



12 February 2015

**ORDINARY MEETING OF COUNCIL  
5.00pm Monday 23 February 2015**

Notice is hereby given that a meeting of the Council of Uralla will be held at Council Chambers, Salisbury Street, Uralla on **Monday, 23 February 2015 commencing at 5.00pm.**

Supper will be provided for Councillors at 6.00pm with the meeting resuming at 6.30pm.

Damien Connor  
**GENERAL MANAGER**

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17 February 2015

**PRESENTATION TO COUNCIL  
4.00pm Monday 23 February 2015**

Representatives from Moreland Energy Foundation Limited (Victoria) and Starfish Enterprises (Invergowrie) will make a presentation to Council regarding the Zero Net Energy Town Project. All councillors are invited to attend.

Damien Connor  
**GENERAL MANAGER**

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- BUSINESS AGENDA -  
**Ordinary Meeting of Council**

23 February 2015

**4.00pm Presentation to Council**

- Moreland Energy Foundation Limited (Victoria) and Starfish Enterprises (Invergowrie) - Zero Net Energy Town Project

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Apologies**
- 5. Disclosures & Declaration of Interests**
- 6. Confirmation of Minutes of Previous Meeting**
- 7. Announcements**
- 8. Tabling of Reports & Petitions**
- 9. Urgent Supplementary & Late Items of Business**
- 10. Written Reports from Delegates**
- 11. SUPPER RECESS**
- 12. Presentations**
  - Mr Keith Ellis – Dog Control
- 13. Deputations**
- 14. Mayoral Minute**
  - Bundarra Bridge Naming
- 15. Recommendations for Items to be Considered in Confidential Section**

<b>Department:</b>	<b>Community Support</b>
<b>Submitted by:</b>	<b>Olivia Wood</b>
<b>Reference:</b>	<b>1.16.02.08</b>
<b>Subject:</b>	<b>Community Services Ongoing Funding</b>

This report is presented to the **CLOSED** section of the February 2015 meeting under section 10A (2(d) commercial information of a confidential nature that would, if disclosed:

(ii) confer a commercial advantage on a competitor of the council of the Local Government Act (NSW) 1993.

A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:

- (a) the discussion of any of the matters listed in subclause (2), or
- (b) the receipt or discussion of any of the information so listed.

## 16. Reports from the General Manager

Called:	Item 1	Fit for the Future
Called:	Item 2	Contracting the State Electoral Commission for the 2016 Local Government Election

## 17. Reports from the Corporate & Community Committee

Called:	1.16.02.01	Draft Community Engagement Strategy
Called:	1.16.02.02	Acquired Brain Injury Facility Concept
Called:	1.16.02.03	Request for Donation – Seasons of New England
Called:	1.16.02.04	Half Yearly Report – Operational Plan Progress
Called:	1.16.02.05	Cash at Bank and Investments
Called:	1.16.02.06	2014/15 Second Quarter Budget Review Statements

## 18. Reports from the Environment, Development & Infrastructure Committee

Called:	2.16.02.01	Development Approvals and Refusals for December 2014
Called:	2.16.02.02	Development Approvals and Refusals for January 2015
Called:	2.16.02.03	Regulatory Statistics Ending 31 December 2014
Called:	2.16.02.04	Amendment 2 to the Uralla Local Environment Plan 2012
Called:	2.16.02.05	Works Progress Report to 31 January 2015
Called:	2.16.02.06	Works Planning Report February 2015

## 19. Motions on Notice

Motion	Title
1.16.02.07	Change to Council Meeting Times

## 20. Schedule of Actions – As at 16/02/2015

## 21. Confidential Business

<b>Department:</b>	<b>Community Support</b>
<b>Submitted by:</b>	<b>Olivia Wood</b>
<b>Reference:</b>	<b>1.16.02.08</b>
<b>Subject:</b>	<b>Community Services Ongoing Funding</b>

## 22. Authority to Affix the Common Seal

- Item 1 - Affixing of Council Seal to Section 88b instrument – DA 74/2014 – J F Kennedy
- Item 2 - Affixing of Council Seal to Section 88b instrument – DA 8/2014 – Mr S & Mrs L Grills
- Item 3 - Affixing of Council Seal to Section 88b instrument – DA 15/2014 – Mr N Cordery

## 23. Meeting Close



## MAYORAL MINUTE

23 February 2015

14. Mayoral Minute

**MAYORAL MINUTE**

## MAYORAL MINUTE - REPORT TO COUNCIL

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23 February 2015

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# MAYORAL MINUTE - REPORT TO COUNCIL



## MAYORAL MINUTE

<b>Department:</b>	Mayors Office
<b>Submitted by:</b>	Cr Michael Pearce
<b>Reference:</b>	Item 1
<b>Subject:</b>	Bundarra Bridge Naming

### SUMMARY:

The purpose of this report is for Council to give consideration to a request received to name the bridge beside the Bundarra Central School from the Students Representative Council President and Principal of the school. The suggested name is "The Lone Pine Bridge".

### PROPOSED MOTION:

**That Council resolve to name this bridge and to advertise this decision, together with the suggested name in the Bundarra Central School newsletter, the Council newsletter and the Inverell Times and allow 28 days for comments and suggestions.**

### BACKGROUND:

The Bundarra Bridge (Number 3763) was constructed in 1881. It is a 5 span iron lace bridge, 204 metres long and 5.6 metres wide.

The bridge is on the Register of the National Trust (4301681).

The bridge on Thunderbolts Way is managed by Roads and Maritime Services.

### REPORT:

Under Clause 162 Roads Act the Road Authority may name and number a road. Places are named with approval from the Geographic Names Board. The RMS may wish to carry out this process on their own as it is their bridge.

Following discussions with the Director- Infrastructure and Regulation he has suggested the following procedure:-

1. That, provided the recommendation is support, Council write to the Regional Manager, RMS, advising that we have had a request to name the bridge and seeking their approval;
2. Council write to the National Trust advising that we have had a request to name the bridge and seeking their approval;
3. That provided the two approvals are given Council then consider all suggestions and comment and further consider this matter.
4. Once the further resolution has occurred, that it be forwarded to the Geographic Names Board, RMS and National Trust. If it meets GNB approval it will be gazetted and the public will have 28 days for objections.

This issue is very time sensitive due to the tight time frame between now and Anzac Day.

Attachment:	A. Letter from Bundarra Central School
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# BUNDARRA CENTRAL SCHOOL



Bowline Street  
BUNDARRA NSW 2359  
Phone 0267237102 Fax 02 6723 7387  
Email Address [bundarra-c.school@det.nsw.edu.au](mailto:bundarra-c.school@det.nsw.edu.au)  
*All young people deserve opportunities and support to succeed in life.*

February 9, 2015

To Uralla Council

Dear Sir,

The school's ANZAC Ceremony for 2015 will take place on Wednesday 22<sup>nd</sup> April 2015 at Bundarra Central School. Mr Rick Sullivan will be attending our service and presenting the school with a seedling propagated from the original Lone Pine at Gallipoli. His relatives Thomas Joseph Sullivan and Ernst Lawrence Sullivan both served at Gallipoli and their service records show they were members of the Bundarra Community and attended our school (we are still researching old school files).

The Student Representative Council has enquired about the name of the bridge crossing Gwydir River next to the school and have discovered it is not named. We have discussed the possibility of naming the bridge "The Lone Pine Bridge" to commemorate the military service members of the Bundarra Community have done for Australia.

We respectfully request the Uralla Council consider naming the Bridge as we have described. We will as a part of the SRC plans to publish our proposal in the next school newsletter to allow for any consultation with our community.

Yours faithfully

*T. Grant.*  
Tom Grant  
SRC President

  
D Bieler  
Principal



REPORTS FROM THE  
GENERAL MANAGER

23 February 2015

16. Reports from the General Manager

REPORTS FROM THE GENERAL MANAGER

# REPORTS FROM THE GENERAL MANAGER

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23 February 2015

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# REPORTS FROM THE GENERAL MANAGER

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23 February 2015



## REPORT TO COUNCIL

<b>Department:</b>	<b>General Manager's Office</b>
<b>Submitted by:</b>	General Manager
<b>Reference:</b>	Item 1
<b>Subject:</b>	Council position – Fit for the Future (FFTF) Program

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	Uralla leadership is visionary, compassionate, inclusive and promotes the needs of the community
<b>Strategy:</b>	Advocate the needs of the Shire to State and Federal Government
<b>Action:</b>	Address the requirements of the State Government's Fit for the Future Program

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### SUMMARY:

The purpose of this report is for Council to receive and give consideration to the results for Uralla Shire Council with regard to the Fit for the Future assessment criteria, and to consider the analysis that has been undertaken of all of the other Councils located in the New England Region.

This should ultimately help to inform Council's decision making with regard to the approach to best represent the community of the Uralla Shire through the Fit for the Future process and final submission.

The desired outcome of this report is for Council to adopt a well informed position to take to the community for consultation, in order to obtain confirmation that Council's position is reflective of that of the broad community prior to the finalisation of Council's submission to the Office of Local Government.

### OFFICER'S RECOMMENDATION:

That:

1. Council address the Fit for the Future program as Uralla Shire Council alone and not pursue a voluntary merger;
2. Council acknowledges that in order to pursue this approach it will need to meet all of the programs criteria, which will require council to increase annual income by an amount currently estimated to be equivalent to 22% of total annual rates and charges income;
3. In order to meet the Fit for the Future criteria and to remain a single entity, Council commits to applying for a special rate variation commencing from the 2016/17 financial

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This is Page 2 of the Report referred to in the Minutes of the Ordinary Meeting held on 23 February 2015

# REPORTS FROM THE GENERAL MANAGER

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23 February 2015

- year in an amount required to bring Council into a surplus operating result position (before capital grants);
4. Council acknowledges that the 22% increase in rates and charges income to remain a stand alone entity is considerably lower than the increase that would be required from Uralla Shire ratepayers under any of the proposed merger options identified in the Fit for the Future program;
  5. Council undertake a community engagement program to further gauge broad community views on the Council's elected position to stand alone and to not voluntarily merge with another Council and the implications of such;
  6. That Council contract an independent company to undertake a business case assessment of a merger proposal in the case that Council's submission to stand as a single entity is rejected on the grounds of scale (insufficient size);

## **BACKGROUND:**

A Local Government Review Panel was established by the NSW Government in April 2012 tasked with the formulation of options for governance models, structures and boundary changes for NSW Local Government.

In April 2013 the panel released *Future Directions for Local Government*, a draft consultation paper, and then undertook public meetings at various locations throughout the state to discuss the recommendations.

In October 2013 the Review Panel released their final report, titled *Revitalising Local Government*, which contained 65 recommendations for change in NSW local government.

On the 10<sup>th</sup> of September 2014 the NSW Government announced its response to the recommendations of the Local Government Review Panel and Local Government Act Taskforce by way of the *Fit for the Future (FFF)* program. A web link was distributed to all Councillors that evening to access the information that had been released by the state government.

A workshop was conducted with Councillors on the 15<sup>th</sup> of September 2014 to further discuss the FFF program and what options, implications, and challenges may arise from such.

A report was presented to the October 2014 Ordinary Meeting of Council detailing the Fit for the Future Program, analysing the implication to Council, the deliverables required and to ultimately adopt an initial position for the Council and a strategy to approach the program's requirements.

A Councillor workshop was conducted on the 16<sup>th</sup> of February 2015 to present the results of the analysis conducted regarding the FFF criteria for Uralla Shire Council and for all other considerations relating to such.

## REPORTS FROM THE GENERAL MANAGER

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23 February 2015

**REPORT:**

On the 10<sup>th</sup> of September 2014 the NSW Government announced its new Fit for the Future program, which now requires all Councils in NSW to assess their sustainability position and submit a FFF proposal to the State Government by the 30<sup>th</sup> of June 2015. The submission is required to address how Councils meet a number of requirements that will have them identified as sustainable, or fit for the future.

In developing the requirements of the FFF program, the government has used the findings and recommendations of the Local Government Review Panel's recent work as the guide to move Councils to a more sustainable position.

Each Council is being asked to look at their current situation and consider the future needs of their community and the recommendations of the Review Panel. Councils are also to assess the current and future position against a set of established sustainability criteria, which address financial management, service delivery, infrastructure management and scale of operations.

It should be noted that the Review Panel's recommendations will be the assessment criteria for Councils to achieve the scale requirements required under the Fit for the Future program.

Under the FFF program Councils are also required to investigate options with their neighbouring local government areas, particularly those with whom the Review Panel recommended mergers.

Considerable analysis has been undertaken over the last couple of months with regard to the performance and position of the Uralla Shire Council and all of the other Councils in the New England area, including; Armidale, Guyra and Walcha. The analysis has taken into consideration the results of all of the Councils against the Fit for the Future criteria from data taken from their respective Annual Financial Statements amongst a number of other identified key sustainability criteria.

Resultantly the Fit for the Future results for Uralla Shire Council are as follows:

# REPORTS FROM THE GENERAL MANAGER

23 February 2015

<b>FIT FOR THE FUTURE CRITERIA</b>	<b>BENCHMARK</b>	<b>URALLA</b>
<b>1. Operating Performance Ratio</b>	<b>&gt;0</b>	<b>-6.60%</b>
<i>Operating Revenue (exc capital grants) - Operating Expenses</i>	<b>Averaged over 3 years</b>	<b>-\$957,000</b>
<i>Operating Revenue (exc capital grants)</i>		
<b>2. Own Source Revenue Ratio</b>	<b>&gt;60%</b>	<b>61.80%</b>
<i>Operating Revenue - All Grants and Contributions</i>	<b>Averaged over 3 years</b>	
<i>Operating Revenue (inc capital grants)</i>		
<b>3. Asset Renewal Ratio</b>	<b>&gt;100%</b>	<b>104.60%</b>
<i>Asset Renewal Expenditure</i>	<b>Averaged over 3 years</b>	
<i>Depreciation, Amortisation and Impairment</i>		
<b>4. Infrastructure Backlog Ratio</b>	<b>&lt;2%</b>	<b>1.46%</b>
<i>Estimated Cost to bring Assets to a satisfactory condition</i>		
<i>Total Written Down Value of Depreciable Assets</i>		
<b>5. Asset Maintenance Ratio</b>	<b>&gt;100%</b>	<b>109.55%</b>
<i>Actual Asset Maintenance Expenditure</i>	<b>Averaged over 3 years</b>	
<i>Required Asset Maintenance Expenditure</i>		
<b>6. Debt Service Ratio</b>	<b>&lt;20%</b>	<b>1.85%</b>
<i>Interest Expense + Principal Loan Repayments</i>	<b>Averaged over 3 years</b>	
<i>Operating Revenue (exc capital grants)</i>		
<b>7. Real Operating Expenditure Trend</b>	<b>Decreasing Trend</b>	<b>12% Decrease</b>
<i>Operating Expenditure x Inflation Index</i>		
<i>Population</i>		
<i>** Then calculate the trend over time (5 years)</i>		

As can be seen in the above table Council meets 6 of the 7 criteria currently; however, will need to meet all seven of the criteria if Council is to have any chance of arguing that the scale and capacity threshold criteria based on population is flawed. If Council is able to meet all of the 7 criteria associated with the program then this alone should proof that scale and capacity is present.

Therefore, if Council is to pursue a submission to stand alone and not pursue a voluntary merger, then Council will need to commit to increase its recurrent operating income, decrease its recurrent operating expenditure or a combination of both in an amount currently equivalent to \$960,000 per annum.

This would require some level of special rate variation to be applied for and approved, which is currently estimated to be equivalent to a 22% increase in rates and annual charges income. A special rates variation, if applied for and approved, couldn't come into place until the 2016/17 financial year.



# REPORTS FROM THE GENERAL MANAGER

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The Fit for the Future criteria results for all of the other Councils in the New England area are as follows:

FIT FOR THE FUTURE CRITERIA		BENCHMARK	URLALLA	WALCHA	GUYRA	ARMIDALE*
<b>1. Operating Performance Ratio</b>		>0	-6.60%	-24.96%	-17.20%	-19.09%
Operating Revenue (exc capital grants) - Operating Expenses		Averaged over 3 years	-\$97,000	-\$2,402,000	-\$1,554,000	-\$5,991,000
Operating Revenue (exc capital grants)						
<b>2. Own Source Revenue Ratio</b>		>60%	61.80%	61.23%	45.90%	79.70%
Operating Revenue - All Grants and Contributions		Averaged over 3 years				
Operating Revenue (inc capital grants)						
<b>3. Asset Renewal Ratio</b>		>100%	104.60%	106.24%	86.19%	35.31%
Asset Renewal Expenditure		Averaged over 3 years				
Depreciation, Amortisation and Impairment						
<b>4. Infrastructure Backlog Ratio</b>		<2%	1.49%*	5.00%	19.46%	2.59%
Estimated Cost to bring Assets to a satisfactory condition			2.77%*	Backlog - \$19,545,000	Backlog - \$14,967,000	Backlog - \$12,375,000
Total Written Down Value of Depreciable Assets				2% Backlog - \$7,818,000 Difference - \$11,727,000	2% Backlog - \$1,538,000 Difference - \$13,429,000	2% Backlog - \$9,572,000 Difference - \$2,803,000
<b>5. Asset Maintenance Ratio</b>		>100%	109.55%	68.12%	56.67%	128.65%
Actual/Asset Maintenance Expenditure		Averaged over 3 years				
Required Asset Maintenance Expenditure						
<b>6. Debt Service Ratio</b>		<20%	1.57%	0.38%	3.04%	9.80%
Interest Expense + Principal Loan Repayments		Averaged over 3 years	1.85%*			
Operating Revenue (exc capital grants)						
<b>7. Real Operating Expenditure Trend</b>		Decreasing Trend	12% Decrease	14% Decrease	7% Decrease	...
Operating Expenditure x Inflation Index						
Population						
** Then calculate the trend over time (5 years)						

## REPORTS FROM THE GENERAL MANAGER

23 February 2015

*# It should be noted that all of the last three financial years Annual Financial Statements for Armidale Dumaresq Council weren't available and resultantly the real operating expenditure trend criteria was unable to be calculated.*

As can be seen from the above table all of the other Councils in the New England region have more than one of the criteria that they don't currently meet. Most importantly to note is that they all have considerably higher operating performance ratio deficits than that of Uralla Shire Council, and they all have infrastructure backlogs, those of Walcha and Guyra Councils are particularly large.

This is of great concern to Uralla Council when considering any of the proposed mergers, because it means that ratepayers of this shire would be worse off unless the increase to off-set the gap can be covered by economies of scale and efficiencies achieved through merger.

This is further considered in the following table, which is an analysis to illustrate the combined deficits faced by all possible merger options for the New England area and their comparison against Uralla Shire alone. Economies of scale and efficiencies are not included in this next table, but are brought into subsequent tables.

	URALLA	WALCHA	GUYRA	ARMIDALE
Operating Shortall	\$ 957,000	\$ 2,402,000	\$ 1,554,000	\$ 4,791,000
Interest exp to address backlog	\$ -	\$ 762,000	\$ 873,000	\$ 182,000
Total	\$ 957,000	\$ 3,164,000	\$ 2,427,000	\$ 4,973,000
Rates Income	\$ 4,400,000	\$ 3,487,000	\$ 2,893,000	\$ 16,394,000
Increase - Address Both	22%	91%	84%	30%
Increase - Address Operating	22%	69%	54%	29%

# REPORTS FROM THE GENERAL MANAGER

23 February 2015

URALLA - WALCHA		URALLA - ARMIDALE	
Combined Operating shortfall	\$ 3,359,000	Combined Operating shortfall	\$ 5,748,000
Interest to address Backlog	\$ 762,000	Interest to address Backlog	\$ 182,000
Combined Total Deficit	\$ 4,121,000	Combined Total Deficit	\$ 5,930,000
Total Rates Income	\$ 7,887,000	Total Rates Income	\$ 20,794,000
Increase to address Both	52%	Increase to address Both	29%
Increase to address Operating	43%	Increase to address Operating	28%

URALLA - ARMIDALE - GUYRA		URALLA - ARMIDALE - WALCHA	
Combined Operating shortfall	\$ 7,302,000	Combined Operating shortfall	\$ 8,150,000
Interest to address Backlog	\$ 1,055,000	Interest to address Backlog	\$ 944,000
Combined Total Deficit	\$ 8,357,000	Combined Total Deficit	\$ 9,094,000
Total Rates Income	\$ 23,687,000	Total Rates Income	\$ 24,281,000
Increase to address Both	35%	Increase to address Both	37%
Increase to address Operating	31%	Increase to address Operating	34%

URALLA - ARMIDALE - GUYRA - WALCHA	
Combined Operating shortfall	\$ 9,704,000
Interest to address Backlog	\$ 1,817,000
Combined Total Deficit	\$ 11,521,000
Total Rates Income	\$ 27,174,000
Increase to address Both	42%
Increase to address Operating	36%

An exercise was then undertaken to identify and estimate the expected economies of scale benefits that would result from removal of management duplication, Councillor duplication, Licences and systems duplication etc. This figure was then taken away from the previously calculated combined deficits of each of the possible mergers to illustrate the deficit still remaining after the economies of scale benefits have been taken into consideration.

Additionally estimates were taken of the one-off costs to form-up and integrate all of the merger possibilities and then the amounts being offered as an incentive payment for merging Councils (one-off payment) were taken into calculations.

Some non-financial data was also collated to illustrate the approximate combined population, area and comparative scale of operations under each of the possible merger options.

The below tables reflect the summarised results from such:

## REPORTS FROM THE GENERAL MANAGER

23 February 2015

<b>URALLA - WALCHA</b>	
Combined Operating shortfall	\$ 3,359,000
Interest to address Backlog	\$ 762,000
Combined Total Deficit	\$ 4,121,000
Total Rates Income	\$ 7,887,000
Increase to address Both	52%
Increase to address Operating	43%

<b>CHANGES RESULTING FROM MERGER</b>	Recurrent	Non-Recurrent
Economies of Scale	-\$ 600,000	\$ -
Formation & Integration	\$ -	\$ 5,000,000
Government Incentive	\$ -	-\$ 5,000,000
<b>TOTAL Change</b>	<b>-\$ 600,000</b>	<b>\$ -</b>
Revised Deficit	\$ 3,521,000	\$ -
Increase to address	45%	

Combined Population	9,200
Combined Area	9,630 sq kms
Combined Scale	Medium Rural Council

# REPORTS FROM THE GENERAL MANAGER

23 February 2015

URALLA - ARMIDALE	
Combined Operating shortfall	\$ 5,748,000
Interest to address Backlog	\$ 182,000
Combined Total Deficit	\$ 5,930,000
Total Rates Income	\$ 20,794,000
Increase to address Both	29%
Increase to address Operating	28%

CHANGES RESULTING FROM MERGER	Recurrent	Non-Recurrent
Economies of Scale	-\$ 800,000	
Formation & Integration	\$ -	\$ 4,500,000
Government Incentive	\$ -	-\$ 5,000,000
TOTAL Change	-\$ 800,000	-\$ 500,000
Revised Deficit	\$ 5,130,000	
Increase to address	25%	

Combined Population	31,500
Combined Area	7,466 sq kms
Combined Scale	Rural City Council

# REPORTS FROM THE GENERAL MANAGER

23 February 2015

URALLA - ARMIDALE - GUYRA	
Combined Operating shortfall	\$ 7,302,000
Interest to address Backlog	\$ 1,055,000
Combined Total Deficit	\$ 8,357,000
Total Rates Income	\$ 23,687,000
Increase to address Both	35%
Increase to address Operating	31%

CHANGES RESULTING FROM MERGER	Recurrent	Non-Recurrent
Economies of Scale	-\$ 1,000,000	\$ -
Formation & Integration	\$ -	\$ 8,000,000
Government Incentive	\$ -	-\$ 11,000,000
TOTAL Change	-\$ 1,000,000	-\$ 3,000,000
Revised Deficit	\$ 7,357,000	
Increase to address	31%	

Combined Population	35,900
Combined Area	11,861 sq kms
Combined Scale	Regional Council

# REPORTS FROM THE GENERAL MANAGER

23 February 2015

URALLA - ARMIDALE - WALCHA	
Combined Operating shortfall	\$ 8,150,000
Interest to address Backlog	\$ 944,000
Combined Total Deficit	\$ 9,094,000
Total Rates Income	\$ 24,281,000
Increase to address Both	37%
Increase to address Operating	34%

CHANGES RESULTING FROM MERGER	Recurrent	Non-Recurrent
Economies of Scale	-\$ 1,000,000	
Formation & Integration	\$ -	\$ 8,000,000
Government Incentive	\$ -	-\$ 11,000,000
TOTAL Change	-\$ 1,000,000	-\$ 3,000,000
Revised Deficit	\$ 8,094,000	
Increase to address	33%	

Combined Population	34,500
Combined Area	13,866 sq kms
Combined Scale	Regional Council

## REPORTS FROM THE GENERAL MANAGER

23 February 2015

<b>URALLA - ARMIDALE - GUYRA - WALCHA</b>	
Combined Operating shortfall	\$ 9,704,000
Interest to address Backlog	\$ 1,817,000
Combined Total Deficit	\$ 11,521,000
Total Rates Income	\$ 27,174,000
Increase to address Both	42%
Increase to address Operating	36%

<b>CHANGES RESULTING FROM MERGER</b>	<b>Recurrent</b>	<b>Non-Recurrent</b>
Economies of Scale	-\$ 1,500,000	\$ -
Formation & Integration	\$ -	\$ 9,500,000
Government Incentive	\$ -	-\$ 13,500,000
<b>TOTAL Change</b>	<b>-\$ 1,500,000</b>	<b>-\$ 4,000,000</b>
Revised Deficit	\$ 10,021,000	
Increase to address	37%	

Combined Population	38,900
Combined Area	18,261 sq kms
Combined Scale	Regional Council

Finally the analysis took into consideration other key liquidity, cash flow and infrastructure information not considered by the Fit for the Future criteria for all of the Councils General Fund operations but now also including the Water and Sewer Fund information.



# REPORTS FROM THE GENERAL MANAGER

23 February 2015

KEY INDICATORS	URALLA	WALCHA	GUYRA	ARMIDALE
Unrestricted Cash	\$ 117,000	\$ 424,000	\$ 886,000	\$ 1,268,000
General Fund Restricted Assets	\$ 1,816,000	\$ 763,000	\$ 4,115,000	\$ 6,594,000
Unexpended loans	\$ -	\$ -	\$ 2,200,000	\$ 14,280,000
GF Total Cash & Investments (exc loans)	\$ 1,933,000	\$ 1,187,000	\$ 5,001,000	\$ 7,862,000
Employee Leave Entitlements	\$ 2,527,000	\$ 1,594,000	\$ 1,704,000	\$ 5,330,000
ELE Reserves	\$ 550,000	\$ 457,000	\$ 550,000	\$ 1,977,000
ELE Backing %	21.76%	28.67%	32.28%	37.09%
Receivables	\$ 2,349,000	\$ 2,092,000	\$ 841,000	\$ 7,945,000
Outstanding Rates & Charges %	5.52%	9.69%	10.42%	10.09%
Fair Value of Depreciating Assets	\$ 153,056,000	\$ 228,479,000	\$ 138,378,000	\$ 453,641,000
WDV Depreciating Assets	\$ 106,938,000	\$ 184,037,000	\$ 82,237,000	\$ 270,272,000
Assets Remaining Life %	69.87%	80.59%	59.43%	59.58%
<b>WATER (30 June 2014)</b>				
Operating Result	\$ 68,000	-\$ 130,000	\$ 303,000	\$ 1,937,000
Reserves	\$ 1,044,000	\$ 461,000	\$ 2,682,000	\$ 10,213,000
Debt	\$ -	\$ -	\$ 100,000	\$ 5,800,000
Assets Fair Value	\$ 15,784,000	\$ 17,124,000	\$ 24,961,000	\$ 187,245,000
Assets WDV	\$ 14,209,000	\$ 15,373,000	\$ 20,623,000	\$ 141,587,000
Assets remaining Life %	90.02%	89.77%	82.62%	75.62%
<b>SEWER (30 June 2014)</b>				
Operating Result	-\$ 43,000	\$ 77,000	\$ 41,000	\$ 1,842,000
Reserves	\$ 1,310,000	\$ 1,187,000	\$ 429,000	\$ 8,118,000
Debt	\$ -	\$ -	\$ 400,000	\$ -
Assets Fair Value	\$ 7,621,000	\$ 5,157,000	\$ 21,428,000	\$ 86,166,000
Assets WDV	\$ 6,346,000	\$ 4,167,000	\$ 18,396,000	\$ 60,332,000
Assets remaining Life %	83.27%	80.80%	85.85%	70.02%

Below is a summary of the data that was then utilised to sum up the key considerations for each of the possible merger options holistically.

## URALLA - WALCHA

# REPORTS FROM THE GENERAL MANAGER

23 February 2015

KEY CONSIDERATIONS	
<b>Positive Outcomes</b>	Estimated reduction in recurrent expenditure of \$600,000 per annum Anticipated increase in organisation capacity due to scale Redesigned and improved systems Potential reduction in unfunded ELE balances (\$2,000,000).
<b>Negative Outcomes</b>	A rates increase of 45% still required after \$600,000 exp reduction (Uralla alone only 22%) Government one-off incentive payment is eroded completely by formation, integration, and ELE funded costs. (ie only covers the cost of start-up) Very large infrastructure network for a still relatively small resident base to maintain Very low levels of unrestricted cash and cash and investments generally at start-up Walcha outstanding rates and charges at 9.69% whilst Uralla is only 5.52% Split over two state electorates - two representatives
<b>Representation</b>	Total of 7 Elected Representatives - 3 minimum from each former Shire area
<b>Organisation Structure</b>	Considerable change particularly at the Manager to Executive level
<b>Regional JO</b>	Namoi or New England?
<b>Boundary Adjustments</b>	Consideration of communities of interest
<b>Potential error</b>	Asset valuations, potential overstatement of depreciation, backlogs, req maintenance etc
<b>Water Supply</b>	Must be included for scale of operations
<b>Sewerage Service</b>	Must be included for scale of operations

# REPORTS FROM THE GENERAL MANAGER

23 February 2015

## URALLA - ARMIDALE

### KEY CONSIDERATIONS

<b>Positive Outcomes</b>	<b>Estimated reduction in recurrent expenditure of \$800,000 per annum</b> <b>Anticipated increase in organisation capacity due to scale</b> <b>Redesigned and improved systems</b> <b>Potential reduction in unfunded ELE balances (\$1,400,000).</b> <b>\$500,000 remaining from incentive payment for discretionary spending/saving</b>
<b>Negative Outcomes</b>	<b>A rates increase of 25% still required after \$800,000 exp reduction (Uralla alone only 22%)</b> <b>Government one-off incentive payment is eroded almost completely by formation, integration, and ELE funded costs. (ie only covers the cost of start-up)</b> <b>Very low levels of unrestricted cash and cash and investments generally at start-up</b> <b>Armidale outstanding rates and charges at 10.09% whilst Uralla is only 5.52%</b> <b>Potential loss of identity merging a Rural Council with a larger City Council</b>
<b>Representation</b>	<b>Total of 7 Elected Representatives - 3 minimum from each former Shire area</b>
<b>Organisation Structure</b>	<b>Considerable change particularly at the Manager to Executive level</b>
<b>Regional JO</b>	<b>Potential advantages if the New England JO is also serviced by the merged entity</b>
<b>Boundary Adjustments</b>	<b>Consideration of communities of interest - Remove far east of Armidale Council</b>
<b>Water Supply</b>	<b>Must be included for scale of operations</b>
<b>Sewerage Service</b>	<b>Must be included for scale of operations</b>

# REPORTS FROM THE GENERAL MANAGER

23 February 2015

## URALLA – ARMIDALE – GUYRA

KEY CONSIDERATIONS	
<b>Positive Outcomes</b>	<b>Estimated reduction in recurrent expenditure of \$1,000,000 per annum</b> <b>Anticipated increase in organisation capacity due to scale</b> <b>Redesigned and improved systems</b> <b>Potential reduction in unfunded ELE balances (\$1,700,000).</b> <b>Potentially funds remaining from Government incentive payment after formation/integration</b> <b>Greater capacity to lobby and access funding</b>
<b>Negative Outcomes</b>	<b>A rates increase of 31% still required after \$1,000,000 exp reduction (Uralla alone only 22%)</b> <b>Very low levels of unrestricted cash and cash and investments generally at start-up</b> <b>Outstanding rates and charges Armidale 10.09%; Guyra 10.42% whilst Uralla is only 5.52%</b> <b>Larger Council may make residents feel further removed from the Elected Representatives</b>
<b>Representation</b>	<b>Total of 7 Elected Representatives - 2 minimum from each former Shire area</b>
<b>Organisation Structure</b>	<b>Considerable change particularly at the Manager to Executive level</b>
<b>Regional JO</b>	<b>Potential advantages if the New England JO is also serviced by the merged entity</b>
<b>Boundary Adjustments</b>	<b>Consideration of communities of interest - Removal of Far East and Tingha to Inverell Council</b>
<b>Administration Centre</b>	<b>One major administration centre with numerous customer service centres throughout</b>
<b>Water Supply</b>	<b>Must be included for scale of operations</b>
<b>Sewerage Service</b>	<b>Must be included for scale of operations</b>

# REPORTS FROM THE GENERAL MANAGER

23 February 2015

## URALLA – ARMIDALE – WALCHA

### KEY CONSIDERATIONS

<b>Positive Outcomes</b>	<b>Estimated reduction in recurrent expenditure of \$1,000,000 per annum</b> <b>Anticipated increase in organisation capacity due to scale</b> <b>Redesigned and improved systems</b> <b>Potential reduction in unfunded ELE balances (\$1,700,000).</b> <b>Potentially funds remaining from Government incentive payment after formation/integration</b> <b>Greater capacity to lobby and access funding</b>
<b>Negative Outcomes</b>	<b>A rates increase of 33% still required after \$1,000,000 exp reduction (Uralla alone only 22%)</b> <b>Very low levels of unrestricted cash and cash and investments generally at start-up</b> <b>Outstanding rates and charges Armidale 10.09%; Walcha 9.69% whilst Uralla is only 5.52%</b> <b>Larger Council may make residents feel further removed from the Elected Representatives</b>
<b>Representation</b>	<b>Total of 7 Elected Representatives - 2 minimum from each former Shire area</b>
<b>Organisation Structure</b>	<b>Considerable change particularly at the Manager to Executive level</b>
<b>Regional JO</b>	<b>Potential advantages if the New England JO is also serviced by the merged entity</b>
<b>Boundary Adjustments</b>	<b>Consideration of communities of interest - Removal of Far East of Armidale &amp; Walcha Councils</b>
<b>Administration Centre</b>	<b>One major administration centre with numerous customer service centres throughout</b>
<b>Water Supply</b>	<b>Must be included for scale of operations</b>
<b>Sewerage Service</b>	<b>Must be included for scale of operations</b>

# REPORTS FROM THE GENERAL MANAGER

23 February 2015

## URALLA – ARMIDALE – GUYRA – WALCHA

KEY CONSIDERATIONS	
<b>Positive Outcomes</b>	Estimated reduction in recurrent expenditure of \$1,500,000 per annum Anticipated increase in organisation capacity due to scale Redesigned and improved systems Potential reduction in unfunded ELE balances (\$2,000,000). Potentially funds remaining from Government incentive payment after formation/integration Greater capacity to lobby and access funding
<b>Negative Outcomes</b>	A rates increase of 37% still required after \$1,000,000 exp reduction (Uralla alone only 22%) Very low levels of unrestricted cash and cash and investments generally at start-up Outstanding rates and charges approx 10% for 3 other Councils whilst Uralla is only 5.52% Larger Council may make residents feel further removed from the Elected Representatives Split over two state electorates
<b>Representation</b>	Total of 9 Elected Representatives - 2 minimum from each former Shire area
<b>Organisation Structure</b>	Considerable change particularly at the Manager to Executive level
<b>Regional JO</b>	Potential advantages if the New England JO is also serviced by the merged entity
<b>Boundary Adjustments</b>	Consideration of communities of interest - Removal of Far East areas & Tingha to Inverell Council
<b>Administration Centre</b>	One major administration centre with numerous customer service centres throughout
<b>Water Supply</b>	Must be included for scale of operations
<b>Sewerage Service</b>	Must be included for scale of operations

The State Government and the Office of Local Government have stated that they do not intend to directly consult with the community on the Fit for the Future Program, as they see it as a response to the Local Government Review Panel's recommendations, which were heavily consulted upon in the development of that report.

However, the Uralla Shire Council certainly has and will continue to make the community aware of the requirements of this program, developments and the implications of such.

Council will commence a community engagement program across the month of March, culminating in a number of community forums in order to clearly inform the community and to gauge their opinions and preferences. Councillors will ultimately reflect the community's priorities and interests in the final submission to the Office of Local Government.

# REPORTS FROM THE GENERAL MANAGER

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23 February 2015

The remaining overarching milestones of the FFTF program are as follows:

- June 2015 – Fit for the Future submissions due from Councils to Expert Review Panel for assessment;
- September 2015 – Expert Review Panel makes recommendations directly to the Minister for Local Government;
- October 2015 – Councils begin to implement their roadmap or the Minister’s alternate direction;
- September 2016 – Local Government elections; New Local Government Act; Regional JOs commenced; any mergers completed.

## **COUNCIL IMPLICATIONS:**

### **1. Community Engagement/ Communication**

Following the resolution from this report Council will commence a community engagement program across the month of March, culminating in a number of community forums in order to clearly inform the community and to gauge their opinions and preferences. Councillors will ultimately reflect the community’s priorities and interests in the final submission to the Office of Local Government.

### **2. Policy and Regulation**

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2005; and
- NSW Government Fit for the Future Program.

### **3. Financial (LTFP)**

Financial analysis and the potential impacts are outlined throughout the report. Council’s Long Term Financial Plan is currently being reconstructed and will model the identified recurrent revenue and expenses results to provide an operating surplus across the long term.

### **4. Asset Management (AMS)**

No changes recommended at this point

### **5. Workforce (WMS)**

No changes recommended at this point

### **6. Legal and Risk Management**

Considerable potential risk issues are outlined throughout the body of the report.

### **7. Performance Measures**

N/A

## REPORTS FROM THE GENERAL MANAGER

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23 February 2015

**8. Project Management**  
N/A

**Damien Connor**  
**General Manager**

Prepared by staff member:	Damien Connor
Approved/Reviewed by Manager:	Damien Connor
Department:	General Manager's Office
Attachments:	Nil



# REPORTS FROM THE GENERAL MANAGER



## REPORT TO COUNCIL

<b>Department:</b>	General Manager's Office
<b>Submitted by:</b>	General Manager
<b>Reference:</b>	
<b>Subject:</b>	Administration of 2016 Local Government Election

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	Uralla leadership is visionary, compassionate, inclusive and promotes the needs of the community
<b>Strategy:</b>	Provide regular community consultation and opportunities for people to have their say
<b>Action:</b>	

### SUMMARY:

The purpose of this report is for Council to give consideration to who will administer the local government election for Uralla Shire Council, scheduled for September 2016.

This report recommends contracting of the New South Wales Electoral Commission (NSWEC) to administer the 2016 local government election for Uralla Shire Council.

### OFFICER'S RECOMMENDATION:

The Uralla Shire Council ("the Council") resolves:

1. pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council;
2. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council;
3. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

### BACKGROUND:

Following concerns about the conduct of the 2008 local government elections and perceived cost-shifting from state to local government, changes were made via the Local Government Amendment (Elections) Act 2011 in advance of the 2012 elections. The object of the amendment Act was to combat dissatisfaction with rising costs as a result of full cost recovery from the NSWEC.

## REPORTS FROM THE GENERAL MANAGER

These changes returned responsibility of local government elections to the local Council allowing the choice of either running the election in-house, with the assistance of a commercial election provider or by engaging the NSWEC.

For the 2012 elections only two Local Government Areas (LGAs) in NSW chose to run their own elections in-house.

The lack of preparation of one of these two Councils prompted the Department of Premier and Cabinet to comment in its Review of 2012 Council Run Elections that:

*Councils need to be mindful of the risks associated with making the decision to conduct their elections and ensure that they have the capacity to conduct the election and have all necessary arrangements in place prior to deciding to do so.*

Accordingly the Local Government Elections (Amendment) Act 2014 now places additional requirements upon Councils choosing to administer their own elections. This includes a requirement for Councils administering their own elections to demonstrate to their communities that they have the capacity to do so successfully.

This is to be demonstrated through Council's ability to access experienced and competent returning officers and election officials amongst other things.

Additionally if Council elects to administer its own election the amendment to the Act requires that the General Manager identify the names of the persons that will be appointed to the role of returning officer and substitute returning officer as part of the resolution to appoint the General Manager to administer the election.

Clause 296AA of the Local Government Elections (Amendment) Act 2014 states that:

(1) At least 18 months before the next ordinary election of Councillors for a Council, the Council must resolve:

(a) To enter into an arrangement with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer elections of the Council (as provided by section 296), or

(b) That the elections of the Council are to be administered by the General Manager of the Council.

(2) A resolution referred to in subsection (1)(b) must include the following information:

(a) Whether the General Manager intends to administer elections personally or to engage an electoral services provider;

(b) If the General Manager intends to administer elections personally, whether the General Manager has identified any persons to be appointed as the returning officer and substitute returning officer for the next ordinary election of Councillors, if so, the names of those persons;

(c) If the General Manager intends to engage an electoral service provider, whether the General Manager has identified an electoral services provider to be engaged for the next ordinary election of councillors and, if so, the names of that provider;

## REPORTS FROM THE GENERAL MANAGER

(d) Any other information required by the regulations.

(3) As soon as practicable after the making of a resolution referred to in subsection (1)(b), the General Manager of the Council must publish a copy of the resolution on Council's website; and

(4) If a Council fails to comply with subsection (1), the General Manager of the Council must publish a notice of that failure on Council's website.

Further to the above, the OLG has issued Circular 15-01 which outlines the Local Government Amendment (Elections) Bill 2014. The amendments give effect to recommendations made by the NSW Parliament's Joint Standing Committee (the "Committee") on Electoral Matters in its Inquiry into the 2012 Local Government Elections. They are designed to improve administration of Council elections, give Councils more choice in the administration of their elections, reduce costs and improve voter participation.

The circular states that the amendments will reduce costs and improve the administration of Council elections by:

- Requiring Councils that administer their own elections to demonstrate to their communities that they have the capacity to do so successfully.
- Ensuring that Councils that choose to administer their own elections have access to soft copy information contained in the electoral roll necessary for the effective administration of their elections and ensuring that this information is used solely for the purposes of administering the election.
- Allowing Councils to avoid the significant expense of holding a by-election to fill vacancies that arise in the first 18 months of their terms by giving them the option of filling vacancies by use of a count back system based on votes cast at the last ordinary election instead. The decision to exercise this option must be made at the first meeting of the Council following the election.
- Requiring the Electoral Commissioner to report to the Minister on the Council elections he has administered.
- Add to the candidate data currently collected by the Office of Local Government, information about candidate membership of registered political parties.
- Requiring the Electoral Commissioner and General Managers of Councils that administer their own elections to report voter turnout numbers.

Where Councils fail to resolve to engage the Electoral Commissioner before 9 March 2015, the General Manager will be responsible for administering the Council's elections. The General Manager must publish notice on Council's website of failure to comply with this deadline if that were to occur.

### **REPORT:**

Council is required to resolve how it intends to undertake the 2016 elections and who will administer such by the 9<sup>th</sup> of March 2015. The three available options include:

1. Election conducted by the NSW Electoral Commission (NSWEC).
2. Election conducted by another service provider – the only alternative provider available at this point in time is the Australian Electoral Company (AEC).

## REPORTS FROM THE GENERAL MANAGER

3. Election conducted by the General Manager using an appointed returning officer and substitute returning officer.

Whilst conducting an election in-house may possibly have some minor cost-savings in comparison to utilising an Electoral Commission, there are a number of other short-falls and risks associated with pursuing this option, including:

- Identification and availability of suitably qualified and experienced individuals to do such;
- Capacity of the Council to support such;
- Reliance on those key roles and exposure resulting from such;
- Perceptions of independence;
- Potential reputational and financial costs to Council should things go wrong.

Accordingly the assessment has been made that Council will not be in the position to undertake the 2016 elections internally, nor would any reduction in cost estimate be sufficient to off-set the risks and potential down-sides identified. It is therefore recommended that Councils contract the NSW Electoral Commission to administer Council's election.

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication**

Required notification will be displayed on Council's website.

2. **Policy and Regulation**

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2005;
- NSW Local Government Elections (Amendment) Act 2014;
- Office of Local Government – Circular 13-41;
- Office of Local Government – The Election Process; and
- Office of Local Government – Guidelines for Councils.

3. **Financial (LTFP)**

The cost of the election is to be included in the 2016/17 year budget of the long term financial plan.

4. **Asset Management (AMS)**

N/A

5. **Workforce (WMS)**

N/A

6. **Legal and Risk Management**

Council is required to resolve how it intends to undertake the 2016 elections and who will administer such by the 9<sup>th</sup> of March 2015.

7. **Performance Measures**

N/A

8. **Project Management**

N/A

## REPORTS FROM THE GENERAL MANAGER

**Damien Connor**  
**General Manager**

Prepared by staff member: Damien Connor  
Approved/Reviewed by Manager: Damien Connor  
Department: General Manager's Office  
Attachments: Nil



REPORTS FROM THE  
CORPORATE & COMMUNITY  
COMMITTEE

23 February 2015

17. Reports from the Corporate & Community Committee

REPORTS FROM THE CORPORATE &  
COMMUNITY COMMITTEE

## REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

23 February 2015

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# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

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## COMMITTEE REPORT

<b>Department:</b>	General Manager's Office
<b>Submitted by:</b>	General Manager
<b>Reference:</b>	1.16.02.01
<b>Subject:</b>	Draft Community Engagement Strategy

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Objective:** Council is operated efficiently and effectively  
**Strategy:** Manage Council's operations in accordance with regulatory and statutory requirements  
**Action:** Develop a community engagement operational guide and associated documents

---

### SUMMARY:

The purpose of this report is to present a draft Community Engagement Strategy to Council for adoption and subsequent placing on public exhibition.

### OFFICER'S RECOMMENDATION:

That Council adopts the attached Community Engagement Strategy and places the document on public exhibition for a period of 14 days.

### COMMITTEE'S RECOMMENDATION

That Council adopts the attached Community Engagement Strategy and places the document on public exhibition for a period of 14 days.

### BACKGROUND:

A review and gap analysis of Council's Community Engagement practices was undertaken late last year with the intention of ensuring that Council's documents and procedures reflect the elements of better practice for Community Engagement. The International Association for Public Participation (IAP2) documentation was utilised considerably in this review.

At the Ordinary Council Meeting of September 2014 a revised version of Council's Community Engagement Policy was adopted.

### REPORT:

This Community Engagement Strategy alongside the Community Engagement Policy and the under development Community Engagement Operational Guide/Toolkit will provide the framework to enable the Uralla Shire Community to be aware of and actively involved in Council strategy, decision making and activities.



# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

This Community Engagement Framework provides a consistent and transparent approach to public consultation. The associated community engagement operational guide/toolkit will provide practical guidance and checklists for staff on engagement processes and identify consistent methods that can be used to inform, consult or involve the community in a manner appropriate for the situation.

## COUNCIL IMPLICATIONS:

### 1. Community Engagement/ Communication

The Community Engagement Strategy is to be placed on public exhibition for a period of 14 days.

### 2. Policy and Regulation

- Local Government Act 1993;
- Local Government Regulations (General) 2005;
- Social Justice Principles;
- Public Participation Principles;
- Integrated Planning & Reporting Guidelines for local government in NSW; and
- International Association for Public Participation (IAP2) guidelines.

### 3. Financial (LTFFP)

Nil at this stage; however, there will be costs associated with conducting community engagement programs identified for specific issues. The costs of these individual plans will be identified in separate reports on those issues as and when they arise.

### 4. Asset Management (AMS)

No changes recommended

### 5. Workforce (WMS)

No changes recommended

### 6. Legal and Risk Management

Strategy addresses Community Engagement

### 7. Performance Measures

N/A

### 8. Project Management

N/A

**Damien Connor**  
**General Manager**

Prepared by staff member:

Damien Connor

Approved/Reviewed by Manager:

Damien Connor

Department:

General Manager's Office

Attachments:

A. Draft Revised Community Engagement Strategy V2.0



# **Community Engagement Strategy**

**Version 2.0**

**Status Revised Draft**

**Issue Date February 2015**

# What is The Community Engagement Strategy?

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

The strategy:

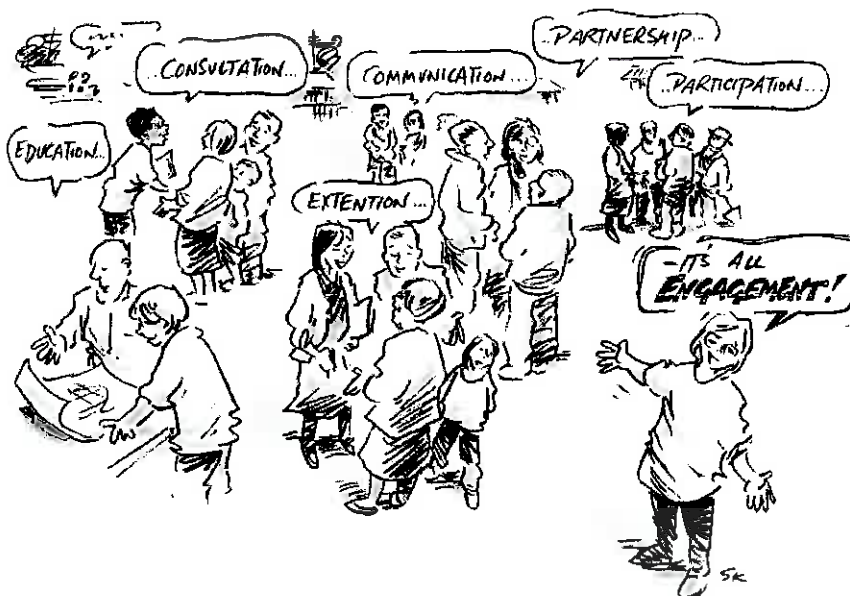
- 1) Defines community engagement and identifies the methods of engagement Council uses for the key stages of engagement – inform, consult, involve, collaborate and empower;
- 2) Identifies the broad categories of Council projects which require engagement; and
- 3) Provides an Engagement Matrix to align the methods of engagement with the category of Council projects.

Uralla Shire has a population of over 6,000 people spread across an area of 3,230 square kilometres that encompasses the main township of Uralla and the villages of Bundarra, Kentucky, Kingstown and Invergowrie, as well as smaller rural communities.

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

The strategy will result in representation from a broad cross section of the Uralla Local Government Area including its citizens, ratepayers, businesses, employees, visitors, community groups, and interest groups - a hallmark of a healthy community.

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



## Scope

This Community Engagement Strategy relates to most activities undertaken by Council, except for notifications of development applications and other related statutory notifications. If legislative requirements or other council policies exist which address specific information/consultation processes, they take precedence, but the implementation of that legislation and those policies should be cognizant of the Community Engagement Strategy.

There are many external factors that sometimes limit the level of engagement possible. For example, state or federal legislation may prescribe specific activities, or project characteristics may determine what can or should be done. Community members also have opportunities to participate beyond the Community Engagement Strategy by addressing Council at the monthly meetings.

## Benefits

Effective engagement makes communities feel more connected with their councils, strengthening trust, goodwill and respect.

There are a number of benefits from the Community Engagement Strategy which:

- commits Council to be open and accountable
- helps Council plan services better to meet community needs and aspirations
- helps Council prioritize services and make better use of resources
- allows a broader range of views to be expressed, more information to be assembled, and more possible solutions to be considered before making decisions
- enables Council and the community to work together to achieve balanced decisions
- offers opportunities for residents to contribute to and influence outcomes which directly affect their lives
- encourages greater community ownership and acceptance of Council decisions

## Objectives

- 1) Involve the local community in the development, implementation and review of Council's strategic planning and decision-making processes, within its legislative abilities
- 2) Provide a framework for a coordinated well planned approach to engagement that is genuine and inclusive and meets the needs of each stakeholder group (not one size fits all)
- 3) Monitor and evaluate Council's engagement activities and incorporate feedback to improve and enhance Council's community engagement activities and capabilities into the future
- 4) Build a positive reputation for Uralla Shire Council by demonstrating that Council is listening, informing and being informed by a broad cross section of the community
- 5) Ensure Council and Councillors receive quality information representative of the views of a broad cross section of the community, sourced from a range of methods to assist in effective decision making



## LEGISLATION/PRINCIPLES

### *Local Government Act*

Amendments to the *Local Government Act 1993*, introduced in 2009, require all Councils in NSW to develop a long-term Community Strategic Plan, to enable better outcomes focused on the needs and aspirations of the community. To ensure that the plan reflects community needs, the Act states that councils must prepare and implement an Engagement Strategy. The strategy needs to specifically address the issues around determining 'Levels of Service' that the community expects from Council. This information can then be used to plan and guide the quality and effectiveness of policy development, service level planning, infrastructure works, major projects, advocacy and partnership development.

### *Public participation principles*



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

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



## Social justice principles

The *Local Government Act* also stipulates that the Community Strategic Plan should reflect the principles of Social Justice and that these social considerations are adequately addressed in the planning and development process. The principles for social justice are:

**Equity** There should be fairness in decision making, prioritizing and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.

**Access** All people should have fair access to services, resources and opportunities to improve their quality of life

**Participation** Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives

**Rights** Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life

## Engaging with Hard to Reach Groups

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

- People from Culturally and Linguistically Diverse (CALD) backgrounds
- Indigenous people
- Older people
- Youth
- People with a disability
- People with low levels of literacy
- People from disadvantaged socio-economic backgrounds

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

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

# ENGAGEMENT BASICS

## What is Engagement?

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

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

Best practice community engagement as prescribed by the International Association for the Public Participation (IAP2) defines community engagement as:

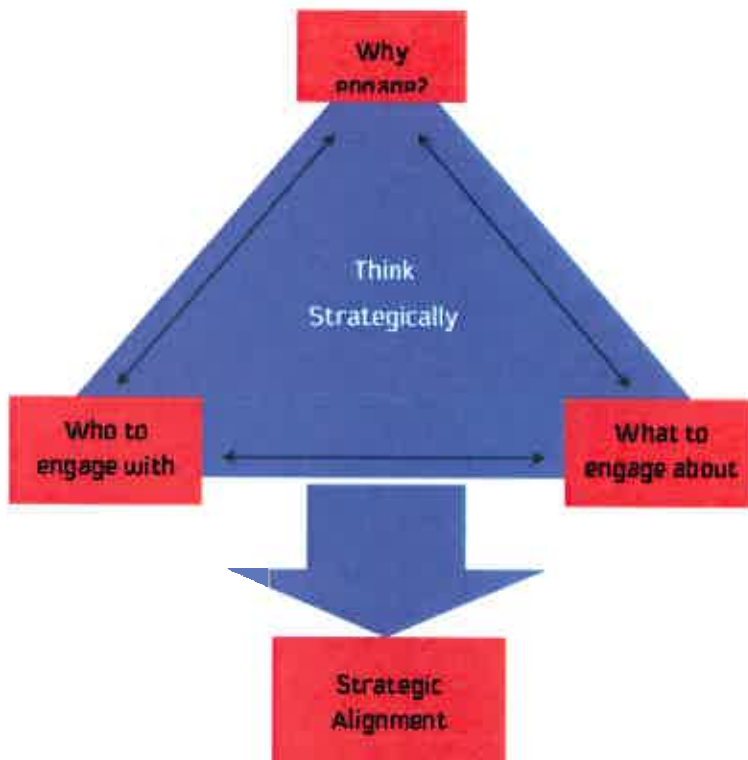
*"Any process that involves the public in problem solving or decision making and uses public input to make decisions".*

In general terms it is an inclusive process to ensure the community has the opportunity to participate in decisions that may impact them.

The process of community engagement can extend from a phone call or letter, to a program of major community meetings. The initiative for community engagement may come from within Uralla Shire Council or from outside.

## Thinking Strategically

It is always paramount to understand the purpose for and desired outcomes from any engagement activity. By being clear about the objectives of an activity we will ensure that the engagement is genuine, that Council has the capacity to respond accordingly to the feedback and that the tools and means used are the most suitable. This is summarized in the figure below.



# OUR COMMUNITY

## Stakeholders

Uralla Shire Council stakeholders include:

*Uralla Shire residents:* Those who reside in the Uralla Shire Local Government Area.

*Uralla Shire ratepayers:* Those who own rateable land located in the Uralla Shire Local Government Area.

*Community organizations and groups:* This includes not-for-profit, civic, cultural and religious organizations, groups and networks, and village progress associations e.g. Bundarra Progress Association.

*Councilors and Council staff:* The elected body of Council and Council employees.

*Schools, education and training institutions:* This includes vocational and training providers, language classes, schools and tutoring college and lifelong learning groups.

*Businesses/Industry:* Owners, operators and employees of small, medium and large businesses, business groups, utility companies, economic development and tourism industry groups.

*Government agencies and statutory authorities:* State and Federal government agencies and statutory authorities, including emergency services.

*Other North West councils and regional bodies:* Armidale Dumaresq Council, Glen Innes Severn Council, Gunnedah Shire, Guyra Shire, Gwydir Shire, Inverell Shire, Liverpool Plains Shire, Moree Plains Shire, Narrabri Shire, Tamworth Regional Council, Tenterfield Shire, Walcha Council, and Regional Development Australia Northern Inland NSW.

*Interest groups:* Representative groups with an interest in particular issues, such as sporting or cultural organizations and peak bodies, youth organizations, disability advocacy and indigenous organizations.

*Strategic Community Consultative Panels:* Council facilitates and participates in a number of Strategic Community Consultative Panels, which provide ongoing advice and recommendations to Council, including:

- Access & Disability Consultative Panel
- Sport & Recreation Consultative Panel
- Economic Growth & Job Creation Consultative Panel
- Arts, Culture & Creativity Consultative Panel
- Children, Youth & Families Consultative Panel
- Parks, Gardens & Open Space Consultative Panel
- Environmental Management Consultative Panel






# HOW WE WILL ENGAGE

## Levels of Participation

The Public Participation Spectrum developed by IPA2 identifies five different stages of consultation relative to the level of impact the community should have on decision making. The stages are:

1. Inform
2. Consult
3. Involve
4. Collaborate
5. Empower

The spectrum is outlined in the table below:

Inform	Consult	Involve	Collaborate	Empower
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To give the public a real voice in the final decision making*
<p>INCREASING LEVEL OF PUBLIC PARTICIPATION</p> 				

\*Council functions under the *Local Government Act NSW 1993*; therefore except in very limited circumstances only the elected body of Council is 'empowered' to make decisions and implement actions. Hence, engagement activities conducted at the Empower level will be unusual.

For Uralla Shire Council purposes the key stages can be described as:

- Inform
- Consult
- Involve/Collaborate

## Inform –

*Promise to the Community* – We will keep you informed.

*Community's Role* – Listen.

*Council's Role* - Give stakeholders balanced, accurate and relevant information on decisions, policies, plans and strategies.

The inform stage is for day-to-day use, often when Council has already made a decision, to communicate the outcome or status of projects, or when there is only one way that Council believes it can progress a project.

**Customer Contact Centre:** Council's administration office in Uralla provides a 'one-stop-shop' for Council services using customer service, visual displays, and printed materials for Council related business.

**Uralla Shire Council website:** One of Council's primary communication tools, the website should be a comprehensive source of information for all Council services and programs.

**Advertising & Features:** Council will consider the use of advertising/features with any local media servicing the area e.g. the Northern Daily Leader, Armidale Express, Inverell Times, Uralla Wordsworth.

**Media Releases:** Regular media releases ensure Council provides reliable, timely and accurate information to all media servicing the Uralla Local Government Area, including print and broadcast.

**Publications/information material:** Uralla Shire Council publications about Council specific programs, services and initiatives are a valuable source of information.

**Council facilitated community events:** Council-hosted events which provide opportunities for councillors and staff to provide information to the community. Council also strongly supports and participates in other community events.

**Letterbox Drop:** Non-addressed letter/flyer that advises citizens of an outcome/ works to be undertaken and informs how feedback can be provided.

**Targeted Direct Mail:** Addressed letters sent directly to the customer. This is usually specific to a project, geographic location or members of a particular group or demographic.

**Presentation/Public Speaking:** Councillors and staff speak at relevant meetings or events such as community events.

**Community Notice Boards:** At Council facilities, libraries, and areas relevant to audience.

**Site Specific Signage:** Erected temporarily or permanently to inform the public of the project and relevant project details.

**Uralla Council Update:** The newsletter is distributed monthly to households throughout the Shire to provide general Council information to residents.

## Consult –

**Promise to the Community – We will listen to you, consider your ideas and concerns and keep you informed.**

**Community's Role – Contribute**

**Council's Role-** Generate active two-way communication between Council and the community. At this level, Council seeks feedback to identify important community issues and perspectives that can influence and assist decision making. Informing is a prerequisite for consultation.

**Community Forums:** These provide an opportunity for members of the community to attend a structured two-way information session hosted by Council, usually about specific projects and topics.

**Public exhibitions and submissions:** Required by legislation for certain types of issues, items on exhibition and development applications are open to submissions from the public. The information is made available for the public to comment on within a certain time frame, while informing citizens how they can make their submissions/comments to Council.

**Community displays/stalls:** Councillors and Council officers are available at a nominated venue and for a specific period of time, encouraging citizens to attend and discuss the topic/s.

**Surveys:** Target audience surveys should be integrated with broader consultation for larger projects, using independent market research companies or survey specialists where possible.

**Site Meeting/Tour:** Interaction at specific locations, usually facilitated by Council for invited participants.

**Personal briefings:** Inform relevant community groups/ ratepayer associations/businesses/individuals that they may request a personal briefing with councillors or Council staff to discuss a particular issue.

## *Involve/Collaborate -*

*Promise to the community-* We will work with you on an ongoing basis to ensure your ideas, concerns and aspirations are considered. We will provide feedback on Council's decisions.

*Community's Role - Participate*

*Council's Role -* Create a collaborative relationship/partnership between Council and the community, facilitating involvement in shaping decisions that affect community life. Informing and consulting are components of involving/collaborating.

*Meetings by invitation:* Community leaders, stakeholders and representatives meet with councillors and Council staff for discussion, debate and exchange of views on a specific issue.

*Meetings with Council's Strategic Community Consultative Panels /advisory groups:* Formal consultation between councillors and Council staff with members of the Community Consultative Panels or other advisory groups with expertise in particular areas. Engagement will be governed by the groups' terms of reference.

*Large Group/Stakeholder Collaboration:* As forums to address a strategic issue or plan, these collaborations bring together councillors, Council staff, stakeholder groups and individuals with relevant expertise and knowledge to formulate a response.

## *Empower -*

*Promise to the community-* We will give the community greater opportunity to participate in a transparent flow of information and feedback to Councillors, who have been empowered as the community representatives to make decisions in accordance with the *Local Government Act 1993*.

*Community's Role -Decide*

*Council's Role -* As noted above, engagement activities conducted at the Empower level will be unusual. However, engagement with Councillors is encouraged and facilitated.



## Council Projects for Engagement


Consultation methods vary according to the type of project/issue. The strategy sets guidelines for engagement on project/issues which are classified into four categories:

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

This strategy relates to many activities undertaken by Council. However, legislative requirements and other council policies regulate the procedures and outcomes of some Council activities, limiting the opportunities for public input and the scope for community engagement.



# Engagement Matrix



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

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

## *Evaluation & Feedback*

Following the implementation of an involve/consult engagement project, Council will evaluate the effectiveness of the program in reaching the desired audience and achieving the required outcomes. Council will then provide feedback to the people who participated in the program, in order to increase their understanding of how the input gathered during the program was considered/utilized in the decision making process, and what direction was ultimately taken.

By providing open and timely feedback to participants, Council will enhance the transparency of its decision making and further strengthen its relationship with the broad community. Feedback will also improve future engagement programs through a greater understanding of the engagement process.

## *Acknowledgements*

The following acknowledgements are made, recognizing institutions and documents that informed and influenced the development of this Community Engagement Strategy:

- NSW Division of Local Government 'Integrated Planning and Reporting Manual for Local Government'
- International Association for Public Participation 'Foundations of public participation'.
- The Bellingen, Clarence Valley, Glen Innes Severn, Gunnedah, Port Stephens, Tamworth Regional, Tweed and Waverly Councils' 'Community Engagement Strategy'.



# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE



## REPORT TO COMMITTEE

<b>Department:</b>	Community and Culture
<b>Submitted by:</b>	Olivia Wood
<b>Reference:</b>	1.16.02.02
<b>Subject:</b>	Acquired Brain Injury Facility Concept

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	The quality of life of the Shire's aged and disabled population is enhanced
<b>Strategy:</b>	NA
<b>Action:</b>	NA

### SUMMARY:

The purpose of this report is to consider an approach to Council by Mr and Mrs Fuller requesting a donation of land (1.4Ha approx.), to potentially build an Acquired Brain Injury (ABI) unit in the future. An ABI unit is a slow to recover unit and would be unique to NSW.

### OFFICER'S RECOMMENDATION:

That:

1. Support be provided in the form of a letter stating Uralla Shire Council is supportive of the concept of an Acquired Brain Injury unit being built in Uralla Shire Council.
2. No land provision for the facility be committed to at this stage; however Council commits to reviewing land availability should funding to deliver the concept become available.

### COMMITTEE'S RECOMMENDATION

That:

1. Support be provided in the form of a letter stating Uralla Shire Council is supportive of the concept of an Acquired Brain Injury unit being built in Uralla Shire Council.
2. No land provision for the facility be committed to at this stage; however Council commits to reviewing land availability should funding to deliver the concept become available.

### BACKGROUND:

The Fullers have met with Council staff on a number of occasions since 2010 to discuss their proposed concept to build an ABI facility in NSW. They have selected Uralla as a site due to land availability, access to hospital services (in Armidale) and potential links to UNE.

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

## REPORT:

Mr and Mrs Fuller have met with Council staff to discuss their vision for the establishment of an ABI in NSW, and have selected Uralla as what they deem as a suitable site.

They have met with Council over the past few years and have now written to Council requesting that land totalling a minimum size of 1.4 ha be committed to by council as part of this project. The request states that without the provision of available land acquiring funds from other sources is difficult.

A draft copy of concept plans is attached, which includes a draft sketch based on a 20 bed facility built in Victoria that provides 'slow to recover' care.

Whilst discussions with Council have been underway since 2010, no further developments such as grant funding have been obtained since discussions began.

The attached letter from Mr Fuller has identified the following potential sites:

- Gostwick Rd. and Gostwick St part of DP 755846
  - This is Crown land and not owned by Council
  - Zoned private recreation – a lengthy process would be required for this to be rezoned for use as an ABI facility.
- 35 King St –
  - This site is owned by Council; however it will be inadequate for the facility as land size is only approx. 1000m<sup>2</sup> not the request 1.4ha
  - This site is a future expansion area for McMaugh Gardens

## KEY ISSUES:

- The proposed site is Crown Land and zoned private recreation; thus Council is not in a position to allocate land on the proposed site suggested in the attached letter.
- No grant funding has yet been obtained for the project. Whilst it is noted that the grant would be easier to obtain if land was allocated, if Council were to allocate land to the project and no grant funding was forthcoming it may tie up land for future projects and make this land unusable.

## CONCLUSION:

- Council provide support of the concept of an ABI slow recovery unit in Uralla through the provision of a letter of support that commits to reviewing land availability should funding become available.
- That no land be committed to until further evidence of commitment to funding the project is made, as this may tie up useable land for other future developments.

## COUNCIL IMPLICATIONS:

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

No Community engagement undertaken to date

### 2. Policy and Regulation

Building and ABI care standards would have to be met assuming the building progressed  
Land requested is zoned private recreation, so would have to be rezoned to be used as an ABI facility.



## REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

### 3. Financial (LTFP)

Mr Fuller estimates the cost of the building to be \$5,000,000.  
Council has no budget allocation for this project.

### 4. Asset Management (AMS)

Land request for the ABI facility

### 5. Workforce (WMS)

NA

### 6. Legal and Risk Management

NA

### 7. Performance Measures

NA

### 8. Project Management

NA

**Olivia Wood**

**Executive Manager Community and Culture**

Prepared by staff member: Olivia Wood

TRIM Reference:

Approved/Reviewed by Manager: Damien Connor

Department: Community and Culture

Attachments: B. Letter from Mr Fuller – 5.12.14  
C. Concept plans

REPORTS FROM THE CORPORATE &  
COMMUNITY COMMITTEE

G. GORDON FULLER ARCHITECT

M. Arch. FRAIA  
Access-Ability Consultant  
PO Box 234 Thornleigh  
NSW 2120

5th December 2014

The Manager, Community Care  
Uralla Shire Council,  
PO Box 106 Uralla NSW 2358

Attention Olivier Wood.  
Email [owood@uralla.nsw.gov.au](mailto:owood@uralla.nsw.gov.au)

Subject: ABI Rehab. Facility in the New England.

Thank you for the short time we had at our meeting on the 2<sup>nd</sup> December at McMaugh Gardens with Peta Cooper. Margaret and I appreciated the fact that you had access to all previous correspondence between Council and ourselves since 2010.

The following is a precis of our discussions:

A. INDIVIDUAL CARE AND REHABILITATION FOR PERSONS WITH  
TRAUMATIC BRAIN INJURY.

We explained the details surrounding the loss to Australia of the only highly successful 'slow to recover' facility originally established in Altona meadows, Victoria, based on the British B.I.R.T. program. (Brain Injury Research Trust).

Margaret, Cameron (Son) and I have, with support from Bob Howe (Strategic Consulting Solutions Pty Ltd.) been actively supporting the concept of establishing of a similar project in NSW, preferably in a Rural area with University/Tafe access for training of specialised carers and support staff.

Until there is a possibility of support and a potential site it is difficult to seek grants and private finance for such a project. Our meeting with you was therefore to revue previous discussions with Uralla Council to see if suitable serviced land may still be available. A minimum fairly level area of approx. 1.4 hectares would be required to provide an initial facility, allow for growth, and provide adequate open space.

The property at the corner of Gostwick Rd. and Gostwick St, South of the Sportsground was previously considered by Council and would we feel be very suitable if levelled for such a development (part of DP 755846).

## REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

We understand that you will investigate Title to this property and confirm in writing its potential availability and whether current zoning would allow such a facility.

We understand that the land in question has an area of approx. 1.7 Hectares (subject to survey).

Margaret expressed the value of such a rehabilitation facility in the area as it would enhance the care and future for Brain Injury recovery from Car Accidents, horse rider injury, Quad bike and tractor accidents on farms as well as those suffering from Motor Neurone disease, Multiple Sclerosis and some spinal injuries. As an R.N. and Psychologist Margaret reinforced the premise that such a facility would not be suitable for persons with Intellectual Dis-Abilities.

### B. 35 KING STEET SITE

I refer to my letter dated the 8<sup>th</sup> may 2010 to the then General Manager. This site was discussed briefly in regard to a 'first stage' facility for Acquired brain Injury. Peta advised that the building is now un-occupied and is listed for demolition. Detailed planning based on the proposal in my letter is still feasible, especially with my experience in Access-Ability Consulting.

Looking forward to Council's written response in due course regarding the Christmas and New year break.

Sincerely,

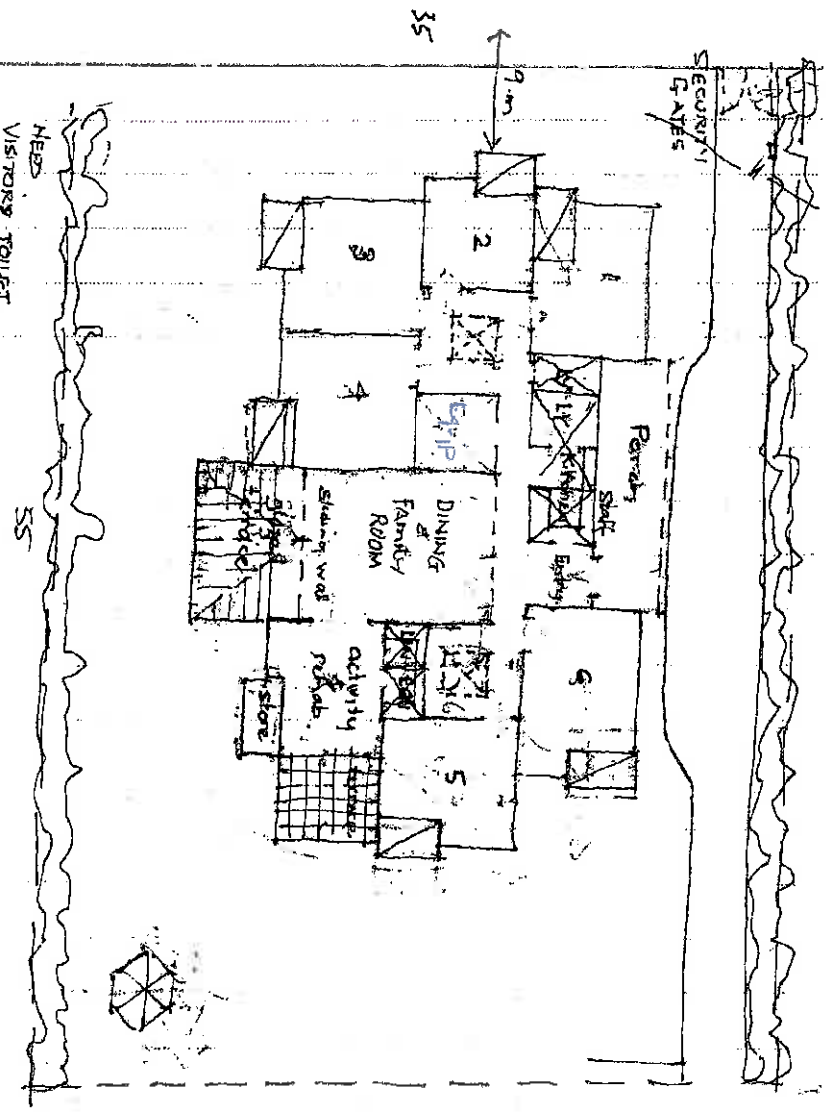
Margaret and Gordon Fuller.



Source - NSW Department of Lands SIX Viewer © [six.nsw.gov.au](http://six.nsw.gov.au)

- NSW Regional Centres (High resolution) - © Lands 2007
- East Coast Aerial Photos (Med-High resolution) - © Lands 2006

*Dimensions for table 1.1c*



NEEDS VISITORY TOILET.  
 NOT TO SCALE

DIAGNOSTIC ONLY

5-8-2014  
 10/15/2014  
 10/15/2014

**35 King St, Lot 2 DP 515431 Uralla**



Approx Scale 1:695 20m

Source - NSW Department of Lands SIX Viewer © [six.nsw.gov.au](http://six.nsw.gov.au)

© NSW Regional Centres (High resolution) - © Lands 2007





**Howard Street in Altona Meadows, Victoria:** Project Report  
AREA 10,000 M<sup>2</sup> = 1 HECTARE





RENEW ABI.  
ALTONA MEADOWS, VICTORIA  
2013



[Report a problem](#)

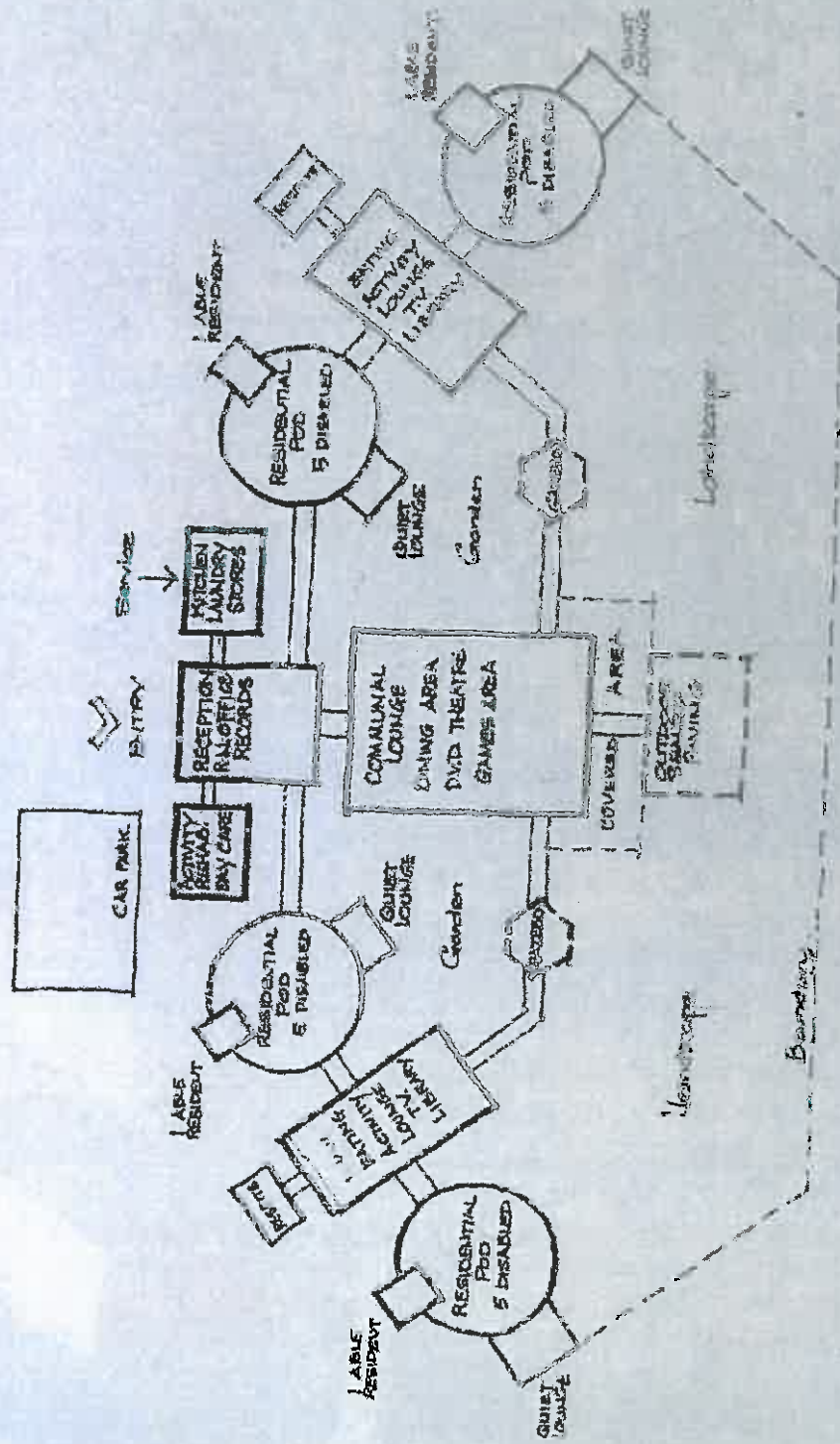
VIEW FROM HOWARD ST.



  
[Report a problem](#)

VIEW FROM TRAFALGAR ST.





CONCEPT FOR A 'WELL HOUSE'  
 ACCOMMODATING YOUNG PEOPLE WITH A.S.O.I.  
 M.I.D. - N.S. OR OTHER SIMILAR DISABILITY

Griffiths Fuller Report

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE



## REPORT TO COMMITTEE

<b>Department:</b>	Community and Culture
<b>Submitted by:</b>	Olivia Wood
<b>Reference:</b>	1.16.02.03
<b>Subject:</b>	Request for Donation - Seasons of New England

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	Commercial and Tourism opportunities are promoted and supported to attract visitors/residents to events and ensure economic strength and viability.
<b>Strategy:</b>	Assist the Community to develop groups, functions and events
<b>Action:</b>	Provide financial support to major events including Seasons of New England .

### SUMMARY:

The purpose of this report is to consider a request from the Seasons of New England that Uralla Shire Council be their major sponsor for their upcoming festival in March 2015. This includes in-kind support and a cash component of \$1,500.00.

### OFFICER'S RECOMMENDATION:

1. That Uralla Shire Council provide in-kind support for the Seasons of New England in the form of:
  - Supply and erection of the 3 Council owned marquees for the event;
  - Promotion in Council's Newsletter (content provided by Seasons of New England);
2. That all other services be provided at cost recovery;
3. That the request for financial support of \$1500.00 not be granted.

### COMMITTEE'S RECOMMENDATION:

1. That Uralla Shire Council provide in-kind support for the Seasons of New England in the form of:
  - Supply and erection of the 3 Council owned marquees for the event;
  - Promotion in Council's Newsletter (content provided by Seasons of New England);
2. That all other services be provided at cost recovery;
4. That the request for financial support of \$1500.00 not be granted.

### BACKGROUND:

Council made contribution to Seasons of New England's Festival already this financial year in the amount of \$2,500 plus other in-kind support. This event was held in November 2014.

Council is also the major sponsor of the Uralla Lanterns Festival, which is held on the same day as the Seasons of New England's event (28<sup>th</sup> March 2015).

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

## REPORT:

A second Seasons of New England event for 2014/15 is planned for 28<sup>th</sup> March 2015. Seasons of New England has written to invite Council to be involved as the Major Sponsor in Seasons of New England festival for March. They are seeking a contribution of \$1,500 in financial support from Council to run this event. Seasons has requested the following additional in-kind support of the event:

- Supply and erection of the 3 Council owned marquees for each event
- Waste management support with collection of the rubbish from the venue.
- Printing and cutting of a double sided DL flyer for insertion into the Council Newsletter in the month prior to the event
- Mention in the Council Newsletter in the two months leading up to the event

There is no allocation in the budget to support the request for \$1,500 for this event.

## KEY ISSUES:

The request for major sponsorship in the amount of \$1,500.00 should be considered carefully in the context of:

- Financial support (\$2,500 + in-kind) already provided for previous events and a budget allocation made and spent;
- No budget allocation for the requested amount is in the 2014/15 budget;
- The event is run as a for-profit event with proceeds going to the organisers;
- The event has been scheduled on the same night as the Lanterns Festival which Council is already financially supporting.

## COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
NA
2. **Policy and Regulation**  
NA
3. **Financial (LTFP)**  
Request for \$1500 not included in the 2014-15 budget
4. **Asset Management (AMS)**  
NA
5. **Workforce (WMS)**  
Staffing support for waste management collection, printing, compiling newsletter
6. **Legal and Risk Management**  
NA
7. **Performance Measures**  
NA
8. **Project Management**  
NA

**Olivia Wood**  
Executive Manager Community and Culture

## REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

Prepared by staff member: Olivia Wood  
TRIM Reference:  
Approved/Reviewed by Manager: Damien Connor  
Department: General Manager's Office  
Attachments: D. Getting Uralla Shire Involved with Seasons

## Background

Seasons of New England was established in May 2013 and our vision is to provide a platform for New England based producers and makers, small and large, across a range of handmade products, food and wine - to connect with their customers and potential retailers. We provide that connection in 3 key ways – through our twice yearly Market + Fair Days, through our Dining Experiences (at least twice a year to coincide with our Market + Fair Days), and through our website and social media presence. Our reach is much broader than food and wine, by including a range of high quality hand made products we have a significant point of difference and appeal. By keeping our stallholder fees reasonable and by inviting a diverse range of New England based producers, we also draw a range of stalls that are not seen collected in one place anywhere else in the New England.

Our first Market + Fair Day was held on Saturday 8th March 2014 at the Uralla Showground. We had 51 stalls providing a diverse range of food, wine, beer and artisan products from across the New England. We also had a number of community groups involved and provided a range of financially accessible – and slightly old fashioned – fun for children. Our second Market + Fair Day was held on Saturday 8<sup>th</sup> November 2014, again at the Uralla Showground. This time our stall numbers increased to 70 with newcomers including a premium distiller, handmade ginger beer, gourmet burgers, authentic Thai food and an ever increasing range of high quality art and artisan products.

In March 2014 our crowd numbers reached 3,200 and all our food stallholders sold out – no one could have predicted such a crowd! One stall sold over 1,100 gourmet brewery sausages and another sold almost 270 handmade organic doughnuts. A survey of stallholders shows that the average spend per visitor was around \$35, making the sum spent at the event close to \$100,000. As the hungry crowds spilled over in to the main street an estimated further \$22 spend per visitor was noted, with Trina's in particular, but also the Coachwood and Cedar Hotel, reporting significantly higher customer numbers.

The crowd numbers for November 2014 increased to over 4,000, but this time our stallholders came prepared and only a few sold out – a much better situation for our patrons! The survey of stallholders this time showed a significant increase in turn over with the average spend per visitor increasing to \$48, making the sum spent during the market alone approximately \$192,000. Increased visitor traffic was also reported along the main street, with visitor spend this time estimated conservatively at a similar number to last time, \$22 per person.

Of the people who came in November 2014, many had again travelled with some visiting from Brisbane, Sydney, Melbourne, Queensland, Newcastle, the Central Coast, Narrabri, Inverell, Tamworth, Dorrigo, Ebor and Nundle. Some international travellers stopped by as well and were all very impressed with their 'taste of the New England' in Uralla. A common theme was that Seasons created a great reason to visit the region, and to visit family in the region.

Our Dining Experience for November was an open ticketed event where people could select meals from any of 5 stallholders. Although we would have liked an increased attendance, we were pleased with a crowd of just over 200 diners from 4pm through to 10pm. Seasons of New England built a bar from recycled products sourced at the Uralla Tip Shop and we served New England wine, beer and spirits from 11am – 10pm.

Our website ([www.seasonsofnewengland.com.au](http://www.seasonsofnewengland.com.au)) and social media presence has been steadily building and while twitter is still part of our learning curve, significant success has been had on our facebook page and our website. Our web traffic has increased and we continue to receive positive feedback and new likers to our facebook page, even a month after the event.

The media responded with much more support in November and we received editorial in significant new forums with broad reach. The Land ran an article before and after the event, Prime 7 and NBN News both did stories in the lead up and on the day, Rex Airlines put an article in their onboard magazine, as did TrainLink, who also put a poster up in every train station in NSW. The Armidale Express (prime population distribution of 55,305, circulation of just under 2,300 twice a week) ran a number of stories, while also visiting on the day to take photos and post to social media after the event. The Armidale Express Extra, a free paper delivered across the New England (prime population of 30,647 and circulation of 12,228 weekly) also ran a story. ABC New England North West, ABC Rural and ABC Coffs Coast, ran regular segments about the event in the 4 weeks prior to the event, as well as running interviews on the day. We spent hours writing editorial, getting photos organised with producers and makers, as well as chasing TV crews and radio interviews. In the end it all paid off, but it was a huge aspect of our work. We also featured in Country Living Magazine with a number of pages devoted to Seasons and to Uralla.

### **Our Vision**

Our vision is to be the most sought after forum for New England based artisans and producers, to showcase their New England products. Remaining financially accessible to even the smaller artisans and producers is an important way of fostering cottage industries that , with our support, might one day become so much more. With home based and other small to medium business providing the backbone of our regional economy, our Markets + Fair Days, as well as our Dining Experiences, are a key way of providing a forum for all of our stallholders to receive some much needed income, market exposure and feedback about their products. These events also provide significant and ongoing economic support for tourism in our shire and our region.

Some more detailed data supporting the significant economic impact of this event for our shire :

	March 2014	November 2014
No. of Patrons	3,200	4,000
% from within 30km	56%	46%
% from between 30 – 100km	32%	36%
% over 100km away	12%	18%
Avg spend pp at Seasons	\$35	\$48
Avg spend pp in Uralla	\$22	\$22
Overnight Visitors	384	720
Overnight Visitor Spend	\$127,104	\$238,320
Daytrippers	1,024	1,440
Daytrippers Spend	\$35,840	\$69,120
Local Visitors	1,792	1,840
Local Visitors Spend	\$62,720	\$88,320
Spent in Uralla	\$35,200	\$44,000
<b>Total Economic Impact</b>	<b>\$260,864</b>	<b>\$439,760</b>



### **What we need from Uralla Shire Council**

I would like to invite Council to be involved as our Major Sponsor. This will involve a cash and in-kind level of sponsorship that would put Council very much in the public eye as a key supporter of this event and as an advocate for our shire, our businesses and our economy.

In considering this request, please also bear in mind the significant economic and other benefits to our community, as well as the enormous savings in having this event run privately.

I would ask that this sponsorship would be made up of the following components :

- o Financial support to pay for the marquee(s) we need to run the event and provide appropriate shelter from the elements in all weather. A contribution of **\$1,500** would fund 50% of this cost and is the only financial support we are seeking from Council to run this event.
- o Supply and erection of the 3 Council owned marquees for each event
- o Waste management support with collection of the rubbish from the venue, we will again work with Kath Little and Coral Kliendienst to ensure that the waste produced is as minimal as possible.
- o Printing and cutting of a double sided DL flyer for insertion in to the Council Newsletter in the month prior to the event (content provided by Seasons of New England, ready to print at your preferred printer or on a Council printer – no gloss printing required – paper supplied by Seasons)
- o Mention in the Council Newsletter in the two months leading up to the event (content provided by Seasons of New England)

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE



## REPORT TO COMMITTEE

<b>Department:</b>	People, Information and Performance
<b>Submitted by:</b>	Jane Michie
<b>Reference:</b>	1.16.02.04
<b>Subject:</b>	Half Yearly Report – Operational Plan Progress

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	Council is operated efficiently and effectively.
<b>Strategy:</b>	Comply with the requirements of the Local Government Act.
<b>Action:</b>	Provide appropriate leadership, direction and information to Council staff, management and executive.

### SUMMARY:

The purpose of this report and the Delivery Program Performance Report that accompanies it, is to present Council with a summary of the progress with actions from the 2014/2015 Operational Plan to reflect Council's progress in achieving the objectives of the 2012/2013 to 2015/2016 Delivery Program

### OFFICER'S RECOMMENDATION:

That Council receive and note progress to date with actions from Council's Operational Plan 2014/2015 in delivering on Council's 2012/2013 to 2015/2016 Delivery Program.

### OFFICER'S RECOMMENDATION:

That Council receive and note progress to date with actions from Council's Operational Plan 2014/2015 in delivering on Council's 2012/2013 to 2015/2016 Delivery Program.

### BACKGROUND:

Section 404 (5) of the *Local Government Act 1993* requires that "the general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program". Progress reports must be provided at least every six months.

### REPORT:

The Delivery Program is Council's commitment to the delivery of services and implementation of strategies over a four year period to achieve the community's goals in the Community Strategic Plan. It is the key accountability mechanism for Council as it addresses the full range of Council operations.

## REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

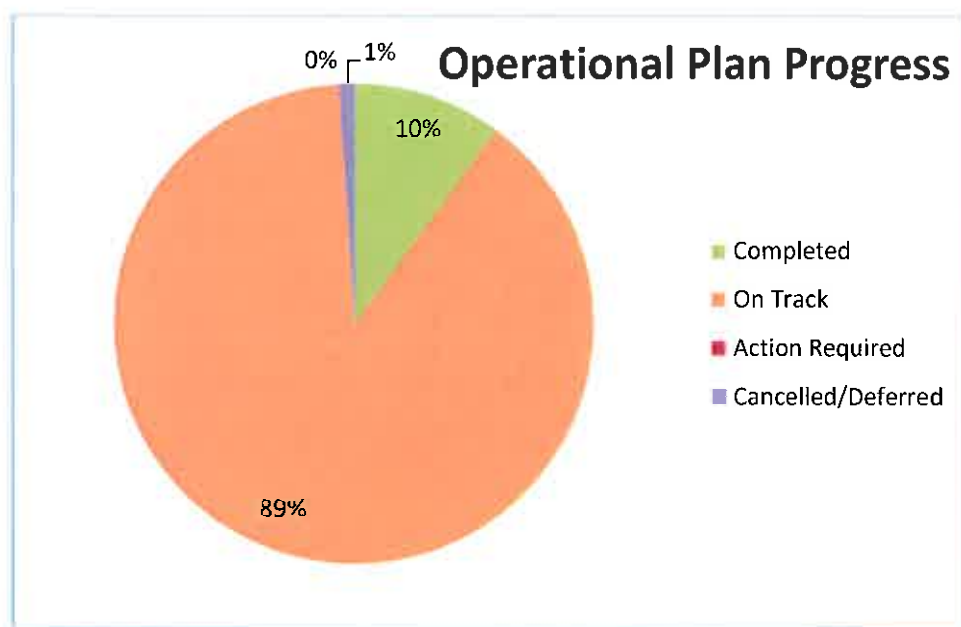
The Operational Plan is a sub-set of the Delivery Program and provides details of the individual actions that will be undertaken during a financial year to achieve the Delivery Program’s strategies.

Responsibility for Operational Plan actions have been allocated to Council Managers and officers who have provided the relevant information in the attached Performance Report and rated their progress in relation to meeting performance indicators. The following rating assessments have been applied:

- Completed –Action has been completed within budget, on-time and to the standard required.
- On Track – Action is progressing within budget and is expected to be completed on time and to the standard required.
- Requires Action – Action is not currently progressing within budget or within required timeframes or to required standard but remedial action is within the control of the responsible officer.
- Deferred/Cancelled – Action has been deferred or cancelled by Council resolution.

A summary of Council’s progress is as follows:

Completed	On Track	Requires Action	Deferred/Cancelled	Total
9	79		1	89



### SUMMARY

Overall, the majority of the actions in the Operational Plan are either completed or on track to meet target. Some of the projects that have been identified as On Track are scheduled for commencement in the second half of the financial year and are expected to be completed in line with performance measures.

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

## COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**  
A copy of the report will be made available on Council's website for public viewing.
- 2. Policy and Regulation**  
*Local Government Act 1993*  
*Local Government Regulation (General) 2005*
- 3. Financial (LTFFP)**  
N/A
- 4. Asset Management (AMS)**  
N/A
- 5. Workforce (WMS)**  
N/A
- 6. Legal and Risk Management**
- 7. Performance Measures**  
N/A
- 8. Project Management**  
N/A

**Jane Michie**  
**Director Administrative Services**

Prepared by staff member: Jane Michie  
TRIM Reference Number: U09/6556  
Approved/Reviewed by Manager: Jane Michie  
Department: People, Information and Performance  
Attachments: E. 2012/2013 – 2015/2016 Delivery Program Performance Report for the Period Ending 31 December 2014

## URALLA SHIRE COUNCIL

2012/2013 – 2015/2016 Delivery Program Performance Report for the Period Ending 31 December 2014

## PEOPLE – Governance

**Goal 1 – Uralla leadership is visionary, compassionate and inclusive, and promotes the needs of the Community.**

**Civic Leadership**

## Strategies:

- Provide regular community consultation and opportunities for people to have their say
- Encourage and support community groups
- Advocate the needs of the shire to State and Federal Governments

## Actions:

- Council and Standing Committee Meetings are conducted regularly and open to the public
- Councils Code of Meeting Practice and policies are current and relevant
- Standard report templates are implemented for Council's business papers
- Business papers are distributed to Councillors and uploaded onto Councils website
- Annual pecuniary interest declarations are completed and updated as required
- Resolutions are enacted in a timely manner and without undue delay
- Monitor, review and report on the progress of the Operational Plan and Delivery Program

Performance Indicators	Measures	Status	Comment
Council and Committee meetings are conducted in-line with Councils Code of Meeting Practice requirements	Business Papers constructed, distributed and advertised on-time Minimum of 10 Council and Standing Committee meetings held annually	On track	Monthly meetings and standing committees held in each of the six months. Business papers constructed and advertising undertaken in-line with requirements. Code of Meeting Practice revised. New standing committee structure implemented. New report templates implemented.
Policies and Codes reviewed as they fall due	All policies and codes reviewed in the period due	On Track	Numerous policies reviewed and revised.
Resolution progress reported to Council	Resolution progress schedule reported to Council monthly	On Track	Schedule completed monthly and included in Business Paper.

## Communication

### Strategies:

- Provide access to all public documents and comply with the Integrated Planning and Reporting requirements
- Ensure regular community consultation and opportunities for the community to have their say

### Actions:

- Develop a Communications and Media Plan and associated protocols
- Issue relevant press releases following Council meetings and for other major issues
- Construct and distribute a monthly community newsletter
- Undertake a review of all internal communication channels for efficiency and effectiveness
- Develop a community engagement operational guide and associated documents
- Undertake a community satisfaction survey

Performance Indicators	Measures	Status	Comment
Major Council decisions and items of importance are communicated effectively to the public	Media releases issued for all identified issues	On Track	Media Releases issued for all significant items. Considerable exposure through regional media. Improved readability of monthly newsletter.
Improved ease of access and dissemination of internal communication	Intranet successfully implemented	On Track	Intranet scoping meetings undertaken.
Communication and community engagement is handled consistently and effectively	CE Guide and Communications Plan developed	On Track	Draft guide under development and communication plan to follow in early 2015.

## Goal 2 – Council is operated efficiently and effectively.

### Finance and Supply

#### Strategies:

- Comply with the statutory requirements of the Local Government Act, Local Government Award and other employment legislation, Australian Tax Office legislation and all relevant Accounting Codes and Standards.
- Provide Managers and Supervisors with timely and accurate financial reporting to enable efficient management of Council's business units.

#### Actions:

- Review Councils Revenue Statement particularly the rating structure to ensure equity, transparency and alignment.
- Complete and lodge audited financial statements in-line with statutory requirements.
- Complete budget review statements in-line with statutory requirements.
- Provide financial reports to Management to assist decision making and control as required.
- Collect rates and other charges and minimise Councils outstanding accounts balance.
- Process payroll on a fortnightly basis in-line with the Local Government Award.
- Ensure appropriate and effective internal controls are in place for all financial management and purchasing functions.
- External audit of Council is organised and conducted and any management letters are addressed.

Performance Indicators	Measures	Status	Comment
Lodgement deadlines are met for annual financial statements and other statutory reporting.	Reports lodged on-time	Completed	Annual financial statements audited and lodged on time. All other statutory reporting completed and lodged on time.
Employees and suppliers are paid in-line with parameters	Payments made on-time	On Track	All payments made without exception.
Rates collection targets are met	Outstanding rates and charges <7%	On Track	Outstanding's trending at below 6%.

## Governance & Strategy

### Strategies:

- Comply with the statutory requirements of the Local Government Act
- Develop best practice methods and utilise for service delivery and undertake cooperative arrangements for the provision of services where economical

### Actions:

- Undertake reviews of all of Councils strategic resourcing documents
- Construct, advertise and adopt Councils Operational Plan
- Conduct regular meetings of the Executive and the Management Team
- Provide appropriate leadership, direction and information to Council staff, management and executive
- Construct and lodge Councils Annual Report
- Review Councils Organisational structure
- Construct a Risk Management Policy, Audit Committee Charter and establish an Internal Audit Committee and function

Performance Indicators	Measures	Status	Comment
Senior management meet regularly and participate in strategic direction of the organisation	Executive Meetings conducted twice a month Management Team meet monthly	On Track	All meetings conducted.
Review and reconstruct Council Integrated Plans	CSP, LTFP, AMS, WMS, DP & OP reconstructed	On Track	Scoping and action plan completed. Due for completion May 2015.
Protocols are adequate and relevant and are reviewed as they fall due	All protocols reviewed in the period due	On Track	Many new protocols being developed.
Risk and Audit Committee implemented	Risk & Audit Committee Charter developed and committee established	On Track	Charter developed and adopted by Council. Committee to be established in first quarter of 2015.

## Human Resources

### Strategies:

- Provide a safe and comfortable working environment

### Actions:

- Construct a standard staff appraisal kit to be utilised in having all staff undergo an annual staff performance and planning assessment
- Construct a Staff Manual and corporate induction process and utilise for all current and new employees.
- Construct a standard Position Description format and cut-over position descriptions onto the new format.
- Undertake an audit and gap analysis of skills and qualifications of Council staff
- Coordinate WHS practices and meetings throughout the organisation and report to management
- Identify and organise training options for all training and development requirements identified in annual assessments
- Review Councils Workforce Management Strategy and ensure integration with other Resourcing Plans
- Establish required Human Resources protocols and construct checklists to ensure consistency in the application of such

Performance Indicators	Measures	Status	Comment
Staff Performance appraisals completed	Appraisals completed for all staff	On Track	Position Description format has been adopted and implemented as pre-requisite to consistent staff appraisal process.
Workforce Management Strategy updated	Review and reconstruction of strategy completed	On Track	Commencement of drafting of WMS gap analysis.
Analysis of employees current skills and qualifications	Skills audit undertaken and report documented	On Track	Scheduled for completion in conjunction with staff appraisal process.

## Operations Resources

### Strategies:

- Develop best practice in service delivery and cooperative arrangements for the provision of services wherever economical.
- Ensure that plant, equipment and vehicles are maintained

### Actions:

- Develop a Plant and Fleet Asset Management Plan
- Develop a Depot Asset Management Plan
- Complete a Quarries Asset Management Plan
- Review the Plant and Fleet replacement protocol

Performance Indicators	Measures	Status	Comment
Asset Management Plans for Plant and Fleet, Depot and Quarries developed	Plans completed	Completed	Plant and Fleet Plans completed. Depot and quarries in early development stage.
Control over stock effectively managed	Write off < \$1,500/ annum	On Track	First stock take well within controls.
Plant and equipment maintained to established service levels	Number of unplanned maintenance events	On Track	Service levels met.

## Technology and Information

### Strategies:

- Develop best practice and utilise service delivery and cooperative arrangements for the provision of services wherever economical

### Actions:

- Negotiate the continuation of delivery of IT services through a Managed Service arrangement.
- Undertake full technology audit and review and construct a Technology Strategic Plan.
- Investigate and implement a wireless networks over Council's Administration building.
- Construct a Customer Service charter and standards.
- Begin roll-out of Customer Service training to all staff on a prioritised basis.
- Develop a complaint management protocol and provide complaint management reporting to the Executive.
- Ensure records are kept in accordance with the State Records Act and Council's archive protocol.
- Ensure all public information requests are addressed in-line with GIPA Act.

Performance Indicators	Measures	Status	Comment
Technology Strategic Plan	Plan completed	Action Required	Scheduled for commencement in 2015.
Customer Services Charter and standards	Charter and standards completed	Action Required	Scheduled for commencement in 2015.
Complaint Management	Protocol established and implemented Measure – All complaints handled within timeframes	On Track	
Information requests processed	– GIPA requests processed within statutory timeframes	On Track	One formal GIPA request received and processed within required timeframes.



## PEOPLE – Safety and Wellbeing

### Goal 1 - All Shire residents feel safe.

#### Emergency Services Management

##### Strategies:

- Liaise with the RFS and Fire and Rescue NSW to establish a mutually agreeable service level agreement for effective bushfire and urban fire protection
- Contribute to the local SES
- Ensure that the New England local emergency plan is current and accessible

##### Actions:

- Liaise with state emergency agencies
- Provide professional advice to New England Local Emergency Management Committee.
- Provide representative on District Fire Committee

Performance Indicators	Measures	Status	Comment
Service level agreements for all state agencies to which Council contributes	SLA's in place	On Track	Council is represented on District Fire Committee and District Emergency Management Committee.

### Goal 2 - A healthy community is encouraged and promoted

#### Public Health

##### Strategies:

- Ensure food operators meet regulatory food standards
- Inspect septic tank and absorption method sewerage systems and encourage the use of on-site treatment systems

##### Actions:

- Carry out food premises inspections to ensure food handlers comply with the Food Act.
- Orders are issued or served where necessary.
- Register and licence sewerage treatments systems

Performance Indicators	Measures	Status	Comment
Registration and inspection of all sewerage treatment systems	Number of registration and inspections of sewerage treatment devices	On Track	1607 treatment devices registered (138 identified as high risk) with 764 treatment devices being inspected.
Food premises inspections	All food premises inspected	On Track	All complaints investigated with all premises inspections to be completed May 2015.

## PEOPLE – Quality of Life

**Goal - The quality of life of the Shire's aged and disabled people is enhanced.**

### Community Care

#### Strategies:

- Deliver services through Council subsidiaries, Tablelands Community Support Options and Kamilaroi Ageing and Disability Service.

#### Actions:

- Development of a sustainable model to prepare for the changes to Consumer Directed Care for Aged Care, including direct employment of staff
- Development of a disability service model that meets ongoing requirements of the National Disability Scheme
- Construct a Business Plan for Community Care
- Obtain accreditation for the National Disability Scheme

Performance Indicators	Measures	Status	Comment
HACC Contract requirements	Specified requirements are met	On Track	All contractual requirements are met. Monitoring occurs monthly on outputs .
Annual satisfaction survey	client satisfaction results above 75%	Completed	85+% satisfied or highly satisfied
Number of direct services provided by TCSO/KADS	numbers increased	On Track	Direct services started in October for TCS – currently 55 hrs per week being delivered
National Disability Scheme Accreditation	Accreditation achieved	On Track	Gap Audit conducted with no real gaps identified. Audit in February 2015

### Community Transport

Strategies:

- Provide transport options for the elderly and disabled through Tablelands Community

Actions:

- Development of an expansion plan which incorporates the additional requirements identified in the 2014-15 growth funding agreement
- Recruit additional volunteers
- Construct a Business Plan for Community Transport
- 

Performance Indicators	Measures	Status	Comment
Councils Community Transport funding agreement	Funding requirements are met	On Track	All contractual requirements are met. Monitoring occurs monthly on outputs .
Annual satisfaction survey	Client satisfaction results above 75%	Completed	75+% satisfied or highly satisfied
Number of volunteers drivers	Numbers increased	Completed	2 new in 2014/15

### McMaugh Gardens Aged Care Centre

Strategies:

- Operate the McMaugh Gardens Aged Care Centre

Actions:

- Operate the facility in a financially viable manner.
- Develop an Asset Management Plan for the facility.
- Develop a Business Plan for the operation of the facility.
- Ensure maintenance of the facility to a standard that meets the requirements for accreditation

Performance Indicators	Measures	Status	Comment
Operating result	In surplus	Action required	Reviewing revenue and staffing structure
Business Plan	Plan completed	Action required	Planning day in January 2015
Standard of facility	Accreditation requirements met	Completed	Spot audit completed
Asset Management Plan	Plan completed	Action required	Commencing in 2015

## PEOPLE – Youth Development

**Goal Young people are supported in educational, sporting, recreational and employment endeavours.**

### Community Development and Recreation

Strategies:

- Assist the community to develop groups, events and functions
- Encourage and facilitate activities for young people

Actions:

- Develop and implement a Community Development Strategy
- Develop and implement a Youth and Children Plan
- Contribute to Youth Week activities in partnership with Uralla Neighbourhood Centre.
- Contribute to development of Open Space Strategy

Performance Indicators	Measures	Status	Comment
Community Development Strategy	Strategy completed	Action requires	Development underway with panels. Strategy to be finalised Q2 2015
Youth and Children Plan	Plan completed	On track	Community Panel commenced and youth week planning. Strategy to be completed Q2 2015

### Swimming Complex

Strategies:

- Provide high quality sporting facilities
- Encourage, facilitate and fund, where possible, activities for young people

Actions:

- Maintain the swimming pools and surrounds in accordance with established service levels.
- Test and maintain pool water quality in compliance with Department of Health guidelines
- Develop an Asset Management Plan for the facility
- Upgrade gap sealing of the pool to minimise water loss

Performance Indicators	Measures	Status	Comment
Swimming complex grounds satisfactorily maintained	Swimming Pool surrounds mowed weekly in season	On Track	Maintenance carried out.
Water quality maintained at or above Health Department guidelines	All tests comply with Health Department guidelines	On Track	Test results satisfactory.

## PEOPLE – Economic Opportunities and Tourism

**Goal 1 Commercial and tourism opportunities are promoted and supported to attract visitors and permanent residents to the Shire and ensure its economic strength and viability.**

### Tourism and Promotion

#### Strategies:

- Assist the Community to develop groups, events and functions

#### Actions:

- Develop a comprehensive project plan and report on the redevelopment of the Visitor Information Centre precinct.
- Manage the Visitor Information Centre to provide tourism services seven days a week.
- Review and update Council's tourism website.
- Provide financial support to major events including Thunderbolt's Festival, Seasons of New England and Lanterns Festival as the major partner of the events

Performance Indicators	Measures	Status	Comment
Project plan for redevelopment of Visitor Information Centre Precinct	Plan completed	On Track	Plans drafted, quotes being sourced.
Appropriate service offered to tourists and visitors	VIC open 7 days per week Volunteer numbers maintained/increased	On track	Open 7 days – increased numbers of volunteers.
Tourism website redevelopment	Website traffic and exposure	Action required	Review of website in 2015

## PEOPLE – Social Inclusion

**Goal Uralla is a socially inclusive environment where residents of all ages and abilities have opportunities to progress their skills, living standards and health.**

### Library

Strategies:

- Provide access to information and education through the operation of a library

Actions:

- Operate the library as a branch library of Central Northern Regional Library.
- Support the development of a community group to coordinate and grow the Uralla History Hub.
- Provide a variety of children's activities that promote literacy.

Performance Indicators	Measures	Status	Comment
Patronage of library facility and use of resources	Increase in numbers	On track	10.2% increase in 2013-14 of Library visits
Establishment of community driven group to coordinate Uralla History Hub	Community group established	Action Required	Add to Arts & Culture Community Panel as agenda item.

### Public Buildings and Amenities

Strategies:

- Ensure there are a sufficient number of clean amenities throughout the shire
- Provide community Halls for functions, events and meetings

Actions:

- Complete Asset Management Plan for all Public Buildings and Amenities
- Liaise with Community Groups and Volunteers to assist in the maintenance of public halls and community buildings
- Complete toilet upgrade at Bundarra School of Arts
- Coordinate the upgrade works at the Visitor Information Centre

Performance Indicators	Measures	Status	Comment
Public Buildings and Amenities satisfactorily maintained	Routine maintenance programs prepared and delivered in-line with established service levels	Action Required	Planning in progress.
Asset Management Plan for Public Buildings and Amenities developed	Plan completed	Action Required	Plan commenced.
Bundarra School of Arts – toilet upgrade	upgrade completed within budget	Completed	A cleaner, safer amenity has now been provided for community functions.

## PEOPLE – Arts and Culture

**Goal Cultural activities are recognised and supported.**

### Arts and Culture

**Strategies:**

- Assist in the continued work of the Uralla Arts Council
- Assist in the continued work of the Uralla Historical Society
- Further the development of the Glen as a sculpture park

**Actions:**

- Collaborate with key stakeholders to develop a Cultural Plan for the Uralla shire area.
- Continue to work with Uralla Arts Council and assist in the development of The Glen as a sculpture park.
- Continue to work with the Uralla Historical Society and provide Councils Thunderbolt Paintings for display at McCrossins Mill.

Performance Indicators	Measures	Status	Comment
Cultural Plan	Draft plan developed	Action Required	Commence in 2015
Promotion of major cultural events	Seasonal banners erected and removed as required	On Track	Banners erected
Improved cultural and arts hosting public spaces and facilities at Alma Park	Grant applications lodged	On Track	Will input into Open Space Strategy Discussion at first Arts and Culture Community Panel in January 2015

## PLACE - Liveability

**Goal 1 Uralla's natural beauty and distinct natural environment is protected for future generations.**

### Development Control

Strategies:

- Provide balanced and environmentally sensitive development

Actions:

- Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates, Bushfire Attack Level (BAL) Certificates, and Conveyancing Certificates.
- Promote and provide pre-lodgement advice on all aspects of development.
- Ensure that building certification and inspection is carried out as per the Building Code of Australia and the requirements of the Building Professionals Board.

Performance Indicators	Measures	Status	Comment
Ensure control plans and policies for local development and regulatory functions are regularly reviewed and updated.	Plans and policies reviewed and amended as required.	On Track	Continual process as per legislative change
Approvals and inspections completed within statutory time frames.	Completed within established performance monitoring timeframes	On Track	Department of Planning & Environment Performance Monitoring Report for all councils due to be released early 2015.
Compliance matters are enforced per the relevant Acts	Compliance is monitored and penalty notices issued	On Track	8 penalty notices issued.



## Drainage

### Strategies:

- Provide improvements through the delivery of actions outlined in the Integrated Water Cycle Plan

### Actions:

- Maintain and renew all stormwater drainage systems and kerb & gutter in accordance with established service levels.
- Continue stream vegetation management program in Uralla Creek
- Maintain and clean out gross pollutant traps
- Construct new drainage system on the southern approach to Uralla
- Construct new kerb & gutter in East Street, Ivon Court and McCrossin Street, Uralla using mix of Developer contributions and resident contributions.

Performance Indicators	Measures	Status	Comment
Stormwater drainage and kerb & gutter satisfactorily maintained	Infrastructure inspected annually	On Track	1 inspection completed.
	Renewal and repairs undertaken	On Track	1 section replaced.
Gross Pollutant traps maintained	Traps cleaned regularly	On Track	Traps cleaned on 3 occasions.

## Environmental Management

### Strategies:

- Protect and appropriately manage significant natural features, waterways and other landscapes across the Shire by supporting and partnering with the community and other agencies

### Actions:

- Train and coordinate environmental volunteers to assist with improving the condition of local environs.
- Complete externally funded projects at Mt Mutton, Racecourse Lagoon, Bundarra Nature Park, Dangar's Lagoon, Wooldridge Fossicking reserve and Significant Roadside Vegetation areas.
- Undertake a review of the Uralla/Rocky Creek Sub-Catchment Management Plan

Performance Indicators	Measures	Status	Comment
Priority environmental work undertaken	Externally funded projects completed to funding requirements	On Track	Externally funded portion of Dangar's Lagoon works (TSR/Wildlife Refuge Environmental Enhancement Project) are complete. Council continues to work in partnership with the Uralla Lions Club to maintain and improve amenity value at the Lagoon. Projects at other priority sites ongoing.
Environmental management works leveraged up	Number of volunteers trained	On Track	Review of the Uralla Sub catchment Action Plan has been completed.
	Amount of work completed by volunteers		7 working bees; 24 volunteers; 60 hours. Volunteers from the community continue to play a vital role in effective environmental management across the Shire. Working bees completed planting, weeding, litter pick-up, mowing activities.

## Land Use Planning

### Strategies:

- Consult with the public on proposed amendments to planning instruments.
- To have a community satisfied with land use control.

### Actions:

- Monitor and review Councils Local Environmental Plan and other strategic and supporting planning documents.
- Assess and maintain a sufficient supply of residential, lifestyle, agricultural, commercial and industrial zoned land.
- Review and monitor environmental protection measures for sensitive land.
- Continue to implement the recommendations of Councils Heritage Strategy.
- Administer a Heritage Advisory Service and Local Heritage Assistance Fund

Performance Indicators	Measures	Status	Comment
Community engagement on planning proposals is undertaken appropriately	All engagement undertaken in accordance with Councils Community Engagement Strategy	Completed	Consultation for two planning proposals undertaken.
Reporting on the Local Environment Plan and other strategic planning supporting documents is undertaken.	The Local Environmental Plan and all strategic planning supporting documents are reviewed and remain current.	On Track	Reporting undertaken as per legislative change with further review to be undertaken 2015
Heritage funding guidelines and reporting requirements are met.	Funding requirements are met and reports lodged by the due date.	On Track	Reporting requirements due May 2015

## Parks and Open Space

### Strategies:

- Ensure parks and gardens are preserved and maintained

### Actions:

- Maintain and renew all parks, gardens and public open spaces in accordance with established service levels.
- Develop and overarching Open Space Strategy for the Uralla Shire guided by consultation with the community and key stakeholders.
- Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens and other public open spaces.
- Seek external funding partnerships for the renewal and upgrade of parks and public spaces as identified in the Open Space Strategy.

Performance Indicators	Measures	Status	Comment
Open Space Strategy development	Plan completed	Action Required	Meeting planned for February 2015.
Parks and Gardens satisfactorily maintained	Maintenance program carried out	On track	Parks and gardens well maintained.

## Waste Management

### Strategies:

- Plan and coordinate resource recovery under the Waste and Recycling Management Plan

### Actions:

- Install new waste and recycling bins at identified sites
- Coordinate primary schools waste and recycling education program
- Review kerbside waste and recycling services, including electronic mapping and feasibility of service extensions within the Shire.
- Construct a Waste Management Asset Management Plan
- Construct a Waste Management Business Plan

Performance Indicators	Measures	Status	Comment
Waste diversion percentage	Increase from previous year	On track	Waste diversion remains a priority of operations.
Reduction in litter	NSW Litter Count Tool at selected site (longitudinal)	On track	Most recent litter counts indicate an average 61% decrease in litter in identified litter hot spots.
Number of school students participating in schools waste education program	Increase from previous year	On track	4 schools and 253 students participated in the schools EnviroMentors waste education program in 2014. 2015 EnviroMentors scheduled to occur prior to June 2015.
Waste Management Asset Management Plan and Business Plan	Plans completed	Action required	Council waste issues paper completed. Regional Waste Strategy is complete and awaiting NSW approval. Council plans to be developed and are to reflect the Regional Waste Strategy and NSW waste strategies.

## Goal 2 Community Engagement and tourism are encouraged through the provision of recreation, leisure, and tourism facilities.

### Sporting Grounds and Facilities

#### Strategies:

- Provide high quality sporting facilities

#### Actions:

- Maintain and renew all sporting fields and facilities in accordance with established service levels
- Engage with the community and key stakeholders in order to guide the development of an overarching Open Space Strategy
- Liaise with volunteers, sporting groups and other community groups to assist in the maintenance of sporting fields and facilities
- Seek external funding partnerships for the renewal and upgrade of sporting fields and facilities as identified in the Open Space Strategy

Performance Indicators	Measures	Status	Comment
Development of Open Space Strategy	Plan completed	Action Required	First meeting February 2015.
Sporting Fields and facilities satisfactorily maintained	Standards in Service agreements met	On Track	Maintenance carried out as programmed.

## PLACE - Heritage

**Goal** The overall aesthetic value and heritage of the Shire is protected.

### Cemeteries

Strategies:

- Provide attractive and sympathetically maintained cemeteries whilst preserving the history

Actions:

- Maintain all cemeteries in accordance with established service level
- Seek heritage funding to carry out restoration work at Uralla's old cemetery.
- Construct a new beam in Uralla Lawn Cemetery.

Performance Indicators	Measures	Status	Comment
Cemeteries satisfactorily maintained	Lawn mowed regularly	On Track	Maintenance carried out as programmed.
Uralla Lawn Cemetery beam constructed	Beam completed within budget and at a high standard	Completed	

**Goal 1 Uralla has safe and effective transport systems.**

**Bridges**

Strategies:

- Maintain and upgrade bridges to improve longevity and safety
- Lobby State and Federal Governments for funding to replace the low level Emu Crossing with an appropriate concrete bridge

Actions:

- Construct Emu Crossing Bridge and approaches
- Maintain culverts and bridges to established services and intervention points
- Undertake geo- technical work and construct a draft project plan for the Abbington Creek Bridge site
- Undertake capacity testing on all timber bridges.

Performance Indicators	Measures	Status	Comment
Emu Crossing Bridge and approaches completed	Work completed within project parameters. Quality, time and budget	On Track	Project completion June 2015. Road earthworks 30% completed to provide access for bridge works. Bridge foundations 60% completed.
Culverts and Bridges satisfactorily maintained	Culverts and Bridges inspected and repair work carried out to established service levels	Action Required	Inspections being undertaken.
Timber bridge capacity testing completed	Number of bridges tested	Action Required	Testing programmed.

**Footpaths and Cycleways**

Strategies:

- Provide interconnected footpaths and cycleways

Actions:

- Maintain existing paved surfaces at their established service levels
- Maintain unpaved footpaths at their established service levels
- Construct footpath extension work in Uralla and continue to concrete Bundarra main street.

Performance Indicators	Measures	Status	Comment
Maintain existing paved surfaces at their established service levels	Maintenance and inspection program completed	On Track	1 inspection completed.
Maintain unpaved footpaths at their established service levels	Maintenance and inspection program completed	On Track	1 mowing completed.
Construct footpath extension work in Uralla and continue to concrete Bundarra main street.	Construction works completed	Action Required	Work programmed 2015.

## Road Network

### Strategies:

- Provide, maintain, renew and replace Councils transport network including urban streets and sealed and unsealed roads

### Actions:

- Undertake maintenance grading program in-line with established service levels and intervention points
- Undertake bitumen maintenance program in-line with established service levels and intervention points
- Undertake gravel resheeting program in-line with established service levels
- Undertake bitumen resealing program in-line with established service levels
- Undertake Sealed roads shoulder mowing program in-line with established service levels
- Construct the approaches to the new Emu Crossing Bridge at Bundarra
- Reconstruct and bitumen seal a 2 kilometre section of Bingara Road
- Reconstruct and bitumen seal a 2 kilometre section of Barraba Road

Performance Indicators	Measures	Status	Comment
Unsealed roads satisfactorily maintained	Routine maintenance program carried out	On Track	All roads assessed at 3 and above have been graded. Resheeting program completed for first six months.
	5% of unsealed network resheeted	On Track	
Sealed roads satisfactorily maintained	Routine maintenance program carried out	On Track	Work carried out as required.
	7% of road network bitumen resealed	Action Required	Reseal program Feb/March 2015
	Sealed road shoulders mowed twice yearly	On Track	One mow completed.
Emu Crossing Bridge approaches constructed	project completed within parameters, time/budget.	On Track	Construction commenced on site. Road earthworks 30% completed to provide access for bridge works.
Bingara Road reconstruction and seal project	Project completed within parameters, time/budget.	Action Required	Design completed.
Barraba Road reconstruction and seal project	Project completed within parameters, time/budget	On Track	Work in progress. Plan to bitumen seal in February.

## Goal 2 Liquid waste is disposed of using best practice.

## Sewerage Service

### Strategies:

- Provide, maintain and renew an effective urban sewerage network in Uralla

### Actions:

- Operate the treatment plant in an efficient and effective manner
- Maintain the sewerage network in-line with established service levels
- Renew and replace sewerage network infrastructure at optimum intervention points
- Carry out environment and health testing of treated effluent.

Performance Indicators	Measures	Status	Comment
Satisfactory treatment of Effluent	Tests meet EPA requirements	On Track	Nitrate levels still high.
Sewerage network maintenance is satisfactory	Number of sewer blockages and overflows	On Track	10 blockages - 9 in Y junctions 48m of trunk main replaced.

**Goal 3 Residents enjoy high quality, safe water.**

**Water Supply**

Strategies:

- Ensure a safe and quality water supply and network

Actions:

- Ensure that the supply of quality water is maintained in compliance with drinking water guidelines
- Develop a Demand Management Plan for water supplies
- Develop a Drought Management Plan for water supplies
- Complete the annual water main replacement program
- Develop a Drinking Water Quality Management Plan

Performance Indicators	Measures	Status	Comment
Demand Management Plan, Drought Management Plan and Secure Yield Study development	Plans completed	On Track	Yield study with PWD. Drought Management Plan drafted.
Water Main Replacement program	Mains replacement program completed within parameters – quality, time, cost	On Track	Emergency section replacement only.

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE



## REPORT TO COUNCIL

<b>Department:</b>	<b>Finance and Governance</b>
<b>Submitted by:</b>	Jane Michie
<b>Reference:</b>	1.16.02.05
<b>Subject:</b>	Cash at Bank and Investments

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Objective:** *Council is operated 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.*

### SUMMARY:

The purpose of this report is to provide Council with the summary of bank accounts, term deposits, cash management account and investment in structured credit instruments, as at the end of January 2015.

### OFFICER'S RECOMMENDATION:

**That:**

**Council note the cash position at 31 January 2015 consisting of; cash and overnight funds of \$1,319,413.65, term deposits of \$6,000,000 totalling \$7,319,413.65 of readily convertible funds.**

### COMMITTEE'S RECOMMENDATION:

**That:**

**Council note the cash position at 31 January 2015 consisting of; cash and overnight funds of \$1,319,413.65, term deposits of \$6,000,000 totalling \$7,319,413.65 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:

Current term deposits of \$6,000,000.00 spread over the next four months will receive a range of interest from 3.21% to 3.65% with an average rate of 3.25%. Diary of maturing dates and amounts is attached.



## REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 January 2015.

### KEY ISSUES:

Continuing low interest rates are resulting in loss of investment income as estimated in the 2014-2015 budget.

Prepared by staff member:	Julie Dowling Finance Support Officer
TRIM Reference:	U14/287
Approved/Reviewed by Manager:	Jane Michie
Department:	Finance Department
Attachments:	F. Council Investments as at 31 January 2015 G. Diary of Investment Maturity Dates and Amounts

**REPORTS FROM THE CORPORATE &  
COMMUNITY COMMITTEE**

**INVESTMENTS AT 31 JANUARY 2015**

**Cash at Bank – Operating Accounts:**

<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>
National Australia Bank	Main Account	\$266,131.73
National Australia Bank	Trust Account	\$31,296.33
New England Credit Union	Bundarra RTC	\$21,516.21
<b>Total</b>		<b>\$318,944.27</b>

**Business Investment (Cash Management) Account**

<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>
National Australia Bank	1.72%	\$1,000,469.38
<b>Total</b>		<b>\$1,000,469.38</b>

**Term Deposits:**

<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
Community Mutual	3.21%	10/02/2015	\$500,000.00
NAB	2.50%	14/02/2015	\$500,000.00
Newcastle Permanent	3.35%	16/02/2015	\$300,000.00
NAB	3.65%	02/03/2015	\$500,000.00
Newcastle Permanent	3.35%	09/03/2015	\$1,300,000.00
Newcastle Permanent	3.35%	16/03/2015	\$500,000.00
Community Mutual	3.23%	10/04/2015	\$500,000.00
NAB	3.35%	25/04/2015	\$500,000.00
Community Mutual	3.26%	18/05/2015	\$500,000.00
Community Mutual	3.20%	26/06/2015	\$400,000.00
Community Mutual	3.31%	13/07/2015	\$500,000.00
<b>Total</b>			<b>\$6,000,000.00</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 2013</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

### Diary of Current Investments in Term Deposits

31/01/2015

Maturing	Financial Institution	Term	Reference	Amount	Rate	Interest	Days	Total
10/02/2015	Community Mutual Term Deposit	3 months	638207 - 39664	500,000.00	2.05%	2,583.56	92	502,583.56
14/02/2015	NAB Term Deposit	4 months	18 757 7706	500,000.00	3.45%	5,813.01	123	505,813.01
16/02/2015	Newcastle Permanent Term Deposit	3 months	26013	300,000.00	3.35%	2,505.62	91	302,505.62
2/03/2015	NAB Term Deposit	6 months	94-376-8138	500,000.00	3.65%	9,050.00	181	509,050.00
9/03/2015	Newcastle Permanent Term Deposit	3 months	26223	1,300,000.00	3.35%	10,738.36	90	1,310,738.36
16/03/2015	Newcastle Permanent Term Deposit	3 months	26290	500,000.00	3.35%	4,130.14	90	504,130.14
10/04/2015	Community Mutual Term Deposit	3 months	638207 - 39665	500,000.00	2.05%	2,499.32	89	502,499.32
25/04/2015	NAB Term Deposit	3 months	14 490 9686	500,000.00	3.35%	4,130.14	90	504,130.14
18/05/2015	Community Mutual Term Deposit	5 months	638207 - 34497	500,000.00	2.05%	4,324.66	154	504,324.66
26/06/2015	Community Mutual Term Deposit	5 months	638207 - 29196	400,000.00	3.20%	5,260.27	150	405,260.27
13/07/2015	Community Mutual Term Deposit	6 months	638207 - 39665	500,000.00	3.31%	8,297.67	183	508,297.67
				<u>6,000,000.00</u>		<u>59,332.74</u>		<u>6,059,332.74</u>
					2.98%		121	
	National Australia Bank			1,500,000.00				Current month
	Community Mutual			2,400,000.00				1 month
	Newcastle Permanent			2,100,000.00				2 months
				<u>6,000,000.00</u>				3 months
								4 months
								5 months
								6 months
								<u>500,000.00</u>
								<u>400,000.00</u>
								<u>500,000.00</u>
								<u>6,000,000.00</u>

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE



## COMMITTEE REPORT

<b>Department:</b>	<b>Finance &amp; Governance</b>
<b>Submitted by:</b>	General Manager
<b>Reference:</b>	1.16.02.06
<b>Subject:</b>	2014/15 Second Quarter Budget Review Statements

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	Council is operated efficiently and effectively
<b>Strategy:</b>	Finances are managed in accordance with regulatory requirements
<b>Action:</b>	Complete budget review statements in-line with statutory requirements

### SUMMARY:

The purpose of this report is to present to Council a review of the budget for the second quarter of the 2014/15 financial year.

Attached to this report are the revised budget results summary and the quarterly budget review statements for the second quarter ending 31 December 2014.

### OFFICER'S RECOMMENDATION:

1. That the second quarter budget review summary for the 2014/15 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted.

### COMMITTEE'S RECOMMENDATION:

1. That the second quarter budget review summary for the 2014/15 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted.

### BACKGROUND:

It is a statutory requirement that council's Responsible Accounting Officer prepares and submits a budget review statement to Council on a Quarterly basis each financial year (LGGR 2005 cl.203 (1)). Also in compliance with the Local Government (General) Regulation, Council's Responsible Accounting Officer must include with the budget review report an opinion on the financial position of Council and any recommendations for remedial action if required. As such the second quarterly review for the 2014/15 financial year has been prepared and attached for Council's review.

# REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

## REPORT:

### *Financial*

The attached budget report summary shows a revised second quarter result for 2014/15, which has seen the operating result improve slightly from the first quarter and the cash result improve markedly; the details are as follows:

- Council's revised Operating Result for 2014/15 (before income from grants and contributions for capital purposes are added in) is a deficit of \$775,424 on a consolidated basis.
- When presented as individual funds the revised result is made up of a deficit of \$1,049,097 for General Fund, a surplus of \$181,741 for Water Fund, a surplus of \$53,207 for Sewer Fund and a surplus of \$38,725 for McMaugh Gardens.
- On a funded basis (cash budget), the General Fund result has changed from an estimated deficit of \$971,947 to a surplus of \$302,207 as at the second quarter review, being an improvement in Council's working funds of \$1,274,154. This is primarily as a result of the taking out of loan funding for part of the major capital works program currently being delivered.
- Water and Sewer fund changes have been offset by transfers to/from restricted assets with a nil affect to funds on hand, resulting in increases to the restricted assets of \$323,524 and \$133,516 respectively.

As this is only the second quarter budget review, there have not been a large number of changes proposed to the budgets, as performance against estimates continues to be tracked and managed. There are however a small number of changes that are included as part of this quarterly review; the headline items are as follows:

- Capital income - Grant – Alma Park Electrical - \$6,000
- Capital expense – Alma Park Electrical - \$6,000
- Capital income – Grant – Sports Complex Amenities - \$30,000
- Capital expense – Sports Complex Amenities - \$30,000
- Capital expense - Technology upgrades and implementation - \$20,000
- Capital expense – FFTF Business Plan - \$50,000
- Loan funds utilised – Land purchase and development - \$1,000,000
- Capital expense – Purchase of Land - \$400,000
- Non-Operating Movement – Tfr to Restricted Asset - \$600,000
- Loan funds utilised – Capital works - \$1,000,000
- Non-Operating Movement – Tfr to Restricted Asset Water - \$323,524
- Non-Operating Movement – Tfr to Restricted Asset Sewer - \$133,516
- Non-Operating Movement – Tfr to Restricted Asset McMaugh - \$35,339

### *Issues*

Council's operating result on a consolidated basis is a deficit of \$775,424. This is not a sustainable position in the long term. When this consolidated result is analysed further it becomes apparent that the poor operating result is completely attributable to the General Fund, with a deficit result of \$1,049,097, whilst Water and Sewer Funds are forecast to achieve surpluses of \$181,741 and \$53,207 respectively for 2014/15.

## REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

A deficit operating result for General Fund is not sustainable in the mid-long term and a deficit of this magnitude is not sustainable even in the short term and will require rectifying with the view to returning to at least a small surplus, (and a slightly larger surplus if Council is considering growing its asset base).

A strong commitment will be required to addressing the General Fund operating result, because if no action is taken on this front then the consequences include: Council's net asset stock being run down, cash and reserves falling to undesirable levels, current policy settings and service levels won't be able to be sustained and the addition of any new assets won't be possible.

The operating result for the Water and Sewer funds is currently acceptable; however, these results will also need to continue to be managed to ensure that these relatively small surplus results aren't eroded and pricing isn't set any higher than is absolutely required .

### **Conclusion**

As was discussed at the first quarterly budget review, Council's current budget whilst delivering an unprecedented capital renewal and maintenance program, is having a significant drain on both Council's unrestricted cash reserves and restricted assets. On top of this the budgeted operating result for General Fund of over a \$1 million deficit, indicates a long running structural in-balance between Council's annual expenditure and annual income.

This type of budget will be unable to be sustained for any longer than the current financial year, which ultimately means that Council will either need to increase its annual operating income to match planned expenditure requirements or cut both annual expenditure and capital expenditure programs to a level which can be funded through current income levels, (or a combination of both), in order to bring Council's operations back into balance and ultimately provide a sustainable position for the longer term.

The projected 2014/15 budget again emphasises the challenge ahead for Council in finding the right mix of asset and service levels and financial sustainability, whilst keeping rates and charges at the most affordable and equitable level for the community. With the approach of a new era in local government these issues will continue to be at the forefront of Council discussions.

### **COUNCIL IMPLICATIONS:**

**1. Community Engagement/ Communication**

Not required.

**2. Policy and Regulation**

- Local Government Act 1993;
- Local Government Regulations (General) 2005;
- Local Government Code of Accounting Practice and Financial Reporting; and
- Australian Accounting Standards.

**3. Financial (LTFP)**

This report is a review of the annual budget up to the end of the second quarter. Changes to the budget are as outlined in the attached statements.

**4. Asset Management (AMS)**

N/A

## REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

N/A

**7. Performance Measures**

N/A

**8. Project Management**

N/A

**Damien Connor**  
**General Manager**

Prepared by staff member:

Damien Connor

Approved/Reviewed by Manager:

Damien Connor

Department:

Finance & Governance

Attachments:

- H. 2nd Quarter Budget Estimates Results Summary
- I. 2nd Quarter Budget Review Statements

# ATTACHMENT H

I.

## 2ND QUARTER BUDGET REVIEW - REVISED RESULTS SUMMARY

	Consolidated	General	Water	Sewer	McMaugh's
Operating Revenue	\$ 20,649,829	\$ 16,792,338	\$ 1,023,851	\$ 583,874	\$ 2,249,766
Operating Expenditure	\$ 17,347,980	\$ 13,764,162	\$ 842,110	\$ 530,667	\$ 2,211,041
<b>OPERATING RESULT (inc)</b>	<b>\$ 3,301,849</b>	<b>\$ 3,028,176</b>	<b>\$ 181,741</b>	<b>\$ 53,207</b>	<b>\$ 38,725</b>
(Inc Capital Grants)					
Capital Grants	\$ 4,077,273	\$ 4,077,273	\$ -	\$ -	\$ -
<b>OPERATING RESULT (exc)</b>	<b>\$ 775,424</b>	<b>\$ 1,049,097</b>	<b>\$ 181,741</b>	<b>\$ 53,207</b>	<b>\$ 38,725</b>
(Exc Capital Grants)					
Operating Result (inc)	\$ 3,301,849	\$ 3,028,176	\$ 181,741	\$ 53,207	\$ 38,725
Depreciation & Remediation	\$ 3,869,162	\$ 3,311,882	\$ 293,415	\$ 183,475	\$ 80,390
Loan Funds Utilised	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -
Non-Operating Transfers	\$ 1,092,379	\$ 600,000	\$ 323,524	\$ 133,516	\$ 35,339
Capital Expenditure	\$ 7,776,425	\$ 7,437,851	\$ 151,632	\$ 103,166	\$ 83,776
<b>BUDGET RESULT</b>	<b>\$ 302,207</b>	<b>\$ 302,207</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Asset Renewal & Replacement	\$ 4,306,649	\$ 4,051,851	\$ 151,632	\$ 103,166	\$ -
New/Upgraded Assets	\$ 3,469,776	\$ 3,386,000	\$ -	\$ -	\$ 83,776
<b>Total Capital Works</b>	<b>\$ 7,776,425</b>	<b>\$ 7,437,851</b>	<b>\$ 151,632</b>	<b>\$ 103,166</b>	<b>\$ 83,776</b>
Infrastructure Renewal Result	\$ 437,487	\$ 739,969	\$ 141,783	\$ 80,309	\$ 80,390
Infrastructure Ratio	1.87	2.09	0.52	0.56	1.04
<b>RENEWAL RATIO</b>	<b>111%</b>	<b>122%</b>	<b>52%</b>	<b>56%</b>	<b>0%</b>



## Uralla Council

## Quarterly Budget Review Statement

for the Period 01/07/2014 to 31/12/2014

### Income & Expenses Budget Review Statement Consolidated

Budget review for the quarter ended 31 December 2014

(\$000's)	Original Budget 2014-15	Revised Budget 2014-15	Variations for this Dec QBRs	Projected Year End Result	Actual YTD figures
<b>Income</b>					
General Fund	16,756	16,756	39	16,792	8,101
McMaugh Gardens	2,250	2,250	-	2,250	1,281
Water Supplies	1,024	1,024	-	1,024	640
Sewer Services	584	584	-	584	562
<b>Total Income from Continuing Operations</b>	<b>20,614</b>	<b>20,614</b>	<b>38</b>	<b>20,650</b>	<b>10,584</b>
<b>Expenses</b>					
General Fund	14,108	14,108	(343)	13,765	6,829
McMaugh Gardens	2,074	2,074	137	2,211	1,016
Water Supplies	681	681	161	842	206
Sewer Services	435	435	95	530	198
<b>Total Expenses from Continuing Operations</b>	<b>17,298</b>	<b>17,298</b>	<b>50</b>	<b>17,348</b>	<b>8,249</b>
<b>Net Operating Result from Continuing Operations</b>	<b>3,316</b>	<b>3,316</b>	<b>(14)</b>	<b>3,302</b>	<b>2,335</b>
<b>Net Operating Result before Capital Items</b>	<b>(725)</b>	<b>(725)</b>	<b>(50)</b>	<b>(775)</b>	

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations include the following material items:

**Notes Details**

- 
- 1 Capital Grants totalling \$36,000 for Alma Park Electrical and Sports Complex Canteen
  - 2 Internal recharge not included correctly at September Review (Internal Adjustment between funds)

Uralla Shire Council

Capital Budget Review Statement

Quarterly Budget Review Statement  
for the period 01/07/14 to 31/12/14

Budget review for the quarter ended 31 December 2014  
Capital Budget - Consolidated

(\$000's)	Original Budget 2014/15	Revised Budget 2014/15	Variations for this Dec OBRS	Notes	Projected Year End Result
<b>Capital Expenditure</b>					
- General	6,912	6,932	556	1	7,488
- Water	152	152	-		152
- Sewer	103	103	-		103
- McMaugh Gardens	84	84	-		84
Loan Repayments (Principal)	112	112	-		112
<b>Total Capital Expenditure</b>	<b>7,363</b>	<b>7,383</b>	<b>556</b>		<b>7,939</b>
<b>Capital Funding</b>					
2014/15 General Fund Income	1,573	1,573	92		1,665
Unrestricted Cash Reserves	952	972	(972)	2	-
Capital Grants & Contributions	4,077	4,077	36		4,113
New Loans	-	-	2,000	3	2,000
Receipts from Sale of Assets	422	422	-		422
Reserves:					
- Developer Contributions	-	-	-		-
- General Restricted Assets	-	-	(500)	4	(600)
- Water & Sewer Restricted Assets	255	255	-		255
- McMaugh Gardens Restricted Assets	84	84	-		84
<b>Total Capital Funding</b>	<b>7,363</b>	<b>7,383</b>	<b>556</b>		<b>7,939</b>
<b>Net Capital Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>

**Capital Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

1	Purchase of land and subdivision and transfer expenses - \$400,000 Alma Park Electrical - \$6,000 Sports Complex Canteen - \$30,000 Business Modelling Plans - \$50,000 Technology Renewals - \$20,000
---	--

2	Reduction in drain on cash reserves as a result of loan funding towards major capital program
---	---

3	Loan funding for purchase and development of land - \$1,000,000 Loan funding for Emu Crossing Bridge approaches - \$1,000,000
---	--

4	Transfer to Restricted Assets for Land Development - \$600,000
---	--

Uralla Shire Council

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2014

Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2014-15	Revised Budget 2014-15	Variations for this Dec QBRs	Projected Year End Result
<b>Externally Restricted</b>				
Developer Contributions - General	418	418	-	418
Developer Contributions - Water Fund	-	-	-	-
Developer Contributions - Sewer Fund	-	-	-	-
Water Supplies	1,044	1,368	-	1,368
Sewerage Services	1,310	1,444	-	1,444
McMaugh Gardens	1,180	1,215	-	1,215
0	-	-	-	-
<b>Total Externally Restricted</b>	<b>3,952</b>	<b>4,445</b>	<b>-</b>	<b>4,445</b>
<b>Internally Restricted</b>				
Plant & Vehicle Replacement	500	500	-	500
Employees Leave Entitlement	550	550	-	550
Accommodation Bond Guarantees	1,363	1,363	-	1,363
Community Care	328	328	-	328
Waste Management	-	-	-	-
Strategic Development	-	-	600	600
Carry Forward Works	20	20	(20)	-
<b>Total Internally Restricted</b>	<b>2,761</b>	<b>2,761</b>	<b>580</b>	<b>3,341</b>
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>117</b>	<b>(854)</b>	<b>900</b>	<b>46</b>
<b>Total Cash &amp; Investments</b>	<b>6,830</b>	<b>6,352</b>	<b>1,480</b>	<b>7,832</b>

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Uralla Shire Council for the quarter ended 31 December 2014 indicates that Council's projected financial position at 31/12/2014 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the originally budgeted income and expenditure.

**Signed:**



Damien Connor  
General Manager



REPORTS FROM THE  
ENVIRONMENT, DEVELOPMENT  
& INFRASTRUCTURE  
COMMITTEE

23 February 2015

18. Reports from the Environment, Development &  
Infrastructure Committee

REPORTS FROM THE ENVIRONMENT,  
DEVELOPMENT & INFRASTRUCTURE COMMITTEE

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT &  
INFRASTRUCTURE COMMITTEE

23 February 2015

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# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



## REPORT TO COMMITTEE

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Manager of Planning
<b>Reference:</b>	2.16.02.01
<b>Subject:</b>	Development Approvals and Refusals for December 2014

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Objective:** To ensure that Development Applications and land use enquiries are dealt with as expeditiously as possible.

**Strategy:** Actively encouraging the utilisation of Complying Development, by delegations of authority to planning staff, where appropriate.

**Action:** Use of Delegation of Authority reported to management and Council monthly.

### SUMMARY:

The purpose of this report is to provide details of the development approvals issued by Council and by private certification for December 2014 for the entire Local Government Area. A listing of development applications outstanding with a status as at the end of December 2014 has also been provided.

For information purposes a summary of the development values is provided from January 2006 until the end of December 2014. Similarly, a summary of the number of dwellings approved within the Local Government Area from 1 January 2000 until the end of December 2014 is provided.

The number of applications lapsing in June 2015 is also listed for information purposes.

### OFFICER'S RECOMMENDATION:

That the development approvals and refusals for December 2014 be received and noted.

### COMMITTEE'S RECOMMENDATION:

That the development approvals and refusals for December 2014 be received and noted.

### REPORT:

#### Development Applications

##### Approvals:

Development Application Number	Applicant	Property	Development
DA-65-2014	Mr M & Mrs J Hodge	3 Roman Street, Uralla	Dual Occupancy & Shed
DA-71-2014	Mr G Swilks	1921 Thunderbolts Way, Yarrowyck	Explosive Depth Hardening Process

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

DA-77-2014	Mr M Peterson & Ms E Baker	140 Devoncourt Road, Uralla	Garage
DA-78-2014	Mr R Corry	1A Ivon Court, Uralla	Manufactured Home & Garage
DA-80-2014	Mr G & Mrs R Denny	Lot 154 Rifle Range Road, Rocky River	Dwelling Entitlement
Development Application Number	Applicant	Property	Development
DA-83-2014	Mr & Mrs Andrews	32 Park Street, Uralla	New Carport
DA-84-2014	Mr M & Mrs S Swift	20 Bligh Avenue, Uralla	Single Storey Dwelling
DA-85-2014	Mr R & Mrs S Eichorn	190 Northeys Road, Arding	New Primary Dwelling and Convert Existing to Secondary Dwelling
DA-87-2014	Mr J Sinclair	94-98 Bridge Street, Uralla	Fire Safety & Access Alterations to Existing Building
DA-89-2014	Mr K & Mrs S Grant	125 Glenroy Road, Kentucky	Dwelling Entitlement
DA-92-2014	Mr D & Mrs G Reddon	34 Salisbury Street, Uralla	Shed
DA-93-2014	Mr B Tomlinson	332 Reynolds Road, Bakers Creek	Additions and Alterations to Dwelling
DA-94-2014	Mr R McDonald	189 Balala Road, Balala	Garage
<b>Monthly Estimated Value of Approvals: \$1,487,731.00</b>			

**Refusals:** Nil

### Comparison to December 2013:

December 2013:	\$16,000.00	December 2014:	\$1,487,731.00
Year to date:	\$4,223,220.00	Year to date:	\$5,657,845.00
(Calendar Year)		(Calendar Year)	

### Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-77-2013	Boresch Project Services	51 Salisbury Street & 21 Queen Street, Uralla	Boundary Adjustment	Awaiting Applicant
DA-46-2014	Uralla Shire Council	2 Thunderbolts Way, Bundarra	Fire Sprinkler Upgrade	Awaiting Fire Report
DA-55-2014	Boresch Project Services	14 Marsh Street, Uralla	Dwelling Entitlement	Awaiting NSW P&E
DA-69-2014	Boresch Project Services	28 Stringybark Ridge Road, Invergowrie	3 Lot Subdivision	Awaiting Applicant
DA-81-2014	Mr D Bracken	166 Bridge Street, Uralla	Signage	Under Assessment
DA-88-2014	Green Room Enterprises	18 McCrossin Street, Uralla	Dual Occupancy	Under Assessment
DA-90-2014	Dr R & Mrs K	3 Fitzroy Street, Uralla	Dwelling	Under

**This is Page 3 of the Report referred to in the Minutes of the Ordinary Meeting held on 23 February 2015**

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

	Hughes		Extensions	Assessment
DA-91-2014	Ms S Parker	29 Rowan Avenue, Uralla	Double Carport & Rear Deck	Under Assessment
DA-69-2010-2	New England Surveying & Engineering	33-37 Queen Street, Uralla	Modification – Stage 1 – 2 Lot Subdivision	Under Assessment
				<b>Total: 9</b>

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

### Construction Certificates

#### Approved:

Application Number	Applicant	Property	Construction
CC-78-2013	Architecture @ Altitude	16A King Street, Uralla	7x1 Bedroom Strata Title Units
CC-78-2014	Mr R Corry	1A Ivon Court, Uralla	Garage
CC-83-2014	Mr & Mrs Andrews	32 Park Street, Uralla	New Carport
CC-87-2014	Mr J Sinclair	94-98 Bridge Street, Uralla	Fire Safety & Access Alterations to Existing Building
CC-93-2014	Mr B Tomlinson	332 Reynolds Road, Bakers Creek	Additions and Alterations to Dwelling
<b>Monthly Estimated Value of Approvals: \$1,300,400.00</b>			

#### Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-70-2014	Mr M Swift	20 Bligh Avenue, Uralla	5 Bay Shed
CC-76-2014	Mrs K Munday	26 Bridge Street, Uralla	Café & Toilet
<b>Monthly Estimated Value of Approvals: \$63,000.00</b>			

### Complying Development Applications

#### Approvals:

Application Number	Applicant	Property	Development
CDC-35-2014	Pregard Pty Ltd	35 East Street, Uralla	Granny Flat
<b>Monthly Estimated Value of Approvals: \$129,000.00</b>			

Refusals: Nil

#### Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-29-2014	Mr G & Mrs S Selby	116 Marble Hill Road, Saumarez Ponds	Dwelling & Shed
<b>Monthly Estimated Value of Approvals: \$356,000.00</b>			

#### Comparison to December 2013:

December 2013:	\$51,928.00	December 2014:	\$485,000.00
Year to date: (Calendar Year)	\$4,179,598.00	Year to date: (Calendar Year)	\$2,588,844.00

## 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

2014 to date

### Financial Year Development Values

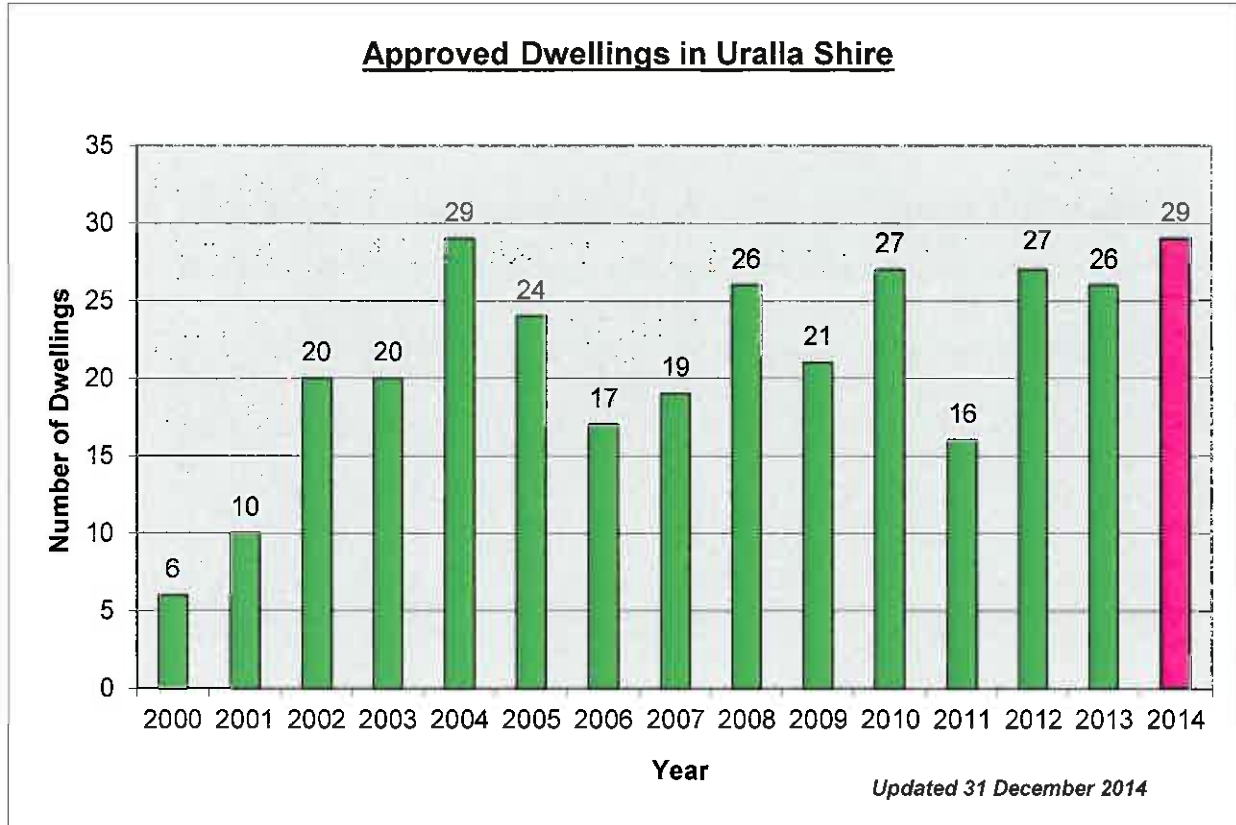
Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2005-2006	6,090,640	39,808	6,090,640	-
2006-2007	6,302,833	38,668	6,302,833	-
2007-2008	8,128,806	52,444	8,128,806	-
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	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	5,386,797	103,611	3,541,323	1,845,474

2013-2014 to date

### Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during June 2015. In June 2010 twenty-one (21) applications were approved, with three (3) applications identified as possibly not commencing as at the end of December 2014.

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



### KEY ISSUES:

- Development Applications approved by Council for December 2014 – 13
- Development Applications refused by Council for December 2014 – 0
- Outstanding Development Applications as at 31 December 2014 – 9
- Construction Certificates approved by Council for December 2014 – 5
- Construction Certificates refused by Council for December 2014 – 0
- Construction Certificates issued by private certification for December 2014 – 2
- Complying Development Applications approved by Council for December 2014 – 1
- Complying Development Applications refused by Council for December 2014 – 0
- Complying Development Applications issued by private certification – 1
- Total Development Value for 2014 as at 31 December 2014 – \$8,246,689
- Average Development Value for 2014 as at 31 December 2014 – \$69,300
- Development Application Value for 2014 as at 31 December 2014 – \$5,657,845
- Complying Development Application Value for 2014 as at 31 December 2014 – \$2,588,844
- Applications lapsing in June 2015 that may not have commenced – 3
- Approved dwellings as at 31 December 2014 – 29

**Elizabeth Cumming**  
**Manager of Town Planning & Regulation**

Prepared by staff member:            Technical Services Administration Clerk  
 TRIM Reference Number:            U12/168  
 Approved/Reviewed by Manager:    Manager of Town Planning & Regulation  
 Department:                            Technical Services  
 Attachments:                            Nil

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



## REPORT TO COMMITTEE

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Manager of Town Planning & Regulation
<b>Reference:</b>	2.16.02.02
<b>Subject:</b>	Development Approvals and Refusals for January 2015

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	<i>To ensure that Development Applications and land use enquiries are dealt with as expeditiously as possible.</i>
<b>Strategy:</b>	<i>Actively encouraging the utilisation of Complying Development, by delegations of authority to planning staff, where appropriate.</i>
<b>Action:</b>	<i>Use of Delegation of Authority reported to management and Council monthly.</i>

### SUMMARY:

The purpose of this report is to provide details of the development approvals issued by Council and by private certification for January 2015 for the entire local government area. A listing of development applications outstanding with a status as at the end of January 2015 has also been provided.

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

The number of applications lapsing in July 2015 is also listed for information purposes.

### OFFICER'S RECOMMENDATION:

**That the development approvals and refusals for January 2015 be received and noted.**

### COMMITTEE'S RECOMMENDATION:

**That the development approvals and refusals for January 2015 be received and noted.**

### REPORT:

#### Development Applications

#### Approvals:

Development Application Number	Applicant	Property	Development
DA-46-2014	Uralla Shire Council	2 Thunderbolts Way, Bundarra	Fire Sprinkler Upgrade
DA-81-2014	Mr D Bracken	166 Bridge Street, Uralla	Signage
DA-88-2014	Green Room Enterprises	18 McCrossin Street, Uralla	Dual Occupancy

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

DA-90-2014	Dr R & Mrs K Hughes	3 Fitzroy Street, Uralla	Dwelling Extensions
DA-1-2015	Mr J Ketley	5 Wilkens Street, Uralla	Dwelling
<b>Monthly Estimated Value of Approvals: \$751,000.00</b>			

**Refusals:** Nil

### Comparison to January 2014:

January 2014:	\$54,800.00	January 2015:	\$751,000.00
Year to date: (Calendar Year)	\$54,800.00	Year to date: (Calendar Year)	\$751,000.00

### Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-77-2013	Boresch Project Services	51 Salisbury Street & 21 Queen Street, Uralla	Boundary Adjustment	Awaiting Applicant
DA-55-2014	Boresch Project Services	14 Marsh Street, Uralla	Dwelling Entitlement	Awaiting NSW P&E
DA-69-2014	Boresch Project Services	28 Stringybark Ridge Road, Invergowrie	3 Lot Subdivision	Awaiting Applicant
DA-91-2014	Ms S Parker	29 Rowan Avenue, Uralla	Double Carport & Rear Deck	Under Assessment
DA-69-2010-2	New England Surveying & Engineering	33-37 Queen Street, Uralla	Modification – Stage 1 – 2 Lot Subdivision	Under Assessment
DA-2-2015	Mr D Williams	94 Quartz Gully Road,	Conversion of Shed to Dwelling	Under Assessment
DA-3-2015	Mr D Watson	Lot 331 Tracey's Lane, Kentucky	Dwelling Entitlement	Under Assessment
DA-4-2015	New England Surveying & Engineering	44 Barleyfields Road, Uralla	60 Lot Staged Subdivision	Under Notification
<b>Total: 8</b>				

### Construction Certificates

**Approved:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Construction
CC-84-2014	Mr M & Mrs S Swift	20 Bligh Avenue, Uralla	Single Storey Dwelling
CC-88-2014	Green Room Enterprises Pty Ltd	18 McCrossin Street, Uralla	Dual Occupancy
CC-92-2014	Mr D & Mrs G Reddon	34 Salisbury Street, Uralla	Shed
<b>Monthly Estimated Value of Approvals: \$539,186.00</b>			



# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

## Complying Development Applications

**Approvals:** Nil

**Refusals:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Development
CDC-38-2014	Rosbuild Constructions	115 Tobruk Road, Invergowrie	Dwelling
CDC-39-2014	Mr S Holmes	74 Tobruk Road, Invergowrie	Dwelling
<b>Monthly Estimated Value of Approvals: \$844,000.00</b>			

### Comparison to January 2014:

January 2014:	\$9,500.00	January 2015:	\$844,000.00
Year to date:	\$9,500.00	Year to date:	\$844,000.00
(Calendar Year)		(Calendar Year)	

### 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	7,890,689	66,870	5,657,845	2,232,844
2015	1,595,000	227,857	751,000	844,000

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

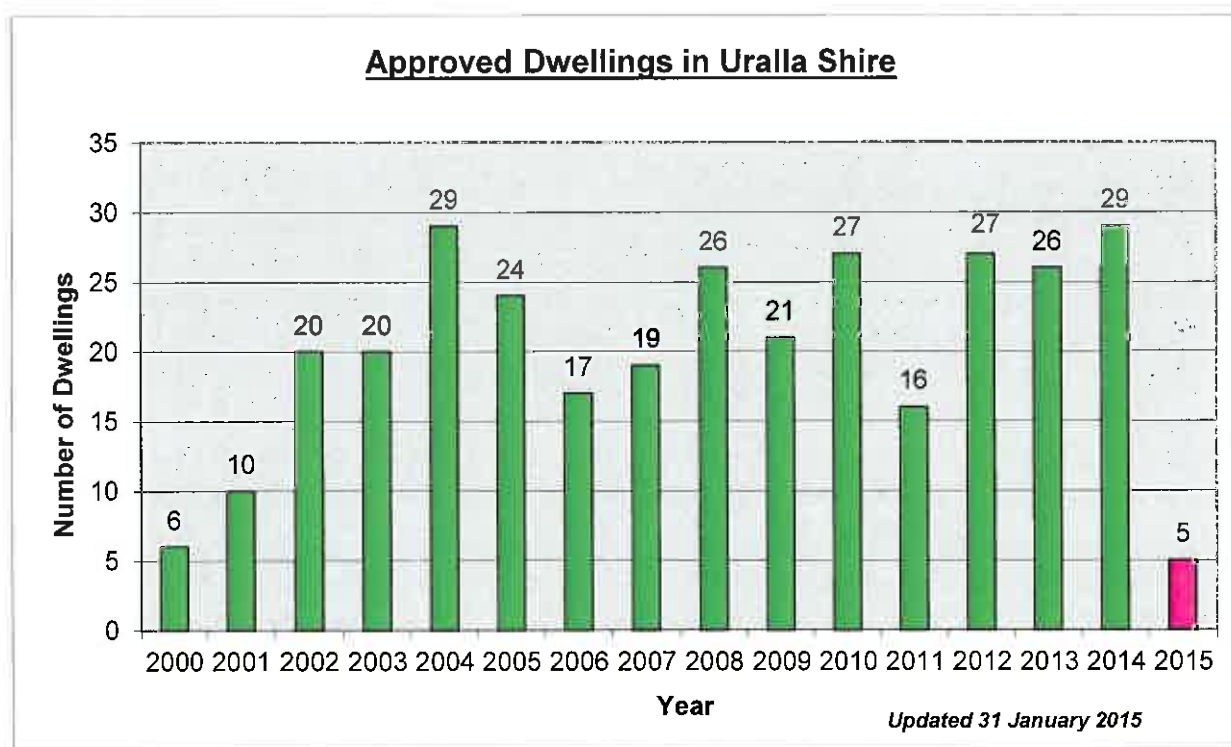
## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

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	6,981,797	122,509	4,292,323	2,689,474

2014-2015 to date

### Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during July 2015. In July 2010 six (6) applications were approved, with zero (0) applications identified as possibly not commencing as at the end of January 2015.



### KEY ISSUES:

- Development Applications approved by Council for January 2015 – 5
- Development Applications refused by Council for January 2015 – 0
- Outstanding Development Applications as at 31 January 2015 – 8
- Construction Certificates approved by Council for January 2015 – 0
- Construction Certificates refused by Council for January 2015 – 0
- Construction Certificates issued by private certification for January 2015 – 3
- Complying Development Applications approved by Council for January 2015 – 0
- Complying Development Applications refused by Council for January 2015 – 0
- Complying Development Applications issued by private certification – 2
- Total Development Value for 2015 as at 31 January 2015 – \$1,595,000
- Average Development Value for 2015 as at 31 January 2015 – \$227,857
- Development Application Value for 2015 as at 31 January 2015 – \$751,000
- Complying Development Application Value for 2015 as at 31 January 2015 – \$844,000
- Applications lapsing in June 2015 that may not have commenced – 0
- Approved dwellings as at 31 January 2015 – 5

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

**Elizabeth Cumming**  
**Manager of Town Planning & Regulation**

Prepared by staff member: Administration Officer  
TRIM Reference Number: U12/168  
Approved/Reviewed by Manager: Manager of Town Planning & Regulation  
Department: Infrastructure & Regulation  
Attachments: Nil

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



## REPORT TO COUNCIL

<b>Department:</b>	<b>Regulatory</b>
<b>Submitted by:</b>	Administration Officer, Technical Services
<b>Reference:</b>	2.16.02.03
<b>Subject:</b>	Regulatory Statistics Ending 31 December 2014

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	<i>To ensure that Development Applications and land use enquiries are dealt with as expeditiously as possible.</i>
<b>Strategy:</b>	<i>Actively encouraging the utilisation of Complying Development, by delegations of authority to planning staff, where appropriate.</i>
<b>Action:</b>	<i>Use of Delegation of Authority reported to management and Council monthly.</i>

### SUMMARY:

The purpose of this report is to provide the Statistical Reporting on the Processed Regulatory Applications for Uralla Shire Council ending 31 December 2014. It also gives a six-monthly check on the financial year figures.

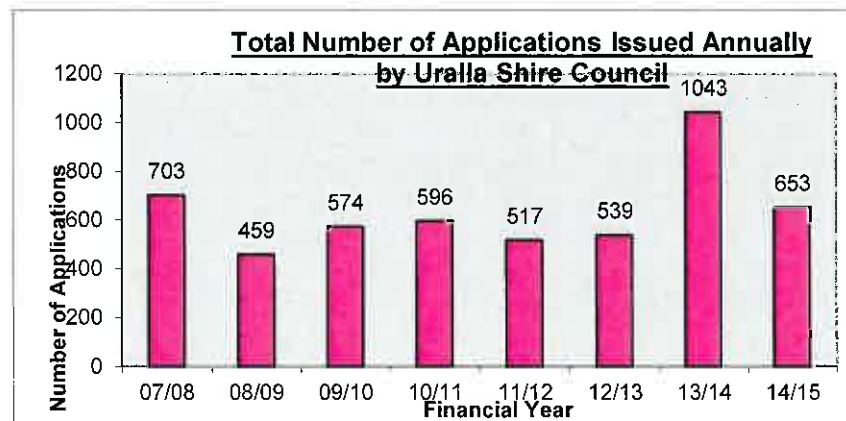
### OFFICER'S RECOMMENDATION:

That the Regulatory Function Statistics ending 31 December 2014 be received and noted.

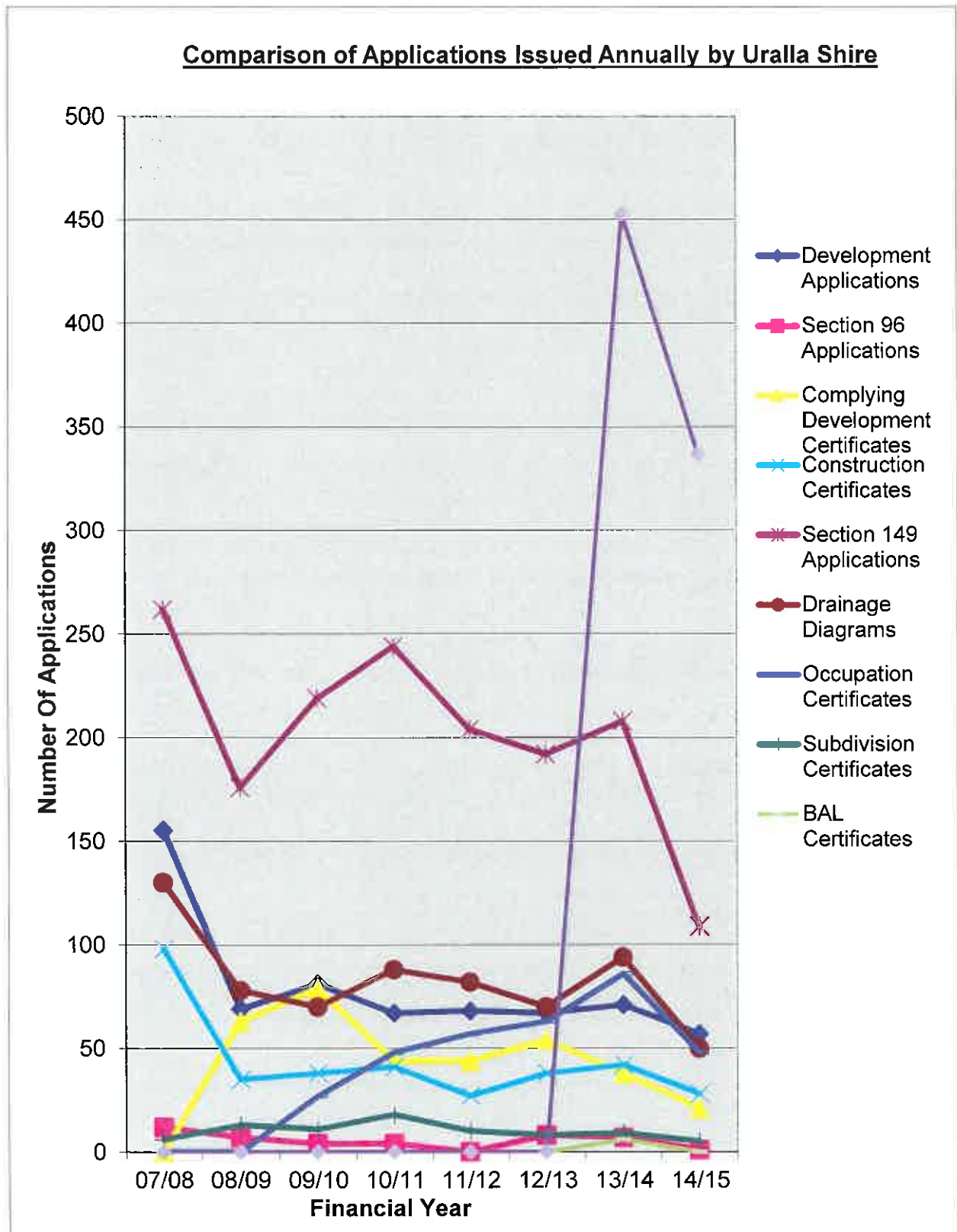
### COMMITTEE'S RECOMMENDATION:

That the Regulatory Function Statistics ending 31 December 2014 be received and noted.

### REPORT:



## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

## Uralla Shire Total Development Value

Note: Total Development Value includes Complying Development

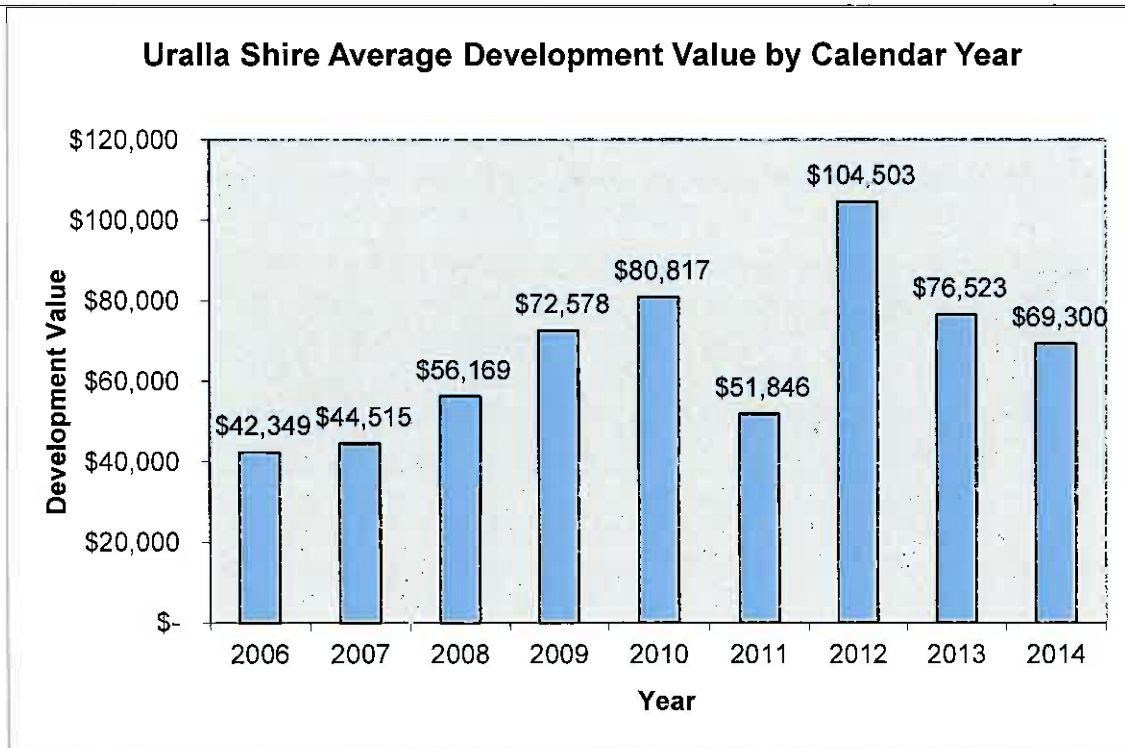
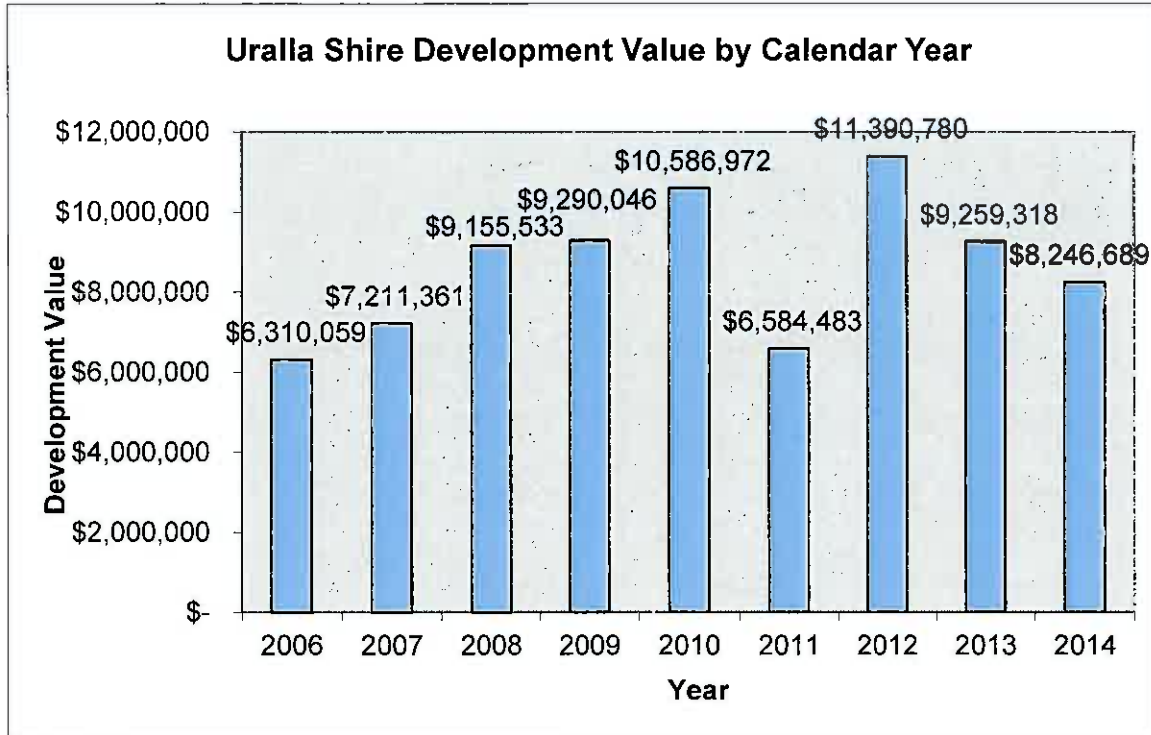
### Calendar Year Totals

	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

### Financial Year Totals

	Total Development Value	Average Development Value	Development Application Value	Complying Development Value
05/06	\$ 6,090,640	\$ 39,808	\$ 6,090,640	\$ -
06/07	\$ 6,302,833	\$ 38,668	\$ 6,302,833	\$ -
07/08	\$ 8,128,806	\$ 52,444	\$ 8,128,806	\$ -
08/09	\$ 8,095,812	\$ 61,332	\$ 4,588,050	\$ 3,507,762
09/10	\$ 12,395,113	\$ 77,469	\$ 7,121,590	\$ 5,273,523
10/11	\$ 8,212,500	\$ 73,986	\$ 5,023,347	\$ 3,189,153
11/12	\$ 5,986,330	\$ 53,449	\$ 3,667,764	\$ 2,318,566
12/13	\$ 12,339,996	\$ 101,983	\$ 6,100,857	\$ 6,239,139
13/14	\$ 7,747,430	\$ 71,077	\$ 4,653,404	\$ 3,094,026
14/15	\$ 5,386,797	\$ 103,611	\$ 3,541,323	\$ 1,845,474

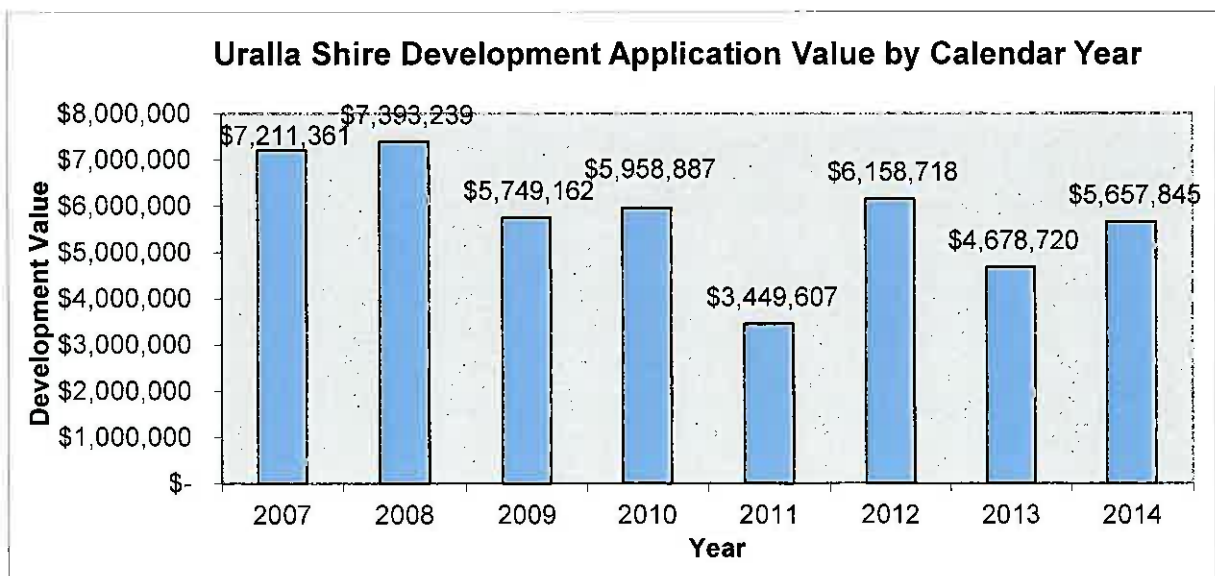
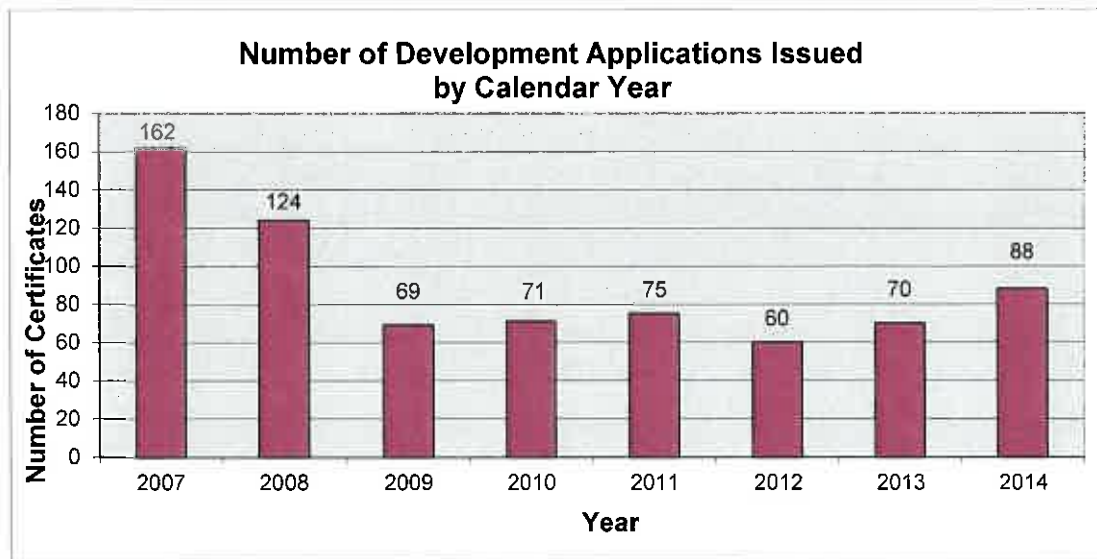
## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

## Development Applications

	Calendar Year			Financial Year	
	Number of Applications	Value of Application		Number of Applications	Value of Application
2006	149	\$ 6,310,059	2005/2006	153	\$ 6,090,640
2007	162	\$ 7,211,361	2006/2007	163	\$ 6,302,833
2008	124	\$ 7,393,239	2007/2008	155	\$ 8,128,806
2009	69	\$ 5,749,162	2008/2009	69	\$ 4,588,050
2010	71	\$ 5,958,887	2009/2010	81	\$ 7,121,590
2011	75	\$ 3,449,607	2010/2011	67	\$ 5,023,347
2012	60	\$ 6,158,718	2011/2012	68	\$ 3,667,764
2013	70	\$ 4,678,720	2012/2013	67	\$ 6,100,857
2014	88	\$ 5,657,845	2013/2014	71	\$ 4,653,404
			2014/2015	52	\$ 3,541,323

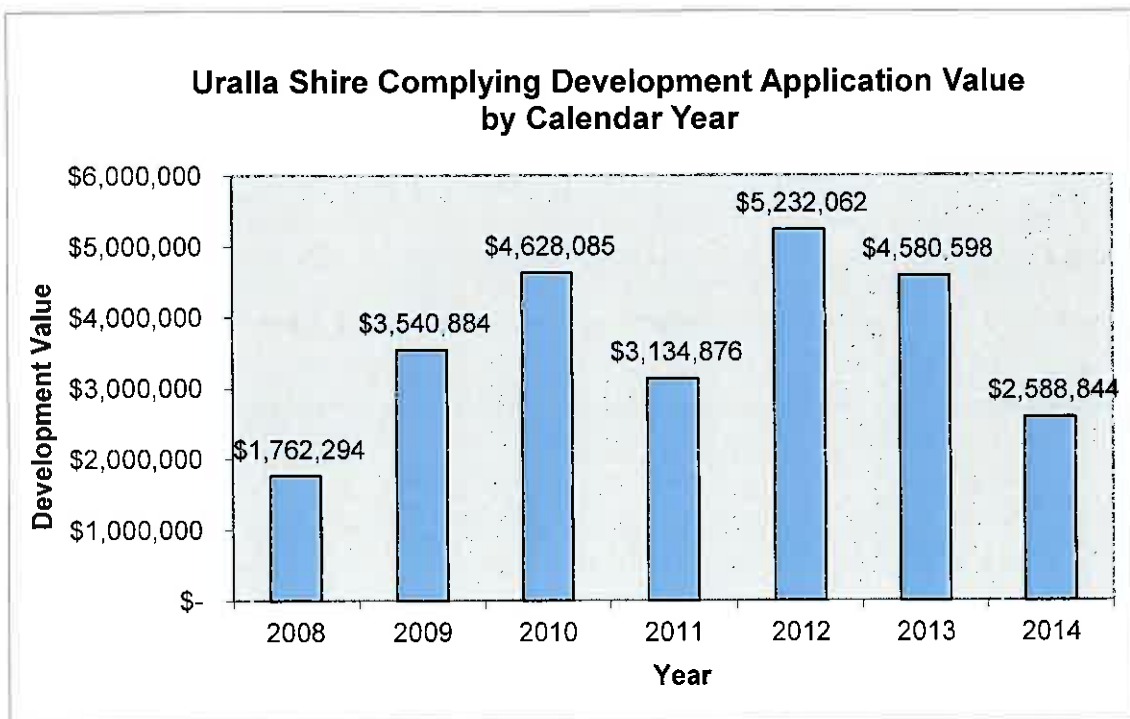
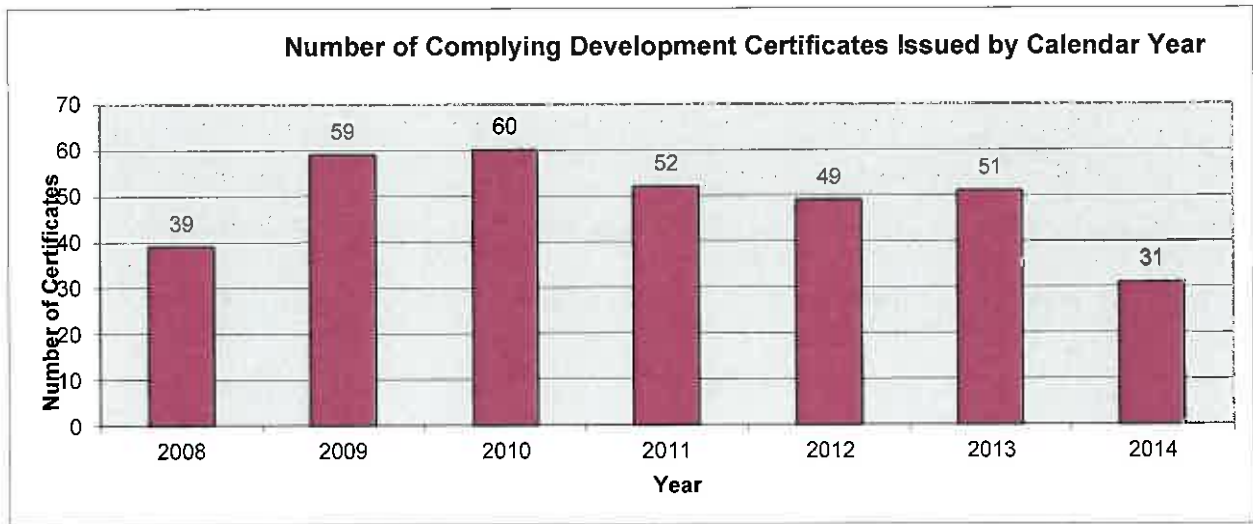




# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

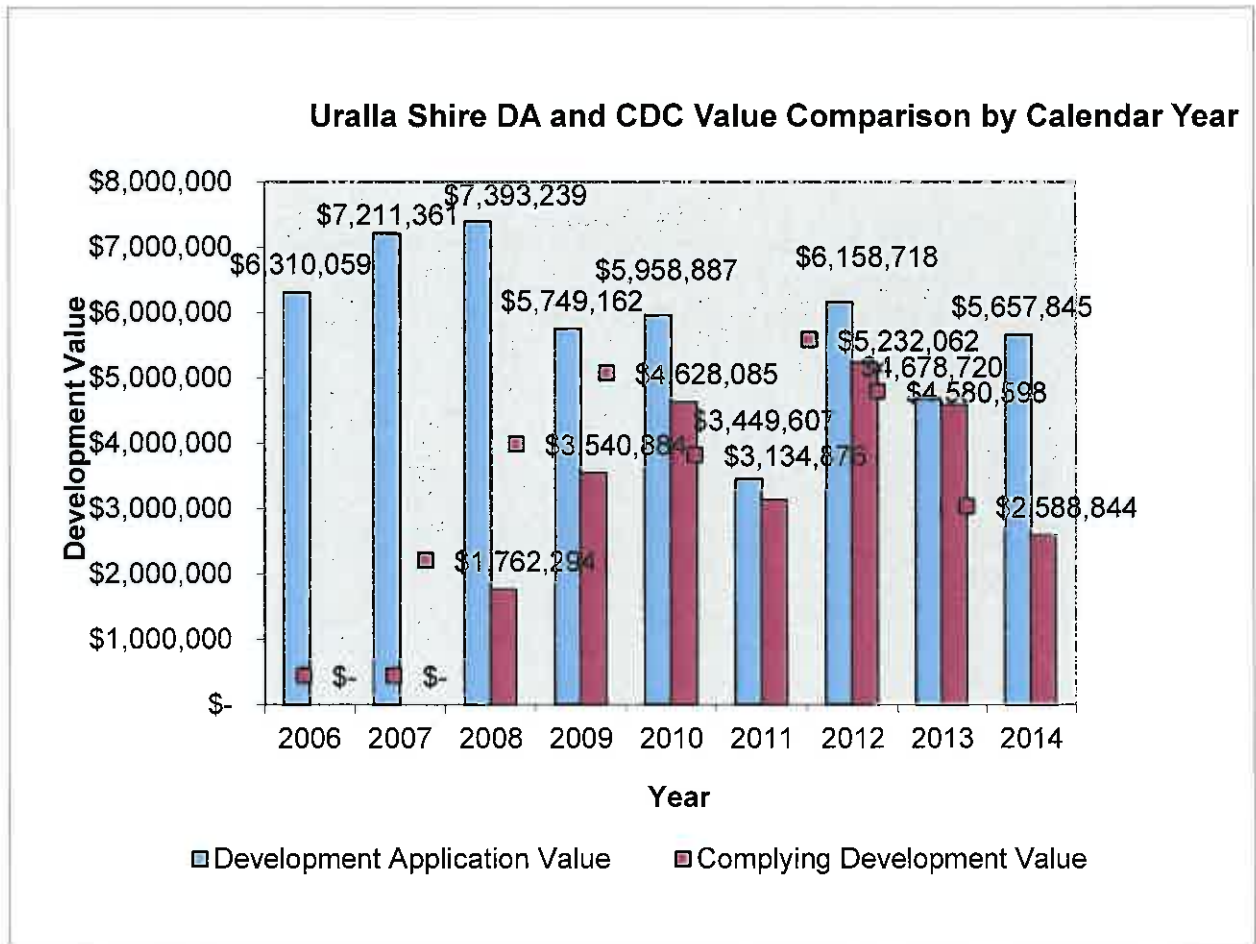
## Complying Development Applications

	Calendar Year		Financial Year	
	Number of Applications	Value of Application	Number of Applications	Value of Application
<b>2008</b>	39	\$ 1,762,294	<b>2007/2008</b>	
<b>2009</b>	59	\$ 3,540,884	<b>2008/2009</b>	\$ 3,507,762
<b>2010</b>	60	\$ 4,628,085	<b>2009/2010</b>	\$ 5,273,523
<b>2011</b>	52	\$ 3,134,876	<b>2010/2011</b>	\$ 3,189,153
<b>2012</b>	49	\$ 5,232,062	<b>2011/2012</b>	\$ 2,318,566
<b>2013</b>	51	\$ 4,580,598	<b>2012/2013</b>	\$ 6,239,139
<b>2014</b>	30	\$ 2,588,844	<b>2013/2014</b>	\$ 3,643,425
			<b>2014/2015</b>	\$ 1,845,474



# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

## Comparison of Development and Complying Development Applications



# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

## Section 96 Applications

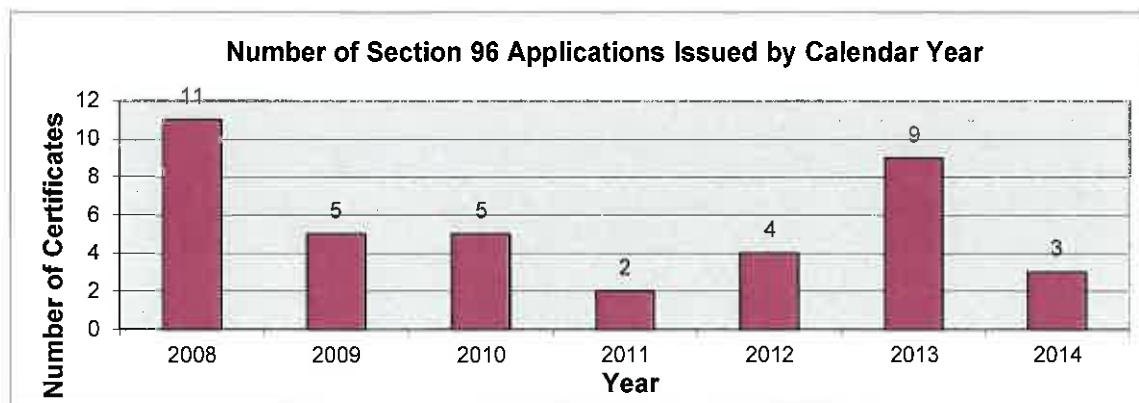
Note: Being Development Application Amendments

### Financial Year Totals

	Number of Applications
2005/2006	0
2006/2007	0
2007/2008	12
2008/2009	7
2009/2010	4
2010/2011	4
2011/2012	0
2012/2013	8
2013/2014	7
2014/2015	1

### Calendar Year Totals

	Number of Applications
2006	0
2007	0
2008	11
2009	5
2010	5
2011	2
2012	4
2013	9
2014	3



## Construction Certificates

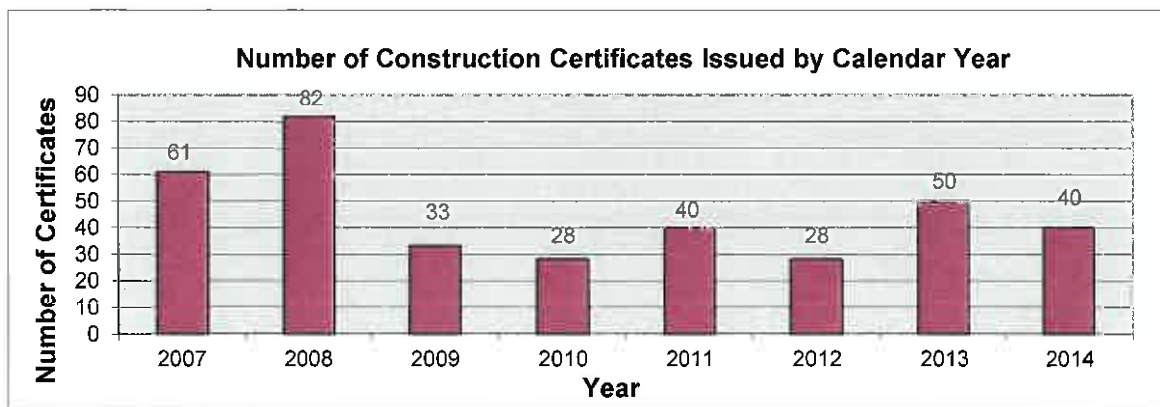
### Financial Year Totals

	Number of Applications
2007/2008	85
2008/2009	35
2009/2010	38
2010/2011	41
2011/2012	27
2012/2013	38
2013/2014	42
2014/2015	25

### Calendar Year Totals

	Number of Applications
2007	61
2008	82
2009	33
2010	28
2011	40
2012	28
2013	50
2014	40

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



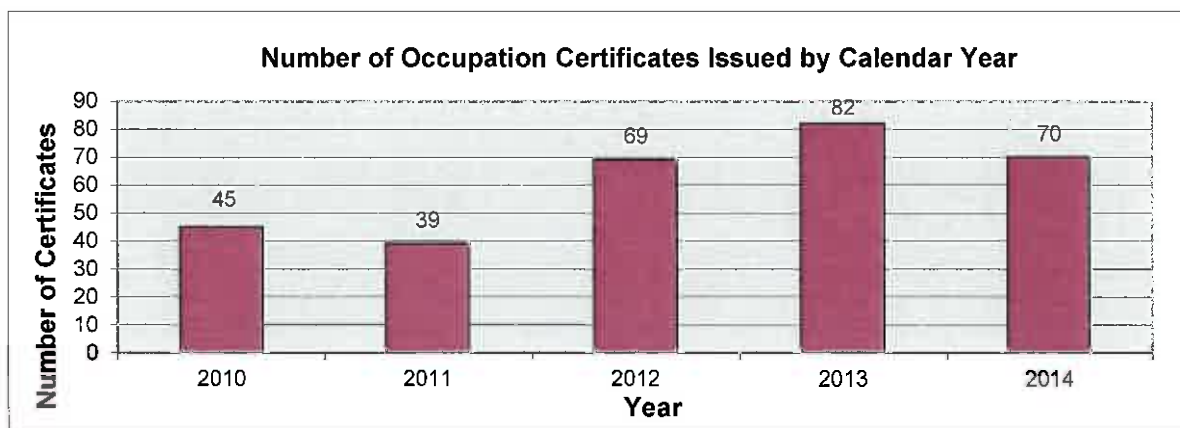
### Occupation Certificates

#### Financial Year Totals

	Number of Applications
2009/2010	27
2010/2011	48
2011/2012	57
2012/2013	63
2013/2014	86
2014/2015	42

#### Calendar Year Totals

	Number of Applications
2010	45
2011	39
2012	69
2013	82
2014	70



### Section 68 Certificates

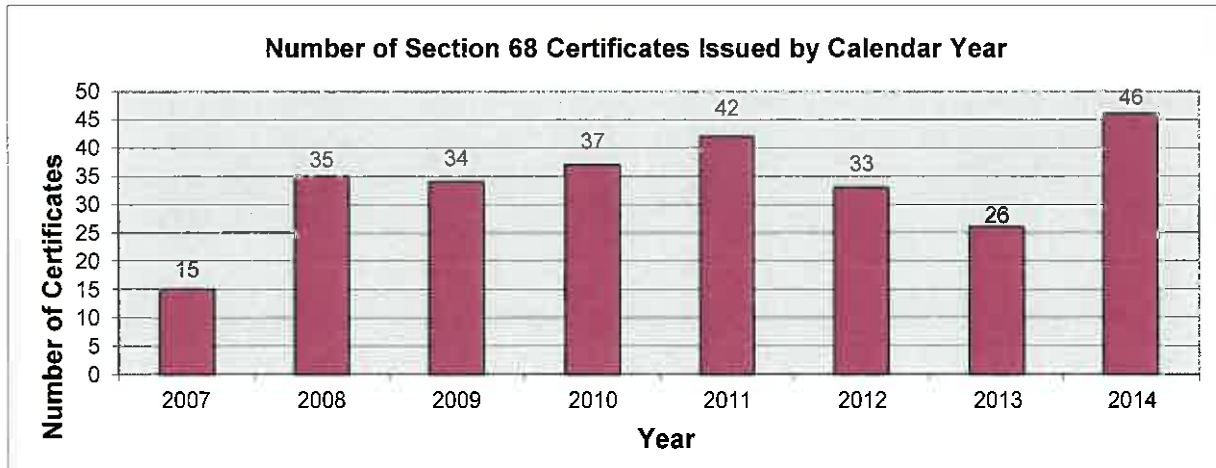
#### Financial Year Totals

	Number of Applications
2007/2008	40
2008/2009	18
2009/2010	45
2010/2011	42
2011/2012	25
2012/2013	39
2013/2014	24
2014/2015	30

#### Calendar Year Totals

	Number of Applications
2007	15
2008	35
2009	34
2010	37
2011	42
2012	33
2013	26
2014	46

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

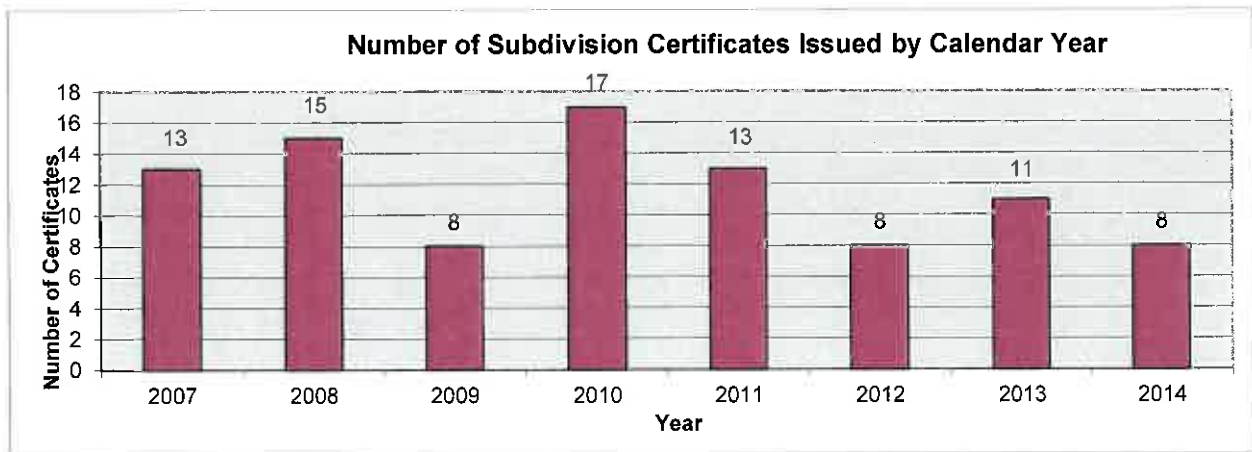
## Subdivision Certificates

**Financial Year Totals**

	Number of Applications
2006/2007	23
2007/2008	6
2008/2009	13
2009/2010	11
2010/2011	18
2011/2012	10
2012/2013	8
2013/2014	9
2014/2015	5

**Calendar Year Totals**

	Number of Applications
2007	13
2008	15
2009	8
2010	17
2011	13
2012	8
2013	11
2014	8



## 149 Certificates

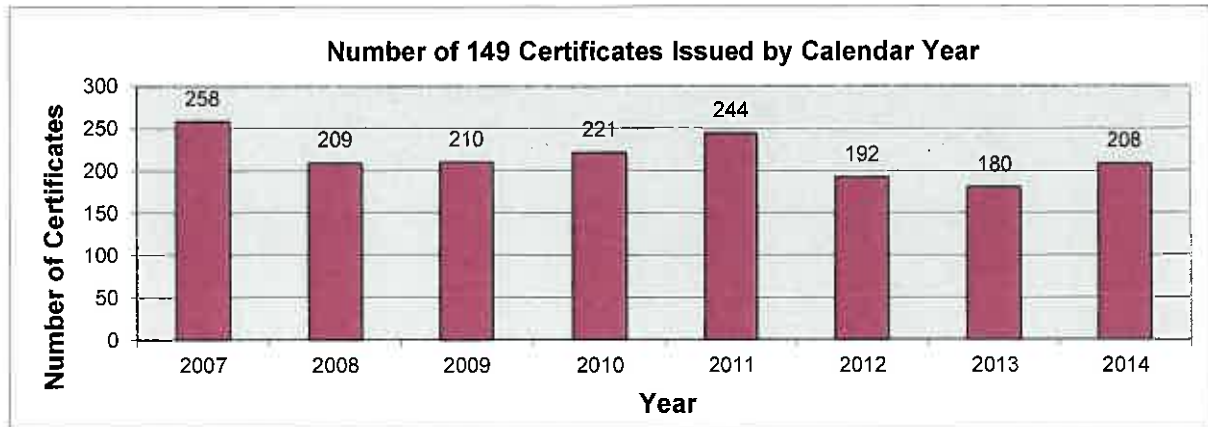
**Financial Year Totals**

	Number of Applications
2006/2007	245
2007/2008	262
2008/2009	176
2009/2010	219
2010/2011	244
2011/2012	204
2012/2013	193
2013/2014	208
2014/2015	98

**Calendar Year Totals**

	Number of Applications
2007	258
2008	209
2009	210
2010	221
2011	244
2012	192
2013	180
2014	208

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

## Drainage Diagrams

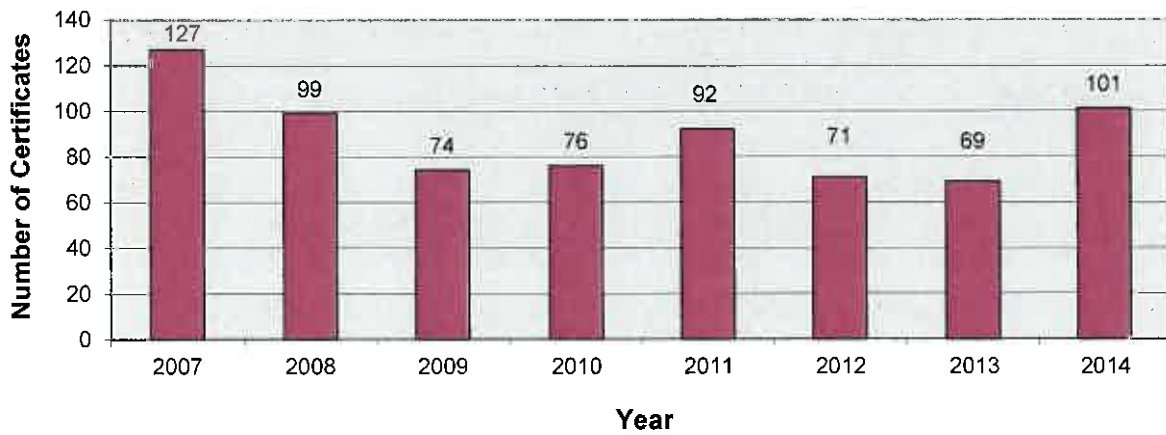
**Financial Year Totals**

	Number of Applications
2006/2007	101
2007/2008	130
2008/2009	78
2009/2010	70
2010/2011	88
2011/2012	82
2012/2013	70
2013/2014	81
2014/2015	44

**Calendar Year Totals**

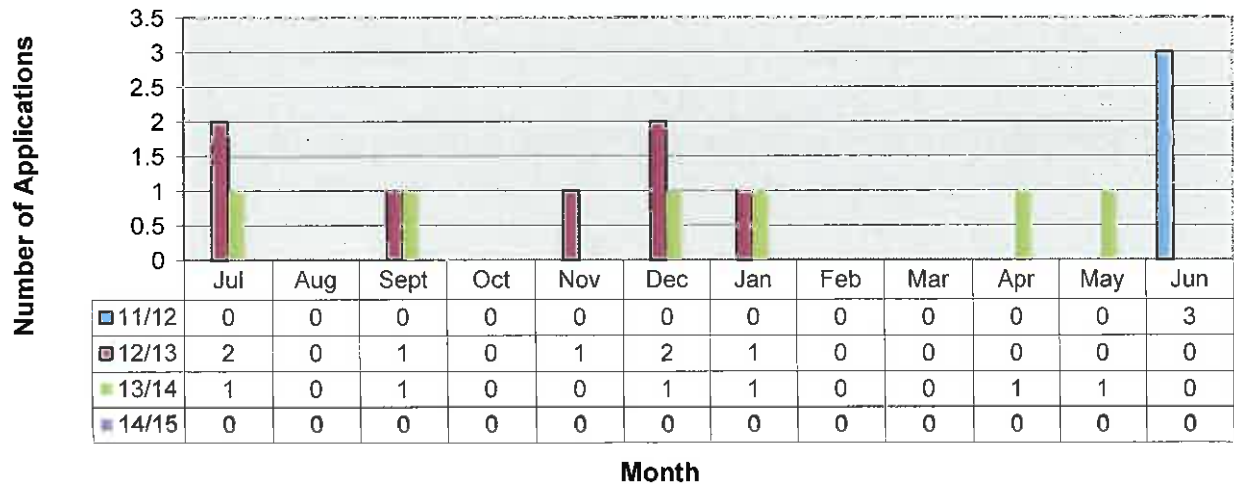
	Number of Applications
2007	127
2008	99
2009	74
2010	76
2011	92
2012	71
2013	69
2014	101

**Number of Drainage Diagrams Issued by Calendar Year**



## Bushfire Attack Level (BAL) Certificates

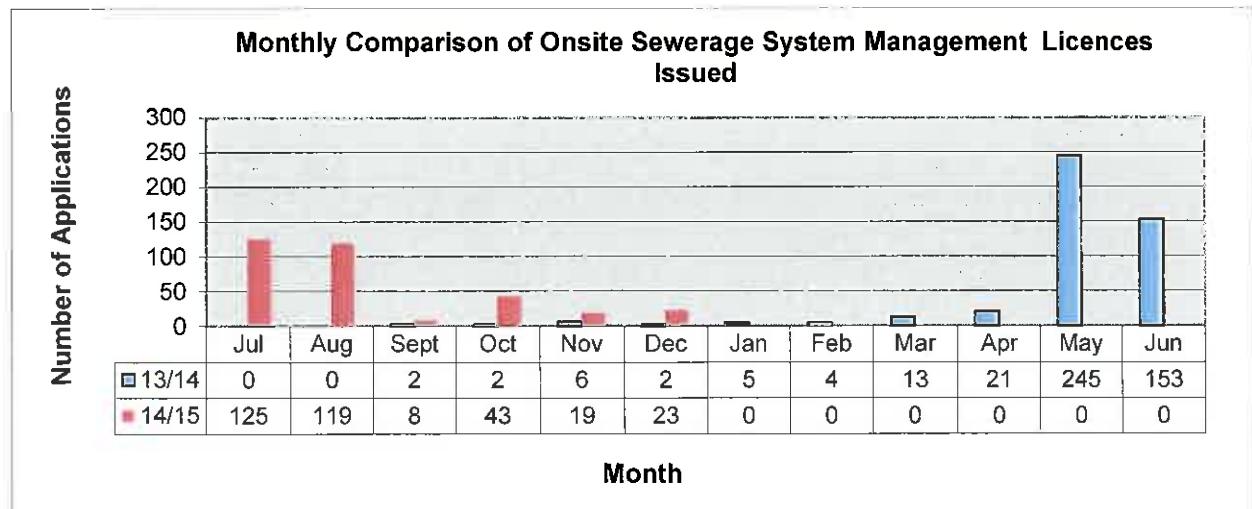
**Monthly Comparison of Bushfire Attack Level (BAL) Certificates Issued**





# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

## Onsite Sewerage Management Licences Issued



### KEY ISSUES:

**Please note:** These figures are calendar year 2014 only and any increases or decreases relate to the 2013 year and the term processed means either approved or refused. Applications not determined have not been accounted for.

- Total Number of Applications Issued – 1383 – a 149.6% increase
- Total Development Value – \$ 2,657,845 – a 20.9% increase
- Average Total Development Value – \$69,300 – a 9.4% decrease
- Number of Development Applications Processed – 88 – a 25.7% increase
- Total Development Application Value – \$8,246,689 – a 10.9% decrease
- Number of Complying Development Applications Processed – 31 – a 39.2% decrease
- Total Complying Development Application Value – \$2,588,844 – a 43.4% decrease
- Number of Section 96 Applications Processed – 3 – a 66.6% decrease
- Number of Construction Certificates Processed – 40 – a 20% decrease
- Number of Occupation Certificates Processed – 70 – a 14.6% decrease
- Number of Section 68 Certificates Processed – 46 – a 76.9% increase
- Number of Subdivision Certificates Processed – 8 – a 27.3% decrease
- Number of 149 Certificates Processed – 208 – a 15.5% increase
- Number of Drainage Diagrams Processed – 101 – a 46.3% increase
- Number of Bushfire Attack Level Certificates Processed – 3 – a 25% decrease
- Number of Onsite Sewerage Management System Licences Processed – 778 – last year was 12

Prepared by staff member: Administration Officer, Technical Services  
 Approved/Reviewed by Manager: Manager of Town Planning & Infrastructure  
 Department: Technical Services  
 Attachments: Nil

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



## REPORT TO COMMITTEE

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Manager of Town Planning & Regulation
<b>Reference:</b>	2.16.02.04
<b>Subject:</b>	Amendment 2 to the Uralla Local Environmental Plan 2012

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	To have a community satisfied with land use control.
<b>Strategy:</b>	Consult with the public on proposed amendments to planning instruments.
<b>Action:</b>	Monitor and review Council's Local Environmental Plan and other strategic and supporting planning documents.

### SUMMARY:

Planning Proposal 2 being the reclassification of public land has been completed, with gazettal of Amendment 2 to the Uralla Local Environmental Plan 2012 on 6 February 2014.

### OFFICER'S RECOMMENDATION:

That the Committee note the gazettal of Amendment 2 to the Uralla Local Environmental Plan 2012 on 6 February 2015.

### COMMITTEE'S RECOMMENDATION:

That the Committee note the gazettal of Amendment 2 to the Uralla Local Environmental Plan 2012 on 6 February 2015.

### BACKGROUND:

- Ordinary Council Meeting – 26 November 2012 – Delegation given to the General Manager to use the Minister for Planning and Environment delegations to finalise amendments to the Local Environmental Plan 2012 except for proposals relating to the reclassification of public land.
- Ordinary Council Meeting – 26 November 2012 – Resolved to prepare planning proposal.
- Gateway Determination issued 22 February 2013
- Gateway extension issued 13 November 2013
- Ordinary Council Meeting – December 2013 – Resolved to support planning proposal and forward to Parliamentary Counsel's office for Opinion
- Gateway extension issued 5 May 2014
- Gateway Extension Issued 5 September 2014
- Parliamentary Council opinion issued 2 October 2014
- Delegation given to Mayor to make the amendment 27 October 2014.

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

## REPORT:

Amendment 2 to the Uralla Local Environmental Plan 2012 was gazetted on 6 February 2015.

The amendment consists of three reclassifications of land from 'community' to 'operational'. They are:

1. Gravel Pit, Bingara Rd Bundarra, Lot 1 DP 1062924,
2. Bundarra West Reservoir, Muirhead St Bundarra, Lot 1 DP 1165352,
3. Water Race, Kliendienst Rd Uralla, Lot 613 DP 755846.

## KEY ISSUES:

- Nil

## COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**  
Public Exhibition held Wednesday 31 July 2013 until Wednesday 28 August 2013  
Public Hearing held 16 October 2013
- 2. Policy and Regulation**  
Environmental Planning & Assessment Act 1979 & Associated Regulations  
Local Government Act 1993 & Associated Regulations  
Uralla Local Environmental Plan 2012
- 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

**Elizabeth Cumming**  
**Manager Town Planning & Regulation**

Prepared by staff member:	Manager Town Planning & Regulation
TRIM Reference Number:	U12/6915
Approved/Reviewed by Manager:	Manager Town Planning & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil

REPORTS FROM THE ENVIRONMENT,  
DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COMMITTEE

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Manager Infrastructure & Works
<b>Reference:</b>	2.16.02.05
<b>Subject:</b>	Works Progress Report to 31 January 2015

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Objective:</b>	Uralla Shire has safe and effective transport systems
<b>Strategy:</b>	Provide, maintain, renew and replace Councils transport network including urban streets and sealed and unsealed roads
<b>Action:</b>	Undertake maintenance program in-line with established service levels and intervention points

**SUMMARY:**

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

**OFFICER'S RECOMMENDATION:**

That the report be received and noted.

**COMMITTEE'S RECOMMENDATION:**

That the report be received and noted.

**REPORT:**

- 1. Main Road Maintenance**

MR73 North and South	Patching & shoulder maintenance, mowing
MR124	Patching, mowing
MR132	Maintenance
- 2. Sealed Roads Maintenance**

Uralla Streets	Patching
Bundarra Town Area	Patching
Invergowrie Area	Patching
Kentucky/Wollun Area	Patching
Sealed Rural Roads	Shoulder mowing

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

- |           |                                   |   |
|-----------|-----------------------------------|---|
| <b>3.</b> | <b>Unsealed Roads Maintenance</b> |   |
|           | <b>Grading</b>                    |   |
|           | Big Ridge Road                    | Graded  |
|           | Stanley Vale Road                 | Graded  |
|           | Munsies Road                      | Graded  |
|           | Water Works Road                  | Graded  |
|           | Old Kingstown Road                | Grading completed   |
|           | Hardens Road                      | Grading completed   |
|           | Bendemeeer Road                   | Graded  |
|           | Georges Creek Road                | Graded  |
|           | Clerks Creek Road                 | Graded  |
|           | Woodlands Road                    | Graded & re-gravelling  |
|           | Barraba Road                      | Graded  |
|           | Rifle Range Road                  | Graded  |
|           | Dog Trap Road                     | Graded  |
|           | Goldsworth Road                   | Graded  |
|           | Balala Road                       | Graded for 2km  |
|           | Retreat Road                      | Grading   |
| <b>4.</b> | <b>Construction Crew</b>          |   |
|           | MR73 Thunderbolts Way             | Continued construction of approaches for the new Emu Crossing bridge.       |
|           | MR132 Barraba Road                | Continued Black Spot Upgrading project east from Tamworth Council boundary. |
| <b>5.</b> | <b>Bridge / Sign Crew</b>         |   |
|           | Abington Bridge MR73              | Maintenance   |
|           | Culvert Maintenance               | Athol, Lana, Gills & Barloo Roads.  |
|           | Uralla                            | Stormwater maintenance<br>Hampton Park slab                                 |
| <b>6.</b> | <b>Town Area</b>                  |   |
|           | Uralla                            | General maintenance   |

**KEY ISSUES:**

- Nil.

**Robert Bell**  
**Director Infrastructure & Regulation**

Prepared by staff member:	Manager Infrastructure & Works
TRIM Reference:	U07/3041
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil

REPORTS FROM THE ENVIRONMENT,  
DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COMMITTEE

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Manager Infrastructure & Works
<b>Reference:</b>	2.16.02.06
<b>Subject:</b>	Works Planning Report February 2015

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Objective:</b>	Uralla Shire has safe and effective transport systems
<b>Strategy:</b>	Provide, maintain, renew and replace Councils transport network including urban streets and sealed and unsealed roads
<b>Action:</b>	Undertake maintenance 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.

**OFFICER'S RECOMMENDATION:**

That the report be received and noted.

**COMMITTEE'S RECOMMENDATION:**

That the report be received and noted.

**REPORT:**

- 1. Main Road Maintenance**
  - Bitumen patching
  - Guide posting
  - Sign maintenance
  - Heavy patching
  - Reseal preparation works
  - Shoulder mowing
- 2. Sealed Roads Maintenance**
  - Bitumen patching
  - Guide posting
  - Terrible Vale Road shoulder grading
  - Reseal preparation works
  - Shoulder mowing

## REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

3. **Unsealed Roads Maintenance**

Gwydir Park Road	Grade
Bakers Creek Road	Grade
Kentucky Area	Grade
  
4. **Bridge/Sign Crew**

Emu Crossing	Rock Abutment protection construction
Enmore Road	Maintenance
General maintenance	
  
5. **Construction**

MR73 Thunderbolts Way	Emu Crossing Bridge, bridge contractor to continue on site
MR132 Barraba Road	Complete Black Spot funded reconstruction from Tamworth boundary
MR124	Pavement rehabilitation for 500m from Saumarez Creek
  
6. **Town Works**

Subdivision Works	Corner Queen and Park Streets
Routine maintenance	

### KEY ISSUES:

- The effects of the planned works on the environment have been reviewed. No significant effect is likely.

**Robert Bell**

**Director Infrastructure & Regulation**

Prepared by staff member:	Manager Infrastructure & Works
TRIM File Reference:	U07/3041
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil



## NOTICE OF MOTION

23 February 2015

19. Notice of Motion

**NOTICE OF MOTION**



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NOTICE OF MOTION

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23 February 2015

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Attachments: .....	3
Nil .....	3

## NOTICE OF MOTION

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## NOTICE OF MOTION

<b>Department:</b>	<b>Notice of Motion</b>
<b>Submitted by:</b>	Cr. Leanne Cooper
<b>Reference:</b>	1.16.02.07
<b>Subject:</b>	Change to Council Meeting times

---

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	Council is operated efficiently and effectively
<b>Strategy:</b>	Comply with the statutory requirements of the Local Government Act
<b>Action:</b>	Council and Standing Committee Meetings are conducted regularly and open to the public

---

### SUMMARY:

The purpose of this notice of motion is to request Councillors reconsider the Council meetings times for 2015.

### PROPOSED MOTION:

That Council meetings commence at 3pm for April, June, August, October & December and 6pm for March, May, July, September & November.

### COMMITTEE RECOMMENDATION:

That:

1. Council meets from 1pm to 5pm each month, with an opportunity for a thirty (30) minute extension on resolution.
2. Lunch be served before the meeting.

### BACKGROUND:

At the Extraordinary Meeting of Council, held on 18 September 2014, Council passed a resolution (Resolution 289/14) that:

1. *Council meetings be held on the fourth Monday of the month commencing at 5:00pm in Daylight savings periods and at 4.00pm outside Daylight savings.*
2. *Standing Committee meetings be held each month, except January, as follows:*
  - *Corporate & Governance Committee – second Monday of the month from 4.00pm to 5.30pm;*
  - *Economy, Development & Transport Committee – second Monday of the month from 5.30pm to 7.00pm;*

## NOTICE OF MOTION

- *Environment & Water-cycle Committee – second Tuesday of the month from 4.00pm to 5.30pm; and*
  - *Community & Culture Committee – second Tuesday of the month from 5.30pm to 7.00pm.*
3. *Ordinary Council and Standing Committee meetings be held in every month of the calendar year with the exception of January.*
  4. *Council alter the Code of Meeting Practice to include a close of meeting time, being 8:00pm in Daylight savings periods and at 7.00pm outside of Daylight savings, with an option of one (1) 30 minute extension.*

### **REPORT:**

The 'even month' meeting times commencing at 3pm to allow time for McMaugh's Residents meetings (which are held at 11am on the same day as the Council meeting) and any onsite Councillor inspections / workshops / extra ordinary meetings could be held in the lead up to 3pm.

The 6pm timeslot to show commitment to the Uralla community to hold meeting times to cater for working people with the upcoming elections in Sept 2016.

### **STAFF COMMENT:**

Determining the time at which Ordinary Council Meetings are held requires a number of things to be considered and ultimately is a decision for Council. Council's non-executive staff members are required to be paid overtime if meetings are conducted outside of business hours; however, this should not override other considerations when setting the meeting time.

Altering the times of Council meetings from month to month is not recommended.

Regardless of what time Council chooses to set for the Ordinary Council Meetings moving forward it is strongly recommended that the lunch/supper break be removed from the middle of the meeting.

If afternoon meetings are held then either lunch can be provided prior or supper at the conclusion, or if an evening meeting time is adopted then supper can either be provided prior or following the meeting.

The lunch/supper break in the middle of the meeting unduly drags out the length of the meeting and causes a number of work-arounds to be put in place, constantly suspending standing orders and moving items on the agenda.

This arrangement would allow Deputations to be held at the commencement of the meeting.

**Leanne Cooper**

**Councillor**

Attachments:

Nil



## SCHEDULE OF ACTIONS

23 February 2015

20. Schedule of Actions

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
	156/14	NSW Officer of Water 2012–2013 Water Supply and Sewerage Performance  (ii) That Council continues to work on the Best Practice Management Framework.	DES					Report to September 2014 Council Meeting	B	
23JUN	218/14	South Kentucky Recreation Ground <ol style="list-style-type: none"> <li>1. Complete a clean-up of the South Kentucky Recreation Ground site, entailing the removal of some old structures and Hawthorne bushes;</li> <li>2. Erect a sign outlining that the South Kentucky Recreation Ground is a community run and maintained facility under agreement from the Department of Crown Lands;</li> <li>3. Give consideration to sport and recreation facilities for all localities in the shire as part of the development of an Open Space Strategy.</li> </ol>	DES					Sign erected. Site mown.	C C	

<b>SCHEDULE OF ACTIONS – COUNCIL MEETINGS</b> 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
23JUN	219/14	<b>Works Progress Advisory Unit</b> 1. Council note the minutes of the meeting of the Works progress Advisory Unit held on 11th June 2014. 2. That Council note the Plant Replacement list 3. That Council note the Black Spot funding offered by the Federal Government and write to the local Federal member thanking him for his support. 4. That Council meet with residents to discuss tree and shrub clearing and property addresses. 5. That council apply to have a 40km/hr speed limit placed on Andersons Road.	DES					Traffic count complete. Refer to Uralla Local Traffic Committee Letters sent to all Anderson Road residents.	C C C C C 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
28JUL	254/14	<b>DA 28/2014 – Ness</b> That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 28/2014 on land known as 47 John Street, Uralla being Lot 4 DP 825763.	MP				31/7/14	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received.	B	
28JUL	255/14	<b>DA 27/2014 – Adams</b> That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 27/2014 on land known as 17 Bridge Street, Uralla being Lot 13 Section 14 DP 759022 and Lot B DP160554.	MP				31/7/14	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received.	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
22SEPT	316/14	<p><b>35 East Street That Council:</b></p> <ol style="list-style-type: none"> <li>Enter into a contract to sell 35 East Street, Urala to P &amp; S Dawson Investments P/L for \$210,000; and</li> <li>Upon settlement of the transaction pay the applicable commission, fees and charges out of the proceeds of sale.</li> <li>Pay the cost of erecting a headstone for Mr Max Edwards.</li> </ol>	DES						C	
22SEPT	321/14	<p><b>DA 74/2013 – Stace</b></p> <p>That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 74/2013 on land known as 78 Quartz Gully Road, Urala being Lot 498 DP 755846.</p>	MP				13/11/14	Waiting on developer to submit Section 88b Instrument.	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
27OCT	361/14	<b>Application of Council Seal to Section 88b instrument – DA 53/2014 – Mr M &amp; Mrs B Baker</b> That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 53/2014 on land known as 38 Plane Avenue, Uralla, being Lots 12, 13 & 14 Sec A DP 6763.	MP				13/11/14	Waiting on developer to submit Section 88b Instrument.	B	
24 Nov 14	374/14	<b>2014/2015 Quarterly Budget Review – September 2014</b> That: Approve the proposed General Fund variations as set out in the report totalling \$24,254 which increases the projected General Fund budget surplus to \$3,023,520	DAS				11/12/14		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	TRIM
24 Nov 14	377/14	<p><b>Visitor Information Centre (VIC) Refurbishment</b></p> <p>That:</p> <ol style="list-style-type: none"> <li>The attached plans for the VIC Refurbishment project be received and noted;</li> <li>Project costings be presented back to Council once they have been received.</li> </ol>	MCC		N	N	Jan 15	<p>Draft costing's underway-shutdown for building industry over Christmas caused delay in seeking quotes</p> <p>Plans and strategy under review for presentation at March Council Meeting</p> <p>Any decisions on refurbishment to be included in the 2015-16 Council budget</p>		
24 Nov 14	383/14	<p><b>Update on Community Support and Culture</b></p> <p>That:</p> <p>The update on Community Support and Culture be received and noted and the grant applications be endorsed.</p>	Manager Community Care							
24 Nov 14	388/14	<p><b>Swimming Pool Barrier Inspection Program</b></p> <p>That:</p> <ol style="list-style-type: none"> <li>Council advertise the draft Uralla Swimming Pool Inspection Barrier program for public comment as per the provisions of the Swimming Pool Act 2012, and</li> <li>If no comments are received, delegated authority be given to the General Manager to adopt the Plan on Council's behalf.</li> </ol>	MP  GM					<p>16/2/15</p> <p>16/2/15</p>	C  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
24 Nov 14	395/14	<b>Application of Council Seal to Section 88b instrument – DA 49/2014 – B Hambrook &amp; A Harker</b> That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 49/2014 on land known as 52 Budumba Road, Invergowrie being Lot 10 DP 246614.	MP				16/2/15	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received.	C	
24 Nov 14	396/14	<b>Application of Council Seal to Section 88b instrument – DA 42/2014 – JP &amp; EJ Croft</b> That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 42/2014 on land known as 4 Gostwyck Street, Uralla being Lot 8 Sec 31 DP 759022.	MP				23/12/14	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received.	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
22 Dec 14	414/14	<b>Explosive Depth Hardening Processing – G &amp; C Swilks</b> That Council approve development application 71/2014 being for explosive depth hardening processing on land known as 1921 Thunderbolts Way, Yarrowyck, being Lot 2 DP 575385 under the ownership of G & C Swilks subject to the conditions in report.	MP				222/12/2014		C	
	416/14	<b>Dwelling Entitlement – SA Gapes</b> That Council: a) Support the Clause 4.6 development application 55/2014 being for a variation of minimum lot size on land known as Thunderbolts Way, Uralla, being Lot 74 DP 3378 under the ownership of S Gapes subject to the following conditions. b) Request concurrence from the Director General of the NSW Office of Planning & Environment subject to the conditions in report.	MP				16/2/15	Department refused in current format subject will be reported to March Committee	B	
	419/14	<b>Changes to Standing Committees</b> 1. The four current Standing Committees be replaced by a Corporate and Community	GM							

		<p>Standing Committee and an Environment, Development &amp; Infrastructure Standing Committee;</p> <p>2. The Standing Committees be held on the third Monday of the month commencing at 4.00pm and 6.00pm;</p> <p>3. Membership of each Standing Committee remain as four (4) Councillors and the Mayor;</p> <p>4. Membership of the Corporate &amp; Community Standing Committee be Councillors K Ward, I Strutt, M Dusting, D Field and the Mayor;</p> <p>5. Membership of the Environment, Development &amp; Infrastructure Standing Committee be Councillors B Crouch, K Dusting, F Geldof, L Cooper and the Mayor; and</p> <p>6. The changes be reflected in Councils Code of Meeting Practice and Register of Council Committees.</p>																																	
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**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
	392/14	<p><b>Regional Assessment Centres</b></p> <p>That:</p> <ol style="list-style-type: none"> <li>Uralla Shire Council (USC) investigate being a party to a submission of a Tender for Regional Assessment Service(s) for New England and any other suitable regions;</li> <li>Council investigate partnerships and explore proposed options for Consortium partners with a view to forming a Consortium to tender for the New England region and any other suitable regions.</li> <li>A subsequent report be presented to Council once more information has been obtained and options identified.</li> </ol>	Manager, Community Care					<p>Applications submitted with three partnerships:</p> <p>Benevolent Society (NSW bid with USC a partner in New England)</p> <p>New England and Northern NSW - lead Boorooling Djungun Limited, Clarence Valley Council, Tweed Shire Council, Glen Innes Severn Council &amp; Great Lakes Council</p> <p>Community Options Australia (NSW bid NSW bid with USC a partner in New England)</p> <p>Outcomes of grants due to be released mid-March 2015</p>		
	422/14	<p><b>Tender Evaluation for provision of Community Support Services</b></p> <p>That the tenderers as outlined in the attached Recommendation Report be offered a Contract with Uralla Shire Council for the delivery of Community Support brokerage services as outlined in their tender submission.</p>	Manager, Community Care					<p>All tenders have been issued</p> <p>a Direct Support Services contract as per the report recommendations</p>		



**CONFIDENTIAL BUSINESS**

**23 February 2015**

**21. Confidential Business**

**CONFIDENTIAL BUSINESS**

**CONFIDENTIAL BUSINESS**

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23 February 2015

**Page No.**

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## REPORT TO COMMITTEE

<b>Department:</b>	Community Support
<b>Submitted by:</b>	Olivia Wood
<b>Reference:</b>	1.16.02.08
<b>Subject:</b>	Community Services Ongoing Funding

This report is presented to the CLOSED section of the February 2015 meeting under section 10A (2(d) commercial information of a confidential nature that would, if disclosed:

(ii) confer a commercial advantage on a competitor of the council of the Local Government Act (NSW) 1993.

A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:

- (a) the discussion of any of the matters listed in subclause (2), or  
(b) the receipt or discussion of any of the information so listed.

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Objective:** The quality of the Shire's aged and disabled population is enhanced.  
**Strategy:** Deliver services through KADS, TCT and TCS  
**Action:** Work on service models for funding reforms.

### SUMMARY:

The purpose of this report is to inform Council that confirmation has been received of extension of Community Services funding:

- State funded services has been confirmed until June 2016
- Commonwealth funded services until June 2017

### OFFICER'S RECOMMENDATION:

That the report be received and noted.

### COMMITTEE'S RECOMMENDATION

That the report be received and noted.

### BACKGROUND:

The national aged and disability reform agenda is moving towards client directed care with the focus being on choice and flexibility for clients to direct their care choices to allow them to remain independent and living in the community. There are two key changes occurring simultaneously:

## CONFIDENTIAL BUSINESS

- National Disability Insurance Scheme (NDIS) is currently being trialled in the Hunter region with roll out to other areas over the coming years. No dates have been determined.
- Aged Care reforms commenced July 2014 for new clients with all clients having to transition to the new arrangements in July 2015

As part of these changes all Aged and State Funding programs have been under review with funding for Community services likely to move from block funding for the organisation to individual funding where consumers select service providers for the support they choose.

### REPORT:

Correspondence from Family and Community Services (FACS - NSW State) and Department of Social Services (DSS - Commonwealth) have both provided confirmation of ongoing Community Services funding for HACC programs. Whilst individual details of ongoing funding are yet to be confirmed the attached correspondence indicates that the Community Support programs will continue to be funded post June 2015.

- **State Funding – totalling \$ 553,707.60** until June 2016. Transition post June 2016 is likely to occur to the National Disability Service (NDS)
- **Commonwealth Funding totalling - \$ 742,900.00** – confirmation of funding until **June 2017**.
  - *(does not include previous notification of Funding Changes for assessment, case management and client care coordination (COPS) program will not be funded beyond July 2015 (notified Nov 2014)*
- **National Respite for Carers program (NRCP) - \$ 194,724** confirmed until June 2017
- **Community Transport Funding – \$446,940**
- In addition Community Support retains **102 Level 2 Home Care Packages**

### KEY ISSUES:

- State Funding confirmed until June 2016
- Commonwealth funding confirmed until June 2017

### CONCLUSION:

Funding continuity for the majority of community services until June 2016 for State programs and June 2017 for Commonwealth programs has been confirmed.

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Communicate with consumers
2. **Policy and Regulation**  
NA
3. **Financial (LTFP)**  
Ongoing funding confirmed

## CONFIDENTIAL BUSINESS

**4. Asset Management (AMS)**

NA

**5. Workforce (WMS)**

Staff positions can be maintained as grant funding has continued

**6. Legal and Risk Management**

NA

**7. Performance Measures**

Continued management of contracts and meeting of outputs

**8. Project Management**

NA

**Olivia Wood**

**Executive Manager Community and Culture**

Prepared by staff member: Olivia Wood

TRIM Reference Number:

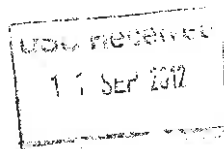
Approved/Reviewed by Manager:

Department: Community and Culture

Attachments: A. ADHC Letter  
B. DSS letter



**Family &  
Community Services**  
Ageing, Disability & Home Care



AH14/121640

Mrs Jane Michie  
Uralla Shire Council  
PO Box 106  
URALLA NSW 2358

Dear Mrs Michie

As you would be aware, the term of the current Ageing, Disability and Home Care (ADHC) Funding Agreement is due to expire on 30 June 2015. In addition, there are fundamental changes occurring for the disability services sector both nationally and in NSW that will impact ADHC's future funding arrangements.

These include the transition to the National Disability Insurance Scheme (NDIS), which is changing the nature of the funding relationship ADHC has with service providers. This requires the transition of ADHC funding to the National Disability Insurance Agency (NDIA) and the individualisation of funding to enable increased choice and control for people with disability.

Further, on 28 May 2014, the Minister for Disability Services introduced the *Disability Inclusion Bill 2014* into NSW Parliament. The Bill was passed on 14 August 2014 and the *Disability Inclusion Act 2014* (DIA) will commence later in the year after a Regulation has been finalised. The Act sets out, amongst other matters, the way the NSW Government will fund people and services to support people with disability up to the full implementation of the NDIS in 2018.

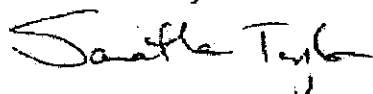
At present, the *Disability Services Act 1993* (DSA) sets out the way funding is provided in NSW. When it commences, the DIA will replace the DSA. Adjustments will also need to be made to the Funding Agreement to reflect the provisions of the DIA. As such, ADHC will be issuing new Funding Agreements on 1 July 2015 to align with the DIA.

ADHC is aware that organisations require funding assurance for business continuity, internal and external audit purposes, and to demonstrate ongoing sustainability. ADHC is committed to ensuring people with disability receive the services they need during this time of transition. Therefore, ADHC wishes to advise that it intends to continue to fund supports and services for people with disability for an additional 12 months, until 30 June 2016, up to the point that NSW commences the transition to the NDIS.

As is currently the case, the continuity of funding will be subject to the terms of ADHC's Funding Agreement, including those relating to termination. ADHC will confirm contract renewal and specific funding mechanisms for the 1 July 2015 to 30 June 2016 period prior to 1 April 2015, in line with the current renewal of term period.

Between 1 July 2016 and 30 June 2018, funding arrangements will be determined within the parameters of any agreements with the Commonwealth Government on policy settings determined as part of the NDIS design. I will therefore be writing to you again during 2015 to advise of the funding arrangements for the period of 1 July 2016 to 30 June 2018.

Yours sincerely

A handwritten signature in black ink that reads "Samantha Taylor". The signature is written in a cursive style with a large initial 'S' and a small 'y' at the end.

**Samantha Taylor**  
**A/Chief Executive**  
**Ageing, Disability and Home Care**



**Australian Government**  
**Department of Social Services**

Dear Aged Care Provider

**The new Commonwealth Home Support Programme starts 1 July 2015**

The introduction of the Commonwealth Home Support Programme (CHSP) is one of the changes the Australian Government is making to help older people to stay independent and in their homes and communities for longer.

From 1 July 2015, the CHSP will bring together the:

- Commonwealth Home and Community Care (HACC) Program<sup>1</sup>;
- National Respite for Carers Program (NRCP);
- Day Therapy Centres (DTC) Program; and
- Assistance with Care and Housing for the Aged (ACHA) Program.

**How will the CHSP affect you and your current funding?**

The overwhelming majority of current providers will continue to deliver services under the new CHSP, and will receive two years of continued funding until 30 June 2017, including an initial period of transition. [Attachment A](#) provides a list of current services in scope for the CHSP.

This includes providers who currently receive funding under the NRCP for Commonwealth Respite and Carelink Centres and related activities.

There will be different arrangements for providers that are currently funded for Commonwealth HACC sector support and development activities and Commonwealth HACC Service Group Two. Please refer to [Attachment B](#) for this information.

**What are the benefits of the CHSP?**

The new CHSP will build on the strengths of the programmes it replaces and will continue to support around 550,000 older people and their carers, every year. Importantly, people receiving services under the existing programmes will continue to receive the same level of support now and when the CHSP begins. CHSP funding will be around \$1.7 billion in 2015-16, which will continue to grow over the coming years, resulting in more services for more people.

The CHSP will be the entry level of Australia's aged care system for older people who need assistance with daily living to remain living independently at home. Carers of these clients will also benefit from services provided through CHSP.

Providers will benefit from significantly streamlined funding arrangements, with less red tape, simplified grant agreements and more time to deliver important services for older people.

From 1 July 2015, older people and carers seeking assistance will benefit from a key entry point through My Aged Care, and a standardised national assessment process delivered through the My Aged Care Regional Assessment Service (RAS). The Department wrote to you about the establishment of the RAS on 24 October 2014.

<sup>1</sup> The Commonwealth HACC Program is for older people aged 65 years and over and Aboriginal and Torres Strait Islander people aged 50 years and over. HACC basic community services for people under the age of 65 are the responsibility of state and territory governments. These arrangements do not apply to Victoria or Western Australia where the HACC Program remains administered by the state government and jointly funded with the Australia Government.

The CHSP will be structured to support four main sub-programmes:

- **Community and Home Support** will provide entry-level services to support older people to live independently at home and in the community for example meals, domestic assistance and transport.
- **Care Relationships and Carer Support** will support and maintain care relationships between older people and their carers.
- **Assistance with Care and Housing** will support vulnerable clients to remain in the community through accessing appropriate, sustainable and affordable housing and linking them where appropriate, to community care and other support services.
- **Service System Development** will support the development of the community aged care service system in a way that meets the aims of the programme and broader aged care system.

More detail on the new programme framework is at [Attachment C](#)

### **What can you expect in the lead up to the implementation of the CHSP?**

A draft Programme Manual is being developed and will be available for comment on our website at [www.dss.gov.au/chsp](http://www.dss.gov.au/chsp) in early 2015.

We will hold a series of briefings with the sector about the CHSP; more information will be available in early 2015.

As part of the transition to the new CHSP, you will soon be able to self-manage information about your services via a new provider portal. This information will be accessible on the My Aged Care public service finders and used by the new RAS to match and refer assessed clients to you. In the lead up to April 2015, we will provide you with information on the provider portal set up process.

### **Key Milestones**

Consultation with the National Aged Care Alliance and the sector will be critical as we finalise further details of the CHSP. For example, there will be opportunities to provide feedback on the Programme Manual and fees policy.

The table below outlines the key milestones over the next six months including proposed consultations opportunities and indicative timeframes.

<b>Consultation opportunities</b>	
CHSP sector briefing	Early 2015
Draft fees policy available for comment	
Draft Programme Manual available for comment	
Letter and questionnaire distributed to Counselling, Support, Information and Advocacy (for care recipient) providers about current activities	
Review of Sector Support and Development activities including potential for reclassification of direct service delivery	
<b>Grant agreement processes</b>	
Current grant agreement extensions to cover transition period (from 1 July 2015 – 31 October 2015)	February 2015 – May 2015
CHSP grant negotiations and offers (new agreement from 1 November 2015 – 31 June 2017)	May 2015 – October 2015.
<b>Other key milestones</b>	
Population of information by providers for new provider portal	April 2015 - June 2015
CHSP commences	1 July 2015
My Aged Care Regional Assessment Service commences	1 July 2015

### **Arrangements for Victoria and Western Australia**

NRCP, DTC and ACHA services currently delivered in Victoria and Western Australia will form part of the new CHSP from 1 July 2015.

It is intended that in the future, HACC for older people in Victoria will transition to the CHSP. Negotiations with the Victorian Government are continuing and more information about the arrangements for Victorian HACC providers will be available in 2015.

The HACC Program in Western Australia will remain administered by the state government and jointly funded with the Australian Government. Negotiations for a transition of the HACC Program for older people in Western Australia to the CHSP are at an early stage.

### **More Information**

For more information about the CHSP, including progress to date, frequently asked questions and information sheets visit [www.dss.gov.au/chsp](http://www.dss.gov.au/chsp).

If you have any questions about the CHSP, please email them to [CHSP@dss.gov.au](mailto:CHSP@dss.gov.au).

We look forward to working with you to support a smooth transition to the CHSP.

Regards,



Donna Moody  
Group Manager  
Ageing and Aged Care Service Group  
Department of Social Services  
17/12/2014



**Attachment A - existing services in scope for the CHSP**

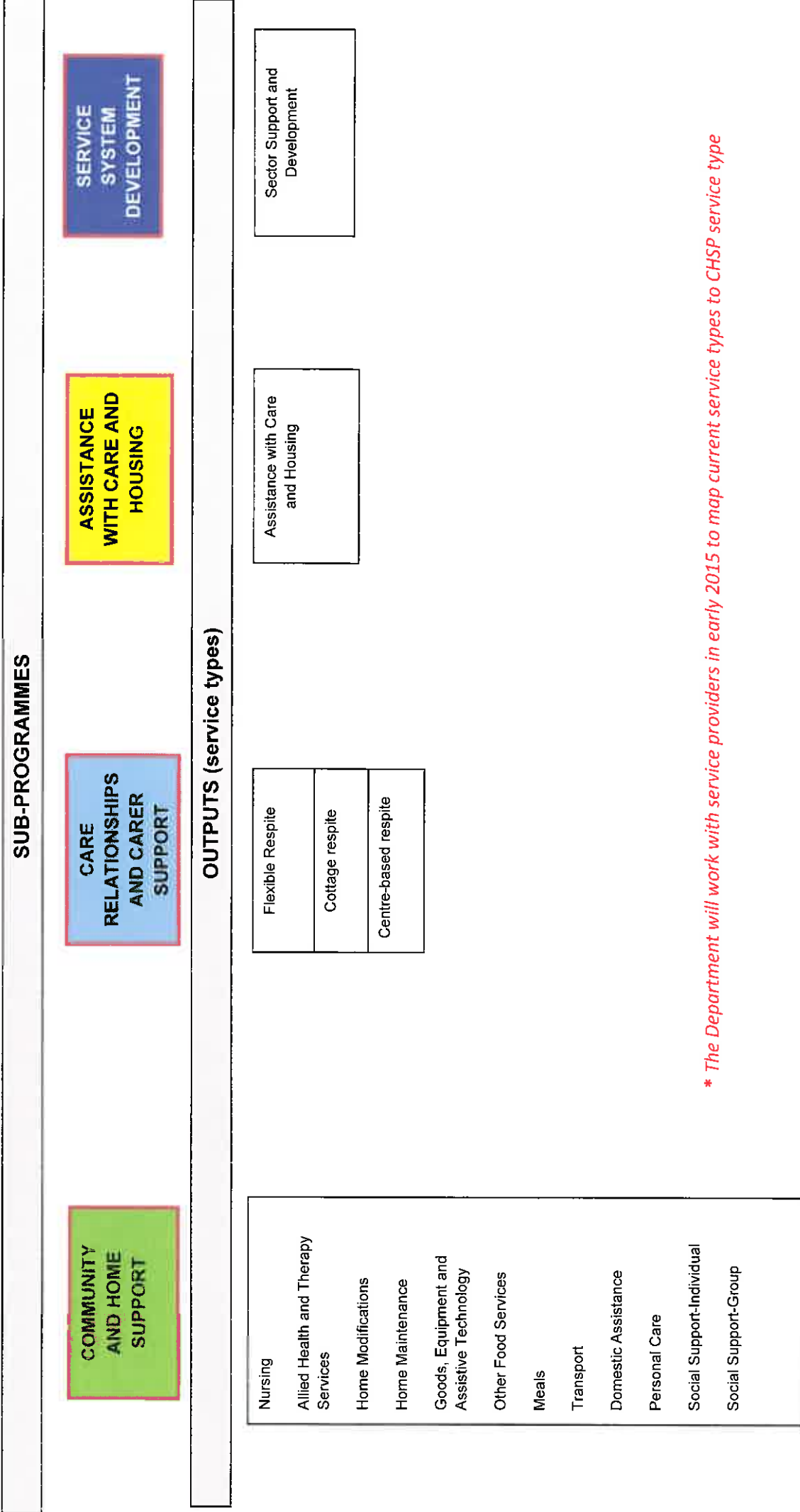
<p><b>Commonwealth HACC Program</b></p> <p>HACC Nursing</p> <p>HACC Allied Health</p> <p>HACC Home Modifications</p> <p>HACC Home Maintenance</p> <p>HACC Goods and equipment</p> <p>HACC Qualified Counselling (from Commonwealth HACC Service Group Two, counselling, support, information and advocacy )</p> <p>HACC Other Food Services</p> <p>HACC Meals</p> <p>HACC Transport</p> <p>HACC Formal Linen services</p> <p>HACC Domestic Assistance</p> <p>HACC Personal Care</p> <p>HACC Social Support</p> <p>HACC Centre-based day care</p> <p>HACC respite</p>	<p><b>National Respite for Carers Program</b></p> <p><u>Planned respite</u></p> <p>NRCP Cottage respite</p> <p>NRCP Community access individual respite</p> <p>NRCP Community access group respite</p> <p>NRCP Centre-based day respite</p> <p>NRCP Residential day respite</p> <p>NRCP In-home day respite</p> <p>NRCP In-home night respite</p> <p>NRCP Host family day respite</p> <p>NRCP Host family night respite</p> <p>NRCP Mobile respite</p> <p>NRCP Other planned respite</p> <hr/> <p><b>Assistance with Care and Housing for the Aged Program</b></p> <hr/> <p><b>Day Therapy Centres Program</b></p>
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**Attachment B – Funding arrangements from 1 July 2015**

Service Type	Next Steps
<p><b>I currently receive funding under the Commonwealth HACC program for sector support and development activities</b></p>	<ul style="list-style-type: none"> <li>• Your current agreement will be extended from <u>1 July 2015 – 31 October 2015</u> while arrangements for CHSP sector support and development are settled</li> <li>• We are reviewing the range of sector support activities funded within existing aged care programmes. This process will identify other direct service delivery in order to reclassify it appropriately.</li> <li>• We will write to you with more information in early 2015 about this process and arrangements going forward.</li> </ul>
<p><b>I currently receive funding under the Commonwealth HACC Program for counselling, support, information and advocacy for the <u>care recipient</u></b></p>	<ul style="list-style-type: none"> <li>• Your current agreement will be extended from <u>1 July 2015 – 31 October 2015</u> while activities are being reviewed.</li> <li>• We are reviewing this service type which will determine future funding for CSIA care recipient services.</li> <li>• This process will identify:               <ul style="list-style-type: none"> <li>○ qualified counselling under CSIA (care recipient) in order to reclassify it as allied health.</li> <li>○ advocacy services under CSIA (care recipient) to be considered as part of the review of advocacy services.</li> <li>○ other direct service delivery in order to reclassify them appropriately.</li> </ul> </li> <li>• We will write to you with more information in early 2015 about this process and arrangements going forward.</li> </ul>
<p><b>I currently receive funding under the Commonwealth HACC Program for counselling, support, information and advocacy for the <u>carer</u></b></p>	<ul style="list-style-type: none"> <li>• We are reviewing on the broader suite of carer support services which will determine future funding for these services.</li> <li>• We will write to you with more information about this process in 2015.</li> <li>• Your funding agreement will be extended while this work is underway.</li> </ul>
<p><b>I currently receive funding under the Commonwealth HACC Program for assessment, case management or client care coordination.</b></p>	<ul style="list-style-type: none"> <li>• If you deliver assessment, case management or client care coordination services, your current funding for these services types will cease <u>30 June 2015</u> as per our advice on 24 October 2014.</li> <li>• Outcomes from the open tender process for the My Aged Care Regional Assessment Service, which closed on 19 December 2014, will determine future funding for these services.</li> <li>• If you told us that some or all of your funding for assessment, case management or client care coordination services was misclassified (i.e. used to deliver other Commonwealth HACC services), we will contact you in early 2015 to tell you whether or not your services will be reclassified as in scope for the CHSP.</li> </ul>
<p><b>My service is listed as in scope for CHSP (refer to list at Attachment A)</b></p>	<ul style="list-style-type: none"> <li>• Your current agreement will be extended from <u>1 July 2015 – 31 October 2015</u> to assist with transition arrangements to the CHSP.</li> <li>• We will contact you about arrangements for a new CHSP grant agreement through a <u>non-competitive</u> process from 1 November 2015 – 30 June 2017.</li> </ul>

Attachment C – CHSP Programme Framework

COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) – SUB-PROGRAMMES AND SERVICE TYPES



\* The Department will work with service providers in early 2015 to map current service types to CHSP service type



AUTHORITY TO AFFIX  
THE COMMON SEAL

23 February 2015

22. Authority to Affix the Common Seal

AUTHORITY TO AFFIX THE COMMON SEAL

# AUTHORITY TO AFFIX THE COMMON SEAL

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# AUTHORITY TO AFFIX THE COMMON SEAL



## REPORT TO COUNCIL

<b>Department:</b>	Planning – Division Decision
<b>Submitted by:</b>	Manager of Town Planning & Regulation
<b>Reference:</b>	Item 1
<b>Subject:</b>	Affixing of Council Seal to Section 88b instrument – DA 74/2014 – J F Kennedy

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	To ensure that Development Applications and land use enquiries are dealt with as expeditiously as possible.
<b>Strategy:</b>	By delegations of authority to planning staff, where appropriate.
<b>Action:</b>	Use of Delegation of Authority reported to management and Council monthly.

### SUMMARY:

The purpose of this report is to gain approval to affix Council's seal to the Section 88b Instrument relating to Development Application 74/2014 on land known as 1202 Bakers Creek Road, Bundarra, being Lots 7, 8 & 29 DP 753657.

### OFFICER'S RECOMMENDATION:

That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 74/2014 on land known as 1202 Bakers Creek Road, Bundarra, being Lots 7, 8 & 29 DP 753657.

### BACKGROUND:

Council has placed development approval conditions on a subdivision for J F Kennedy on land known as 1202 Bakers Creek Road, Bundarra, being Lots 7, 8, & 29 DP 1192269 in relation to asset protection zones.

### REPORT:

As part of the aforementioned subdivision, a Section 88b land use restriction is required to ensure compliance with a development approval. The development conditions that require a restriction on the land title are in relation to asset protection zones. The condition states:

#### 6. Asset Protection Zones

The intent of measures is to provide sufficient space and maintain reduced fuel loads so as to ensure radiant heat levels of buildings are below critical limits and to prevent direct flame contact with a building. To achieve this, the following conditions shall apply:

At the issue of subdivision certificate and in perpetuity the property around the existing

## AUTHORITY TO AFFIX THE COMMON SEAL

dwelling on proposed Lot 1, to a distance of 50 metres, shall be managed as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.

Council's Seal needs to be affixed 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.

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.

### KEY ISSUES:

- Application of the Council Seal to the Section 88b Instrument is required to finalise the subdivision.

### CONCLUSION:

The Council Seal is to be applied to the Section 88b Instrument, which has been prepared as per the provisions of the *Conveyancing Act 1919*. The seal is required, as Council has placed development approval conditions on the development, in relation to asset protection zones.

### 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*

*Rural Fires Act 1997*

*Local Government (General) Regulation 2005*

Clause 400 of the *Local Government (General) Regulation 2005*, *inter alia* states the following in Subclause Four (4):

*The seal of the council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.*

#### 3. Financial (LTFP)

Nil

#### 4. Asset Management (AMS)

Nil

#### 5. Workforce (WMS)

Nil

## AUTHORITY TO AFFIX THE COMMON SEAL

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**Elizabeth Cumming**

**Manager of Town Planning & Regulation**

Prepared by staff member:

Manager of Town Planning & Regulation

TRIM Reference Number:

DA-74-2014

Approved/Reviewed by Manager:

Manager of Town Planning & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil



# AUTHORITY TO AFFIX THE COMMON SEAL



## REPORT TO COUNCIL

<b>Department:</b>	Planning – Division Decision
<b>Submitted by:</b>	Manager of Town Planning & Regulation
<b>Reference:</b>	Item 2
<b>Subject:</b>	Affixing of Council Seal to Section 88b instrument – DA 8/2014 – Mr S & Mrs L Grills

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	To ensure that Development Applications and land use enquiries are dealt with as expeditiously as possible.
<b>Strategy:</b>	By delegations of authority to planning staff, where appropriate.
<b>Action:</b>	Use of Delegation of Authority reported to management and Council monthly.

### SUMMARY:

The purpose of this report is to gain approval to affix Council's seal to the section 88b Instrument relating to Development Application 8/2014 on land known as 7 Salisbury Street, Uralla being Lot 18 Sec 34 DP 759022.

### OFFICER'S RECOMMENDATION:

**That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 8/2014 on land known as 7 Salisbury Street, Uralla being Lot 18 Sec 34 DP 759022.**

### BACKGROUND:

Council has placed a development approval condition on a subdivision requiring to condition for an easement to be created over a sewer main.

### REPORT:

As part of a subdivision for Mr S & Mrs L Grills on land known as 7 Salisbury Street, Uralla being Lot 18 Sec 34 DP 759802, Council has placed a development approval condition on a subdivision requiring an easement to be placed over a sewer main, to allow future Council access for maintenance. A Section 88b land use restriction needs to be prepared as per the requirements of the *Conveyancing Act 1919* to finalise the subdivision certificate.

The condition reads:

8. Connection to the sewer main is required for Lot 1. The fee is set out in Council's Operational Plan and is adjusted every financial year. The current fee for the 2013/2014 year is \$493.50. The existing sewer connection for Lot 2 must have a 3 metre easement created through Lot 1.

# AUTHORITY TO AFFIX THE COMMON SEAL

Council's Seal needs to be affixed 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.

## KEY ISSUES:

- Application of the Council Seal to the Section 88b Instrument is required to finalise the subdivision.

## CONCLUSION:

The Council Seal is to be affixed to the Section 88b Instrument, which has been prepared as per the provisions of the *Conveyancing Act 1919*.

## 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*

*Local Government (General) Regulation 2005*

Clause 400 of the *Local Government (General) Regulation 2005*, *inter alia* states the following in Subclause Four (4):

*The seal of the council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.*

### 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

# AUTHORITY TO AFFIX THE COMMON SEAL

**Elizabeth Cumming**  
**Manager of Town Planning & Regulation**

Prepared by staff member:	Manager of Town Planning & Regulation
TRIM Reference Number:	DA-8-2014
Approved/Reviewed by Manager:	Manager of Town Planning & Regulation
Department:	Regulation & Infrastructure
Attachments:	Nil

# AUTHORITY TO AFFIX THE COMMON SEAL



## REPORT TO COUNCIL

<b>Department:</b>	Planning – Division Decision
<b>Submitted by:</b>	Manager of Town Planning & Regulation
<b>Reference:</b>	Item 3
<b>Subject:</b>	Application of Council Seal to Section 88b instrument – DA 15/2014 – Mr N Cordery

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	To ensure that Development Applications and land use enquiries are dealt with as expeditiously as possible.
<b>Strategy:</b>	By delegations of authority to planning staff, where appropriate.
<b>Action:</b>	Use of Delegation of Authority reported to management and Council monthly.

### SUMMARY:

The purpose of this report is to gain approval to affix Council's seal to a section 88b Instrument relating to Development Application 15/2014 on land known as 24 Gostwyck Street, Uralla being Lot 3 DP 6974.

### OFFICER'S RECOMMENDATION:

That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 15/2014 on land known as 24 Gostwyck Street, Uralla being Lot 3 DP 6974.

### BACKGROUND:

Council has placed a development approval condition on a subdivision requiring to condition for an easement to be created over a sewer main.

### REPORT:

As part of a subdivision for Mr N Cordery on land known as 24 Gostwyck Street, Uralla being Lot 3 DP 6974, Council has placed a development approval condition requiring an easement to be placed over a sewer main, to allow future Council access for maintenance. A Section 88b land use restriction is required to ensure compliance.

The condition reads:

## AUTHORITY TO AFFIX THE COMMON SEAL

8. Connection to the sewer main is required for Lot 2. This fee is set out in Council's Operational Plan and is adjusted every financial year. The current fee for the 2013/2014 year is \$493.50. The sewer line from the existing house to the main in Cooper Lane must have a 3 metre easement created over it.

A Section 88b instrument needs to be prepared as per the requirements of the *Conveyancing Act 1919* to finalise the subdivision certificate. 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.

### KEY ISSUES:

- Application of the Council Seal to the Section 88b Instrument is required to finalise the subdivision.

### CONCLUSION:

The Council Seal is to be applied to the Section 88b Instrument, which has been prepared as per the provisions of the *Conveyancing Act 1919*.

### 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*

*Local Government (General) Regulation 2005*

Clause 400 of the *Local Government (General) Regulation 2005*, *inter alia* states the following in Subclause Four (4):

*The seal of the council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.*

3. **Financial (LTFP)**

Nil

4. **Asset Management (AMS)**

Nil

5. **Workforce (WMS)**

Nil

6. **Legal and Risk Management**

Nil

7. **Performance Measures**

# AUTHORITY TO AFFIX THE COMMON SEAL

Nil

## 8. Project Management

Nil

**Elizabeth Cumming**  
**Manager of Town Planning & Regulation**

Prepared by staff member:	Manager of Town Planning & Regulation
TRIM Reference Number:	DA-8-2014
Approved/Reviewed by Manager:	Manager of Town Planning & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil