and respected brand in Australia. She has also worked at Tourism NSW as a

Regional Marketing Manager, and as Executive Officer for the New England North West Regional Tourism Organisation.

A consultant with a broad range of skills and clients, Bronwyn currently focuses on helping the tourism and small business sectors make the most of online and digital resources by showing them how to leverage an online presence.



# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

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21 December 2015



## REPORT TO COUNCIL

**Department:** Organisational Services - Finance  
**Submitted by:** Chief Financial Officer  
**Reference:** 1.14.12..02  
**Subject:** Cash at Bank and Investments

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Objective:** *Council is operating efficiently and effectively.*  
**Strategy:** *To invest surplus funds for the best advantage of Council, within Council's Policies and Local Government Guidelines.*  
**Action:** *Invest surplus funds principally in term deposits with a spread of risk.*

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### SUMMARY:

Attached is a summary of bank accounts, term deposits, cash management account and investment in structured credit instruments.

### COMMITTEE'S RECOMMENDATION:

**That:**

**Council note the cash position as at 30 November, 2015 consisting of cash and overnight funds of \$2,183,098, term deposits of \$8,200,000 totalling \$10,383,098 of readily convertible funds.**

### OFFICER'S RECOMMENDATION:

**That:**

**Council note the cash position as at 30 November, 2015 consisting of cash and overnight funds of \$2,183,098, term deposits of \$8,200,000 totalling \$10,383,098 of readily convertible funds.**

### BACKGROUND:

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

### REPORT:

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

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21 December 2015

Current Term Deposits of \$8,200,000 spread over the next six months will receive a range of interest from 2.9% to 3.1% with an average rate of 3.01%. 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 30 November, 2015.

## **KEY ISSUES:**

The new Everyday Business Account is providing some improvement to the total returns from Council investments. Continual assessment of excess funds has allowed additional funds to be invested at higher interest rates resulting in higher returns. However, continuing low interest rates will result in loss of investment income compared to prior years with a likely plateau in investment funds by the end of the year.

## **COUNCIL IMPLICATIONS:**

### **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: U14/287

Approved/Reviewed by Manager: Chief Financial Officer

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

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21 December 2015

Department:

Organisational Services  
Finance

Attachments:

- B. Council's Investments as 30 November, 2015
- C. Diary of Investment Maturity Dates and Amounts

**Uralla Shire Council**  
**Investments at 30 November, 2015**

**Cash at Bank – Operating Accounts:**

<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>
National Australia Bank	Main Account	\$208,974.04
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$22,364.45
<b>Total</b>		<b>\$262,634.82</b>

**Business Investment (Cash Management) Account**

<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>
National Australia Bank	0.10%	\$298.72
Everyday Business	2.00%	\$1,920,164.48
Business Cash Maximiser	1.50%	\$0.00
<b>Total</b>		<b>\$1,920,463.20</b>

**Term Deposits:**

<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
Westpac Banking Corporation	3.00%	24/12/2015	\$1,000,000.00
National Australia Bank	2.95%	15/01/2016	\$500,000.00
Westpac Banking Corporation	3.10%	24/01/2016	\$1,000,000.00
Westpac Banking Corporation	3.00%	17/02/2016	\$1,300,000.00
Westpac Banking Corporation	3.00%	24/02/2016	\$2,400,000.00
National Australia Bank	2.90%	28/02/2016	\$500,000.00
National Australia Bank	2.90%	29/02/2016	\$500,000.00
Westpac Banking Corporation	3.10%	24/03/2016	\$1,000,000.00
<b>Total</b>			<b>\$8,200,000.00</b>

**Financial Instruments through Lehman Brothers Australia:**

<b>Structured Credit</b>	<b>Maturity Date</b>	<b>Face Value at Acquisition</b>	<b>Current Book Value at 30 June 2015</b>
Parkes 1A AAA	Jun-15	\$250,000.00	\$0.00
<b>Total</b>		<b>\$250,000.00</b>	<b>\$0.00</b>

URALLA SHIRE COUNCIL

Attachment C

URALLA SHIRE COUNCIL  
CASH & INVESTMENTS  
AS AT 30 NOVEMBER 2015

Data Block  
Period end date is: 30-November-2015  
Month: 11

Bank Accounts

Financial Institution	Type	Balance
National Australia Bank	General	208,974.04
National Australia Bank	Everyday Business	1,920,164.48
National Australia Bank	Business Cash Maximiser	0.00
National Australia Bank	Business Investment	298.72
National Australia Bank	Trust	31,296.33
National Australia Bank	Bundarra RTC	22,364.45
		<u>2,183,098.02</u>

Term Deposits

Financial Institution	Start Date	Maturing	Term	Reference	Amount	Rate	Interest	Days	Total	Annualised interest	Months to maturity
Westpac Banking Corporation	24/09/2015	24/12/2015	3 months	032607 - 333879	1,000,000.00	3.00%	7,479.45	91	1,007,479.45	30,000.00	1
National Australia Bank	15/07/2015	15/01/2016	6 months	77-247-8231	500,000.00	2.95%	7,435.62	184	507,435.62	14,750.00	2
Westpac Banking Corporation	24/09/2015	24/01/2016	4 months	032607 - 333887	1,000,000.00	3.10%	10,361.64	122	1,010,361.64	31,000.00	2
Westpac Banking Corporation	17/09/2015	17/02/2016	5 months	032307-333721	1,300,000.00	3.00%	16,347.95	153	1,316,347.95	39,000.00	3
Westpac Banking Corporation	24/11/2015	24/02/2016	3 months	032607 - 335719	2,400,000.00	3.00%	18,147.95	92	2,418,147.95	72,000.00	3
National Australia Bank	29/08/2015	28/02/2016	6 months	94-376-8138	500,000.00	2.90%	7,269.86	183	507,269.86	14,500.00	3
National Australia Bank	29/08/2015	29/02/2016	6 months	032607 - 333895	500,000.00	2.90%	7,309.59	184	507,309.59	14,500.00	3
Westpac Banking Corporation	24/09/2015	24/03/2016	6 months		1,000,000.00	3.10%	15,457.53	182	1,015,457.53	31,000.00	4
					<u>8,200,000.00</u>		<u>89,809.59</u>	<u>149</u>	<u>8,289,809.59</u>	<u>246,750.00</u>	

Institution Name

National Australia Bank	1,500,000.00
Community Mutual	0.00
Newcastle Permanent	0.00
Westpac Banking Corporation	6,700,000.00
ANZ	0.00
	<u>8,200,000.00</u>

Current month	1,000,000.00
1 month	1,500,000.00
2 months	4,700,000.00
3 months	1,000,000.00
4 months	0.00
5 months	0.00
6 months & over	0.00
	<u>8,200,000.00</u>

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REPORTS FROM THE  
ENVIRONMENT, DEVELOPMENT  
& INFRASTRUCTURE  
COMMITTEE

21 December 2015

16. Reports from the Environment, Development &  
Infrastructure Committee

REPORTS FROM THE ENVIRONMENT,  
DEVELOPMENT & INFRASTRUCTURE COMMITTEE

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

21 December 2015

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# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

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## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director of Infrastructure & Regulation
<b>Reference:</b>	2.14.12.01
<b>Subject:</b>	Development Approvals and Refusals for November 2015

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	2.1 <i>An attractive environment for business, tourism and industry.</i>
<b>Strategy:</b>	2.1.4 <i>Implement tools to simplify development processes and encourage quality commercial, industrial and residential development.</i>
<b>Action:</b>	2.1.4.1 <i>Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates, Bushfire Attack Level (BAL) Certificates, and Conveyancing Certificates.</i>

### SUMMARY:

The following details the development approvals issued by Council and by private certification for November 2015 for the entire local government area. A listing of development applications outstanding with a status as at the end of November 2015 has also been provided.

For information purposes a summary of the development values is provided from January 2006 until the end of November 2015. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2000 until the end of November 2015 is provided.

The number of applications lapsing in May 2016 is also listed for information purposes.

### COMMITTEE'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for November 2015.

### OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for November 2015.

### REPORT:



## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

Development Applications			
Approvals:			
Development Application Number	Applicant	Property	Development
DA-48-2014-2	Yartand Pty Ltd	1 Faulkner Street, Uralla	Modification Stage 1 Detached Dual Occupancy Stage 2 2 Lot Subdivision
DA-52-2015-2	G J Gardner Homes	75 Rock Abbey Road, Uralla	Dwelling Modification
DA-63-2015	Mr S & Mrs J Melville	49 John Street, Uralla	Dwelling, Garage & Shed
DA-64-2015	Mr D & Mrs R Doran	48 Bridge Street and 19 Hill Street, Uralla	Café, Food Store, Garden & Signage
DA-65-2015	New England North West Planning Services Pty Ltd	23B John Street, Uralla	Alterations and Additions to Existing Childcare Centre
DA-68-2015	Mr S Kalinowski	56 Kalinowski Lane, Rocky River	Creation of Private Cemetery
<b>Monthly Estimated Value of Approvals: \$555,000.00</b>			

**Refusals:** Nil

**DAs Withdrawn:** DA-67-2015

**Comparison to November 2014:**

November 2014:	\$413,500.00	November 2015:	\$555,000.00
Year to date:	\$4,170,113.00	Year to date:	\$6,466,528.00
(Calendar Year)		(Calendar Year)	

Development Applications Outstanding				
Application Number	Applicant	Property	Development	Status
DA-57-2015	Mr & Mrs Taylor	50 Budumba Road, Invergowrie	2 Lot Subdivision	Awaiting RFS
DA-66-2015	Mr M & Mrs A Harrison	68 Quartz Gully Road, Uralla	Dwelling and Garage	Under Assessment
DA-69-2015	Mr C & Mrs S Ritchie	41 Rock Abbey Road, Uralla	2 Lot Subdivision	Awaiting RFS
DA-70-2015	New England Surveying & Engineering	16A King Street & 30 Bridge Street, Uralla	Boundary Adjustment	Under Assessment
				<b>Total: 4</b>

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

### Construction Certificates

**Approved:**

Application Number	Applicant	Property	Construction
CC-79-2014	Mr M Bakewell & Ms F Wardle	206 Munday Lane, Saumarez Ponds	Dwelling Extension & Shed
CC-7-2015	Mr N & Mrs T Whitton	60 Big Ridge Road, Uralla	Piers and Verandah for Manufactured Home
CC-52-2015-2	G J Gardner Homes	75 Rock Abbey Road, Uralla	Dwelling Modification
CC-63-2015	Mr S & Mrs J Melville	49 John Street, Uralla	Dwelling, Garage & Shed
CC-64-2015	Mr D & Mrs R Doran	48 Bridge Street & 19 Hill Street, Uralla	Café, Food Store, Garden & Signage
<b>Monthly Estimated Value of Approvals: \$533,000.00</b>			

**Refused:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Construction
CC-47-2015	Mr S & Mrs J Field	23 Rowan Avenue, Uralla	Garage
CC-51-2015	Mr D & Mrs J Phillips	7A Salisbury Street, Uralla	Garage, Carport, Entertainment Area & Laundry
CC-55-2015	Ms Linda McGarry	148 Noalimba Avenue, Kentucky South	Dwelling
CC-59-2015	Mr M Newhouse	10 Gostwyck Street, Uralla	Piers & Verandah for Manufactured Home
CC-61-2015	Mr L Jacques	43 Panhandle Road, Uralla	Dwelling
CC-62-2015	Mr M Ayre & Ms J Pryor	36 East Street, Uralla	Alterations to Dwelling
<b>Monthly Estimated Value of Approvals: \$473,809.00</b>			

### Complying Development Applications

**Approvals:** Nil

**Refusals:** Nil

**Withdrawal:** Nil

**Issued by Private Certifier:** Nil

**Comparison to November 2014:**

November 2014:	\$227,000.00	November 2015:	\$0.00
Year to date: (Calendar Year)	\$2,103,844.00	Year to date: (Calendar Year)	\$2,091,867.00

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

### Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2006	6,310,059	42,349	6,310,059	-
2007	7,211,361	44,515	7,211,361	-
2008	9,155,533	56,169	7,393,239	1,762,294
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	8,558,395	125,859	6,466,528	2,091,867

2015 to date

### Financial Year Development Values

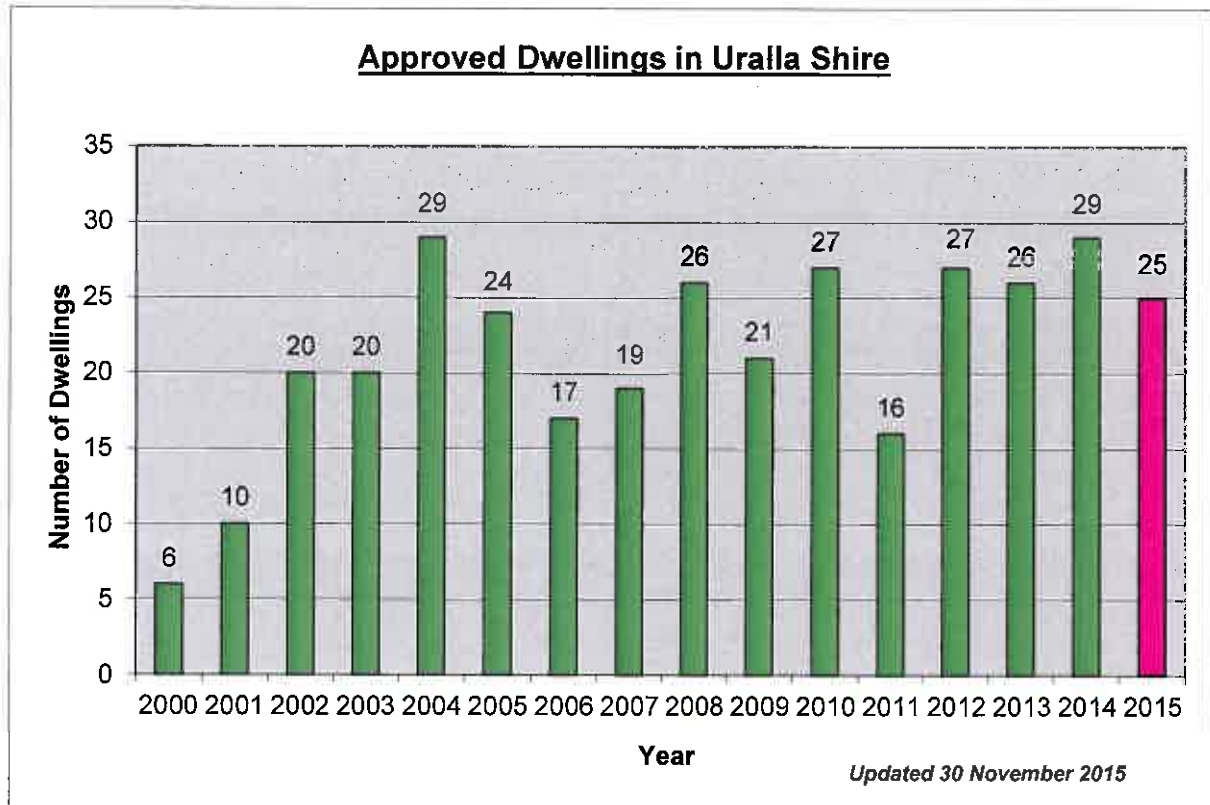
Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2005-2006	6,090,640	39,808	6,090,640	-
2006-2007	6,302,833	38,668	6,302,833	-
2007-2008	8,128,806	52,444	8,128,806	-
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	4,165,657	92,570	3,615,590	550,067

2015-2016 to date

### Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during May 2016. In May 2011 thirteen (13) applications were approved, with four (4) applications identified as possibly not commencing as at the end of November 2015.

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



### KEY ISSUES:

- *Development Applications approved by Council for November 2015 – 6*
- *Development Applications refused by Council for November 2015 – 0*
- *Development Applications withdrawn by Applicant for November 2015 – 0*
- *Outstanding Development Applications as at 30 November 2015 – 4*
- *Construction Certificates approved by Council for November 2015 – 5*
- *Construction Certificates refused by Council for November 2015 – 0*
- *Construction Certificates issued by private certification for November 2015 – 6*
- *Complying Development Applications approved by Council for November 2015 – 0*
- *Complying Development Applications refused by Council for November 2015 – 0*
- *Complying Development Applications issued by private certification – 0*
- *Total Development Value for 2015 as at 30 November 2015 – \$8,558,395*
- *Average Development Value for 2015 as at 30 November 2015 – \$125,859*
- *Development Application Value for 2015 as at 30 November 2015 – \$6,466,528*
- *Complying Development Application Value for 2015 as at 30 November 2015 – \$2,091,867*
- *Applications lapsing in April 2016 that may not have commenced – 4*
- *Approved dwellings as at 30 November 2015 – 25*

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

### COUNCIL IMPLICATIONS:

**1. Community Engagement/ Communication (per engagement strategy)**

The Development Approvals and Refusals for November will be placed in the next available newsletter and uploaded to the Uralla Shire Council website.

**2. Policy and Regulation**

*Environmental Planning & Assessment Act, 1979.*

*Environmental Planning & Assessment Regulations, 2000.*

**3. Financial (LTFFP)**

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:	Administration Officer
TRIM Reference Number:	U12/168
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



## REPORT TO COUNCIL

<b>Department:</b>	Infrastructure & Regulation
<b>Submitted by:</b>	Director Infrastructure & Regulation
<b>Reference:</b>	2.14.12.02
<b>Subject:</b>	Works Progress Report to 30 November 2015

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	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
<b>Strategy:</b>	2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation
<b>Action:</b>	2.3.1.1 Undertake bitumen maintenance program in line with established service levels and intervention points 2.3.1.5 Undertake maintenance grading program in line with established service levels and intervention points

### SUMMARY:

The purpose of this report is to inform Council of the works that have been completed or progressed for the previous month.

### COMMITTEE'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during November 2015.

### OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during November 2015.

### BACKGROUND:

Council is kept informed on the progress of maintenance and construction works within the Shire.

### REPORT:

- 1. Main Road Maintenance**  
MR73 Thunderbolts Way North Patching, Guide posts, Shoulder Mowing

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

and South MR124 Bundarra Road MR132 Barraba Road	Patching, Guide posts, Shoulder Mowing Maintenance
<b>2. Sealed Roads Maintenance</b>	
Uralla Streets	Patching
Bundarra Town Area	Patching
Invergowrie Area	Patching, Shoulder Mowing
Kentucky/Wollun Area	Patching, Shoulder Mowing
Sealed Rural Roads	Patching, Shoulder Mowing
<b>3. Unsealed Roads Maintenance</b>	
<b>Grading</b>	
Bingara Road	Graded
Spring Gully Road	Graded
Looanga Road	Graded
Danehurst Road	Graded
Balala Road	Graded
Lana Road	Grading
Hillview Road	Grading
Balala Road	Graded
Carlton Menzies Road	Graded
Barraba Road MR132	Grading
<b>4. Construction Crew</b>	
MR73 Thunderbolts Way	Abington Creek Bridge. Contractor continuing bridge construction
Bergen Road	Continue reconstruction 3.1km to 5.1km
<b>5. Bridge / Sign Crew</b>	
Bundarra Footpath	Completed footpath construction Bendemeer and Oliver Streets at shop
MR73 Abington Creek Bridge	Maintenance
<b>6. Town Area</b>	
Uralla	General maintenance

**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)**

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

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**

Manager Infrastructure and Works and Overseer

Prepared by staff member:

Manager Infrastructure & Works

Approved/Reviewed by Manager:

Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil



REPORTS FROM THE ENVIRONMENT,  
DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director Infrastructure & Regulation
<b>Reference:</b>	2.14.12.03
<b>Subject:</b>	Works Planning Report December 2015

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	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
<b>Strategy:</b>	2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation
<b>Action:</b>	2.3.1.1 Undertake bitumen maintenance program in line with established service levels and intervention points 2.3.1.5 Undertake maintenance grading program in line with established service levels and intervention points

**SUMMARY:**

The following works are proposed to be carried out or continued in the next month.

**COMMITTEE'S RECOMMENDATION:**

That the report be received and noted for the works planned for December 2015.

**OFFICER'S RECOMMENDATION:**

That the report be received and noted for the works planned for December 2015.

**BACKGROUND:**

Council is informed of the planned maintenance and construction works within the Shire.

**REPORT:**

- 1. Main Road Maintenance**
  - Bitumen patching
  - Guide posting
  - Sign maintenance
  - Heavy patching
  - Shoulder mowing



REPORTS FROM THE ENVIRONMENT,  
DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COUNCIL

<b>Department:</b>	Infrastructure and Regulation
<b>Submitted by:</b>	Director Infrastructure and Regulation
<b>Reference:</b>	2.14.12.04
<b>Subject:</b>	Uralla Local Traffic Committee

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	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
<b>Strategy:</b>	2.3.1 Provide an efficient network that balances asset conditions with available resources and asset utilisation
<b>Action:</b>	2.3.1.4 Apply for funding for transport infrastructure expansion projects

**SUMMARY:**

The purpose of this report is to inform Council of the Minutes of the Uralla Local Traffic Committee meeting held Tuesday, 10 November 2015 and have the Council consider the recommendations from this meeting. The committee includes the Mayor, Armidale Police, Roads and Maritime Services Officer and Local Member/ Bus driver representative.

**COMMITTEE'S RECOMMENDATION:**

**That:**

1. The minutes of the Uralla Local Traffic Committee held 10 November 2015 be noted by Council.
2. Council writes to the Roads and Maritime Services seeking funding for a preliminary concept plan and support the creation of a 40km/hr High Pedestrian Activity area in Uralla's CBD.
3. Council seeks funding assistance to upgrade the section of Thunderbolts Way, including ensuring the new design improves sight distance at the Lookout Road intersection, meeting at least the 80 km/hr sight distance requirements.
4. Council approves the signposting of a "Disabled Parking" area at 94 Bridge Street, Uralla.

**OFFICER'S RECOMMENDATION:**

**That:**

1. The minutes of the Uralla Local Traffic Committee held 10 November 2015 be noted by Council.
2. Council writes to the Roads and Maritime Services seeking funding for a preliminary concept plan and support the creation of a 40km/hr High Pedestrian Activity area in Uralla's CBD.
3. Council seeks funding assistance to upgrade the section of Thunderbolts Way, including ensuring the new design improves sight distance at the Lookout Road intersection, meeting at least the 80 km/hr sight distance requirements.

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

## 4. Council approves the signposting of a “Disabled Parking” area at 94 Bridge Street, Uralla.

### **BACKGROUND:**

The committee had significant discussions regarding Traffic Calming in the Uralla CBD. While the 85<sup>th</sup> percentile speed is 44 km/hr, 4% were over 50 km/hr which is considered unsafe through this built up area. A recent traffic count showed an average daily volume of 6,885 vehicles.

The issue of sight distance at Lookout Road has been dealt with previously by the committee. While Council carried out some improvement work and increased signage in the area, the long term fix is to lower the crest on the Uralla side of the intersection.

### **REPORT:**

With the obtaining of traffic information and the accident information for the five years up until June 30, 2014, the committee agreed that it was an appropriate time to request assistance from RMS to fund a full review and provide options for the Council, community and travelling public to consider. The CBD meets the warrant for 40 km/hr High Pedestrian Area.

Council has been able to carry out improvement works on a number of the high accident sites identified over the past 5 years. The major improvement is the Emu Bridge approaches upgrade.

### **CONCLUSION:**

That Council note the minutes of the Uralla Local traffic Committee meeting held Tuesday, 10 November 2015 and adopt the recommendations from the meeting.

### **COUNCIL IMPLICATIONS:**

1. **Community Engagement/ Communication (per engagement strategy)**  
Once a CBD traffic calming plan has been prepared it will be placed on public display.
2. **Policy and Regulation**  
Nil
3. **Financial (LTFP)**  
These costs and funding availability from other sources will be determined once the CBD traffic calming plan is prepared. The costing for the upgrade of Thunderbolts Way will be prepared once plans are completed. All other work will be carried out utilising current available funding.
4. **Asset Management (AMS)**  
Upgrade of Thunderbolts Way is consistent with Transport Asset Management Plan
5. **Workforce (WMS)**  
Depend on outcome of study.
6. **Legal and Risk Management**  
Will be considered as part of consideration of Traffic Calming plan based on RMS advice.

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

## 7. Performance Measures

Reduction in accidents and near misses in CBD and improvement in safety at Lookout Road.

## 8. Project Management

Works Manager

Prepared by staff member:

Robert Bell

Approved/Reviewed by Manager:

Robert Bell

Department:

Infrastructure and Regulation

Attachments:

- A. Minutes of Local Traffic Committee Meeting
- B. Letter from RMS: Re 40km/hour High Pedestrian Area
- C. Traffic Classifier Information
- D. Letter from Adam Marshall : Re: Dallas Blakely
- E. Crash Data Uralla Shire Council 2009-2014



**Minutes of Uralla Local Traffic Committee**  
**Held at 2.00pm on Tuesday, 10 November 2015**  
**in Mayor's Office**

**In Attendance:** Mr Terry Orvad – Roads and Maritime Services  
 Snr Const. Paul Caldwell – Armidale Police  
 Mr John Carlon – Bus Driver/Local Representative for Local Parliamentary Member  
 Cllr Michael Pearce – Mayor, Uralla Shire Council  
 Mr Robert Bell – Minutes

**Confirmation of Minutes of Meeting held 12 May 2015**

**Moved:** Mr Terry Orvad                      **Seconded:** Mr John Carlon

That the Minutes of the Meeting held on 12 May 2015 be accepted.

**Business Arising from the Minutes not otherwise covered in the Agenda**

**(i) Pedestrian Crossing**

Painting on work schedule for RMS marking contract. Mr Bell to again contact Essential Energy regarding lighting over the crossing.

**(ii) New England Highway – Uralla to Armidale and Uralla to Glenburnie Road**

Committee agreed Vibra lines option and separating of two-way traffic should be major options for consideration. Mr Bell to write to Roads and Maritime Services. A safety review is to be undertaken by RMS.

**(iii) Kingstown Road – Uralla Cemetery**

Minimal additional parking in Quartz Gully Road without major shoulder works. Need for Council staff to review signage.

**Agenda Items:**

**1. Traffic Calming in Uralla CBD**

Mr Bell presented information of the speed profile for the CBD, traffic volume and crash data from 1 July 2009 to 30 June 2014.

Mr Orvad provided details of the criteria for a 40km/hr speed limit in a high volume pedestrian area such as Uralla's CBD. Based on the "Criteria for Selection" – Identification of a high volume pedestrian road/area, Uralla CBD meets the requirements.

While the 85th percentile speed is 44km/hr, 4% of the traffic travel > 50km/hr. Traffic volume is 6,885 vehicles per day.

Mr Orvad advised that the RMS would be keen to be involved in preparing preliminary concept plans for this High Volume Pedestrian Area and suggested that Council contact the RMS to seek funds for this study.

**Minutes of Uralla Local Traffic Committee**  
**Held at 2.00pm on Tuesday, 10 November 2014 in Mayor's Office**

**Recommendation:**

That:

- (i) Council write to the Roads and Maritime Services seeking funds for a preliminary concept plan and
- (ii) Council support the creation of a 40km/hr High Pedestrian Activity area in Uralla's CBD.

**2. Thunderbolt's Way / Lookout Road Intersection**

Council has received a further complaint regarding this intersection. The works identified by the Traffic Committee in November 2012 have been carried out. The concerns raised relate to a number of vehicles exceeding the 50km/hr speed restriction in this area. Council staff are currently surveying the section of Thunderbolt's Way from King Street to Rifle Range Road. One of the design criteria is that the stopping sight distance for the Lookout Road intersection be at least 160 metres for 80km/hr traffic. The current sight distance is 102 metres (60km/hr).

**Recommendation:**

That Council seeks funding assistance to upgrade the section of Thunderbolt's Way, including ensuring the new design improves sight distance at the Lookout Road intersection, meeting at least the 80km/hr sight distance requirements.

**3. Blackspot Funding – MR132**

Mr Bell advised the committee that Council had submitted an application for Blackspot funding for Bundarra Road (MR124) near the Rocklea Road intersection.

Mr Bell provided plans of the Shire accident maps prepared by the RMS for the five years 1 July 2009 until 30 June 2014.

Mr Bell also updated the committee on improvement works that have been carried out at a number of other sites, such as Emu Creek Bridge site; Thunderbolt's Way / Bundarra Road intersection upgrade; Barraba Road-Gap section upgrade; Thunderbolt's Way – Heagneys Hill upgrade; and Bundarra Road – Barboto's Corner upgrade over the last five years

Copies of Crash Data for Uralla Shire 1 July 2009 to 30 June 2014 are attached.

**Recommendation:**

For notation.

**4. Bundarra Road MR124**

Request for overtaking and/or truck pull off area over Pinnacles.

Council has advised Mrs Blakely and Hon. Adam Marshall MP that while this would be a long term project it is not high on Council's current priority list.

**Recommendation:**

For notation.

**General Business:**

- (i) **Bundarra Road – west of Marble Hill.** The need for either additional guideposts (at 50 metre spacing) or chevrons (at 12 metre spacing) has been identified for the corners at the end of the long straight past Marble Hill Road.

**Minutes of Uralla Local Traffic Committee**  
**Held at 2.00pm on Tuesday, 10 November 2010 in Mayor's Office**

- (ii) **Bundarra Road** – Request to review warrant for “Trucks Use Low Gear” signs on both sides of Pinnacle. Mr Orvad to advise warrant conditions.
- (iii) **Bridge Street Uralla** – Request for “Disabled Parking” at front of new café at 94 Bridge Street. There is a lay back at this location as this was a gated access until the new fence was constructed.

**Recommendation:**

That Council approves the signposting and line marking of a “Disabled Parking” area at 94 Bridge Street, Uralla.

- (iv) **Hillcrest Road** – Mr Finn has contacted RMS and Council to have a section of what was the old highway graded to his property. Mr Orvad will investigate. Work associated with the recent highway rehabilitation has been repaired.
- (v) **Kingstown Road – Wallaby Rocks.** Mr Carlon advised that he has no issues with the bus pull off area except when circle work makes the gravel base rough.
- (vi) **Kingstown Road** – A request to ensure vegetation on the shoulder is well maintained.
- (vii) **Thunderbolt's Way** – Request by RMS to place variable message sign on road south of Uralla. Mr Bell advised that Council has no objection provided a suitable site is identified.
- (viii) **New England Highway – Diversion Signposting.** Mr Bell raised concerns that as Council staff did not have a key to the locks on these signs they were unable to assist the RMS to put the divisions in place when the highway is closed. Mr Orvad will chase up a key for Council's emergency response.

**Meeting Closed at 2.45pm**





Transport  
Roads & Maritime  
Services

CR2015/003128  
SF2015/172166  
Your ref: U12/50

The General Manager  
Uralla Shire Council  
PO Box 106  
URALLA NSW 2358

*Attention: Robert Bell*

Dear Mr Connor

**40km/h High Pedestrian Activity Area – Uralla CBD**

I refer to your letter of 7 July 2015 regarding the above matter.

Roads and Maritime Services support council's request to investigate treatment options for traffic calming in the Uralla CBD.

Council are required to collect pedestrian, traffic and speed count data to determine whether the activity generated by the roadside development warrants a 40km/h speed limit.

Following a site inspection and review of council data, council are required to assess the area in accordance with 40km/h High Pedestrian Activity Area (HPAA) guidelines to determine the appropriate treatment option. A copy of the guidelines is enclosed for council reference.

A detailed concept plan including signposting and linemarking should be provided to Roads and Maritime for review.

Funding assistance for the development of this project may be provided upon request.

For further information please contact Chantal Ensbey, Road User Safety Officer on 6640 1300 or email [Chantal.Ensbey@rms.nsw.gov.au](mailto:Chantal.Ensbey@rms.nsw.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Monica Sirol'.

for Monica Sirol  
Network & Safety Manager, Northern

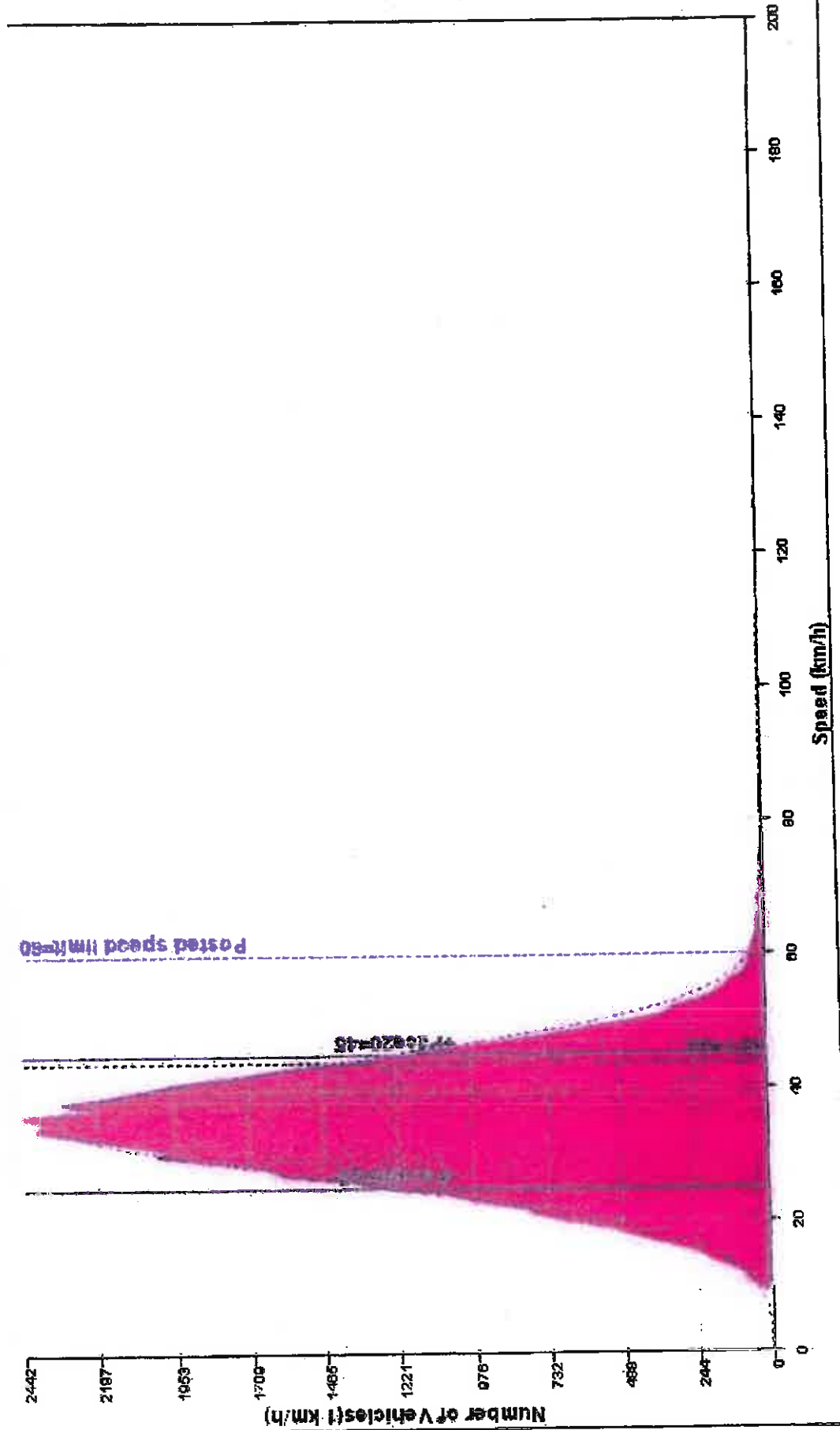
3 November 2015

**Roads and Maritime Services**

MetroCount

### Speed Histogram

SpeedHist-106 (Metro) Site:10616.D.ONS  
Description: BRIDGE STREET NEAR PEDESTRIAN CROSSING  
Filter time: 11:00 Wednesday, 2 September 2016 => 17:12 Wednesday, 9 September 2016  
Filter: Class 2 4 6 7 8 9 10 11 12 J DIR(NESW) Sp(10,100) Headway(0)  
Scheme: Vehicle classification (APX)



Speed Statistics**SpeedStat-105**

**Site:** 10915.0.ONS  
**Description:** BRIDGE STREET NEAR PEDESTRIAN CROSSING  
**Filter time:** 11:00 Wednesday, 2 September 2015 => 17:12 Wednesday, 9 September 2015  
**Scheme:** Vehicle classification (ARX)  
**Filter:** Cls(1 2 3 4 5 6 7 8 9 10 11 12 ) Dir(NESW) Sp(10,160) Headway(>0)

Vehicles = 51469

Posted speed limit = 60 km/h, Exceeding = 210 (0.41%), Mean Exceeding = 66.46 km/h

Maximum = 129.8 km/h, Minimum = 10.0 km/h, Mean = 35.2 km/h

85% Speed = 43.9 km/h, 95% Speed = 49.0 km/h, Median = 35.3 km/h

20 km/h Pace = 25 - 45, Number in Pace = 38611 (75.02%)

Variance = 77.75, Standard Deviation = 8.82 km/h

Speed Bins (Partial days)

Speed	Bin	Below	Above	Energy	vMult	n * vMult
0 - 10	0 0.0%	0 0.0%	51469 100.0%	0.00	0.00	0.00
10 - 20	2339 4.5%	2339 4.5%	49130 95.5%	0.00	0.00	0.00
20 - 30	11876 23.1%	14215 27.6%	37254 72.4%	0.00	0.00	0.00
30 - 40	22147 43.0%	36362 70.6%	15107 29.4%	0.00	0.00	0.00
40 - 50	13052 25.4%	49414 96.0%	2055 4.0%	0.00	0.00	0.00
50 - 60	1845 3.6%	51259 99.6%	210 0.4%	0.00	0.00	0.00
60 - 70	175 0.3%	51434 99.9%	35 0.1%	0.00	0.00	0.00
70 - 80	25 0.0%	51459 100.0%	10 0.0%	0.00	0.00	0.00
80 - 90	4 0.0%	51463 100.0%	6 0.0%	0.00	0.00	0.00
90 - 100	1 0.0%	51464 100.0%	5 0.0%	0.00	0.00	0.00
100 - 110	1 0.0%	51465 100.0%	4 0.0%	0.00	0.00	0.00
110 - 120	0 0.0%	51465 100.0%	4 0.0%	0.00	0.00	0.00
120 - 130	4 0.0%	51469 100.0%	0 0.0%	0.00	0.00	0.00
130 - 140	0 0.0%	51469 100.0%	0 0.0%	0.00	0.00	0.00
140 - 150	0 0.0%	51469 100.0%	0 0.0%	0.00	0.00	0.00
150 - 160	0 0.0%	51469 100.0%	0 0.0%	0.00	0.00	0.00
160 - 170	0 0.0%	51469 100.0%	0 0.0%	0.00	0.00	0.00
170 - 180	0 0.0%	51469 100.0%	0 0.0%	0.00	0.00	0.00
180 - 190	0 0.0%	51469 100.0%	0 0.0%	0.00	0.00	0.00
190 - 200	0 0.0%	51469 100.0%	0 0.0%	0.00	0.00	0.00

Total Speed Rating = 0.00

Total Moving Energy (Estimated) = 0.00

Speed limit fields (Partial days)

Limit	Below	Above
0 60 (PSL)	51259 99.6%	210 0.4%

Daily Classes

## DailyClass-103

Site: 10915.0.0NS  
 Description: BRIDGE STREET NEAR PEDESTRIAN CROSSING  
 Filter time: 11:00 Wednesday, 2 September 2015 => 17:12 Wednesday, 9 September 2015  
 Scheme: Vehicle classification (ARX)  
 Filter: Cls(1 2 3 4 5 6 7 8 9 10 11 12 ) Dir(NESW) Sp(10,160) Headway(>0)

## Monday, 31 August 2015

	1	2	3	4	5	6	7	8	9	10	11	12	Total
<b>Mon*</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
<b>Tue*</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
(%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
<b>Wed*</b>	35	3814	95	259	46	13	5	23	21	112	105	8	4536
(%)	0.8	84.1	2.1	5.7	1.0	0.3	0.1	0.5	0.5	2.5	2.3	0.2	
<b>Thu</b>	53	5858	182	466	96	22	11	31	18	157	151	11	7056
(%)	0.8	83.0	2.6	6.6	1.4	0.3	0.2	0.4	0.3	2.2	2.1	0.2	
<b>Fri</b>	73	6797	212	446	86	16	16	25	19	117	80	14	7901
(%)	0.9	86.0	2.7	5.6	1.1	0.2	0.2	0.3	0.2	1.5	1.0	0.2	
<b>Sat</b>	66	5539	222	255	36	16	8	21	7	51	70	4	6295
(%)	1.0	88.0	3.5	4.1	0.6	0.3	0.1	0.3	0.1	0.8	1.1	0.1	
<b>Sun</b>	86	5517	213	267	21	16	8	27	8	71	67	0	6301
(%)	1.4	87.6	3.4	4.2	0.3	0.3	0.1	0.4	0.1	1.1	1.1	0.0	

Average daily volume

<b>Entire week</b>													
	69	5927	206	357	59	17	10	25	12	98	91	7	6888
(%)	1.0	86.0	3.0	5.2	0.9	0.2	0.1	0.4	0.2	1.4	1.3	0.1	
<b>Weekdays</b>													
	62	6327	196	455	91	19	13	28	18	136	115	12	7478
(%)	0.8	84.6	2.6	6.1	1.2	0.3	0.2	0.4	0.2	1.8	1.5	0.2	
<b>Weekend</b>													
	75	5528	217	261	28	16	8	23	7	61	68	1	6297
(%)	1.2	87.8	3.4	4.1	0.4	0.3	0.1	0.4	0.1	1.0	1.1	0.0	

\* - Incomplete

**Virtual Day - Total=6878, 15 minute drops**

0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
28	20	16	12	25	61	190	364	491	523	514	510	508	512	508	572	579	536	355	195	134	105	75	43
6	7	4	3	4	11	25	79	113	126	122	123	134	130	128	147	142	135	112	55	38	32	22	12
5	4	4	3	6	12	43	87	119	128	123	128	126	129	123	139	153	146	97	53	34	25	21	13
8	5	4	3	6	18	56	94	130	135	134	130	120	129	123	140	146	132	74	46	30	24	18	9
5	4	4	3	8	28	66	104	128	133	135	129	127	125	134	146	138	122	72	41	32	24	15	9

AM Peak 0900 - 1000 (523), AM PHF=0.97 PM Peak 1545 - 1645 (588), PM PHF=0.96

Numbers have been rounded to the nearest integer.

### Summary Crash Report

# Crash Type		Contributing Factors		Crash Movement		CRASHES		CASUALTIES	
Car Crash	7 100.0%	Speeding	0 0.0%	Intersection, adjacent approaches	1 14.3%	Fatal crash	0 0.0%	Killed	0 0.0%
Light Truck Crash	1 14.3%	Fatigue	0 0.0%	Head-on (not overtaking)	1 14.3%	Injury crash	4 57.1%	Injured	6 100.0%
Rigid Truck Crash	0 0.0%			Opposing vehicles; turning	0 0.0%	Non-casualty crash	3 42.9%	Unrestrained	0 0.0%
Articulated Truck Crash	1 14.3%			U-turn	1 14.3%	Self Reported Crash	0 0%		
Heavy Truck Crash	(1) (14.3%)			Rear-end	3 42.9%				
Bus Crash	0 0.0%	Weather		Lane change	0 0.0%				
Heavy Vehicle Crash	(1) (14.3%)	Fine	6 85.7%	Parallel lanes; turning	0 0.0%				
Emergency Vehicle Crash	0 0.0%	Rain	0 0.0%	Vehicle leaving driveway	0 0.0%				
Motorcycle Crash	1 14.3%	Overcast	1 14.3%	Overtaking; same direction	0 0.0%				
Pedal Cycle Crash	0 0.0%	Fog or mist	0 0.0%	Hit parked vehicle	0 0.0%				
Pedestrian Crash	1 14.3%	Other	0 0.0%	Hit railway train	0 0.0%				
		Road Surface Condition		Hit pedestrian	0 0.0%				
		Wet	0 0.0%	Permanent obstruction on road	0 0.0%				
		Dry	7 100.0%	Hit animal	0 0.0%				
		Snow or ice	0 0.0%	Off road, on straight	0 0.0%				
		Natural Lighting		Off road on straight, hit object	0 0.0%				
		Dawn	1 14.3%	Out of control on straight	0 0.0%				
		Daylight	5 71.4%	Off road, on curve	0 0.0%				
		Dusk	0 0.0%	Off road on curve, hit object	0 0.0%				
		Darkness	1 14.3%	Out of control on curve	0 0.0%				
		Speed Limit		Other crash type	1 14.3%				
		40 km/h or less	0 0.0%						
		50 km/h zone	7 100.0%						
		60 km/h zone	0 0.0%						
		70 km/h zone	0 0.0%						
		~ 40km/h or less	0 0.0%						
		~ 07:30-09:30 or 14:30-17:00 on school days	0 0.0%						
		~ School Travel Time Involvement	0 0.0%						
		# Holiday Periods							
		New Year	0 0.0%						
		Aust. Day	0 0.0%						
		Easter	0 0.0%						
		Anzac Day	0 0.0%						
		Weekend	3 42.9%						
		WEEKDAY	4 57.1%						
		SUNDAY	1 14.3%						
		Monday	1 14.3%						
		Tuesday	1 14.3%						
		Wednesday	0 0.0%						
		Thursday	1 14.3%						
		Friday	1 14.3%						
		Saturday	2 28.6%						
		Sunday	1 14.3%						
		Queen's BD	0 0.0%						
		Labour Day	0 0.0%						
		Christmas	0 0.0%						
		January SH	0 0.0%						
		December SH	0 0.0%						
		June/July SH	0 0.0%						
		Sept/Oct. SH	1 14.3%						
		Easter SH	0 0.0%						

McLean Periods		% Week	
A	2 28.6%	17.9%	
B	1 14.3%	7.1%	
C	2 28.6%	17.9%	
D	1 14.3%	3.5%	
E	1 14.3%	3.6%	
F	0 0.0%	10.7%	
G	0 0.0%	7.1%	
H	0 0.0%	7.1%	
I	0 0.0%	12.5%	
J	0 0.0%	10.7%	

Street Lighting Off/Nil		% of Dark	
0	of	1 in Dark	0.0%

Day of the Week		# Holiday Periods		New Year	
Monday	1 14.3%	Thursday	1 14.3%	Sunday	1 14.3%
Tuesday	1 14.3%	Friday	1 14.3%	WEEKDAY	4 57.1%
Wednesday	0 0.0%	Saturday	2 28.6%	WEEKEND	3 42.9%

Crashid dataset Uralla\_CBD

Note: Crash self reporting, including self reported injuries began in Oct 2014. Trends from 2014 are expected to vary from previous years. More unknowns are expected in self reported data. For further information refer to Data Manual or report provider.

Percentages are percentages of all crashes. Unknown values for each category are not shown on this report.

## Robert Bell

---

**From:** Robert Bell  
**Sent:** Monday, 26 October 2015 3:36 PM  
**To:** Mayor; Robert Crouch; Fred Geldof; Daphne Field; Isabel Strutt; Kevin Ward; Mark Dusting; Karen Dusting; Leanne Cooper  
**Cc:** Damien Connor  
**Subject:** Traffic Classifier information for Pedestrian Crossing in Bridge Street, Uralla  
**Attachments:** KM\_C754e15102602250.pdf

Councillors,

Please find attached information obtained from traffic classifier placed at Pedestrian crossing in Bridge Street/ New England Highway from 2/09/2015 until 9/09/2015. On the first page note that the posted speed setting should have been 50km/hr not 60 km/hr.

The 85<sup>th</sup> percentile speed is 44km/hr. Page 2 identifies a small percentage at very high speed through Uralla. Please note the average daily traffic is 6888 vehicles/day.

The vehicle classifications relating to the review are included on the last page. These results will be discussed at the next Uralla Local Traffic Committee meeting. Please contact me should you have any further questions.

regards

**Robert Bell**  
**Director Infrastructure & Regulation**  
Uralla Shire Council | PO Box 106 Uralla NSW 2358  
p 02 6778 6300 | f 02 6778 6349 | m 0427 215 970  
[rbell@uralla.nsw.gov.au](mailto:rbell@uralla.nsw.gov.au) | [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au)



URALLA SHIRE COUNCIL

**From:** [admin@uralla.nsw.gov.au](mailto:admin@uralla.nsw.gov.au) [<mailto:admin@uralla.nsw.gov.au>]  
**Sent:** Monday, 26 October 2015 3:25 AM

### Detailed Crash Report







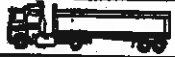





Crash No.	Data Source	Date	Day of Week	Time	Distance	ID Feature	Loc Type	Alignment	Weather	Surface Condition	Speed Limit	No. of Tus	Tu Type/Obj	Age/Sex	Street Travelling	Speed Travelling	Manoeuvre	Degree of Crash	Killed	Injured	Factors
<b>Northern Region</b>																					
<b>Uralla LGA</b>																					
<b>Uralla</b>																					
<b>New England Hwy</b>																					
771642 P	07/10/2011	Fri	12:15		at HILL ST		XJN	STR	Fine	Dry	50	3	4WD	M51	N in HILL ST	20	Proceeding in lane	N	0	0	
E45913276							RUM:	10	Cross traffic												
1000509 P	16/11/2013	Sat	11:05		at HILL ST		XJN	STR	Fine	Dry	50	3	M/C	F55	W in NEW ENGLAND HWY	20	Proceeding in lane	1	0	1	
E52318830							RUM:	30	Rear end												
766111 P	28/06/2011	Tue	12:03		50 m E HILL ST		2WY	STR	Overcast	Dry	50	2	CAR	F65	W in NEW ENGLAND HWY	Unk	Proceeding in lane	1	0	1	
E45284929							RUM:	46	Reversing into obj												
Other fixed object																					
764310 P	13/08/2011	Sat	08:50		70 m E HILL ST		2WY	STR	Fine	Dry	50	3	WAG	M33	W in NEW ENGLAND HWY	50	Proceeding in lane	N	0	0	
E45474061							RUM:	30	Rear end												
715470 P	28/06/2010	Mon	06:00		100 m E HILL ST		2WY	STR	Fine	Dry	50	2	TRK	M67	E in NEW ENGLAND HWY	40	Incorrect side	1	0	2	
E41369705							RUM:	20	Head on												
720069 P	22/07/2010	Thu	04:55		5 m W HILL ST		XJN	STR	Fine	Dry	50	2	CAR	F19	E in NEW ENGLAND HWY	10	Perform U-turn	N	0	0	
E41301352							RUM:	40	U turn												
1028868 P	08/06/2014	Sun	13:20		100 m W HILL ST		DIV	STR	Fine	Dry	50	2	4WD	M42	W in NEW ENGLAND HWY	45	Proceeding in lane	1	0	2	
E5555769							RUM:	30	Rear end												

**Report Totals:** Total Crashes: 7 Fatal Crashes: 0 Injury Crashes: 4 Killed: 0 Injured: 6

Crashid dataset Uralla\_CBD  
 Crash self reporting, including self reported injuries began in Oct 2014. Trends from 2014 are expected to vary from previous years. More unknowns are expected in self reported data. For further information refer to Data Manual or report provider.



AustrRoads94 replaced NAASRA in Australia in 1994. It is an improved system using information from the spacing of the first three axles, the total number of axles and the number of axle groups. There are 13 classes.

Level 1	Level 2		Level 3	Australroads Classification			
Length (inclusive)	Axles and Groups		Vehicle Type				
Type	Axes	Groups	Description	Class	Parameters	Dominant Vehicle	
Short Up to 3.5m	Light Vehicles						
	2	1 or 2	Short Sedan, Wagon, 4WD, Utility, Light Van, Bicycle, Motorcycle, etc.	SV	1	$d(1) \leq 3.2m$ and axles = 2	
Medium 5.5m to 14.5m	3, 4 or 5	3	Short - Towing Trailer, Caravan, Boat, etc.	SVT	2	groups = 3, $d(1) \leq 2.1m$ , $d(1) \leq 3.2m$ , $d(2) \leq 2.1m$ and axles = 3,4,5	
	Heavy Vehicles						
	2	2	Two Axle Truck or Bus	TB2	3	$d(1) > 3.2m$ and axles = 2	
	3	2	Three Axle Truck or Bus	TB3	4	axles = 3 and groups = 2	
	> 3	2	Four Axle Truck	T4	5	axles > 3 and groups = 2	
Long 11.5m to 19.0m	3	3	Three Axle Articulated Three axle articulated vehicle or Rigid vehicle and trailer	ART3	6	$d(1) > 2.2m$ , axles = 3 and groups = 3	
	4	> 2	Four Axle Articulated Four axle articulated vehicle or Rigid vehicle and trailer	ART4	7	$d(2) < 2.1m$ or $d(1) < 2.1m$ or $d(1) > 3.2m$ axles = 4 and groups > 2	
	5	> 2	Five Axle Articulated Five axle articulated vehicle or Rigid vehicle and trailer	ART5	8	$d(2) < 2.1m$ or $d(1) < 2.1m$ or $d(1) > 3.2m$ axles = 5 and groups > 2	
	>= 6	> 2	Six (or more) axle articulated vehicle or Rigid vehicle and trailer	ART6	9	axles = 6 and groups > 2 or axles > 6 and groups = 3	
Medium Combination 17.5m to 24.5m	> 6	4	B Double B Double or Heavy truck and trailer	BD	10	groups = 4 and axles > 6	
	> 6	5 or 6	Double Road Train Double road train or Heavy truck and two trailers	DRT	11	groups = 5 or 6 and axles > 6	
Long Combination Over 31.0m	> 6	> 6	Triple Road Train Triple road train or Heavy truck with three trailers	TRT	12	groups > 6 and axles > 6	
Ungrouped Classes							
			Unclassifiable Axle Event	NA	0		
			Unclassifiable Vehicle	???	13		

**Definitions**

- Group: Axle group, where adjacent axles are less than 2.1 m apart
- Groups: Number of axle groups
- Axes: Number of axles (maximum axle spacing of 10.0m)
- d(1): Distance between first and second axle
- d(2): Distance between second and third axle

---

**Robert Bell**

**From:** SYNOTT Jim D <Jim.SYNOTT@rms.nsw.gov.au>  
**Sent:** Wednesday, 3 June 2015 10:02 AM  
**To:** Robert Bell  
**Subject:** FW: Uralla CBD  
**Attachments:** HW9-Uralla-CBD-Summary.pdf; HW9-Uralla-CBD-Detail.pdf; HW9-Uralla-CBD.pdf  
**Categories:** Green Category

Hello Robert.

Please find attached latest crash data for Uralla CBD. Not really a lot happening here, or crashes are not being reported.

There were 7 crashes in total, 4 injury crashes and 3 tow-away between 1/7/2009 and 30/6/2014. These included;

- 1 Head-on
- 3 rear ends
- 1 Cross intersection
- 1 U-turn
- 1 reversing into a fixed object.

Not sure what you are looking for in regard to road safety audits, probably the best place to start is the Austrroads Guide for Road Safety Part 6 – Road Safety Audits.

Please let me know if there is something you require for this.

Regards

**Jim Synott**  
Leader Network Optimisation Planning  
Network Optimisation Planning | Northern Region  
T 02 6640 1383 F 02 6640 1004  
[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)

---

**From:** BOORMAN Daniel J  
**Sent:** Wednesday, 3 June 2015 9:42 AM  
**To:** SYNOTT Jim D  
**Subject:** RE: Uralla CBD

Jim,

Attached is the requested crash data.

Thanks

---

**From:** SYNOTT Jim D  
**Sent:** Thursday, 28 May 2015 3:13 PM  
**To:** BOORMAN Daniel J  
**Subject:** FW: Uralla CBD

Daniel

Please prepare crash data as per Roberts request below.

Thanks

**Jim Synott**  
Leader Network Optimisation Planning  
Network Optimisation Planning | Northern Region  
T 02 6640 1383 F 02 6640 1004  
[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)

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**From:** Robert Bell [<mailto:RBell@uralla.nsw.gov.au>]  
**Sent:** Friday, 22 May 2015 4:49 PM  
**To:** SYNOTT Jim D  
**Cc:** ORVAD Terry P  
**Subject:** Uralla CBD

Jim,

At our last Uralla Local Traffic Committee meeting the committee discussed a Council resolution requesting we investigate traffic safety issues in Uralla's CBD (New England Highway).

I am keen to obtain advise on:-

- Safety Audit,
- Accident history in Bridge Street,

Any guidance would be appreciated.

I have attached a copy of the draft ULTC minutes of its meeting held 12/05/2015.  
thanks



## Infrastructure & Regulation

P: 02 672 1300

F: 02 672 1319

E: [council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au)

37 Salisbury Street, Uralla NSW 2358

PO Box 166, Uralla NSW 2358

ABN: 55 868 272 015

6 August 2015

Responsible Officer: Alan Harvey

The Honourable Adam Marshall MP  
 Member for Northern Tablelands  
 PO Box 77  
 ARMIDALE NSW 2350

Dear Mr Marshall, *Adam,*

**Mrs Dallas Blakely, 2763 Thunderbolts Way, Yarrowyck  
 Safety of Bundarra Road**

I refer to your letter dated 30 June 2015 regarding matters raised by Mrs Dallas Blakely regarding the lack of overtaking opportunities along Bundarra Road.

As you have noted, Mrs Blakely has previously contacted Council regarding this matter. On 7 July 2015, Robert Bell, Director of Infrastructure & Regulation, advised Mrs Blakely that he was happy to discuss the matter further when he returns from leave on 17 August 2015.

As you would be aware, Bundarra Road is a classified regional road and an integral part of the east/west road freight route.

In the past Uralla Shire Council prioritised the completion of bitumen sealing the unsealed sections of this road. Following the completion of this work the priority has been road safety improvements concentrating on black spot locations.

As Mr Bell has advised Mrs Blakely, the construction of overtaking lanes is an expensive process. Overtaking lanes can add over 40% to the cost of road construction and the additional funds have not been available.

The provision of overtaking lanes would be part of longer term projects for consideration in conjunction with other road upgrades.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Damien Connor'.

Damien Connor  
 General Manager



Ref: kw:blake

30 June 2015



Mr Damian Connor  
General Manager  
Uralla Shire Council  
23 Salisbury Street  
URALLA NSW 2358

Dear Mr Connor *Damian*

I write on behalf of Mrs Dallas Blakely, Hoppingwood Farm, 2763 Thunderbolts Way, Yarrowyck NSW 2358 a constituent of mine regarding her concerns about the safety of vehicles on the Bundarra Road to Armidale and mostly concern about overtaking large trucks as there is no safe overtaking lane or section in which to pull over and allow other vehicles to pass.

Mrs Blakely details her concerns in the enclosed letter. I understand she may have also written direct to you. While I am well aware of the restrictions on your road budget, I would be pleased for your advice and guidance on the issue raised so that I can respond to my constituent.

Your response in due course would be most welcome and I thank you for taking the time to address this matter.

Yours sincerely

**ADAM MARSHALL MP**  
Member for Northern Tablelands  
Enc:

Kays McCall

**From:** Dallas & Andrew Blakely <blakely@skymesh.com.au>  
**Sent:** Monday, 15 June 2015 2:33 PM  
**To:** ElectorateOffice NorthernTablelands  
**Subject:** Bundarra Road - safety issue

Hello Adam

We live on 2763 Thunderbolts Way, and use Bundarra Road to commute to Armidale. So do many of our neighbours, travellers and large and often slow trucks.

Since the road has been done up, curves taken out over the Pinnacles and other improvements the semis, cattle trucks, wood carting trucks and any large truck that wants to is able to use Bundarra Road.

That is all well and good but they are very slow on up hills and very fast on down hills. The only safe place to pass at all is not until you are up on the flat straight section around Barbados corner and then of course they all zoom along making it impossible to safely overtake.

No overtaking lane, no pull over section, the road going down the Pinnacles heading east has double lines, so even if you could you can not legally overtake.

No safe area to overtake at all. People do get impatient and try to overtake as it is a long way without an overtaking lane.

Is there anything that you can do please.

I have written to Uralla Shire and this is what Robert Bell has said

The suggestion of an overtaking lane is an excellent one. Council staff will have to investigate. As you can imagine this is an expensive process and will not happen anytime soon.

Which, although very polite, does not help our present safety concerns.

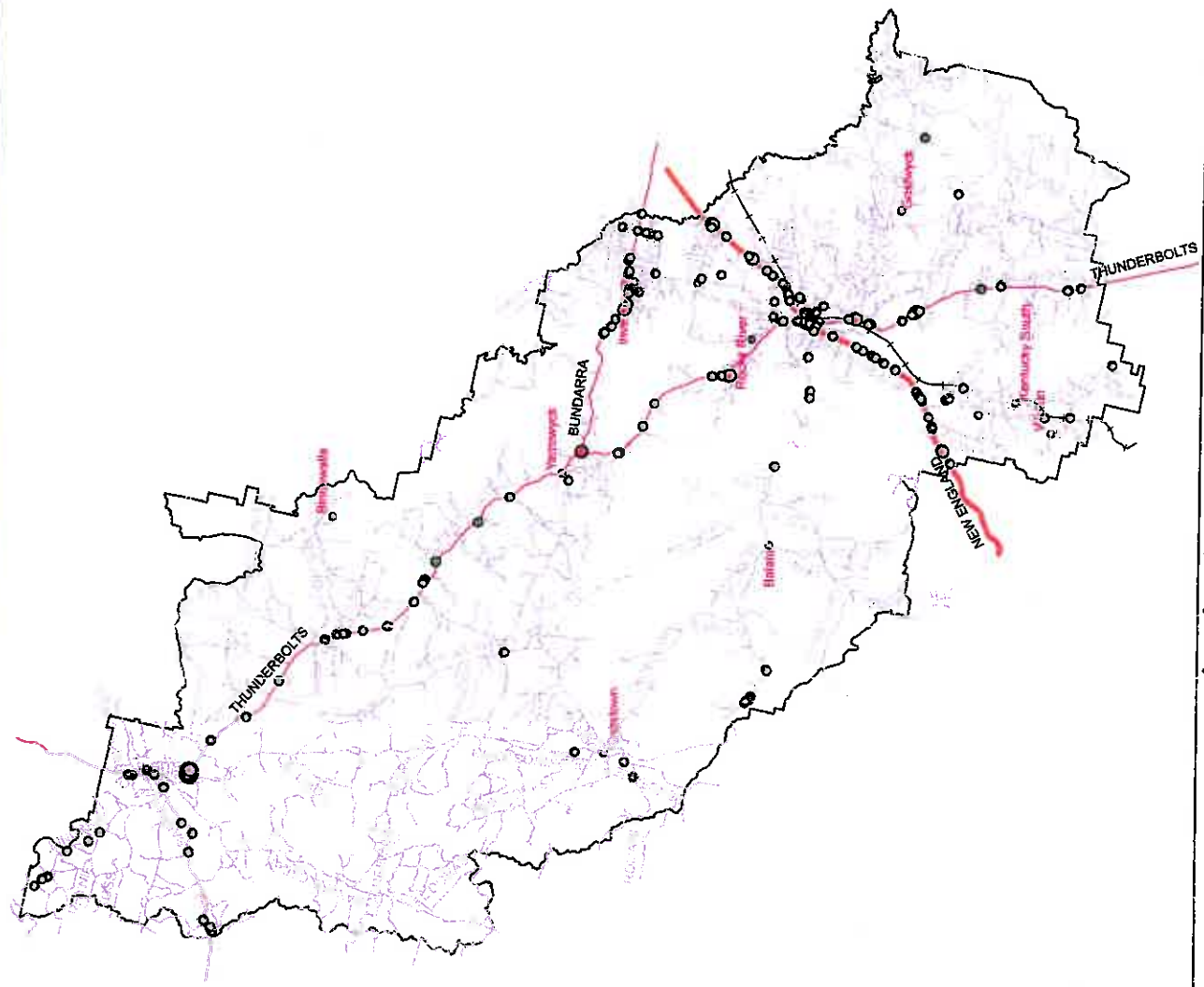
kind regards  
Dallas Blakely  
Hoppingwood Farm  
2763 Thunderbolts Way  
Uralla 2358

67755510 (no mobile reception so no mobile)





Uralla - LGA  
 Crash data From: 01 July 2009 To: 30 June 2014



Legend	
<b>Uralla_All_Crashes</b>	
m200	○ 1 - 2
	○ 3 - 5
	○ 6+
<b>Uralla_Casualty_Crashes</b>	
m200	○ 1 - 2
	○ 3+
	State
	Regional



**Legend**

Uralla\_All\_Crashes  
 m200

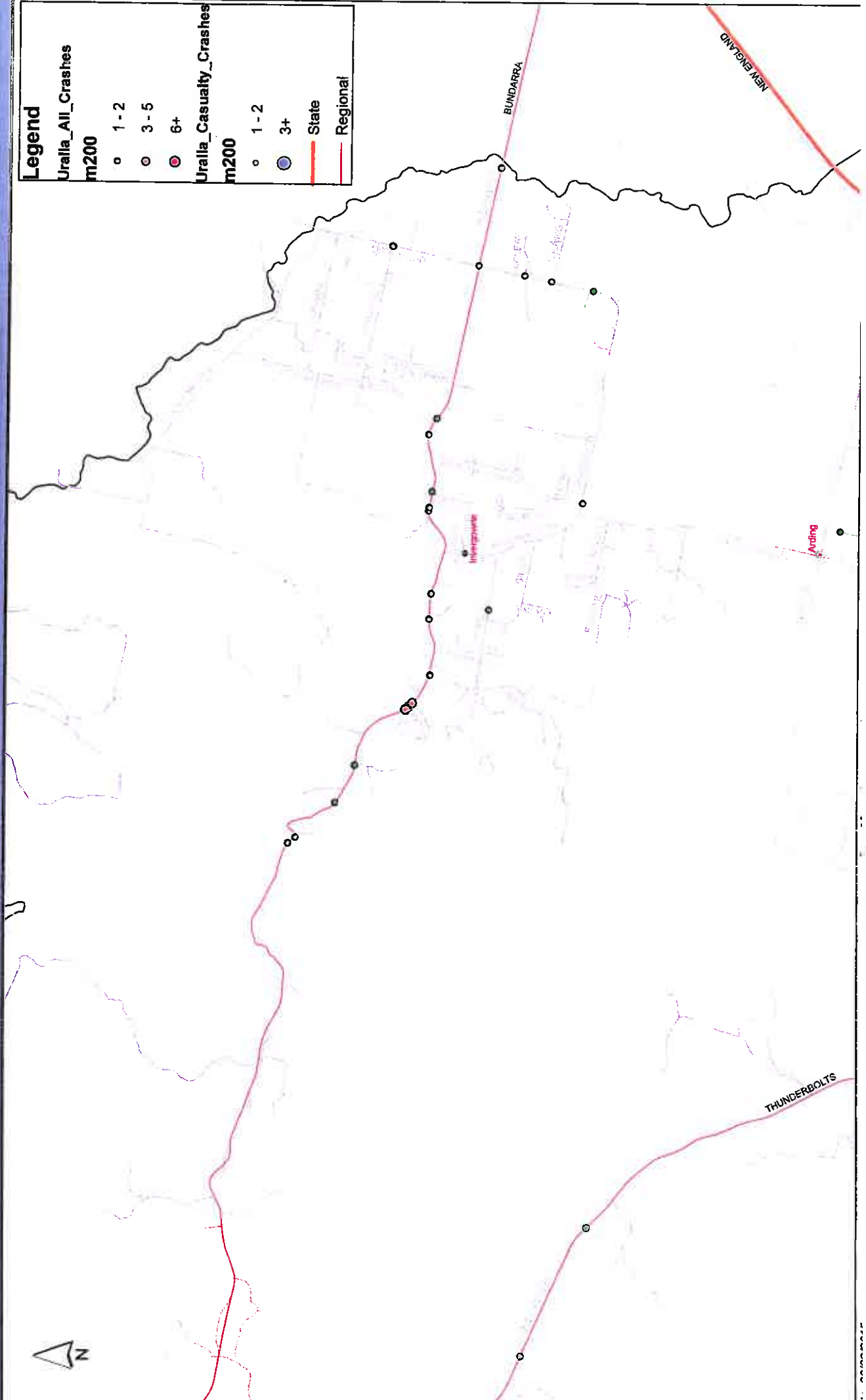
- 1-2
- 3-5
- 6+

Uralla\_Casualty\_Crashes  
 m200

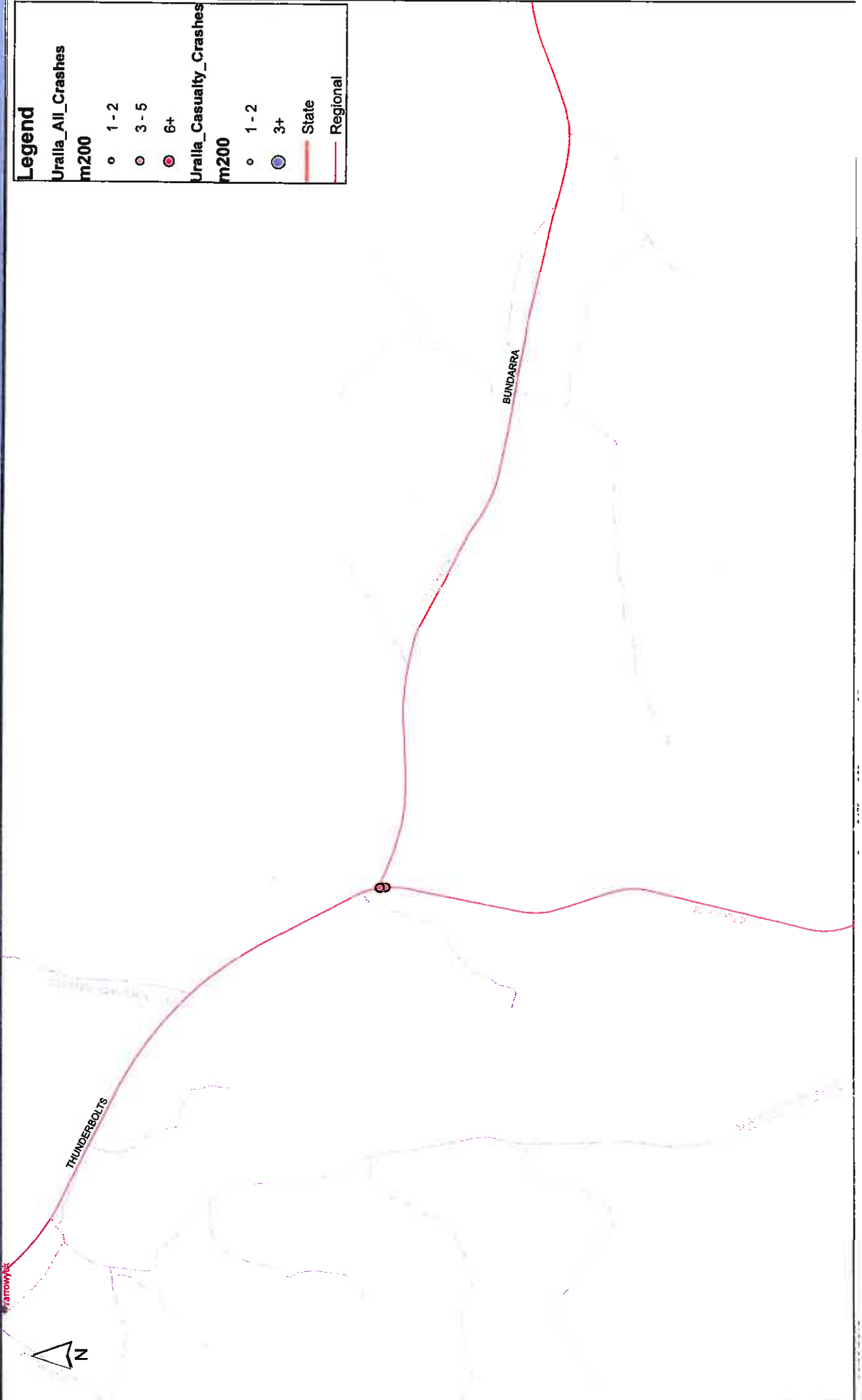
- 1-2
- 3+

State

Regional









**Legend**

**Uralla\_All\_Crashes  
m200**

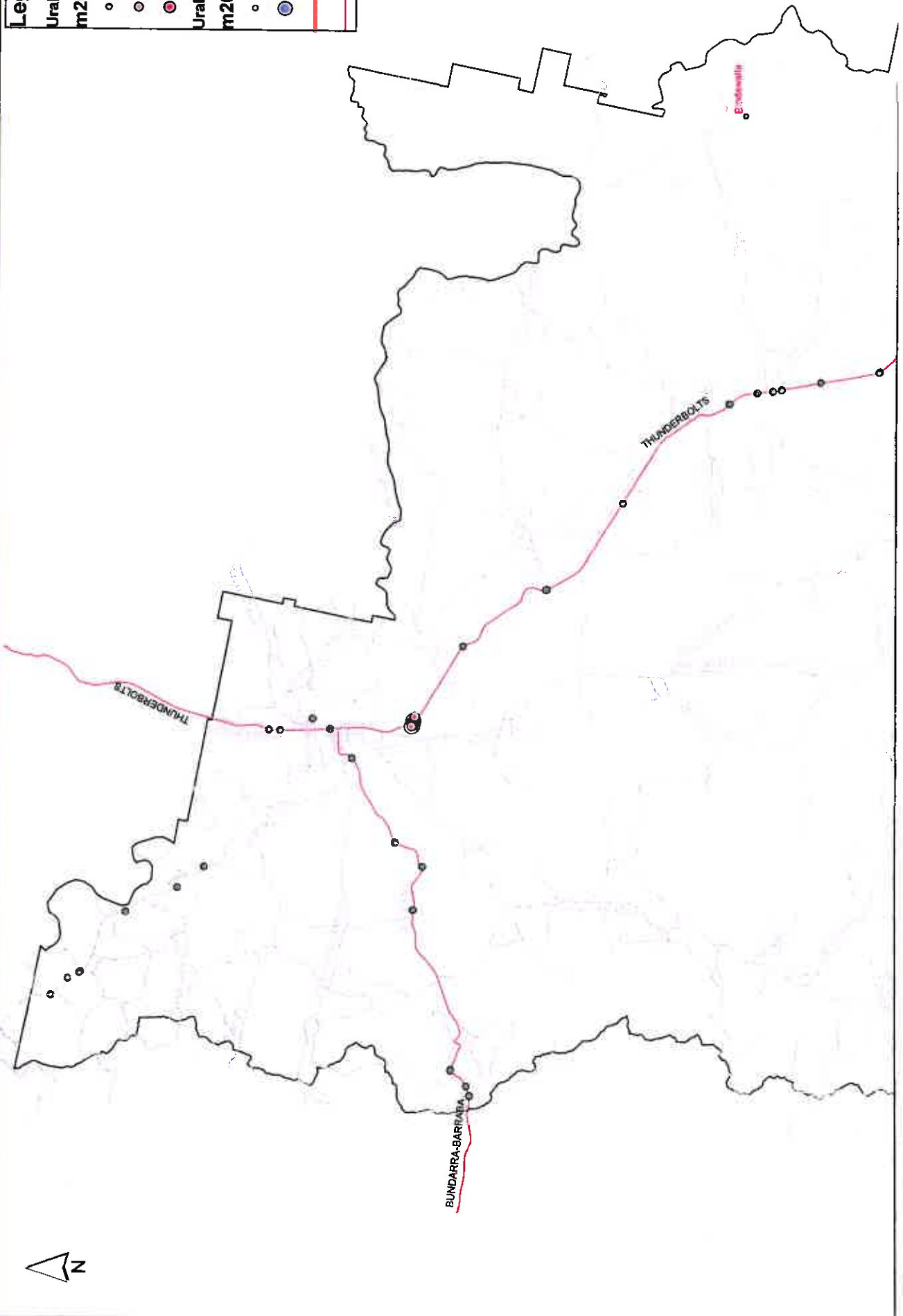
- 1 - 2
- 3 - 5
- 6+

**Uralla\_Casualty\_Crashes  
m200**

- 1 - 2
- 3+

— State

— Regional

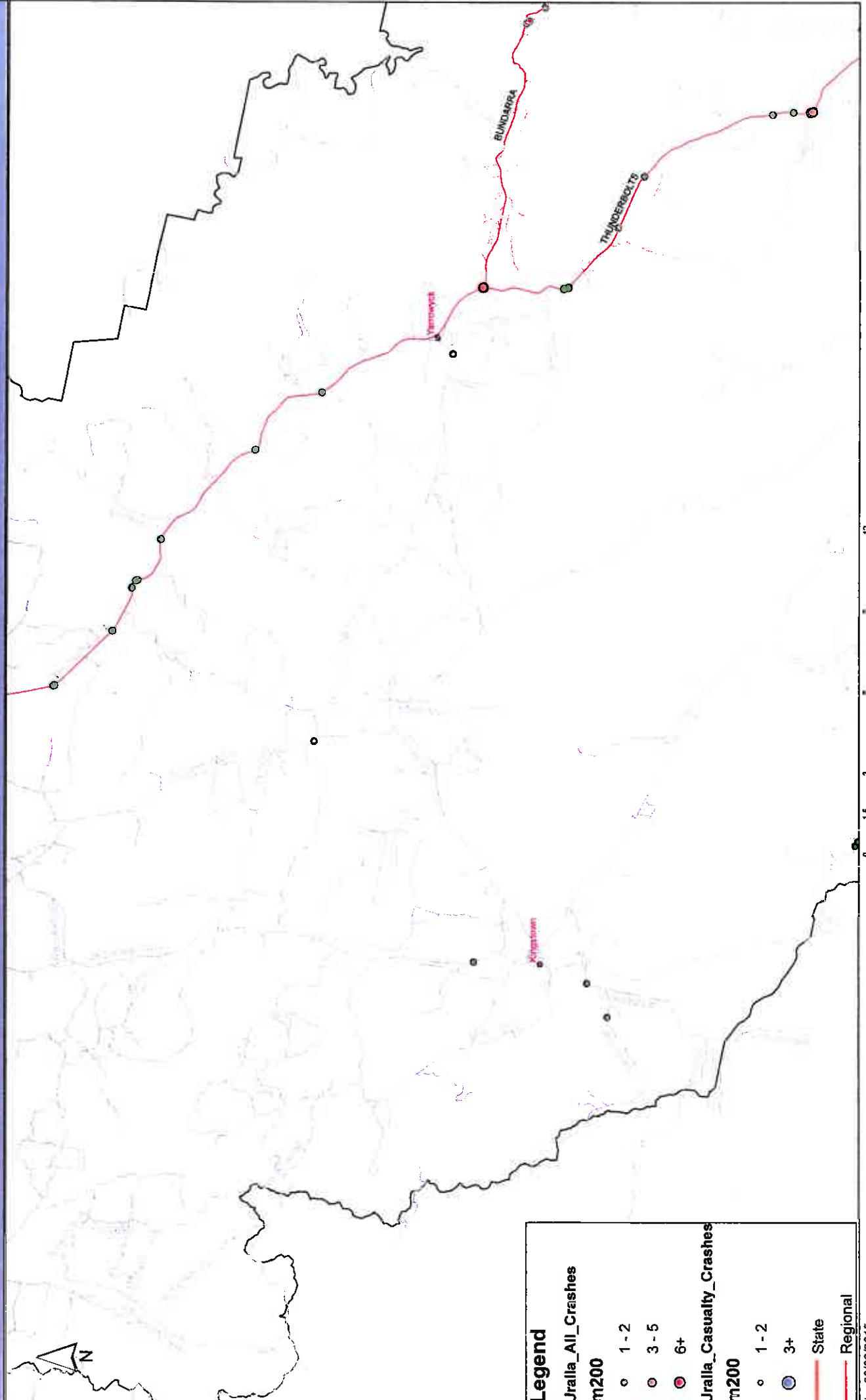


Bundarra

THUNDERBOLTS

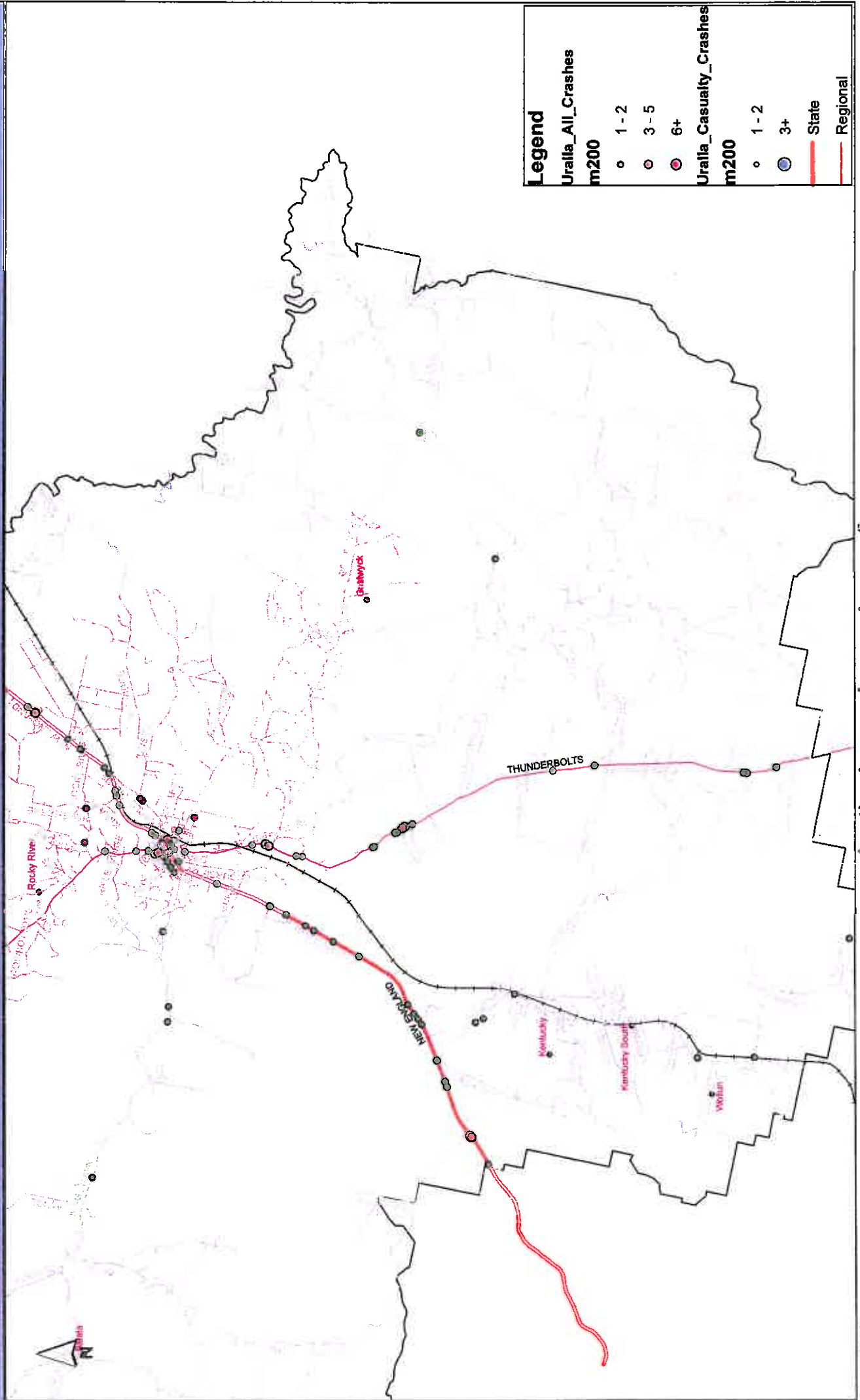
BUNDARRA-BARRABA





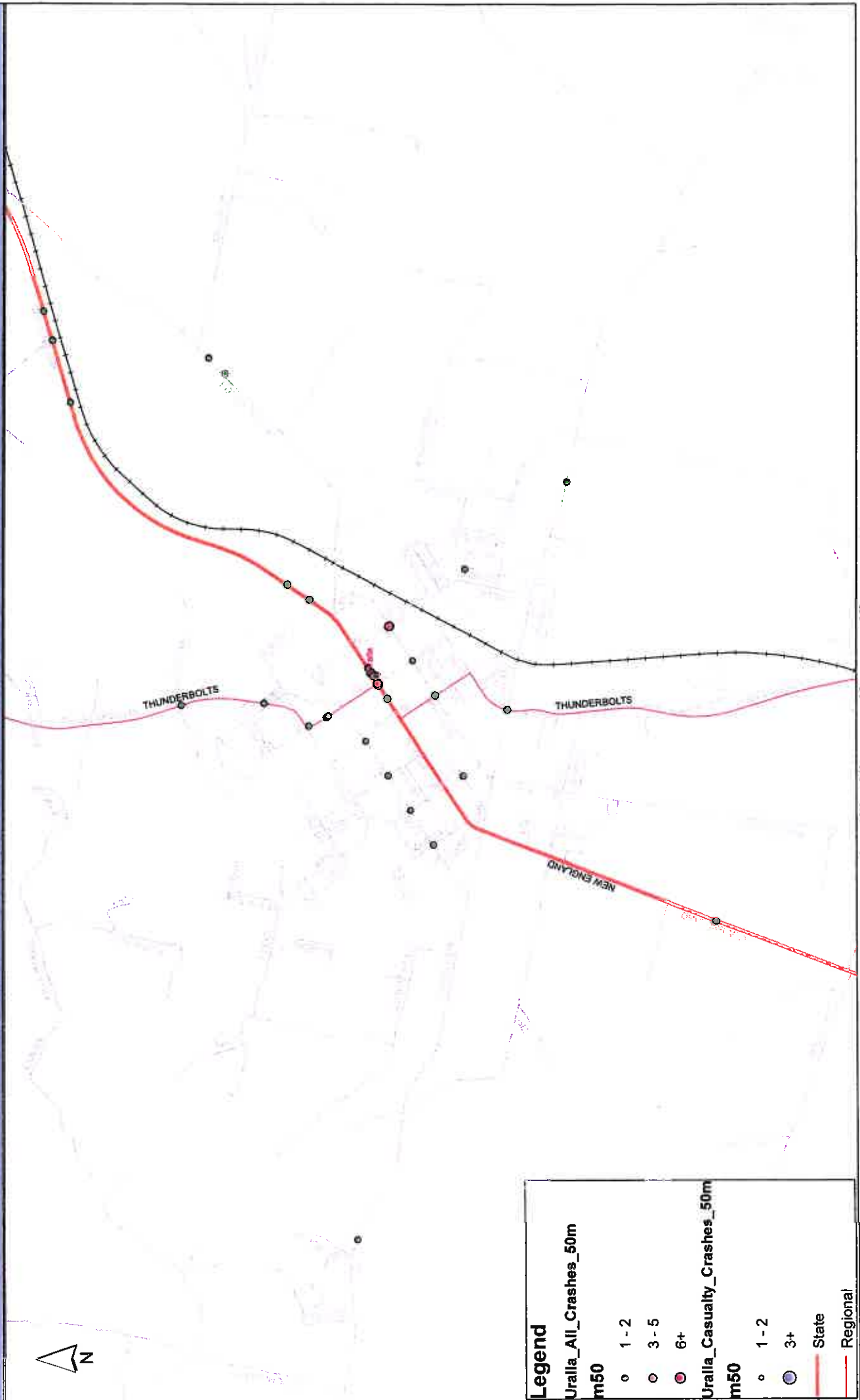
**Legend**

Uralla_All_Crashes	○ 1-2
m200	○ 3-5
	○ 6+
Uralla_Casualty_Crashes	○ 1-2
m200	● 3+
	— State
	— Regional





Uralla - LGA - Uralla\_50m radius  
 Crash Data: From: 01 July 2009 To: 30 June 2014



**Legend**

**Uralla\_All\_Crashes\_50m**  
 m50

- 1 - 2
- 3 - 5
- 6+

**Uralla\_Casualty\_Crashes\_50m**  
 m50

- 1 - 2
- 3+

— State  
 — Regional

REPORTS FROM THE ENVIRONMENT,  
DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	Director Infrastructure and Regulation
<b>Reference:</b>	2.14.12.05
<b>Subject:</b>	Uralla Landfill Annual Return

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	3.3	Reuse, recycle and reduce wastage
<b>Strategy:</b>	3.3.1	Promoting recycling, reusing and providing regular and efficient waste and recycling services
<b>Action:</b>	3.3.1.2	Manage Councils Waste Management facility, landfill sites and transfer stations

**SUMMARY:**

Uralla Shire Council landfill is licensed by the NSW Environment Protection Authority (EPA). In accordance with licence conditions, the Uralla Shire Council is required to submit an Annual Return for Licence 5899 located at Uralla Landfill. The Annual Environmental Monitoring Annual Report, see attachment 2, accompanies the facility's Annual Return.

**COMMITTEE'S RECOMMENDATION:**

That :

Uralla Shire Council receives and notes the Environmental Monitoring Uralla Landfill Annual Report for the reporting year ended 16 October 2015.

**OFFICER'S RECOMMENDATION:**

That :

1. Uralla Shire Council resolve to approve the affixing of the Council Seal on the Annual Return for Licence 5899 at the Uralla Landfill for the reporting year ended 16 October 2015.
2. Uralla Shire Council receives and notes the Environmental Monitoring Uralla Landfill Annual Report for the reporting year ended 16 October 2015.

**BACKGROUND:**



## **REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE**

The Annual Return for Licence 5899 located at Uralla Landfill for the reporting period 17 October 2015 to 16 October 2015 is due for submission with the NSW Environment Protection Agency on 16 December 2015. Accompanying the Annual Return is the Environmental Monitoring Uralla Landfill Annual Report.

The Environmental Monitoring Report for Uralla Landfill is an environmental assessment monitoring of groundwater, leachate and methane in accordance with NSW EPA licence requirements. The environmental monitoring program is required as part of the Uralla Landfill licence conditions. As a licensee, Council makes environmental monitoring data, that is required under each licence, publicly available. All environmental monitoring data is available in hardcopy from the Council office or electronically on the Council website. The Environmental Monitoring Report for Uralla Landfill is produced quarterly. An annual report is produced which accompanies the NSW EPA Licence's annual return.

### **REPORT:**

There has been full compliance with environmental licence conditions for Licence 5899 held by Uralla Shire Council for Uralla Landfill. In accordance with licence conditions, the annual return has been completed and the Environmental Monitoring Uralla Landfill Annual Report has been prepared for the reporting year ended 16 October 2015. Methane and water quality results were acceptable. There has been full compliance with the licence's monitoring requirements during this annual reporting year.

### **KEY ISSUES:**

Uralla Shire Council has fully complied with licence conditions for Licence 5899, Uralla Landfill. The Annual Return for Licence 5899 at the Uralla Landfill for the reporting year ended 16 October 2015 has been completed and is required to be approved and lodged by 16 December 2015.

In accordance with licence conditions the Environmental Monitoring Uralla Landfill Annual Return for the year ended 16 October 2015 has been completed. This report is submitted to the NSW EPA along with the Annual Return.

### **COUNCIL IMPLICATIONS:**

**1. Community Engagement/ Communication (per engagement strategy)**

Environmental monitoring data is available to the public on the Council website. Pollution Incident Response Plan for Uralla Landfill is available on the Council website.

**2. Policy and Regulation**

Annual Return, licence 599 belonging to Uralla Shire Council for Uralla Landfill is required to be completed and lodged by 16 December 2015 in accordance to NSW EPA licencing conditions.

Environmental Monitoring Uralla Landfill Annual Report 2015 produced by Cody Hart Environmental is produced in accordance with NSW EPA Licence conditions of Uralla Landfill.

**3. Financial (LTFFP)**

Annual licence fee is included in the waste management budget.

**4. Asset Management (AMS)**

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

Annual Return, licence 599 belonging to Uralla Shire Council for Uralla Landfill is required to be completed and lodged by 16 December 2015 in accordance to NSW EPA licencing conditions.

Environmental Monitoring Uralla Landfill Annual Report 2015 produced by Cody Hart Environmental is produced in accordance with NSW EPA License conditions of Uralla Landfill.

### 5. Workforce (WMS)

Nil

### 6. Legal and Risk Management

Environmental Monitoring is conducted in accordance with licence conditions. Contamination levels and trends are recorded and action taken as required minimising the likelihood of an environmental pollution incident.

### 7. Performance Measures

All licence conditions have been complied in the reporting year.

### 8. Project Management

Nil

Prepared by staff member:

Manager Waste and Resource Recovery

TRIM Reference Number:

U12/6423

Approved/Reviewed by Manager:

Director Infrastructure and Regulation

Department:

Infrastructure and Regulation

Attachments:

F. Annual Return Licence 5899

G. Environmental Monitoring Uralla Landfill Annual Report  
17 October 2014 to 16 October 2015.



# Annual Return

URALLA SHIRE COUNCIL



## ANNUAL RETURN

LICENCE NO	5899
LICENCE HOLDER	URALLA SHIRE COUNCIL
REPORTING PERIOD	17-Oct-2014 to 16-Oct-2015

If your licence has been transferred, suspended, surrendered or revoked by the EPA during this reporting period, cross out the dates above and specify the new dates to which this Annual Return relates below:

REVISED REPORTING PERIOD \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Note: the revised reporting period also needs to be entered in Section E)

**THIS ANNUAL RETURN MUST BE RECEIVED BY THE EPA BEFORE 16-Dec-2015**

Your Annual Return must be completed, including certification in Section I, and submitted to the EPA no later than 60 Days after the end of the reporting period for your licence.

Failure to submit this Annual Return within 60 days after the reporting period ends may result in:

- the issue of a Penalty Notice for \$1500 (Individuals) or \$3000 (corporations);
- OR
- prosecution.

Please send your completed Annual Return by **Registered Post** to:

**Regulatory and Compliance Support Unit  
Environment Protection Authority  
PO Box A290  
SYDNEY SOUTH NSW 1232**

It is an offence to supply any information in this form to the EPA that is false or misleading in a material respect, or to certify a statement that is false or misleading in a material respect.

**THERE IS A MAXIMUM PENALTY OF \$250,000 FOR A CORPORATION OR \$120,000 FOR AN INDIVIDUAL.**

Details provided in this Annual Return will be available on the EPA's Public Register in accordance with section 308 of the *Protection of the Environment Operations Act 1997*.

# Annual Return

URALLA SHIRE COUNCIL



Use the checklist below to ensure that you have completed your Annual Return correctly.

(✓ the boxes)

CHECKLIST	
<input checked="" type="checkbox"/> Section A:	All licence details are correct
<input checked="" type="checkbox"/> Section B1:	You have entered the correct number in the complaints table
<input checked="" type="checkbox"/> Section B2 – B3:	If there are tables, you have provided the required details
<input checked="" type="checkbox"/> Section C:	You have answered question 1, and 2 if applicable
<input checked="" type="checkbox"/> Section D:	If applicable, you have completed all load calculation worksheets
<input checked="" type="checkbox"/> Section E:	You have answered question 1, 2, 3, 4, 5 and 6 if applicable
<input checked="" type="checkbox"/> Section F:	You have answered question 1, 2 and 3 if applicable
<input checked="" type="checkbox"/> Section G:	You have answered question 1 and questions 2, 3 and 4 or questions 5 through to 11 if applicable
<input checked="" type="checkbox"/> Section H:	You have answered question 1, 2, 3, 4, 5 and 6 if applicable
<input type="checkbox"/> Section I:	The Annual Return has been signed by appropriate person(s) and, if applicable, the revised reporting period entered
<input type="checkbox"/>	Make a copy of the completed Annual Return and keep it with your licence records
<input checked="" type="checkbox"/>	Attach a cheque (unless you have paid separately) for the payment of the administrative fee for the next licence fee period <i>Already processed through accounts.</i>

Please send your completed Annual Return by **Registered Post** to:

**Regulatory and Compliance Support Unit  
Environment Protection Authority  
PO Box A290  
SYDNEY SOUTH NSW 1232**

# Annual Return

URALLA SHIRE COUNCIL



## A Statement of Compliance - Licence Details

**ALL licence holders must check that the licence details in Section A are correct**

If there are changes to any of these details you must advise the EPA and apply as soon as possible for a variation to your licence or for a licence transfer.

Licence variation and transfer application forms are available on the EPA website at: <http://www.epa.nsw.gov.au/licensing>, or from regional offices of the EPA, or by contacting us on telephone 02 9995 5700.

If you are applying to vary or transfer your licence you must still complete this Annual Return.

### A1 Licence Holder

Licence Number 5899  
Licence Holder URALLA SHIRE COUNCIL  
Trading Name (if applicable)  
ABN 55 868 272 018

### A2 Premises to which Licence Applies (if applicable)

Common Name (if any) URALLA LANDFILL  
Premises ROWAN AVE URALLA NSW 2358

### A3 Activities to which Licence Applies

Waste Disposal (application to land)

### A4 Other Activities (if applicable)

### A5 Fee-Based Activity Classifications

Note that the fee based activity classification is used to calculate the administrative fee.

Fee-based activity	Activity scale	Unit of measure
Waste disposal by application to land		annual capacity

### A6 Assessable Pollutants (Not Applicable)

# Annual Return

URALLA SHIRE COUNCIL



## B Monitoring and Complaints Summary

### B1 Number of Pollution Complaints

<p>Number of complaints recorded by the licensee during the reporting period.</p> <p>If no complaints were received enter nil in the attached box, otherwise complete the table below.</p>	<p><b>NIL</b></p>
--	-------------------

Pollution Complaint Category	Number of Complaints
Air	
Water	
Noise	
Waste	
Other	

### B2 Concentration Monitoring Summary

For each monitoring point identified in your licence complete all the details for each pollutant listed in the tables provided below.

If concentration monitoring is **not** required by your licence, **no tables** will appear below.

**Note** that this does not exclude the need to conduct appropriate concentration monitoring of assessable pollutants as required by load-based licensing (if applicable).

#### Discharge & Monitoring Point 1

Discharge to waters

Discharge quality monitoring, Surface water egress point on western boundary of premises identified as US1 in figure in Appendix A, report titled 'Interim report - Uralla landfill environmental monitoring, September 2003.'

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value

# Annual Return

URALLA SHIRE COUNCIL



Alkalinity (as calcium carbonate)	milligrams per litre	2	1	450	450	450
Arsenic	milligrams per litre	2	1	0.002	0.002	0.002
Chloride	milligrams per litre	2	1	192	192	192
Chromium (total)	milligrams per litre	2	1	<0.001	<0.001	<0.001
Conductivity	microsiemens per centimetre	2	1	1490	1490	1490
Copper	milligrams per litre	2	1	<0.001	<0.001	<0.001
Dissolved Oxygen	milligrams per litre	2	1	1.85	1.85	1.85
Iron	milligrams per litre	2	1	11.8	11.8	11.8
Manganese	milligrams per litre	2	1	3.47	3.47	3.47
Nitrate + nitrite (oxidised nitrogen)	milligrams per litre	2	1	0.01	0.01	0.01
pH	pH	2	1	7.21	7.21	7.21
Phosphorus (total)	milligrams per litre	2	1	0.74	0.74	0.74
Redox potential	millivolts	2	1	-96	-96	-96
Sulfate	milligrams per litre	2	1	8	8	8
Temperature	degrees Celsius	2	1	10.6	10.6	10.6
Total Kjeldahi Nitrogen	milligrams per litre	2	1	4.1	4.1	4.1

# Annual Return

URALLA SHIRE COUNCIL



Total organic carbon	milligrams per litre	2	1	24	24	24
Total suspended solids	milligrams per litre	2	1	88	88	88
Volumetric flowrate	kilolitres per day	2	1	1.73	1.73	1.73
Zinc	milligrams per litre	2	1	0.005	0.005	0.005

Note: Only one flow event detected in this very dry annual reporting year.

## Discharge & Monitoring Point 2

Overflow quality monitoring, Spillway on leachate dam 30m from west boundary of premises

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Alkalinity (as calcium carbonate)	milligrams per litre	NO	OVERFLOW			
Arsenic	milligrams per litre					
Benzene	milligrams per litre					
Calcium	milligrams per litre					
Chloride	milligrams per litre					
Chromium (total)	milligrams per litre					
Conductivity	microsiemens per centimetre					
Copper	milligrams per litre					
Ethyl benzene	milligrams per litre					

# Annual Return

URALLA SHIRE COUNCIL



Iron	milligrams per litre	NO	OVERFLOW			
Magnesium	milligrams per litre					
Manganese	milligrams per litre					
Nitrate + nitrite (oxidised nitrogen)	milligrams per litre					
pH	pH					
Phosphorus (total)	milligrams per litre					
Potassium	milligrams per litre					
Sodium	milligrams per litre					
Sulfate	milligrams per litre					
Toluene	milligrams per litre					
Total Kjeldahl Nitrogen	milligrams per litre					
Total organic carbon	milligrams per litre					
Total suspended solids	milligrams per litre					
Volumetric flowrate	kilolitres per day					
Xylene	milligrams per litre					
Zinc	milligrams per litre					

# Annual Return

URALLA SHIRE COUNCIL



## Monitoring Point 4

Groundwater quality monitoring, Upgradient groundwater monitoring point labelled 'UW1' Identified in figure in Appendix B of report 'Uralla Landfill Well Installation and Commissioning 30 July 2001'.

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Conductivity	microsiemens per centimetre	2	2	1420	1523	1625
pH	pH	2	2	6.74	6.80	6.85
Redox potential	millivolts	2	2	+190	+197	+204
Standing Water Level	metres	4	4	RL 83.20	RL 83.36	RL 83.46
Temperature	degrees Celsius	2	2	18.8	19.8	20.8

## Monitoring Point 5

Groundwater quality monitoring, Southern downgradient groundwater monitoring point labelled 'UW2' identified in figure in Appendix B of report 'Uralla Landfill Well Installation and Commissioning 30 July 2001'.

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Alkalinity (as calcium carbonate)	milligrams per litre	2	2	533	550	567
Arsenic	milligrams per litre	2	2	0.004	0.004	0.004
Carbon dioxide	milligrams per litre	2	2	78	101	123
Chloride	milligrams per litre	2	2	154	156	158
Conductivity	microsiemens per centimetre	2	2	1441	1494	1547



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Dissolved Oxygen	milligrams per litre	2	2	2.32	2.38	2.43
Iron	milligrams per litre	2	2	0.06	0.08	0.10
Manganese	milligrams per litre	2	2	0.017	0.031	0.044
Nitrate + nitrite (oxidised nitrogen)	milligrams per litre	2	2	0.04	0.05	0.06
pH	pH	2	2	6.70	6.84	6.98
Redox potential	millivolts	2	2	+50	+179	+308
Standing Water Level	metres	4	4	RL 77.93	RL 78.00	RL 78.03
Temperature	degrees Celsius	2	2	15.7	16.9	18.0
Total Kjeldahl Nitrogen	milligrams per litre	2	2	0.6	0.7	0.7
Total organic carbon	milligrams per litre	2	2	<1	6	12

## Monitoring Point 6

Groundwater quality monitoring, Northern downgradient groundwater monitoring point labelled 'UW3' identified in figure in Appendix B of report 'Uralla Landfill Well Installation and Commissioning 30 July 2001'.

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Alkalinity (as calcium carbonate)	milligrams per litre	4	4	467	479	500
Arsenic	milligrams per litre	4	4	0.044	0.047	0.049
Carbon dioxide	milligrams per litre	4	4	176	253	308

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Chloride	milligrams per litre	4	4	258	263	267
Conductivity	microsiemens per centimetre	4	4	1858	1931	2011
Dissolved Oxygen	milligrams per litre	4	4	0.99	1.30	1.48
Iron	milligrams per litre	4	4	<0.05	<0.05	<0.05
Manganese	milligrams per litre	4	4	0.015	0.019	0.030
Nitrate + nitrite (oxidised nitrogen)	milligrams per litre	4	4	18.0	19.0	20.4
pH	pH	4	4	6.24	6.44	6.56
Redox potential	millivolts	4	4	+68	+161	+250
Standing Water Level	metres	4	4	RL 81.14	RL 81.25	RL 81.34
Temperature	degrees Celsius	4	4	14.8	17.1	20.5
Total Kjeldahl Nitrogen	milligrams per litre	4	4	0.6	2.2	3.3
Total organic carbon	milligrams per litre	4	4	<1	9	22

## Monitoring Point 7

Leachate quality monitoring, Leachate monitoring point from leachate discharge pipe into leachate dam identified as UL1 pipe on figure in Appendix A, report titled 'Interim report - Uralla landfill environmental monitoring, September 2003.'

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Alkalinity (as calcium carbonate)	milligrams per litre	2	2	1300	1775	2250

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Arsenic	milligrams per litre	2	2	0.024	0.050	0.076
Boron	milligrams per litre	2	2	0.71	0.77	0.82
Chloride	milligrams per litre	2	2	255	340	425
Chromium (total)	milligrams per litre	2	2	0.012	0.017	0.021
Conductivity	microsiemens per centimetre	2	2	3294	4011	4727
Dissolved Oxygen	milligrams per litre	2	2	1.94	1.95	1.95
Iron	milligrams per litre	2	2	23.70	24.85	26.00
Lead	milligrams per litre	2	2	<0.001	<0.001	<0.001
Manganese	milligrams per litre	2	2	0.72	1.15	1.58
Nitrate + nitrite (oxidised nitrogen)	milligrams per litre	2	2	0.06	0.46	0.86
Organophosphate pesticides	milligrams per litre	2	2	<LOR	<LOR	<LOR
pH	pH	2	2	7.01	7.12	7.23
Phosphorus (total)	milligrams per litre	2	2	0.73	1.64	2.55
Redox potential	millivolts	2	2	-110	-24	+62
Temperature	degrees Celsius	2	2	18.0	22.0	25.9
Total Kjeldahl Nitrogen	milligrams per litre	2	2	46.3	90.7	135.0

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Total organic carbon	milligrams per litre	2	2	76	140	204
Volatile organic compounds	milligrams per litre	2	2	0.003 Benzene	NA	0.007 1,2,4-Trimethylbenzene
Zinc	milligrams per litre	2	2	0.015	0.020	0.025

Note: Other VOCs detected: Meta & para Xylene 0.004 mg/L; Ortho-Xylene 0.004 mg/L; Chlorobenzene 0.005 mg/L

## Monitoring Point 8

Air emission monitoring, Previously landfilled areas with intermediate or final cover within landfill premises.

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Methane	percent by volume	4 rounds	4 rounds	nil detected	Not applicable	nil

## Monitoring Point 9

Air emission monitoring, Recycling facility located on landfill premises

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Methane	percent by volume	4 rounds	4 rounds	nil detected	Not applicable	nil

*Section B2 of this annual return has been compiled by CodyHart Environmental on behalf of Council. There has been full compliance with Licence 5899 conditions for these sampling points. Only one flow event was detected and sampled in this very dry annual reporting year at US1 (EPA Point 1). Therefore it was not a non-compliance.*

## B3 Volume or Mass Monitoring Summary

For each monitoring point identified in your licence complete the details of the volume or mass monitoring indicated in the tables provided below.

If volume or mass monitoring is not required by your licence, no tables will appear below.

**Note** that this does not exclude the need to conduct appropriate concentration monitoring of assessable pollutants as required by load-based licensing (if applicable).

### Discharge & Monitoring Point 3

Discharge to utilisation area

Volume monitoring

Unit of measure	Frequency	No. of measurements made	Lowest result	Mean result	High result
kilolitres per day	Daily during any discharge	3	27	30	31

# Annual Return

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## C Statement of Compliance - Licence Conditions

### C1 Compliance with Licence Conditions

( the boxes)

- 
- 1 Were all conditions of the licence complied with (including monitoring and reporting requirements)?  Yes  No  
( a box)
- 

- 2 If you answered 'No' to question 1, please supply the following details for each non-compliance in the format, or similar format, provided on the following page.

Please use a separate page for each licence condition that has not been complied with.

- a) What was the specific licence condition that was not complied with?
- b) What were the particulars of the non-compliance?
- c) What were the date(s) when the non-compliance occurred, if applicable?
- d) If relevant, what was the precise location where the non-compliance occurred?

Attach a map or diagram to the Statement to show the precise location.

- e) What were the registration numbers of any vehicles or the chassis number of any mobile plant involved in the non-compliance?
- f) What was the cause of the non-compliance?
- g) What action has been, or will be, taken to mitigate any adverse effects of the non-compliance?
- h) What action has been, or will be, taken to prevent a recurrence of the non-compliance?

- 
3. How many pages have you attached?

Each attached page must be initialled by the person(s) who signs Section G of this Annual Return

Nil
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# Annual Return

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## C2 Details of Non-Compliance with Licence

Licence condition number not complied with
Summary of particulars of the non-compliance (NO MORE THAN 50 WORDS)
If required, further details on particulars of non-compliance
Date(s) when the non-compliance occurred, if applicable
If relevant, precise location where the non-compliance occurred (attach a map or diagram)
If applicable, registration numbers of any vehicles or the chassis number of any mobile plant involved in the non-compliance
Cause of non-compliance
Action taken or that will be taken to mitigate any adverse effects of the non-compliance
Action taken or that will be taken to prevent a recurrence of the non-compliance



## D Statement of Compliance - Load-Based Fee Calculation Worksheets

If you are not required to monitor assessable pollutants by your licence, no worksheets will appear below. Please go to Section E.

If assessable pollutants have been identified on your licence (see licence condition L2), complete the following worksheets for each assessable pollutant to determine your load-based fee for the licence fee period to which this Annual Return relates.

Loads of assessable pollutants must be calculated using any of the methods provided in the EPA's Load Calculation Protocol for the relevant activity. A Load Calculation Protocol would have been sent to you with your licence. If you require additional copies you can download the Protocol from the EPA's website or you can contact us on telephone 02 9995 5700.

You are required to keep all records used to calculate licence fees for four years after the licence fee was paid or became payable, whichever is the later date.

**PENALTIES APPLY FOR SUPPLYING FALSE OR MISLEADING INFORMATION**

**D1 - D8 (Not Applicable)**



# Annual Return

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## E Statement of Compliance - Requirement to Prepare Pollution Incident Response Management Plan (PIRMP) Under Section 153A of the POEO Act 1997

1 Have you prepared a PIRMP as required under s153A of the Protection of the Environment Operations Act 1997?

(✓ a box)

Yes

No

If you answered 'Yes' to question 1, please tick the appropriate box to indicate the following:

2 Is the PIRMP available at the premises?

(✓ a box)

Yes

No

3 Is the PIRMP available in a prominent position on a publicly accessible web site?

(✓ a box)

Yes

No

If the PIRMP is available on a publicly accessible web site please indicate clearly below the address of the web site where the PIRMP can be accessed:

Web site Address

4 Has the PIRMP been tested?

(✓ a box)

Yes

No

If you answered 'Yes' to question 4 please indicate clearly below the date that the PIRMP was last tested:

The PIRMP was last tested on

5 Has the PIRMP been updated?

(✓ a box)

Yes

No

If you answered 'Yes' to question 5 please indicate clearly below the date that the PIRMP was last updated:

The PIRMP was last updated on

6 How many times has the PIRMP been activated in this reporting period?

If the PIRMP has been activated, please indicate clearly below the date/s when the PIRMP was activated:

The PIRMP was activated on

The EPA's guidelines for preparation of pollution incident response management plans are available at

<http://www.epa.nsw.gov.au/legislation/20120227egpreppirmp.htm>

## F Statement of Compliance - Requirement to Publish Pollution Monitoring Data Under Section 66(6) of the POEO Act 1997

1 Are there any conditions attached to your licence that require pollution monitoring to be undertaken?

(✓ a box)

Yes

No

If you answered 'Yes' to question 1, please tick the appropriate box to indicate the following:

2 Do you operate a web site?

(✓ a box)

Yes

No

3 Is the pollution monitoring data published on your web site in accordance with the EPA's written requirements for publishing pollution monitoring data?

(✓ a box)

Yes

No

If you publish pollution monitoring data on a web site please indicate clearly below the address of the web site where the pollution monitoring data can be accessed:

Web site address

[www.uralla.nsw.gov.au under Environment - EPA Licence Monitoring](http://www.uralla.nsw.gov.au/under%20Environment%20-%20EPA%20Licence%20Monitoring)

The EPA's written requirements for publishing pollution monitoring data are available at

<http://www.epa.nsw.gov.au/legislation/20120263reqpubpmdata.htm>

**Note - if you do not maintain a web site, you must provide a copy of any monitoring data that relates to pollution, to any person requests a copy of the data at no charge to the person requesting the data.**

## G Statement of Compliance - Environmental Management Systems and Practices

- 1 Do you have an environmental management system (EMS) certified to ISO 14001 or any other demonstrated equivalent system<sup>1</sup>? (see note below on demonstrated equivalent)  
(✓ a box)  Yes  No

If your answer to question 1 is 'No', please proceed to question 5. If your answer to question 1 is 'Yes', please proceed to question 2.

- 2 When was the last check of the EMS<sup>2</sup> completed (see note below on check of EMS)?
- 3 Were there any non-conformances related to environmental issues identified in the last check of the EMS?  
(✓ a box)  Yes  No
- 4 If there were non-conformances identified, were these non-conformances rectified?  
(✓ a box)  Yes  No

If you answered 'No' to question 1, please answer questions 5 - 11. If you answered 'Yes' to question 1 please proceed to section H. Questions 5-11 relate to any documented environmental practices, procedures and systems in place. Refer to <http://www.epa.nsw.gov.au/licensing/EMCP.htm> for guidance on how to complete questions 5 to 11.

- 5 Have you conducted an assessment of your activities and operations to identify the aspects that have a potential to cause environmental impacts and implemented operational controls to address these aspects?  
(✓ a box)  Yes  No
- 6 Have you established and implemented an operational maintenance program, including preventative maintenance?  
(✓ a box)  Yes  No
- 7 Do you keep records of regular inspections and maintenance of plant and equipment?  
(✓ a box)  Yes  No
- 8 Do you conduct regular site audits to assess compliance with environmental legal requirements and assess conformance to the requirements of any documented environmental practices, procedures and systems in place?  
(✓ a box)  Yes  No
- 8a If yes, how often?
- 9 Are the audits of documented environmental practices, procedures and systems undertaken by a third party?  
(✓ a box)  Yes  No
- 10 Have you established and implemented an environmental improvement or management plan?  
(✓ a box)  Yes  No
- 11 Do you train staff in environmental issues that may arise from your activities and operations and keep records of this  
(✓ a box)  Yes  No

<sup>1</sup> Demonstrated equivalent refers to an environmental management system that the EPA considers is equivalent to the accountability, procedures, documentation and record keeping requirements of an ISO 14001 system. For further information go to: [www.epa.nsw.gov.au/licensing/licencereg.htm](http://www.epa.nsw.gov.au/licensing/licencereg.htm)

<sup>2</sup> Undertaking a 'check of an EMS' refers to the ISO 14001 requirements that an organisation demonstrates conformity to the requirements of its EMS and to the standard, these checks require third-party certification that requirements have been met.

# Annual Return

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## H Statement of Compliance - Environmental Improvement Works

1 Have you completed any environmental improvement works in this licence reporting period that have resulted in demonstrated environmental improvements at the premises?

**Note:** these measures or works must be in addition to those required to achieve compliance with licence conditions or legislative requirements under the Protection of the Environment Operations Act 1997 or its regulations. For more information on environmental improvement works go to:

<http://www.epa.nsw.gov.au/resources/epa/140734-envimprove-works.pdf>

(✓ a box)

Yes

No

If you answered 'Yes', please provide the following supporting information:

2 Have you notified the EPA of these environmental improvement works?  Yes

No

3 Brief description of works

900M security fence constructed at front and partial sides of facility.

Additional litter collections on site and surrounding properties

Intention, through Environmental Improvement project to complete fencing in 2016 financial year.

4 Demonstration of environmental improvement as a result of the works

**Note:** supporting information must cover the environmental issue being addressed by the works, how the issue was controlled prior to works being undertaken and demonstrate the environmental improvement post works

Security to facility is perceived to be improved as fence is at entrance area of facility. Improvement in wind blown litter which is now contained by fence.  
Prevention of illegal dumping and unauthorised access at front of facility.

5 Date when works were completed

MARCH 2015.

6 Cost of works

\$35 000.00

# Annual Return

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## I Signature and Certification

This Annual Return may only be signed by a person(s) with legal authority to sign it as set out in the categories below. Please tick (✓) the box next to the category that describes how this Annual Return is being signed.

If you are uncertain about who is entitled to sign or which category to tick, please contact us on telephone 02 9995 5700.

If the licence holder is:	the Annual Return must be signed and certified:
an individual	<input type="checkbox"/> by the individual licence holder, or <input type="checkbox"/> by a person approved in writing by the EPA to sign on the licence holder's behalf
a company	<input type="checkbox"/> by affixing the common seal in accordance with Corporations Act 2001, or <input type="checkbox"/> by 2 directors, or <input type="checkbox"/> by a director and a company secretary, or <input type="checkbox"/> if a proprietary company that has a sole director who is also the sole company secretary – by that director, or <input type="checkbox"/> by a person delegated to sign on the company's behalf in accordance with the Corporations Act 2001 and approved in writing by the EPA to sign on the company's behalf.
a public authority (other than a council)	<input type="checkbox"/> by the Chief Executive Officer of the public authority, or <input type="checkbox"/> by a person delegated to sign on the public authority's behalf in accordance with its legislation and approved in writing by the EPA to sign on the public authority's behalf.
a local council	<input type="checkbox"/> by the General Manager in accordance with s.377 of the Local Government Act 1993, or <input type="checkbox"/> by affixing the seal of the council in a manner authorised under that Act.

It is an offence to supply any information in this form that is false or misleading in a material respect, or to certify a statement that is false or misleading in a material respect. There is a maximum penalty of \$250,000 for a corporation or \$120,000 for an individual.

I/We

- declare that the information in the Monitoring and Complaints Summary in section B of this Annual Return is correct and not false or misleading in a material respect, and
- certify that the information in the Statement of Compliance in sections A, C, D, E, F, G and H and any pages attached to Section C is correct and not false or misleading in a material respect.

If your licence has been transferred, suspended, surrendered or revoked by the EPA during this reporting period, cross out the dates below and specify the new dates to which this Annual Return relates below:

For the reporting period 17-Oct-2014 to 16-Oct-2015 or \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME:  
(printed) \_\_\_\_\_

NAME:  
(printed) \_\_\_\_\_

POSITION: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_

SEAL(if signing under seal)

**PLEASE ENSURE THAT ALL APPROPRIATE BOXES HAVE BEEN COMPLETED AND THAT THE CHECKLIST ON PAGE 2 OF THE ANNUAL RETURN HAS BEEN COMPLETED**



*Helping You Protect Your Environment*

# **ENVIRONMENTAL MONITORING URALLA LANDFILL**

## **ANNUAL REPORT**

*17 October 2014 to 16 October 2015*

*for Uralla Shire Council*

CodyHart Consulting Pty Ltd ACN: 076 662 989 ABN: 23 809 060 895  
Trading as CodyHart Environmental  
*Groundwater and Landfill Environmental Monitoring Specialists*

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## APPENDICES

Appendix A – Monitoring Section Annual Return

**Presented by:** Barbara Hart  
*Hydrogeologist & Environmental Scientist*

**Date:** 10 November 2015  
**Report:** CodyHart 15.2045.4

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## 1. INTRODUCTION

This is the annual report required under Environment Protection Licence No. 5899 for the Uralla Landfill. It concerns the annual reporting period 17 October 2014 to 16 October 2015. Tabled environmental monitoring results and a brief review are provided. A copy of the completed environmental monitoring section of the annual return to the New South Wales (NSW) Environment Protection Agency (EPA) is provided in Appendix A.

## 2. LICENCE REQUIREMENTS

The Uralla Landfill licence version dated 5 February 2015 and still current states:

### *Annual monitoring report*

*R1.8 The Licensee must provide with the Annual Return a report that:*

- a) Demonstrates that surface water monitoring and groundwater results have been assessed after each monitoring event to determine the occurrence of groundwater pollution and off-site surface water pollution;*
- b) Demonstrates that landfill gas monitoring results have been assessed after each monitoring event to determine the need for action to prevent gas emissions and gas accumulation; and*
- c) Provides details of action taken in response to the assessments undertaken in a) and b).*

## 3. SAMPLING LOCATIONS

Sampling locations specified in the Environment Protection Licence 5899 for groundwater, surface water and leachate at the Uralla Landfill are shown on Figure 1.

*Figure 1: Sampling locations*



Base map:  
SIX, NSW Department of Lands 2010

#### 4. ASSESSMENT OF METHANE

Methane monitoring was conducted as per licence requirements. The following excerpts from the results tables of the quarterly environmental report demonstrate that the results were provided in an assessable form.

They are also provided for the public in a succinct form on the Uralla Shire Council website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) under Environment – EPA Licence Monitoring – Uralla Landfill Monitoring Data with the updated date.

Table 1: Surface methane detections – Uralla Landfill

Date	Sampling location	ppm by vol in air	% CH4 by volume in air	% LEL (Lower Explosive Limit)
		Note: 500ppm CH <sub>4</sub> by vol in air	= 0.05% CH <sub>4</sub> by vol in air	= 1% LEL
03/12/14	nil detects on surface; 1,270 ppm western vent			
05/03/15	nil detects on surface; 1,750 ppm eastern vent			
01/08/15	nil detects on surface; 280 ppm eastern vent			
11/10/15	nil detects on surface; 1600 ppm eastern vent			

Notes:

- 100% LEL for methane (CH<sub>4</sub>) = 5% CH<sub>4</sub> by volume in air (50,000 ppm by volume in air). Methane may explode in confined spaces or ignite in open spaces if ignited when CH<sub>4</sub> is 5% to 15% by volume in air. Oxygen levels should never fall below 18% by volume in air (180,000 ppm by volume in air) and carbon dioxide levels should not exceed 0.5% by volume in air (5000 ppm by volume in air) for an 8 hour working day (Gendebien *et al.*, 1992:282-284).
- NSW EPA (1996) surface methane monitoring threshold value = 0.05% CH<sub>4</sub> by volume in air = 500 ppm by volume in air = 1% LEL.
- NSW EPA (1996) methane accumulation threshold value in buildings = 1.25% CH<sub>4</sub> by volume in air = 12,500 ppm by volume in air = 25% LEL.
- EPA NSW (1996:31) notification level for surface, subsurface and building methane monitoring is 1.25% methane by volume in air, that is, 12,500 ppm.

Table 2: Recycling shed methane detections – Uralla Landfill

Date	Sampling location	ppm by vol in air	% CH4 by volume in air	% LEL (Lower Explosive Limit)
		Note: 12,500ppm CH <sub>4</sub> by vol in air	= 1.25% CH <sub>4</sub> by vol in air	= 25% LEL
03/12/14	Nil methane detected in and around recycling shed.			
05/03/15	Nil methane detected in and around recycling shed.			
01/08/15	Nil methane detected recycling & transfer sheds.			
11/10/15	Nil methane detected recycling & transfer sheds.			

Note: EPA NSW (1996:31) notification level for surface, subsurface and building methane monitoring is 1.25% methane by volume in air, that is, 12,500 ppm.

#### 4.1 Response actions – methane monitoring

If there are methane detections, Council is advised verbally soon after the detection.

No surface or building methane detections were made in this annual reporting year. However, Council is advised of the readings in the gas vents in the last two constructed cells - from an occupational health and safety perspective.

### 5. ASSESSMENT OF WATERS

Surface, groundwater and leachate monitoring was conducted for the analytes listed and according to the sampling frequency in the licence. Field parameter forms and laboratory results, sampling methodology and quality assurance measures were detailed in the quarterly reports to Council. Tables of historical results since sampling commenced at the landfill are also provided in these reports.

Excerpts from the results tables of the environmental monitoring reports follow. They provide the results for this annual reporting year. They demonstrate that the results were provided in an assessable form to determine the occurrence of groundwater pollution and off-site surface water pollution. This year's leachate results and Australian water quality guideline values are also provided as a comparison for the surface water and groundwater.

The results are also provided for the public in a succinct form on the Uralla Shire Council website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) under Environment – EPA Licence Monitoring – Uralla Landfill Monitoring Data with the updated date.

#### 5.1 Groundwater results

Table 3: Results - Groundwater monitoring well UW1

Measure	Field analytes					Carbon			Water levels	
	DO	EC	pH	Eh	Temp	Alk	Free CO <sub>2</sub>	CO <sub>2</sub> + Alk	D	RL
Reporting Limit	mg/L	µS/cm	1-14	mV	°C	mg/L	mg/L	mg/L	m	m
03/12/14	0.01	1	0.01	1	0.1	1	1	1	19.91	83.20
05/03/15	3.15	1420	6.74	+190	20.8	250	88	73	19.77	83.34
01/08/15									19.68	83.43
11/10/15	3.67	1625	6.85	+204	18.8	232	76	66	19.65	83.46

Abbreviations: DO = Dissolved Oxygen; EC = Electrical Conductivity also called specific conductance; Eh = redox potential; Temp = Temperature; Alk = Alkalinity measured as mg/L CaCO<sub>3</sub> equivalent; Free CO<sub>2</sub> = Free Carbon Dioxide; Unfiltered C of (CO<sub>2</sub> + Alk) = 12/44 CO<sub>2</sub> + 12/61 Alk; D = Depth to water from top of internal well casing; RL = water level converted to Reduced Level relative to 100 m BMG (top of PVC casing RL = 103.111m); NR = Not required.

Note: Approximate Grid Coordinates for UW1: E 354250; N 6607900.

Table 4: Results - Groundwater monitoring well UW2

UW2	Field analytes					Carbon				Water levels		Laboratory leachate indicator analytes							
	DO	EC	pH	Eh	Temp	Alk	Free CO <sub>2</sub>	CO <sub>2</sub> + Alk	TOC	D	RL	SO <sub>4</sub>	Cl	As	Mn	Fe	NO <sub>x</sub>	TKN	TotN
Measure	mg/L	µS/cm	1-14	mV	°C	mg/L	mg/L	mg/L	mg/L	m	m	mg/L	mg/L	mg/L	mg/L	mg/L	as N mg/L	as N mg/L	mg/L
Reporting Limit	0.01	1	0.01	1	0.1	1	1	1	1	0.01	0.01	1	1	0.1	0.01	0.01	0.01	0.01	0.01
03/12/14										9.93	77.93								
05/03/15	2.32	1441	6.70	+50	18.0	533	123	139	12	9.84	78.02	24	154	0.004	0.017	0.10	0.06	0.6	0.7
01/08/15										9.85	78.01								
11/10/15	2.43	1547	6.98	+308	15.7	567	78	133	<1	9.83	78.03	25	158	0.004	0.044	0.06	0.04	0.7	0.7

Abbreviations: DO = Dissolved Oxygen; EC = Electrical Conductivity also called specific conductance; Eh = redox potential; Temp = Temperature; Alk = Alkalinity measured as mg/L CaCO<sub>3</sub> equivalent; Free CO<sub>2</sub> = Free Carbon Dioxide; Unfiltered C of (CO<sub>2</sub> + Alk) = 12/44 CO<sub>2</sub> + 12/61 Alk; TOC = Total Organic Carbon; D = Depth to water from top of internal well casing; RL = water level converted to Reduced Level relative to 100 m BMG (top of PVC casing RL = 87.862 m); SO<sub>4</sub> = Sulphate; Cl = Chloride; As = Arsenic; Mn = Manganese; Fe = Iron; NO<sub>x</sub> = Nitrite + Nitrate; TKN = Total Kjeldahl Nitrogen; TotN = Total Nitrogen; Bold = non-filtered; NR = Not required.  
Note: Approximate Grid Coordinates for UW2: E 353850; N 6607750.

Table 5: Results – Groundwater monitoring well UW3

UW3	Field analytes					Carbon				Water levels		Laboratory leachate indicator analytes											
	DO	EC	pH	Eh	Temp	Alk	Free CO <sub>2</sub>	CO <sub>2</sub> + Alk	TOC	D	RL	SO <sub>4</sub>	Cl	Ca	Mg	Na	K	As	Mn	Fe	NO <sub>x</sub>	TKN	TotN
Measure	mg/L	µS/cm	1-14	mV	°C	mg/L	mg/L	mg/L	mg/L	m	m	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	as N mg/L	as N mg/L	mg/L
Reporting Limit	0.01	1	0.01	1	0.1	1	1	1	1	0.01	0.01	1	1	1	1	1	1	0.1	0.01	0.01	0.01	0.01	0.1
03/12/14	1.40	2011	6.42	+132	16.8	474	279	169	12	9.29	81.34	140	267	145	120	81	10	0.048	0.015	<0.05	20.4	2.4	22.8
05/03/15	1.33	1897	6.24	+68	20.5	467	249	160	<1	9.30	81.33	131	267	142	118	87	11	0.049	0.030	<0.05	19.3	3.3	22.6
01/08/15	0.99	1858	6.55	+192	14.8	500	308	182	22	9.46	81.17	148	258	140	124	90	11	0.044	0.015	<0.05	18.2	2.6	20.8
11/10/15	1.48	1957	6.56	+250	16.4	473	176	141	3	9.49	81.14	155	259	135	109	78	10	0.047	0.016	<0.05	18.0	0.6	18.6

Abbreviations: DO = Dissolved Oxygen; EC = Electrical Conductivity also called specific conductance; Eh = redox potential; Temp = Temperature; Alk = Alkalinity measured as mg/L CaCO<sub>3</sub> equivalent; Free CO<sub>2</sub> = Free Carbon Dioxide; Unfiltered C of (CO<sub>2</sub> + Alk) = 12/44 CO<sub>2</sub> + 12/61 Alk; TOC = Total Organic Carbon; D = Depth to water from top of internal well casing; RL = water level converted to Reduced Level relative to 100 m BMG (top of PVC casing RL = 90.627m); SO<sub>4</sub> = Sulphate; Cl = Chloride; Ca = Calcium; Mg = Magnesium; Na = Sodium; K = Potassium; As = Arsenic; Mn = Manganese; Fe = Iron; NO<sub>x</sub> = Nitrite + Nitrate; TKN = Total Kjeldahl Nitrogen; TotN = Total Nitrogen; Bold = non-filtered.  
Note: Approximate Grid Coordinates for UW3: E 353887; N 6607875.

## 5.2 Surface water results

Table 6: Field analytes, water level, nutrients, carbon – Surface water sampling point US1

US1	Field analytes					Water Flow depth		Nutrients				Carbon			
	DO	EC	pH	Eh	Temp	D	Flow	NO <sub>x</sub>	TKN	TotN	TotP	Alk	Free CO <sub>2</sub>	CO <sub>2</sub> + Alk	TOC
Measure	mg/L	µS/cm	1-14	mV	°C	m	kL/day	as N mg/L	as N mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L
Reporting Limit	0.01	1	0.01	1	0.1	0.01	0.01	0.01	0.1	0.1	0.01	1	1	1	1
03/12/14	No	flow													
05/03/15	No	flow													
01/08/15	1.85	1490	7.21	-96	10.6	0.005	1.73	0.01	4.1	4.1	0.74	450	88	113	24
11/10/15	No	flow													

Abbreviations: DO = Dissolved Oxygen; EC = Electrical Conductivity also called specific conductance; Eh = Redox Potential; Temp = Temperature; D = Approximate depth of water at sampling point; NO<sub>x</sub> = Nitrite + Nitrate; TKN = Total Kjeldahl Nitrogen (organic nitrogen and ammonia); Tot N = Total Nitrogen; Tot P = Total Phosphorus; Alk = Alkalinity measured as mg/L CaCO<sub>3</sub> equivalent; Free CO<sub>2</sub> = Free Carbon Dioxide; Unfiltered C of (CO<sub>2</sub> + Alk) = 12/44 CO<sub>2</sub> + 12/61 Alk; TOC = Total Organic Carbon; Bold = non-filtered.

Table 7: Laboratory analytes, suspended solids, geochemical & metals – Surface water US1

US1	Laboratory analytes – suspended solids, geochemical, metals,											
	SS	SO <sub>4</sub>	Cl	As	Cd	Cr	Cu	Pb	Mn	Ni	Zn	Fe
Measure	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L
Reporting Limit	1	1	1	0.001	0.0001	0.001	0.001	0.001	0.01	0.001	0.001	0.01
03/12/14	No	flow										
05/03/15	No	flow										
01/08/15	88	8	192	0.002	<0.0001	<0.001	<0.001	<0.001	3.47	0.009	0.005	11.8
11/10/15	No	flow										

Abbreviations: SS = Suspended solids; SO<sub>4</sub> = Sulphate; Cl = Chloride; ; As = Arsenic; Cd = Cadmium; Cr = Total Chromium; Cu = Copper; Pb = Lead; Mn = Manganese; Ni = Nickel; Zn = Zinc; Fe = Iron ; Bold = unfiltered.

### 5.3 Leachate results

Table 8: Field analytes, water level, nutrients, carbon, VOCs – Leachate sampling point UL1

UL1	Field analytes					Water depth	Nutrients				Carbon				VOCs
	DO	EC	pH	Eh	Temp		D	NO <sub>x</sub>	TKN	TotN	TotP	Alk	Free CO <sub>2</sub>	CO <sub>2</sub> + Alk	
Measure	mg/L	µS/cm	1-14	mV	°C	m	as N mg/L	as N mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L
Reporting Limit	0.01	1	0.01	1	0.1	0.01	0.01	0.1	0.1	0.01	1	1	1	1	various
05/03/15	1.94	3294	7.01	+62	25.9	NA	0.06	135.0	135.0	2.55	1300	205	312	76	nil detected
11/10/15	1.95	4727	7.23	-110	18.0	NA	0.86	46.3	47.2	0.73	2250	425	559	204	0.003 mg/L benzene; 0.004 mg/L meta & para Xylene; 0.004 mg/L ortho-Xylene; 0.007 mg/L 1,2,4-trimethylbenzene; 0.005 mg/L chlorobenzene

Abbreviations: DO = Dissolved Oxygen; EC = Electrical Conductivity also called specific conductance; Eh = Redox Potential; Temp = Temperature; D = Approximate depth of water at sampling point; NA Not applicable due to catching sample from a pipe; NO<sub>x</sub> = Nitrite + Nitrate; TKN = Total Kjeldahl Nitrogen (organic nitrogen and ammonia); Tot N = Total Nitrogen; Tot P = Total Phosphorus; Alk = Alkalinity measured as mg/L CaCO<sub>3</sub> equivalent; Free CO<sub>2</sub> = Free Carbon Dioxide; Unfiltered C of (CO<sub>2</sub> + Alk) = 12/44 CO<sub>2</sub> + 12/61 Alk; TOC = Total Organic Carbon ; VOCs = Volatile Organic Compounds; NR = Not required; Bolded = unfiltered.

Table 9: Laboratory analytes – geochemical, metals, pesticides – Leachate UL1

UL1	Laboratory analytes – geochemical, metals, pesticides												OC & OP
	SO <sub>4</sub>	Cl	As	Cd	Cr	Cu	Ni	Pb	Zn	Mn	B	Fe	
Measure	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	
Reporting Limit	1	1	0.001	0.0001	0.001	0.001	0.001	0.001	0.001	0.01	0.2	0.01	various
05/03/15	<1	255	0.024	<0.0001	0.012	0.002	0.020	<0.001	0.015	0.718	0.71	26.0	ND
11/10/15	<1	425	0.076	<0.0001	0.021	0.002	0.031	<0.001	0.025	1.58	0.82	23.7	ND

Abbreviations: SO<sub>4</sub> = Sulphate; Cl = Chloride; As = Arsenic; Cd = Cadmium; Cr = Total Chromium; Cu = Copper; Ni = Nickel; Pb = Lead; Zn = Zinc; Mn = Manganese; B = Boron; Fe = Iron; Bolded = unfiltered; OC & OP = Pesticides, Organochlorine and Organophosphorus.

### 5.4 Water quality comparisons

Table 10 is provided as an aid for reviewing environmental health risks.

**Table 10: Environmental health warning limits - some landfill analytes**

Analyte	Reason for Inclusion	Aquatic 1	Human 2	Irrigation 3	Livestock 4
Temperature	Biodegradation of waste increases temperature. Temp + EC have successfully defined a leachate plume (Scrudato & Pagano, 1994).	>80%ile <20%ile	NR	NR	NR
pH	varies from acidic to alkaline as waste decomposition progresses (Andreottola & Cannas, 1992:72). But pH levels in groundwater are often naturally low.	6.5 to 8.0 (2000); 6.5 – 9.0 (1992)	6.5 to 8.5 (A)	>6 limits corrosion of pipes	NR
Electric Conductivity (EC)	a general indicator that summarises the general trend of major cation and anion concentrations.	30 -350 $\mu$ S/cm (2000); $\leq$ 1500 $\mu$ S/cm (1992)	>1875 $\mu$ S/cm (unpalatable)	varies, e.g., $\leq$ 1,000 $\mu$ S/cm carrots	$\geq$ 3582 $\mu$ S/cm analyse for specific ions which may affect
Alkalinity	Measures acid-neutralising capacity, a solution's ability to buffer, that is stop pH changing. Often high in leachate, but some groundwaters can also have high alkalinity.	NR	NR	NR	NR
Boron	High mobility in clay. Good tracer. Found in leachate (Bagchi, 1994:52). Found in fireproofing agents, preservatives, antiseptics, glass, enamels, cosmetics, cements, carpets, soaps, powders and ointments. Some crops are intolerant to boron (ANZECC, 1992:5-13).	$\leq$ 0.37 mg/L	$\leq$ 4.0 mg/L	$\leq$ 0.5 mg/L (long term)	$\leq$ 5mg/L
Bromine	Recently found to be a good leachate indicator (Baker, 1993). Used in bleaches; dyes; pharmaceuticals; pesticides; solvents for waxes, greases and oils; additives for motor oil and fuels; and used in photograph development.	NR	NR	NR	NR
Ammonium ions	From decaying plants and animals. May be high in leachate (Hancock & Phillips, 1992:22). Toxic to fish (ANZECC, 1992:2-30).	Table 8.3.7 $\leq$ 0.18 mg/L as N for pH 9.0; $\leq$ 0.9 mg/L as N pH 8.0; $\leq$ 2.18 mg/L pH 7.0.	$\leq$ 0.04 mg/L as N (A – corrosion of copper pipes)	Nitrogen $\leq$ 5 mg/L (long term; 25-125 mg/L (short term – up to 20 years)	NR
Nitrate	From final stage of plant and animal decomposition or fertilisers. May be high in leachate (Canter <i>et. al</i> , 1997:6). Toxic to infants and livestock (ANZECC, 1992:4-10,5-23).	(Table 3.3.2 eutro - NO <sub>x</sub> as N $\leq$ 0.015 mg/L; TN $\leq$ 0.25 mg/L; Table 3.4.1 Toxic $\leq$ 0.158 NO <sub>x</sub> as N	$\leq$ 11.3 mg/L as N (2011) for up to 3 month bottle fed babies. Others $\leq$ 22.6 mg/L as N.	As for ammonia	$\leq$ 90 mg/L as N; Nitrite $\leq$ 9 mg/L as N
Phosphorus	Csuros (1994:228-229) explains that phosphorus occurs in animal, plant and mineral kingdoms. Its discharge to streams may stimulate growth of photosynthetic organisms especially if it is the nutrient whose low values are limiting the primary productivity of the water.	Total P $\leq$ 0.02 mg/L	NR	$\leq$ 0.05 mg/L (long term to prevent clogging equipment; $\leq$ 0.8-12 mg/L (short term)	NR
Iron and manganese	High iron concentrations affect plant growth and high manganese concentrations clog irrigation equipment and are toxic to plants (ANZECC, 1992:5-15, 5-16).	Fe NR (2000), $\leq$ 1 mg/L (1992), Mn $\leq$ 1.9mg/L	Fe 0.3 mg/L (A) Mn 0.1 mg/L (A), Health 0.5 mg/L	Fe & Mn 0.2 mg/L long term, 10 mg/L short term	not sufficiently toxic (2000); $\leq$ 17 mg/L for dairy cattle (1992)
VOCs	Good indicators of man-made pollutants found in landfill leachate (USEPA, 1991:51075). Toxic and carcinogenic to animals and humans.	varies for different compounds	varies for different compounds	NR	NR

Table 10 continued:

Analyte	Reason for Inclusion	Aquatic 1	Human 2	Irrigation 3	Livestock 4
Arsenic	Found in cattle dip soils; toxic, possibly carcinogenic (Manahan, 1990:150), toxic to livestock in high concentrations (ANZECC, 1992:5-25)	≤0.024 mg/L (III) form; ≤0.05 aquaculture	≤0.01 mg/L	≤0.1 mg/L long term; ≤2 mg/L short term	0.5 to 5 mg/L tolerated
Cadmium	Causes high blood pressure, kidney damage, destroys testicular tissue and red blood cells, toxic to aquatic biota (Manahan, 1990:150), toxic and carcinogenic to livestock (ANZECC, 1992:5-26)	≤0.0002 mg/L	≤0.002 mg/L	≤0.01 mg/L long term; ≤0.05 mg/L short term	≤0.01 mg/L
Chromium	Cr <sup>6+</sup> is possibly carcinogenic and is toxic to humans (anaemia, kidney disease, nervous system) (Manahan, 1990:150), reduces crop yield (ANZECC, 1992:5-14).	≤0.001 mg/L for Cr <sup>6+</sup>	≤0.05 mg/L (Cr <sup>6+</sup> )	≤0.1 mg/L long term; ≤1 mg/L short term	≤1 mg/L
Copper	Essential in small concentrations for plant growth and animals (ANZECC, 1992:5-15&5-27). Toxic to sensitive plants and animals and bioaccumulated.	0.0014 mg/L	≤2 mg/L (Health) ≤1 mg/L (A)	≤0.2 mg/L long term; ≤5 mg/L short term	<0.4 mg/L sheep, <1 mg/L cattle; <5 mg/L pigs and poultry
Lead	Wildlife destruction (Manahan, 1990:151), reduces plant growth (ANZECC, 1992:5-16). Decreases human intelligence, growth (Csuros, 1994:210).	≤0.0034 mg/L	≤0.01 mg/L	≤2 mg/L long term; ≤5 mg/L short term	≤0.1 mg/L
Mercury	Very toxic to humans - numbness, deafness, loss of muscle control (Csuros, 1994:212); toxic to fish (ANZECC, 1992:2-38).	NR (2000); ≤0.0001 mg/L (1992)	≤0.001 mg/L	≤0.002 mg/L	≤0.002mg/L
Selenium	Toxic to cattle, fish and humans (Manahan, 1990:151) Used in electronics, glass, ceramics, pigments, rubber (Csuros, 1994:213).	≤0.005 mg/L	≤0.01 mg/L	≤0.02 mg/L long term; ≤0.05 mg/L short term	≤0.02 mg/L
Zinc	Found both naturally (weathering & erosion) and from anthropogenic sources (ANZECC, 1992:2-42). Zinc coating used to protect iron, steel and brass; used in dry batteries, construction materials, printing processes (Csuros, 1994:215). One of seven analytes with greatest percentage increase from 71 unlined landfills in North Carolina, USA (Borden and Yanoschak, 1990:269). Also found by CodyHart in landfill ponds and leachate.	≤0.008 mg/L	≤3 mg/L (A)	≤2 mg/L long term; ≤5 mg/L short term	≤20 mg/L

1. from Tables 3.3.1, 3.3.2, 3.3.3 - Default trigger values for aquatic ecosystems in upland rivers of south-east Australia that are slightly-moderately disturbed; and Table 3.4.1 trigger values for toxicants 95% level aquatic ecosystem protection in 'Australian and New Zealand Guidelines for Fresh and Marine Water Quality', ANZECC & ARMCANZ 2000.

2. from 'Australian Drinking Water Guidelines 6' NHMRC & NRMCC 2011.

<<http://www.nhmrc.gov.au/guidelines/publications/eh52/>>.

3. from Tables 4.2.5, 4.2.10, 4.2.11, 4.2.14 and 4.2.15 'Australian and New Zealand Guidelines for Fresh and Marine Water Quality', ANZECC & ARMCANZ 2000.

4. from page 4.3-3 – 4.3-5 'Australian and New Zealand Guidelines for Fresh and Marine Water Quality', ANZECC & ARMCANZ 2000.

NR - No recommendation

(A) aesthetic guideline rather than an environmental health guideline

(1992) refers to 1992 edition of the 'Australian and New Zealand Guidelines for Fresh and Marine Water Quality'.



## **5.5 Response actions – groundwater and surface water**

The groundwater or surface water sampled each quarter was assessed against the historical non-contaminated results for each or other well, in the light of literature references, and from CodyHart knowledge of other groundwater contamination events.

The following is what was provided regarding groundwater in the report for the October 2015 sampling event. The comments are also applicable to the other monitoring results for this annual reporting year, except for surface water sampling point US1 for which only one sampling event was possible due to no outflows. The comments for the surface water sampling of US1 on 1 August 2015 is therefore provided in the second last paragraph of this section.

### **Water levels in wells (piezometric levels) – 11 October 2015**

With a 3 cm rise since August 2015, the water level in well UW1 continues its rising trend (4.67 m rise since September 2001). The water level in well UW2 has risen by 2 cm since August 2015, with an overall rise of a 1.66 m since September 2001. Well UW3 water level has fallen by 3 cm since August 2015, but there has been a rise of 2.58 m since September 2001.

### **Groundwater quality – 11 October 2015**

- UW1, upgradient well. Water quality in this well is tested six-monthly for only field analytes: dissolved oxygen, pH, Eh, EC, and temperature, and alkalinity and free carbon dioxide. All results are similar to previous rounds and show no sign of landfill leachate contamination.
- UW2, a downgradient well on the south-western side of the landfill. Water quality in this well is tested six-monthly for a broader range of analytes: field analytes being tested in well UW1, plus nitrogen compounds, total organic carbon, sulphate, chloride, iron, manganese, and arsenic. There is no sign of leachate contamination in this well.
- UW3, northern downgradient well adjacent to the leachate dam wall. This well is being sampled quarterly because it is contaminated with nitrate. The nitrite + nitrate (NO<sub>x</sub>) concentration this sampling round was 18.0 mg/L as N, and continues to indicate a decline in concentration since April 2013. This result is far less than the greatest NO<sub>x</sub> concentration of 191 mg/L recorded in December 2001. The considerable overall decline is probably due to the excavation and removal of old night soil trenches and installation of leachate collection systems in the new cells. The increase in inorganic carbon since May 2012 remains - as indicated by alkalinity and free carbon dioxide concentrations.

### **Surface water quality – 11 October 2015**

US1 – the discharge point of an ephemeral stream from the site. There was no flow from the pond below the dam. As there was no discharge to the ephemeral stream, the pond was not sampled. A six-monthly sampling frequency is required by licence when the ephemeral stream is discharging from the landfill site.

### **Leachate quality – 11 October 2015**

UL1, concentrated leachate being piped into the leachate dam. There was leachate dripping from the western pipe, so the leachate sample was taken from here and was therefore concentrated. At 4,727 µS/cm the electrical conductivity was above the normal range for rural landfill leachate (2,000-4,000 µS/cm). At 46.3 mg/L, the total nitrogen was relatively low for this landfill's leachate where a high of 976 mg/L has been detected. Total kjeldahl nitrogen, which consists of organic nitrogen and ammonium compounds and indicates young leachate,



predominated in the nitrogen compounds. No pesticides were detected. A few trace volatile organic compounds were detected as detailed on Table 14. All were benzene or xylene compounds which are petrochemicals. Metals were at relatively low concentrations, except for iron, which was more concentrated at 23.7 mg/L. Nitrogen compounds continue to be the most likely indicators of landfill leachate contamination in surface water or groundwater at the landfill.

#### **Surface water quality – 1 August 2015**

US1 – the discharge point of an ephemeral stream from the site. There was a trickle of water flowing from the pond, but it was so shallow the sample would have been high in sediment if sampled in the channel. The sample was therefore taken by pressing a beaker into the grass near to the outlet of the pool which is approximately 5 metres from the western fence line. Overall the results were of low concentration for this sampling point which is good for the downstream aquatic ecosystem. The suspended solids (SS) was too high at 88 mg/L. This is greater than 50 mg/L which is commonly regarded as the maximum permissible discharge from waste facility ponds. However, this is a small overgrown pond where it is difficult to sample. Sediment was entrained in the sample while sampling. At 4.1 mg/L, the total nitrogen remains excessive being 16 times the recommended ANZECC value for eutrophication avoidance (Table 10 under Nitrate). The predominance of total kjeldahl nitrogen (TKN) indicates that this nitrogen content is mainly due to the presence of early breakdown organic matter. The metals were filtered to more closely assess the fraction that is bioavailable and that may have toxic effects on aquatic fauna. The only metal that exceeded the Australian aquatic ecosystem guidelines (Table 10) was manganese (Mn). Despite the better results this sampling round, in comparison to some earlier sampling rounds, the pond should continue to be classified as a ‘disturbed’ water body due to its sediment load and its poorer historical results.

There were no overflows (UL2) from the leachate dam in this annual reporting year.

## **6. ANNUAL RETURN - MONITORING SECTION**

There has been full compliance with Environment Protection Licence No. 5899 conditions for methane, groundwater, surface water, and leachate monitoring conducted by CodyHart on Council behalf. Although surface water sampling point was only sampled once rather than twice this annual reporting year, it was not a non-compliance because there was no outflow to sample.

Evidence of this compliance is detailed in Section B2, ‘Concentration Monitoring Summary’ of the Uralla Landfill annual return, which CodyHart has completed on Uralla Shire Council behalf. A copy of Section B2 as well as Section B3 re leachate irrigation is provided in Appendix A.

## **7. CONCLUSION**

This report provides evidence to demonstrate that monitoring results were assessed and actions taken if necessary during the annual reporting year 2014-2015.

Due to acceptable methane and water quality results, no responses were required. It is accepted that the nitrate concentration in well UW3 is contaminated, but that the higher concentration there is not transmitting through to the ephemeral stream sampled at US1.

A copy of the monitoring section of the annual return completed by CodyHart on Council behalf is provided in Appendix A. There has been full compliance with the licence's monitoring requirements during this annual reporting year.

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## **APPENDIX A**

### **Sections B2 & B3, Year 2015 Annual Return**

# Annual Return

URALLA SHIRE COUNCIL



Alkalinity (as calcium carbonate)	milligrams per litre	2	1	450	450	450
Arsenic	milligrams per litre	2	1	0.002	0.002	0.002
Chloride	milligrams per litre	2	1	192	192	192
Chromium (total)	milligrams per litre	2	1	<0.001	<0.001	<0.001
Conductivity	microsiemens per centimetre	2	1	1490	1490	1490
Copper	milligrams per litre	2	1	<0.001	<0.001	<0.001
Dissolved Oxygen	milligrams per litre	2	1	1.85	1.85	1.85
Iron	milligrams per litre	2	1	11.8	11.8	11.8
Manganese	milligrams per litre	2	1	3.47	3.47	3.47
Nitrate + nitrite (oxidised nitrogen)	milligrams per litre	2	1	0.01	0.01	0.01
pH	pH	2	1	7.21	7.21	7.21
Phosphorus (total)	milligrams per litre	2	1	0.74	0.74	0.74
Redox potential	millivolts	2	1	-96	-96	-96
Sulfate	milligrams per litre	2	1	8	8	8
Temperature	degrees Celsius	2	1	10.6	10.6	10.6
Total Kjeldahl Nitrogen	milligrams per litre	2	1	4.1	4.1	4.1

# Annual Return

URALLA SHIRE COUNCIL



Total organic carbon	milligrams per litre	2	1	24	24	24
Total suspended solids	milligrams per litre	2	1	88	88	88
Volumetric flowrate	kilolitres per day	2	1	1.73	1.73	1.73
Zinc	milligrams per litre	2	1	0.005	0.005	0.005

Note: Only one flow event detected in this very dry annual reporting year.

## Discharge & Monitoring Point 2

Overflow quality monitoring, Spillway on leachate dam 30m from west boundary of premises

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Alkalinity (as calcium carbonate)	milligrams per litre	NO	OVERFLOW			
Arsenic	milligrams per litre					
Benzene	milligrams per litre					
Calcium	milligrams per litre					
Chloride	milligrams per litre					
Chromium (total)	milligrams per litre					
Conductivity	microsiemens per centimetre					
Copper	milligrams per litre					
Ethyl benzene	milligrams per litre					

# Annual Return

URALLA SHIRE COUNCIL



		NO	OVERFLOW			
Iron	milligrams per litre					
Magnesium	milligrams per litre					
Manganese	milligrams per litre					
Nitrate + nitrite (oxidised nitrogen)	milligrams per litre					
pH	pH					
Phosphorus (total)	milligrams per litre					
Potassium	milligrams per litre					
Sodium	milligrams per litre					
Sulfate	milligrams per litre					
Toluene	milligrams per litre					
Total Kjeldahl Nitrogen	milligrams per litre					
Total organic carbon	milligrams per litre					
Total suspended solids	milligrams per litre					
Volumetric flowrate	kilolitres per day					
Xylene	milligrams per litre					
Zinc	milligrams per litre					

# Annual Return

URALLA SHIRE COUNCIL



## Monitoring Point 4

Groundwater quality monitoring, Upgradient groundwater monitoring point labelled 'UW1' identified in figure in Appendix B of report 'Uralla Landfill Well Installation and Commissioning 30 July 2001'.

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Conductivity	microsiemens per centimetre	2	2	1420	1523	1625
pH	pH	2	2	6.74	6.80	6.85
Redox potential	millivolts	2	2	+190	+197	+204
Standing Water Level	metres	4	4	RL 83.20	RL 83.36	RL 83.46
Temperature	degrees Celsius	2	2	18.8	19.8	20.8

## Monitoring Point 5

Groundwater quality monitoring, Southern downgradient groundwater monitoring point labelled 'UW2' identified in figure in Appendix B of report 'Uralla Landfill Well Installation and Commissioning 30 July 2001'.

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Alkalinity (as calcium carbonate)	milligrams per litre	2	2	533	550	567
Arsenic	milligrams per litre	2	2	0.004	0.004	0.004
Carbon dioxide	milligrams per litre	2	2	78	101	123
Chloride	milligrams per litre	2	2	154	156	158
Conductivity	microsiemens per centimetre	2	2	1441	1494	1547



# Annual Return

URALLA SHIRE COUNCIL



Dissolved Oxygen	milligrams per litre	2	2	2.32	2.38	2.43
Iron	milligrams per litre	2	2	0.06	0.08	0.10
Manganese	milligrams per litre	2	2	0.017	0.031	0.044
Nitrate + nitrite (oxidised nitrogen)	milligrams per litre	2	2	0.04	0.05	0.06
pH	pH	2	2	6.70	6.84	6.98
Redox potential	millivolts	2	2	+50	+179	+308
Standing Water Level	metres	4	4	RL 77.93	RL 78.00	RL 78.03
Temperature	degrees Celsius	2	2	15.7	16.9	18.0
Total Kjeldahl Nitrogen	milligrams per litre	2	2	0.6	0.7	0.7
Total organic carbon	milligrams per litre	2	2	<1	6	12

## Monitoring Point 6

Groundwater quality monitoring, Northern downgradient groundwater monitoring point labelled 'UW3' identified in figure in Appendix B of report 'Uralla Landfill Well Installation and Commissioning 30 July 2001'.

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Alkalinity (as calcium carbonate)	milligrams per litre	4	4	467	479	500
Arsenic	milligrams per litre	4	4	0.044	0.047	0.049
Carbon dioxide	milligrams per litre	4	4	176	253	308

# Annual Return

URALLA SHIRE COUNCIL



Chloride	milligrams per litre	4	4	258	263	267
Conductivity	microsiemens per centimetre	4	4	1858	1931	2011
Dissolved Oxygen	milligrams per litre	4	4	0.99	1.30	1.48
Iron	milligrams per litre	4	4	<0.05	<0.05	<0.05
Manganese	milligrams per litre	4	4	0.015	0.019	0.030
Nitrate + nitrite (oxidised nitrogen)	milligrams per litre	4	4	18.0	19.0	20.4
pH	pH	4	4	6.24	6.44	6.56
Redox potential	millivolts	4	4	+68	+161	+250
Standing Water Level	metres	4	4	RL 81.14	RL 81.25	RL 81.34
Temperature	degrees Celsius	4	4	14.8	17.1	20.5
Total Kjeldahl Nitrogen	milligrams per litre	4	4	0.6	2.2	3.3
Total organic carbon	milligrams per litre	4	4	<1	9	22

## Monitoring Point 7

Leachate quality monitoring, Leachate monitoring point from leachate discharge pipe into leachate dam identified as UL1 pipe on figure in Appendix A, report titled 'Interim report - Uralla landfill environmental monitoring, September 2003.'

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Alkalinity (as calcium carbonate)	milligrams per litre	2	2	1300	1775	2250

# Annual Return

URALLA SHIRE COUNCIL



Arsenic	milligrams per litre	2	2	0.024	0.050	0.076
Boron	milligrams per litre	2	2	0.71	0.77	0.82
Chloride	milligrams per litre	2	2	255	340	425
Chromium (total)	milligrams per litre	2	2	0.012	0.017	0.021
Conductivity	microsiemens per centimetre	2	2	3294	4011	4727
Dissolved Oxygen	milligrams per litre	2	2	1.94	1.95	1.95
Iron	milligrams per litre	2	2	23.70	24.85	26.00
Lead	milligrams per litre	2	2	<0.001	<0.001	<0.001
Manganese	milligrams per litre	2	2	0.72	1.15	1.58
Nitrate + nitrite (oxidised nitrogen)	milligrams per litre	2	2	0.06	0.46	0.86
Organophosphate pesticides	milligrams per litre	2	2	<LOR	<LOR	<LOR
pH	pH	2	2	7.01	7.12	7.23
Phosphorus (total)	milligrams per litre	2	2	0.73	1.64	2.55
Redox potential	millivolts	2	2	-110	-24	+62
Temperature	degrees Celsius	2	2	18.0	22.0	25.9
Total Kjeldahl Nitrogen	milligrams per litre	2	2	46.3	90.7	135.0

# Annual Return

URALLA SHIRE COUNCIL



Total organic carbon	milligrams per litre	2	2	76	140	204
Volatile organic compounds	milligrams per litre	2	2	0.003 Benzene	NA	0.007 1,2,4-Trimethylbenzene
Zinc	milligrams per litre	2	2	0.015	0.020	0.025

Note: Other VOCs detected: Meta & para Xylene 0.004 mg/L; Ortho-Xylene 0.004 mg/L; Chlorobenzene 0.005 mg/L

## Monitoring Point 8

Air emission monitoring, Previously landfilled areas with intermediate or final cover within landfill premises.

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Methane	percent by volume	4 rounds	4 rounds	nil detected	Not applicable	nil

## Monitoring Point 9

Air emission monitoring, Recycling facility located on landfill premises

Pollutant	Unit of measure	No. of samples required by licence	No. of samples you collected and analysed	Lowest sample value	Mean of sample	Highest sample value
Methane	percent by volume	4 rounds	4 rounds	nil detected	Not applicable	nil

*Section B2 of this annual return has been compiled by CodyHart Environmental on behalf of Council. There has been full compliance with Licence 5899 conditions for these sampling points. Only one flow event was detected and sampled in this very dry annual reporting year at US1 (EPA Point 1). Therefore it was not a non-compliance.*

## B3 Volume or Mass Monitoring Summary

For each monitoring point identified in your licence complete the details of the volume or mass monitoring indicated in the tables provided below.

If volume or mass monitoring is not required by your licence, **no tables** will appear below.

**Note** that this does not exclude the need to conduct appropriate concentration monitoring of assessable pollutants as required by load-based licensing (if applicable).

### Discharge & Monitoring Point 3

Discharge to utilisation area

Volume monitoring

Unit of measure	Frequency	No. of measurements made	Lowest result	Mean result	High result
kilolitres per day	Daily during any discharge	3	27	30	31



## SCHEDULE OF ACTIONS

21 December 2015

18. Schedule of Actions – as at 16/12/2015

SCHEDULE OF ACTIONS

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

Key: A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	12.05/15	<p><b>Visitor Information Centre</b></p> <p>That:</p> <ol style="list-style-type: none"> <li>Council adopt the strategic approach towards visitor services of strengthened Regional collaboration, increased digital presence and less reliance on a physical Visitor Information Centre (VIC) as the connection point with visitors;</li> <li>A Uralla Information Hub be developed using a range of digital tools;</li> <li>The Visitor Information services be relocated to the Library building with refurbishments completed to incorporate information services into the current Library; and</li> <li>Council investigate future options for the VIC building.</li> </ol>	Executive Manager Community & Culture	Yes	No	NA	15 November	<p>Stakeholder and staff consultations held.</p> <p>New VIC plan in final stages of development based on stakeholder consultations held</p> <p>NEHC Motorcycle Campaign underway – report included in Council papers October</p>	B  C	

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

Key: A: Action Required B: Being Processed C: Completed.

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
22JUNE15	15.06/15	<p><b>Amend Uralla Local Environmental Plan - Uralla Flood Planning Map</b></p> <p>That:</p> <ol style="list-style-type: none"> <li>1. The Uralla Local Environmental Plan 2012 be amended to include an additional Flood Planning Map in the Uralla Local Environmental Plan 2012 that identifies land within a “flood planning area” derived from the Rocky and Uralla Creeks Flood Study.</li> <li>2. Council forwards the amendment to the Uralla Local Environmental Plan 2012 to Parliamentary Counsel Office to:                             <ol style="list-style-type: none"> <li>a) Make arrangements for drafting of the necessary instrument under section 59(1) of the Environmental Planning &amp; Assessment Act 1979, and</li> <li>b) Obtain an Opinion from which the plan can be made.</li> </ol> </li> <li>3. The General Manager be given delegated authority to:                             <ol style="list-style-type: none"> <li>a) Make any minor alterations requested by Parliamentary Counsel, and</li> <li>b) To exercise Council’s delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the Environmental Planning &amp; Assessment Act 1979 as per the instrument of delegation dated 14 October 2012.</li> </ol> </li> </ol>	MP/DIR				20/7/2015	Draft LEP Maps being prepared prior to PC Opinion request being drafted.	B	



**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	16.06/15	<p><b>Amend Uralla Local Environmental Plan - Boundary Adjustment Clause and Rural Detached Dual Occupancy Dwellings</b></p> <p>1. The Uralla Local Environmental Plan 2012 be amended:</p> <p>a) To include the 'standard' LEP rural and environmental boundary adjustment clause.</p> <p>b) To expand permissible uses within rural and environmental zones to include detached dual occupancies with certain restrictions within the RU1, RU2, E3 and E4 Zones while ensuring that they remain in close proximity to the primary dwelling, share the same access and remain on the same title.</p> <p>2. Forward this amendment to the Uralla Local Environmental Plan 2012 to the Parliamentary Counsel Office to:</p> <p>a) Make arrangements for drafting of the necessary instrument under section 59(1) of the Environmental Planning &amp; Assessment Act 1979, and</p> <p>b) Obtain an Opinion from which the plan can be made.</p> <p>3. The General Manager be given delegated authority to:</p> <p>a) Make any minor alterations requested by Parliamentary Counsel, and</p> <p>b) To exercise Council's delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the Environmental Planning &amp; Assessment Act 1979 as per the instrument of delegation dated 14 October 2012.</p>	MP/DIR				(2.) 21/7/15	PC Opinion requested	C	

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

Key: A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	26.06/15	<p><b>Uralla Local Traffic Committee</b> That:</p> <p>(i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee</p> <p>(ii) Plane Avenue – Speed review – That Council staff place a traffic classifier at the 50/100 signage to determine 85th percentile speed and AADT; note that does not meet warrant for extension of 50km/hr zone; and erect Pedestrian warning signs at either end of Plane Avenue</p> <p>(iii) Request for automatic speed board at Kentucky- That Council place a traffic classifier near 40km/hr school sign&amp; erect 4 x 50km/hr advance warning signs for Kentucky Village.</p> <p>(iv) Bundarra Central School – that Council arranges signage for bus zones and "no parking" zone.</p> <p>(v) Kingstown Road – that Council reviews the size of the Cemetery warning sign and investigates additional parking in Quartz Gully Road</p> <p>(vi) Corner of Bridge Street/ East Street- relocate "no stopping" sign to south of access to 158 Bridge Street.</p>	DIR						B C C C B C	

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

Key: A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	23.07/15	<b>Disused former Service Station site, Bridge Street, Uralla</b> That a report be provided to Council detailing available options, with costings, for action which can be taken by Council.	DIR					Attempting to track down owners after deregistration of company. Solicitor checking births deaths register.	B	
24 AUGUST 2015	6.08/15	<b>Bridge Naming: New Bridges Over The Gwydir River and Abington Creek</b> That Council, after considering the content and views of the public submissions: 1. Names the new bridge over the Gwydir River as "The Emu Crossing Bridge." 2. Names the bridge, under construction over the Abington Creek, as the "Abington Bridge". 3. Places a plaque/s to honour the work of Nurse May Yarrowyck at a location to be determined.	DIR						B	

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

Key :A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	16.08/15	<p><b>Planning Proposal – D &amp; J Heagney - Part Lot 12 DP 529709 – Rowan Avenue, Uralla</b></p> <p>That the following be received and noted in regards to the Planning Proposal affecting land known as Part Lot 12 DP 529709, Rowan Avenue, Uralla:</p> <ol style="list-style-type: none"> <li>1. NSW Planning issued a Gateway Determination on 15 July 2015.</li> <li>2. Public exhibition will be carried out from Friday 24 July 2015 until Monday 24 August 2015</li> </ol>	DIR						B	
	19.08/15	<p><b>Application of Council Seal to Section 88b instrument:</b></p> <p><b>DA-9-2015 – Mr C &amp; Mrs L Borger</b></p> <p>That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 9/2015 on land known as 62 Mount Butler Road Invergowrie, being Lot 29 DP 246614.</p>	DIR						B	

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

Key: A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	12.09/15	<p><b>Proposed Ward Boundaries Alteration – 2016 Local Government Election</b></p> <ol style="list-style-type: none"> <li>Council endorses the revised ward boundaries as outlined in the report and the attached map plans; and</li> <li>The plans be placed on public exhibition for a period of 28 days with submissions to be received for a period of 42 days; and</li> <li>Any submissions received along with the finalised proposal be presented to the November Ordinary Council meeting for final adoption and subsequent notification of the NSW Electoral Commission.</li> </ol>	GM	Yes. As per legislative requirements	No. Local paper ran article plus USC newsletter	N/A	29 September	Plans placed on public exhibition. Awaiting completion of period before reporting back to Council in November.	B	

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

Key: A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	29.09/15	<p><b>Planning Proposal – D &amp; J Heagney - Part Lot 12 DP 529709 – Rowan Avenue, Uralla – Exhibition Completion</b></p> <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>1. Amend the Uralla Local Environmental Plan 2012 by amending the Zoning and Minimum Lot Size maps applicable to Part Lot 2 DP 529709:                             <ol style="list-style-type: none"> <li>a) from Zone RU1 Primary Production and RU2 Rural Landscape to RU4 Primary Production Small Lots; and</li> <li>b) to reduce the current minimum lot size of 400 ha and 200 ha to 40 ha.</li> </ol> </li> <li>2. Forward planning proposal to NSW Department of Planning &amp; Environment under section 58(2) of the Environmental Planning &amp; Assessment Act 1979, to determine whether any further consultation is required or if a new Gateway Determination is required to be issued.</li> <li>3. If no further consultation or a New Gateway Determination is not required to be issued, Council requests the NSW Department of Planning &amp; Environment to amend the Uralla Local Environmental Plan 2012 in that:                             <ol style="list-style-type: none"> <li>a) a draft Local Environmental Plan be prepared under section 59(1) of the Environmental Planning &amp; Assessment Act 1979,</li> <li>b) Consultation be undertaken</li> </ol> </li> </ol>	DIR						B	

									with the Director General on the content of the draft Local Environmental Plan,
									c) Obtain an Opinion from Parliamentary Counsel that the plan can be made, and
									d) Request the Minister to make the plan under section 59(2) and (3) of the Environmental Planning & Assessment Act 1979.
									4. The General Manager be given delegated authority to make any minor alterations requested by the NSW Department of Planning & Environment or Parliamentary Counsel.
									5. The Committee note the content of the addendum report in regards to the late submission by NSW Department of Transport Roads and Maritime Services, and
									6. If the planning proposal is to proceed, the access be relocated to Rowan Avenue as a requirement of the Planning Proposal.

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	17.10/15	Uralla Development Control Plan 2011 Amendment No 3 That Council: 2. Publicly exhibits the amended DCP for a period of 28 days; and 3. Gives the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended, if no submissions are received.	DIR						B	
	22.10/15	Uralla and Bundarra Secure Yield Assessment That the report be received and noted and placed on exhibition for public comment for a period of 28 days.	DIR						B	
23 NOV 15	12.11/15	<b>Adoption of New Ward Boundaries – 2016 Local Government Election</b> 1.That Council adopt the revised ward boundaries as outlined in the report and the attached map plans; and 2.The NSW Electoral Commission be notified of the final adoption of such.	DIR							
	16.11/15	<b>Community Grants Program</b> That Council approves the Community Grants Round One 2015-16 funding allocation to a total of \$5,214.85 as per the Community Grants Assessment Panel recommendation.	EMCC							





AUTHORITY TO AFFIX  
THE COMMON SEAL

21 December 2015

20. Authority to Affix the Common Seal

AUTHORITY TO AFFIX THE COMMON SEAL

# AUTHORITY TO AFFIX THE COMMON SEAL

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21 December 2015

<b>Infrastructure &amp; Regulation – Division Decision</b> .....	<b>2</b>
<b>Item 1</b> .....	<b>2</b>
Application of Council Seal to Section 88b instrument – DA-70-2015 – .....	2
Mr M & Mrs D Batt and Mr M & Mrs V Atkinson .....	2
Attachments: .....	3
Nil .....	3

# AUTHORITY TO AFFIX THE COMMON SEAL



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation – Division Decision</b>
<b>Submitted by:</b>	Director of Infrastructure & Regulation
<b>Reference:</b>	Item 1
<b>Subject:</b>	Application of Council Seal to Section 88b instrument – DA-70-2015 – Mr M & Mrs D Batt and Mr M & Mrs V Atkinson

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1 An attractive environment for business, tourism and industry.
<b>Strategy:</b>	2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial and residential development.
<b>Action:</b>	2.1.4.1 Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates, Bushfire Attack Level (BAL) Certificates, and Conveyancing Certificates.

### SUMMARY:

A Section 88b Instrument needs to be prepared as per the requirements of the *Conveyancing Act 1919* to finalise the subdivision certificate and it will require the Council Seal.

### OFFICER'S RECOMMENDATION:

**That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application DA 70/2015 on land known 16A King Street and 30 Bridge Street Uralla, being Lots 1 & 2 DP 134287.**

### BACKGROUND:

Council has placed a development approval condition on the boundary adjustment to enforce the conditions issued in relation to an easement to be created over a stormwater drain, for access provision and maintenance.

### REPORT:

As part of a boundary adjustment for Mr M & Mrs D Batt and Mr M & Mrs V Atkinson on land known as 16A King Street and 30 Bridge Street Uralla, being Lots 1 & 2 DP 134287, Council has placed a development approval condition on the boundary adjustment requiring an easement to be placed over a stormwater drain to allow future Council access for maintenance. A Section 88b land use restriction is required to ensure compliance.

The condition reads:

**This is Page 2 of the Report referred to in the Minutes of the Ordinary Meeting held on 21 December 2015**

## AUTHORITY TO AFFIX THE COMMON SEAL

9. Stormwater drainage is to be piped by the developer via 2 metre wide easement over Lot 6 Section 17 DP 759022 north west along boundary to kerb and gutter in Bridge Street.

Council's Seal needs to be fixed to the Section 88b instrument to allow registration with the Land Titles Office. The *Local Government Act 1993* requires a resolution of Council to allow the seal to be affixed.

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**

Nil

2. **Policy and Regulation**

*Conveyancing Act 1919*

*Uralla Local Environmental Plan 2012*

*Uralla Development Control Plan 2011*

*Local Government Act 1993*

*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

Prepared by staff member:

Administration Officer

TRIM Reference Number:

DA-70-2015

Approved/Reviewed by Manager:

Director – Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil