



URALLA SHIRE COUNCIL BUSINESS PAPER

Notice is hereby given, in accordance with the provision of the Local Government Act 1993 that a **Meeting of Uralla Shire Council** will be held in the **Council Chambers, 32 Salisbury Street, Uralla**, commencing at **1:00pm**.

ORDINARY COUNCIL MEETING

22 November 2016

Andrew Hopkins
General Manager



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1. AGENDA



- BUSINESS AGENDA - Ordinary Meeting of Council

22 November 2016

1:00pm

1. Opening & Welcome
2. Prayer
3. Acknowledgement of Country
4. Apologies/Requests for Leave of Absence
Request for Leave of Absence,
 - Mayor Michael Pearce
 - Deputy Mayor Robert Bell
5. Disclosures & Declaration of Interests
6. Confirmation of Minutes of Previous Meeting
7. Announcements
8. Tabling of Reports & Petitions
9. Presentations
Ms Daphne Field: DA 54-2016
Mr Alan Rummery: Stormwater Issues at 21 Rowan Avenue
10. Deputations
11. Urgent Supplementary & Late Items of Business
12. Written Reports from Delegates
13. Mayoral Minute
MM 22/11 Local Government Conference 2016
14. Recommendations for Items to be Considered in Confidential Section - Nil

15. Reports from the General Manager

Item 1	Uralla Shire Council Annual Report
Item 2	New England Weeds Authority – Annual Report
Item 3	Quarterly Performance Report – Annual Operational Plan 2016/17
Item 4	Bundarra s355 Committee

16. Corporate & Community Reports

Item 5	Cash at Bank and Investments
Item 6	Thunderbolts Festival – Sponsorship Agreement Report
Item 7	Code of Conduct – Complain Statistics Report
Item 8	Development Approvals and Refusals for October 2016

17. Environment, Development & Infrastructure Reports

Item 9	Works Progress & Planning Report as at 31 October 2016
Item 10	Green Waste Processing
Item 11	Heritage Advisory Services Summary – November 2016
Item 12	Heritage Advisory Services Summary – Overview

18. Motions on Notice - Nil

19. Schedule of Actions – As at 15 November 2016

20. Confidential Business - Nil

21. Authority to Affix the Common Seal - Nil

22. Meeting Close

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2. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at Council Meeting held on 25 October 2016

- Council Meeting held 25 October 2016
- Closed Session Minutes of Council Meeting held 25 October 2016

ORDINARY MEETING OF COUNCIL

**Held at 1:00pm
On 25 October 2016**

ROLL CALL

Councillors:

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

Staff:

Mr A Hopkins, General Manager
Mr R Lloyd, Acting Director-Infrastructure & Regulation
Mrs R Leahy, Governance & Information Manager
Mr S Paul, Chief Financial Officer
Mrs D Williams, Minute Clerk

MINUTES

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The Meeting Commenced at: 1:03pm

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr R Bell (Deputy Mayor) and Councillors, B Crouch, M Dusting, L Sampson, I Strutt, T Toomey, K Ward, General Manager (Mr A Hopkins), Acting Director-Infrastructure & Regulation (Mr R Lloyd), Chief Financial Officer (Mr S Paul), Governance and Information Manager (Mrs R Leahy), Minute Clerk (Mrs D Williams).

Cr N Ledger was absent at commencement of meeting.

1. OPENING & WELCOME

PRAYER

ACKNOWLEDGEMENT TO COUNTRY

APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE

There were no apologies.

Cr K Ward requested a leave of absence

/16

MOVED/CARRIED (B Crouch/T Toomey)

Motion to approve Cr K Wards leave of absence requested for a twelve day period in November 2016.

ADVICE OF LATE ARRIVALS

There were no late arrivals advised.

DISCLOSURES & DECLARATION OF INTERESTS

There were no disclosures or declarations of interest.

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Ordinary Meeting of 27 September 2016

/16

MOVED/CARRIED (Crs K Ward/I Strutt)

That the Minutes of the Council Meeting held 27 September 2016 (copies have been circulated to Members) be adopted as a true and correct record of proceedings.

ANNOUNCEMENTS

There were no announcements.

3. TABLING OF REPORTS & PETITIONS

- Draft Financial Statements – Refer to Report 1.25.10.02
- Minutes of Namoi Region of Councils
- Disclosure Register

4. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

- Corporate & Community Report – Disclosure of Interest Returns – Annual Completion and Tabling

PROCEDURAL MOTION

/16

MOVED/CARRIED (Crs I Strutt/K Ward)

Motion to hear the above Corporate & Community Report – Disclosure of Interest Returns at end of Item 10 (Corporate & Community Reports) on Agenda.

5. PRESENTATIONS

There were no presentations to Council.

6. DEPUTATIONS

There were no presentations to Council.

7. 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:-

Cr B Crouch

DATE	COMMITTEE/MEETING/EVENT	LOCATION
11/10/2016	Strategic Planning Workshop on Visitor Information Centre	USC
25/10/2016	Ordinary Council Meeting	USC

Cr I Strutt

DATE	COMMITTEE/MEETING/EVENT	LOCATION
11/10/2016	Strategic Planning Workshop on Visitor Information Centre	USC
15/10/2016	Fete at Grace Munro Aged Care Facility	Bundarra
17/10/2016	Opening of pergola at McMaugh Gardens Aged Care	Uralla
25/10/2016	Ordinary Council Meeting	USC

Cr L Sampson

DATE	COMMITTEE/MEETING/EVENT	LOCATION
11/10/2016	Strategic Planning Workshop on Visitor Information Centre	USC
19/10/2016	Australia Day Committee Meeting	Uralla

Cr R Bell

DATE	COMMITTEE/MEETING/EVENT	LOCATION
11/10/2016	Strategic Planning Workshop on Visitor Information Centre	USC
17/10/2016	Opening of pergola at McMaugh Gardens Aged Care	Uralla

Cr N Ledger – No report submitted for October.

Cr K Ward – No events attended.

Cr M Dusting

DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/09/2016	Ordinary Council Meeting	USC
29/09/2016	Police Remembrance Day	Armidale
11/10/2016	Strategic Planning Workshop on Visitor Information Centre	USC
19/10/2016	Australia Day Committee Meeting	Uralla
25/10/2016	New England Weeds County Council	Armidale

Cr T Toomey

DATE	COMMITTEE/MEETING/EVENT	LOCATION
21/09/2016	Councillors Induction	USC
27/09/2016	Ordinary Council Meeting	USC
11/10/2016	Strategic Planning Workshop on Visitor Information Centre	USC

Cr M Pearce

DATE	COMMITTEE/MEETING/EVENT	LOCATION
28/09/2016	Breakfast meeting with outdoor staff	Depot, Uralla
29/09/2016	Administration & Correspondence	USC
	Police Remembrance Day	Armidale
4/10/2016	Administration & Correspondence	USC
5/10/2016	Administration & Correspondence	USC
	2AD Radio Interview	USC
6/10/2016	Namoi Region of Councils, AGM	Gunnedah
7/10/2016	Administration & Correspondence	USC
	Library – judging of robot competition	Uralla
10/10/2016	Administration & Correspondence	USC
11/10/2016	Meeting with Adam Marshall	USC
	Administration & Correspondence	USC
12/10/2016	Administration & Correspondence	USC
13/10/2016	Administration & Correspondence	USC
16/10/2016	NSW Local Government Conference	Wollongong
17/10/2016	NSW Local Government Conference	Wollongong
18/10/2016	NSW Local Government Conference	Wollongong
19/10/2016	Opening – Thunderbolt on the Rocks, Print Gallery	Uralla
20/10/2016	Wonthella Group, CWA Annual Conference	Uralla
21/10/2016	UNE Spring Graduation	Armidale
24/10/2016	Administration & Correspondence	USC
25/10/2016	Administration & Correspondence	USC
	Meeting with General Manager	USC
	Ordinary Council Meeting	

8. MAYORAL MINUTE

There was no Mayoral Minute.

RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION OF COUNCIL MEETING

/16 **MOVED/CARRIED (Crs M Dusting /B Crouch)**

PROCEDURAL MOTION

Motion to hear the following item, **General Managers Performance Review Panel**, in Closed Session at Item 14 on the Agenda.

Department: General Manager's Office

Submitted by: Andrew Hopkins

Reference: Item 1 – Closed Session

Subject: General Managers Performance Review Panel

This report is presented to the CLOSED section of the meeting under section 10A (2(a)) of the Local Government Act (NSW) 1993.

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

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

(2) The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors),

/16 **PROCEDURAL MOTION – REQUEST FROM GALLERY TO MAKE PRESENTATION TO COUNCIL MOVED/CARRIED (Crs K Ward/M Dusting)**

Motion to give permission for Mr Tom O'Connor to make a presentation to Council on the subject of the Draft Financial Reports.

PRESENTATION TO COUNCIL

Speaker: Mr Tom O'Connor

Subject: Draft Financial Reports

Mr O'Connor made a presentation to Council raising several issues which he is seeking clarification on regarding the Draft Financial Reports. Mr O'Connor indicated he would follow up with an email to the General Manager on these issues.

9. REPORTS FROM THE GENERAL MANAGER

There were no reports to open session of council from the General Manager.

10. CORPORATE & COMMUNITY REPORTS

Department: Organisational Services - Finance
Submitted by: Simon Paul – Chief Financial Officer
Reference: 1.25.10.1
Subject: Cash at Bank and Investments

/16 **MOVED/CARRIED (Crs M Dusting/ R Bell)**

COUNCIL RESOLUTION:

That:

Council note the cash position as at 30 September, 2016 consisting of cash and overnight funds of \$2,589,582, term deposits of \$8,500,000 totalling \$11,089,582 of readily convertible funds.

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 30 September, 2016 consisting of cash and overnight funds of \$2,589,582, term deposits of \$8,500,000 totalling \$11,089,582 of readily convertible funds.

Department: Governance and Information
Submitted by: Rechelle Leahy
Reference: 1.25.10.02
Subject: Payment of Fees and Expenses and the Provision of Facilities for Councillors

/16 **MOVED/CARRIED (Crs R Bell / T Toomey)**

COUNCIL RESOLUTION:

That:

Council adopt the attached policy and amendments as described for the Payment of Fees and Expenses and the Provision of Facilities for Councillors.

OFFICER'S RECOMMENDATION:

That:

Council adopt the attached policy and amendments as described for the Payment of Fees and Expenses and the Provision of Facilities for Councillors.

Department: Community and Culture
Submitted by: Manager Governance and Information / Community and Culture
Reference: 1.25.10.03
Subject: Visitor Information Centre - Survey

PROCEDURAL MOTION

Move to Committee of the Whole

/16 **MOVED/CARRIED (Crs I Strutt/R Bell)**

Motion to move into committee of the whole to have a detailed discussion about the above report.

PROCEDURAL MOTION

Resume Standing Orders

/16 MOVED/CARRIED (Crs R Bell/ M Dusting)

Motion to move out of committee and resume standing orders.

/16 MOVED/CARRIED (Crs B Crouch/R Bell)

COUNCIL RESOLUTION:

That:

1. Council note the draft survey;
2. Council appoint a sub committee consisting of Councillor T Toomey, L Sampson, B Crouch, I Strutt to finalise the survey questions for distribution.
3. Council agree to circulation of survey in the following manner, subject to General Manager's approval:
 - (a) Online – Uralla Shire Council Website, Uralla Tourism Website, Uralla Community Services Website, Bundarra Community Website;
 - (b) Facebook;
 - (c) Hard copy – Library, Visitor Information Centre, Council Office Admin Building, TCSO, main street distribution;
 - (d) Email
 - (e) Mailout with council newsletter.
4. A public meeting to be held in January/February 2017 to:
 - (i) Brief our community on the survey results
 - (ii) Provide a forum for our community to put their views forward via a brief presentation and individual discussion with Councillors.
5. Staff invite expressions of interest for upgrade of VIC toilet.

OFFICER'S RECOMMENDATION:

That:

1. Council note and approve the survey for circulation;
2. Council approve the following consultation approach with residents to be undertaken during the month of November 2016:
 - (a) Online – Uralla Shire Council Website, Uralla Tourism Website, Uralla Community Services Website, Bundarra Community Website;
 - (b) Facebook;
 - (c) Hard copy – Library, Visitor Information Centre, Council Office Admin Building, TCSO, main street distribution;
 - (d) Email
 - (e) Mailout with council newsletter.

Department: Finance
Submitted by: Chief Financial Officer
Reference: 1.25.10.04
Subject: Draft 2015-16 Financial Statements

/16 **MOVED/CARRIED (Crs I Strutt/L Sampson)**

COUNCIL RESOLUTION:

That:

1. Council's Draft Financial Statements are prepared in accordance with:
 - the Local Government Act 1993 (as amended) and the regulations made there under,
 - the Australian Accounting Standards, and
 - the Local Government Code of Accounting Practice and Financial Reporting;
2. The report presents fairly the Councils operating result and financial position for the year;
3. The report accords with Council's accounting and other records;
4. Council is not aware of any matter that would render this report false or misleading in any way;
5. Council's Draft Financial Statements be referred to audit for finalisation;
6. Council delegate authority to the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer to sign the 'Statement by Council and Management' for inclusion with the statements;
7. Council delegate authority to the General Manager to finalise the date at which the auditors report and financial statements are to be presented to the public; and,
8. Council delegate authority to the General Manager to set the authorised 'for issue' date upon receipt of the auditors report.

OFFICER'S RECOMMENDATION:

That:

1. Council's Draft Financial Statements are prepared in accordance with:
 - the Local Government Act 1993 (as amended) and the regulations made there under,
 - the Australian Accounting Standards, and
 - the Local Government Code of Accounting Practice and Financial Reporting;
2. The report presents fairly the Councils operating result and financial position for the year;
3. The report accords with Council's accounting and other records;
4. Council is not aware of any matter that would render this report false or misleading in

any way;

5. Council's Draft Financial Statements be referred to audit for finalisation;
6. Council delegate authority to the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer to sign the 'Statement by Council and Management' for inclusion with the statements;
7. Council delegate authority to the General Manager to finalise the date at which the auditors report and financial statements are to be presented to the public; and,
8. Council delegate authority to the General Manager to set the authorised 'for issue' date upon receipt of the auditors report.

Department: Governance and Information
Submitted by: General Manager
Reference: 1.25.10.05
Subject: Disclosure of Interest Returns – Annual Completion and Tabling

/16 MOVED/CARRIED (Crs R Bell / T Toomey)

COUNCIL RESOLUTION:

That Councils updated Register of Disclosure of Interest Returns for Councillors and all of Councils designated persons be officially tabled and noted.

OFFICER'S RECOMMENDATION:

That Councils updated Register of Disclosure of Interest Returns for Councillors and all of Councils designated persons be officially tabled and noted.

11. ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

Department: Infrastructure & Regulation
Submitted by: Director of Infrastructure & Regulation
Reference: 2.25.10.01
Subject: Development Approvals and Refusals for September 2016

/16 **MOVED/CARRIED (Crs R Bell/ B Crouch)**

COUNCIL RESOLUTION:

That Council receive and note the development approvals and refusals for September 2016.

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for September 2016.

Department: Infrastructure & Regulation
Submitted by: Interim Director Infrastructure & Regulation
Reference: 2.25.10.02
Subject: Works Progress Report as at 30 September 2016

/16 **MOVED/CARRIED (Crs B Crouch/K Ward)**

COUNCIL RESOLUTION:

That the report be received and noted for the works completed or progressed during September 2016, and works programmed for October 2016.

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during September 2016, and works programmed for October 2016.

Department: Infrastructure & Regulation
Submitted by: Acting Director Infrastructure & Regulation
Reference: 2.25.10.03
Subject: Heritage Advisory Services Summary – October 2016

/16 **MOVED/CARRIED (Crs I Strutt /T Toomey)**

COUNCIL RESOLUTION:

That the Heritage Advisory Services Summary dated 11 October 2016 be received and noted by Council.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary dated 11 October 2016 be received and noted by Council.

Department: Infrastructure & Regulation
Submitted by: Acting Director Infrastructure & Regulation

Reference: 2.25.10.04
Subject: Nomination of members to the Northern Joint Regional Planning Panel

/16 MOVED/CARRIED (Crs M Dusting / B Crouch)

Cr L Sampson was absent for vote.

COUNCIL RESOLUTION:

1. That Council nominate Councillor R Bell as Councils appointed member to the Northern Joint Regional Planning Panel.
2. That Council's General Manager, Mr Andrew Hopkins be appointed as the second Council member and planning expert on the Northern Joint Regional Planning Panel.
3. That Council nominate Councillor I Strutt as an alternate appointee to serve on the Northern Joint Regional Planning Panel in the event that the nominated members are unable to sit on the JRPP through absence or conflict of interest.
4. That the Minister for Planning be notified accordingly.
5. That the nominated members be appointed for a 3 year period.

OFFICER'S RECOMMENDATION:

1. That Council nominate a Councillor as one of the Council appointed members to the Northern Joint Regional Planning Panel.
2. That Council's General Manager, Mr Andrew Hopkins be nominated as the second Council appointed member and planning expert on the Northern Joint Regional Planning Panel.
3. That Council nominate a Councillor as an alternate appointee to serve on the Northern Joint Regional Planning Panel in the event that the nominated members are unable to sit on the JRPP through absence or conflict of interest.
4. That the Minister for Planning be notified accordingly.
5. That the nominated members be appointed for a 3 year period.

Department: Infrastructure and Regulation
Submitted by: Environmental Management Coordinator
Reference: 2.25.10.05
Subject: State of Environment Report

/16 MOVED/CARRIED (Crs R Bell / B Crouch)

COUNCIL RESOLUTION:

That Council:

1. Adopt the Uralla Shire Council 2012 – 2016 State of Environment Report; and
2. Submit the report to the Department of Local Government as part of the End of Term reporting process.
3. Council commend staff member Stephanie McCaffrey for her efforts in compiling the report.

OFFICER'S RECOMMENDATION:

That Council:

1. Adopt the Uralla Shire Council 2012 – 2016 State of Environment Report; and
2. Submit the report to the Department of Local Government as part of the End of Term reporting process.

Department: Infrastructure & Regulation
Submitted by: Acting Director Infrastructure & Regulation
Reference: 2.25.10.06
Subject: Bundarra Sewerage Scheme

PROCEDURAL MOTION

Move to Committee of the Whole

/16 **MOVED/CARRIED (Crs K Ward/B Crouch)**

Motion to move into committee of the whole to have a detailed discussion about the above report.

PROCEDURAL MOTION

Resume Standing Orders

/16 **MOVED/CARRIED (Crs B Crouch/ M Dusting)**

Motion to move out of committee and resume standing orders.

/16 **MOVED/CARRIED (Crs R Bell/B Crouch)**

OFFICER'S RECOMMENDATION:

That Council:

1. Accept, in principle, the funding offer of the NSW Government's Restart Regional Water & Waste Water Backlog Program for the Bundarra Sewerage Project subject to finalisation of a funding deed and determination of Council's funding of the cost of the balance of the project.
2. Authorise the General Manager to take the necessary steps to finalise the funding deed with the Government and execute it.
3. Note a further report is to be prepared covering funding options for the funding balance, project plans and a community consultation strategy.

OFFICER'S RECOMMENDATION:

That Council:

1. Accept, in principle, the funding offer of the NSW Government's Restart Regional Water & Waste Water Backlog Program for the Bundarra Sewerage Project subject to finalisation of a funding deed and determination of Council's funding of the cost of the balance of the project.
2. Authorise the General Manager to take the necessary steps to finalise the funding deed with the Government and execute it.
3. Note a further report is to be prepared covering funding options for the funding balance, project plans and a community consultation strategy.

Department: Infrastructure & Regulation

Submitted by: Acting Director Infrastructure & Regulation
Reference: 2.25.10.07
Subject: Industrial Land Purchase

/16 **MOVED/CARRIED (Crs K Ward/M Dusing)**

COUNCILS RESOLUTION:

That Council:

1. Note the settlement of the purchase of Lot 14 DP 787477 being industrial zoned land fronting Rowan Avenue and the New England Highway, Uralla.
2. Receive a further report setting out a strategy and detailed costing for the future development and sales of the land.

OFFICER'S RECOMMENDATION:

That Council:

1. Note the settlement of the purchase of Lot 14 DP 787477 being industrial zoned land fronting Rowan Avenue and the New England Highway, Uralla.
2. Receive a further report setting out a strategy and detailed costing for the future development and sales of the land.

12. MOTIONS ON NOTICE

There are no motions on notice.

13. SCHEDULE OF ACTIONS

As at 19 October 2016.

14. CONFIDENTIAL BUSINESS CLOSED SESSION OF COUNCIL

MEETING PROCEDURE

Move to Closed Session

/16 **MOVED/CARRIED (Crs I Strutt /M Dusting)**

Motion that Council move into Closed Session.

The Mayor outlined the reasons for the closure of the meeting to members of the Public and the Press.

This report is presented to the CLOSED section of the Uralla Shire Council, Council Meeting 25 October 2016, meeting under section 10A (2(a)) of the Local Government Act (NSW) 1993.

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

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

(2) The matters and information are the following: (a) personnel matters concerning particular individuals (other than councillors),

CLOSED SESSION RESOLUTIONS

MOTION

Resolutions of Council in Closed Session

/16 **MOVED/CARRIED/CARRIED (Crs K Ward/ I Strutt)**

That the following Resolutions of Closed Session become Resolutions of Council in Open Session.

/16 **MOVED/CARRIED (Crs R Bell /L Sampson)**

COUNCIL RESOLUTION:

That:

- 1) Council delegate the process of the General Manager's performance management including discussion about performance, any actions that should be taken on the determination of the new performance agreement, to a Performance Review Panel.
- 2) The General Manager's Performance Review Panel be comprised of the Mayor, the Deputy Mayor and:
 - a) Cr B Crouch selected by the governing body (ie the Council), and;
 - b) Cr I Strutt, selected by the General Manager.
- 3) There will be an external facilitator to assist with the process of performance appraisal and the development of new performance plans.
- 4) At the Council meeting preceding The Review, councillors be provided with an opportunity to table issues they wish to be considered in the review process.
- 5) The general manager's performance review panel will select the external facilitator.
- 6) Council allocate up to \$7,000 for costs associated with the external facilitator.
- 7) Members of the Performance Review Panel undertake formal training in the performance management of general managers.

PROCEDURAL MOTION
/16 MOVED (Crs K Ward/I Strutt)
Motion to move out of Closed Session and return to Open Session of Council.

The meeting was reopened to the public at 3:43pm

15. AUTHORITY TO AFFIX THE COMMON SEAL
There was no authority to affix the common seal to be heard.

Cr N Ledger was absent for the duration of the meeting.

16. CLOSURE OF MEETING
Meeting closed at 3:44pm

CONFIRMATION OF MINUTES	
RESOLUTION NUMBER	
DATE	
MAYOR, MICHAEL PEARCE	

3. TABLING OF REPORTS & PETITIONS

No reports or petitions to be tabled.

4. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

5. WRITTEN REPORTS FROM DELEGATES

No reports submitted prior to the Council Meeting.

6. PRESENTATIONS

PRESENTATIONS TO COUNCIL

ITEM NUMBER: 1

SUBJECT: DA 54-2016

SPEAKERS: 1. Ms Daphne Field

ITEM NUMBER: 2

SUBJECT: 21 Rowan Avenue, Stormwater Issue

SPEAKER: 1. Mr Allan Rummery

7. DEPUTATIONS

There are no deputations to Council.

8. MAYORAL MINUTE



REPORT TO COUNCIL

Department:	Mayor
Submitted by:	Mayor, Michael Pearce
Reference:	MM 22/11
Subject:	LGNSW Annual Conference, Sydney – 16th to 18th October, Wollongong

SUMMARY:

The purpose of this report is to provide Council with a summary of the LGNSW Annual Conference, which was held at WIN Entertainment Centre, Wollongong on 16th to 18th October 2016.

COUNCILLOR'S RECOMMENDATION:

That the report be received and noted.

REPORT:

**Local Government NSW Annual Conference,
16th-18th October, WIN Entertainment Centre, Wollongong.**

I attended this year's Conference with the General Manager.

In my opinion, it was the best organised, best run, best catered Conference I have attended.

The usual networking was conducted and I had an opportunity to meet and speak to the newly elected Mayors from Walcha, Gunnedah and Narrabri, along with all our other neighbouring Council Mayors and Councillors.

In this year's Business paper, 52 Motions were heard and voted. The first time in a number of years, ALL motions were heard.

Monday 17th October.

LGNSW President, Cr Keith Rhoades welcomed returning Councillor and newly elected Councillors.

He acknowledged the LGNSW Board members.

He acknowledged former and retired Councillors for their hard work and commitment to their respective Communities.

He acknowledged the new and current Mayors at the conference.

He mentioned of the tough and hard times of the past 12 months due to mergers and amalgamations of Councils.

He stated we all should treat each other with respect, irrespective of each other's Political alignment.

He spoke on financial sustainability of Councils and effective planning for the future.

Local Government is the sphere of Government close to the people, our communities.

He spoke about the Councils currently under administration.

Premier, Hon Mike Baird.

The Premier acknowledged the Conference delegates, LGNSW Board members and the Minister for Local Government, Mr Paul Toole.

He stated it had been a hard and difficult 12 months and he was optimistic and positive for the future. He acknowledged the Mayors in the room and their work, support and commitment to their Communities. He mentioned Road Infrastructure in the Illawarra region and mentioned a number of current projects. He stated, we do this work together. The reform process has been difficult. We started on this journey many years ago. Shaping boundaries for the future. We did consult, we are progressing. He have saved money with mergers. It is working. He stated the Rating System is being looked at currently. He mentioned borrowing by Councils. He stated we should now come out stronger. We are united to make a difference for the ratepayers. He started we will continue to deliver the benefits – to Communities. He mentioned the Stronger Communities fund. He mentioned some rural area mergers. Stated Armidale had a number of current projects that were working and saving money.

He said the Government is looking into the future for future generations.

We all need to work together for better outcomes.

The Premier then took a number of questions from the floor.

These questions included – lack of sporting fields and the possible use of school grounds. Infrastructure projects and the Greater Sydney Commission. Mergers and the lack of consultation – a very hot topic with the audience. Public library funding. TAFE issues. Domestic Violence issues and problems.

Tuesday 18th October.

Minister for Local Government, Hon Paul Toole.

Stated his involvement in Local Government as a former Councillor and Mayor.

He acknowledged the LGNSW President and Board members, the CEO of LGNSW and the Lord Mayor of Wollongong.

He stated how he enjoyed coming to Local Government conferences when he was on Council.

He stated it was an opportunity to come together, share ideas and network. The take these ideas back to your individual Councils.

Local Government has a pivotal role in making and shaping Communities. This work can be rewarding but comes with a number of challenges. At times, tough decisions have to be made.

He spoke about Local Government and it's leadership role in the Community.

He spoke on the need for Local Government to be strong. The importance of acknowledging your staff, the best PR people on the ground, at the coal face – so to speak.

He spoke about the reform process and change. This process is not popular but it is working.

The new Local Government Act, in need of an overhaul and changes.

He stated Local Government need to get it right. Get it right for the Community.

He spoke on structural reform and the merges of 20 new Councils.

He spoke about Innovation funding and Joint Organisations.

He stated that some people are just scared of change.

He mentioned the Local Infrastructure Renewal Scheme.

He mentioned the State Borrowing Authority with low interest loans over 20 year repayments.

He spoke on the Rating system with Government having IPART to conduct a Rating review and are awaiting a draft report of same.

He mentioned integrity and transparency in Local Government.

He stated that some Councillors have let their Councils and Communities down. Some were about self interest with little or no commitment to their Communities.

He spoke on the Oath of Office for Councillors and the 2 year term for Mayors.

Joint Organisations – 5 pilot projects. These are success stories that are working and have benefits.

Thinking regionally benefits all. He mentioned Road networks, Business, both here and overseas interest and Tourism.

He mentioned working for regional Communities.

He then said to enjoy the next 4 years of your Councillor term.

He then took a number of questions on mergers and Joint Organisations.

Minister Toole then launched the Workforce Strategy for 2016 – 2020.

The NSW Local Government Workforce Strategy 2016-2020 sets the direction for a range of initiatives and projects to address the workforce challenges facing Local Government in NSW over the next 4 years. The NSW Strategy adopts the eight strategic themes of the National Workforce Strategy 2013-2020 and identifies a series of actions to be undertaken by peak bodies and government and industry partners in response to the key development issues affecting Councils in NSW.

Minister for the Ageing and Disability Services,

Hon John Ajaka.

Acknowledged the LGNSW President and Board members, Lord Mayor of Wollongong, Paul Toole, Mayors and Councillors.

He stated that all people have the right to take part in activities in Communities.

There is a lack of access and facilities for persons and parents of persons with disability.

There is a need for inclusion and accessibility.

Progress is changing and we are getting there.

Need for inclusive playgrounds and equipment.

National toilet map – access for disabled persons.

Disability Inclusion Action Plan – DIAP.

Ageing strategy.

Investment in infrastructure for disabled persons and access.

By 1 July 2017, all Local Government will have and submit their own DIAP.

Currently looked at Wollongong DIAP.

Plans for consultation and forums for DIAP.

Liveable Communities program.

State Government, Local Government, Communities need to work together – address issues for change, need to cater for access for residents/people with disabilities.

New South Wales, the state for inclusion.

Shadow Minister for Local Government,

Hon Peter Primrose.

Stated there were major changes ahead.

Pensioner rebate – possible changes.

Crown Lands Legislation – changes could affect Local Government.

Opportunity to update Property law for Crown Land Legislation.

Forced mergers – Labour totally against this and opposed. Some mergers did do well, some very poor and some well under average.

Bigger is still not always better.

De-mergers – legitimate ?

KPMG report is flawed, full of holes and false figures.

Labour again totally against mergers, forced or otherwise.

Evidence based, pre-determined – Community consultation required.

Recent Local Government elections – Electoral Commission decided – not the current Government.

Spoke about lack of publicity for Local Government elections.

Spoke on \$55.00 fine for not voting – monies going straight to NSW State Treasury.

Budget transparency.

Annual Local Government Budget statement.

Public Library funding – need to look at Local Government finances first. Labour will look at all financial issues for Local Government if elected.

Cost shifting to Local Government – Emergency Service levies- serious concerns. Major impact on Local Government, major impact on local Communities, major impact of pensioners.

Currently Cost shifting runs at between \$670 - \$680M annually.

Real concerns for Local Government. Will State Government seek extra funding and take back some of the responsibilities?

Code of Conduct complaints and investigations. Vexatious complaints. Financial costs for complaints to Local Government.

**Peter McKinlay – Executive Director, McKinlay Douglas Ltd.
Rethinking the role of Local Government.**

Local Government and examples from other countries.

England – Reform since 2000. Central and Local government.
Austerity (severely simple – morally strict)
Devolution deals (delegation of power to local or regional administration)

Wales – Welsh government failed the amalgamation initiative.

New South Wales – 2011 Dubbo – Destination 2036. Local Government Reform panel. Forced amalgamations dominated by belief in efficiency.

New Zealand – Amalgamation, achieved efficiency but discredited. Bigger not better, deals with various services that need addressing.

Pressure for change.
The way ahead and where to from here.
Current view of State Government – Local Government is a creature of statute.
Change will need to be led by Local Government.
Challenge of change.
Tiers of Government – levels and responsibility
Good governance is now collaboration.
Local Government – role of elected members within the body.
Strong leaders within the Community.

Ageing population.
Limited capability of higher tiers of government to lead complex change.
Fiscal austerity.
Changes within the workforce.
Technology – less staff required – loss of jobs.

Adapt to change – Local Government to act as facilitator, for the Community and their needs.
Understand the limits within the tiers of government.
Build on growing interest by Community members.
Local Government – leaders in the Community.
You – as elected Leaders need to negotiate with tiers of Government on behalf of your Communities.

**Panel Session – Local Government Reform Panel – Challenges and Achievements.
Jane Mills – Chief Operating Officer – City of Parramatta Council.
Peter Tegart – Interim General Manager –Queanbeyan-Palerang Regional Council.
Luke Johnson – General Manager – Wollondilly Shire Council.**

Jane spoke on -:
City of Parramatta Council commenced from May this year with 5 altered Councils.
Challenges grew 20% overnight.
Regulatory jurisdiction.
5 different rate structures.
Transition of services has now been achieved with former neighbouring Councils.
Assets grew tremendously
Challenges – new Communities and Community Consultation and engagement.
Pop-up Council information shops at various location – including train stations, shopping mall etc.
New Operational plans – over 1,000 responses from Community members.

Service reviews.

Peter spoke on -:

Relationships.

Mind set – take it on – be positive.

Issues – Contracted – Awarded based staff.

Negative thinking by Staff and Community.

Measured, structured approach for New Council.

Clean up – sweep out the old and bring in the new.

Career opportunities for Staff.

Community relationships and consultation.

Think about the back office and front of office delivery.

Asset renewal.

Opportunity to – reflect, review, set future goals and to go forward.

Luke spoke on -:

We are a Stand Alone – new Council with 5 new Councillors.

We have 17 towns and villages.

Collaboration.

Financial sustainability

Ageing population.

Growth.

Challenges – access to services, Health care, Primary Health care, Allied Health care.

We conducted Health Impact studies and assessments.

Healthy town Initiative network.

Community consultation conducted indicated Health related issues, hence the Health town initiative.

Keith Rhoades – President LGNSW.

Gave a brief synopsis of the Conference to date.

Mentioned the guests Speakers and range of topics.

Last year in life of LGNSW.

Voice – your views to be heard.

Funding – opportunities for you.

Capacity building.

42 Councils merged to form 19.

LGNSW took place in 154 working parties committee and community groups.

IPART Review on NSW Rating system – in need of a complete overhaul.

Pensioner Rates and Re-bates – should be FULLY FUNDED by State Government.

Panel Session – Infrastructure and Planning.

Emily Assaf – Marketing Manager, Meridan IT, Australia.

Facilitator for Session.

Fixing Country Roads – Frederic Horst – Principal Manager for Freight Strategy and Network Investment, Freight, Strategy and Planning Division, Transport NSW.

Engaging Councils in the process of allowing access to local roads for heavy vehicles – David Carlisle – Project Director, AccessCONNECT, National Heavy Vehicle Regulator.

Councils investments in Human and Cultural infrastructure/sporting facilities – Paul Doorn – Executive Director, Sport Infrastructure, NSW Office of Sport.

Emily spoke on -:Smart Cities.

Productive – liveable cities.

Information and technology.

Frederic – Fixing Country roads spoke on -:
Freight is 12% of the State's economy.
260 million tonnes of freight is transported each year.
More efficient freight movements creates better productivity.
Fixing Country Roads and Bridges programs.
Fixing Country Rail.
Mentioned current funding projects.
Transport – from country to port.
Freight – is every one's business.
What makes a good project – compelling business narratives, support with facts/figures. Community/Industry support.
Funding mixes, Government, Business, Local Government.

David spoke on -:Access to road networks by heavy vehicles.
Issuing of permits.
Improving the way heavy vehicle permits are accessed, managed and issued across Australia.
One permit portal.
Electronic lodgement.
Risk based approach.
Assessment portal.
Future integration.
Objectives – Time to process, Increased accuracy, Consistent decisions, Balancing risk and demand, Cost to service.
Councils – Road Managers.
In August this year – 4,500 permit applications were lodged through the Customer portal.
Road Manager Portal – on line system – replacing current email system.
All going to plan – will be ready for use by end 2016 / early 2017.

Paul spoke on -:Investment in human and cultural infrastructure.
Funding opportunities – Club grants.
Looking for funding opportunities from both State/Federal governments.
Sport/active recreation sector is evolving rapidly and facing major challenges.
Issues – declining volunteers, access to places and spaces, changing community and participation expectations, declining relevance and participation, sports integrity – drugs in sport, sport betting/gambling.

Importance – working with Local government.
Local planning and delivery.
Sports – state wide planning.
Future need for sport infrastructure.
Gave example to maps of tennis courts across NSW – with incomplete details like – does it have car park facilities, toilets, are the courts registered with any authority.
Need for future data on all sporting fields.
Major Facilities Development Strategy – eg – NSW Cricket, NSW Football (soccer) NSW Hockey.

Final keynote speaker – Resilient Leadership through cultural change in a challenging environment.

Kitty Chiller,

Chef de Mission

Australian Olympic Team – Rio, 2016.

Kitty Chiller gave an inspirational presentation and received a standing ovation at the conclusion. I thoroughly enjoyed listening to her speak to the conference.

Kitty spoke on -:

Change -: you, Councillors are going through change now – in Local Government.
Leadership role – the role she played and the role Councillors/Mayors play.

She spoke on her role at the Olympics – a volunteer position – not paid.

The challenges she faces, it was tough, not easy.

She thought she was prepared – she was so wrong.

Issues in Rio included – infrastructure – lack of, corrupt Government and transport issues, just to mention a few.

Her role as Chef de Mission, a figure head, head of the delegation, Chief Executive Officer.

Her team, some 850 work force – 10% of that work force were paid for their role. 421 athletes represented Australia.

She prepared for over 3 years for her role. The role started and ended in 16 days of the Rio Olympics.

Her mission was to finish in the top 5.

All team members were treated equally with respect, pride and humility. One team, united.

A leader is a champion for values and respect.

Leadership is a thankless task. You need to trust your decision and manage the backlash.

She then thanked the conference.



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	General Manager
Reference:	Item 1
Subject:	2015-16 Annual Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	Deliver the goals and strategies of the Community Strategic Plan.
Strategy:	4.1.1	Implement and maintain a performance management framework to enable clear reporting on progress against milestones and key indicators in Council's strategic planning documents.
Action:	4.1.1.3	Complete and lodge Council's Annual Report.

SUMMARY:

The purpose of this report is to present Council with the 2015-16 Annual Report for adoption.

OFFICER'S RECOMMENDATION:

That:

- 1. Council's Annual Report 2015-16, as attached, be received and adopted; and**
- 2. The Annual Report be provided to the Office of Local Government and uploaded onto Council's website.**

BACKGROUND:

Council is required annually to complete an Annual Report in accordance with S428 of the Local Government Act and the Integrated Planning and Reporting guidelines.

The Annual Report must be completed within five months of the end of financial year, be adopted, provided to the Minister via the Office of Local Government and made available on Council's website.

REPORT:

Council's Annual Report is one of the key points of accountability between Council and the community. It provides a mechanism for Council to report to the community and other key stakeholders on its achievements, developments and performance over the past year measured against the goals, strategies and actions outlined in the Delivery Program and Operational Plan.

The annual report also includes various other information and disclosures that are prescribed in the Act and Regulation. This includes information important for the community to understand how Council has been performing both as a service provider and as a community leader.

Despite the distractions presented by the Fit for the Future local government reform program, subsequent council merger proposals and key staff changes, the 2015-16 year has been a strong one for Council whereby 89% of all actions within the 2015/16 Operational Plan were completed and of those, 92% met their performance targets.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

The Annual Report is a report to the Community and is publicly exhibited on Council's website and is available for viewing in Council offices.

2. Policy and Regulation

- Local Government Act 1993;
- Local Government Regulations (General) 2005;
- Australian Accounting Standards;
- Local Government Code of Accounting Practice and Financial Reporting;
- Public Interest Disclosures Act;
- Companion Animals Act 1998.

3. Financial (LTFP)

The Financial Statements 2015-16 form part of the Annual Report.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

The Annual Report is the highest level performance report of Council.

8. Project Management

N/A

Prepared by staff member:	Executive Officer
Approved/Reviewed by Manager:	General Manager
Department:	General Manager's Office
Attachments:	A. 2015-16 Annual Report (under separate cover)

9. REPORTS FROM THE GENERAL MANAGER



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	General Manager
Reference:	Item 2
Subject:	New England Weeds Authority – Annual Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.2	Maintain a healthy balance between development and the environment
Strategy:	3.2.1	Retain open space and greenbelts that are accessible to everyone
Action:	3.2.1.1	Review and monitor environmental protection measures for sensitive land

SUMMARY:

The purpose of this report is to present Council with the Annual Report and Financial Statements from New England Weeds Authority.

OFFICER'S RECOMMENDATION:

That the New England Weeds Authority Annual Report be received and noted.

REPORT:

Uralla Shire Council is a member of New England Weeds Authority (NEWA), and as such receives their Annual Report and Financial Statements.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
NA
- 2. Policy and Regulation**
Annual Financial statements and report
- 3. Financial (LTFP)**
NA
- 4. Asset Management (AMS)**
NA
- 5. Workforce (WMS)**
NA

6. Legal and Risk Management

NA

7. Performance Measures

NA

8. Project Management

NA

Prepared by staff member: Executive Officer

Approved/Reviewed by Manager: General Manager

Department:

Attachments: B. NEWA Annual Report 2015-16 (under separate cover)



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	General Manager
Reference:	Item 3
Subject:	2016/17 Operational Plan Performance Report – First Quarter Progress Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.3 Deliver the goals and strategies of the Community Strategic Plan.
Strategy:	4.3.2 Implement and maintain a performance management framework to enable clear reporting against milestones and key indicators in Council's strategic planning documents.
Action:	4.3.2.2 Report on the actions delivered and progress made in the implementation of Council's Delivery Program

SUMMARY:

The purpose of this report, is to present Council with a summary of the actions delivered from within the 2015/2016 Operational Plan and to reflect the progress made in achieving the goals of Council's Delivery Program.

OFFICER'S RECOMMENDATION:

That Council receive and note the 2016/17 Operational Plan First Quarter Progress Report.

BACKGROUND:

Section 404 (5) of the *Local Government Act 1993* requires that progress reports on Council's Delivery Program are provided to the Council at least every six months.

REPORT:

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

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

Responsibility for the delivery of Operational Plan actions is allocated to responsible business unit managers (who also provide progress information).

SUMMARY:

There is no legislative requirement to report progress against The Operational Plan on a quarterly basis, however it is considered to be a sound governance practice.

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

The Operational Plan report makes up a major part of Council's Annual Report. A copy of the report is displayed on Council's website for public viewing.

2. Policy and Regulation

- NSW Local Government Act 1993
- NSW Local Government Regulation (General) 2005

3. Financial (LTFP)

No change

4. Asset Management (AMS)

No change

5. Workforce (WMS)

No change

6. Legal and Risk Management

Nil

7. Performance Measures

This report outlines the achievement of key actions and performance indicators from within the Operational Plan and Delivery Program.

8. Project Management

N/A

Andrew Hopkins
General Manager

Prepared by staff member: General Manager

Approved/Reviewed by Manager: General Manager

Department:

Attachments: C. 2016-17 Operational Plan – First Quarter Progress Report (under separate cover)



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	<i>Andrew Hopkins</i>
Reference:	Item 4
Subject:	Bundarra s355 Committee

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:	4.2.7.1	Ensure that Council has in place a robust and adequate Governance Framework.

SUMMARY:

The 'community committee' currently managing the Bundarra School of Arts Hall (Bundarra Hall) have requested the establishment/reestablishment of a s355 Committee of Council to formalise their activities, which apart from the management of the hall, include the provision of advice to Council about matters relevant to the Bundarra community.

A draft constitution for the proposed committee has been initiated by the community members and refined by council staff. At a meeting of 7th November all community members present voted unanimously for the revised constitution to be accepted and presented to council for consideration.

The community members also requested a small financial delegation be assigned to the s355 Committee, if adopted, to enable them to attend to incidental matters as they arise.

If Council adopts a s355 Committee for Bundarra (as proposed in the draft constitution, attached), it will need to call for membership to the committee.

OFFICER'S RECOMMENDATION:

That:

- a) Council endorse the establishment of a committee consistent with s355 of the Local Government Act 1993 for the purposes of managing the Bundarra School of Arts Hall and for providing advice to and working with Council for the benefit of Bundarra and its surrounding community.
- b) Council name the committee the Bundarra School of Arts Hall Committee.

- c) Council adopt the “Uralla Shire Council Bundarra 355 Committee Constitution” as endorsed by the Bundarra community at the meeting of 7th November 2016, noting the name change in accordance with b.
- d) Council call for membership to the committee in accordance with the relevant provisions of the constitution in c.
- e) Council delegate an annual budget of \$250 for incidental hall management expenses and note the constitution at c) be amended to reflect such.

REPORT:

This report does not intended to represent a full account of the history attaching to a s355 Committee in Bundarra, however, the evidence shows that members of the Bundarra community have actively participated in a formalised manner in the service of their community for many years. The services which these community members have participated in have been jointly advanced by the Council and include: the Bundarra Rural Transaction Centre, the Bundarra Hall (a Council asset) and others. These community members have been participating in these activities under the belief that a s355 Committee had continued to exist. The management of the Bundarra Hall is considered to be a function of Council and a s355 Committee would be an appropriate means by which Council could exercise this function.

Currently there is no Council initiated and continuing s355 Committee in Bundarra, this is contrary to the expectations of the relevant Bundarra community members who manage the usage of the Bundarra Hall on behalf of Council.

In light of the above the Bundarra community members submitted a draft constitution for the reestablishment of a s355 Committee to manage the Bundarra Hall and to provide advice to Council about matters particular to Bundarra.

Recent correspondence has been received from the Office of Local Government (OLG) encouraging councils to review the operations of committees established under section 355 of the Local Government Act 1993 (the Act). The OLG advice noted the following key matters:

- *There have been several recent cases of section 355 committees failing to meet basic governance and accounting standard. This creates significant and ongoing risks for council.*
- *Where councils delegate functions to section 355 committees, including the expenditure of council funds, it is important that the activities of these committees remain transparent and subject to critical oversight.*
- *Committees should be able to demonstrate clear links with the goals of the council’s Delivery Program, while meeting required standards of governance.*
- *Following the upcoming local government elections, councils are encouraged to review the operations of all section 355 committees to ensure they continue to be fit for purpose, and their functions and expenditures align with the goals of the incoming council’s Delivery Program.*

With the recommendations of the OLG in mind, Council staff redrafted the proposed constitution so that it embodied appropriate governance provisions (including delegations, the keeping of financial records, limitations of power and the like) and was clear about its purpose/charter. In short, the constitution was redrafted to ensure it complied with the provisions of the Act.

The redrafted constitution was discussed at a meeting of the community members on Monday 7th November. The community members were briefed, by the General Manager, about alternative entities which they could consider, such as a progress association, should they not be prepared to meet with governance and probity requirements of a s355 Committee. The community members voted unanimously in favour of the s355 option.

It was noted at the meeting of 7th November that the proposed constitution did not make provision for delegation for expenditure on incidental items and the example of a 'blown' light bulb in the hall's projector was cited. Accordingly, it would be reasonable to incorporate a small annual financial delegation into the constitution.

Should Council support the formation/reformation of a s355 Committee in Bundarra, for the exercise of Council's functions as proposed by the attached draft constitution (specifically its charter), then Council should call for nominations for membership of the committee (as per Section 5 Appointment of Members, of the draft constitution). Section 4 of the draft constitution states that there shall be not less than 6 and not more than 12 committee members and that membership is for the term of Council.

KEY ISSUES:

- A council can exercise its functions in accordance with the provisions of Section 355 of the Local Government Act. Section 355(b) of the Act enables the functions of a council to be exercised by a 'committee of council'.
- Members of the Bundarra community would like to manage the Bundarra School of Arts Hall, which is a Council asset.
- Members of the Bundarra community were of the understanding a s355 Committee for Bundarra was already in existence. No record of a continuing s355 Committee can be found in council's records.
- The General Manager's Office was recently provided with a draft constitution for a s355 Committee to manage the Bundarra School of Arts Hall and to provide advice to council about matters of relevance to the Bundarra community.
- Council staff have modified the draft constitution to include appropriate governance and probity provisions to reflect a recent memorandum from the Office of Local Government regarding the appropriate management of s355 Committees.
- The committee, if approved, should be given a small financial delegation to attend to minor matters as they arise.
- If approved, council should call for committee members in accordance with the provisions of the draft constitution for the committee.
- If approved, for clarity, the proposed committee should be called the Bundarra School of Arts Hall Committee. The reason for this is that the management of the School of Arts Hall constitutes the exercise of a function of Council, consistent with s355 of the Act. The community advisory component is not necessarily a 'function' of the Council and is therefore ancillary to the Hall management function.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Establishment/reestablishment of a s355 Committee in Bundarra would provide Council with a sound mechanism by which to seek input into consultation with the Bundarra community.

2. Policy and Regulation

Draft constitution is consistent with the provisions of the Local Government Act.

3. Financial (LTFP)

A small (TBD) financial delegation to enable the committee to attend to minor matters as the need arises should be granted.

4. Asset Management (AMS)

The committee would provide feedback to council regarding required building maintenance.

5. Workforce (WMS)

Minor impact arising out of need for financial management of the committee's undertakings.

6. Legal and Risk Management

Hall insurance arrangements need to be resolved.

7. Performance Measures

The proposed constitution is prescriptive.

8. Project Management

n/a

Andrew Hopkins
General Manager

Prepared by staff member: Andrew Hopkins

TRIM Reference Number:

Approved/Reviewed by Manager: General Manager's Office

Department:

Attachments: D. Bundarra 355 Committee - Constitution

URALLA SHIRE COUNCIL
BUNDARRA 355 COMMITTEE
CONSTITUTION

1. Interpretation

Unless otherwise indicated:

“Council” means Uralla Shire Council

“Act” means the *Local Government Act, 1993*.

“Committee” means the committee noted in the Schedule.

2. Purpose of the Constitution

2.1 Under the *Local Government Act 1993* Council is able to delegate some of its functions to a Committee of Council. A Committee is appointed and reappointed in accordance with the provisions of Section 355 and Section 377 of the *Local Government Act 1993*.

2.2 The Constitution provides a mandatory set of rules that defines the functions that Council has delegated to the Committee, the manner in which those delegated functions are to be undertaken by the Committee, and an administrative structure and procedures to ensure that the Council is able to monitor the conduct and performance of the Committee, particularly with regard to managing potential liabilities that might arise as a result of the activities of the Committee, in a similar manner to that which Council monitors others performing Council’s functions under delegation.

3. Term

3.1 This Constitution operates for a term commencing from the date on which Council, by resolution, adopts this Constitution and concluding on the date either set out in the Schedule or three months after the date of the Council election immediately following the date of commencement of this Constitution (whichever occurs first), unless terminated earlier in accordance with this Constitution.

3.2 Committee membership is on a quadrennial basis for the term of Council. Committees are formally appointed by the Councillors in office. Following a General Election of Councillors, the existing committee membership continues until such time as the new council appoints new committee members.

4. Membership of the Committee

4.1 The membership of the Committee shall be not less than six (6), and no more than twelve (12) persons appointed by the Council in accordance with this constitution.

4.2 A person remains a member until:

(a) death, or

(b) that person ceases to be a member upon:

- (i) delivering, either verbally or in writing, a resignation to a meeting of the Committee,
 - (ii) being absent from three (3) consecutive meetings of the committee without leave of absence from the Committee,
 - (iii) receiving written notification from Council that that person's membership of the Committee has been terminated.
- 4.3 Casual vacancies may be filled in accordance with clause 5.4. However, should the members of any committee number less than 6, then Council may call a public meeting and seek nominations for the Committee.

5. Appointment of Members

- 5.1 Within six (6) months following a Council election, Council shall hold a public meeting to call for nominations for membership of the Committee for the term of the Council. Council will determine the date for the public meeting, in consultation with the existing Committee should such Committee exist, and shall advertise it prior to the meeting.
- 5.2 At the public meeting, nominations shall be called for membership of the Committee. All former members of the Committee are eligible for re-nomination.
- 5.3 All nominations shall be forwarded to Council for consideration by Council at a Council meeting. Council shall either appoint all nominees to the Committee or, if more than twelve (12) persons, then Council may select a number from those nominated, the method of selection being at Council's sole discretion.
- 5.4 Should a casual vacancy arise, the Committee Secretary should promptly advise Council. Council will invite nominations from members of the public interested in being a member of the Committee and shall fill the vacancy from the nominations received.

6. Committee Chairperson

- 6.1 At the first meeting of each new Committee, the Committee shall elect one of its number as Chairperson. The method of election shall be decided by the Committee.

7. Committee Secretary

- 7.1 At the first meeting of each new Committee, the Committee may, if required, elect one of its number as Secretary. The method of election shall be decided by the Committee.
- 7.2 The Secretary is responsible for:
- (a) dealing with all incoming and outgoing correspondence and tabling all correspondence at Committee Meetings for appropriate action;
 - (b) providing notice and agenda of meetings to Committee Members;
 - (c) accurately recording minutes of each meeting and to promptly forward all minutes to the General Manager (Uralla Shire Council) and to all members of the Committee;
 - (d) retaining all documentation of the Committee as required by the Australian Standard on Records Management.

8. Committee Treasurer

- 8.1 At the first meeting of each new Committee, the Committee shall elect one of its number as Chairperson. The method of election shall be decided by the Committee.
- 8.2 The Treasurer is responsible for the following:
- (a) receipt of all moneys payable to the Committee and issuing receipts for same;
 - (b) keeping correct accounts and books showing the financial affairs of the Committee;
 - (c) banking to Council all moneys received;
 - (d) submitting financial statements at each Committee meeting;
 - (e) preparing and having audited, a Balance Sheet and Profit & Loss Statement of the Committee for presentation to the Annual General Meeting to Council;
 - (g) submitting accounts for approval of payment by the Committee at each meeting.

9. Conduct of Meetings

- 9.1 At all meetings of the Committee the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, the Committee shall elect one of its number to preside at the Meeting.
- 9.2 A Meeting shall not proceed unless a quorum of at least one (1) more than half the number of members are present.
- 9.3 Meetings of the Committee shall be held as often as the Committee decides, but not less than two per year.
- 9.4 Every Committee meeting is a public meeting and members of the public may attend. As such, it should be held in a public place. Members of the public who attend cannot participate unless invited to do so by the Chair.
- 9.5 A record of minutes in the usual form shall be kept by the Secretary of all Meetings, unless a Council officer is present at the Meeting and it is agreed that the Council officer take the minutes.
- 9.6 If the Chairperson or Secretary ceases to be a member of the Committee, the remaining members of the committee shall vote one (1) their number to fill the executive vacancy.
- 9.7 The Secretary shall forthwith notify Council of:
- 9.7.1 any member who fails to attend three (3) consecutive meetings of the Committee.

10 Duties of the Committee

- 10.1 To undertake functions of Council limited to those set out in its Charter as noted in the Schedule.
- 10.2 To forward to Council within seven (7) days after a Meeting, a copy of the Minutes taken at that Meeting.

11 Correspondence

- 11.1 Committees are not permitted to forward official correspondence to government officials or government departments (eg. Governor-General, Government Ministers).
- 11.2 All official correspondence must be signed by the General Manager.

12. Media

- 12.1 Committee Members are not permitted to speak to the media on any Council matters in their capacity as a committee member. All requests received must be referred to the General Manager whose decision is final.

13. FINANCIAL RECORDS - MANAGEMENT COMMITTEES

- 13.1 Committees appointed under Section 355(b) of the *Local Government Act 1993* are subject to the same standards of financial accountability as Council. All funds and assets held by the Committee belong to Council. The Committee is responsible for the care and control of these funds.
- 13.2 Committees who handle funds, on behalf of Council, are required to comply with Council policy and procedures, which are designed to ensure that records and day-to-day transactions are handled according to required standards.
- 13.3 With the introduction of the Goods and Services Tax effective from 1 July 2000, all Section 355 Committees are obliged to comply with the new tax system:
 - a) All committees are covered under Council's Australian Business Number.
 - b) Committees are responsible for administering the requirements of GST Legislation that is, charging GST on taxable supplies and correctly identifying input tax credits claimable from ATO.
 - c) To ensure appropriate taxation treatment of transactions, all transactions should be undertaken through Council for inclusion in Council's monthly Business Activity Statements (BAS).
- 13.4 The Treasurer in addition to the duties set out herein shall be responsible for ensuring:
 - a) The proper keeping of the books and accounts of the Committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager.
 - b) Receiving monies on behalf of the Committee and maintaining accurate records of the receipt of such monies.
 - c) Organising through Council the payment of accounts and other expenses approved by the Committee on behalf of the Committee.
 - d) Issuing of tax invoices through Council where applicable.
- 13.5 All monies received by the Committee shall be deposited, within seven (7) days of receipt into the Uralla Shire Council general bank account.

13.6 The Committee must not, at any time, incur any expenditure in excess of the amount held in the Committee's credit in the reserve held in the Committee's name at Council. In any event, no expenses of any member of the Committee or the Committee shall be paid unless in accordance with a budget determined through resolution of the Committee.

13.7 The financial year shall be the period from the 1st July to 30th June.

14. Limitations of Powers

14.1 The Committee must not do anything or allow any person acting under its direction to do anything contrary to the interests of Council. For the purposes of this sub-clause this includes but is not limited to prohibiting the following:

- a) Acting contrary to any direction from Council, which includes a direction from the General Manager;
- b) Acting contrary to Council's policies;
- c) Advising any person that they may have a legal right or action against Council or any Councillor, Council employee or Council contractor exercising a function of Council;
- d) Making any admission of liability or accepting liability on behalf of Council or the Committee.
- e) Acting contrary to Council's Code of Conduct.
- f) Acting outside the limits of the Committee's delegation.
- g) Acting or presenting the Committee as independent of Council.

15. Delegated Authority

15.1 The Committee is authorised to elect a person(s) to exercise the function of booking officer for the use of the facility in accordance with the terms of Council's Conditions of Hire.

15.2 The determination of fees and charges is always subject to the approval of the Council in accordance with Section 377 of the *Local Government Act 1993*. Accordingly the Committee is not authorised to waive or discount fees without the prior consent of Council.

15.3 In all other instances, applications should be referred to the Committee.

15.4 The Committee is authorised to carry out routine inspections of the Facility.

15.5 The Committee is appointed and authorised to operate strictly in accordance with the conditions and delegations outlined in this Constitution and instrument of Delegation.

15.6 The Committee will advise the appropriate council officer of any major /external items of repair or maintenance required to the Facility.

15.7 No powers or functions may be delegated by the Committee to any other person or committee unless provided in this Constitution.

16. Disclosure of Interest

- 16.1 The Committee is a Committee of Council and, as such, Chapter Fourteen (Honesty and Disclosure of Interests) of the *Local Government Act 1993* applies to all its members.
- 16.2 The Committee's attention is drawn to the following sections of Chapter Fourteen of the *Local Government Act 1993* (reproduced hereunder) 451, 453,454, 455 and 456:
- s.451 (1) A Councillor or a member of a Council committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable.
- (2) The Councillor or member must not take part in the consideration or discussion of the matter.
- (3) The Councillor or member must not vote on any question relating to the matter.
- s.453 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- s.454 A general notice given to the general manager in writing by a Councillor or a member of a council committee to the effect that the Councillor or member, or the Councillor's or member's spouse, de facto, partner or relative, is:
- (a) a member, or in the employment, of a specified company or other body; or
- (b) a partner, or in the employment, of a specified person, unless and until the notice is withdrawn, sufficient disclosure of the Councillor's or member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.
- s.455 A Councillor or member of a council committee must not, if the council so resolves, attend a meeting of the council or committee while it has under consideration a matter in which the Councillor or member has an interest required to be disclosed under this Chapter.
- 456 (1) A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee must disclose any pecuniary interest the person has in the matter to the meeting at the time the advice is given.
- (2) The person is not required to disclose the person's interest as an adviser.

17. AMENDMENT OF THE CONSTITUTION

- 17.1 The Constitution may only be altered by resolution of the Council.
- 17.2 The Committee may request Council to consider an amendment to their Constitution Schedule once the proposed alteration is submitted to a General Meeting of the Committee and the notice convening such a meeting contains the proposed alteration or the effect thereof AND such proposed alteration is approved by at least three-fourths of the members present at such a General Meeting.

18. Dispute Resolution

18.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination. Where the Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson it may, by notice in writing request the General Manager review the issue. Should the Committee be dissatisfied with the decision by the General Manager it may, by notice in writing to the General Manager, request that the matter be referred to Council for determination of the dispute by resolution of Council, whose determination of the dispute shall be final and binding upon the Committee.

19. Notice

19.1 Any notice required to be given by Council under this Constitution may be:

- (a) sent to the last known address of the member, and
- (b) deemed to be received on the second day after posting.

SCHEDULE

The Committee is the Bundarra 355 Committee.

Its Charter is:

Manage the Bundarra School of Arts Hall

Duties include:

- Hire of the hall.
- Transfer hall hire proceeds to the Council as per the agreed procedure from time to time.
- Maintain the hall in a clean and tidy state.
- Notify the Council of required hall building maintenance.

Provide advice to and work with the Council for the benefit of Bundarra and its surrounding community.

Duties include:

- Liaise with and provide advice to the Council about matters of community interest or concern within Bundarra or the surrounding area.
- Where appropriate work with the Council to apply for funding opportunities for Council owned facilities in Bundarra or the surrounding area.

10. CORPORATE & COMMUNITY REPORTS



REPORT TO COUNCIL

Department:	Organisational Services - Finance
Submitted by:	<i>Simon Paul – Chief Financial Officer</i>
Reference:	Item 5
Subject:	Cash at Bank and Investments

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.2 An effective and efficient organisation.
Strategy:	4.2.2 Operate in a financially responsible and sustainable manner.
Action:	4.2.2.9 Invest surplus funds to maximize the return to Council whilst complying with Council's Investment Policy risk parameters.

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That:
Council note the cash position as at 31 October, 2016 consisting of cash and overnight funds of \$3,233,750, term deposits of \$8,500,000 totalling \$11,733,750 of readily convertible funds.

BACKGROUND:

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

REPORT:

Current term deposits of \$8,500,000 spread over the next six months will receive a range of interest from 2.5% to 3.% with an average rate of 2.79%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 October, 2016.

KEY ISSUES:

Interest rates remain low and future expectations are that interest rates are likely to fall again within the next twelve months putting further pressure on our investment returns.

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

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member: Simon Paul
TRIM Reference Number: U15/287
Approved/Reviewed by Manager: Chief Financial Officer
Department: Organisational Services - Finance
Attachments: E. Council's Investments as 31
October, 2016

Uralla Shire Council
Investments at 31 October, 2016

ATTACHMENT E

Cash at Bank – Operating Accounts:

Institution	Account	Bank Statement
National Australia Bank	Main Account	\$677,102.24
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$23,911.70
Total		\$732,310.27

Business Investment (Cash Management) Account

Institution	Interest rate	Balance
National Australia Bank	0.01%	\$0.00
Professional Funds	0.15% above RBA cash rate	\$2,501,439.35
Total		\$2,501,439.35

Term Deposits:

Institution	Interest rate	Maturity	Balance
Commonwealth Bank of Australia	2.60%	4/05/2017	\$600,000.00
Westpac Banking Corporation	3.00%	18/10/2017	\$1,300,000.00
ANZ	2.60%	5/01/2017	\$500,000.00
Westpac Banking Corporation	3.00%	24/01/2017	\$600,000.00
Newcastle Permanent	2.70%	25/01/2017	\$250,000.00
ANZ	2.50%	23/02/2017	\$800,000.00
Newcastle Permanent	2.70%	24/11/2016	\$600,000.00
National Australia Bank	2.65%	26/02/2017	\$600,000.00
National Australia Bank	2.65%	7/03/2017	\$500,000.00
Regional Australia Bank	2.70%	15/09/2017	\$500,000.00
Westpac Banking Corporation	3.00%	26/07/2017	\$1,000,000.00
Commonwealth Bank of Australia	2.61%	24/04/2017	\$250,000.00
National Australia Bank	2.95%	30/11/2016	\$1,000,000.00
Total			\$8,500,000.00

Loans:

Loan no.	Purpose	Balance
165	MGH Property	\$61,579.65
167	Rear Service Lane Land	\$6,780.65
168	Community Centre	\$51,980.64
176	Library Extensions	\$251,382.78
177	Grace Munro Centre	\$201,124.22
181	Creative Village Works	\$14,944.45
185	Public Toilets Alma Park	\$19,301.44
186	Public Toilets Pioneer Park	\$25,188.75
187	Undergrounding Power and Mainstreet Upgrade	\$182,495.42
188	Paving and Power Undergrounding	\$43,333.55
189	Bridge Construction	\$241,583.28
190	Bridge construction & industrial land development	\$1,890,099.66
Total		\$2,989,794.49



REPORT TO COUNCIL

Department:	Governance & Information and Community & Culture
Submitted by:	Executive Manager Governance and Information
Reference:	Item 6
Subject:	Thunderbolts Festival – Sponsorship Agreement Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	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 feedback from the Uralla Thunderbolts Festival of 2016 as requested in the 4 year sponsorship agreement resolved by Council in June 2016.

OFFICER'S RECOMMENDATION:

That:

- 1. Council note the attached documentation provided by Thunderbolts Festival Co-ordinators Bevely Stubberfield and Leanne Cooper on 11 November 2016, including:**
 - Thunderbolts Festival Risk Assessment;
 - Rotary Duty of Discharge Report;
 - Rotary Insurance Certificate of Currency;
 - Thunderbolts Festival Report to Uralla Shire Council;
 - Thunderbolts Management Plan;
- 2. Council agree to request the written annual report and financials be provided to Council before the next Council Meeting of 20 December 2016, including a summary of the economic benefits to the Uralla Shire from the event covering matters such as participant numbers and demographic information of visitors as requested in the resolution by Council of 27 June 2016;**
- 3. That Council note a Traffic Management Plan was not received regarding the event by the end of September and that the Risk Management Plan and Event Management Plan attached were received in November and not September as requested in the Council resolution;**

4. That Council note in the Council resolution of 27 June 2016 a requirement was that Uralla Shire Council be showcased as the major sponsor on all event and promotional material, attached is a copy of the brochure provided for the event with the reference to Uralla Shire Council;
5. That Council consider the below request made in the Thunderbolts Festival Report to Council:

‘the Committee would like to please request Council’s consideration be given for an item to be included, being, the collection and return of 100 chairs from the Memorial Hall, in the Council provision of non-cash sponsorship up to a maximum of \$5,000 as stated in correspondence dated 19 July, 2016 from Acting General Manager Mr. George Cowan. This item would become item (k) the collection and return of 100 chairs from the Memorial Hall;

BACKGROUND:

A letter requesting sponsorship from the Thunderbolts Festival Committee was received by Council on 14 March 2016, requesting Council to make a donation of \$12,000 in cash and a number of other non-cash provisions for the staging of the 2016 event to be held on 29 October 2016.

The Thunderbolts Festival is one of Uralla’s major annual community events and is held in conjunction with the Oxley Riders Bail Up Poker Run and the Bulls & Broncs Spectacular. The Thunderbolts Festival Committee is an all volunteer group of Uralla residents who support the event, some of whom have been involved since the inception of the event in 1998. Committee Members receive no remuneration from the event.

REPORT:

At a Council Workshop of 7 June 2016, Cr Cooper gave an introduction to the festival background to date. Also in attendance were Mr and Mrs Bruce and Bevely Stubberfield, all of whom are Thunderbolt Committee Members. Mrs Stubberfield spoke about the Rotary Club potentially auspicing the event and how the festival is managed.

Cr Cooper and Mrs Stubberfield together gave details on activities of the committee in the lead up to the festival and on the day of the festival.

After the workshop a resolution was made by Council on 27 June 2016 as follows:

1. Council enter into a 4 year sponsorship agreement in the value of \$12,000 per year for the next 4 years, plus in-kind support as listed up to the value of \$5000, with the Thunderbolts Festival Committee, commencing upon resolution of the same, conditional on items (a) to (d) and (2) to (4) 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 Management Plan, Risk Management Plan and Traffic Management Plan be satisfactorily completed and supplied to Council along with any other Council required documents before the end of September including Certificates of Currency for all insurances covering the Festival;

(d) A written annual report and financials be provided to Council following the completion of the event, including a summary of the economic benefits to the Uralla Shire from the event covering matters such as participant numbers and demographic information of visitors.

2. 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.

3. The Thunderbolts Committee become a sub committee of the Rotary Club of Uralla or otherwise incorporate the Committee.

4. The Thunderbolts Committee change the name of the bank account to remove all reference to Uralla Shire Council.

It is noted that item (d) a written annual report and financials be provided to Council following the completion of the event, including a summary of the economic benefits to the Uralla Shire from the event covering matters such as participant numbers and demographic information of visitors.

It is important that this information is provided to Council to ensure that the Festival Committee is meeting agreed terms of the Sponsorship agreement. As this information has not been provided for the meeting of 22 November 2016 it is recommend that the item is requested to be delivered to Council in the form of a report before the next Council meeting of 20 December 2016.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Communication with the Thunderbolts Festival Committee including meetings with Council staff.

2. Policy and Regulation

- *Community Grants Policy;*
- *Local Government Act 1993;*
- *Local Government Regulations (General) 2005;*

3. Financial (LTFP)

N/A.

4. Asset Management (AMS)

N/A.

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

N/A

8. Project Management

N/A

**Andrew Hopkins
General Manager**

Prepared by staff member:

Rechelle Leahy

Approved/Reviewed by Manager:

Andrew Hopkins

Department:

Governance and Information & Community and Culture

Attachments:

- F. Thunderbolts Festival Risk Assessment;
- G. Rotary Duty of Discharge Report;
- H. Rotary Insurance Certificate of Currency;
- I. Thunderbolts Festival Report to Uralla Shire Council;
- J. Thunderbolts Management Plan;

Risk Identification - Thunderbolts Festival 2016

Risk	Description
1. Weather	All elements could effect the event especially rain and heat
2. Street Parade	Horses could react to sirens, spectator interference eg. photographers, children could be in the way of the procession
3. Market stall holders	May not turn up or have certificate of currency. May not follow coordinators instructions about access to their site. Food contamination
4. Performances	May not turn up, possible physical or unknown medical injury.
5. Equipment	Marquees, chairs and tables, stage,
6. Children's Activities	Providers of a variety of activities for children
7. Electrical equipment	Providers of electrical equipment for sound on the stage
8. Billycart Derby	Possible physical injury
9. Ride on Mower Challenge	Possible physical injury
10. Fireworks	Provider of Fireworks, location
11. Power failure or surge	Possible power overload or surge
12. Injury or Accident	There is a risk at any public event of injury or unforeseen accident
13. Lack of understanding that risk is a continuous process and an important part of the smooth running of the Festival	This lack of understanding could cause continual issues to arise during the various phases of the planning of the festival
14. Smoking	Thunderbolts Festival is an Alcohol and No smoking event.
15. Money	There is cash in the main marquee from cash floats, sale of wrist bands and cash prize money for Hula hoop competition and Billycart Derby also payment to the band.

Likelihood

Risk	Risk Score
Weather	Medium
Street Parade	High
Market stall holders	Low
Performances	Medium
Equipment	Low
Children's Activities	Med/High
Electrical equipment	Medium
Billycart Derby	High/Med
Ride Mower Challenge	Low
Power failure or surge	Medium
Injury or Accident	Med/Low
Fireworks	Med/High
Lack of understanding that risk is a continuous process and an important part of the smooth running and success of the Festival	Medium
Smoking	Low
Money	Low

Impact

Risk	Impact	Prevention	Contingency
Weather	Medium	<p>Check long range weather forecasts on a day to day basis leading up to the event, plan for activities to be set up in other venues in case of rain.</p> <p>Take out rain insurance in the case of the cancellation of the event.</p> <p>Investigate wet weather insurance</p>	<p>Put in place other venues that could be used for the following:</p> <p>Markets: some to set up in Bowling Club and under awnings in the main street</p> <p>Childrens activities could be set up in the Neighbourhood Centre (Memorial Hall)</p> <p>Band could be relocated to either of the hotels</p>
Street Parade	Medium/ High	<p>This activity takes place in accordance with a traffic plan that has been passed By Uralla Shire Council Roads and Traffic committee which also includes road closures for the event.</p> <p>It travels at 8 kms or less at times depending on the various vehicles and other participants who take part in the street parade.</p> <p>There is a risk that</p>	<p>The parade forms up in Park street, co ordinated by the street parade coordinators and their plan of order.</p> <p>Barriers are put in place and SES, USC and police perform crowd control duties once the parade is travelling until it reaches its destination in Queen Street.</p> <p>There is an MC of the parade</p> <p>Who gives a</p>

		<p>horses could react to sirens or a child may bolt from parents care without warning</p>	<p>running commentary of the parade but also warnings to the crowd about their safety</p> <p>At its destination point another coordinator guides all participants to a final parking space in Queen Street to ensure there is room for the parade to continue to its journey to reach the end in Queen Street. All care is taken with this activity to ensure the safety of all the participants and the crowd.</p>
Market stall holders	Low	<p>All stall holders must register before the day with a market stall entry form and must provide copy of certificate of currency for public liability insurance. On check in they receive their allocated site number</p> <p>Once set up they must park their vehicle either in the park or in another street</p> <p>There is no parking in Queen Street to allow for the arrival of the</p>	<p>Ensure all stall holder entry forms are allocated a site and also sent and email in regards to the time to arrive and instructions to park their vehicles. Any certificates of currency that have not been received are to be collected on check in.</p> <p>Thunderbolts Festival Markets Co coordinator to be on site from 6:00 am.</p> <p>SES will assist with traffic control. Carefully control the set up of markets according</p>

		<p>street parade. Traffic control is provided by SES to assist with vehicle arrival and parking.</p> <p>Keep everyone informed with good communications.</p>	<p>to the site plan. Stall holders set up in their allocated site as numbered. We ask to please drive at walking pace whilst in park grounds and be patient and considerate of all as its a busy time of the morning All stallholders are responsible for leaving site clear and rubbish free before departing.</p>
Performances	Medium	<p>Check performers credentials. Must provide copy of certificate of insurance for public liability and injury. Also check in advance of their intention to Turn up. This allows to organise other entertainment. Keep a line of communication with all entertainment. Ensure times of arrival and times for performances according to the program. Ensure all forms of entertainment are kept well informed prior and during the event. All</p>	<p>Keep a list of performers that may be required at short notice in case of late cancellation of a booked performer. Collect certificate of insurance or public liability and injury. Make performers aware of their requirements eg. arrival and performance time according to the program. Give them a copy of the program as well. On presentation of invoice from performers payment will be made on the day or unless other</p>

		providers must present and invoice for payment. Ensure good communications	arrangements are in place.
Equipment	Low	<p>Check beforehand that they are locked in and inform of set up day and times of arrival to meet site coordinator. To set up as per the site plan eg stage, light, sound equipment and mixing panel with marquee. Provide Certificate of currency before or on the day of the event. All electrical equipment must be tagged.</p> <p>All providers must present an invoice for payment. Ensure good communications</p>	<p>Meet all equipment providers at the time arranged in Alma Park. Check electrical equipment for tags. Providers to set up as instructed by the site co coordinator and the site plan. Leads and Cables f All leads must be industrial quality; not be frayed or have wiring exposed; be protected from the weather; be off the ground where possible; not be twisted, crushed or kinked; be secured and clearly identified; not create a tripping hazard; not be in contact with cranes or overhead mobile equipment; and ends must have plastic protective covers. In the event it is not possible to keep leads off the ground, appropriate</p>

			controls must be implemented with consideration being given to the use of covers. Cables must be protected against contact with sharp edges or heavy loads.
Smoking	Low	Thunderbolts Festival is an alcohol and smoking free event. Advertise this in promotions, have appropriate signs for designated smoking area. Provide sand box ash trays as a suitable means to extinguish cigarettes and cigars.	Smoking can only occur in designated areas as set out in the risk assessment. Where performers are required to smoke as part of their performance, risk assessment shall take account of costumes, props and sets and ensure appropriate controls are implemented to eliminate the risk of fire. Suitable means of extinguishing cigarettes/cigars must be provided (eg ashtrays and sandboxes) and positioned in a manner accessible to the performer.
Bilycart Derby	Low-medium	All participants must have turned 8 yrs. old and complete an entry form which has been signed by an adult over the age of 18 years. All drivers must wear	Entry Forms are mailed out to all schools with an information letter. This activity is controlled by a Bilycart Derby team of 7 adults. They

		<p>a Helmet and padded clothing. All entrants & Billycarts will commence from a standing start with no outside assistance, no peddling, paddling or propulsion of any kind is allowed. All Billycarts and drivers will be scrutinized prior to descent</p>	<p>perform checks on age of entrants as per the conditions on the entry form and signature of a person over 18 years. Check brakes, helmets and padded clothing signature The Billycart Derby MC will instruct all entrants with regards to where to start and the rules of the Derby and will call all starts. Only 2 carts will descend in each heat. All carts are returned to the start via a ute & trailer. There is no heats whilst carts are being returned to start until the ute and trailer is clear from the road.</p> <p>There is to be no peddling, paddling or propulsion.</p> <p>St. John Ambulance will be in attendance for the whole of the festival and are informed of the start time of the Billycart Derby.</p>
Ride on Mower Challenge	Low	This activity is coordinated and run by a group	An area is fenced off in Alma Park for the challenge

		<p>who run the challenge but also to promote it as part of the events that take place under the banner of the Uralla Show for the next Uralla Show in 2017. Helmets must be worn for protection. Some drivers also wore gloves.</p>	<p>and spectators stay behind the fenced off area. This activity coordinated by the ride on mower challenge group. Check all drivers have helmet. This activity is very low risk as speed is not an issue and also all the drivers are very respectful of each other and are very likeminded in the fact that it is a fun event.</p>
Power failure or surge	Low	<p>Alma Park has 3 phase power in several points of the park which are shown on the site plan. Also a three phase converter with power points is used to prevent overload. It is highly unlikely but could occur. Power surge could result in failure of appliances. It is highly unlikely but could occur.</p>	<p>Ensure pick up of three phase power converter And delivery to park on the day of the festival. The converter is to be located near where there will be a number of power users, to prevent excess of power cables and leads that could be a trip hazard.</p>
Injury or Accident	Medium/ Low	<p>There is always a risk of accident or an injury of a volunteer of audience Ensure level park grounds, crowd & traffic control</p>	<p>SES will assist with crowd and traffic control St. John Ambulance will be on site for treatment of cuts, burns and Ambulance service for any major injuries that would</p>

			require treatment at hospital.
Fireworks	Medium - Low	<p>The fireworks are contracted to a provider who is a licensed Pyrotechnician and who carries their own insurance. The fireworks are set up in the late afternoon and then fenced off to the public as per the site plan from the provider. There is a risk of small sparks could start a grass fire but this is highly unlikely. A fire brigade truck is on site before the fireworks are lit. The fireworks are not lit until notice via mobile phone is given to do so from the festival organisers.</p>	<p>Ensure to collect copy of site plan, all licences, insurance certificate of currency and all other related documents supplied by the fireworks provider.</p> <p>Ensure a letter of notice of the fireworks is sent to surrounding residents to include advice with regards to animals.</p> <p>The fireworks provider has a legal obligation to advise all the necessary organisations with notice of the fireworks.</p> <p>Event organiser is to advise when to light the fireworks via mobile phone.</p>
Lack of understanding that risk is a continuous process and an important part of the smooth running and success of the Festival	Medium - Low	<p>Make sure that festival volunteers have an understanding of the importance of risks for the smooth running of the event. Festival organisers need to communicate to all</p>	<p>All volunteers to sign on and sign off and be given instructions about their area of assistance and who to report to for any incidents. Inform all volunteers of duty of care for the</p>

		<p>volunteers about risks and that as volunteers there is a duty of care to be in place at all times.</p> <p>Dehydration, personal protection.</p>	<p>festival</p> <p>Supply all volunteers with water to ensure hydration whilst volunteering.</p> <p>Inform volunteers to wear hat, sunglasses, sunscreen and comfortable footwear, provide a seat where volunteers are standing for long periods eg. providing supervision or during set up for the event.</p>
Money	Low	<p>There is cash onsite in the main festival marquee for cash floats, prize monies and any cash payments to suppliers.</p> <p>The main marquee will have a dedicated security person to be on duty or that volunteers share the security of the cash on site.</p> <p>Reduce any surplus of monies made from sale of wristbands or raffle tickets.</p>	<p>Treasurer will set up various floats in containers, any collectors of money need to keep collection containers covered. Bulk of moneys is to be removed from the marquee and kept in a cash tin then transferred to a designated vehicle.</p> <p>As prize money is awarded and various payments made, this reduces the amount of cash on site in the main festival marquee.</p>

Duty of Disclosure

Before you enter into a contract of general or life insurance with an Underwriter you have a duty, under the Insurance Contracts Act, 1984, to disclose to the Underwriter every matter that you know, or could reasonably be expected to know, is relevant to the Underwriter's decision whether to accept the risk of the insurance and, if so, on what terms. You have the same duty to disclose these matters to the Underwriter before you renew, extend vary or reinstate this contract of general insurance. Your duty, however does not require disclosure of any matter:

- That diminishes the Underwriter's risk
- That is of common knowledge
- That the Underwriter knows, or in the ordinary course of business, should know
- As to which compliance with your duty of disclosure is waived by the Underwriter.

Non-Disclosure

If you fail to comply with your duty of disclosure the Underwriter may be entitled to reduce the liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the Underwriter may also have the option of avoiding the contract from its beginning.

Subrogation

If you have entered into an agreement with another party which prevents the Insurer from taking a recovery action for compensation from that party it may affect your right to cover under this Policy. Should you now be a party to such an agreement or be requested to enter such an agreement in the future please advise this office in writing.

Contact Details

Insured Name

Insured Name is the Legal entity to be insured (e.g. ABC Pty Ltd, J & G Smith T/as ..., ABC Organising Committee, etc)

Person to Contact
 Email

Postal Address **State** **Post Code**

Phone No. **Fax No.** **Website**

Event & Cover requirements summary

1. Business Address **State** **Post Code**
(location of risk)

2. Type of Policy required **Specific Event** (concert, fair, festival, dinner, dance party, ball etc)
 Short Term Cover for series of Specific Events (concert series, play, etc)

If you selected cover for a series of events, please provide a list of dates, venues and projected attendance for each event below:

3. Period of Insurance **From** **To 8:30pm**

For One-Off Events the start date should be the date you begin set-up at the venue and the expiry date should be the day after you are scheduled to pack-up and leave.

4. Sum Insured \$50,000,000

DEFINING YOUR ROLE – For Insurance Purposes

Principal

This is the company that wants to stage an event. They finance the event and pay the bills.

The Principal could be a Community Association, a Government Department, a Private Company or an individual.

Types of events would include community festivals, food & wine tasting, Christmas Parade, Staff Christmas Dinner, Awards night, conference, Product Launches, Parties, Movie Premieres, etc.

Once the decision has been made to pay for this event, the Principal might: -

1. Create an Organising Committee so that the event is organised entirely by the Principalor...
2. Contract an **Event Organiser** to organise and stage the whole event on their behalfor...
3. Create an organising committee but contract a **Coordinator** to action the committees decisions
4. Hire a **Production Manager** to arrange the entertainment segment of the event.

EVENT ORGANISER

Might be contracted by the principal to organise, promote and stage the Event on the Principals behalf. The Event Organiser would be responsible for arranging everything (venue, security, catering, entertainment, sound & lighting, etc)

They might contract part of the event to a coordinator freeing up some of their time to oversee other areas of the event.

EVENT COORDINATOR

Is contracted by the Event Organiser (including Organising Committees formed by the Principal) to implement the Organisers concepts and design. For example. The Event Organiser determines they need 5 dancers and instructs the Coordinator to arrange. Organiser then tracks down 5 dancers and arranges the booking.

PRODUCTION MANAGER

The Production Manager would be hired to design and create the entertainment for the event. E.g. to create a 1 hour stage show for a Dinner Function and/or to arrange the stage, lights and sound. The Production Manager would not be involved in ticket sales, marketing, security, crowd control, catering, etc.

Contractors

All services for the Event are usually contracted out to specialists in their fields (entertainers, caterers, security, sound & lighting, etc).

Details of the Event

1. Name of the Event to be Insured	Thunderbolts Festival 2016
2. What is the nature of the Event?	<input type="checkbox"/> Concert <input type="checkbox"/> Dance Party <input type="checkbox"/> Dinner <input checked="" type="checkbox"/> Single day Festival <input type="checkbox"/> Weekend Fair or Festival <input type="checkbox"/> Conference <input type="checkbox"/> Trade Show <input type="checkbox"/> Ball <input type="checkbox"/> Other – Please detail below
3. Please provide a full description of the event:	<p>Thunderbolts Festival is held annually and is a community event, this year will be held together with Thunderbolts Rough Stock Bulls & Broncs Rodeo and also in conjunction with Oxley Riders Bail up Poker Run. The aim of Thunderbolts Festival is to provide an entertaining community day out, full of fun and activities, a bit of everything for everyone, and to retain all funds raised through the staging of the event to remain with local schools, organisations and businesses of Uralla. Please note: Thunderbolts Festival is held in conjunction with but not part of Thunderbolts Rough Stock Bulls and Broncs Rodeo and Oxley Riders Bail Up Poker Run</p> <p>Thunderbolts Festival is in its 18th year and provides an opportunity for schools and community organisations to raise funds by way of providing food and refreshment stalls with good for sale and raffles. The festival also provides a platform for sponsorship, bringing an economic boost for accommodation operators and other small businesses. The festival celebrates many aspects of Uralla including its history, heritage and attractions. The community gain a new and vibrant sense of respect for the place where they live. A place to enjoy, relax, talk to their friends, family. Something for everyone from 0 to 100 yrs old.</p>
4. Based on the 'Defining your role' attachment, please tick the role that best describes your responsibilities in staging this event:	<input checked="" type="checkbox"/> Principal <input type="checkbox"/> Event Organiser <input type="checkbox"/> Event Coordinator <input type="checkbox"/> Production Manager <input type="checkbox"/> Other – Please detail below
5. Please tick if you will be Contracting Out to another company or individual any of the following services: -	<input type="checkbox"/> Event Organiser <input type="checkbox"/> Event Coordinator <input type="checkbox"/> Production Manager
6. Please provide Date(s) and Times of the Event:	Saturday 29 th October, 2016 from 10:30 am till 8:30 pm
7. Name and Address	Thunderbolts Festival Committee c/- Uralla Visitor Information Centre 104 Bridge Street, Uralla.NSW 2358
8. If your event has a website, please provide it's web address:	thunderboltsfestival.com.au
9. What is the venue's licensed capacity?	Alcohol and smoking free vent.
10. What is the estimated attendance for this event?	4000 approx.
If your event is held over more than one day or at more than one venue, please provide estimated attendance for each day at each venue on the first page of this proposal form.	
11. What is the average ticket price?	Nil

12. What is your Expenditure Budget for staging this event?

\$23,700.00 estimated

13. Is this event being staged outdoors? **Please attach a diagram showing how the venue will be setup.**

X Yes No

14. What are the start and finish times of the event?

10:30 am till 8:30 pm

Please attach a risk management plan or safety procedures

Details of the Event - continued

15. How many employees will the insured pay wages to during the event?

None

16. What is the Estimated wages to be paid?

0

17. What will be your Employees activities?

18. How many volunteers will you engage to work on this event?

12 to 15

19. What will be the Voluntary workers activities?

Coordinate the placement of the stage and all activity operators according to the site plan. Co ordinate street parade , put into order before street parade starts, Oversee registration of stall holders and site allocation, Supervise jumping castles, sale of wristbands, conduct hula hoop competition, assist with installation and taking down of small marquees, laying out chairs, placement of wheelie bins, install star pickets and orange safety fencing, marking out stallholder sites, install and remove corflute signs, conduct the Billy Cart Derby, organise cash floats for sale of wristbands and sale of raffle ticket, allocate wristbands for sale, collect chairs and stack, carry out minor clean up of the park, mainly that garbage is in wheelie bins, next day check park for any leftover food scraps and tidy up.

20. Will you be allowing the crowd or members of the public to participate in:-

Crowd Surfing Yes No

Stage Diving Yes No

Moshing Yes No

Your Policy will exclude all claims arising from Crowd Surfing, Stage Diving, Moshing.

21. Does your event involve any other audience participation?

Yes No

If yes, please describe

The Circus acrobatic performance includes a minor section of audience participation.

22. Will your activities involve the use of:

Aircraft / Helicopters Yes No

Motor Vehicles Yes No

Watercraft Yes No

If yes, to any of the above, please describe in what capacity aircraft / vehicles / watercraft will be used: -

Please note that the policy will exclude all claims arising from the above activities other than when being used for transport.

23. Please provide details of Acts that will be performing (if actual performers are not yet confirmed, please advise style of Music and number of acts).

Responsibilities

24. Who will be responsible for crowd security at the event?

Uralla Shire Council , SES and police

Please ensure that all security contractors are licensed and that they carry their own public liability insurance. Security Need to be made responsible for crowd control.

25. How many security guards will be used during the event?

SES 12

26. Will there be any Market Stalls at the event?

X Yes No

a) How many stalls?

45 to 60

b) What type of Products will they be selling? Please attach list

Crafts, plants, toys, bric-a-brac, clothing, jewellery, tools
souvenirs., sand designs, candles , books, gems, leather craft etc.

c) Do you ensure each stallholder has own Liability Insurance?

X Yes No

Responsibilities – continued

27. Will the event proposed for this insurance involve the use of amusement rides and/or devices? Yes No
Do you ensure each operator has his own Liability insurance? Yes No
Will owners/operators of same remain in attendance with ride/device during duration of your event? Yes No
28. Are you responsible for the sale and/or supply of food and drink? Yes No
29. Will Alcohol be sold or supplied during the event? Yes No
30. Are you responsible for the sale and/or supply of alcohol? Yes XNo
31. If yes, do you hold appropriate licenses & RSA qualifications and what measures will be put in place to prevent under age drinking and prompt responsible serving? Yes No
32. Will the event proposed for this insurance, involve the use of fireworks and/or pyrotechnics? Yes No
If yes, do you have a Certificate of Currency and Safety Plan for the qualified pyrotechnician. Please attach a copy. Yes No
33. Will any stage be used during this event? Yes No
34. Does the venue include a permanent stage? Park Bandstand Yes No
35. If temporary staging is being used, please advise:

Please ensure that the persons responsible for the supply and set up of such temporary staging carry their own liability insurance.

a) Height and size of stage:

1 stage H. 17' x 10'

b) Will all artists perform on these stages?

Yes No

If No, Please advise which artists will perform on stage:

Band hired for entertainment only

c) Who will provide and set-up the stage?

High Country Productions portable stage hire

36. Please detail the procedures you will implement to ensure you receive evidence that all service providers carry their own liability Insurance:

Hard copy of Certificate of currency will be requested by email or phone call before the event and are to be kept in a file for any future reference of claims.

You will need to obtain evidence from ALL Service Providers that they carry their own insurance. You will need to keep these certificates for future years in case you receive a claim against you involving one of these service providers. Aon will store copies on your insurance file if required.

Previous History

37. Have you staged a similar event in the past? Yes No

If Yes, please advise details:

Both co organisers have staged this event with a total of over 15 years between them one had been involved since the festivals first year.

38. Have you or any other party to be covered by this insurance, ever experienced any occurrence which could have or has given rise to a claim under this type of insurance? Yes No

If Yes, please advise details:

Declaration and Signature

I / We hereby acknowledge that I / we have complied with the duty of disclosure which is stated above. I / We confirm that the answers and statements in this proposal are correct and that no information has been withheld which may affect your decision to accept this proposal or the terms of the proposed Policy.

SIGNATURE:

Bevelly Stubberfield
Leanne Cooper

DATE:

**Broker:**

Aon Risk Services Australia Limited
 Postal Address & Enquiries care of:
Mr Dominic Cannon
 Service Executive
 Aon Risk Solutions Australia Limited
 GPO Box 65
 Brisbane Qld 4001
 Aon Risk Solutions Australia Limited
 Telephone: (07) 3223 7467
 Facsimile: (07) 3223 7529

Certificate of Currency

Policy Number	AQ R008958 PLB		
Name of Insured	Rotary Club of Uralla		
Type of Insurance	Public and Products Liability		
Cover	QBE will pay in respect of Personal Injury or Property Damage first happening during the Period of Insurance and caused by an Occurrence within the Territorial Limits in connection with Your Business.		
Limit of Liability	Public:	\$50,000,000	any one Occurrence
	Products:	\$50,000,000	any one Occurrence & in the aggregate for all injury or damage occurring during the Period of Insurance.
Territorial Limits	Anywhere in the World but subject to the Terms, Conditions and Exceptions of the Policy		
Period of Insurance	From: 4.00pm on 30 th June 2016 to: 4.00pm on 30 th June 2017		
Special Conditions	Subject to the existing Terms, Conditions and Exceptions of the Policy		

Brisbane this 30th day of June 2016 Signed

QBE INSURANCE (AUSTRALIA) LIMITED
 ABN: 78 003 191 035
 AFS Licence No. 239545



Thunderbolts Festival

29 October 2016

Uralla's Community Event

supported by The Rotary Club of Uralla

ATTACHMENT I



11 November 2016

Uralla Shire Council

To the General Manager, Mayor & Councillors,

Please find following report of Thunderbolts Festival 2016

Thunderbolts Festival is designed to recognise and celebrate the local environment, the organisations and community members who dedicate much of their time in caring for it. The Festival itself has grown and evolved over 18 years and has become the prominent feature on the Uralla local event calendar. This year the event moved into a new era of no longer being under the umbrella of the Uralla Shire Council and now auspiced by the Rotary Club of Uralla. This meant the Committee were supported by Rotary members who gave up their time to assist with erecting gazebos, allocating market stalls and selling wristbands & raffle tickets. It was a much better arrangement which has been hugely appreciated by the Committee and, along with Councils commitment to support the community Festival, will ensure the survival of this vital event.

Thunderbolts Festival 2016 commenced with the Thunderbolt Inn Street Parade at 10:30am. The theme this year was 'All things Gold' and the parade with an impressive display from the Uralla community with over 200 bikes from Oxley Riders and more than 20 Classic Cars. The participating schools were Uralla Central, St Josephs & Rocky River, and there was TG's Childcare, Backtrack Youth Works, Luth the stilt walker and Bernie Kennedy was right in the saddle as Captain Thunderbolt holding up the authentic Cobb & Co horse drawn coach as well as other unsuspecting participants in the parade! The New England Antique Machinery group featured 5 restored tractors and a working machinery display in the park, Uralla Mower Racing Club also had race demonstrations in the park, plus there were fire engines from Kentucky, Diggings and the town brigades.

Mr Adam Marshall MP was introduced by Rotary Member Graeme Carlon and officially opened Thunderbolts Festival, expressing his passion for the event and how thrilled he was to be part of such an exciting and successful long standing community Festival. Backtrack Paws Up group provided the crowd with an inspiring demonstration of dog handling and dog high jump, and Matt Woodrow performed some daring acrobatics & juggling fire lit batons whilst on a table balancing on a rola board.

Live music by Jug Addicts took the stage and kept toes tapping and the crowd of approx 3,500 grooving and smiling to their unique jug music tunes. A vibrant and colourful choice of activities for kids were; bungee trampolines, large & small jumping castles, inflatable giant



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Thunderbolts Festival

29 October 2016

Uralla's Community Event

supported by The Rotary Club of Uralla



slide and the kidz gym – these were all very popular with a line up all day, especially the bungee tramps! 461 wristbands for \$2 were sold and kids accessed all the equipment all day. There was also a hula hoop competition.

The Phoenix Foundry Billycart Derby saw the largest number of entrants in many years, the event has been building since Bev introduced the inter-town challenge with Walcha at their Mountain Festival. There were 20 carts all with their own homemade inspired ideas and 29 entrants (one who even came all the way from Willow Tree!). There was a new format of time trials rather than just straight races, this gave participants many opportunities to run their carts down King Street. Thanks to Foodworks, Subway Uralla, KFC, McDonalds, Hungry Jacks, and the Belgrave Cinema for vouchers, and the Billycart Derby organising team of six - who are experts in coordinating this activity.

The market stalls were down by approx a third due the forecast of rain and this caused a cancellation of a number of stalls with the final number around 31 which still provided an interesting choice of items for sale. The Uralla VIC reported that they arrived with 80 coins which went really quickly, Sand Art and the face painting were both chaotic the whole Festival.

Festival goers with an appetite had an array of food choices from the list below:

- Friends of McMaugh's; tea, coffee, sandwiches & cakes (sold out by 2pm)
- Uralla Central School; pulled pork rolls & BBQ
- St Josephs; BBQ & snow cones
- Rocky River School; homemade treats
- Lions Club; Fairy Floss
- Uralla Junior Rugby League; soft serve ice creams
- Bill & Barb Rumbsy from Barraba; Twisty Chips
- Marilyn Murray from Kootingal; snow cones & candy straps

The Committee prefer not to permit commercial coffee or food stalls at Thunderbolts Festival, our aim is for the local Uralla community and not-for-profit groups to raise as much money as possible at the event and they report this is the single biggest fund raiser each year for these groups. Our focus is also to encourage Festival goers to visit the local Uralla businesses and drive more money back into the Uralla economy. The local supermarket traded late and reported it was well worth it, the butchers and both Pubs were all very pleased with their results from the Festival weekend.



URALLA SHIRE COUNCIL new england mutual
Council Business Paper - 22 November 2016





Thunderbolts Festival

29 October 2016

Uralla's Community Event

supported by The Rotary Club of Uralla



Fireworks by Holy Smoke of Guyra were let off as usual in the car park of the Bowling Club at 8:30pm, a brilliant, colourful display lit up the sky as the finale of the event.

Advertising efforts for an alcohol and smoke free event was respected by all participants and St. John Ambulance reported an incident free event.

In review of the set up for Thunderbolts Festival in Alma Park, the Committee would like to please request Council's consideration be given for an item to be included, being, **the collection and return of 100 chairs from the Memorial Hall**, in the Council provision of non-cash sponsorship up to a maximum of \$5,000 as stated in correspondence dated 19 July, 2016 from Acting General Manager Mr. George Cowan.

This item would become item **(k) the collection and return of 100 chairs from the Memorial Hall** see attached.

Kind regards

Bevely Stubberfield & Leanne Cooper
Thunderbolts Festival co-coordinators



URALLA SHIRE COUNCIL
Council Business Paper - 22 November 2016



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PLAN

The importance of planning for safer celebrations

The importance of planning

This PLAN focuses on issues which can improve the planning and safety of public events.

These include:

- Identification and involvement of key stakeholders
- planning processes
- management of alcohol
- promotion and media strategies
- entertainment considerations
- entry and exit plans
- security systems
- medical care
- crowd control

Although a comprehensive event planning process cannot guarantee a problem-free event, it enhances an event manager's ability to effectively respond to any problems that may occur.

This PLAN provides essential information and a checklist to cover the basic requirements for staging a successful event.

PLAN

The importance of planning for safer celebrations

What are the roles and responsibilities of event managers?

The event manager plays a critical role in the planning, coordination and subsequent success of any event. This is a complex task as it often requires the event managers to assume the role of creative director, human resource manager, operations coordinator, trouble shooter, public relations officer, licensee, accountant, health and safety officer, and master of ceremonies.

With these multiple roles and significant responsibilities, event managers generally need help. Coordination and consultation with key stakeholders is not only advisable but essential if an event is to be safe and successful.

The success of events is often assessed against economic, social, health, and safety measures. The measurements generally include the impact the event has on patrons, event staff, police, emergency services and the community.

If alcohol is sold or available then the behaviour of patrons, in and around an event's licensed or permitted area, becomes the responsibility of the licensee. Penalties under the Liquor Act apply for breaches of the law.

Unruly and disruptive patron behaviour can be an indication of intoxication, which may result in penalties for licensees under the Act. Also, a number of licensees have been successfully sued for failing to demonstrate the necessary duty of care towards their patrons. An event manager may also be liable for an incident resulting from a poorly organised event or irresponsible serving of alcohol.

There is increasing government and community awareness of the legal responsibilities of event managers, specifically in relation to duty of care, negligence and workplace health and safety issues.

Event managers need to be aware of these responsibilities and, as much as possible, ensure that their event management plans account for the health, safety and comfort of event patrons and staff, and minimise any disruption and harm to the community.

PLAN

The importance of planning for safer celebrations

The event management plan

Having an event management plan is not a legal requirement. However it will assist in our planning and ensure that all important aspects of managing an event are accounted for.

Checklist

- Health and safety issues
- Event details
- Security
- Event managers
- First aid and emergency medical
- Description of the event
- Services
- Patron details
- Emergency procedures

General considerations

- Management of alcohol
- Police contact
- Licence conditions
- Liquor Licence
- BYO and non-BYO events
- Public Liability
- Responsible service of alcohol
- Health and safety permits
- Minors
- Beverage options
-

Consultation with key stakeholders

- Beverage containers
- Consultation register
- Trading hours
- Planning meeting
- Alcohol consumption areas
- Briefing - before event
- Debriefing - after event
- Consultation Log

Keeping documents and information

Documents to be kept

Selection of a venue

Site plan

Event promotion and ticketing

Signage

Transport

Noise

Weather

Information centre and communication

Food

Water

Lighting and power

Toilets

Entry and exit details

Waste Management

PLAN 1. Event Detail

Name of the event:	Thunderbolts Festival				
Date of the event:	29 the October. 2016				
Venues:	New England Highway , Library, Porter park and Alma Park				
Addresses	Cnr. Park Street & N E Highway to King Street Alma Park: Cnr.Hill Street and Queen Street Uralla				
Nature of venues	Outdoor Parks and roads	Capacity of Venue: + 4000			
	All outdoor	Capacity of Venue:			
Required set up 28 th and 29 th October	Stallholder mark out sites set up mesh barrier fence pick up marquees Distribute wheelie bins Alma Park	START:	10:30 AM	FINISH:	1:00
Required set up 28 th and 29 th October time (bump in):	Stallholders set up in Alma Park	START:	6:00 am	FINISH:	4:00 pm
	Musicians and Entertainers Equipment providers	Bump in By 10:30	As per scheduled act on program		
	Amusement providers Fireworks	Set up by 11am Set up 4:00 pm		FINISH	4:00 pm 9:00 pm
return to original condition	Equipment providers Stage, chairs, tables, Marquees	Friday 28 th Oct Set up by 8:30 am 29 th Oct		FINISH	1:00pm 4:00pm
	3 hours approx				5:30pm

Event Manager:	George Cowan – Acting General Manager Uralla Shire Council Leanne Cooper Secretary Bev Stubberfield Treasurer		
Organisation:	Thunderbolts Festival Committee – Section 68 Local Government Act 1993 a Committee of Uralla Shire Council		
Address:	32 Salisbury Street Uralla NSW 2358		
Telephone (Work):	N/A 67786300	FAX:	67785073
Telephone (Home):	N/A		
Mobile:			
Contact during the event: COORDINATORS AND OTHER COMMITTEE MEMBERS WILL BE ONSITE AT THE FESTIVAL MAIN MARQUEE			
Telephone:	Uralla Visitors Centre Off Site, will be able to get message to onsite information stand. and there will be a pop up Visitor Information Marquee in the markets area on the day. 6778 6420		
Mobile: Festival Coordinators	Bev Stubberfield 0419 607 251 Leanne Cooper 0488 559 928		

PLAN

1. Event Detail

Description of the event : Thunderbolts Festival is held annually and is Uralla's community event which provides a day out in Uralla for all to enjoy.

Thunderbolts Festival is held in conjunction with , but not part of Oxley Riders who will conduct the 'Bail Up Poker Run' and raise funds for charities. This year there is a major raffle, of which all proceeds will go to McMaugh Aged Care Centre in Uralla and other smaller organisations in Uralla.

Event logos



Describe the event (what's the main attraction or purpose of the event?):Please see attached.

List of details of planned entertainment for 2016: Please see attached draft program.

PLAN

2. General Considerations

Police contact

Name:	Andrew Poulter or according to the roster.
Station:	Uralla Police Station
Local Area Commands	Armidale
Telephone/ Mobile:	67784400

Liquor licence

Will alcohol be available at the event?

- Yes- alcohol will be sold at Thunderbolt Inn and Coachwood & Cedar Hotel who will observe RSA obligations

Will an application be lodged with the Liquor Licensing Court?

- No

Public liability

Have you investigated public liability and duty of care issues and obtained appropriate insurance? Yes

Also wet weather cancellation insurance is under investigation with One Underwriting

Uralla Shire Council are the owners of the public lands, the organising committee is under Section 68 Local Government Act 1993.

- Markets Stall holders must have own public liability and provide hard copy of same to committee.
- All amusement providers have own public liability and duty of care insurance and provide hard copy to committee.
- The Festival is to be advertised as an Alcohol and smoke free event and to investigate a designated smoking area away from the crowd with provision for extinguishing cigarettes.
- All equipment providers have own public liability and provide copy of same to committee.
- Thunderbolts Festival Committee holds evidence of current insurance certificates from amusement ride operators for 2016 event on file and are available on request
- Thunderbolts Festival Committee to hold certificate of currency public Liability insurance from The Rotary Club of Uralla Insurers.

Last years event was held successfully with no reported incidents.

Health and safety permits

What are the health and safety permits required by the local council?

Has a permit been granted to use the venue?

Yes:

List any other permits required or obtained for this event:

PLAN 4. Consultation with Stakeholders

Consultation with key stakeholders

List the names of individuals and organisations you have consulted with in planning for this event

<p>George Cowan Uralla Shire Council , Outdoor staff of Uralla Shire Council, The Rotary Club of Uralla, Joanne Fletcher Uralla Neighbourhood Centre, , St. Josephs Primary School, Julie Myhill, Uralla Central School, Ann Miller Rocky River Primary School, Judy Uralla Library, Petra- Oxley Riders, Therese Press – SES Uralla, Michael Batt& Carol Barnden The Rotary Club of Uralla, Isabel Strutt & Eric Steadman, Uralla Lions Club, Steve Mepham, High Country Productions, Hunter Valley Amusements, Travealy Horse & carriage rides, Anthony Koppman from Holy Smoke Fireworks, attended Oxley Riders Inc. and Thunderbolts Rodeo Association meetings for the purpose of co ordination of events and advertising. Wayne Howard from Neal Howards Electrical</p>	
<p>Luise , Uralla Visitors Centre, Jon Izzard,Regional Australia Bank, Jobs Australia, Phoenix Foundry, Bushranger Motor Inn, Thunderbolt Inn, Coachwood & Cedar Hotel, , NTP Real Estate, David Backen, Print New England, Nikki Cooper, Niknee designs, Steve, AOK signs, Nick Christian Thunderbolt Inn Hotel, Dave Mailler , Thunderbolts Rodeo Committee Inc.</p>	
<p>Cobwebs Antiques & Collectables, SES, St. John Ambulance, Fleet Helicopters, Cheryl Nolan, Brian Weis, NE Antique & Machinery Club, Caroline Sevil Uralla Pharmacy, Adrienne,The Sweet Shop, Rachel Doran,Alternate Root Café, Fran Welbourne,Michael’s café, Russ & Teresa French,Thunder Graphics, Therese Witherdin, Uralla Hardware, Donna Tuck in Take Away, Uralla Bowling Club, Mathew Paul Hobbs, Daphne Fields, Peter Kelly,</p>	

- Refuse containers
- Public telephones –

Copy of site plan attached here to be photocopied and circulated to all stakeholders

PLAN

Event promotion and ticketing

What is the focus or purpose of the event?

FAMILY MUSICAL ENTERTAINMENT To provide annually a Day out in Uralla for the community

Stall holders

Various other stalls to be advised..all public liability documents to be sited before stall erected.

Volunteers

Leanne Cooper, Bruce Stubberfield, Julie Myhill, Matt Myhill, Narelle Solomons, Carol Barnden, Bev Stubberfield, Cheryl Nolan, Paul Hobbs, Max Schaeffer, Paul Hobbs, Jim Winters, Ron Styles. Dave Redding.

How is this event to be promoted?

Media releases, local newspapers, advertorial with Focos magazine, Northern Daily Leader, Uralla Shire Council Newsletter, Banners in main street, posters, programs, website, 2AD radio and facebook.

Does the event promotion and publicity reinforce messages about safe drinking practices?

- All alcohol will be consumed at licensed premises.

Have you considered including any of the following messages in promotional and publicity material? (Tick all messages to be included)

- Don't drink and drive
- Organise a designated driver
- Water available at bubbler
- Look out for your friends, mates and family
- 'Wet' and 'dry' areas are both available
- Go to a 'chill-out' or rest area for help
- Food or snacks will be available

Transport

No public transport available patrons have own transport.

After event

- Availability of hotel rooms tent sites where patrons choose not to use above option
 - o NO

Provide details of parking available at the venue: Parking will be available down the main street and in local side streets. There is limited parking available for stall holder only in Alma Park.

Contingency plan for:

Cancellation:

- All stakeholders are to be contacted by mail if cancellation is made more than a week before the event to be held in the case of bad weather all stakeholders are to be contacted by telephone if phone number is provided

Delayed finish:

- There may be a delayed finish as bands may want to play on if patrons are still enjoying the venue. Music will be turned off at 12 PM in alignment with EPA NSW Legislation
- If trade is still continuing at market stalls and a request is made to stay on then providing organisers are agreeable then there should be no problem however extension to this will be no later than midnight

Noise

- List the provisions you have made to minimise and monitor the level of noise
- Music will be turned off at 12 PM in alignment with EPA NSW Legislation music will be run at no more than 95dB and will be measured at regular intervals during the day

Weather

- In the event of rain the on stage entertainment will be moved to either of the Hotels, Markets can re locate to Uralla Bowling Club and under awnings of shops in main street, street parade and all activities would be cancelled, Fireworks can continue, evening entertainment would continue as it is all indoors.

Information centre and communication An information centre will be clearly identified and available to patrons at the event by way of a rainproof marquee which is clearly labelled, patrons will be able to have announcements made for them ie for lost property, children etc via the hands free PA system.

PLAN

Outline the systems and technologies that event staff, police, security and emergency service personnel will use to communicate with each other.

What systems and technologies will be in place for communicating with patrons?

Mobile phones and announcements over PA System Wireless microphone.

Food

What types of food will be available (eg. fast food, snacks, meals)

- Friends of McMaugh's; tea, coffee, sandwiches & cakes (sold out by 2pm)
- Uralla Central School; pulled pork rolls & BBQ Bacon Egg Rolls
- St Joseph's; BBQ & snow cones , sausages, steak & coleslaw
- Rocky River School; homemade treats, baked cup cakes
- Lions Club; Fairy Floss
- Uralla Junior Rugby League; soft serve ice creams
- Bill & Barb Rumsby from Barraba; Twisty Chips
- Marilyn Murray from Kootingal; snow cones & candy straps

Water

Is drinking water (free of charge) available to all patrons attending the event?

- Yes free drinking water at taps in Alma Park or at St. John Ambulance

Lighting and power

Has certification for lighting and power been obtained through the local authority?

As power is from Uralla Shire Council sources then there is no need for certification as this would already be the case

Toilets

Toilets should be cleaned and checked at regular intervals during the day by nominated officer there are public toilets in the parks. An emergency contact person will be on call.

Location	Male Toilets	Female Toilets		Disabled
Alma Park, Visitor Information Centre	2 1 plus urinal	Alma Park	2 2	Alma Park1 Library 1 VIC 1
Uralla Library Salisbury Street	1 2	Unisex/Baby Change	1 2	Salisbury Street 2
Hire of portable toilet will be located at top of King Street, Male/Female	1			
	7		7	5
Total	19			

Entry and exit details

- Complete the checklist to ensure that entrance and exit arrangements:
- Provide access for emergency services
- Have access for wheelchairs
- Separate walking and vehicular traffic
- Keep entries clear of all other activities
- Ensure barriers are suitable and sufficient

Waste Disposal

Is there council requirement for the disposal of rubbish, including rubbish which can be recycled?

- Yes, bins must be clearly marked as per Uralla Shire Councils requirements and all rubbish to be cleared and delivered to the tip and emptied at regular intervals during the day.

Safety Issues

Billycart Derby: Entry forms include risk clause, all participants require helmet, knee pads and all carts are scrutineered for brakes and no propelling, all push start.

Crowd Management:

Crowd management: SES volunteers and orange fencing barriers will be in place during Street Parade also directional signs will be in place for exit and entry point to roads that lead to Alma Park on Friday 28th October 2016 SES volunteers will manage traffic all day during the event.

All roads leading to Alma Park will be closed according to Traffic Plan lodged with Uralla Shire Council. Copy of Traffic Management Plan to be on site, or an electronic version.

PLAN

Health

First aid and emergency medical supplies
Who is supplying the first aid service?

St. John Ambulance

PLAN

Alcohol

Management of alcohol Permit conditions

What arrangements have been made to notify the bar staff of the standard and other conditions of the liquor licence?

All bar Hotel bar staff will ensure RSA according to the management of service by their employers.



REPORT TO COUNCIL

Department:	Governance and Information Community and Culture
Submitted by:	<i>Rechelle Leahy</i>
Reference:	Item 7
Subject:	Code of Conduct – Complain Statistics Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.2	<i>Provide advice and direction in corporate governance.</i>
Strategy:	4.2.7	<i>Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.</i>
Action:	4.2.7.3	<i>Ensure compliance with regulatory and statutory requirements.</i>

SUMMARY:

Under the Model Code of Conduct Procedures, Council's complaints coordinator must report annually on a range of complaint statistics to their council and to the Office of Local Government within 3 months of the end of September.

OFFICER'S RECOMMENDATION:

That:

- (1) Council note this report to be submitted within the statutory time frame as required to the Office of Local Government before 30 November 2016;**

BACKGROUND:

The Model Code of Conduct Procedures under Part 8 – Maintaining the Integrity of this Code at clause 8.11 states that: *'You must report breaches of this code in accordance with the reporting requirements under this code.'* Section 440 and 440AA of the *Local Government Act 1993* further supports this requirement.

REPORT:

The collection form was forwarded to all General Managers for completion by the complaints coordinator.

The collection form is to be returned electronically to the Office of Local Government before 30 November 2016. The Office of Local Government intends to publish this data.

KEY ISSUES:

This report is part of the mandatory statutory reporting requirements placed on Council through the *Local Government Act 1993* and related regulations and policies. Uralla Shire Council is currently up to date with all Statutory reporting requirements.

CONCLUSION:

The report will be forwarded to the Office of Local Government once the resolution is passed by Council.

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

N/A

2. Policy and Regulation

Local Government Act 1993

Code of Conduct – Local Government

Procedures for Administration of the Model Code of Conduct for Local Councils in NSW – March 2013

3. Financial (LTFP)

N/A

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

N/A

8. Project Management

N/A

Name: Andrew Hopkins

Position: General Manager

Prepared by staff member:

Rechelle Leahy

Approved/Reviewed by Manager:

Andrew Hopkins

Department:

Governance and Information | Community and Culture

Attachments:

K. Complaints Statistic Report

Model Code of Conduct Complaints Statistics Uralla Shire Council

Number of Complaints

1 a	The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct	1
b	The total number of complaints finalised in the period about councillors and the GM under the code of conduct	1

Overview of Complaints and Cost

2 a	The number of complaints finalised at the outset by alternative means by the GM or Mayor	0
b	The number of complaints referred to the Office of Local Government under a special complaints management arrangement	0
c	The number of code of conduct complaints referred to a conduct reviewer	1
d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	0
e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
f	The number of finalised code of conduct complaints investigated by a conduct reviewer	1
g	The number of finalised code of conduct complaints investigated by a conduct review committee	0
h	The number of finalised complaints investigated where there was found to be no breach	0
i	The number of finalised complaints investigated where there was found to be a breach	1
j	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	1
k	The number of complaints being investigated that are not yet finalised	0
l	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	49,592

Preliminary Assessment Statistics

3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action	0
b	To resolve the complaint by alternative and appropriate strategies	0
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies	0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	1
e	To investigate the matter	1
f	To recommend that the complaints coordinator convene a conduct review committee to investigate the matter	0

Investigation Statistics

4	The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made:	
a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education	0
5	The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:	
a	That the council revise any of its policies or procedures	0
b	That the subject person undertake any training or other education relevant to the conduct giving rise to the breach	0
c	That the subject person be counselled for their conduct	0
d	That the subject person apologise to any person or organisation affected by the breach	1
e	That findings of inappropriate conduct be made public	1
f	In the case of a breach by the GM, that action be taken under the GM's contract for the breach	0
g	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993	1
h	In the case of a breach by a councillor, that the matter be referred to the Office for further action	1
6	Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures	0

Categories of misconduct

7 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:

a General conduct (Part 3)

1

b Conflict of interest (Part 4)

1

c Personal benefit (Part 5)

1

d Relationship between council officials (Part 6)

1

e Access to information and resources (Part 7)

1

Outcome of determinations

8 The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation

0

9 The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office

0

11. ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director of Infrastructure & Regulation
Reference:	Item 8
Subject:	Development Approvals and Refusals for October 2016

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
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 following details the development approvals issued by Council and by private certification for October 2016 for the entire local government area. A listing of development applications outstanding with a status as at the end of October 2016 has also been provided.

For information purposes a summary of the development values is provided from January 2006 until the end of October 2016. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2001 until the end of October 2016 is provided.

The number of applications lapsing in April 2017 is also listed for information purposes.

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for October 2016.

REPORT:**Development Applications****Approvals:**

Development Application Number	Applicant	Property	Development
DA-49-2016	Mr P & Mrs Iskov	41 Dawkins Street, Bundarra	Conversion of Studio to Tourist Accommodation & Enclosed Entertainment Area
DA-50-2016	Boresch Project Services	Lot 1 DP 109536 Arding Road, Arding	Stockpiling, Processing & Direct Application of Waste Material to Land
DA-60-2016	Dr A Warr	62 Hill Street, Uralla	Additions to Existing Dwelling
Monthly Estimated Value of Approvals: \$238,000.00			

Refusals: Nil

DAs Withdrawn: Nil

Comparison to October 2015:

October 2015:	\$1,724,745.00	October 2016:	\$238,000.00
Year to date: (Calendar Year)	\$5,911,528.00	Year to date: (Calendar Year)	\$3,469,189.00

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-46-2016	Mr G & Mrs E Gates	1577 Bundarra Road, Invergowrie	Dwelling Additions	Awaiting Applicant
DA-54-2016	Mr M & Mrs K Doran	46-48 Maitland Street, Uralla	Staged – Boundary Adjustment, 6 Units & Strata Title	Under Assessment
DA-55-2016	New England Architectural Studio	40 Bridge Street, Uralla	Staged – Commercial Building and 4 Short Term Accommodation Units	Under Assessment
DA-57-2016	Mr J Layton	17 Souter Street, Bundarra	Shed Extension & Alfresco Area	Awaiting Applicant
DA-58-2016	Mrs J Byrne	1 Bligh Avenue, Uralla	Staged – Conversion of Shed to Dwelling, Shed & Strata Title	Under Notification
DA-59-2016	New England Surveying & Engineering	183 Linfield Road, Mihi	Boundary Adjustment	Awaiting RFS
DA-61-2016	Mr J & Mrs J Philpot	11 Bridge Street, Uralla	Unisex Toilet	Under Assessment
Total: 7				

Construction Certificates

Approved: Nil

Application Number	Applicant	Property	Construction
CC-49-2016	Mr P & Mrs Iskov	41 Dawkins Street, Bundarra	Conversion of Studio to Tourist Accommodation & Enclosed Entertainment Area

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-56-2016	Mr C & Mrs K Crapp	10 Bullens Road, Rocky River	Shed

Total Monthly Estimated Value of Construction Certificate Approvals: \$74,950.00

Complying Development Certificate Applications

Approvals: Nil

Refusals: Nil

Withdrawal: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-20-2016	Mr G & Mrs R Mackaway	4 Dumaresq Street, Uralla	Kitchen Extension
CDC-23-2016	Mr S & Mr J Voigt	43 Macleay Way, Saumarez Ponds	4 Bay Shed

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$101,000.00

Comparison to October 2015:

October 2015:	\$89,700.00	October 2016:	\$101,000.00
Year to date: (Calendar Year)	\$2,091,867.00	Year to date: (Calendar Year)	\$1,093,950.00

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	50,030	7,393,239	1,762,294
2009	9,290,046	72,016	5,749,162	3,540,884
2010	10,586,972	86,073	5,958,887	4,628,085
2011	6,584,483	53,101	3,449,607	3,134,876
2012	11,390,780	102,620	6,158,718	5,232,062
2013	9,259,318	91,676	4,678,720	4,580,598
2014	8,246,689	70,485	5,657,845	2,588,844
2015	9,137,065	92,294	6,980,198	2,156,867
2016	4,563,139	84,503	3,469,189	1,093,950

2016 to date

Financial Year Development Values

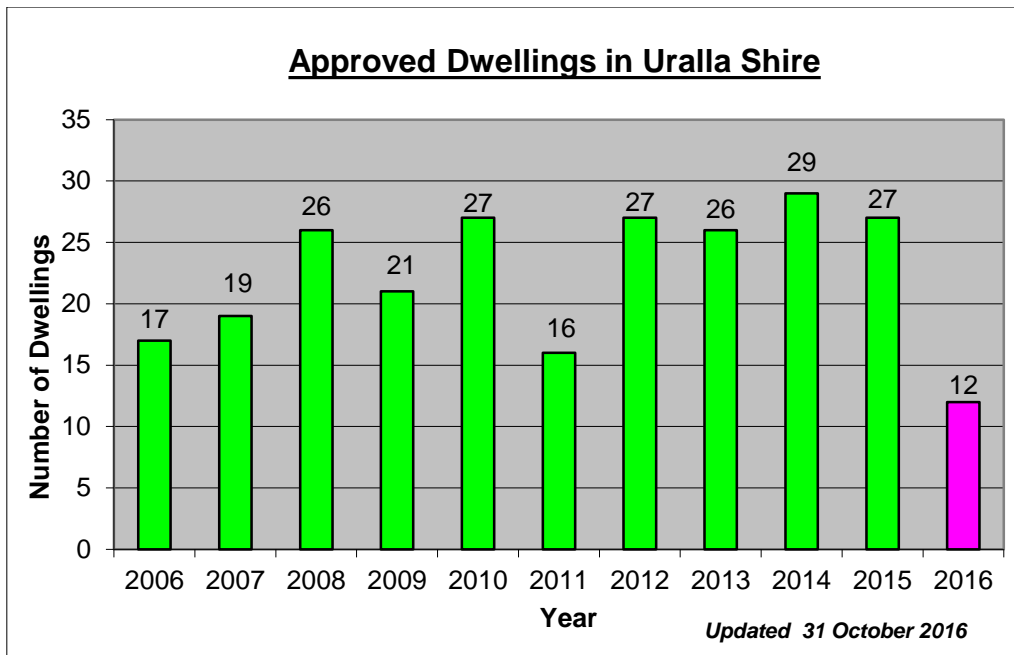
Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2005-2006	6,090,640	39,808	6,090,640	-
2006-2007	6,302,833	38,668	6,302,833	-
2007-2008	8,128,806	52,444	8,128,806	-
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	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	7,560,263	76,366	6,393,433	1,166,830
2016-2017	1,747,203	49,920	1,205,016	542,187

2016-2017 to date

Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during April 2017. In April 2012 seven (7) applications were approved, with two (2) application identified as possibly not commencing as at the end of October 2016.

Approved Dwellings 2006-2016



KEY ISSUES:

- *Development Applications approved by Council for October 2016 – 3*
- *Development Applications refused by Council for October 2016 – 0*
- *Development Applications withdrawn by Applicant for October 2016 – 0*
- *Outstanding Development Applications as at 31 October 2016 – 7*
- *Construction Certificates approved by Council for October 2016 – 1*
- *Construction Certificates refused by Council for October 2016 – 0*
- *Construction Certificates issued by private certification for October 2016 – 1*
- *Complying Development Applications approved by Council for October 2016 – 0*
- *Complying Development Applications refused by Council for October 2016 – 0*
- *Complying Development Applications issued by private certification – 2*
- *Total Development Value for 2016 as at 31 October 2016 – \$4,563,139*
- *Average Development Value for 2016 as at 31 October 2016 – \$84,503*
- *Development Application Value for 2016 as at 31 October 2016 – \$3,469,189*
- *Complying Development Application Value for 2016 as at 31 October 2016 – \$1,093,950*
- *Applications lapsing in October 2016 that may not have commenced – 2*
- *Approved dwellings as at 31 October 2016 – 12*

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
The Development Approvals and Refusals for October will be placed in the next available newsletter and uploaded to the Uralla Shire Council website.
- 2. Policy and Regulation**
Environmental Planning & Assessment Act, 1979.
Environmental Planning & Assessment Regulations, 2000.
- 3. Financial (LTFP)**
Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

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

Department:	Infrastructure & Regulation
Submitted by:	Interim Director Infrastructure & Regulation
Reference:	Item 9
Subject:	Works Progress & Planning Report as at 31 October 2016

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 and works being undertaken in the current month, together with the year’s Capital Works Program.

OFFICER’S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during October 2016, and works programmed for November 2016.

BACKGROUND:

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

REPORT:

A. Works Undertaken in September 2016

1. **Main Road Maintenance**

MR73 Thunderbolts Way North and South	Shoulders, in town at Kentucky
MR124 Bundarra Road	Patching, Guide posts
MR132 South of Hillview Road	Ongoing maintenance

2. **Sealed Roads Maintenance**

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

	Sealed Rural Roads	Patching
3.	Unsealed Roads Maintenance Grading	
	Primrose Hill Road	Graded
	Panseyfield Road	Graded
	Yellowbox Drive	Graded
	Mount Mitchell Road	Graded
	Wallinga Road	Graded
	Bakers Creek Road	Graded
	Budumba Road	Graded
	Kalinda Road	Graded
	Tulong Road	Graded
	Barloo Road	Graded
	Malapatinti Road	Graded
	Adina Road	Graded
	Lentara Road	Graded
	Kooda Road	Graded
	Kareela Road	Graded
4.	Construction Crew	
	MR73 Thunderbolts Way	Continue construction north of Bundarra Sports Ground
5.	Bridge / Sign Crew	
	Uralla	Kerb and gutter Fitzroy Street and Wilkens Street.
6.	Town Area	
	Uralla	Cycleway construction in Maitland Street Maintenance and signs, mowing and weed spraying as necessary.

B. Works to be continued/undertaken in October 2016

1.	Main Road Maintenance	
	Bitumen patching	
	Guide posting	
	Sign maintenance	
2.	Sealed Roads Maintenance	
	Bitumen patching	
	Guide posting	
3.	Unsealed Roads Maintenance	
	Uralla Area	Grade
	Kentucky Area	Grade
	Arding Area	Grade
	Woodlands	Grade
	Gwydir Park	Grade
	Bingara	Grade
	Barraba	Grade
4.	Bridge/Sign Crew	
	Uralla	Complete Kerb and Gutter Construction Fitzroy and Wilkens Streets.

	Bridges	Complete path Maitland Street Maintenance
5.	Construction MR73 Thunderbolts Way	Finalise rehabilitation works north of Bundarra. Continue rehabilitation works Uralla Lookout Road section.
6.	Town Area Routine maintenance	

C. Capital Works

Attached is the Schedule of Capital Works contained in the 2016/17 Operational Plan.

KEY ISSUES:

NIL

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Nil
3. **Financial (LTFP)**
In accordance with budget
4. **Asset Management (AMS)**
In accordance with draft 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: Overseer
 Approved/Reviewed by Manager: Acting Director Infrastructure & Regulation
 Department: Infrastructure & Regulation
 Attachments: L. Capital Works Progress

**CAPITAL WORKS PROGRAM
MONTHLY PROGRESS REPORT
As at 31 October 2016**

Project Name	Budget	Budgeted Grant Income	Grant Income Received	Actual Exp to date	Variation	Status	Commentary
Infrastructure & Regulation							
<i>I&R Management</i>							
Plant replacement program	700,000			146,890		6%	Purchase of roller, backhoe, truck and water truck. Plant delivered.
Works Depot	-						
<i>Works & Civil</i>							
Stormwater drainage	11,921			Nil			
<i>Bridges - Local</i>							
Abington Creek Bridge Project	1,410,000	1,410,000		1,186,504		98%	Demolition of old bridge completed. Removal of old road and side track complete, with site rehabilitation underway.
Mihi Bridge - R2R	520,000			14,049		5%	Design complete. Specifications and tender documents being prepared. Expected that tenders will be called in late 2016.
Munsies Bridge - R2R	800,000			14,294		5%	Design complete. Specifications and tender documents being prepared. Expected that tenders will be called in October 2016.
Funded in 2015/16	-	545,816					
MR 73 Thunderbolts Way - Northof Bundarra		344,750		440,827		100%	Work now complete
MR 73 Thunderbolts Way - 60/80 speed zone		Nil		33,979		10%	Work commenced
MR 73 Thunderbolts Way - Lookout Road				Nil			
<i>Bridges - Regional</i>							
<i>Footpaths</i>							
Post office path & footpath renewal program	36,726			Nil		0%	Planned for October 2016
Kerb & Gutter	39,700			18,547		40%	Works proceeding in Fitzroy and Wilkens Streets.
Local Urban Streets including Urban Facilities & Bus Shelters	45,000			Nil			
<i>Regional Rural Sealed Roads</i>							
Sealed road reseal program	240,344			-	Approx	0%	Schedule being undertaken for February 2017.
Rehabilitation Bundarra Road - Rocklea Road	352,000					0%	Planned for March 2017
Bundarra Road curve improvement - Blackspot Rocklea Road	83,496					0%	Planned for March 2017
Regional Rural Unsealed Roads - Regravel	18,144			Nil			

Uralla Shire Council

CAPITAL WORKS PROGRAM MONTHLY PROGRESS REPORT As at 31 October 2016

Project Name	Budget	Budgeted Grant Income	Grant Income Received	Actual Exp to date	Variation	Status	Commentary
<i>Sealed Rural Roads</i>							
Bingara Road - 2km seal section - R2R	420,000			16,944		10%	Commenced
Jacksons Road - 640 Metre seal	150,000			Nil			Planned for June 2017
Saumarez War Service Road - 350 metre seal	150,000			Nil			2017/2018
Reseal program	380,000			Nil			Planned for February 2017
Carried over to 2018	- 242,064						
	857,936						
Unsealed Rural Roads	375,731						
<i>Bike Track</i>							
Bike track extension Maitland Street	58,000			11,076		20%	Commenced October 2016
<i>Facilities & Open Space</i>							
Halls & Community Centres Refurbishment	15,000			Nil			
Council Administration Building Refurbishment	15,000			Nil			
Caravan Parks & Camping Grounds - Purchase land	35,000			Nil			Land purchased from DPI re road closure & permissive occupancy land (between \$20K and \$50K)
Uralla Sporting Complex - change rooms and amenities	131,800	131,800	57,400	9,063		10%	Estimate based on design \$280K. Design readdressed and application for grant submitted.
Uralla Sporting Complex - hard courts	70,000	25,000		65,978		80%	Works to resurface courts complete. Marking to be finalised following receipt of advice from users.
<i>Planning & Regulation</i>							
Town Planning Office	-						
<i>Waste</i>							
Waste Collection	-			16,743		20%	Fencing
Waste Disposal Site - Baler	350,000						Specification prepared and quotes sought. Baler ordered - cost \$120,000, delivery due December.
<i>Environmental Management</i>							
Solar panels	47,226			2,000			Quotes called and assessed; decision made for preferred supplier. Installation in December.
<i>Water</i>							
Upgrade electrical/mechanical - Uralla	170,000			Nil			
Upgrade electrical/mechanical - Bundarra	60,000			Nil			

Uralla Shire Council

CAPITAL WORKS PROGRAM
MONTHLY PROGRESS REPORT
As at 31 October 2016

Project Name	Budget	Budgeted Grant Income	Grant Income Received	Actual Exp to date	Variation	Status	Commentary
<i>Sewer</i>							
Upgrade electrical/mechanical	105,000			Nil			
Community Services							
<i>Community Development</i>							
Visitor Information Centre Relocation Project	180,000			20,225		5%	Detailed costing prepared. Council workshop held. Community survey to be undertaken.
<i>McMaugh Gardens</i>							
IT upgrades	30,000			Nil			
Furniture fittings & equipment	Nil			43,427			
<i>Property</i>							
Grace Munro							
Fire sprinkler upgrade	150,000			149,058		100%	Sprinkler system upgrade designed and tendered. Tender accepted by council on 25 July 2016. Work completed October 2016. Other minor works proceeded jointly with sprinkler upgrade.
McMaugh Gardens							
Fire sprinkler upgrade	169,632			194,028		100%	Sprinkler system upgrade complete. System tested satisfactorily and certification issued. Department of Planning informed. Occupation certificate issued.
	<u>6,876,590</u>						

Department:	Infrastructure & Regulation
Submitted by:	Acting Director Infrastructure & Regulation
Reference:	Item 10
Subject:	Green Waste Processing

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	3.3	Reuse, recycle and reduce wastage
Strategy:	3.3.1	Promoting recycling, reusing and providing regular and efficient waste and recycling services
Action:	3.3.1.2	Provide waste collection services in an efficient and effective manner

SUMMARY:

The purpose of this report is to advise council of the action taken by Northern Inland Regional Waste (NIRW) in calling tenders for the provision of green waste processing at each of Council's waste facilities or transfer stations. NIRW evaluated the tenders received and a Confidential Report covering the tender process and outcome will be forwarded to Councillors under separate cover.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Accept the offer from Davis Earthmoving and Contracting for the RFT for Green Waste Processing as contained in the report from NIRW;**
- 2. The General Manager be authorised to proceed and sign the necessary documentation.**

BACKGROUND:

Council is a member of the NIRW group. The group is mostly funded by the EPA and prepares strategies and undertakes joint action on behalf of the group. One such agreed action was to tender for a comprehensive Green Waste Processing Service for the group.

REPORT:

Council is a member of the NIRW group. The group consists of twelve councils. The group has adopted a Regional Waste Strategy as follows:

'The Regional Waste Strategy sets out a framework for NIRW member Councils to consider opportunities based on four key objectives in achieving this vision through a Regional Waste Strategy:

1. *Progressive, affordable improvement of waste avoidance and resource recovery outcomes, based on community support and developing local enterprise and employment.*
2. *Productive collaboration between NIRW and member Councils to tackle whole-of region waste management and resource recovery issues and deliver regional programs for sustainable waste management.*
3. *Development of cost-effective opportunities for joint regional delivery of waste infrastructure and services – particularly where potential exists for co-funding grants available through the NSW Waste Less, Recycle More initiative.*
4. *For NIRW to provide a single, influential regional voice in response to State and Federal waste policy initiative and opportunities.'*

As an action to pursue the strategy, NIRW resolved to invite tenders for the processing of green waste through a single Local Government Procurement Contract. Tenders were called in June 2016. The objectives of the proposed contract are:

- Maximise diversion of waste from landfill through resource recovery;
- Protection of the environment;
- Provide efficient green waste processing services to the Councils;
- Reduce costs to the Councils through the regional coordination of service contrasts;
- Provide a means to accessing resource recovery services for the entire regional community.

Uralla receives approximately 1,700 cubic metres of green waste per annum and has to date processed the waste through our individual contractor. The total cost in 2015/16 was \$20,203 with income from the sale of the processed material (mulch) being \$4,720 (being only the proceeds of sale at Council's Administration Building. It is estimated that a further \$5,000 is collected at the Waste Site but the income is not split up into categories at this time).

The Regional contract provides opportunities for a coordinated approach, competitive pricing, quality assurance, continuity of service, and value for money.

It is concluded, based on the report from NIRW, that the contract should be approved by Council for immediate implementation.

KEY ISSUES (Optional):

- Regional cooperation
- Financial competitiveness
- Better guarantee of services

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Environmental protection and avoids landfill of green waste
3. **Financial (LTFP)**
Reduces the cost of processing material and provides income
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:

Acting Director Infrastructure & Regulation

Approved/Reviewed by Manager:

Acting Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

M. (Confidential Attachment) – NIRW Tender Recommendation Report – Green Waste Processing – 2 August 2016 (provided under separate cover)

Department:	Infrastructure & Regulation
Submitted by:	Acting Director Infrastructure & Regulation
Reference:	Item 11
Subject:	Heritage Advisory Services Summary – November 2016

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	3.1	To preserve, protect and renew our beautiful natural environment
Strategy:	3.1.3	Protect the shires historic buildings and sites, recognising their value to the community
Action:	3.1.3.1	Administer a Heritage Advisory Service and Local Heritage Assistance Fund

SUMMARY:

This report summarises the consultations undertaken by Council's Heritage Advisor, Mr Mitch McKay, of his monthly visit undertaken for November on 8 November 2016. His next visit will be 6 December 2016.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary dated 8 November 2016 be received and noted by Council.

BACKGROUND:

The Heritage Advisory Services Summary is provided to Council for information purposes each month. The Heritage Advisor's services are offered free to all residents of Uralla Shire so as to facilitate discussion of heritage conservation within the Shire.

REPORT:

A summary of the Heritage Advisor's November 2016 visit is as follows:

Item 1: 48 Bridge Street (also known as 19 Hill Street), Uralla

Met with owners on site to discuss proposed works to the shed which fronts Hill Street.

Item 2: 130 Bridge Street, Uralla

Met with owners on site to discuss the availability of grant funding from the Local Heritage Fund.

Item 3: St Joseph's School - 1 Maitland Street and 14 Bridge St, Uralla

Met with the office manager to discuss the availability of grant funding from the Local Heritage Fund.

Item 4: 40 Bridge Street, Uralla (DA-55-2016)

Assessed heritage aspects of a Development Application for 40 Bridge Street for a commercial building and 4 short stay accommodation units.

Item 5: 'Allaru House' - 1 Rowan Avenue, Uralla

Met with owner on site to discuss the availability of grant funding from the Local Heritage Fund.

Item 6: Central Chambers - 51–53 Bridge Street, Uralla

Met with the tenant, at the request of the owner to discuss the availability of grant funding from Local Heritage Fund.

Item 7: St John's Anglican Rectory – 75 Bridge Street also known as 12 Park Street, Uralla

Met with Anglican Parish representative to discuss the availability of grant funding from the Local Heritage Fund.

KEY ISSUES: Nil

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

A free heritage service is offered to community to improve and promote heritage.

2. Policy and Regulation: Nil

3. Financial (LTFP): Nil

4. Asset Management (AMS): Nil

5. Workforce (WMS): Nil

6. Legal and Risk Management: Nil

7. Performance Measures: Nil

8. Project Management: Nil

Prepared by staff member:

Manager of Planning & Regulation

TRIM Reference Number:

U12/6769

Approved/Reviewed by Manager:

Acting Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Acting Director Infrastructure & Regulation
Reference:	Item 12
Subject:	Heritage Advisory Services Summary – Overview

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	3.1	To preserve, protect and renew our beautiful natural environment
Strategy:	3.1.3	Protect the shires historic buildings and sites, recognising their value to the community
Action:	3.1.3.1	Administer a Heritage Advisory Service and Local Heritage Assistance Fund

SUMMARY:

This report provides an overview of the heritage services provided by Uralla Shire Council. The heritage services are targeted at implementing Strategy 3.1.3 of the Uralla Shire Community Strategic Plan 2015-2025 and Action 3.1.3.1 of the Uralla Shire Delivery Plan 2017.

OFFICER'S RECOMMENDATION:

That the report providing an overview of the heritage services provided by Uralla Shire Council be noted and that the Mayor, Heritage Advisor and Manager Town Planning and Regulation be authorised to assess and determine grant applications from the Local Heritage Fund.

BACKGROUND:

Council implements three programs that aim to protect the Shire's historic buildings and sites. These programs include a Heritage Advisory Service, a Local Heritage Fund and strategic land use planning activities.

REPORT:

The following provides a summary of each program area aimed at protecting and enhancing historic buildings and sites within the shire.

Heritage Advisory Service

A free heritage service is offered to the community on a one-day-a month basis. Council has appointed a Heritage Advisory, Mitch McKay, to provide the following services to Council and the community:

- Provide recommendations regarding heritage matters relevant to development applications;

- Undertake site inspections and provide free advice to owners of heritage items or land within the heritage conservation area;
- Provide Council and the local community with access to heritage focussed education, management and promotion; and
- Work with Council staff and management to develop and implement a heritage policy and heritage strategy.

For the financial year 2016/17, Council has been granted \$6,500 from the NSW Office of Environment & Heritage to provide a heritage advisory service. This grant requires a Council contribution of \$13,000 to be dedicated to this activity.

Local Heritage Fund

For the financial year 2016/17, Council have commenced the implementation of a local heritage fund. This program is funded by Council and the Heritage Branch of the NSW Office of Environment and Heritage. This fund offers small grants to assist property owners of heritage listed items, properties within the heritage conservation area and properties identified in the Community Based Heritage Study.

Under this program, Council may be able to assist with an amount up to \$2,000 per project provided at \$1 funding assistance for each \$1 spent by the property owner. The total fund available for 2016/2017 to assist with local heritage projects is \$18,000, with \$12,000 funded by Council and \$6,000 provided by the NSW Office of Environment & Heritage.

The types of projects could include, but are not limited to:

- Reinstating damaged and/or missing features a heritage item;
- Weatherproofing;
- Restumping;
- Brickwork repairs;
- Repairing fences, walls, verandahs, windows or roof plumbing on older buildings, and

Advertising of this program commenced on the 4 November 2016 and applications for funding close on the 25 November 2016. It is suggested that the Mayor, Heritage Advisor and Manager Town Planning and Regulation assess applications and notify successful applicants by mid December 2016. All project work needs to be completed by 30 April 2017. The outcomes of this program will be documented in the Annual Heritage report that will be presented to Council in July 2017 and for forwarding to the Heritage Branch of the NSW Office of Environment and Heritage.

Strategic Land Use Planning Activities

Council undertakes a range of strategic land use planning activities that are integrated into the Uralla Local Environment Plan (LEP) 2012 and the Uralla Development Control Plan (DCP) 2011. The LEP lists provisions that identify when heritage must be considered as part of the development assessment process. The DCP list the matters for consideration when assessing development applications. The LEP also identifies Local Heritage Items and the area within the Shire identified as a Heritage Conservation Area.

Council has prepared a Community Based Heritage Study that identifies items and places of heritage value. It is intended that these items and places be included in the LEP. This will require the preparation of a planning proposal to amend the LEP in 2017.

KEY ISSUES: Nil

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

A free heritage service is offered to community to improve and promote heritage within Uralla Shire.

2. Policy and Regulation:

Heritage considerations are required as part of the LEP and DCP.

3. Financial (LTFP):

The provision of heritage advisory services and funds for the Local Heritage Fund are part funded by the NSW Office of Environment & Heritage, at a contribution rate of \$1 OEH : \$2 Council. Provisions have been included in the 2016/17 budget to cover Council's costs.

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:	Manager of Planning & Regulation
TRIM Reference Number:	U12/6769
Approved/Reviewed by Manager:	Acting Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil

12. MOTIONS ON NOTICE

There are no motions on notice.

13. SCHEDULE OF COUNCIL RESOLUTIONS

As at 16 November 2016.

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	26.06/15	<p>Uralla Local Traffic Committee That:</p> <p>(i) Traffic calming in Uralla’s CBD- Council staff prepare a report for the next Traffic Committee</p> <p>(ii) Plane Avenue – Speed review – That Council staff place a traffic classifier at the 50/100 signage to determine 85th percentile speed and AADT; note that does not meet warrant for extension of 50km/hr zone; and erect Pedestrian warning signs at either end of Plane Avenue</p> <p>(iii) Request for automatic speed board at Kentucky- That Council place a traffic classifier near 40km/hr school sign& erect 4 x 50km/hr advance warning signs for Kentucky Village.</p> <p>(iv) Bundarra Central School – that Council arranges signage for bus zones and “no parking” zone.</p> <p>(v) Kingstown Road – that Council reviews the size of the Cemetery warning sign and investigates additional parking in Quartz Gully Road</p> <p>(vi) Corner of Bridge Street/ East Street- relocate “no stopping” sign to south of access to 158 Bridge Street.</p>	DIR					<p>Letter sent to RMS requesting funding support to design traffic calming and 40 KPH signage in CBD.</p> <p>Site Meeting held with RMS reps on 20 June 2016. RMS to return with advice on possible funding for design, signage etc.</p> <p>Application submitted for Pedestrian Safety funding for 2017/18.</p>	B C C B C	
24 AUGUST 2015	6.08/15	<p>Bridge Naming: New Bridges Over The Gwydir River and Abington Creek</p> <p>That Council, after considering the content and views of the public submissions:</p>	DIR							

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

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	29.09/15	<p>Planning Proposal – D & J Heagney - Part Lot 12 DP 529709 – Rowan Avenue, Uralla – Exhibition Completion</p> <p>That Council:</p> <p>1. Amend the Uralla Local Environmental Plan 2012 by amending the Zoning and Minimum Lot Size maps applicable to Part Lot 2 DP 529709:</p> <p>a) from Zone RU1 Primary Production and RU2 Rural Landscape to RU4 Primary Production Small Lots; and</p> <p>b) to reduce the current minimum lot size of 400 ha and 200 ha to 40 ha.</p> <p>2. Forward planning proposal to NSW Department of Planning & Environment under section 58(2) of the Environmental Planning & Assessment Act 1979, to determine whether any further consultation is required or if a new Gateway Determination is required to be issued.</p> <p>3. If no further consultation or a New Gateway Determination is not required to be issued, Council requests the NSW Department of Planning & Environment to amend the Uralla Local Environmental Plan 2012 in that:</p> <p>a) a draft Local Environmental Plan be prepared under section 59(1) of the Environmental Planning & Assessment Act 1979,</p> <p>b) Consultation be undertaken with the Director General on the content of the draft Local Environmental Plan,</p> <p>c) Obtain an Opinion from Parliamentary Counsel that the plan can be made, and</p>	DIR				Dec 2015		B	
							December 2015		C	
									C	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
		<p>d) Request the Minister to make the plan under section 59(2) and (3) of the Environmental Planning & Assessment Act 1979.</p> <p>4. The General Manager be given delegated authority to make any minor alterations requested by the NSW Department of Planning & Environment or Parliamentary Counsel.</p> <p>5. The Committee note the content of the addendum report in regards to the late submission by NSW Department of Transport Roads and Maritime Services, and</p> <p>6. If the planning proposal is to proceed, the access be relocated to Rowan Avenue as a requirement of the Planning Proposal.</p>						<p>Planning approval given and LEP Amendment gazetted. Purchase of industrial land to proceed.</p> <p>Further minor changes to LEP will be made after the initial advertising and purchase of land</p>	<p>C</p> <p>A</p>	
	37.02/16	<p>Uralla Sporting Complex</p> <p>That the report be received and noted, and further that:</p> <p>(i) The capital budget be reviewed to include all projected costs and that additional grant funding be sought to complete the construction of the Uralla Sporting Complex and that the building be delayed until adequate funding is sourced; and further that</p> <p>(ii) Consultation be undertaken with the Open Space and Recreation Panel on other suitable options if additional grant funding is unable to be</p>	DIR					<p>Build delayed pending available grants.</p> <p>Application submitted for \$500k grant</p> <p>Need to try again to convene meeting of panel.</p>	<p>B</p> <p>B</p> <p>A</p>	

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
		sourced.								
	19.03/16	<p>Allocation of Administration Overheads to Capital Projects</p> <p>The Chief Financial Officer prepare a report to Council on the rationale for the change of accounting treatment of administrative overhead expense as a period cost to a component of capital expense for own constructed assets, using the construction of Emu Crossing Bridge as an example.</p>	CFO					Overheads were not allocated to capital projects in 2016 in accordance with accounting standards. Unless the costs can be specifically identified, overheads should not be capitalised. Our systems do not allow overhead costs to be specifically identified. It therefore seems unnecessary to prepare this report at this time.	C – subject to councillor approval	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
23 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 fixing of the Council Seal on any necessary documentation relating to the subdivision and sale. 	MTPR/DIR				23/3/15	Letter sent	C	
							2/6/15	Offer sent with contract of sale for consideration by affected parties	C	
							2/6/15	Negotiations between all parties not yet completed.	B	
							27/5/15	Plan of Subdivision	C	
							2/6/15	Contract of Sale – Herbert	B	
							2/6/15	Contract of Sale – O’Halloran	B	
							2/6/15	Contract of Sale – Chapman	B	
							2/6/15	Contract of Sale – Hudson	B	
							2/6/15	Contract of Sale – Carter	B	
							2/6/15	Contract of Sale – Ackling	B	
							20/7/15	Titles have been received and forward to solicitors.		
							5/8/15	Title transfers signed and forwarded to solicitors.		

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
23 NOV 15	24.11/15	Bergen Road Land Acquisition and Exchange For Road Works That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DIR / GM						A	
	09.04/16	D&J Heagney – Rowen Avenue 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. Public Exhibition has been finalised. 2. A section 59 report is currently being drafted for NSW Planning approval.	DIR DIR							
	11.04/16	2.18.04.06 / Standard Instrument LEP amendments 1. That the NSW Planning and Environment Media Release and information provided in this report be received and noted. 2. That Council’s website is updated to link to the Uralla LEP 2012 as published on the NSW Legislation website and that an amended LEP Land Use Matrix is uploaded to the website. 3. That Council endorse a minor amendment to the Uralla Development Control Plan (DCP) 2011 to ensure consistency with the Uralla LEP 2012 as part of the next advertised amendment	DIR						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
		to the DCP.								
23 MAY 2016	6.05/16	<p>Visitor Information Centre</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <p>1) Council receive the report for information;</p> <p>2) Staff investigate the ongoing operational savings and costs relating to the proposed relocation of the VIC and prepare a business case for Council to consider.</p>	DIR/GM						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
	09.06/16	<p>That Council: DA-26-2016 Dwelling under Clause 4.6 Uralla Local Environmental Plan – Caretaker’s Dwelling – Balala Composting – Mr R & Mr P Jones</p> <p>a) Support the Clause 4.6 exception to a development standard for Development Application 26/2016 being for a 15% variation of minimum lot size to enable the erection of a rural dwelling on land described as Lot 233 DP 844146 Balala Road, Balala; and</p> <p>b) Request concurrence from the Director General of the NSW Office of Planning & Environment subject to the consent conditions listed in the schedule below; and</p> <p>c) Subject to receiving concurrence of the Director General, the General Manager is authorised to grant development consent to Development Application 26-2016 subject to the consent conditions listed in the schedule below.</p>	DIR						C C C	
	25.06/16	<p>2015/16 – Third Quarter Budget Review Statements</p> <p>COUNCIL RESOLUTION:</p> <p>1. That the third quarter budget review summary for the 2015/16 financial year be received and noted; and</p> <p>2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted.</p>	CFO						C C c c	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
		<p>3. That Council agree to the recommendations outlined in the Statement by the Responsible Accounting Officer, specifically:</p> <p>a. That Councils financial processes be enhanced so that future management of expenditure in both ongoing operations and capital works include more emphasis on accurate estimating and closer monitoring and adherence to budgets so that remedial action can be taken when appropriate;</p> <p>b. That Council review the sustainability criteria arising from the FFTF process and the Annual Financial Statements and establish benchmarks for the future long term sustainability of the council.</p>							C	
									C	
									C	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
25 July 2016	03.07/16	<p>2.18.06.12</p> <p>Review Request on Development Consent 28/2016 – 54 Budumba Road, Invergowrie</p> <p>COUNCIL RESOLUTION:</p> <p>1. That the matter be lifted from the table for Council to address;</p> <p>2. That Council modify Development Consent 28/2016 condition 22 to read:</p> <p>22. Prior to occupation commencing: Planting of trees/shrubs or the like is to be established along the southern side of the access handle and for a distance of 30 metres past the end of the access handle adjacent to the boundary line. The plantings must be maintained or replanted in the event of a plant or plants dying.</p>	DIR						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
25 July 2016	17.07/16	<p>2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way Realignment</p> <p>COUNCIL RESOLUTION: That Council:</p> <p>1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the Roads Act 1993.</p>	DIR						B	
			DIR						B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
25 July 2016	18.07/16	<p>2.18.06.10</p> <p>Gazetting of Land Acquired for approaches to new Emu Crossing Bridge</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <p>1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.</p>	DIR						B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
25 July 2016	19.07/16	<p>2.18.06.11</p> <p>Road Closure Request – Lot 32 DP 813093</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Agree to undertake the necessary steps to close the road; 2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A & L McLean upon completion of the road closure on the basis that the purchase price is based on the value of the land plus the full cost of the road closure application; and 3. Delegation be given to the General Manager to: <ol style="list-style-type: none"> a. Complete the road closure, and b. Undertake any necessary negotiations to complete the sale. 4. Approve the fixing of the Council Seal to all necessary documents. 	DIR						B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
25 July 2016	22.07/16	<p>2.18.06.15</p> <p>Mid North Weight of Loads Group Membership</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <p>Council continue membership of Mid North Weight of Loads Group and the General Manager be authorised to sign the appropriate documentation including authorisations and Memorandums of Agreement for the Inspectors.</p>	DIR						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
22 AUG 2016	06.08/16	<p>2.15.08.5</p> <p>DA-27-2012-3 S96 (2) Modification of Development Consent. Staged 42 Lot low density residential subdivision – 114 Barleyfields Road Uralla – Applicant – T & S Bower</p> <p>COUNCIL RESOLUTION:That Council:</p> <p>1. Approve the Development Application Modification of Consent DA 27-2012-3 subject to the 51 conditions in the report to Council;</p> <p>2. Approve the Development Application Modification of Consent DA 27-2012-3 including the modified condition 25 being:</p> <p>25. MODIFIED</p> <p>Stage A Development Lots</p> <p>New access crossings are required for proposed Lots 1 to 7, consisting of 4 metre wide gravelled dish crossings, bitumen sealed from the edge of the existing bitumen to the boundary of each proposed development Lot. Further the access handle for Lots 3 and 6 are to be bitumen sealed for its full length. All works are to be constructed to a standard approved by the Director of Infrastructure and Regulation at the expense of the developer.</p> <p>3. Add an additional requirement to Condition 34 so that it reads as follows:</p> <p>34. MODIFIED</p> <p>Stage B Residential Lots – Bus Shelter/Pedestrian Walkway & Firetrail</p> <p>Provision is to be made for a bus shelter within the development. The type and location is approved by the Director of Infrastructure & Regulation at the expense of the developer, prior to installation.</p>	DIR						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
22 AUG 2016	07.08/16	<p style="text-align: center;">2.15.08.6</p> <p style="text-align: center;">Uralla Development Control Plan 2011 Amendment No 4</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the draft Chapter 17 'Barleyfields' of the Uralla Development Control Plan 2011 for public exhibition for a period of no less than 28 days; and 2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received. 	DIR						C	
27 September 2016	6.09/16	<p>Reference: 2.20.09.03</p> <p>Subject: Development Application 8-2016-2 Modification – 13 Stringybark Ridge Road, Invergowrie – Subdivision</p> <p>Resolution: That Development Application 8-2016-2 being for a staged development consisting of:</p> <ol style="list-style-type: none"> a) Stage 1A – Boundary Adjustment, b) Stage 1 – 3 Large Lot Residential Subdivision, and c) Stage 2 – 2 Large Lot Residential Subdivision <p>located on Lot 212 DP 1080856 known as 13 Stringybark Ridge Road, Invergowrie be approved subject to the conditions listed in the report and including the modification to Condition 17 and 19, as listed in the memo released to Councillors and dated 22 September 2016.</p>	Acting DIR						C	

14. CONFIDENTIAL BUSINESS

There is no confidential business.

15. AUTHORITY TO AFFIX THE COMMON SEAL

There are no authority to affix the common seal.

END OF BUSINESS PAPER