



**Uralla Shire Council Business Paper
24 August 2015**



11 August 2015

**ORDINARY MEETING OF COUNCIL
1.00pm Monday 24 August 2015**

Notice is hereby given that a meeting of the Council of Uralla will be held at Council Chambers, Salisbury Street, Uralla on **Monday, 24 August 2015 commencing at 1.00pm.**

Damien Connor
GENERAL MANAGER



- BUSINESS AGENDA -

Ordinary Meeting of Council - 24 August 2015 at 1:00pm

1. Opening & Welcome
2. Prayer
3. Acknowledgement of Country
4. Apologies/Requests for Leave of Absence
 - Leave of Absence: Cr M Dusting, Cr K Ward
5. Disclosures & Declaration of Interests
6. Confirmation of Minutes of Previous Meeting & Minutes to be Received & Noted Page 4
 - Audit & Risk Committee Meeting held 21 July 2015
 - Council Meeting held 27 July 2015
7. Announcements
 - Presentation by Mayor to Mr Arnold Goode
8. Tabling of Reports & Petitions
9. Presentations & Deputations - DEPUTATION: Mr Gregory Livermore, Report # 2.17.08.07 Page 22
10. Urgent Supplementary & Late Items of Business
11. Councillor Reports & Written Reports from Delegates
12. Mayoral Minute - Nil
13. Recommendations for Items to be Considered in Confidential Section - Nil
14. Reports from the General Manager - Nil
15. Reports from the Corporate & Community Committee Page 24

Called:	1.17.08.01	Councillor's Access to Records & Staff Interaction Policy	Page 26
Called:	1.17.08.02	Sponsorship request – Thunderbolts Festival	Page 35
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Called:	2.17.08.03	Development Approvals and Refusals for July 2015	Page 68
Called:	2.17.08.04	Planning Proposal – D & J Heagney - Part Lot 12 DP 529709 – Rowan Avenue, Uralla	Page 74
Called:	2.17.08.05	Drought Management Plan Adoption	Page 81
Called:	2.17.08.06	Zero Net Energy Town Uralla (Z-NET Uralla)	Page 106
Called:	2.17.08.07	Bridge Naming: Gwydir River & Abington Creek	Page 111
17. Motions on Notice – Nil
18. Schedule of Actions – as at 18 August 2015 Page 115
19. Confidential Business - Nil
20. Authority to Affix the Common Seal Page 131
 - Mr C & Mrs L Borger – Division Decision
21. Meeting Close



CONFIRMATION OF MINUTES

24 August 2015

6. Confirmation of Minutes

CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at Council Meeting held on 24 August 2015:

- Audit & Risk Committee Meeting held 21 July 2015 (to be received & noted)
- Council Meeting held 27 July 2015 (to be confirmed)

URALLA SHIRE COUNCIL
Minutes for Audit & Risk Committee
Committee Meeting: 21 July 2015

The Meeting Commenced at: 1:00pm

Members (voting):

Mr Michael O'Connor – Independent External Member

Mr Sean Johnston – Independent External Member

Cr Michael Pearce – Mayor

Cr Mark Dusting

Attendees (non-voting):

Mr Damien Connor – General Manager, Uralla Shire Council

Mr Simon Paul – Chief Financial Officer

Mrs Rechelle Leahy – Executive Manager Governance & Information

Mrs Desley Williams – Senior Executive Officer

Invitees (non-voting):

Nil

ATTENDANCE

Present were:

Mr M O'Connor, Mr S Johnston, Cr M Pearce, Cr M Dusting, Mr S Paul, Mr D Connor, Mrs R Leahy and D Williams

1. APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE - Nil

2. ELECTION OF CHAIRPERSON

The committee elect a Chairperson for the following 12 month period from one of the four voting members – Mr Michael O'Connor, Mr Sean Johnston, Cr Michael Pearce or Cr Mark Dusting.

S Johnson nominated M O'Connor as Chairperson, M O'Connor accepted. M.O'Connor was elected as Chairperson for the following 12 month period.

3. CONFIRMATION OF MINUTES – N/A

4. PRESENTATIONS - Nil

5. REPORTS

Committee:	AUDIT & RISK
Section:	Governance
Date:	21 July 2015
Item:5.1	IA15/001 – AUDIT & RISK CHARTER & OPERATION

MOVED (M Pearce/M Dusting)

Officer's Recommendation:

That the Internal Audit Committee Charter be received and noted.

CARRIED

Committee:	AUDIT & RISK
Section:	Governance
Date:	21 July 2015
Item:5.2	IA15/002 – RISK MANAGEMENT POLICY

MOVED (M Dusting/M Pearce)

Officer's Recommendation:

That Council's revised Risk Management Policy be received and noted.

CARRIED

Committee:	AUDIT & RISK
Section:	Governance
Date:	21 July 2015
Item:5.3	IA15/003 – RISK MANAGEMENT ACTION PLAN (RMAP)

MOVED (M Dusting/M Pearce)

OFFICER'S RECOMMENDATION

1. That Council's 2014/15 Risk Management Action Plan be received and noted; and
2. The delivery of identified actions and their associated milestones and deadlines contained there-in are noted.

CARRIED

Committee:	AUDIT & RISK
Section:	Governance
Date:	21 July 2015
Item:5.4	IA15/004 – FORWARD MEETING SCHEDULE

MOVED (M Pearce/M Dusting)

OFFICER'S RECOMMENDATION

That the Internal Audit Committee forward meeting schedule be set as follows:

- 9:00am Tuesday the 27th October 2015 @ Uralla
- 9:00am Tuesday the 2nd February 2016 @ Uralla
- 9:00am Tuesday the 19th April 2016 @ Uralla
- 9:00am Tuesday the 19th July 2016 @ Uralla

CARRIED

6. OTHER BUSINESS - Nil

7. NEXT MEETING – Tuesday 27 October 2015 at 9:00am, Uralla.

8. CLOSURE OF MEETING

The Meeting concluded at: 2:30pm



ORDINARY MEETING OF COUNCIL

Held at 1:00pm
On 27 July 2015

ROLL CALL

Councillors:

Cr M Pearce (Mayor)
Cr B Crouch (Deputy Mayor)
Cr L Cooper
Cr K Dusting
Cr M Dusting
Cr D Field
Cr F Geldof
Cr I Strutt
Cr K Ward

Staff:

Mr D Connor, General Manager
Mr A Harvey, Acting Director-Infrastructure & Regulation
Mrs O Wood, Executive Manager-Community & Culture
Mr S Paul, Chief Financial Officer
Mrs D Williams, Minute Clerk

MINUTES

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 1:00pm on 27 July 2015**

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**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 1:00pm on 27 July 2015**

The Meeting Commenced at: 1:00pm

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr B Crouch (Deputy Mayor) and Councillors, L Cooper, K Dusting, M Dusting, D Field, F Geldof, I Strutt, K Ward, General Manager (Mr D Connor), Director-Infrastructure & Regulation (Mr R Bell), Chief Financial Officer (Mr S Paul), Executive Manager-Community & Culture (Mrs O Wood), Minute Clerk (Mrs D Williams).

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT TO COUNTRY

4. APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE - NIL

5. DISCLOSURES & DECLARATION OF INTERESTS - NIL

At request of the Chair, the Minute Clerk tabled details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 27 July 2015 meeting.

6. MOTIONS TO RESCIND

Department:	Motion to Rescind
Submitted by:	Councillor K Ward
Reference:	
Subject:	Motion to rescind – Tourism Strategy

1.07/15

MOVED/ CARRIED (Crs K Ward / L Cooper)

That Council rescind motion 12.05/15 from the Ordinary Council Meeting of the 25th May 2015.

The motion was put and lost 6-3. Councillors K Ward, L Cooper and D Field requested that the record show they supported the Rescission Motion.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Ordinary Meeting of 22 June 2015

2.07/15

MOVED/ CARRIED (Crs I Strutt/B Crouch)

That the Minutes of the Ordinary Meeting held on 22 June 2015 (copies have been circulated to Members) be adopted as a true and correct record of proceedings.

8. ANNOUNCEMENTS - Nil

9. TABLING OF REPORTS & PETITIONS

- Petition was tabled from New England Collective
RE: Visitor Information Centre location.

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10. PRESENTATIONS

Have Your Say

The Chair introduced the Speakers in order of Presentation as follows:-

1. Name: Mr Shaun Cassidy

Subject: Tourism

The Speaker delivered a presentation on the subject of Tourism in Uralla.

The Mayor thanked Mr Cassidy for his Presentation to Council.

2. Name: Mr Arnold Goode

Subject: Bridge Naming

The Speaker delivered a presentation on the subject of the naming of the soon to be completed local bridges at Bundarra and Abington.

Cr M Dusting thanked Mr Goode for his Presentation to Council.

3. Name: Mr Bob Dickson

Subject: Bridge Naming

The Speaker delivered a presentation on the subject of the naming of the soon to be completed local bridges at Bundarra and Abington.

Cr B Crouch thanked Mr Dickson for his Presentation to Council.

Have Your Say (Request from the Public Gallery)

PROCEDURAL MOTION

Request to Speak from the Gallery

A request to address Council was made from the Public Gallery by Ms Sonia Repin.

3.07/15

MOVED/ CARRIED (Crs K Ward /M Dusting)

That the request to address Council by Ms Sonia Repin be noted and leave to speak granted.

Speakers in Order of Presentation:

The Chair introduced the Speaker in delivery of a Presentation as follows:-

1. Ms Sonia Repin

Subject: Tourism

The Speaker delivered a presentation on the subject of Tourism in Uralla.

Cr I Strutt thanked Ms Repin for his Presentation to Council.

11. DEPUTATIONS - Nil

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MOTION

4.07/15 **Comfort Adjournment (2:20pm to 2:30pm)**
MOVED/ CARRIED (Crs M Dusting / K Dusting)
That Council break for a 10 minute Comfort Adjournment

The Meeting resumed at 2:30pm.

12. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS - nil

13. COUNCILLOR REPORTS & WRITTEN REPORTS FROM DELEGATES

WRITTEN REPORTS FROM DELEGATES

Councillors in turn provided a brief verbal summary of their Council related activities during the reporting period and submitted written Delegate Reports comprising details as follows:-

Councillor

Activity Date: Activity Detail:

Cr D Field

30 June 2015 *Access & Disability Community Consultative Panel, Uralla*
20 July *Corporate & Community Committee, Uralla Shire Council (USC)*
27 July *Ordinary Council Meeting, USC*

Cr F Geldof

25 June *Councillors Tour of Works, Uralla & Bundarra*
13 July *Councillor Briefing Session, USC*
20 July *Economy, Development & Infrastructure, USC*

Cr B Crouch

25 June *Councillors Tour of Works, Uralla & Bundarra*
8 July *NAIDOC Week Lunch, Uralla*
 INLAND NSW – Digital Hub, Armidale
13 July *Councillor Briefing Session, USC*
16 July *Emu Crossing Bridge Meeting, Bundarra*
20 July *Standing Committee Meetings, USC*

Cr M Dusting

22 June *Opening of Community Recycling Centre, Uralla*
 Fit for Future Workshop, USC
 Ordinary Council Meeting, USC
24 June *Job's Australia Meeting, Armidale*
25 June *Councillors Tour of Works, Uralla & Bundarra*
8 July *Grace Munro Centre Meeting, Bundarra*
20 July *Standing Committee Meetings, USC*
21 July *Audit & Risk Management Committee, USC*

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DELEGATE REPORTS (continued)

Councillor

Activity Date: Activity Detail:

Cr K Dusting

22 June *Opening of Community Recycling Centre, Uralla
Fit for Future Workshop, USC
Ordinary Council Meeting, USC*

25 June *Councillors Tour of Works, Uralla & Bundarra*

8 July *Empowering Rural Women, Uralla*

15 July *Empowering Rural Women, Uralla*

20 July *ED&I Committee Meeting, USC*

Cr L Cooper

2 July *Councillor Chat, USC*

20 July *Standing Committee Meetings, USC*

22 July *Job's Australia Board Meeting, Armidale*

27 July *Ordinary Council Meeting, USC*

July *Ongoing conversations about Thunderbolts Festival – seeking
sponsorship & planning the event.*

Cr K Ward

23 June *Sport & Recreation Committee – Uralla*

25 June *Councillors Tour of Works, Uralla & Bundarra*

29 June *McMaughs – Inspect garden path, Uralla*

8 July *NAIDOC Week Lunch, Uralla*

13 July *Councillor Briefing Session, USC*

20 July *Standing Committee Meetings, USC*

Cr I Strutt

25 June *Councillors Tour of Works, Uralla & Bundarra*

2 July *Councillors Chat, USC*

8 July *NAIDOC Week Lunch, Uralla*

15 July *Empowering Rural Women – CWA Drought Luncheon, Uralla*

20 July *Standing Committee Meetings, USC*

27 July *Ordinary Council Meeting, USC*

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DELEGATE REPORTS (continued)

Councillor	Activity Date:	Activity Detail:
Cr M Pearce		
	23 June	Administration & Correspondence, USC
	24 June	2AD Radio Interview, USC
	25 June	Councillors Tour of Works, Uralla & Bundarra Administration & Correspondence, USC Citizenship Ceremony, USC
	29 June	Administration & Correspondence, USC
	30 June	Administration & Correspondence, USC
	1 July	Administration & Correspondence, USC Meeting of New England Group of Councils, USC
	2 July	Namoi Councils Board, Quirindi Namoi Councils Workshop on Joint Organisation Pilot Project Administration & Correspondence, USC
	3 July	ABC Radio Interview, USC Red Cross AGM, Uralla
	4 July	Uralla Lions Club Changeover Dinner, Uralla
	6 July	Administration & Correspondence, USC
	8 July	Administration & Correspondence, USC 2AD Radio Interview, USC NAIDOC Week Lunch, Uralla
	9 July	Administration & Correspondence, USC Site visit – Men’s Shed, Uralla
	13 July	Administration & Correspondence, USC
	14 July	Administration & Correspondence, USC
	15 July	Administration & Correspondence, USC Meet/Greet Delegation from Canberra – Members from the Australian Pesticides & Veterinary Medicines Authority with Armidale Dumaresq Council, NERAM Armidale.
	16 July	Administration & Correspondence, USC
	18 July	Welcome Delegates – National – New England Electorate Council – AGM, Uralla
	20 July	Administration & Correspondence, USC Audit & Risk Committee Meeting, USC
	22 July	Administration & Correspondence, USC 2AD Radio Interview, USC Administration & Correspondence, USC
	27 July	Administration & Correspondence, USC Ordinary Council Meeting, USC

14. MAYORAL MINUTE

Department:	Mayors Office
Submitted by:	<i>Cr Michael Pearce</i>
Reference:	Item 1
Subject:	NATIONAL GENERAL ASSEMBLY, CANBERRA.

**5.07/15 MOVED/ CARRIED (Crs M Dusting / I Strutt)
That Council receive and note the Mayor’s Report on the National General Assembly
2015.**

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15. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION - Nil

16. REPORTS FROM THE GENERAL MANAGER - Nil

17. REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

Department:	Finance
Submitted by:	Chief Financial Officer
Reference:	1.20.07.01
Subject:	Cash at Bank and Investments

6.07/15 **MOVED/ CARRIED (Crs K Ward / F Geldof)**

That Council note the cash position as at 30 June, 2015 consisting of cash and overnight funds of \$1,797,425.71, and term deposits of \$7,505,386.99, totalling \$9,302,812.70 of readily convertible funds.

Department:	Community and Culture
Submitted by:	Executive Manager – Community and Culture
Reference:	1.20.07.02
Subject:	Aged and Disability Update

7.07/15 **MOVED/ CARRIED (Crs D Field / I Strutt)**

1. That the Aged and Disability Update report be received and noted; and
2. That the additional service contract from Family and Community Services (FACS) of approx. \$31,000 in funding, be accepted to provide Social Support services to clients with disability.

Department:	Community and Culture
Submitted by:	Executive Manager – Community and Culture
Reference:	1.20.07.03
Subject:	Elsa Dixon Aboriginal Employment Program School based traineeships

8.07/15 **MOVED/ CARRIED (Crs D Field / K Ward)**

That the report on the Elsa Dixon Aboriginal Employment Program School Based Traineeships be received and noted.

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Department:	Community and Culture
Submitted by:	Executive Manager – Community and Culture
Reference:	1.20.07.04
Subject:	Central Northern Regional Library Agreement 2015

9.07/15 MOVED/ CARRIED (Crs K Dusting / F Geldof)

That Uralla Shire Council enters into a 12 month extension of the Regional Library Agreement and continues as a member of Central Northern Regional Library.

Department:	Community and Culture
Submitted by:	Executive Manager – Community and Culture
Reference:	1.20.07.05
Subject:	Uralla Shire Community Grants Program Policy

10.07/15 MOVED/ CARRIED (Crs F Geldof / I Strutt)

That:

- 1. The Community Grants Policy as revised, be adopted and placed on public exhibition for 14 days; and**
- 2. Three (3) Councillors, being Cr F Geldof, I Strutt and B Crouch, are nominated by Council for the Uralla Shire Council Community Grants Program Assessment Panel**

PROCEDURAL MOTION

Move to the Committee of the Whole

11.07/15 MOVED/CARRIED (Crs M Dusting / B Crouch)

That Council moves to the Committee of the Whole to discuss the Uralla Shire Community Grants Program Policy.

Councillors held a detailed discussion in relation to the aforementioned Report and Recommendations.

PROCEDURAL MOTION

Resumption of Standing Orders

12.07/15 MOVED/CARRIED (Crs M Dusting / B Crouch)

That Council resumes Standing Orders.

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**18. REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE
COMMITTEE**

Department:	Infrastructure and Regulation
Submitted by:	<i>Director Infrastructure and Regulation</i>
Reference:	2.20.07.01
Subject:	Mid North Weight of Loads

13.07/15 **MOVED/ CARRIED** (Crs F Geldof / K Ward)

That Council continue membership of Mid North Weight of Loads Group and sign the appropriate documentation including authorisations and Memorandums of Agreement for the Inspectors.

Department:	Infrastructure and Regulation
Submitted by:	<i>Director Infrastructure and Regulation</i>
Reference:	2.20.07.02
Subject:	Infrastructure Asset Management Policy

14.07/15 **MOVED/ CARRIED** (Crs I Strutt / M Dusting)

That the draft Infrastructure Asset Management Policy be adopted and the policy be placed on exhibition for 14 days to allow for public comment prior to final adoption.

Department:	Infrastructure & Regulation
Submitted by:	<i>Director Infrastructure & Regulation</i>
Reference:	2.20.07.03
Subject:	Works Progress Report to 30 June 2015

15.07/15 **MOVED/ CARRIED** (Crs F Geldof / B Crouch)

That:

- 1. The report be received and noted for the works completed or progressed during June 2015.**
- 2. Council staffed be thanked for their role in road closures during the snowy conditions in July.**

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Department:	Infrastructure & Regulation
Submitted by:	<i>Director Infrastructure & Regulation</i>
Reference:	2.20.07.04
Subject:	Works Planning Report July 2015

16.07/15 **MOVED/ CARRIED** (Crs K Ward / L Cooper)

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

Department:	Infrastructure & Regulation
Submitted by:	<i>Director of Infrastructure & Regulation</i>
Reference:	2.20.07.05
Subject:	Development Approvals and Refusals for June 2015

17.07/15 **MOVED/ CARRIED** (Crs I Strutt / F Geldof)

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

Department:	Infrastructure and Regulation
Submitted by:	<i>Robert Bell</i>
Reference:	2.20.07.06
Subject:	Septic Tank Effluent Disposal

18.07/15 **MOVED/ CARRIED** (Crs B Crouch / L Cooper))

That Council advises all Shire residents that the Bundarra Landfill site will no longer accept septic tank effluent.

Department:	Infrastructure and Regulation
Submitted by:	<i>Director – Infrastructure and Regulation</i>
Reference:	2.20.07.07
Subject:	Liquid Trade Waste Policy

19.07/15 **MOVED/ CARRIED** (Crs F Geldof/M Dusing)

That the General Manager be requested to provide further information to Council on the impacts of the Liquid Trade Waste Policy on existing businesses in the Shire, prior to returning the draft policy to Council for adoption.

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Department:	Infrastructure and Regulation
Submitted by:	<i>Manager Waste and Resource Recovery</i>
Reference:	2.20.07.08
Subject:	Waste and environmental education - 2015 EnviroMentors Report

20.07/15 **MOVED/ CARRIED** (Crs I Strutt / K Ward)

That the 2015 EnviroMentors Report on Waste and Environmental Education be received and noted.

Department:	Infrastructure & Regulation
Submitted by:	<i>Director – Infrastructure & Regulation</i>
Reference:	2.20.07.09
Subject:	Regulatory Statistics Ending 30 June 2015

21.07/15 **MOVED/ CARRIED** (Crs I Strutt / B Crouch)

That Council receive and note the Regulatory Function Statistics ending 30 June 2015.

Department:	Infrastructure & Regulation
Submitted by:	<i>Director – Infrastructure & Regulation</i>
Reference:	2.20.07.10
Subject:	Independent Review of the Building Professionals Act 2005 Survey

22.07/15 **MOVED/ CARRIED** (Crs K Ward / M Dusting)

That Council note the Independent Review of the Building Professionals Act 2005 Survey has been completed and submitted.

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19. MOTIONS ON NOTICE

Department:	Notice of Motion
Submitted by:	Cr. Isabel Strutt
Reference:	Item 1
Subject:	Disused former Service Station site, Bridge Street, Uralla

23.07/15 MOVED/ CARRIED (Crs I Strutt / L Cooper)

That a report be provided to Council detailing available options, with costings,
for action which can be taken by Council.

20. SCHEDULE OF ACTIONS – As at 22 July 2015

21. CONFIDENTIAL BUSINESS – Nil

22. AUTHORITY TO AFFIX THE COMMON SEAL

Department:	Infrastructure & Regulation – Division Decision
Submitted by:	Director of Infrastructure & Regulation
Reference:	Item 1
Subject:	Application of Council Seal to Section 88b instrument – DA-13-2015 – Mr P J Cooke & Mrs J A Cooke & Mr C J Cooke

24.07/15 MOVED/ CARRIED (Crs K Dusting / K Ward)

That Council endorse the fixing of the Council Seal on the Section 88b
Instrument relating to Development Application 13/2015 on land known 15
Wilkins Street, Uralla, being Lot 10 DP 843035.

A Division Decision was called and the result was as follows:

*FOR: Councillors, M Pearce (Mayor), B Crouch, L Cooper, K Dusting, M Dusting,
D Field, F Geldof, I Strutt, K Ward,*

AGAINST: Nil

ABSENT: Nil

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Department:	Infrastructure & Regulation – Division Decision
Submitted by:	<i>Acting Director of Infrastructure & Regulation</i>
Reference:	Item 2
Subject:	Application of Council Seal to Section 88b instrument – DA 462/2007/3 – MG Batt

25.07/15 MOVED/ CARRIED (Crs K Ward / L Cooper)

That Council endorse the fixing of the Council Seal on the Section 88b Instrument and any legal agreement relating to Development Application 462/2007/3 on land known as 131 Barleyfields Road, Uralla being Lot 19 DP 258432.

A Division Decision was called and the result was as follows:

FOR: Councillors, M Pearce (Mayor), B Crouch, L Cooper, K Dusting, M Dusting, D Field, F Geldof, I Strutt, K Ward,

AGAINST: Nil

ABSENT: Nil

23. CLOSURE OF MEETING

There being no further business, the Chair declared the meeting closed at: 4:20pm



PRESENTATIONS & DEPUTATIONS
TO COUNCIL

24 August 2015

9. Presentations to Council

PRESENTATIONS TO COUNCIL

PRESENTATIONS TO COUNCIL

PRESENTATIONS TO COUNCIL

ITEM NUMBER: Item 1

SUBJECT: Report 2.17.08.07:
Bridge Naming – Gwydir River & Abington Creek Bridges

SPEAKERS: Mr Gregory Livermore, CEO Aboriginal Lands Council



REPORTS FROM THE
CORPORATE & COMMUNITY
COMMITTEE

24 August 2015

15. Reports from the Corporate & Community Committee

REPORTS FROM THE CORPORATE &
COMMUNITY COMMITTEE

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

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REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015



COMMITTEE REPORT

Department:	General Manager's Office
Submitted by:	General Manager
Reference:	1.17.08.01
Subject:	Councillor's Access to Records & Staff Interaction Policy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.5	Undertake the civic duties of Council with the highest degree of professionalism and ethics
Action:	4.1.5.2	Councillors understand and comply with the code of conduct

SUMMARY:

The purpose of this report is to present the revised Councillor's Access to Records and Staff Interaction Policy to Council for adoption following its recent review.

COMMITTEE'S RECOMMENDATION:

That Council adopts the revised Councillor's Access to Records and Staff Interaction Policy.

OFFICER'S RECOMMENDATION:

That Council adopts the revised Councillor's Access to Records and Staff Interaction Policy.

BACKGROUND:

The Councillor's Access to Records and Staff Interaction Policy was last adopted in March 2011. Each Council policy undergoes a regular review to ensure currency and relevance.

Following review and revision it is now presented to Council for adoption in accordance with s165 of the Local Government Act 1993.

REPORT:

Only minor changes have been required to be made to Council's previously adopted version of this policy; they were primarily based on the following items:

- To match changes made to the Code of Conduct since March 2011;
- To remove references to superseded legislation, i.e. Freedom of Information Act;
- To change references from the Department of Local Government to the Office of Local Government;
- To improve readability, cut over into the new policy template and implement version control.

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE


24 August 2015

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication**
Not applicable
2. **Policy and Regulation**
 - USC Code of Conduct;
 - USC Code of Meeting Practice;
 - NSW Local Government Act 1993;
 - NSW Local Government (General) Regulation 2005;
 - Government Information Public Access (GIPA) Act.
3. **Financial (LTFP)**
No change
4. **Asset Management (AMS)**
No change
5. **Workforce (WMS)**
No change
6. **Legal and Risk Management**
No change
7. **Performance Measures**
 - Annual Code of Conduct reporting to the Office of Local Government.
 - Annual GIPA Act reporting to the Information and Privacy Commission.
8. **Project Management**
Not applicable

Damien Connor
General Manager

Prepared by staff member: Damien Connor
Approved/Reviewed by Manager: Damien Connor
Department: General Manager's Office
Attachments: A. Revised Councillor's Access to Records & Staff Interaction Policy

	Councillor's access to records and interaction with staff Policy		
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Policy Number	1.2.11
Document Version	V4.0
Adoption Date	
Endorsed By	General Manager
Approved By	
Minute Number	
Consultation Period	
Review Due Date	August 2019
Policy Custodian	General Managers Office
Superseded Documents	Provision of information to and interaction between Councillors and Staff Policy – V3.1
Related Documents	Uralla Shire Council Code of Conduct Uralla Shire Council Code of Meeting Practice
Delegations of Authority	N/A

Purpose and Scope

Uralla Shire Council is governed by the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

The objectives of this Policy are to:

- (a) provide a documented process on how councillors can access Council records;
- (b) ensure councillors have access to all documents necessary for them to exercise their statutory role as a member of the governing body of Council;
- (c) ensure that councillors receive advice to help them in the performance of their civic duty in an orderly and regulated manner;
- (d) provide direction on councillors' rights of access to Council buildings, and
- (e) provide a clear and consistent framework for the reporting of, and appropriate application of sanctions for, breaches of this policy.

Legislation, Standards and Guidelines

- *NSW Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- Uralla Shire Council Operating Policies

Statutory provisions – Councillors and staff

The entitlement of a Councillor to information is expressly included in the Code of Conduct. It provides guidance on the requirements of staff to provide information to Councillors. It states that Councillors must be provided with sufficient information to carry out their civic office functions.

Chapters 9 and 11 of the *Local Government Act 1993* ('the Act') set out the statutory roles and duties of Councillors and the General Manager. More specifically Chapter 9 states that; 'Councillors as a group direct and control Council affairs in accordance with the Act, allocate resources, determine policy and monitor its performance'.

As individuals, Councillors are required to communicate Council policy and decisions to the community, exercise community leadership and obtain the views of residents to present to council.

Statutory provisions - Access to council records

Councillors have a right to access council information that is reasonably necessary for exercising the functions of the civic office. The *Government Information Public Access (GIPA) Act 2009* replaced section 12 of the *Local Government Act 1993* and the *Freedom of Information Act 1989* from 1 July 2010. The information made available in Councils Information Guide is open access information for public access, including councillors.

Policy Statement

The purpose of this Policy is to:

- (a) provide clear communication channels to ensure the efficient provision of accurate information;
- (b) require adequate training of staff and Councillors on the importance of this policy and its requirements;
- (c) provide appropriate sanctions for non-compliance; and
- (d) be reviewed periodically to monitor its effectiveness and compliance.

The policy applies to all staff and elected representatives.

The objectives of this Policy are to:

- (a) provide a documented process on how councillors can access Council records;
- (b) ensure councillors have access to all documents necessary for them to exercise their statutory role

as a member of the governing body of Council;

- (c) ensure that councillors receive advice to help them in the performance of their civic duty in an orderly and regulated manner;
- (d) provide direction on councillors' rights of access to Council buildings, and
- (e) provide a clear and consistent framework for the reporting of, and appropriate application of sanctions for, breaches of this policy.

1. Procedures

1.1 Access to a Council file, record or other document can only be provided according to this Policy to ensure that access is obtained in ways that are legal and appropriate. This Policy does not limit or restrict statutory or common law rights of access.

1.2 Councillors who have a personal (as distinct from civic) interest in a document of Council have the same right of access as any other person.

1.3 Councillors are entitled to have access to Council files, records or other documents in accordance with the GIPA Act.

1.4 Councillors can request such access either in writing or over the counter for access to a particular Council record.

1.5 Councillors are also entitled to have access to all documents relating to a matter currently before Council.

1.6 If Councillors wish to access any documents under 1.5 (which are not readily available as open access documents under GIPA Act), then they must direct their request in writing to the General Manager or the appropriate Executive.

1.7 The General Manager or Executive to whom the request is directed shall not unreasonably decide that a document is not relevant to the performance of the Councillors' civic duty and deny access to a Council document. They must state their reasons for the decision if they refuse access and must comply with the reporting provisions of the GIPA Act.

1.8 Whenever access is sought by a Councillor to a document, the staff member to whom the request is made shall keep a record of the request (other than where the request is made for an open access document available to the public under the GIPA Act, or is made as an informal or formal request under the GIPA Act or by Notice of Motion). That request shall be registered in the corporate records system for that purpose.

1.9 Under no circumstances may Councillors remove files or any other records of Council from Council premises.

1.10 Any information that is given to a particular Councillor in the pursuit of their civic duties will also be made available to any other Councillor who requests it.

2. Interaction between Councillors and Council staff during meetings

2.1 The interaction between Councillors and staff at Council meetings and committee meetings is regulated by:

- (a) s.360 of the Act,
- (b) cl. 249 of the Local Government (General) Regulation,
- (c) Council's Code of Conduct and
- (d) Council's Code of Meeting Practice.

2.2 Section 360 of the Act enables Council to make regulations in regard to the conduct of meetings, adopt a code of meeting practice and states that meetings must be conducted in accordance with the code of Meeting Practice.

2.3 Clause 249 of the *Local Government (General) Regulation* states:

'(1) A councillor:

- (a) may, through the chairperson, put a question to another councillor, and
- (b) may, through the general manager, put a question to a council employee.

(2) However, a councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.

(3) The councillor must put every such question directly, succinctly and without argument.

(4) The chairperson must not permit discussion on any reply or refusal to reply to a question put to a councillor or council employee under this clause.'

3. Interaction between Councillors and Council staff outside of meetings

3.1 The General Manager is responsible to Council for the performance and direction of all staff and for the day to day management of Council. Therefore, it is appropriate that all requests for information and approaches to staff outside the forum of a Council or Committee meeting be directed to the General Manager or an Executive.

3.2 Councillors must not attempt to direct staff as to the performance of their work. Staff must report all such attempts immediately to their Executive or the General Manager.

3.3 Councillors must not request staff to undertake work for them or any other person, without the prior consent of the General Manager.

3.4 A Councillor, member of staff or delegate must not take advantage of their official position to improperly influence other Councillors, members of staff or delegates in the performance of their public or professional duties for the purpose of securing private benefit for themselves or for some other person.

3.5 Reference should also be made to the inappropriate interactions noted in clause 6.7 of Council's Code of Conduct.

4. Inappropriate Interactions

The following interactions are deemed inappropriate:

4.1 councillors approaching members of staff for information on sensitive or controversial matters, other than Executives or the General Manager;

4.2 members of staff approaching councillors directly on staffing or political issues;

4.3 councillors approaching staff outside the council building or outside hours of work to discuss Council business;

4.4 staff refusing to give information which is available to other councillors to a particular councillor because of the staff members of councillors political views;

4.5 councillors who have a building application (BA) or development application (DA) before the council, discussing the matter with staff in staff only areas of the Council;

4.6 councillors entering general staff only areas with the exception of the intention to visit the office of the General Manager, Executive or other staff nominated by the General Manager and as advised to councillors;

4.7 staff being asked to answer questions or provide documents to councillors who are overbearing or threatening;

4.8 councillors directing or pressuring staff in the performance of their work, or recommendations they should make; and

4.9 staff providing advice to councillors without the recording or documenting the interaction as they would if the advice was provided to a member of the community.

5. Access to Council offices/ Staff Areas

5.1 As elected members of Council, Councillors are entitled to have access to the Council chamber, Mayor's office and public areas of the Council buildings.

5.2 Councillors who are not in pursuit of their civic duties have the same rights of access to Council buildings and premises as any other member of the public.

5.3 A Councillor has no rights to enter staff-only areas without the express authorisation of the General Manager.

6. Breaches of this Policy - Reporting

- 6.1 All occasions of a Councillor or staff member not complying with this Policy should be immediately reported to the General Manager (or to the Mayor if it involves the General Manager).
- 6.2 Where the report relates to the conduct of a Councillor, the General Manager shall immediately report the matter to the Mayor and to the next Council meeting.
- 6.3 Where the report relates to the conduct of staff, the General Manager shall deal with the matter according to the terms of employment of the staff member. Proven breaches should also be dealt with accordingly, that is, by counselling, disciplinary action or dismissal.
- 6.4 Where a Councillor believes that the General Manager has failed to comply with the Policy, the Councillor shall immediately report to the Mayor who will report the matter to Council.
- 6.5 Before a report to Council by the General Manager (or the Mayor), the General Manager (or the Mayor) should undertake preliminary inquiries to establish the facts. The preliminary investigations may take any form the Mayor and General Manager consider appropriate, but must involve discussion with the staff member and Councillor involved. The staff member and/or Councillor must be made aware of the allegations against them and given a reasonable opportunity to respond to them.
- 6.6 The Council, or a Committee of all Councillors established for the purpose, must decide whether a matter reported to it under this Policy, reveals a breach. The Council may take any steps provided for in this Policy that it considers reasonable in the circumstances.

7. Breaches of this policy - Sanctions

- 7.1 Council, having resolved that a Councillor has failed to comply with this Policy, can, by resolution:
- (a) require the Councillor to apologise to the person concerned,
 - (b) request a formal apology,
 - (c) counsel the Councillor,
 - (d) reprimand the Councillor,
 - (e) resolve to make its decision on the matter public,
 - (f) pass a censure motion at a Council meeting,
 - (g) make public disclosures of inappropriate conduct such as making the community aware of the breach through the media or the Annual Report,
 - (h) refer the matter to an appropriate investigative body if the matter is serious, and/or
 - (i) prosecute any breach of the law.
- 7.2 Sanctions for staff, depending on the severity, scale and importance of the breach, may include:-

- (a) counselling the staff member,
- (b) instituting Council disciplinary proceedings,
- (c) dismissal, and/or
- (d) prosecution of any breach of the law.

8. Complaints

Complaints about the operation of this Policy may be addressed to the NSW Ombudsman or to the Office of Local Government.

Responsibility

The General Manager's office is responsible for the day to day management of Uralla Shire Council, including strategic management, continuous quality improvement, legislative compliance and financial management.

Accountability, Roles and Responsibility

The Councillor access to information and staff interaction Policy sets standards and provides guidance to support consistent procedures with regard to the provision of information and records to Councillors and their interaction with staff; therefore the successful implementation of such is reliant on a thorough understanding of it by both councillors and staff.

Direction, support and guidance to staff in this regard will be provided by Councils Governance and Information department.

Attachments

Nil

Version	Review Date	Reviewer	Approved
V4.0	1 st August 2015	General Manager	

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015



COMMITTEE REPORT

Department:	Community & Culture
Submitted by:	Executive Manager Community & Culture
Reference:	1.17.08.02
Subject:	Sponsorship request – Thunderbolts Festival

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.3	A diverse and creative culture
Strategy:	1.3.2	Work with the community and other partners to develop major cultural and community events and festivals
Action:	1.3.2.1	Work with Council's consultative panels to encourage events in the shire

SUMMARY:

The purpose of this report is to present to Council a request for sponsorship received from the Thunderbolts Festival Committee in the amount of \$10,000 cash, plus other non-cash commitments.

COMMITTEE'S RECOMMENDATION:

1. That Council enter into a major sponsor agreement with the Thunderbolts Festival Committee, conditional on items (a), (b), (c) and (d) below;
 - (a) A requirement that Uralla Shire Council be showcased as the major sponsor on all event and promotional material.
 - (b) A requirement that Uralla Shire Council be permitted to set-up a pop-up visitor information centre in a high traffic location in Alma Park for the Thunderbolts festival.
 - (c) A full event risk management plan be satisfactorily completed and supplied to Council along with any other Council required documents before the end of September.
 - (d) A written report including financials be provided to Council following completion of the event.
2. That Council provide major sponsorship of \$10,000 in cash for the 2015 Thunderbolts Festival;
3. That Council provide non-cash sponsorship in the form of the following:
 - (a) the provision of and collection of garbage bins;
 - (b) the erection and removal of promotional banners on Council's flag poles;
 - (c) the supply, erection and removal of barrier mesh at the rodeo site;
 - (d) traffic control and road closures.

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015

OFFICER'S RECOMMENDATION:

1. That Council enter into a major sponsor agreement with the Thunderbolts Festival Committee, conditional on items (a), (b), (c) and (d) below;
 - (e) A requirement that Uralla Shire Council be showcased as the major sponsor on all event and promotional material.
 - (f) A requirement that Uralla Shire Council be permitted to set-up a pop-up visitor information centre in a high traffic location in Alma Park for the Thunderbolts festival.
 - (g) A full event risk management plan be satisfactorily completed and supplied to Council along with any other Council required documents before the end of September.
 - (h) A written report including financials be provided to Council following completion of the event.
2. That Council provide major sponsorship of \$10,000 in cash for the 2015 Thunderbolts Festival;
3. That Council provide non-cash sponsorship in the form of the following:
 - (e) the provision of and collection of garbage bins;
 - (f) the erection and removal of promotional banners on Council's flag poles;
 - (g) the supply, erection and removal of barrier mesh at the rodeo site;
 - (h) traffic control and road closures.

BACKGROUND:

A request for sponsorship from the Thunderbolts Festival committee has recently been received by Council, requesting Council to make donation of \$10,000 in cash and a number of other non-cash provisions for the staging of the 2015 event.

REPORT:

A request from the Thunderbolts Festival Committee has been sent to Council for the amount of \$10,000 in cash and other non-cash provisions including: the supply and collection of garbage bins; the supply, erection and removal of barrier mesh at the rodeo site; and the erection of banners prior to the event and removal following it.

The attached letter, sponsorship application and 2015 event budget outline what is being requested and what the event will entail.

Reference to the provided event budget highlights the fact that Council provides more than ten (10) times the amount of funding than the nearest other sponsor. Accordingly, it should be expected that for such a considerable contribution that Council be the major sponsor of the event and be promoted and recognised as such, rather than just another sponsor. This should include Council being showcased as the major sponsor or major partner in all event and promotional material.

As the major sponsor, a request that a pop-up visitor information centre be erected in Alma Park in a high traffic area of the festival would also be required as part of the major sponsorship agreement.

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Nil

2. Policy and Regulation

- Community Grants Policy.

3. Financial (LTFP)

Costs will be contained within current budget allocations; however, it will impact on the remaining funds available to be allocated to other community events and community grants.

4. Asset Management (AMS)

No change

5. Workforce (WMS)

No change

6. Legal and Risk Management

A comprehensive event risk management plan will be required to be completed.

All event staging forms will need to be completed as provided to the committee.

Thunderbolts Festival committee is not a committee of Council, and as such they are responsible for their own liability and legal requirements.

7. Performance Measures

Not applicable

8. Project Management

Not applicable

Prepared by staff member:

Olivia Wood

Approved/Reviewed by Manager:

Olivia Wood

Department:

Community & Culture

Attachments:

- B. Letter of sponsorship request
- C. Sponsorship application
- D. Event budget 2015



Thunderbolts Festival
24 October 2015
Uralla's Community Event
 markets, live music & heaps of activities!!



Application for Sponsorship

Sat 17th Oct
 Thunderbolt Rodeo
 Bulls & Broncs
 Spectacular

3 August 2015

Sat 24th Oct
 Jobs Australia Street
 Parade Oxley Riders:
 Bail Up Poker Run
 and Show & Shine

To the Uralla Shire Council General Manager, Mayor & Councillors:

Capt Thunderbolt
 Hemlock acrobatics
 & stilt walkers

Dear Damien,

Please find attached our request for sponsorship for the 2015 Thunderbolts Festival, we have provided a brief overview of the Festival and our proposed budget.

Hot Rods &
 Classic Cars

The Festival Management Committee is committed to providing a genuine Uralla community event where all members of the community can participate, regardless of their demographic.

Rampt Mini FMX

Paws Up Dog High
 Jump

We are requesting that Council continue with assisting in some of the running costs as in previous years, in these continuing tough economic times we cannot expect local Uralla businesses to pay for the balance of proposed 2015 budget. The event already generates a considerable amount from sponsors and other activities which incur a cost. We trust that Council will take this into consideration.

Lawn Mower Racing

Markets

Food & drink stalls

Community Mutual
 Stage

Also for many years, apart from Council contribution and other financial support for the event, the Festival has been carefully managed by the Management Committee to a no debt outcome and there are start up funds for the next year's event.

Live music with
 'Stormy Weather'

Jumping Castles

We hope that Council will recognize the importance of this annual community event which is continuing to grow each year and therefore providing more funds back to the local community through the school & community stalls at the Festival, accommodation and participants patronizing the restaurants, cafes & shops in Uralla.

Giant Slide

Rock Climb Wall

Merry-go-round

Phoenix Foundry
 Billycart Derby

Please note: Thunderbolts Festival promotes the Uralla community and local Uralla businesses everywhere possible.

Fresh Fairyfloss

New England
 Brewery tours

Most sincerely
 Thunderbolts Festival Management Committee

Uralla Bowlo
 Fireworks

Bev Stubberfield & Leanne Cooper





Thunderbolts Festival

24 October 2015

Uralla's Community Event

markets, live music & heaps of activities!!



The Thunderbolts Festival Management Committee requests Uralla Shire Council provides \$10,000 in the form of a partnership / sponsorship for Thunderbolts Festival 2015. Please refer to the proposed budget for a complete breakdown of expenditure & income for the event. This is the 18th annual community Festival and is essential for the connectedness of the Uralla community, the committee continues to expand the reach of the participants and the local not-for-profit groups that benefit from the Festival. The school & not-for-profit groups all report this event to be their *single biggest fund-raiser each year*.

The main events which are held each year at Thunderbolts Festival are; the street parade along Bridge Street, market stalls in our beautiful Alma Park, with live music and Billycart Derby held in King Street. The major attraction in Alma Park will be Rampt Mini FMX freestyle motor cross bike performances. These guys perform extreme acrobatics on mini bikes using a 15m ramp with a 70m run up and are sure to wow the crowd!

General activities in Alma Park this year include; Solid State Circus acrobatic performance to include a school performance group, from the workshops to be held during the week prior to the Festival, Paws Up dog high jump demonstration, rock climb wall, bouncy boxing, giant slide, jumping castle, merry-go-round, face painting, live band 'Stormy Weather featuring Shirley Smith' and hula hoop competition.

All food in Alma Park is provided by local not-for-profit groups; Uralla Central School & St Josephs will be providing some new BBQ taste sensations, Friends of McMaughs will have their famous tea, cake & sandwiches stall, Rocky River school also providing home baked food and there will be fairy floss & popcorn.

In the Uralla main street; the New England Brewery holds *free* brewery tours at 1pm & 3pm, Uralla Wool Store, The White Rose Diner & The Sweet Place are all open. The Chaucer Gallery generally holds a special display with children's story telling during the Festival.

This year we will again hold 'DJ in the Park' a night time disco in Alma Park for high school age kids, utilising the stage set up for the live music during the day, this will be turned into a DJ under lights.

Thunderbolts Festival winds up with fireworks sponsored by Uralla Bowlo at 8pm. Holy Smoke are sure to put on a fantastic light show as usual, held at the carpark of Uralla Bowlo.

In conjunction with Uralla Thunderbolts Festival, the Thunderbolt Rough Stock Rodeo will be on Saturday 17th October and is the fourth action packed rodeo for the energetic Uralla rodeo committee. This year the committee will continue with the success of the bareback and saddle broncs raising money for Friends of McMaughs.

While on the 24th October the Oxley Riders will be holding the Bail Up Poker Run, Bike & Custom Car Show. The Poker Run will start at 10:30am and will lead the street parade through Uralla then proceed to tour around the local area and back in Uralla at 3:30 or 4pm. The Bike & Car Show will then be held in Hill St and this year featuring vintage & antique bike, there will be market stalls, live music and Rotary BBQ.





Thunderbolts Festival
24 October 2015
Uralla's Community Event
markets, live music & heaps of activities!!



All proceeds from this event are donated back to the local community. All motorcyclists and hot rods / custom cars are welcome on the poker run, and all members of the public are encouraged to come and have a look at the bikes and cars in the show.

Thunderbolts Festival is sponsored by Uralla Shire Council, Uralla Bowlo, Phoenix Foundry, Jobs Australia Enterprises, New England Mutual, Matilda Service Station, Warbirds of Fleet Helicopters, Bushranger Motel and Uralla Printers. There are many other small local businesses and individuals who sponsor the event and make the Festival possible each year. The Uralla community are the biggest supporters of the event, volunteering and participating in all aspects of the weekend.

The Committee requests \$10,000 and in kind support from Council as in previous years: the loan of wheelie bins & small amount of barrier mesh at the Top Pub for the Rodeo held 17th Oct and on 24th Oct in Alma Park wheelie bins, star pickets & barrier mesh. We also would appreciate the street banners to be erected from the 1st Oct and removed 26th Oct.

Yours faithfully
Thunderbolts Festival Management Committee
Leanne Cooper & Bev Stubberfield



PROPOSED DRAFT BUDGET FOR THUNDERBOLTS FESTIVAL 2015						
DATE	CHEQUE	ACTIVITY DETAILS		COST	TOTAL	BALANCE
		PARK ENTERTAINMENT				
		Horizontal Gladiator dual/Giant Slide / Jumping Castle (Adult)		2980.00		
		Rock Climb Wall		1500.00		
		Jumping Castle		0.00		
		Fireworks		2431.00		
		Acronym Acrobatics (Hemlock)		1600.00		
		Merry Go Round		600.00		
		Band Entertainment (Alma Park)		1000.00		
		Horse & Carriage rides??				
		Solid state Circus workshops(incl.\$500 for accommodation)		2500.00		
		Ramp		2540.00		
		Ponies for parties				
		Back Track Dog High Jump		300.00		
					15451.00	
		STREET PARADE & OTHER ACTIVITIES				
		ThunderRage- DJ disco (under 18 yrs disco)		200.00		
		Hula Hoop Competition		60.00		
		Prize Money or Cost for Glossy Award Certificates		600.00		
		DJ Flyer		203.50		
		BATTLE OF THE BANDS (no competition for 2014)				
					1063.50	
		Prize Money - Battle of the Bands				
		Keystone Studio Recordings				
		EQUIPMENT FOR ACTIVITIES				
		A1 Hire Stage & Pagoda				
		IXL @ Sound Stage, Sound system, PA, mixing		1419.65		
		Hubbards Party Hire (Stage Marquee)				
		Hubbards Party Hire - Marquees, tables & chair hire				
					1419.65	

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015



REPORT TO COMMITTEE

Department:	Governance and Information
Submitted by:	Manager – Governance and Information
Reference:	1.17.08.03
Subject:	Government Information (Public Access) Act 2009 Annual Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

- Objective:** 4.2 – An effective and efficient organisation.
- Strategy:** 4.2.7 – Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.
- Action:** 4.2.7.7 - Ensure compliance with regulatory / statutory requirements as public officer.

SUMMARY:

The purpose of this report is to provide Council with information regarding Section 125 of the Government Information (Public Access) Act 2009 Annual Report. Council is required to prepare an annual report in accordance with the requirements of section 125 of the Government Information (Public Access) Act 2009 and clause 7 of the Government Information (Public Access) Regulation [GIPA Regulation]. In its annual report, Council is required to include information relating to its program of proactive release of information, actions taken to review this program annually, and statistical information on formal access applications in the form required by Schedule 2 of the GIPA Regulation.

COMMITTEE'S RECOMMENDATION:

That, in accordance with Section 125 of the Government Information (Public Access) Act 2009, Council notes the 2014/15 Annual Report as attached.

OFFICER'S RECOMMENDATION:

That, in accordance with Section 125 of the Government Information (Public Access) Act 2009, Council notes the 2014/15 Annual Report as attached.

BACKGROUND:

The Government Information (Public Access) Act 2009 [GIPA Act] became operational on 1 July 2010 and introduced a new "right to information" approach for access to government information.

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015

Council is required to prepare an annual report in accordance with the requirements of section 125 of the GIPA Act and clause 7 of the Government Information (Public Access) Regulation [GIPA Regulation]. In its annual report, Council is required to include information relating to its program of proactive release of information, actions taken to review this program annually, and statistical information on formal access applications in the form required by Schedule 2 of the GIPA Regulation.

REPORT:

1. Number of access applications received - Clause 7(b)

During the reporting period, our agency received a total of two formal access applications (including withdrawn applications but not invalid applications). One was received within the reporting period; the other was received on 30 June 2015 so the access outcome and any subsequent review requests will be reported in the 2015/16 Annual Report.

2. Number of refused applications for Schedule 1 information - Clause 7(c)

During the reporting period, one formal access application was refused because the information requested was information referred to in Schedule 1 to the GIPA Act.

KEY ISSUES:

The application received on 30 June 2015 falls within the reporting period for 2014/15 applications, but the outcome will fall within the 2015/16 reporting period and will be reported in the relevant Annual Report as required by the GIPA Act.

CONCLUSION:

Council has met its Calendar of Compliance and Reporting Requirements submitting this Annual Report within time as required under section 125 of the Government Information (Public Access) Act 2009 and clause 7 of the Government Information (Public Access) Regulation 2009 [GIPA Regulation].

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Governance Framework

Calendar of Compliance and Reporting Requirements 2014/2015

Clause 7 - Government Information (Public Access) Regulation 2009

3. Financial (LTFFP)

N/A

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

Section 125 of the Government Information (Public Access) Act 2009

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member: Rechelle Leahy
Approved/Reviewed by Manager: Rechelle Leahy
Department: Governance and Information
Attachments: E. Government Information (Public Access) Act 2009
Annual Report

GOVERNMENT INFORMATION PUBLIC ACCESS REPORT



Agency Name	URALLA SHIRE COUNCIL
Principal Department (if applicable)	
Reporting Period	JULY 2014 – JUNE 2015

BACKGROUND

The *Government Information (Public Access) Act 2009* [GIPA Act] became operational on 1 July 2010 and introduced a new “right to information” approach for access to government information.

Council is required to prepare an annual report in accordance with the requirements of section 125 of the GIPA Act and clause 7 of the *Government Information (Public Access) Regulation* [GIPA Regulation]. In its annual report, Council is required to include information relating to its program of proactive release of information, actions taken to review this program annually, and statistical information on formal access applications in the form required by Schedule 2 of the GIPA Regulation.

The following report covers the period 1 July 2014 to 30 June 2015.

Review of proactive release program - Clause 7(a)

Under section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

Council’s program for the proactive release of information involves:

- Ensuring that staff are aware of Council’s responsibilities and obligations under the GIPA Act to make information publicly available and to refer customers to Council’s website for freely available documentation and information or to provide such information in hard copy if requested.
- Ensuring that documentation or information listed in Council’s Publication Guide December 2010 as being available on its website, is regularly uploaded, updated and reviewed.
- Encouraging applications for access to information to be made under the informal request provisions of the GIPA Act to reduce possible delays in providing such information and also costs to the applicant.

During the reporting period, Council reviewed this program by:

- Checking Council’s website to ensure that all information and documentation is current and has been uploaded within a reasonable timeframe.
- Reviewing informal and formal requests for information to assist in determining whether it would be appropriate and within Council’s resources to proactively publicise such information in future.

1. Number of access applications received - Clause 7(b)

During the reporting period, our agency received a total of two formal access applications (including withdrawn applications but not invalid applications). One was received within the reporting period the other was received on 30 June 2015 so the access outcome and any subsequent review requests will be reported in the 2015/16 Annual Report.

2. Number of refused applications for Schedule 1 information - Clause 7(c)

During the reporting period, one formal access application was refused because the information requested was information referred to in Schedule 1 to the GIPA Act.

BACKGROUND STATISTICAL INFORMATION ABOUT ACCESS APPLICATIONS – Clause 7(d) and Schedule 2

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	1	0	0	0	0	0

*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	1	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

*A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications	
Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act	
	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act	
	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table F: Timeliness	
	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	1

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

*The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	2
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015



REPORT TO COMMITTEE

Department:	Governance and Information
Submitted by:	Manager – Governance and Information
Reference:	1.17.08.04
Subject:	Public Interest Disclosures Act 1994 Annual and Six Monthly Reports

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.2 – An effective and efficient organisation.
Strategy:	4.2.7 – Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.
Action:	4.2.7.7 - Ensure compliance with regulatory / statutory requirements as public officer.

SUMMARY:

The purpose of this report is to inform Council that the Section 31 and Section 6CA reports have been submitted to the New South Wales Ombudsman as required by the Public Interest Disclosures Act 1994.

COMMITTEE'S RECOMMENDATION:

That Council notes that, in accordance with Section 31 and Section 6CA of the Public Interest Disclosures Act 1994, reports have been submitted to the New South Wales Ombudsman, for the 2014/15 Annual and six monthly reports, as required.

OFFICER'S RECOMMENDATION:

That Council notes that, in accordance with Section 31 and Section 6CA of the Public Interest Disclosures Act 1994, reports have been submitted to the New South Wales Ombudsman, for the 2014/15 Annual and six monthly reports, as required.

BACKGROUND:

The Public Interest Disclosures Act 1994 requires two separate reporting mechanisms to be completed each year (although they both require the same information to be included):

- Section 31 relates to an annual report, a copy of which is to be provided to our office.
- Section 6CA relates to six-monthly reports to be provided directly to the office of the Ombudsman.

The six monthly reports are submitted through an online reporting tool for public authorities.

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015

REPORT:

The Public Interest Disclosures Act 1994 encourages and facilitates the disclosure, in the public interest, of corrupt conduct, maladministration, serious and substantial waste, government information contravention and local government pecuniary interest contravention in the public sector: by:

- (a) enhancing and augmenting established procedures for making disclosures concerning such matters, and
- (b) protecting persons from reprisals that might otherwise be inflicted on them because of those disclosures,
and
- (c) providing for those disclosures to be properly investigated and dealt with.

KEY ISSUES:

There were no Public Interest Disclosures to report in this Annual and six-monthly reporting round.

CONCLUSION:

Council has met its Calendar of Compliance and Reporting Requirements 2014/15 submitting this Annual Report and associated six monthly report within time, as required under Section 31 and Section 6CA Public Interest Disclosures Act 1994.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Governance Framework

Calendar of Compliance and Reporting Requirements 2014/2015

Section 31 and Section 6CA Public Interest Disclosures Act 1994

3. Financial (LTFP)

N/A

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

Section 31 and Section 6CA Public Interest Disclosures Act 1994

7. Performance Measures

N/A

8. Project Management

N/A

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015

Prepared by staff member: Rechelle Leahy
Approved/Reviewed by Manager: Damien Connor
Department: Governance and Information
Attachments: F. Public Interest Disclosures Act 1994 Annual and Six
Monthly Report



Manager Governance & Information

PUBLIC INTEREST DISCLOSURES

1 July 2014 to 30 June 2015

Annual Report on Public Interest Disclosures 1 July 2014 to 30 June 2015

1. PID obligations

Under the PID Regulation, public authorities are required to report on:

- 1.1. Whether the public authority has an internal reporting policy in place.
- 1.2. What actions the head of the public authority has taken to ensure his or her staff awareness responsibilities under section 6E(1)(b) of the PID Act have been met.

2. Commentary on PID obligations

Uralla Shire Council has an Internal Reporting Policy which is available for viewing on Council's website.

Staff are informed and updated on Council policies including the Internal Reporting Policy at staff meetings with hard copies of policies available at each work location. Information is provided to new employees in the Employee Induction Manual.

3. Statistical information on PIDs

	1 July 2014 to 30 June 2015
Number of public officials who made PIDS	0
Number of PIDs received	0
Of PIDs received, number primarily about:	N/A
• Corrupt conduct	N/A
• Maladministration	N/A
• Serious and substantial waste	N/A
• Government information contravention	N/A
• Local government pecuniary interest contravention	N/A
Number of PIDs finalised	N/A

Damien Connor - General Manager Uralla Shire Council

A blue ink signature of Damien Connor, dated 29/7/2015.

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015



REPORT TO COMMITTEE

Department:	Finance
Submitted by:	Chief Financial Officer
Reference:	1.17.08.05
Subject:	Cash at Bank and Investments

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is to provide Council with a summary of bank accounts, term deposits, cash management account and investment in structured credit instruments.

COMMITTEE'S RECOMMENDATION:

That Council notes the cash position as at 31 July, 2015 consisting of cash and overnight funds of \$2,697,834.51, and term deposits of \$7,505,386.99 totalling \$10,203,221.5 of readily convertible funds.

OFFICER'S RECOMMENDATION:

That Council notes the cash position as at 31 July, 2015 consisting of cash and overnight funds of \$2,697,834.51, and term deposits of \$7,505,386.99 totalling \$10,203,221.5 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 \$7,505,386.99 spread over the next six months will receive a range of interest from 2.25% to 2.97%, with an average rate of 2.5%. Information regarding maturing dates and amounts is attached.

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

24 August 2015

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

KEY ISSUES:

Continuing low interest rates are resulting in loss of investment income compared to prior years.

We have now opened two new investment accounts to transfer excess funds from the general account and business investment account. We will start to receive the benefits from this change from August 2015.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member: Simon Paul

Approved/Reviewed by Manager: Simon Paul

Department: Finance

Attachments: G. Uralla Shire Council Attachments at 31 July 2015

URALLA SHIRE COUNCIL INVESTMENTS AT 31 JULY 2015

Cash at Bank – Operating Accounts:

Institution	Account	Bank Statement
National Australia Bank	Main Account	\$2,043,811.45
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$22,364.45
Total		\$2,097,472.23

Business Investment (Cash Management) Account

Institution	Interest rate	Balance
National Australia Bank	0.10%	\$600,362.28
Everyday Business	2.00%	\$0.00
Business Cash Maximiser	1.50%	\$0.00
Total		\$600,362.28

Term Deposits:

Institution	Interest rate	Maturity	Balance
Community Mutual	2.76%	15/08/2015	\$505,386.99
Newcastle Permanent	2.65%	18/08/2015	\$300,000.00
National Australia Bank	2.97%	23/08/2015	\$2,500,000.00
National Australia Bank	2.25%	29/08/2015	\$500,000.00
Newcastle Permanent	2.65%	9/09/2015	\$1,300,000.00
Newcastle Permanent	2.65%	15/09/2015	\$500,000.00
Community Mutual	2.49%	26/10/2015	\$400,000.00
Community Mutual	2.53%	11/11/2015	\$500,000.00
National Australia Bank	2.95%	15/11/2015	\$500,000.00
National Australia Bank	2.95%	15/01/2016	\$500,000.00
Total			\$7,505,386.99

Financial Instruments through Lehman Brothers Australia:

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



REPORTS FROM THE
ENVIRONMENT, DEVELOPMENT
& INFRASTRUCTURE
COMMITTEE

24 August 2015

16. Reports from the Environment, Development & Infrastructure Committee

REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

24 August 2015

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REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference:	2.17.08.01
Subject:	Works Progress Report to 31 July 2015

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3 – A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained
Strategy:	2.3.1 – Provide an effective road network that balances asset conditions with available resources and asset utilisation
Action:	2.3.1.1 – Undertake bitumen maintenance program in line with established service levels and intervention points 2.3.1.5 – Undertake maintenance grading program in line with established service levels and intervention points

SUMMARY:

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

COMMITTEE'S RECOMMENDATION:

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

OFFICER'S RECOMMENDATION:

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

BACKGROUND:

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

REPORT:

- 1. Main Road Maintenance**

MR73 North and South	Patching, Guide posts
MR124	Patching, Guide posts
MR132	Maintenance
- 2. Sealed Roads Maintenance**

Uralla Streets	Patching
Bundarra Town Area	Patching
Invergowrie Area	Patching
Kentucky/Wollun Area	Patching

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

Sealed Rural Roads	Patching
3. Unsealed Roads Maintenance	
Grading	
Bakers Creek Road	Graded
Mt Mitchell Road	Graded and re-gravelled
Mt Butler Lane	Graded
Budumba Road	Graded
Kalinda Road	Graded
Baker Road	Graded
Rosehill Drive	Graded
Jacksons Road	Graded
Holloways Lane	Graded
Saumarez War Service Road	Graded
Hariet Gully Road	Graded
Corey Road	Graded
Old Gostwyck Road	Graded
Mihi Road	Graded
Linfield Road	Grading
4. Construction Crew	
MR73 Thunderbolts Way	Continue construction of approaches for the new Emu Crossing bridge. Rock abutment protection completed. Bridge completed.
MR73 Thunderbolts Way	Abington Creek Bridge. Tenderer finalising bridge design plans.
Bingara Road	Continue reconstruction: 2.6km to 4.6km.
5. Bridge / Sign Crew	
Marsh Lane	Continue drainage and kerb works.
Gostwyck Street	Commence kerb works.
6. Town Area	
Uralla	General maintenance

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
N/A
2. **Policy and Regulation**
N/A
3. **Financial (LTFP)**
In accordance with budget

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

- 4. Asset Management (AMS)**
In accordance with asset management plan
- 5. Workforce (WMS)**
Council staff and contractors
- 6. Legal and Risk Management**
Maintaining Council assets to minimise legal and risk exposure.
- 7. Performance Measures**
Works completed to appropriate standards
- 8. Project Management**
Manager Infrastructure and Works and Overseer

Prepared by staff member:	Manager Infrastructure & Works
Approved/Reviewed by Manager:	Acting Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil

REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference:	2.17.08.02
Subject:	Works Planning Report August 2015

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3 – A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained
Strategy:	2.3.1 – Provide an effective road network that balances asset conditions with available resources and asset utilisation
Action:	2.3.1.1 – Undertake bitumen maintenance program in line with established service levels and intervention points 2.3.1.5 – Undertake maintenance grading program in line with established service levels and intervention points

SUMMARY:

The purpose of this report is to inform Council of the proposed works to be carried out or continued in the next month.

COMMITTEE'S RECOMMENDATION:

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

OFFICER'S RECOMMENDATION:

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

BACKGROUND:

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

REPORT:

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

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

Guide posting
Terrible Vale Road shoulder grading
Shoulder mowing

3. Unsealed Roads Maintenance

Enmore Area	Grade
Gostwyck Area	Grade
Retreat Area	Grade
Kingstown Area	Grade

4. Bridge/Sign Crew

Gostwyck Street	Subdivision Works
Marsh Lane	Subdivision works
John and Faulkner Streets	Subdivision Works

5. Construction

MR73 Thunderbolts Way	Continue construction Emu Crossing Bridge approaches
Bingara Road	Continue construction project

6. Town Works

Routine maintenance

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

N/A

3. Financial (LTFP)

In accordance with budget

4. Asset Management (AMS)

In accordance with asset management plan

5. Workforce (WMS)

Council staff and contractors

6. Legal and Risk Management

Maintaining Council assets to minimise legal and risk exposure.

7. Performance Measures

Works completed to appropriate standards

8. Project Management

Manager Infrastructure and Works and Overseer

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

Prepared by staff member: Manager Infrastructure & Works
Approved/Reviewed by Manager: Acting Director Infrastructure & Regulation
Department: Infrastructure & Regulation
Attachments: Nil

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director of Infrastructure & Regulation
Reference:	2.17.08.03
Subject:	Development Approvals and Refusals for July 2015

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

For information purposes, a summary of the development values is provided from January 2006 until the end of July 2015. Similarly, a summary of the number of dwellings approved within the Local Government Area from 1 January 2000 until the end of July 2015 is provided. The number of applications lapsing in January 2015 is also listed for information purposes.

COMMITTEE'S RECOMMENDATION:

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

OFFICER'S RECOMMENDATION:

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

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

REPORT:

Development Applications			
Approvals:			
Development Application Number	Applicant	Property	Development
DA-2-2015	Mr D Williams	94 Quartz Gully Road,	Conversion of Shed to Dwelling
DA-13-2015	Boresch Project Services	15 Wilkens Street, Uralla	3 Lot Subdivision
DA-34-2015	Ms J Walton	7 Clerk Street, Bundarra	Conversion of Shed to Dwelling and Verandah Extension
DA-35-2015	Mr T & Mrs M Edmonds	24 Tobruk Road, Invergowrie	Dwelling and Shed
DA-37-2015	Mrs J Marsh	296 Thunderbolts Way, Rocky River	Additions to Existing Dwelling
DA-38-2015	Mr F & Ms M Hanson	10 Maitland Point Road, Rocky River	Dwelling & Shed – Staged
DA-39-2015	Mr J Williamson & Ms J Stibbard	21 Bowline Street, Bundarra	Relocate Dwelling & Additions
DA-40-2015	Ms D Sandoz	58 Bridge Street, Uralla	Self Serve Coin Laundry
DA-41-2015	Mr E Ness	47 John Street, Uralla	Bathroom Addition
DA-42-2015	Rossbuid Constructions	1 Phillip Street, Uralla	Poultry & Storage Shed
DA-43-2015	Mr J Ketley	5 Wilkens Street, Uralla	Shed
DA-44-2015	Mr I & Mrs M Moore	226 Sanctuary Drive, Uralla	Garage including Office, Laundry & Bathroom
Monthly Estimated Value of Approvals: \$790,634.00			

Refusals: Nil

DAs Withdrawn: CDC-25-2012/3

Comparison to July 2014:

July 2014:	\$387,440.00	July 2015:	\$790,634.00
Year to date: (Calendar Year)	\$2,503,962.00	Year to date: (Calendar Year)	\$3,641,572.00

Development Applications Outstanding				
Application Number	Applicant	Property	Development	Status
DA-69-2014	Boresch Project Services	28 Stringybark Ridge Road, Invergowrie	3 Lot Subdivision	Under Assessment
DA-45-2015	Mr M & Mrs F Welbourn	94 Bridge Street, Uralla	Café	Under Assessment
				Total: 2

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

Construction Certificates

Approved:

Application Number	Applicant	Property	Construction
CC-33-2015	Mr M McKinlay	133 Bridge Street, Uralla	Advertising & Signage
CC-34-2015	Ms J Walton	7 Clerk Street, Bundarra	Conversion of Shed to Dwelling and Verandah Extension
CC-38-2015	Mr F & Ms M Hanson	10 Maitland Point Road, Rocky River	Dwelling & Shed – Staged
Monthly Estimated Value of Approvals: \$216,000.00			

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-37-2015	Mrs J Marsh	296 Thunderbolts Way, Rocky River	Additions to Existing Dwelling
CC-43-2015	Mr J Ketley	5 Wilkens Street, Uralla	Shed
Monthly Estimated Value of Approvals: \$28,990.00			

Complying Development Applications

Approvals:

Application Number	Applicant	Property	Development
CDC-17-2015	Mr J & Mrs M Scott	3 Sandon Close, Uralla	Double Garage
Monthly Estimated Value of Approvals: \$8,500.00			

Refusals: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-12-2015	Mr M & Mrs B Baker	38 Plane Avenue, Uralla	Dwelling
CDC-18-2015	Mr D & Mrs C Gooch	26 Macleay Way, Saumarez Ponds	Construction of Swimming Pool
Monthly Estimated Value of Approvals: \$401,887.00			

Comparison to July 2014:

July 2014:	\$266,771.00	July 2015:	\$410,387.00
Year to date: (Calendar Year)	\$1,010,141.00	Year to date: (Calendar Year)	\$1,952,187.00

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2006	6,310,059	42,349	6,310,059	-
2007	7,211,361	44,515	7,211,361	-
2008	9,155,533	56,169	7,393,239	1,762,294
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	5,593,759	82,261	3,641,572	1,952,186

2015 to date

Financial Year Development Values

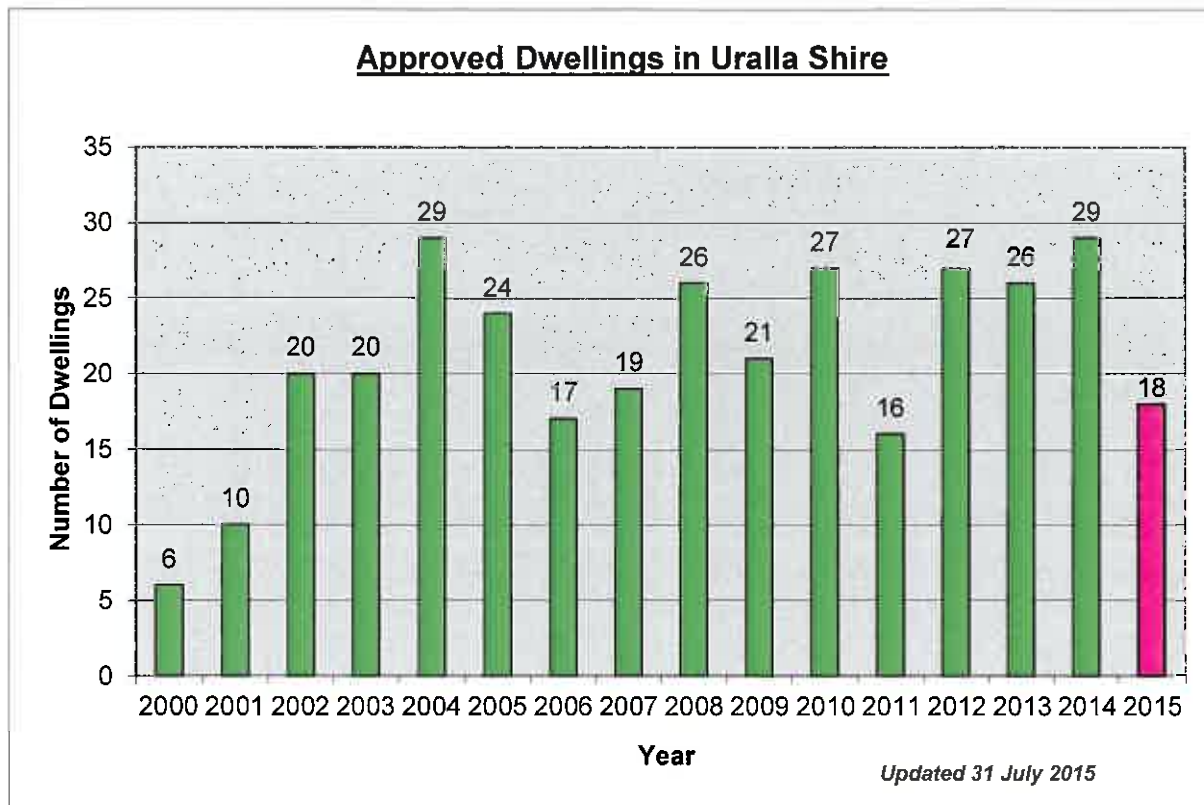
Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2005-2006	6,090,640	39,808	6,090,640	-
2006-2007	6,302,833	38,668	6,302,833	-
2007-2008	8,128,806	52,444	8,128,806	-
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	1,201,021	100,088	790,634	410,387

2015-2016 to date

Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during January 2016. In January 2011 eight (8) applications were approved, with zero (0) application identified as possibly not commencing as at the end of July 2015.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



KEY ISSUES:

- Development Applications approved by Council for July 2015 – 12
- Development Applications refused by Council for July 2015 – 0
- Development Applications withdrawn by Applicant for July 2015 – 1
- Outstanding Development Applications as at 31 July 2015 – 2
- Construction Certificates approved by Council for July 2015 – 3
- Construction Certificates refused by Council for July 2015 – 0
- Construction Certificates issued by private certification for July 2015 – 2
- Complying Development Applications approved by Council for July 2015 – 1
- Complying Development Applications refused by Council for July 2015 – 0
- Complying Development Applications issued by private certification – 2
- Total Development Value for 2015 as at 31 July 2015 – \$5,593,759
- Average Development Value for 2015 as at 31 July 2015 – \$82,261
- Development Application Value for 2015 as at 31 July 2015 – \$3,641,572
- Complying Development Application Value for 2015 as at 31 July 2015 – \$1,952,187
- Applications lapsing in January 2016 that may not have commenced – 0
- Approved dwellings as at 31 July 2015 – 18

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

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

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979

Environmental Planning & Assessment Regulations, 2000

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Administration Officer

Approved/Reviewed by Manager:

Acting Director – Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil

REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director – Infrastructure & Regulation
Reference:	2.17.08.04
Subject:	Planning Proposal – D & J Heagney - Part Lot 12 DP 529709 – Rowan Avenue, Uralla

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 2.2 – Growing and diversified employment, education and tourism opportunities

Strategy: 2.2.1 – Provide land use planning that facilitates employment creation

Action: 2.2.1.1 – Monitor and review Council’s Local Environment Plan and other strategic and supporting planning documents

2.2.2.1 – Assess and maintain a sufficient supply of residential, lifestyle, agricultural, commercial and industrial zoned land

SUMMARY:

The purpose of this report is to advise Council of the receipt of a Gateway Determination and the dates for the public exhibition.

This Planning Proposal applies to part of Lot 12 DP 529709, Rowan Avenue Uralla. The Planning Proposal seeks to amend the Zoning and Minimum Lot Size maps applicable to the land:

- from Zone RU1 Primary Production and RU2 Rural Landscape to RU4 Primary Production Small Lots; and
- to reduce the current minimum lot size of 200 ha and 400 ha to 40 ha.

COMMITTEE’S RECOMMENDATION:

That the following be received and noted in regards to the Planning Proposal affecting land known as Part Lot 12 DP 529709, Rowan Avenue, Uralla:

1. NSW Planning issued a Gateway Determination on 15 July 2015.
2. Public exhibition will be carried out from Friday 24 July 2015 until Monday 24 August 2015

OFFICER’S RECOMMENDATION:

That the following be received and noted in regards to the Planning Proposal affecting land known as Part Lot 12 DP 529709, Rowan Avenue, Uralla:

1. NSW Planning issued a Gateway Determination on 15 July 2015.
2. Public exhibition will be carried out from Friday 24 July 2015 until Monday 24 August 2015

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

BACKGROUND:

Lot 12 DP 529709 has an area of 81.16 hectares. The land is split zoned RU1 Primary Production, RU2 Rural Landscape and IN2 Light Industrial, with a minimum lot size of 200 ha over the RU1 zoned land and 400 ha over the RU2 zoned land.

It is intended to subdivide 76 ha of rural zoned land from the industrial zoned land (approximately 5 ha) to enable an industrial subdivision under a future development proposal. The industrial zoned land is subject to an offer to purchase by Council for the purpose of ensuring there is suitable employment land available to meet opportunistic industrial needs that arise in Uralla.

The subdivision will result in a residual rural zoned lot of approximately 76 ha. The most logical use of the land is as a rural small holding with a dwelling to allow for the effective onsite management of the land. The present RU1 and RU2 zoning and the minimum lot sizes of 200 and 400 ha need to be amended to achieve this outcome.

Council resolved at its Ordinary Meeting 22 June 2015 to:

27.06/15

MOVED/ CARRIED (Crs F Geldof / K Ward)

That:

1. the Planning Proposal seeking to amend the Zoning and Minimum Lot Size maps applicable to Part Lot 12 DP 529709 be forwarded to NSW Planning and Environment for a Gateway Determination;
2. the General Manager be given delegated authority to make any minor alterations requested by NSW Planning and Environment;
3. the Planning Proposal is advertised as per the provisions of Section 57 of the *Environmental Planning & Assessment Act, 1979* once a Gateway Determination has been issued; and
4. Council advise the NSW Department of Planning & Environment that it does not wish to have delegated authority to make the amendment due to possible conflict of interest due to Council purchasing the residue Part Lot 12 DP 529709 encompassing the IN2 Light Industrial zoning.

A Division Decision was called and the result was as follows:

FOR: Councillors, M Pearce (Mayor), B Crouch, L Cooper, K Dusting, M Dusting, D Field, F Geldof, I Strutt, K Ward,

AGAINST: Nil

ABSENT: Nil

REPORT:

A Gateway Determination (copy attached to this report) was given by NSW Planning on 15 July 2015. The Gateway Determination was that the planning proposal proceeds subject to conditions. The conditions are:

1. *Community consultation is required under section 56(2)(c) and 57 of the Environmental Planning and Assessment Act 1979 ("EP&A Act") as follows:*
 - (a) *the planning proposal must be made publicly available for 28 days; and*
 - (b) *the relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.2.2 of A Guide to Preparing LEPs (Department of Planning & Infrastructure 2013).*

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

2. *Consultation is required with the NSW Rural Fire Service under section 56(2)(d) of the Act. NSW Rural Fire Service is to be provided with a copy of the planning proposal and any relevant supporting material, and given at least 21 days to comment on the proposal.*
3. *A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or reclassifying land).*
4. *The timeframe for completing the LEP is to be 9 months from the week following the date of the Gateway Determination.*

The planning proposal was placed on public exhibition for 28 days (Friday, 24 July 2015 to Monday, 24 August 2015).

Consultation has been undertaken with the NSW Rural Fire Service with no response being yet received at the time of this report preparation.

Delegation was not issued for this proposal. Council's plan making delegations can only be used under the terms of NSW Planning when a written authorisation to exercise delegation is granted for each proposal. Therefore if delegation is not granted the Gateway determination remains silent.

KEY ISSUES:

- The Planning Proposal seeks to amend the URALLA LEP 2012 by amending the Zoning and Minimum Lot Size maps applicable to Part Lot 12 DP 529709 Rowan Avenue, Uralla.
- The Gateway Determination has been issued.
- Public Exhibition is being carried out from 24 July 2015 until 24 August 2015.
- Delegation was not issued to Council to make the amendment.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
The Planning Proposal is currently on Public Exhibition as per the Gateway Determination.
2. **Policy and Regulation**
Environmental Planning & Assessment Act, 1979
Environmental Planning & Assessment Regulations, 2000
3. **Financial (LTFP)**
Nil
4. **Asset Management (AMS)**
Nil
5. **Workforce (WMS)**
Nil
6. **Legal and Risk Management**
Possible conflict of interest due to Council purchase of the residue Part Lot 12 DP 529709 encompassing the IN2 Light Industrial zoning.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Acting Director of Infrastructure & Regulation

Approved/Reviewed by Manager:

Acting Director of Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

A. Gateway Determination – 15 July 2015



**Planning &
Environment**

Mr Damien Connor
General Manager
Uralla Shire Council
PO Box 106
URALLA NSW 2358

Our ref: PP_2015_URALL_003_00 (15/10870)
Your ref: U12/6915

Attention: Melody Styles

Dear Mr Connor

Planning proposal to amend Uralla Local Environmental Plan 2012

I am writing in response to your Council's letter dated 10 July 2015 requesting a Gateway determination under section 56 of the *Environmental Planning and Assessment Act 1979* (the Act) in respect of the planning proposal to rezone and amend the minimum lot size for part of Lot 12 DP 529709, Rowan Avenue, Uralla, and to make associated changes to Uralla Local Environmental Plan 2012.

As delegate of the Minister for Planning, I have now determined the planning proposal should proceed subject to the conditions in the attached Gateway determination.

I have also agreed, as delegate of the Secretary, the planning proposal's inconsistency with S117 Direction 1.2 Rural Zones is of minor significance. No further approval is required in relation to this Direction.

Council will still need to obtain the agreement of the Department's Secretary to comply with the requirements of S117 Direction 4.4 Planning for Bushfire Protection. Council should ensure this occurs prior to the plan being made.

The amending Local Environmental Plan (LEP) is to be finalised within 9 months of the week following the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request for the Department of Planning and Environment to draft and finalise the LEP should be made 6 weeks prior to the projected publication date.

The State Government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing clear and publicly available justification for each plan at an early stage. In order to meet these commitments, the Minister may take action under section 54(2)(d) of the Act if the time frames outlined in this determination are not met.

Should you have any queries in regard to this matter, I have arranged for Mr Craig Diss of the Department's regional office to assist you. Mr Diss can be contacted on (02) 6701 9685.

Yours sincerely

 13 JULY 2015

James Matthews
Acting General Manager, Northern Region
Planning Services

Encl:
Gateway Determination



Gateway Determination

Planning proposal (Department Ref: PP 2015 URALL_003_00): to rezone and amend the minimum lot size for part of Lot 12 DP 529709, Rowan Avenue, Uralla, and to make associated changes to Uralla Local Environmental Plan 2012.

I, the Acting General Manager, Northern Region at the Department of Planning and Environment as delegate of the Minister for Planning, have determined under section 56(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Uralla Local Environmental Plan 2012 to rezone and amend the minimum lot size for part of Lot 12 DP 529709, Rowan Avenue, Uralla, and to make associated changes to Uralla Local Environmental Plan 2012 should proceed subject to the following conditions:

1. Community consultation is required under sections 56(2)(c) and 57 of the Act as follows:
 - (a) the planning proposal must be made publicly available for a minimum of **28 days**; and
 - (b) the relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.5.2 of *A Guide to Preparing LEPs (Department of Planning and Environment 2013)*.
2. Consultation is required with the NSW Rural Fire Service under section 56(2)(d) of the Act. NSW Rural Fire Service is to be provided with a copy of the planning proposal and any relevant supporting material, and given at least 21 days to comment on the proposal.
3. A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
4. The timeframe for completing the LEP is to be **9 months** from the week following the date of the Gateway determination.

Dated 15 day of July 2015

James Matthews
Acting General Manager, Northern Region
Planning Services
Department of Planning and Environment

Delegate of the Minister for Planning

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director – Infrastructure & Regulation
Reference:	2.17.08.05
Subject:	Drought Management Plan Adoption

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.4 Secure, sustainable and environmentally sound water-cycle infrastructure services
Strategy:	3.4.1 Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies
Action:	3.4.1.2 Review Council's Service Yield Study and Demand Management Plan 3.1.4.4 Review Council's Service Yield Study and Demand Management Plan for Bundarra water

SUMMARY:

The purpose of this report is to have the Draft Drought Management Plan that was prepared in conjunction with the Namoi Water Alliance and Hunter Water adopted, following completion of the exhibition period.

OFFICER'S RECOMMENDATION:

That Council adopts the Drought Management Plan.

BACKGROUND:

Uralla Shire Council worked with the other Namoi Water Alliance members and Hunter Water to produce a plan that is consistent across the region, while still allowing for the very different local usage patterns and water supply security levels.

The draft Drought Management Plan was produced and presented at the March 2015 council meeting. The draft plan was placed on exhibition from 1 April 2015 to 30 April 2015, and advertised in the council newsletter and on council's website. No submissions were received. The plan now requires approval from Council to be adopted and become a working document.

KEY ISSUES:

- The Drought Management Plan is an essential part of Integrated Water Cycle Management included in the Best Practice Management Guidelines.
- A Yield study is currently being prepared by Public Works Department.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
On exhibition 1 April 2015 to 30 April 2015. No comments received.
- 2. Policy and Regulation**
Water Management Policy Document
- 3. Financial (LTFP)**
Assists in long term financial planning
- 4. Asset Management (AMS)**
Assists with asset management
- 5. Workforce (WMS)**
Existing Council staff
- 6. Legal and Risk Management**
Part of NSW Government Best Practice Management Guidelines (DEUS,2004)for local water utilities.
- 7. Performance Measures**
Success in ensuring Uralla and Bundarra have acceptable levels of access to water supplies.
- 8. Project Management**
Technical Services Department

Prepared by staff member: Acting Director Infrastructure & Regulation
Approved/Reviewed by Manager: Acting Director Infrastructure & Regulation
Department: Infrastructure & Regulation
Attachments: B. Drought Management Plan



Drought Management Plan

August 2015

Uralla Shire Council Drought Management Plan

Acknowledgement: This Plan has been adopted from Tamworth Regional Council's Drought Management Plan dated 25 November 2009 (revision 7).

Prepared By:

Version:

Version no.	Updated by:	Date:	Nature of changes
Draft Report	J Lewis	October 2014	
Final Report	R Bell	August 2015	Adopted by Council
Revision 1			
Revision 2			
Revision 3			

DROUGHT MANAGEMENT PLAN

In order to ensure that a structured and transparent approach is taken for ongoing management of drought impacts on the Uralla and Bundarra town water supplies operated by Uralla Shire Council (USC), this Drought Management Plan has been prepared for adoption by Council.

The Drought Management Plan outlines the various demand and supply side drought response actions that should be employed at various stages during an extended drought period. The Plan outlines Council's restriction policy and documents various backup supply sources and emergency supply options.

The fundamental objective of preparing and adopting a Drought Management Plan is to minimise the risk of the community running out of water, and ensure there is always sufficient water available to satisfy the basic needs of the community. The objectives of this Drought Management Plan will be enhanced by the USC adoption of an effective Demand Management Program. Further details of this program will be provided in the Demand Management Plan, which is proposed to be developed in association with this plan. The demand and drought management plans are applicable to Uralla and Bundarra customers connected to the reticulated town water supply systems operated by Uralla Shire Council.

Drought management planning is an essential component of the NSW Government's *Best Practice Management Guidelines* (DEUS, 2004) for local water utilities. The guidelines were prepared in response to urban water reform commitments made by the NSW Government as part of the National Water Initiative (NWI). Another essential component of the *Best Practice Management Guidelines* is the preparation of an Integrated Water Cycle Management (IWCM) Strategy. Council has prepared an IWCM Strategy, which outlines a plan for the integrated management of the water supply, sewerage and stormwater services within a whole of catchment strategic framework. Drought management will be a key component of the IWCM Strategy and therefore, this Drought Management Plan is consistent with the principles of the IWCM Strategy.

OPERATING ENVIRONMENT

This plan is applicable to the town water supply systems under operation in the USC area, namely Uralla and Bundarra. Details of these water supply systems are included in Table 1 on the following page.

While there is a need to have some level of uniformity across the region for some drought response actions (eg the rules associated with water restrictions), there is also a need to have tailored drought management strategies that are related to the individual water supply system and the greater environment that it operates within (eg the triggers for activating water restrictions).

The New England Region experiences a dry sub-humid temperate climate. Summers are relatively short and mild and winters are long and cold. Mean monthly maximum temperatures vary from 25.7 degrees Celsius in February to 11.8 degrees Celsius in July. Mean monthly minimum temperatures vary from 12.7 degrees Celsius in February to minus 0.4 degrees in July.

Median rainfall is approximately 800mm per annum in Uralla and 763mm per annum in Bundarra with approximately 60% falling in summer and 40% in winter. Average annual evaporation is 1400mm/a. Figure 1 below graphs average monthly rainfall and temperatures.

Bureau of Meteorology charts showing historical annual rainfall for Uralla and Bundarra are included below in Figure 2 and Figure 3.

Figure 1 Average monthly rainfall and temperature

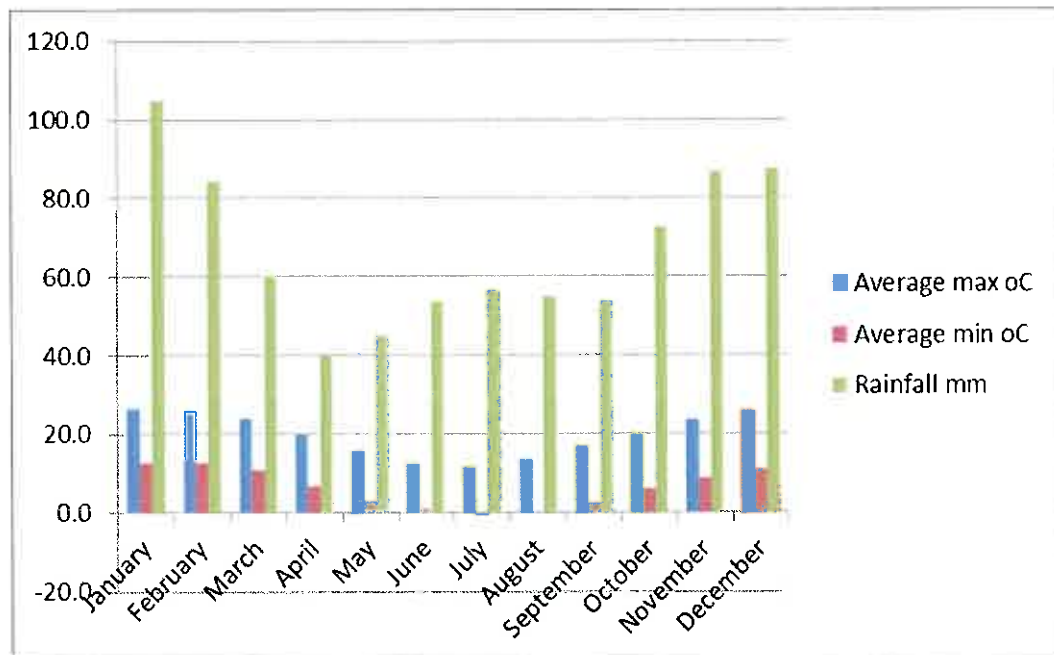
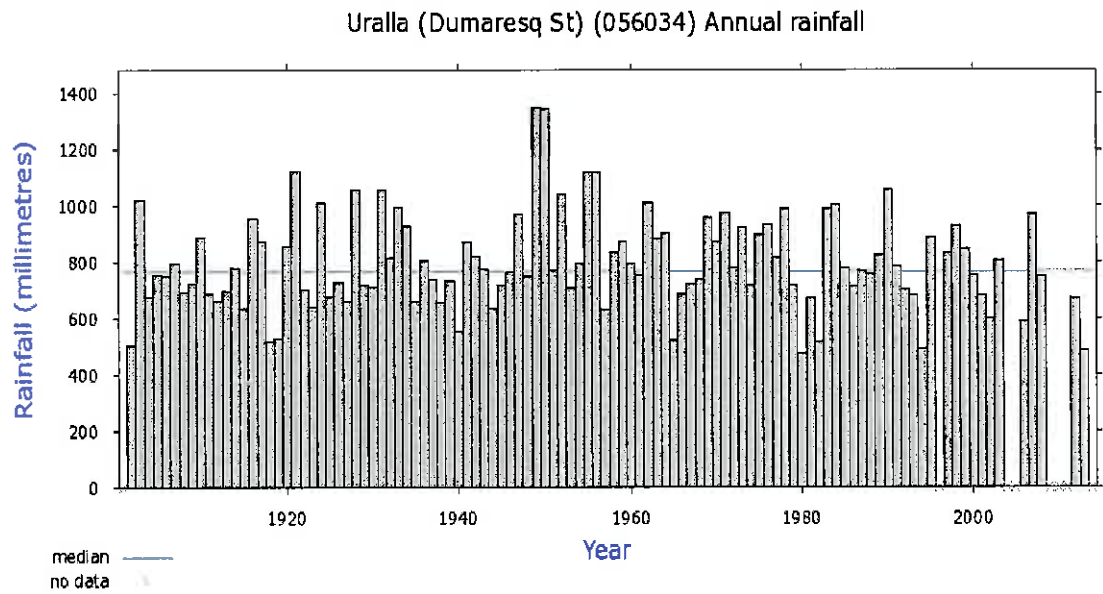
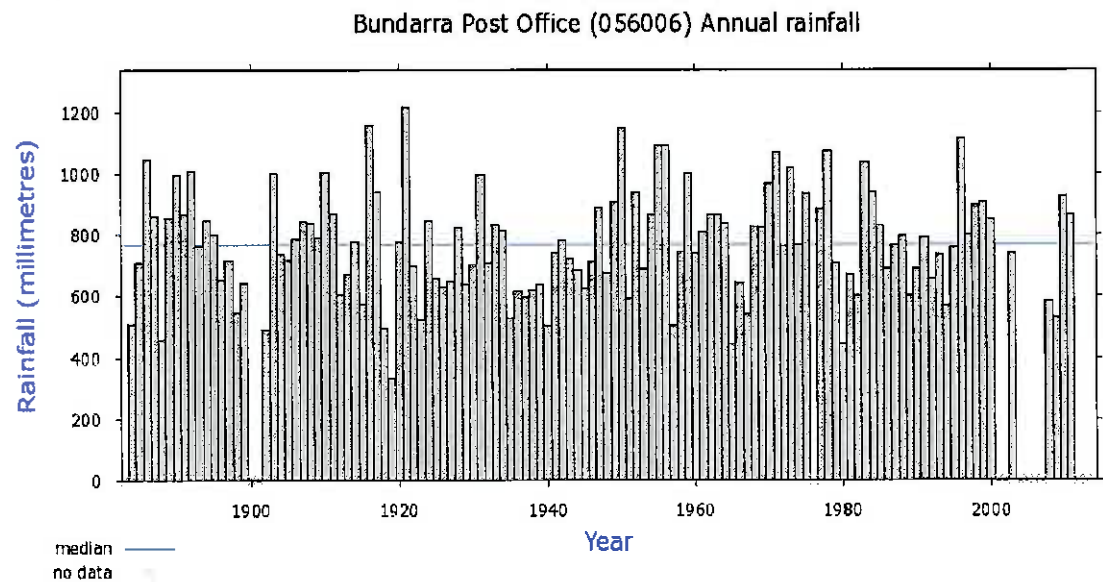


Figure 2



Climate Data Online, Bureau of Meteorology
Copyright Commonwealth of Australia, 2014

Figure 3



Climate Data Online, Bureau of Meteorology
Copyright Commonwealth of Australia, 2014

It is widely accepted that future climate changes could impact on water supply systems through changes to the frequency and duration of rainfall, as well as an increase in evaporation.

Uralla Shire Council

Table 1 Summary of Uralla Shire Council Water Supply Systems

Water Supply System	Population Served	Average Demand (kL/day)	Raw Water Source	Current Problems	Past Drought Experience
Uralla	2388	800	Kentucky Creek Dam 500ML capacity	<ul style="list-style-type: none"> Small catchment in upper reaches of Gwydir River Storage susceptible to algae growth in summer Impact of siltation on storage volume is unknown 	<ul style="list-style-type: none"> Whilst storage does not meet secure yield and demand projections, water restrictions have only been applied infrequently in the past. Last restrictions were applied in 1994.
Bundarra	404	123	Gwydir River – 90-120 ML sourced directly from Taylors Pond	<ul style="list-style-type: none"> System is not robust and is vulnerable to periods of low flow in Gwydir River. Upstream irrigators can place stress on town water supply. 	<ul style="list-style-type: none"> Water restrictions (including those on irrigators) are triggered by water levels in Taylors Pond. Severe restrictions were applied in 1981 and 1994. Past restrictions have been applied inconsistently. Taylors Pond was deepened by excavating river bed in 1983). Carting of potable water from Gilgal was considered in 1994.

PRE-DROUGHT PLANNING

While the Drought Management Plan focuses primarily on the response actions to be undertaken during a drought, the extent of the various impacts of drought (including economic, social and environmental impacts) will be largely driven by the effectiveness of a range of pre-drought planning and management activities, as discussed below.

Demand Management Plan

Whilst historically Council has not had a formal Demand Management Plan, it is proposed that a Plan and associated Demand Management Program (DMP) will be prepared in association with this Drought Management Plan. A typical Plan would include the following eight key measures:

1. Community Awareness Program and Best Practice Pricing.
2. Residential Rebates for water efficient products, including showerheads, washing machines, dual flush toilets, pool covers, rainwater tanks and greywater reuse systems.
3. Residential Audits and Retrofits, for both indoors and outdoors
4. Non-Residential Water Audits for the top 10 water users, including Council
5. Permanent Water Conservation Measures (see **Table 10**).
6. Regulation and Planning Controls, including supporting current government initiatives like BASIX, WELS and Smart Approved WaterMark.
7. Water Loss Management, including the metering of all properties
8. Water Recycling, with initial focus on lot based recycling (including rainwater tanks and greywater reuse systems).

Operating Rules & System Monitoring

Efficient operation of water supply systems, particularly systems with either surface or groundwater storages, is an important pre-emptive strategy for managing droughts. Due to the difficulty in predicting future drought conditions, it is important that system storages are not drawn down excessively during non-drought periods as a result of inefficient operation of the system, as this would reduce the security of a supply system in the event of a drought and consequently worsen the impacts of drought. Council should also liaise with the NSW Office of Water (NOW) during the water year to ensure that allocation of General Security water is managed in a way that sufficient storages are provided to meet future High Security town water supply requirements.

Regular and accurate system monitoring of river flows, groundwater levels, dam levels, extractions and consumptions will be important inputs into future reviews of the Drought Management Plan.

Funding Strategy

The costs associated with managing drought can have a significant impact on Council's finances, due to a variety of factors, including:

- Reduced revenue due to water consumption reductions associated with enforcing restrictions, particularly in the mid to late stages of the drought. This would be partly offset by revenue from higher than average water consumption levels in the lead-up to the drought and in the early stages of the drought.
- Additional costs associated with Council activities, including running an ongoing community awareness campaign, increased frequency of supply and demand monitoring, liaison with government agencies and other stakeholders and policing of restrictions.
- Increased capital and operating expenditure associated with investigation, implementation and running of backup and emergency supply options.

When preparing budgets for the year ahead, Council will need to ensure that if drought conditions are expected and/or existent, sufficient funds are set aside for drought management activities. In addition, all costs associated with managing the drought should be tracked and be available to report to Council, government regulators NOW and the community (if required). These costs can then be used as a justification for further investment in long term supply strategies and other drought management planning initiatives.

Drought emergency funding may be available through NOW to manage depleted supplies, investigate and implement emergency capital works or to cart water.

Long Term Supply Strategies

All water supply systems should be designed to cope with at least a repeat of the worst drought on record. Larger systems (>1,000 people) should be designed to cope with more severe drought conditions than the worst on record, on the basis that it is reasonably expected that our communities could face in the future a more severe drought than the worst on record.

While the Uralla water supply system currently has fairly high supply security, Bundarra has a relatively low level of supply security. Previous studies for both of these systems have identified a range of alternative long term supply strategies. However, to date long term supply strategies for these systems have not been adopted or implemented, mainly due to a lack of funding.

In accordance with IWCM principles, Council should prepare and adopt long term supply strategies for each system. Where required and/or available, part funding for the construction of works associated with the long term supply strategies should be sought from higher levels of government.

An important consideration in the preparation of these long term supply strategies is the consideration of the likely impacts of climate change on catchment yields and water usage (urban and rural).

DROUGHT MANAGEMENT ACTION PLAN

Drought Management Action Plans (DMAP) set out the actions to be taken during each phase (ie drought response level) of the drought. There are five drought response levels; from Level 1 (Low) to Level 5 (Emergency), with each level having a set of suggested actions to be undertaken during that phase of the drought, including an associated set of water conservation measures / restrictions (see **Table 10**).

The “all systems” DMAP (see **Table 2**) outlines the common actions that should be undertaken by Council at various drought response levels, including:

- The application of water conservation measures / restrictions and associated enforcement and issuing of fines
- Community awareness campaign and liaison with non-residential large water users
- Monitoring of water supply sources and town water demands
- Liaison with authorities and local irrigators
- Development or review of backup / emergency supply options

Specific DMAPs (see **Tables 3 and 4**) have also been prepared for each of the individual water supply systems, outlining additional specific actions to be undertaken in that system, generally related to the investigation and implementation of backup and emergency supply options. The DMAPs also nominate primary and secondary (or supplementary) supply sources for each of the drought response levels.

Triggers & Water Consumption Targets

The DMAPs for each water supply system include primary triggers for initiating each drought response level, as well as total system water consumption targets for those levels. In general, triggers for small town water supply systems had previously been based on the operator’s experience and were generally not directly related to a fixed flow or water level. Trigger Levels have been adopted and it is anticipated that over time more refined triggers will be developed and that they will be based more on the risk (based on historical flow records) of having a shortfall in supply.

Secondary triggers such as water quality incidents and failure to achieve water consumption targets are also suggested. Water consumption targets are average annual consumptions and should be adjusted for seasonal patterns (where appropriate). Note that once outdoor usage is banned (Levels 4 & 5), consumption targets become fixed daily targets due to the lack of influence from seasonal factors.

In considering the easing of water restrictions Council will take into consideration water supply demand, projected demand, level and security of bulk water sources, catchment parameters, seasonal conditions, and seasonal outlook.

The easing of water restrictions will generally not be implemented where it is likely that the revised restrictions will not be sustained for more than three weeks before tighter restrictions have to be re-imposed. Suggested timings for easing restrictions are included in the DMAP's.

Communication

A key aspect in ensuring the successful implementation of the Drought Management Plan is the communication strategy. A community awareness campaign is vital for ensuring the community is made aware of actions that directly impact them, such as water conservation measures / restrictions and any associated fines and exemptions, and the activation of backup or emergency supply sources and any associated changes in water quality.

The community also needs to be given advice on how to minimise the impact of various water conservation measures (including options for household recycling of water) and advice on saving water around the home in general. It is important that the community is kept up-to-date with the status of water supply sources (including river flows and dam storage volumes) and is given some idea of the consequences of not achieving target reductions in water consumption.

Uralla Shire Council is a member of the Namoi Water Alliance. In October 2014, the Alliance launched the Water Sustainability Community Awareness Regional Media Campaign, a television campaign designed to inform the public on water issues including preparations for droughts and how and when restrictions are applied.

Liaison with key government agencies is another important component of the communication strategy. Key agencies include NOW, Department of Environment & Climate Change & Water (DECCW), NSW Health, the Gwydir-Border Rivers Catchment Management Authority (CMA) and State Water. It is particularly important that the relevant agencies be informed when significant impacts on the community, the environment or other stakeholders are expected as a result of actions arising from implementation of the plan.

In most systems, liaison with local irrigators is also important, to ensure they are aware of any impacts they may be having on the town water supplies and conversely, to make sure they are aware of the potential impacts that Council's actions, arising from the implementation of the plan, may have on them.

Backup / Emergency Supply Options

After each of the water supply system DMAPs, backup and emergency supply sources (referred to in the action plans) are listed in order of preference. More details on these alternative sources are included in the Drought Management Plan Background Report.

Table 2 USC – Drought Management Action Plan (Both Systems)

Drought Response Level	Actions
<p>1 Low</p>	<ul style="list-style-type: none"> • Implement level 1 Water Conservation Measures (WCM) • Activation of Drought Management Plan • Establish a drought budget to track ongoing drought management costs • Establish a Drought Management Team to oversee the implementation of the Drought Management Plan • Review DMAP to ensure it is up-to-date, including a review of alternative / backup supply options and emergency response / supply options • Implement community awareness campaign (including media advertising, internet & appropriate signage at town entrances) • Review major existing Water Management Plans and update where necessary • Initiate regular (2 monthly) liaison with key government agencies (NOW, DECCW, State Water) and local irrigators (where appropriate) • Weekly review of river flows, dam levels (where applicable), weir levels (where applicable), water extractions, WTP production (where applicable), and monitoring of actual water consumption compared to target
<p>2 Moderate</p>	<ul style="list-style-type: none"> • Implement Level 2 WCM (restrictions), including banning sprinklers • Consider issuing warnings and fines for violation of restrictions • Continue regular (2 monthly) liaison with key government agencies (NOW, DECCW, State Water) and local irrigators (where appropriate) • Weekly review of river flows, dam levels (where applicable), weir levels (where applicable), water extractions, WTP production (where applicable), and monitoring of actual water consumption compared to target • Review all existing Water Management Plans and update where necessary
<p>3 High</p>	<ul style="list-style-type: none"> • Implement Level 3 WCM (restrictions), including banning sprinklers & hoses • More focus on the issuing of warnings and fines for violation of restrictions • Step-up community awareness campaign & meet with large non-residential users to discuss options for water reduction • Twice-weekly review of river flows, dam levels (where applicable), weir levels (where applicable), water extractions, WTP production (where applicable), and monitoring of actual consumption compared to target • Regular (monthly) liaison with key government agencies and local irrigators (where appropriate) • Notify NOW of intention to investigate and/or implement backup or emergency supply options and seek drought assistance. • Assess appropriateness of exemptions allowed under existing Water Management Plans
<p>4 Very High</p>	<ul style="list-style-type: none"> • Implement Level 4 WCM (restrictions), including banning outdoor water use • Step-up the issuing of warnings and fines for violation of restrictions • Step-up community awareness campaign, including non-residential water reduction appeal • Daily review of river flows, dam levels (where applicable), weir levels (where applicable), water extractions, WTP production (where applicable), and monitoring of actual water consumption compared to target • Regular (weekly) liaison with key government agencies and local irrigators (where appropriate) • Recall all Water Management Plans
<p>5 Emergency</p>	<ul style="list-style-type: none"> • Implement Level 5 WCM (restrictions) – minimum essential usage only • Issuing of warnings and fines for violation of restrictions • All-out community water reduction appeal – minimum essential usage only (residential use 150L/person/day) • Regular (fortnightly) meetings with large water users to discuss ongoing water reduction options • Consider temporary closure of non-essential, high water dependent services • Daily review of river flows, dam levels (where applicable), weir levels (where applicable), water extractions, WTP production (where applicable), and monitoring of actual water consumption compared to target • Regular (twice-weekly) liaison with key government agencies and local irrigators (where appropriate), including liaising with NOW re: emergency response options • Implementation of emergency response / supply options

Key:.

Table 3 Uralla Water Supply System – Drought Management Action Plan

Drought Response Level	Primary Trigger	Usage Target (kL/day)	Additional Actions
1 Low	Kentucky Creek Dam level falls to 64%	1020 (95% average)	
2 Moderate	Kentucky Creek Dam level falls to 52%	960 (90% average)	Implement Parks and Gardens water management plan and target 30% reduction in water usage.
3 High	Kentucky Creek Dam level falls to 44%	910 (85% average)	Target 50% reduction in Parks and Gardens water usage.
4 Very High	Kentucky Creek Dam level falls to 32%	800 (75% average)	Target 25% non-residential usage reduction. Investigate availability of tankers to transport potable water from Armidale.
5 Emergency	Kentucky Creek Dam level falls to 25%	540 (50% average)	Target 50% non-residential usage reduction Implement transport of potable water from Armidale to supplement supply.

Notes:

1. Secondary triggers may include failure to achieve consumption targets or major water quality incidents.
2. Usage targets are average annual consumptions and should be adjusted for seasonal variations.

Table 4 Bundarra Water Supply System – Drought Management Action Plan

Drought Response Level	Primary Trigger	Usage Target (kL/day)	Additional Actions
1 Low	Taylor's Pond level falls to 64%	164 (95% average)	Irrigation by adjoining rural landholders ceases.
2 Moderate	Taylor's Pond level falls to 52%	156 (90% average)	Target 20% reduction in Parks and Gardens water usage.
3 High	Taylor's Pond level falls to 44%	147 (85% average)	Target 50% reduction in Parks and Gardens water usage.
4 Very High	Taylor's Pond level falls to 32%	130 (75% average)	Draw on Warrabinda Pond (if supply available). Investigate availability of tankers to transport potable water from Gilgai.
5 Emergency	Taylor's Pond level falls to 22%	87 (50% average)	Target 50% non-residential usage reduction Implement transport of potable water from Gilgai to supplement supply.

Notes:

1. Secondary triggers may include failure to achieve consumption targets or major water quality incidents.
2. Usage targets are average annual consumptions and should be adjusted for seasonal variations.

Emergency Supply Options

1. Transporting potable water from Armidale to Uralla by tanker. A temporary connection to the new Armidale Regional Airport main would allow the closest point for the transfer of water to a tanker. Approval from Armidale Dumaresq Council would be required.
2. Transporting potable water from Gilgai to Bundarra by tanker: Tankers would need to fill using standpipe attached to the main in the village. Approval of Inverell Shire Council would be required.

Easing Restrictions

When Kentucky Creek Dam at or below 70 % Capacity

Drought Response Level	Trigger Point for tightening restrictions – ie. as Kentucky Creek Dam falls	Trigger Point for easing restrictions – ie. as Kentucky Creek Dam rises
Permanent Water Conservation		75%
1 Low	64%	70%
2 Moderate	52%	60%
3 High	44%	50%
4 Very High	32%	40%
5 Emergency	25%	30%

In addition to Permanent Water Conservation Measures, there are five levels of water conservation measures (WCM) / restrictions that correlate to the five drought response levels (see **Table 10**). A general description of each level of restrictions is included below. The measures also include special provisions for the elderly, infirmed and disabled.

Permanent Water Conservation Measures. As part of Councils overall Demand Management strategy in conserving water at all times (during drought and non-drought periods) the following permanent water conservation measures apply;

1. Sprinklers / fixed hoses are not to be used for watering of gardens and lawns between; 8.00am to 6.00pm during Eastern Daylight Saving Time; and between 9.00am and 4.00pm Eastern Standard Time.
2. Hand held hoses fitted with a trigger nozzle may be used at any time for general watering of gardens and vehicle washing.
3. No hosing down of hard surfaces.
4. New turf may be watered at any time with an approved Water Management Plan for up to six weeks from installation of turf.

Level 1 Low: This is the first temporary level of WCM and would involve a restriction on the use of hoses and drip irrigation systems during the heat of the day, as well as limiting the use of sprinklers to 2 hours per day. The introduction of this level of restrictions would raise community awareness of drought conditions, however only minor reductions in water consumptions would be achieved.

New turf may be watered at any time with an approved Water Management Plan for up to six weeks from installation of turf.

Level 2 Moderate: This level of WCM and would involve a ban on sprinklers, as well as limiting the use of hoses and drip irrigation systems to 2 hours per day in order to reduce water consumption to just below average consumption levels. Implementation of this level of restrictions would create some level of inconvenience for the community, however most lawns and gardens would not be significantly impacted.

Level 3 High: This level of WCM would involve a ban on the use of hand-held hoses and drip irrigation systems in order to further reduce water consumption below average consumption levels. Implementation of this level of restrictions would create a major level of inconvenience for the community, with lawns being stressed due to a lack of watering and gardens having to be watered by buckets and cans 2 hours per day. Some losses of lawns and gardens would be expected at this stage.

Level 4 Very High: This severe level of WCM would involve a ban on all outdoor and non-essential usage in order to reduce water consumption to around winter consumption levels. Due to the major impacts of this level of restrictions, implementation of level 4 WCM would only occur in very rare circumstances. Impacts would include the severe stress, and in many cases dying off, of lawns and gardens.

Level 5 Emergency: This extreme level of WCM would involve an all-out campaign to reduce water consumption to absolute minimum levels (<150 L/person/day). This level of restrictions would involve a major disruption to normal lifestyles, including reduced shower times, reduced number of washing machine loads and a ban on the use of residential evaporative coolers (except where exemptions apply). Non-residential customers would be requested to restrict the use of water for only essential services, with the possible temporary shutting down of non-essential, water dependent services.

Emergency Response Strategies

In the event of severe water shortage it is assumed that external residential water use would be stopped altogether by way of restrictions, and that indoor water use could also be reduced through persuasive advertising and community education campaigns.

Emergency response strategies should only be considered when all other options have been exhausted, and should be applied in conjunction with the application of level 5 water conservation measures.

Water Carting

It is anticipated that water carting to Bundarra could be achieved using a single truck (eg. milk tanker), however Uralla may require several large trucks or semi-trailers. In order to reduce transportation times and costs, Bundarra could be supplied from Gilgai (if possible) and Uralla could be supplied from Armidale.

Technical and financial assistance towards the cost of water cartage is available from the NSW Minister for Water but is subject to quantities and cartage arrangements being agreed with NOW. Further details regarding water carting are provided in the NOW document titled "Drought Relief for Country Towns".

Rationing

In association with Level 5 water conservation measures, voluntary rationing of indoor water use will be strongly encouraged through persuasive advertising and community education. Council has adopted a Level 5 residential water allowance (or target) of 150 L/person/day. Feedback on how much water each household is using compared to the allowance will be provided through the quarterly billing cycle. This puts the onus on each household to decide what internal restrictions or water savings devices they will employ in order to achieve the Level 5 residential water allowance.

Once Level 5 Restrictions are introduced Council will implement the following measures;

- Introduce investigation of properties claiming the use of recycled or alternate sources of supply and, if the claims are valid, provide a Council approved sign at no cost to the property owner verifying the inspection and alternate use;
- Advise that the ban on evaporative air conditioners under level 5 restrictions excludes, business, commercial and institutions and that exemptions will be available to the elderly and infirm from the ban provided a doctors certificate, attesting to the need for access to cooling for health related reasons, can be provided;
- Commence monitoring water consumption at residential properties on a quarterly basis and formally approach property owners where savings in treated water consumption are not shown or other unusual consumption is indicated requesting an explanation;

- Mail out to all residential properties connected in the effected area one or two shower timers to be used to encourage residents to reduce the period of time spent showering.
- Write to all businesses (including motels, schools and other institutions) in the effected area which used more than 3.5 Megalitres of water in the previous financial year and advise that they must undertake one of the following two options
 1. Undertake initiatives that will reduce the consumption of treated water at each particular business by at least 20% over the consumption figures for the business in the previous financial year.
 2. In cases where a business does not elect to undertake option (1) undertake an independent water audit (Council will subsidise 50% of the cost of the audit to a maximum of \$3,000) to ascertain savings in water consumption that could be made.

Each business will be given 1 month to respond to Council's initial letter with details of what option they will be pursuing, and then a further 3 months to have put in place any initiatives as per option (1) or a further 2 months to have completed a water audit as per option (2) and provide Council with the results of the audit, what proposals mentioned in the audit will be implemented, a time frame for doing so, and the reasons why some and/or all of the proposals are not going to be implemented.

Definitions

Aged and Disabled Watering Exemption under Level 3 water restrictions is an exemption granted to aged and disabled persons at an approved site for watering with a hand held hoses for 15 minutes only on Sundays and Wednesdays between the hours of 4.00pm and 8.00pm during daylight saving time and 4.00pm to 6.00pm during Eastern Standard Time. A Council approved sign supplied by Council is to be displayed at the site (visible from the street) while watering is in operation. The person authorised under the exemption or any other persons at the site are not permitted to use a bucket or watering can while the exemption is in place at the site.

Alternate Water Source means water from a bore, dam, stream, rainwater tank that is not connected to the Council reticulated water supply, or recycled water.

Approved Alternate Water Source means an approved alternate water source approved by Council.

Domestic Purposes means for internal household use.

Hand held hose means a hose fitted with a trigger nozzle that is only held by hand.

Fixed Sprinkler means sprinklers, micros rays, or misters fitted to a hose or pipe.

Drip irrigation system means an irrigation system that complies with the following requirements;

- Drippers must have a manufacturer's discharge rating of not greater than 8L/hour at a water pressure of 100kPa;
- The maximum rate of the complete irrigation system per property is 5 L/minute;
- The following devices must be those approved by Council and fitted at the appropriate locations in a drip irrigation system;
 1. Backflow prevention device
 2. Automatic timer; and
 3. 100kPa pressure reduction valve.

Use of Bucket or Can (when permitted under water restrictions). A bucket or can is to be of no more than 20L capacity, is to be filled directly from a tap (or a length of hose of not exceeding one metre in length connected directly to a tap) during the allocated watering time. The bucket or can must only be decanted by way of tipping directly onto the garden, lawn, pool or motor vehicle, and must not be decanted into another vessel or storage vessel prior to use. A limit of only one bucket or can may be used during the allocated hours of watering at each property or tenement (unit, villa or strata unit).

Water Restrictions means regulations introduced by Council to enforce restrictions of water consumption to ensure that water supply can be maintained at levels consistent with good management practices, considering volume.

Water Management Plan means a plan approved by Council for the approved hours and method of on-site water use. The approved plan relates to a specific property and a sign provide by Council must be displayed at the site for the duration of the plan.

Council Approved Sign means a sign approved and supplied by Council.

Compliance with Water Restrictions

Periods of water restrictions and use of appliances in accordance with water restrictions in place will be policed by Council officers.

Under the Local Government Act 1993 the maximum penalty that may be applied for a breach of imposed water restrictions is \$2,200 for corporations and \$220 for individuals.

POST-DROUGHT ACTIONS

Post-Drought Evaluation & Revision

Once the drought has broken and water supply systems return to normal operating conditions, a review needs to be undertaken of the effectiveness of the Drought Management Plan. The post-drought evaluation should include:

- A review of both supply side and demand side actions, including their effectiveness and timing, should be undertaken for each system and documented.
- An assessment should be made of the impact of drought management actions (including water conservation measures) on various stakeholders, including the community.
- An assessment of the impact of drought management actions on Council should also be undertaken.
- Community response to the imposition of various restrictions should be sought, including feedback on the effectiveness of the Community Awareness Campaign, how they managed the impacts of drought and any suggested changes / modifications to the water conservation measures.
- Feedback should also be sought from various government agencies and other stakeholders, including local irrigators.

Based on this review of the previous drought and any feedback received, the Drought Management Plan will need to be revised to include issues that were not previously considered and potentially modified to improve the future management of droughts.

Regular Review & Update of the Plan

In addition to evaluation and revision after each period of drought, regular reviews of the Drought Management Plan should be undertaken initially at least every 3 years. Plans should be updated with the latest information on water supply systems, including any augmentations that have occurred, changes to operating rules and up-to-date water consumption data and flow / level monitoring data for water sources. Plans should also be updated after any major changes / augmentations to water supply systems. Future revisions of the plans should consider climate change projections developed by the CSIRO.

SUPPORTING ACTIONS & INITIATIVES

It is recommended that the following actions and initiatives be undertaken to improve the effectiveness of the Drought Management Plan and overall supply security.

Urgent Actions

Discuss proposed emergency sources with adjoining Councils

Future Actions / Improvements.

Review Yield Study once it has been completed for Uralla and Bundarra.

Advertise the drought management plan and invite public comment.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	Environmental Management Coordinator
Reference:	2.17.08.06
Subject:	Zero Net Energy Town Uralla (Z-NET Uralla)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	3.2 Maintain a healthy balance between development and the environment 3.3 Reuse, recycle and reduce wastage
Strategy:	3.2.2 Educate the community about sustainable practices in the home, at work and public places 3.3.5 Identifying technologies in Council's facilities, infrastructure and service delivery that reduce our ecological footprint
Action:	3.2.2.2 Engage and collaborate with the Uralla Z-NET project through participation on the Community Reference Group 3.2.2.3 Develop appropriate Environmental Management policy, protocol and procedures 3.3.5.1 Develop grants and projects in partnership with the Z-NET Uralla project

SUMMARY:

The purpose of this report is for Council to determine its ongoing position in support of the Zero Net Energy Town (Z-NET Uralla) project. This report also presents further information and background on the Z-NET Uralla Blueprint, and outlines some of the key considerations for Council in continuing the support for the project.

COMMITTEE'S RECOMMENDATION:

That:

Council remains committed to supporting Z-NET as a community led enterprise, and remains committed to the current model of collaborating in partnership with our community on Z-NET projects that improve the sustainability of our energy resources and deliver energy efficiency and reduction dividends for the benefit of the Shire's residents and businesses including Council itself.

OFFICER'S RECOMMENDATION:

That:

Council remains committed to supporting Z-NET as a community led enterprise, and remains committed to the current model of collaborating in partnership with our community on Z-NET projects that improve the sustainability of our energy resources and deliver energy efficiency and reduction dividends for the benefit of the Shire's residents and businesses including Council itself.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

BACKGROUND:

The Zero Net Energy Town (Z-NET) Blueprint is almost ready for public release. The Blueprint (which is a case study with Uralla as the subject) sets out to establish the degree to which it is possible to switch the Shire's stationary energy supply to alternative and renewable sources, while remaining on the grid. The Blueprint focuses on electricity, gas and wood use within the Shire. That is, it does not take transport energy into consideration.

The approach of the Blueprint is to examine what is technically and practically feasible given currently available technologies, financially viable, and desirable to the community in changing to alternative and renewable energy resources. Options for switching to alternative and renewable energy sources are least cost and competitive with current sources of energy in respect to the price, quality, reliability and security of supply. The logic of the approach is to ensure that those actions which have least cost and the most benefit are taken first.

A consortium of agencies led by the Moreland Energy Foundation Limited has undertaken the necessary research and consultation with the Uralla Community. The Z-NET project was conceived and the funding secured by collaboration initiated within the New England Region. Starfish Enterprises has managed the project.

REPORT:

The Blueprint states that achieving a 100% renewable/alternative energy target is not possible at this point in time, due to circumstances that are beyond the control of the Uralla Shire Council or the community.

However, the Blueprint projects that if a combination of energy efficiency, energy reduction and localised energy generation strategies (i.e. roof top solar) are implemented successfully across the Shire over the next 10 years, a minimum of 40% of the target can be reached.

Specifically the Blueprint:

1. Characterises the current context of energy use in the Shire;
2. Applies a "least cost" approach to identify all possible options to reduce reliance on electricity, wood and gas energy;
3. Presents specific strategies on this basis and assesses how well each strategy is projected to work;
4. Suggests how these strategies are best implemented.

The Blueprint structures actions/strategies into two main time frames- Stage 1 and Stage 2:

- Stage 1 focuses on using less energy, generating energy on site, developing improved firewood collection, land management practices and importing renewable energy. The actions will primarily have residents and businesses as the target audience. Stage 1 actions are the focus of the Blueprint.

Success during Stage 1 will depend on the willingness of various agencies to sponsor funding applications, the success in attracting funding, and success in engaging the Uralla Shire Community to take part in projects.

- Stage 2 strategies focus on increasing the amount of renewable energy imported, or developing utility scale generation of electricity if and when it is comparable with importing renewable energy. There are significant external forces that must come into play before conditions for Stage 2 would be ready. The Blueprint reports that: "the current operating

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

environment is not conducive to commercial, or community scale renewable generation in Uralla, however technology and policy developments may see this change.”

The role articulated for Council in the Blueprint

Council is identified as being a key Z-NET ‘enabler’ in the delivery of the project. Council was the lead agency on the expression of interest to become the case study town. The Blueprint recognises the limitations of the Shire’s resources in coordinating or funding significant program and project delivery. Examples of the role that Council can take in the future of the project are provided on p 54 of the Blueprint. Namely these are:

- Communicating the project and the Z-NET Blueprint process to others;
- Assisting communications around specific programs;
- Lending coordination support;
- Visible actions to use less energy and generate on-site with its own facilities;
- Active involvement and support for town branding and tourism activity, which promotes Uralla as a Z-NET;
- Developing planning policies, which promote energy efficiency and renewable energy to guide new development within the Shire;
- Advocating for relevant State and Federal policy and regulatory reforms.

The Uralla Community and the Blueprint

Council’s collaboration and support for the Z-NET Uralla project had its origins in the Uralla community. Those behind the application were motivated by a desire “not to see our community left behind” as progress with technologies, regulation and changes to the economy inevitably move Australia toward renewable and alternative energy supplies. Further, the group is very cognisant of the need to ensure that solutions are socially and economically equitable, not just for those who can afford it.

The Z-NET Uralla Reference Group (ZURG) was established with the participation of 14 members on 31 January 2015, to support the development of the Blueprint. The purpose of the panel was to provide feedback on the plan and provide assistance with community engagement. The role of the original ZURG concludes with the completion of the Blueprint.

Sandra Eady, Chair of the ZURG, indicated via email on 9 August 2015 that ZURG:

“is pleased to accept the report as appropriate for our community, and it gives us a valuable starting point for the next phase of achieving Z-NET.”

Current members are determined to continue with those Stage 1 Z-NET projects that they believe to be achievable. There is a desire amongst members of the ZURG to reconvene the group with new membership and more comprehensive representation from across the Shire’s community as the Z-NET Uralla Realisation Group (ZURG) following the release of the Blueprint. The new ZURG will undertake detailed discussions regarding the business and governance structures that are necessary for it to undertake a work plan and communications strategy.

Future funding

Currently there is no commitment from any funding agency for financial support for Z-NET related projects.

Specific Z-NET Projects

Due to the complex and long term nature of the Blueprint; the range, scope and number of projects that could eventuate; and the character of the funding environment; any detailed discussion on

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

specific projects relating to Z-NET Uralla is not possible at this point in time. These discussions will be ongoing for the duration of the project and presented to Council at the appropriate time.

CONCLUSION:

From the outset, Uralla Shire Council viewed its role in the Z-NET Uralla project as that of a key player in a long term and whole of community enterprise to achieve a more sustainable Shire. The Blueprint confirms that the challenges are significant and that change will not happen overnight.

We are now better placed with new knowledge to understand the character of energy use in the Shire and how to change it over time; we have a better appreciation of the barriers we face in transitioning to an alternative and renewable energy future; and the scale of work and investment required over the coming years to make Z-NET a reality.

The community remains undaunted and focused on doing what they have the capacity to do. The power that flows from creating a comprehensive community orientated partnership is already generating funding partnerships to begin on-ground project work with residents and businesses. There is an essential and vital role for Council in continuing to participate with our community on this journey.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The Z-NET Uralla Reference Group (ZURG) includes Council representatives. Council will continue to communicate general information about the Z-NET project.

2. Policy and Regulation

Nil

3. Financial (LTFP)

No change at this point.

4. Asset Management (AMS)

No change at this stage

5. Workforce (WMS)

No change at this stage

6. Legal and Risk Management

Nil at this point

7. Performance Measures

N/A

8. Project Management

Council does not have the capacity or resources in the current Financial Year to undertake any direct Project Management responsibilities. Council will support and collaborate with ZURG to help plan, coordinate and implement projects. Determining Council's commitments beyond this will be subject to the nature of a proposed project, funding, and further analysis, planning and reporting.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

Prepared by staff member: Stephanie McCaffrey
Environmental Management Coordinator
Approved/Reviewed by Manager: Damien Connor
Department: Infrastructure & Regulation
Attachments: Nil

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE



REPORT TO COMMITTEE

Department:	Infrastructure & Regulation
Submitted by:	Director – Infrastructure & Regulation
Reference:	2.17.08.07
Subject:	Bridge Naming: New Bridges Over The Gwydir River and Abington Creek

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained.
Strategy:	2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation.
Action:	2.3.1.4 Apply for funding for transport infrastructure expansion projects

SUMMARY:

The purpose of this report is to inform Council of the public submissions received for the naming of the new bridges on Thunderbolts Way over the Gwydir River and Abington Creek so that Council can resolve to name those bridges.

COMMITTEE'S RECOMMENDATION:

That Council, after considering the content and views of the public submissions:

1. Names the new bridge over the Gwydir River as "The Emu Crossing Bridge."
2. Names the bridge, under construction over the Abington Creek, as the "Abington Bridge".
3. Places a plaque to honour the work of Nurse May Yarowick at a location to be determined.

OFFICER'S RECOMMENDATION:

That Council considers the public submissions received and name the new bridges on Thunderbolts Way over the Gwydir River and Abington Creek.

BACKGROUND:

At the June 2015 meeting Council resolved to 'advertise for public comments on the naming of two bridges due for completion in 2015, the bridge at Emu Crossing and the bridge over Abington Creek'.

The community response has been extensive, with 18 names submitted for the bridge over the Gwydir River and 8 names submitted for the bridge over Abington Creek.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

The attachment details the names submitted for each bridge, together with a summary of supporting reasons.

KEY ISSUES:

- Community response has been extensive and varied.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Council advertised for public comment and has received an extensive and varied response.
- 2. Policy and Regulation**
N/A
- 3. Financial (LTFP)**
N/A
- 4. Asset Management (AMS)**
Naming of structures can assist with the public's identification of assets.
- 5. Workforce (WMS)**
N/A
- 6. Legal and Risk Management**
N/A
- 7. Performance Measures**
N/A
- 8. Project Management**
Infrastructure and Regulation

Prepared by staff member: Alan Harvey
Approved/Reviewed by Manager: Acting Director Infrastructure & Regulation
Department: Infrastructure & Regulation
Attachments: C. Bridge Naming Proposals for Gwydir River and Abington
Creek, Thunderbolts Way, Bundarra

Bridge Naming Proposals for Gwydir River, Thunderbolts Way Bundarra		
Proposed Bridge Name	Proposed By	Background Reasons for Name
Nurse May Yarrowick Bridge	Anaiwan Local Aboriginal Land Council. Gregory T Livermore, Tingha	Aunty May was an Aboriginal and descendant of the pioneer and early settler families of Broun and Kelly. Believed to be first Aboriginal woman to gain General Nursing (1902) and Midwifery (1905) qualification in Australia. Practised as a midwife in the Bundarra area.
Nurse May Yarrowick Bridge	Anne-Maree Nielsen, Andrew Parker, Adam Blakester, Dr Odette Best, Susan Dunn, Jenni Johnson	As above
Nurse May Yarrowick Bridge	Anaiwan Local Aboriginal Land Council including 59 signatories in support.	May Yarrowick was born on Stoney Creek Station Bundarra in February 1876, daughter of Peggy from the Yarrowick Tribe and James Martin Kelly son of Martin and Catherine Kelly, owners of Stoney Creek Station. Believed to be first Aboriginal woman to gain General Nursing (1902) and Midwifery (1905) qualification in Australia. Practised as a midwife in the Bundarra area.
The Emu Bridge	10 Submissions	The current crossing has been known as th Emu Crossing since the 1800's. The new structure is already being called The Emu Bridge. Retains historical name.
Emu Bridge	19 Submissions	Historical name, changing it would cause confusion.
The Emu Crossing	6 Submissions	Historical name for over 100 years of where the emus crossed the Gwydir River. During the drought of 1888 large groups of emus settled here. In the 1830's drovers camped at "The Emu".
The Emu	5 Submissions	Has been called "The Emu" by past and present residents and should remain. Has
New Emu Bridge or New Emu Crossing or Emu Bridge	J Williamson	
The Emu Crossing Bridge	73 Submissions	Historical name for over 100 years. Naming the bridge after a single person will not have majority community support and there are many people who have contributed significantly to the Bundarra district. Changing the name would create confusion. The current crossing has been known as th Emu Crossing since the 1800's. During the drought of 1888 large groups of emus settled here. Emergency services, tourists and transport companies all know the location as "The Emu".
Adam Marshall, Emu Crossing	D Rogers	As the Bundarra community had to wait more than several years for a bridge it would seem only reasonable to recognise the efforts of the local State Member in unlocking the necessary funds.
Emu Crossing	R Dickson. D Robinson	Historical name for the crossing. Also suggests two plaques be used, one being larger with art work of the existing crossing and historical text.
The New Emu Bridge	J Robinson	
Emu Creek	Uralla Historical Society	Retain Name
A.L.(Arthur) Horniman	R Johnson	Engineer Gostwyck Shire Council. Supervised construction of the bridge.
Harry Wells	R Johnson	Councillor Gostwyck Shire Council. Resigned from Council in protest of Yarrowyck Bridge being constructed before a bridge over Emu Crossing and later re-elected to Council.
P.R.Little	R Johnson	Bundarra resident and President of Gostwyck Shire Council. Represented people of Bundarra and surrounds in their submission to see a bridge constructed at Emu Crossing.
Emu Anzac Memorial Bridge	C Whitelock	
Sue Kenny Bridge	Name Withheld	Well known and involved community member until tragic death December 2013.

Bridge Naming Proposals Abington Creek, Thunderbolts Way Bundarra		
Proposed Bridge Name	Proposed By	Background Reasons for Name
The Abington Bridge	7 Submissions	Named after the property Abington. Historical value.
Abington Creek Bridge	D & T McCarthy	Changing the name only confuses people and takes away the history
Abington	Uralla Historical Society	Retain name.
The Abington Creek Bridge	S Hall	Changing the name only confuses people
P.R.Little	R Johnson	Bundarra resident and President of Gostwyck Shire Council.
T.R Forster	R Johnson	Abington Station and played a part in construction of original bridge.
Nurse May Yarrowick Bridge	C McBride	Retain The Emu Crossing Bridge name and rename the Abington Creek Bridge after Nurse May Yarrowyck. The Abington name will still be retained in Abington Station and Abington Creek.
Charlie Livermore Bridge	Anaiwan Local Aboriginal Land Council. Gregory T Livermore, Tingha	Kamilaroi elder born in Bundarra 13 October 1920. On of the first Aboriginals in the area to enlist in the Second World War. Prisoner of War in Changi Prison and demonstrated insurmountable courage and heroism in supporting and helping fellow prisoners. Returned to Bundarra district after the war and was a very respected member of the community.



SCHEDULE OF ACTIONS

24 August 2015

18. 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
28JUL 2014	254/14	DA 28/2014 – Ness 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	88b instrument received. Waiting on developer to complete consent items. August 2015	B	
28JUL 2014	255/14	DA 27/2014 – Adams 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	88b instrument received. Waiting on developer/surveyor to complete consent items. August 2015	B	
27OCT 2014	361/14	Application of Council Seal to Section 88b instrument – DA 53/2014 – Mr M & Mrs B Baker 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. 88b instrument not yet received. August 2015	B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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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 2014	395/14	Application of Council Seal to Section 88b instrument – DA 49/2014 – B Hambrook & A Harker 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				2/6/15	88b instrument received. Waiting on developer to complete consent items. August 2015	B	
24 NOV 2014	396/14	Application of Council Seal to Section 88b instrument – DA 42/2014 – JP & EJ Croft 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. August 2015	B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
23 FEB 2015	5.02/15	Bundarra Bridge Naming 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.	DIR					Name plates placed in April 2015	C	
23 FEB 2015	29.02/15	Affixing of Council Seal to Section 88b instrument -- DA 74/2014 -- J F Kennedy 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.	MTP & R				2/6/15	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received. August 2015	B	
23 FEB 2015	31.02/15	Affixing of Council Seal to Section 88b instrument -- DA 15/2014 -- Mr N Cordery 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.	MTP & R				2/6/15	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received. August 2015	B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
23 MAR	28.03/15	Affixing of Council Seal to Section 88b instrument – DA-21-2013 – A & K Wilkinson That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 21/2013 on land known as 41 Budumba Road, Invergowrie being Lot 13 DP 246614.	MTP&R				2/6/15	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received. August 2015	B	
23 MAR	29.03/15	Affixing of Council Seal to Section 88b instrument – DA-76-2013 – R Howlett - Division Decision That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 76/2013 on land known as 64 Hill Street, Uralla being Lot 3 Section 3 DP 759022.	MTP&R				2/6/15	88b instrument received. Waiting on developer to complete consent items. August 2015.	B	

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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
27 APR 2015	19.04/15	Traffic Calming Highway/Thunderbolts Way That the traffic management committee, in conjunction with the RMS and New England Local Area Command (LAC), investigate measures to improve traffic management on the New England Highway/Thunderbolts Way between Hill St and Salisbury St, Uralla.	DIR						A	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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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
27 APR 2015	25.04/15	Affixing of Council Seal to Section 88b instrument – DA-4-2015 – R & K Burnett That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 4/2015 on land known 44 Barleyfields Road, Uralla being Lots 81, 462 & 543 DP 755846.	MTP&R				1/5/15	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received. August 2015	B	
27 APR 2015	26.04/15	Application of Council Seal to Section 88b instrument – DA-55-2014 – S A Gapes That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 55/2014 on land known 3941 Thunderbolts Way, Uralla being Lot 74 DP 3378.	MTP&R				1/5/15	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received. August 2015	B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	12.05/15	<p>Visitor Information Centre That:</p> <ol style="list-style-type: none"> Council adopt the strategic approach towards visitor services of strengthened Regional collaboration, increased digital presence and less reliance on a physical Visitor Information Centre (VIC) as the connection point with visitors; A Uralla Information Hub be developed using a range of digital tools; The Visitor Information services be relocated to the Library building with refurbishments completed to incorporate information services into the current Library; and Council investigate future options for the VIC building. 	Executive Manager Community & Culture					<p>Project Plan in development</p> <p>NEHC Motorcycle Campaign underway</p>	B	
		<p>Application of Council Seal to Section 88b instrument – DA-16-2015 – J & M Piddington That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 16/2015 on land known as 40 Kalinda Road, Invergowrie, being Lot 3 DP 246614.</p>	MP					<p>Waiting on developer to submit Section 88b Instrument.</p> <p>88b instrument not yet received.</p> <p>August 2015</p>	B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
22JUNE15	15.06/15	<p>Amend Uralla Local Environmental Plan - Uralla Flood Planning Map</p> <p>That:</p> <ol style="list-style-type: none"> 1. The Uralla Local Environmental Plan 2012 be amended to include an additional Flood Planning Map in the Uralla Local Environmental Plan 2012 that identifies land within a “flood planning area” derived from the Rocky and Uralla Creeks Flood Study. 2. Council forwards the amendment to the Uralla Local Environmental Plan 2012 to Parliamentary Counsel Office to: <ol style="list-style-type: none"> a) Make arrangements for drafting of the necessary instrument under section 59(1) of the Environmental Planning & Assessment Act 1979, and b) Obtain an Opinion from which the plan can be made. 3. The General Manager be given delegated authority to: <ol style="list-style-type: none"> a) Make any minor alterations requested by Parliamentary Counsel, and b) To exercise Council’s delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the Environmental Planning & Assessment Act 1979 as per the instrument of delegation dated 14 October 2012. 	MP/DIR				20/7/2015	Draft LEP Maps being prepared prior to PC Opinion request being drafted.	B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	16.06/15	<p>Amend Uralla Local Environmental Plan - Boundary Adjustment Clause and Rural Detached Dual Occupancy Dwellings</p> <p>1. The Uralla Local Environmental Plan 2012 be amended:</p> <p>a) To include the 'standard' LEP rural and environmental boundary adjustment clause.</p> <p>b) To expand permissible uses within rural and environmental zones to include detached dual occupancies with certain restrictions within the RU1, RU2, E3 and E4 Zones while ensuring that they remain in close proximity to the primary dwelling, share the same access and remain on the same title.</p> <p>2. Forward this amendment to the Uralla Local Environmental Plan 2012 to the Parliamentary Counsel Office to:</p> <p>a) Make arrangements for drafting of the necessary instrument under section 59(1) of the Environmental Planning & Assessment Act 1979, and</p> <p>b) Obtain an Opinion from which the plan can be made.</p> <p>3. The General Manager be given delegated authority to:</p> <p>a) Make any minor alterations requested by Parliamentary Counsel, and</p> <p>b) To exercise Council's delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the Environmental Planning & Assessment Act 1979 as per the instrument of delegation dated 14 October 2012.</p>	MP/DIR				(2.) 21/7/15	PC Opinion requested	C	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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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
	25.06/15	Naming of "Emu Crossing" Bridge Council advertise for public comments on the naming of two bridges due for completion in 2015, the bridge at Emu Crossing and the bridge over Abington Creek.	DIR	Advertised and submissions received.			August 2015	Report to August Meeting	B	
	26.06/15	Uralla Local Traffic Committee That: (i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee (ii) Plane Avenue – Speed review – That Council staff place a traffic classifier at the 50/100 signage to determine 85th percentile speed and AADT; note that does not meet warrant for extension of 50km/hr zone; and erect Pedestrian warning signs at either end of Plane Avenue (iii) Request for automatic speed board at Kentucky- That Council place a traffic classifier near 40km/hr school sign & erect 4 x 50km/hr advance warning signs for Kentucky Village. (iv) Bundarra Central School – that Council arranges signage for bus zones and "no parking" zone. (v) Kingstown Road – that Council reviews the size of the Cemetery warning sign and investigates additional parking in Quartz Gully Road (vi) Corner of Bridge Street/ East Street- relocate "no stopping" sign to south of access to 158 Bridge Street.	DIR						B B B B B B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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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
	27.06/15	<p>GATEWAY DETERMINATION: Planning Proposal – D & J Heagney - Part Lot 12 DP 529709 – Rowan Avenue, Uralla</p> <p>That:</p> <ol style="list-style-type: none"> the Planning Proposal seeking to amend the Zoning and Minimum Lot Size maps applicable to Part Lot 12 DP 529709 be forwarded to NSW Planning and Environment for a Gateway Determination; the General Manager be given delegated authority to make any minor alterations requested by NSW Planning and Environment; the Planning Proposal is advertised as per the provisions of Section 57 of the Environmental Planning & Assessment Act, 1979 once a Gateway Determination has been issued; and Council advise the NSW Department of Planning & Environment that it does not wish to have delegated authority to make the amendment due to possible conflict of interest due to Council purchasing the residue Part Lot 12 DP 529709 encompassing the IN2 Light Industrial zoning. 	MP/DIR				<ol style="list-style-type: none"> 15.7.15 20.7.15 10.7.15 	<p>Gateway determination received</p> <p>Exhibition in progress from 24.7.15 until 24.8.15</p> <p>completed</p>	<p>B</p> <p>B</p> <p>C</p>	
27 July 2015	7.07/15	<p>Aged and Disability Update</p> <ol style="list-style-type: none"> That the Aged and Disability Update report be received and noted; and That the additional service contract from Family and Community Services (FACS) of approx. \$31,000 in funding, be accepted to provide Social Support services to clients with disability. 	MCC					Contract variation discussed and finalised with FACS.	C	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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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
	9.07/15	Central Northern Regional Library Agreement 2015 That Uralla Shire Council enters into a 12 month extension of the Regional Library Agreement and continues as a member of Central Northern Regional Library.	EMCC					Document signed and sent	C	
	10.07/15	Uralla Shire Community Grants Program Policy 1. The Community Grants Policy as revised, be adopted and placed on public exhibition for 14 days; and 2. Three (3) Councillors, being Cr F Geldof, I Strutt and B Crouch, are nominated by Council for the Uralla Shire Council Community Grants Program Assessment Panel	MCC					On public display until 24/8/15 Grants will be advertised in September for Intake 1 2015	C	
	13.07/15	Mid North Weight of Loads That Council continue membership of Mid North Weight of Loads Group and sign the appropriate documentation including authorisations and Memorandums of Agreement for the Inspectors.	DIR					Document signed and sent.	C	
	14.07/15	Infrastructure Asset Management Policy That the draft Infrastructure Asset Management Policy be adopted and the policy be placed on exhibition for 14 days to allow for public comment prior to final adoption.	DIR					Policy is on exhibition from 10 August to 24 August 2015	B	
	15.07/15	Works Progress Report to 30 June 2015 2. Council staff be thanked for their role in road closures during the snowy conditions in July.	DIR					Included in Infrastructure and Regulation news letter 20 July 2015	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
	18.07/15	Septic Tank Effluent Disposal That Council advises all Shire residents that the Bundarra Landfill site will no longer accept septic tank effluent.	DIR						B	
	23.07/15	Disused former Service Station site, Bridge Street, Uralla That a report be provided to Council detailing available options, with costings, for action which can be taken by Council.	DIR						A	
	24.07/15	Application of Council Seal to Section 88b instrument – DA-13-2015 – Mr P J Cooke & Mrs J A Cooke & Mr C J Cooke That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 13/2015 on land known as 15 Wilkens Street, Uralla, being Lot 10 DP 843035.	DIR					Waiting on developer to submit Section 88b instrument not yet received. August 2015	B	
	25.07/15	Application of Council Seal to Section 88b instrument – DA 462/2007/3 – MG Batt That Council endorse the fixing of the Council Seal on the Section 88b Instrument and any legal agreement relating to Development Application 462/2007/3 on land known as 131 Barleyfields Road, Uralla being Lot 19 DP 258432.	DIR					Waiting on developer to submit Section 88b instrument not yet received. August 2015	B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
23 MAR	26.03/15	<p>Land Disposal - Karava Place, Uralla</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Notify all affected landowners of the completion to Amendment 2 of the Uralla Local Environmental Plan 2012; 2. Offer Option 5 to all affected landowners being purchaser payment consisting of a peppercorn payment of \$1.00, conveyancing costs and a percentage of the surveying relating to the area of land being purchased; 3. Give the General Manager delegation to negotiate payment options; and 4. Endorse the filing of the Council Seal on any necessary documentation relating to the subdivision and sale. 	MTPR				<p>23/3/15</p> <p>2/6/15</p> <p>2/6/15</p> <p>2/6/15</p> <p>2/6/15</p> <p>2/6/15</p> <p>2/6/15</p> <p>20/7/15</p> <p>5/8/15</p>	<p>Letter sent</p> <p>Offer sent with contract of sale for consideration by affected parties</p> <p>Negotiations between all parties not yet completed.</p> <p>Plan of Subdivision</p> <p>Contract of Sale – Herbert</p> <p>Contract of Sale – O'Halloran</p> <p>Contract of Sale – Chapman</p> <p>Contract of Sale – Hudson</p> <p>Contract of Sale – Carter</p> <p>Contract of Sale – Ackling</p> <p>Titles have been received and forward to solicitors.</p> <p>Title transfers signed and forwarded to solicitors.</p>	<p>C</p> <p>C</p> <p>B</p> <p>C</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p>	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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27 APR 2015	23.04/15	<p>Grace Munro Lease Arrangement</p> <p>That:</p> <ol style="list-style-type: none"> A formal lease agreement for Grace Munro be arranged to cover Council's annual maintenance and renewal expenses of \$35,000; A robust Memorandum of Understanding (MOU) with Hunter New England (HNE) Health be developed clearly stipulating each party's responsibility; and A budget allocation for the installation of a Sprinkler System be incorporated into the 2016-17 year of the draft Long Term Financial Plan (LTFP). 	EM-C&C					<p>Communicated: Council resolution to the GM Board; the GM Board have requested a reduced amount (of \$25,000) as they are concerned about ongoing funding. EMCC has written to GM Board to explain that amount set by Council is based on costs of maintenance.</p> <p>Awaiting feedback from GM Board</p> <p>Sprinkler system tender underway</p>	B	



AUTHORITY TO AFFIX
THE COMMON SEAL

24 August 2015

20. Authority to Affix the Common Seal

AUTHORITY TO AFFIX THE COMMON SEAL

AUTHORITY TO AFFIX THE COMMON SEAL

24 August 2015

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AUTHORITY TO AFFIX THE COMMON SEAL



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director of Infrastructure & Regulation
Reference:	Item 1
Subject:	Application of Council Seal to Section 88b instrument – DA-9-2015– Mr C & Mrs L Borger- – Division Decision

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is for Council to endorse the affixing of the Council Seal on a section 88b Instrument, which needs to be prepared as per the requirements of the *Conveyancing Act 1919* to finalise the subdivision certificate.

OFFICER'S RECOMMENDATION:

That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 9/2015 on land known as 62 Mount Butler Road Invergowrie, being Lot 29 DP 246614.

BACKGROUND:

Council has placed a development approval condition on a subdivision, to enforce the conditions issued by the NSW Rural Fire Service under the General Terms of Approval in relation to the asset protection zones.

REPORT:

As part of a subdivision for Mr C & Mrs L Borger on land known as 62 Mount Butler Road Invergowrie, being Lot 29 DP 246614, a Section 88b land use restriction is required, to ensure compliance with a development approval. The development approval enforces the conditions issued under the General Terms of Approval by the NSW Rural Fire Service in relation to the asset protection zones.

AUTHORITY TO AFFIX THE COMMON SEAL

This condition is in accordance with Section 91 of the *Environmental Planning & Assessment Act 1979* by the NSW Rural Fire Service:

1. Asset Protection Zones

The intent of measures is to minimize the risk of bush fire attack and provide protection for emergency services personnel, residents and other assisting fire fighting activities. To achieve this, the following conditions shall apply:

At the issue of subdivision certificate and in perpetuity, the land surrounding the existing dwelling and adjacent structures within 10 metres on the proposed northern lot shall be maintained 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' as follows:

- a) North to the property boundary as an IPA;
- b) West to the property boundary as an IPA;
- c) South for a distance of 50 metres as an IPA;
- d) East for a distance of 50 metres as an IPA.

Addition to Condition by Uralla Shire Council.

To ensure perpetuity, a Restriction to User is to be prepared as per the provisions of the *Conveyancing Act 1919*.

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.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Conveyancing Act 1919

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

Local Government Act 1993

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

AUTHORITY TO AFFIX THE COMMON SEAL

8. Project Management

Nil

Prepared by staff member:	Administration Officer
Approved/Reviewed by Manager:	Director – Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil