



URALLA SHIRE COUNCIL BUSINESS PAPER

Notice is hereby given, in accordance with the provision of the Local Government Act 1993 that a Meeting of Uralla Shire Council will be held in the Council Chambers, 32 Salisbury Street, Uralla, commencing at 12:30pm.

ORDINARY COUNCIL MEETING

22 August 2017

Andrew Hopkins
GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 22 August 2017

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- BUSINESS AGENDA -
Ordinary Meeting of Council
22 August 2017 at 12:30pm

1. Opening & Welcome
2. Prayer
3. Acknowledgement of Country
4. Apologies
5. Requests for Leave of Absence
6. Disclosures & Declaration of Interests
7. Confirmation of Minutes of Previous Meeting
8. Announcements
9. Tabling of Reports & Petitions
10. Recommendations for Items to be Considered in Confidential Section
11. Urgent Supplementary & Late Items of Business
12. Presentations
13. Deputations
14. Written Reports from Delegates
15. Mayoral Minute
16. Reports to Council
 - Report 1 - Cash at Bank and Investments
 - Report 2 - Works Progress Report as at 31 July 2017
 - Report 3 - Development Approvals and Refusals for July 2017
 - Report 4 - Heritage Advisory Services Summary for August 2017
 - Report 5 - Food Shop Annual Inspection Program
 - Report 6 - Local Government NSW Annual Conference
 - Report 7 - National Local Roads and Transport Congress 2017
 - Report 8 - Stronger Country Communities Fund
 - Report 9 - 2016/17 Operational Plan Annual Performance Report 30 June 2017
 - Report 10 - DA-28-2017 – 55 Budumba Road, Invergowrie
 - Report 11 - Visitor Information Centre & Library Monthly Report for July 2017
 - Report 12 - Improving the Visitor Information Centre
17. Motions on Notice
18. Schedule of Actions as at 16 August 2017
19. Responses to Questions from Previous Meeting
20. Questions for Next Meeting
21. Confidential Business
22. Meeting Close

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1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT OF COUNTRY

4. APOLOGIES

5. REQUESTS FOR LEAVE OF ABSENCE

6. DISCLOSURES & DECLARATIONS OF INTEREST

To be tabled at the Meeting.

7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at the 22 August 2017 Meeting of Council:

- Ordinary Meeting of Council held 25 July 2017 (copy enclosed)



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
25 July 2017

ROLL CALL

Councillors:

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

Staff:

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

MINUTES

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 25 July 2017

Resolution
Number

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The Meeting Commenced at: 12:30pm

ATTENDANCE

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

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT TO COUNTRY

4. APOLOGIES

The Chair advised that there were no Apologies received.

5. REQUESTS FOR LEAVE OF ABSENCE

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

6. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 25 July 2017 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr M Dusting	Reports to Council Report 3: DA-31-2017 DA-33-2017	Non-Pecuniary Non-Pecuniary	Resident of Street Resident of Street
Cr K Ward	Reports to Council Report 8: - Policy Settings for Private Road Construction:	Non-Pecuniary	Application to Council pending

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7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at Council Meeting held on 25 July 2017:

- Ordinary Meeting of Council held 27 June 2017 (to be confirmed)

AMENDMENTS

Amendment to Minutes of Ordinary Meeting held 27 June 2017:

Cr I Strutt made reference to details in the MOTION (Moved Cr B Crouch / Seconded Cr I Strutt) shown as CARRIED at the bottom of page 6 and requested an amendment to strike-out Resolution Number 6.06/17 and show the MOTION as LOST.

MOTION (Crs I Strutt / M Dusting)

That;

Council adopt the Minutes, together with Amendments as noted, as a true and correct record of the Ordinary Meeting held 27 June 2017

1.07/17 CARRIED

8. ANNOUNCEMENTS

The Chair advised that there were no Announcements.

9. TABLING OF REPORTS & PETITIONS

Cr B Crouch tabled the following Petition to Council from "Concerned Citizens" of Bundarra:-

- Petition regarding Sewerage System proposal within Bundarra Township boundaries (Records Ref: UI/17/1768)

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

The Chair advised that there were no Confidential Items.

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

- Late Report to Council: Report 11 – Uralla Sporting Complex

PROCEDURAL MOTION (Crs K Ward / T Toomey)

To hear the Late Item of Business as Report 11, following Report 10 in the Agenda.

2.07/17 CARRIED

12. PRESENTATIONS

Speaker 1:	Mr Bill LULHAM
Subject:	Driveway Construction for Lot 211 DP 755829, Kentucky

The Chair introduced the Speaker, Mr Bill LULHAM

Mr LULHAM spoke on the matter before Council regarding Construction of a roadway for Lot 211 DP 755829 at Kentucky.

Mr LULHAM indicated his agreement to the requirement that he construct the first 25% of the new roadway and requested inclusion of an additional option for replacement of the gate to be removed from the road reserve with a Stock Grid.

The Chair thanked Mr LULHAM for his presentation to Council.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
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PROCEDURAL MOTION (Crs K Ward / M Dusting)

To reschedule the Report 8 Agenda Item

That;

Report 8, Driveway Construction for Lot 211 DP 755829 Kentucky, be brought forward in the Agenda for consideration by Council ahead of Report 1.

3.07/17 CARRIED

13. DEPUTATIONS

There were no deputations registered for this Meeting.

14. WRITTEN REPORTS FROM DELEGATES

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

COUNCILLOR NAME:	Natasha Ledger	
COUNCIL MEETING DATE:	25 July 2017	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28 June	Jobs Australia	Armidale
2 July	Google Conference Tamworth Business Chamber	Tamworth
3 July	Opening Sustaining Business – Timberline Bathroom Products	Armidale
4 July	Aboriginal NAIDOC Week	UNE, Armidale
6 July	McCrossins Mill Business Chamber	Uralla
11 July	Council Workshop	
13 July	Chat about Superschool	Wicklow Hotel
24 July	Bottom Pub Business Chamber	
18 July	Grants Commission Presentation	USC
17 July	Bundarra 355 Committee Meeting	Bundarra
25 July	Morning Tea Volunteers	McCrossins Mill

COUNCILLOR NAME:	Levi Sampson	
COUNCIL MEETING DATE:	25 July 2017	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
11 July	Councillor Workshop	Uralla
18 July	Grants Commission Presentation	Uralla
15 July	Council Meeting	Uralla

COUNCILLOR NAME:	Bob Crouch	
COUNCIL MEETING DATE:	25 July 2017	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
11 July	Council Workshop	Uralla
18 July	Grants Commission Presentation	Uralla
25 July	Community engagement morning tea	Uralla
25 July	Council meeting	Uralla

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COUNCILLOR NAME:		Mark Dusting
COUNCIL MEETING DATE:		25 July 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
26 April	NEWA County Council Meeting	Armidale
26 April	Regional Weeds Committee	Armidale
26 April	Uralla Shire Council meeting	Uralla
26 April	Public meeting	Uralla
27 April	Australian Transport Museum	Armidale
9 May	Uralla Council Strategic Planning Workshop	Uralla
9 May	Public Meeting	Bundarra
11 May	Libraries Meeting	Inverell
16 May	Uralla Council Workshop	Uralla
7 June	CNRL Committee	Tamworth
13 June	Uralla Council Workshop	Uralla
13 June	Bus Tour	Uralla
20 June	NEWA County Council	Armidale
22 June	Australian Transport Museum	Armidale
27 June	Uralla Shire Council meeting	Uralla
11 July	Uralla Council Workshop	Uralla
18 July	NSW Grants Commission	Uralla
25 July	Uralla Shire Council meeting	Uralla

COUNCILLOR NAME:		Isabel Strutt
COUNCIL MEETING DATE:		25 July 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
4 July	NAIDOC Week Celebration – Community Centre	Uralla
11 July	Strategic Planning Meeting	Uralla
18 July	Grants Commission Hearing	Uralla
21 July	Youth Frontiers Project Share Group Session	Uralla Central School
21 July	Z-Net Video Premiere	McCrossins Mill
24 July	Uralla Business Chamber Workshop	Uralla
25 July	Volunteer Morning Tea	McCrossins Mill
25 July	Council Meeting	Uralla

COUNCILLOR NAME:		Kevin Ward
COUNCIL MEETING DATE:		25 July 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
4 July	NAIDOC Week Community Function	Community Centre
11 July	Councillor Workshop	Council
18 July	Grants Commission Presentation	Council
21 July	ZNET Community Dinner	McCrossins Mill
24 July	Uralla Business Chamber	Thunderbolt Inn
25 July	Uralla Volunteers Appreciation Function	McCrossins Mill

COUNCILLOR NAME:		Robert Bell
COUNCIL MEETING DATE:		25 July 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
11 July	Council Workshop	Uralla
18 July	Grants Commission Presentation	Uralla
25 July	Volunteer Morning Tea	Uralla
25 July	Council Meeting	Uralla

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COUNCILLOR NAME:		Tara Toomey
COUNCIL MEETING DATE:		25 July 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
11 July	Workshop	Uralla
18 July	FAGS Presentation	Uralla
21 July	Youth Frontiers Panel	Uralla
25 July	Volunteer Morning Tea	Uralla
25 July	Council Meeting	Uralla

COUNCILLOR NAME:		Michael Pearce
COUNCIL MEETING DATE:		25 July 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28 June	Mayor's Office – Admin	Uralla
29 June	Mayor's Office- Admin	Uralla
30 June	Mayor's Office – Admin Youth mentors Program	Uralla
1 July	Uralla Lions Club Changeover dinner.	Uralla
3 July	Mayor's Office – Admin	Uralla
4 July	Mayor's Office – Admin. NAIDOC week activities including Street march and Community Centre.	Uralla.
5 July	Mayors Office – Admin. 2AD interview	Uralla
6 July	NAMOI Councils Board meeting	Bingara.
7 July	Mayor's Office – Admin Uralla Red Cross AGM	Uralla
10 July	Mayor's Office – Admin	Uralla
11/7/17	Mayor's Office – Admin. Councillor Workshop	Uralla
12 July	Mayor's Office – Admin	Uralla
13 July	Mayor's Office- Admin	Uralla.
17 July	Mayor's Office- Admin	Uralla
18 July	Mayor's Office – Admin. Presentation from LGNSW Grants Commission to Council.	Uralla
19 July	2AD Radio interview.	
24 July	Mayor's Office – Admin. Youth Mentors Program. Uralla Shire Business Chamber Information workshop. Meetings.	Uralla
25 July	Mayor's Office – Admin. Volunteers Morning tea – McCrossins Mill. July Council Meeting.	Uralla

The Director Infrastructure & Regulation left the meeting at 12:45pm and returned at 12:50pm

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15. MAYORAL MINUTE

Submitted by: Mayor

Reference/Subject: 23rd National General Assembly of Local Government Conference 2017

MOTION (Crs B Crouch / I Strutt)

That;

Council receive and note the Report from the Mayor on the 23rd National General Assembly of Local Government 2017.

4.07/17 CARRIED

16. REPORTS TO COUNCIL

Department: Infrastructure & Regulation

Submitted by: Libby Cumming, Contract Planner

Reference/Subject: Report 8 - Driveway construction for Lot 211 DP 755829 - Lulham

Cr K Ward, having previously declared a conflict of interest, left the meeting at this time (12:54pm)

OFFICER'S RECOMMENDATION:

That Council;

- 1** Require the applicant Mr B Lulham to:
 - a.** Construct the first 25% of the unnamed road to a full bitumen standard and centrally located within the road reserve as approved by the Director of Infrastructure & Regulation, commencing from the edge of the bitumen at Eastern Avenue;
 - b.** Construct the remainder of the unconstructed road to his property access, to a gravel all weather trafficable standard, suitable for emergency service vehicles, complying to the relevant Australian Standard and the requirements of the Director of Infrastructure and Regulation;
 - c.** Provide a 10 metre diameter turning circle at the end of the access road; and
 - d.** Remove the gate situated on the road reserve.

- 2.** Resolve the following as policy for construction of roads:
 - a.** Require the road to be ultimately upgraded to a full bitumen standard as approved by the Director of Infrastructure & Regulation, commencing from the edge of the bitumen of the nearest bitumen road, centrally located within the road reserve, and include a turning circle with a 10 metre diameter at the end, if it is a no through road.
 - b.** The cost to the road be proportionate to the number of dwelling permissibilities that may be realised utilising the formula of - cost of road/number of dwelling permissibilities - raised annually by CPI. This is to be translated into a Section 94 Contribution Plan and until such time as the Section 94 Contribution can be formulated and adopted by Council, the proportional cost be noted against each property.
 - c.** Council maintain to the end of the bitumen seal, extending this as each section is constructed.
 - d.** The owners utilising the remainder of the unconstructed road, be responsible for the construction and maintenance of a gravel all weather trafficable road, suitable for emergency service vehicles, complying to the relevant Australian Standard and the requirements of the Director of Infrastructure and Regulation.

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PROCEDURAL MOTION (Crs I Strutt / R Bell)

To move to Committee of the Whole

5.07/17 CARRIED

Councillors held a detailed discussion in committee regarding construction of the roadway to Lot 211 DP 755829, the replacement of a gate in the road reserve with a stock grid and amendments to council policy for the construction of roads.

PROCEDURAL MOTION (Crs M Dusting / I Strutt)

To resume Standing Orders

6.07/17 CARRIED

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

MOTION (Crs M Dusting / R Bell)

That Council;

1. Require the applicant Mr B Lulham to:
 - a. Construct the first 25% of the unnamed road to a full bitumen standard and centrally located within the road reserve as approved by the Director of Infrastructure & Regulation, commencing from the edge of the bitumen at Eastern Avenue;
 - b. Construct the remainder of the unconstructed road to his property access, to a gravel all weather trafficable standard, suitable for emergency service vehicles, complying to the relevant Australian Standard and the requirements of the Director of Infrastructure and Regulation;
 - c. Provide a 10 metre diameter turning circle at the end of the access road; and
 - d. Remove the gate situated on the road reserve, and at the applicant's discretion, permit the applicant to install a stock-grid, beyond the bitumen seal in accordance with council policy.

FORESHADOWED MOTION (Cr N Ledger /)

That Council;

1. Require the applicant Mr B Lulham, at his discretion, to:
 - a. Construct the first 25% of the unnamed road to a full bitumen standard and centrally located within the road reserve as approved by the Director of Infrastructure & Regulation, commencing from the edge of the bitumen at Eastern Avenue;
 - b. Construct the remainder of the unconstructed road to his property access, to a gravel all weather trafficable standard, suitable for emergency service vehicles, complying to the relevant Australian Standard and the requirements of the Director of Infrastructure and Regulation;
 - c. Provide a 10 metre diameter turning circle at the end of the access road; and
 - d. Remove the gate situated on the road reserve, and at the applicant's discretion, permit the applicant to install a stock-grid, beyond the bitumen seal in accordance with council policy.

In the absence of a SECONDER the Chair declared the FORSHADOWED MOTION as LAPSED.

The Chair made reference to the MOTION before Council, moved Cr M Dusting, Seconded Cr R Bell.

7.07/17 The MOTION was PUT and CARRIED without further debate.

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PROCEDURAL MOTION (Crs M Pearce / M Dusting)
Meeting Adjournment (1:53pm to 2:07pm)

8.07/17 CARRIED

The Meeting resumed at 2:07pm. Cr K Ward returned to the Meeting at this time.

16. REPORTS TO COUNCIL (continued)

Department: Organizational Services - Finance
Submitted by: Simon Paul – Chief Financial Officer
Reference/Subject: Report 1 – Cash at Bank and Investments

OFFICER'S RECOMMENDATION:

That;

Council note the cash position as at 30 June 2017 consisting of cash and overnight funds of \$3,401,200, term deposits of \$11,050,000 totalling \$14,451,200 of readily convertible funds.

MOTION (Crs M Dusting / B Crouch)

That;

Council note the cash position as at 30 June 2017 consisting of cash and overnight funds of \$3,401,200, term deposits of \$11,050,000 totalling \$14,451,200 of readily convertible funds.

9.07/17 CARRIED

Department: Infrastructure & Regulation
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Report 2 - Works Progress Report as at 30 June 2017

OFFICER'S RECOMMENDATION:

That;

The report be received and noted for the Works completed or progressed during June 2017, and works programmed for July 2017

MOTION (Crs K Ward / T Toomey)

That;

The report be received and noted for the Works completed or progressed during June 2017, and works programmed for July 2017

10.07/17 CARRIED

Department: Infrastructure & Regulation
Submitted by: Director of Infrastructure & Regulation
Reference/Subject: Report 3 - Development Approvals and Refusals for June 2017

Cr M Dusting, having previously declared a conflict of interest, left the meeting at this time (2:11pm)

OFFICER'S RECOMMENDATION:

That;

Council receive and note the Development Approvals and Refusals for June 2017.

MOTION (Crs I Strutt / N Ledger)

That;

Council receive and note the Development Approvals and Refusals for June 2017.

11.07/17 CARRIED

Cr M Dusting returned to the meeting at 2:14pm

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Department: Infrastructure & Regulation
Submitted by: Director – Infrastructure & Regulation
Reference/Subject: Report 4 - Regulatory Statistics Ending 30 June 2017

OFFICER'S RECOMMENDATION:

That;
Council receive and note the Regulatory Function Statistics for the year ending 30 June 2017.

MOTION (Crs I Strutt / T Toomey)

That;
Council receive and note the Regulatory Function Statistics for the year ending 30 June 2017.

12.07/17 CARRIED

Department: Infrastructure & Regulation
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Report 5 - Heritage Advisory Services Summary for July 2017

OFFICER'S RECOMMENDATION:

That;
The Heritage Advisory Services Summary for July 2017 be received and noted by Council.

MOTION (Crs B Crouch / T Toomey)

That;
The Heritage Advisory Services Summary for July 2017 be received and noted by Council.

13.07/17 CARRIED

Department: Infrastructure & Regulation
Submitted by: Director of Infrastructure & Regulation
Reference/Subject: Report 6 - Annual Heritage Advisors Report 2016/2017

OFFICER'S RECOMMENDATION:

That;
The 2016/2017 Heritage Advisory Annual Report be received and noted.

MOTION (Crs I Strutt / T Toomey)

That;
The 2016/2017 Heritage Advisory Annual Report be received and noted by Council.

14.07/17 CARRIED

Department: Community & Governance
Submitted by: Kim-Trieste Hastings
Reference/Subject: Report 7 - Visitor Information Centre & Library Report for June 2017

OFFICER'S RECOMMENDATION:

That;
Council note the Report.

MOTION (Crs B Crouch / T Toomey)

That;
Council note the Visitor Information Centre & Library Report for June 2017

15.07/17 CARRIED

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Department: Infrastructure & Regulation
Submitted by: Libby Cumming, Consultant Planner
Reference/Subject: Report 9 - Proposed Crown Road Closure - Gostwyck

OFFICER'S RECOMMENDATION:

That;

Advice is given to the Department of Industry – Crown Lands that for the Crown Roads and unformed Council Roads contained within properties known as 1081 and 1170 Gostwyck Road, Gostwyck, and Lot 2 DP 1122757 owned by HI Sutherland, HI Sutherland Pty Limited and Grantham Pastoral Pty Ltd. That Council;

- a) has no objection the closure of crown roads, and
- b) has no objection to the unformed council road closures and subsequent sale of the unformed council roads.

MOTION (Crs K Ward / B Crouch)

That;

Advice is given to the Department of Industry Crown Lands that for the Crown Roads and unformed Council Roads contained within properties known as 1081 and 1170 Gostwyck Road, Gostwyck, and Lot 2 DP 1122757 owned by HI Sutherland, HI Sutherland Pty Limited and Grantham Pastoral Pty Ltd. That Council;

- a) has no objection the closure of crown roads, and
- b) has no objection to the unformed council road closures and subsequent sale of the unformed council roads.

16.07/17 CARRIED

Department: Community & Governance
Submitted by: Kim Hastings
Reference/Subject: Report 10 - Arts North West Board Nominee and Delegate

OFFICER'S RECOMMENDATION:

That;

- 1) Council appoint Cr _____ to be nominated to the Arts North West Board.
- 2) Council appoint Cr _____ to be nominated as a delegate for Arts North West.

PROCEDURAL MOTION (Crs K Ward / I Strutt)

To move to Committee of the Whole

17.07/17 CARRIED

Crs N Ledger, I Strutt and T Toomey left the meeting at 3:08 PM

Councillors held a detailed discussion in committee regarding council nominees to the Arts North West Board and Delegate positions.

Crs N Ledger, I Strutt and T Toomey returned to the meeting at 3:24 PM

PROCEDURAL MOTION (Crs K Ward / M Dusting)

To resume Standing Orders

18.07/17 CARRIED

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

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MOTION (Crs I Strutt / B Crouch)

That Council;

- 1) appoint Cr T Toomey to be nominated to the Arts North West Board.
- 2) appoint Cr N Ledger to be nominated as a delegate for Arts North West.

19.07/17 CARRIED

16. LATE REPORTS TO COUNCIL

Department: Infrastructure & Regulation
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Report 11 - Uralla Sporting Complex

OFFICER'S RECOMMENDATION:

That;
Council

- (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access,
- (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and
- (c) develop a plan of management for the sharing of the facilities among the user groups.

PROCEDURAL MOTION (Crs B Crouch / K Ward)

To move to Committee of the Whole

20.07/17 CARRIED

Councillors held a detailed discussion in committee regarding the upgrades proposed for the Uralla Sporting Complex.

PROCEDURAL MOTION (Crs M Dusting / B Crouch)

To resume Standing Orders

21.07/17 CARRIED

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

MOTION (Crs R Bell / N Ledger)

That;
Council

- (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access,
- (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and
- (c) develop a plan of management for the sharing of the facilities among the user groups,
- (d) staff investigate relocation and redevelopment of the playground area.

22.07/17 CARRIED

Cr K Ward requested that his vote against the motion be recorded.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 25 July 2017

Resolution
Number

17. MOTIONS ON NOTICE

Submitted by: Cr. R Crouch
Reference/Subject: Item 1 - Bundarra Sewerage Scheme

PROCEDURAL MOTION (Crs K Ward / B Crouch)
To move to Committee of the Whole

23.07/17 CARRIED

Councillors held a detailed discussion in committee regarding the Bundarra Sewerage Scheme and concerns raised in both the submission received from Mrs & Mr Goodall and the petition to council made by "Concerned Citizens" of Bundarra.

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

24.07/17 CARRIED

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

MOTION (Crs B Crouch / M Dusting)
That Council;

- 1) note the submission from Mrs and Mr Goodall and the Mayor's response
- 2) conduct a strategic planning workshop regarding progress in the Bundarra Sewerage Scheme.

25.07/17 CARRIED

18. SCHEDULE OF COUNCIL RESOLUTIONS

Schedule of Action Items as at 18 July 2017

Councillors undertook a review of the Schedule of Action Items..

Cr I Strutt requested an update regarding status of the 'Industrial Land' matter.

The General Manager provided an outline of progress in the 'Industrial Land' matter and undertook to ensure inclusion of future updates in the Schedule of Action Items.

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

There were no Questions from the Previous Meeting.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 25 July 2017**

Resolution
Number

20. QUESTIONS FOR NEXT MEETING

Questions for 22 August 2017 Ordinary Meeting of Council

Cr T Toomey

1. How do the activities and operations of the various New England Tourism Organisations integrate?

The Director of Community & Governance took this question on notice.

Cr R Crouch

1. Given that the Biosecurity Act 2015 commenced operation on 1 July 2017, and that as this Act places considerable responsibilities on individuals and organisations to minimise biosecurity risk, in order to minimise risk to Council:
 1. Have Council Staff, particularly those visiting or travelling between properties (eg road maintenance crews, health and building inspectors, etc), been made fully aware of their responsibilities under this Act?
 2. Are Staff aware, despite their right of entry, that if they enter properties without making (and being able to demonstrate that they have made) all reasonable means to contact property owners/occupiers, or they fail to follow reasonable instruction from owner/occupiers, they may be committing an offence under this Act and could be held accountable?

The General Manager thanked the Councillor and advised the matters will be further investigated.

Cr R Bell

1. Can Councillors be provided with revised scheduling details for the re-scheduled Joint Regional Planning Training Sessions?

The Director of Infrastructure & Regulation advised he would liaise directly with relevant Councillors.

2. Can the Uralla Local Traffic Committee give consideration to the provision of a Pedestrian Crossing on King Street Uralla, outside the McMaugh Gardens Aged Care Facility?

The Director of Infrastructure & Regulation advised he would include this matter for discussion at the next meeting of the Traffic Committee.

3. Can the decision to decline provision of a designated disabled parking space outside the Hill Street Medical Centre be reviewed/revisited?

The Director of Infrastructure & Regulation took this matter on notice.

Cr L Sampson

1. Can additional directional signage be installed to more clearly identify the availability of the off-street parking area behind Shops in Bridge Street?

The Director of Infrastructure & Regulation took this matter on notice.

Cr M Dusting

1. Can consideration be given to the provision of outdoor Table & Bench Seating in the Ross McMillan and Trevor Attwood Memorial Park?

The Director of Infrastructure & Regulation took this matter on notice to be considered in future facilities planning.

20. CONFIDENTIAL BUSINESS

There were no Confidential Business Items

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 25 July 2017

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CLOSURE OF MEETING

The meeting was closed at: 4:41pm

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

- 8. ANNOUNCEMENTS**
- 9. TABLING OF REPORTS & PETITIONS**
- 10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION**
- 11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS**
- 12. PRESENTATIONS**
Evelyn Huges - DA-28-2017
- 13. DEPUTATIONS**
There are no Deputations registered for the Meeting.
- 14. WRITTEN REPORTS FROM DELEGATES**
To be received at the Meeting.
- 15. MAYORAL MINUTE**
There is no Mayoral Minute for the 22 August 2017 Meeting

16. REPORTS TO COUNCIL



REPORT TO COUNCIL

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

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 July, 2017 consisting of cash and overnight funds of \$4,859,297, term deposits of \$9,450,000 totalling \$14,309,297 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 \$9,450,000 spread over the next six months will receive a range of interest from 2.35% to 3.12% with an average rate of 2.68%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 July, 2017.

KEY ISSUES:

Interest rates have remained unchanged over the last month. The outlook for any increase in interest rates appears to be very low, especially with inflation now below the RBA target. These low rates will continue to result in reduced investment returns over the coming year.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Insert Name

Insert Title

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U15/287
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 31 July, 2017 Diary of Investment Maturity Dates and Amounts

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Uralla Shire Council			
Investments at 31 July, 2017			
Cash at Bank – Operating Accounts:			
Institution	Account	Bank Statement	
National Australia Bank	Main Account	\$96,421.13	
National Australia Bank	Trust Account	\$31,296.33	
Community Mutual	Bundarra RTC	\$24,393.94	
Total		\$152,111.40	
Business Investment (Cash Management) Account			
Institution	Interest rate	Balance	
National Australia Bank	0.01%	\$0.00	
Professional Funds	0.15% above RBA cash rate	\$4,707,185.68	
Total		\$4,707,185.68	
Term Deposits:			
Institution	Interest rate	Maturity	Balance
National Australia Bank	2.45%	17/10/2017	\$500,000.00
Westpac Banking Corporation	2.75%	24/07/2018	\$1,000,000.00
Regional Australia Bank	2.70%	23/08/2017	\$800,000.00
National Australia Bank	2.55%	28/08/2017	\$600,000.00
National Australia Bank	2.55%	7/09/2017	\$500,000.00
Regional Australia Bank	2.70%	15/09/2017	\$500,000.00
ANZ	2.35%	24/08/2017	\$800,000.00
Westpac Banking Corporation	3.00%	18/10/2017	\$1,300,000.00
Commonwealth Bank	2.51%	20/11/2017	\$250,000.00
National Australia Bank	2.75%	28/11/2017	\$1,000,000.00
Westpac Banking Corporation	3.12%	24/01/2018	\$600,000.00
ANZ	2.40%	17/11/2017	\$300,000.00
Commonwealth Bank	2.51%	15/01/2018	\$700,000.00
Commonwealth Bank	2.61%	4/05/2018	\$600,000.00
Total			\$9,450,000.00
Loans:			
Loan no.	Purpose	Balance	
165	MGH Property	\$58,320.51	
167	Rear Service Lane Land	\$3,985.98	
168	Community Centre	\$47,473.31	
176	Library Extensions	\$229,554.28	
177	Grace Munro Centre	\$183,663.64	
181	Creative Village Works	\$12,194.93	
185	Public Toilets Alma Park	\$14,285.41	
186	Public Toilets Pioneer Park	\$20,595.48	
187	Undergrounding Power and Mainstreet Upgrade	\$171,313.02	
188	Paving and Power Undergrounding	\$41,118.92	
189	Bridge Construction	\$233,440.22	
190	Bridge construction & industrial land development	\$1,821,366.52	
Total		\$2,837,312.22	



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 2 - Works Progress Report as at 31 July 2017

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
Principal Activities:	2.3.1.1	Deliver road and drainage maintenance services and capital works programs

SUMMARY:

The purpose of this report is to inform Council of the works that have been completed or progressed for the previous month, and works being undertaken in the current month.

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during July 2017, and works programmed for August 2017.

BACKGROUND:

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

REPORT:

A. Works Undertaken in July 2017

1. **Main Road Maintenance**

MR73 Thunderbolts Way, North and South	Patching, bridge signage, commence heavy patching works
MR124 Bundarra Road	Patching, bridge signage, commence heavy patching works
MR132 Barraba Road	Maintenance

2. **Sealed Roads Maintenance**

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

3. Unsealed Roads Maintenance

Grading

Ross Road	Graded
Mount Drummond Road	Graded
Spring Gully Road	Graded
Ingledale Road	Graded
Goldfinch Street	Graded
Holloways Lane	Graded
Jacksons Road	Graded
Rose Hill Lane	Graded
Mount Butler Lane	Graded
Baker Road	Graded
Kalinda Road	Graded
Budumba Road	Graded
Tabulum Road	Graded
Amaroo Road	Graded
Wallinga Road	Graded
Saumarez War Service Road	Graded
Salisbury Planes Road	Graded
The Gap Road	Graded

4. Construction Crew

MR124, Bundarra Road	Continue reconstruction near Rocklea Road
----------------------	---

5. Bridge / Sign Crew

Uralla	Maintenance
Main and Rural Roads	Chevron maintenance, heavy patching

6. Town Area

Uralla	Park maintenance, tree pruning, cemetery maintenance.
--------	---

B. Works to be continued/undertaken in August 2017

1. Main Road Maintenance

Bitumen patching and heavy patching
 MR73 Shoulder grading north of Bundarra
 Guide posting
 Sign maintenance

2. Sealed Roads Maintenance

Bitumen patching Gwydir River Road, Kingstown and Bundarra areas.
 Gwydir River Road shoulder grading.
 Guide posting

3. Unsealed Roads Maintenance

Grading Enmore and Gostwyck areas

4. Bridge/Sign Crew

Assistance with heavy patching

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Bridge maintenance works.

- | | | |
|-----------|---|--|
| 5. | Construction
MR124 Bundarra Road
Jacksons Road | Complete reconstruction near Rocklea Road
Commence reconstruction |
| 6. | Town Area
Routine maintenance | |

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Nil
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
In accordance with budget
- 4. Asset Management (AMS)**
In accordance with 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**
Works Manager and Overseer

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



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director of Infrastructure & Regulation
Reference/Subject::	Report 3 - Development Approvals and Refusals for July 2017

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
Principal Activities:	2.1.4.1	Process building and development applications

SUMMARY:

The following details the development approvals issued by Council and by private certification for July 2017 for the entire local government area. A listing of development applications outstanding with a status as at the end of July 2017 has also been provided.

For information purposes a summary of the development values is provided from January 2006 until the end of July 2017. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2006 until the end of July 2017 is provided.

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for July 2017.

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REPORT:

Development Applications

Approvals:

Development Application Number	Applicant	Property	Development
DA-29-2017	Mrs J Dunn	5A Bridge Street, Uralla	Dwelling
DA-34-2017	Mr T Kalinowski	7 McMahon Street, Uralla	Shed
DA-36-2017	Ms C Cooper	80 Gostwyck Road, Uralla	Dwelling Additions & Alterations
DA-37-2017	Mr J Ketley	3 Wilkens Street, Uralla	Dwelling
DA-38-2017	Mr P Byrne	115 Rifle Range Road, Rocky River	Retrospective Conversion of Shed to Dwelling
Monthly Estimated Value of Approvals: \$660,811.00			

Refusals:

Development Application Number	Applicant	Property	Development
DA-2-2017	Mr S Lovick	168 Kalinda Road, Invergowrie	Relocated Secondary Dwelling

DAs Withdrawn: Nil

Comparison to July 2016:

July 2016:	\$415,473.00	July 2017:	\$660,811.00
Year to date: (Calendar Year)	\$2,679,646.00	Year to date: (Calendar Year)	\$3,114,108.00

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-68-2016	Mr G & Mrs J Fletcher	5 Plane Avenue, Uralla	3 Lot Subdivision	Awaiting Applicant
DA-21-2017	Mr V Hudson	19 Karava Place, Uralla	Dual Occupancy & Conversion of Shed to Dwelling	Awaiting Applicant
DA-25-2017	Mr M Smith & Ms L Ducat	4 Rocklea Road, Invergowrie	Staged 4 Lot Subdivision & Dwelling Under Clause 4.6	Under Assessment
DA-28-2017	Mrs K Smith	55 Budumba Road, Invergowrie	Secondary Dwelling	Under Assessment
DA-33-2017	Mr M Hillard & Ms J Van Der Lee	35 John Street, Uralla	2 Lot Subdivision	Under Assessment
DA-35-2017	Mr C & Mrs K Cooper	36 Uralla Street, Uralla	Dwelling	Awaiting Applicant

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Application Number	Applicant	Property	Development	Status
DA-39-2017	Mr J Pickard & Mr R South	192 Dumaresq Road, Saumarez Ponds	Horticulture & Market Gardens	Under Assessment
DA-40-2017	Mr L & Mrs C Seccombe	22 Baker Road, Invergowrie	2 Lot Subdivision	Awaiting Applicant
DA-41-2017	Uralla Historical Society Inc.	29 Salisbury Street, Uralla	Roof Replacement	Under Assessment
DA-42-2017	Mrs K Wallace	18 Elizabeth Avenue, Uralla	3 Bay Shed & Workshop	Under Notification
				Total: 10

Construction Certificates

Approved: Nil

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-23-2017	Ms J Pickard & Mr R South	192 Dumaresq Road, Saumarez Ponds	Shed
CC-31-2017	Mr M Scott & Ms A Kelly	38 East Street, Uralla	Dwelling
CC-37-2017	Mr J Ketley	3 Wilkens Street, Uralla	Dwelling

Total Monthly Estimated Value of Construction Certificate Approvals: \$608,993.00

Complying Development Certificate Applications

Approvals:

Application Number	Applicant	Property	Construction
CDC-22-2017	Mr T & Mrs N Parsons	486 Pinegrove Road, Saumarez Ponds	Dwelling Additions & Shed

Refusals: Nil

Withdrawn: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-19-2017	Mr C Robertson	1717 Kingstown Road, Balala	Dwelling Additions
CDC-20-2017	Ms L Delacour	9 Salisbury Street, Uralla	Dwelling Additions & Alterations
CDC-21-2017	Mr C & Mrs E Schaeffer	19 King Street, Uralla	Dwelling Alterations

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$461,000.00

Comparison to July 2016:

July 2016:	\$35,347.00	July 2017:	\$461,000.00
Year to date:	\$587,110.00	Year to date:	\$1,409,010.00
(Calendar Year)		(Calendar Year)	

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Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2006	6,310,059	42,349	6,310,059	-
2007	7,211,361	44,515	7,211,361	-
2008	9,155,533	56,169	7,393,239	1,762,294
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	4,523,118	83,761	3,114,108	1,409,010

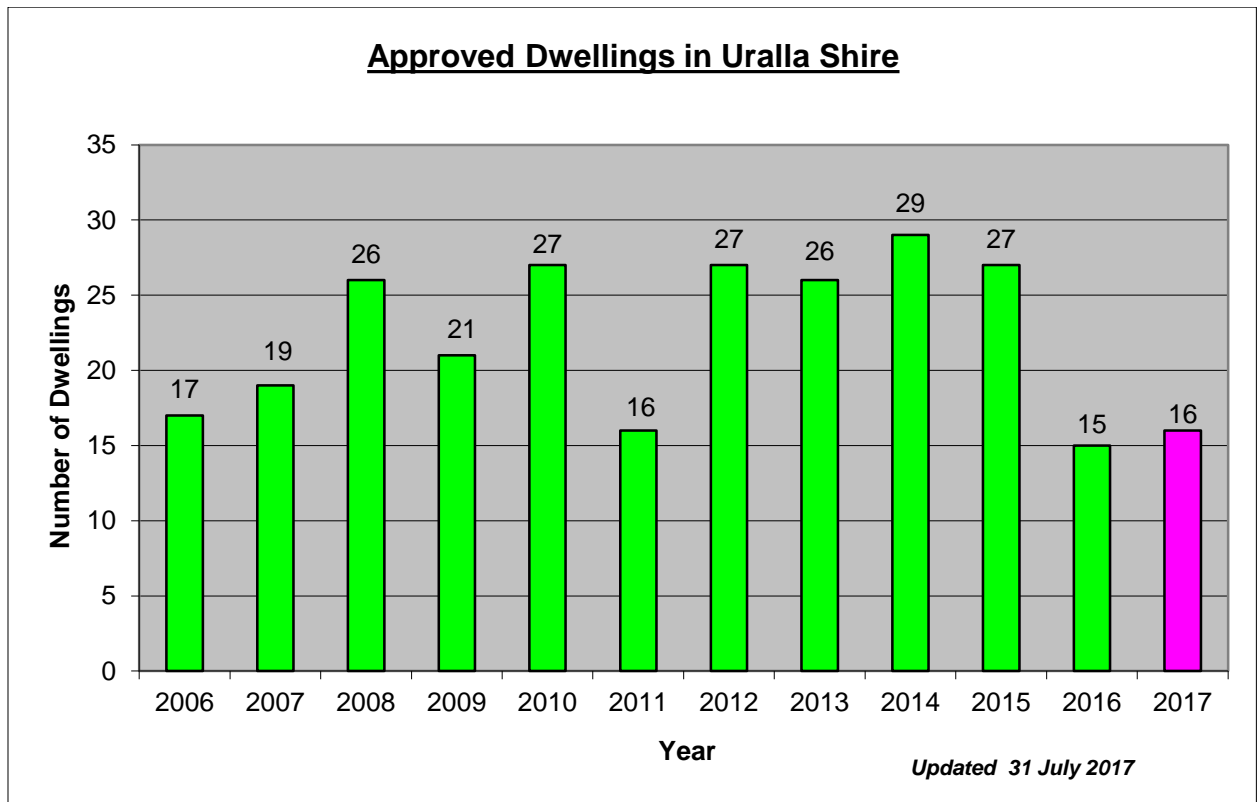
2017 to date

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	6,544,087	68,168	4,186,513	2,357,574
2017-2018	1,121,811	140,226	660,811	461,000

2017-2018 to date

Approved Dwellings 2006-2017



KEY ISSUES:

- *Development Applications approved by Council for July 2017 – 5*
- *Development Applications refused by Council for July 2017 – 1*
- *Development Applications withdrawn by Applicant for July 2017 – 0*
- *Outstanding Development Applications as at 31 July 2017 – 10*
- *Construction Certificates approved by Council for July 2017 – 0*
- *Construction Certificates refused by Council for July 2017 – 0*
- *Construction Certificates issued by private certification for July 2017 – 3*
- *Complying Development Applications approved by Council for July 2017 – 1*
- *Complying Development Applications refused by Council for July 2017 – 0*
- *Complying Development Applications issued by private certification – 3*
- *Total Development Value for 2017 as at 31 July 2017 – \$4,523,118*
- *Average Development Value for 2017 as at 31 July 2017 – \$83,761*
- *Development Application Value for 2017 as at 31 July 2017 – \$3,114,108*
- *Complying Development Application Value for 2017 as at 31 July 2017 – \$1,409,010*
- *Approved dwellings as at 31 July 2017 – 16*

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The Development Approvals and Refusals for June 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



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 4 - Heritage Advisory Services Summary for August 2017

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.1	To preserve, protect and renew our beautiful natural environment
Strategy:	3.1.2	Protect the shires historic buildings and sites, recognising their value to the community
Principal Activities:	3.1.2.1	Provide heritage services and support

SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for August 2017. His next visit will be Tuesday, 5 September 2017.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for August 2017 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 August 2017 visit is as follows:

Kentucky Memorial Hall – 44 Noalimba Ave, Kentucky

Met with committee members from the Kentucky Memorial Hall and Literary Institute Inc. to discuss repairs and heritage funding options to Kentucky Hall. The property is not listed as an item of heritage in Uralla LEP 2012 but has been identified as a heritage item in the Uralla Community Based Heritage Study (Stage 2) 2012 (SHI 2540349).

The organisation is wishing to undertake repairs and or replacement to the external buttresses, timber sills along the north western side, some structural timber framing supporting weatherboards and external painting. I stated that Council does have a Heritage Assistance Fund and that they will be calling for applications during this financial year. The fund will have a total of \$12,000 and Council

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will have a limit on the maximum they will allocate from the fund. I explained that in assessing applications that involve a building priority projects are considered to be those that keep the weather out of a building, disperse water away from the building and stabilise the structure.

I mentioned that another avenue of funding could also be the “Heritage Near Me – Activation Grants Program” administered by the Office of Environment and Heritage (OEH). Although the latest round has closed the guidelines should still be on the OEH website and I suggested that they look at the guidelines to ascertain whether they could be eligible for future rounds. I also explained that the pool of money in the program is much larger than that which Council offers.

I also stated that all timber to be repaired and or replaced including the buttresses should be in hardwood timber.



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Former Manse – 30 Bridge St, Uralla

Spoke with the owners regarding roof sheeting and colour palette. The property is listed as an item of heritage in Uralla LEP 2012 (I28), has been identified as a heritage item in the Uralla Community Based Heritage Study (Stage 2) 2012 (SHI 2540007) and is within the conservation area. I had previously had discussions with the owner and his architect on 9 May 2017 in regards to roof sheeting and colour schemes. At the time I stated that:

In regard to the roof sheeting that it is preferable to replace like with like – that is the short sheet roof sheeting with short sheet lengths. With short sheets the joins can be seen as the shadow line of the overlapping sheet and, less obviously, the additional nailing needed at the join. These provide a distinct horizontal element to the appearance of the roof and their loss, if full sheet lengths were to be used, would lead to a change in the character of the roof and an altered streetscape appearance as the adjoining buildings and those directly across the road are in short sheet lengths.

Zincalume can be used but Colorbond is not encouraged.

In regard to an external paint scheme any scheme should be chosen to reflect the architectural period of the building and one which would highlight the building's architectural details. Any paint scheme should give consideration to the removal of paint from brickwork, as was suggested by the owner and which is supported.

The former manse has been described as a 'California' bungalow. Buildings of that architecture style had a restrained colour scheme with an exterior colour scheme usually consisting of no more than two colours. Typical schemes were mid brunswick green contrasted with pale cream or red oxide and pale cream. Rendered walls were painted a restrained off white, beige or pale cream.

I referred the owner to the following publications that will assist with choosing a suitable colour scheme:

Colour Schemes for Old Australian Houses

Author Ian Evans, Clive Lucas & Ian Stapleton
Publisher Flannel Flower Press
ISBN0 9594923 3 X

More Colour Schemes for Old Australian Houses

Author Ian Evans, Clive Lucas & Ian Stapleton
Publisher Flannel Flower Press
ISBN 978-1-875253-15-9

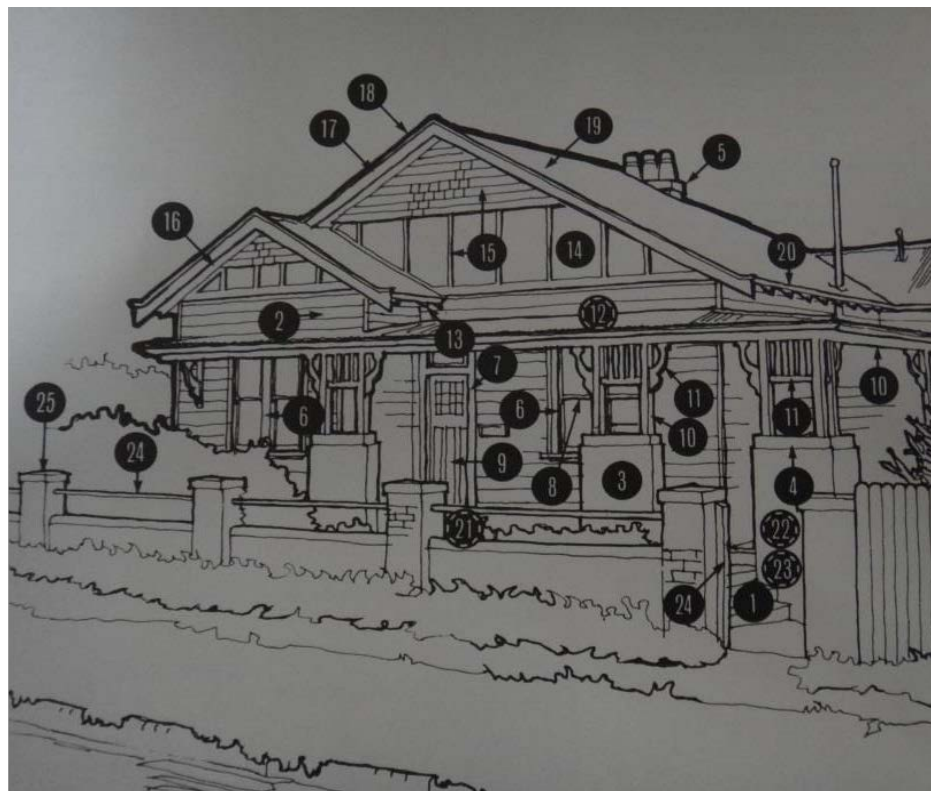
Both publications provide colour schemes for buildings of this and other periods of architecture. As an example, below is an extract from the publication *Colour Schemes for Old Australian Houses* for a building of the same period as the former manse that will hopefully assist with selecting an appropriate colour scheme.

The owner stated that it is their intention to replace the roof in short sheet lengths but enquired whether the sheets can match the colour of the existing which is a red oxide. I supported this.

A scheme for a weatherboard bungalow with grey walls and joinery in pale cream and forest green

1	Brickwork previously unpainted	Unpainted
2	Weatherboards	Grey 9094
3	Masonry verandah piers	Unpainted
4	Masonry caps to verandah piers	Forest green 282
5	Brick chimneys and pots	Unpainted
6	Window frames and architraves	Forest green 282
7	Door frames, architraves and transoms	Pale cream 4052
8	Window sashes	Pale cream 4052
9	Doors and fanlight sashes	Forest green 282
10	Verandah posts and beam	Pale cream 4052
11	Verandah brackets and valance	Off white 4046
12	Soffit of verandah roof, rafters and wall plate	Pale cream 4052
13	Exposed rafters and blocking pieces	Pale cream 4052
14	Gable ends	Pale cream 4052
15	Cover battens and shingles to gable ends	Forest green 282
16	Eaves soffits	Pale cream 4052
17	Fascias, barge boards and cappings	Pale cream 4052
18	Barge board moulding	Forest green 282
19	Roof and vents	Red oxide 446
20	Gutters and downpipes	Forest green 282
21	Door thresholds	Forest green 282
22	Timber verandah floor and paving	Grey 9094
23	Paths painted on verandah floor	Forest green 282
24	Fence rail and gates	Forest green 282
25	Masonry fence piers	Unpainted
26	Paling fence	Unpainted

96



Local Government Heritage Planning Studies 2016-2017

Reviewed Council's draft application to the Office of Environment and Heritage (OEH) – Local Government Heritage Planning Studies 2016-2017 – LGPL2016028 – Rocky River Gold Mining Precinct Study and provided comment.

Heritage Advisor work for the next twelve months and further

Began working through an excel spreadsheet forwarded to me from Council's Director - Infrastructure and Regulation. The purpose of this is to finalise a report on status of activities included in the past strategy and develop the next 3 year heritage strategy for Council's consideration and approval.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy):**
Provide heritage advisory services to the community to recognise and promote the value of Uralla Shire's heritage.
- 2. Policy and Regulation:**
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:	Director Infrastructure & Regulation
TRIM Reference Number:	U12/6279
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Health & Building Surveyor
Reference/Subject:	Report 5 - Food Shop Annual Inspection Program

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.2	A safe, active and healthy shire
Strategy:	1.2.5	Provide effective regulatory, compliance and enforcement services for the community
Principal Activities:	1.2.5.1	Provide effective regulatory, compliance and enforcement services.

SUMMARY:

The purpose of this report is to inform Council of the completion of the Annual Food Inspection Program for 2016/2017.

OFFICER'S RECOMMENDATION:

That Council receive and note the Annual Food Inspection Program results for 2016/2017.

BACKGROUND:

Council is a Category B partner to the New South Wales Food Authority and as such is responsible to maintain compliance and inspect all medium to high risk food businesses on an annual basis.

REPORT:

The 2016/2017 Food Premises Inspection Program of Uralla Shire Council resulted in twenty-five (25) premises inspected of the total thirty-four (34) local food premises. This Program consists of twenty (20) high risk food businesses, seven (7) medium risk businesses, four (4) low risk businesses and three (3) child care facilities.

Overall, the level of food service in Uralla Shire is of a high standard. There were no re-inspections of premises required this year and no complaints were received. In previous years some businesses were issued warning letters for breaches of the Australia New Zealand Standards Code (FSANZ) and *Food Act 2003* (NSW). With recent upgrades to three premises undertaken during the 2016/2017 financial year, no warnings were issued this year for breaches of the FSANZ.

In the financial year 2018/2019 home-based food businesses, Farmers' Markets and other minor food premises will come under the control of Local Government's food programs.

CONCLUSION:

The Annual Report required by the NSW Food Authority has been completed and forwarded. No enforcement actions were required to be served on any of the inspected food premises.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Council Policy – 5.1.10 – Food Control – Commercial Premises Food Act 2003

Food Regulation 2015

Australia New Zealand Food Standards Code (FSANZ)

Food Act 2003 (NSW)

Local Government Act 1993

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Compliance with legislative requirements to have report submitted to the NSW Food Authority at the end of each financial year.

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Health & Building Surveyor
TRIM Reference:	U17/6442
Approved/Reviewed by Director:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Report to the NSW Food Authority



Council Details

Tips

1. If you wish to save the data form before completing it all, you can click on the 'Save For Later' button at the top right hand of the pages. You can then login at a later time to complete it.
2. Please ensure that the data is approved by the General Manager or delegate prior to submitting the form.
3. You can print a copy of the data to give to the GM/delegate for approval prior to submission. Just follow the instructions on the last page and you will be provided with a link to download a pdf of the saved form. You will also be prompted for your email address to which can be sent a reminder email with a link to the saved form. You will then need to log back in once you have your GM/delegate's approval, to complete the submission.
4. Please note that you cannot change any data once you hit the 'Submit' button on the last page.
5. All questions are mandatory

Council Details

Council name *

Completed by *

Your full name

Email *

Your email address

Telephone *

Your daytime contact number

Business Profile

Fixed Premises

Q1. Number of fixed premises food businesses categorised as high risk? *

'High risk' typically means businesses which:

- handled and served ready-to-eat foods that may contain pathogenic microorganisms and support their growth, and
- also had known risk-increasing factors such as:
 - potential for inadequate/incorrect temperature control (reheated or hot-held food),
 - larger scale of operations (employed more than 10 people),
 - large catering operations (different preparation and serving location), and/or
 - supplied directly to at-risk customers (child care centres ; nursing home caterers).

High risk businesses require at least one programmed inspection per year.

Q2. Number of fixed premises food businesses categorised as medium risk? *

'Medium risk' typically means businesses which:

- handled (incl. cooked, thawed) foods that may contain pathogenic microorganisms and support their growth
- served ready-to-eat foods that may contain pathogenic microorganisms but not generally support growth, or unlikely to contain pathogenic microorganisms but may support growth if present
- served high- and medium-risk, ready-to-eat foods only portioned before receipt by the customer
- were small or medium scale of operations (less than 10 people), and/or
- were small or medium scale catering.

Medium risk businesses require at least one programmed inspection per year.

Total Number of High-Risk and Med-Risk Fixed Premises

Q3. Number of fixed premises food businesses categorised as low risk? *

'Low risk' typically means businesses which:

- served foods unlikely to contain pathogenic microorganisms and unlikely to support growth if present
- served pre-packed food only, or
- supplied foods that are not ready-to-eat.

Low risk businesses should be inspected in response to incident or complaint only.

Examples:

Bars selling packaged crisps only; confectionery stores; liquor shops; newsagents selling packaged low risk foods.

Total Number of Fixed Premises

Temporary Premises

Q4. Number of temporary food premises that operated in the council area? *

'Temporary food businesses': food stalls and facilities which handled, prepared and sold food at periodic markets, fairs, festivals, shows and non-mobile temporary facilities such as fruit stalls. The same stall present at repeated regular events should be counted as 1.

Exclude: mobile food businesses such as vans, food trucks & coffee carts.

Mobile Premises

Q5. Number of mobile food premises that operated in the council area? *

'Mobile food premises': food premises which handled, prepared and sold food, were designed to be movable from place to place (whether motorised or not) and were self-contained with its own hand wash basin, equipment and consistent operating conditions.

Exclude: temporary, non-mobile facilities such as market stalls.

Examples:

Coffee carts, juice carts, food trucks, mobile facilities for hamburgers, hot dogs, kebabs, commercial spits, BBQs grills, popcorn, icecream, fairy floss.

Retail sector requirements

Retail sector requirements

Q6. Number of food businesses requiring a Food Safety Supervisor (FSS)? *

Q7. Number of these food businesses that have a current FSS? *

Q8. Number of 'standard food outlets' (Fast Choices)? *

Q9. Are you checking whether nutritional information is displayed at 'standard food outlets'? *

Yes

No

Q10. How many 'standard food outlets' did not display nutritional information? *

Resources

Resources

Q11. Number of authorised officers engaged in food regulatory work over the 12 month reporting period? *

This is the total number of people (head count) appointed as authorised officers under the Food Act 2003 that have conducted any food regulatory work in the reporting year. This is regardless of whether they are full time, part time, consultants or responsible for other work as well. The response must be an integer.

Example:

A council with 1 full time authorised officer, plus 2 authorised officers who work on food part-time for 25% of their time plus 1 contractor appointed as an authorised officer working 25% of their time on food would answer 4. A separate person appointed as an authorised officer who did not perform any food regulatory work in the year is not counted.

Q12. Number of full time equivalent (FTE) authorised officers to fulfil food regulatory duties? *

'FTE': the number of authorised officers required to undertake council's level of food work (as per previous question) if they had worked full time on food.

Example:

A council with 1 full time authorised officer who works only on food (1 FTE), plus 2 authorised officers who work on food part-time for 25% of their time ($2 \times 0.25 \text{ FTE} = 0.5 \text{ FTE}$), plus 1 contractor appointed as an authorised officer who works 25% of their time on food (0.25 FTE) would answer 1.75.

Surveillance Activity

Number of Inspections

Q13. Number of primary inspections conducted for fixed food premises? *

Primary inspections : total number of inspections of fixed premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of mobile and temporary premises.

Example:

If a council inspects 50 high risk fixed businesses twice per year and 25 medium risk fixed businesses once per year, all of which are completed, then the answer is 125.

Q14. Number of primary inspections conducted for temporary food premises? *

'Primary inspections': inspections of temporary premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and mobile premises.

Q15. Number of primary inspections conducted for mobile food premises? *

'Primary inspections': inspections of mobile premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and temporary premises.

Example:

If a festival in a council area had 2 mobile coffee carts and inspected them both, and the council has 7 regular mobile food businesses selling ice cream, sandwiches, coffee and hot pies and completes inspections of them all, the answer is 9. Temporary food stalls at the festival should not be counted.

Number of Businesses

Q16. Number of high and medium risk, fixed premises food businesses inspected? *

'Fixed premises businesses': include the number of all high and medium risk fixed premises that were inspected.

Exclude multiple visits to the same business, any visit to low risk fixed premises and all mobile and temporary premises inspected.

Example:

If a council inspects 50 high risk fixed businesses twice per year and 25 medium risk fixed businesses once per year, all of which are completed, then the answer is 75.

Q17. Number of these fixed premises food businesses requiring re-inspection? *

'Re-inspection': Fixed premises which required follow-up to a primary inspection due to significant breaches or possible enforcement action.

'Significant breaches': those which pose a food safety risk or are matters which cannot be left until the next routine inspection.

Do not count premises where matters are left to the next routine inspection, the officer 'pops in' to check on a minor issue or if council routinely re-visits for minor issues with no enforcement action taken.

Examples:

Re-inspections due to hand washing, temperature control, cross contamination, pest control, inadequate cleaning and sanitation, sale of food past 'use by' dates and maintenance issues that pose a food safety risk.

Q18. Number of these fixed premises food businesses requiring additional re-inspection(s)? *

'Additional re-inspection': Fixed premises requiring further follow-up after a first re-inspection.

Example:

A premises found at primary inspection to have evidence of inadequate cleaning of surfaces and equipment and at re-inspection is found to have not addressed the issues, requiring a further reinspection the next day would count as 1.

Childcare facilities

Q19. Are there any childcare facilities in your LGA that cook and/or serve PHF? This question does not include childcare facilities that receive and store lunch/food packed by parents/carers. *

Yes

No

Q20. Are all these childcare facilities inspected at least once per year? *

Yes

No

Business Inspection Outcomes

Please report on the FPAR scores achieved for all premises inspected. For premises where there were two or more primary inspections, please report the score of the most recent primary inspection.

Business Inspection Outcomes

Please indicate the types of premises for which the business inspection outcomes are being reported *

Fixed premises

Temporary premises

Mobile premises

Q24. Number of premises with 0-3 points (5 star Scores on Doors rating) determined at the most recent primary inspection? *

14

Q25. Number of premises with 4-8 points (4 star Scores on Doors rating) determined at the most recent primary inspection? *

8

Q26. Number of premises with 9-15 points and with no single 8 point breach (3 star Scores on Doors rating) determined at the most recent primary inspection? *

3

Q27. Number of premises with more than 15 points or with any single 8 point breach ('no star' Scores on Doors rating) determined at the most recent primary inspection? *

0

Total

25

Complaints

Complaints

Where food complaints were determined to be in relation to multiple matters (eg. both hygiene and labelling) then please count that complaint only in the category identified as the most significant matter at the time of the investigation.

Number of complaints investigated in relation to alleged:

Q28. Hygiene & handling *

Number of complaint investigations which related to cleaning, sanitation, pest control, temperature control, storage, potential for cross contamination, etc.

Q29. Foreign matter *

Number of complaint investigations which related to food contaminated with foreign matter.

Q30. Food quality including deterioration *

Number of complaint investigations which related to poor food quality because of mould, damaged packaging, staleness etc.

Q31. Labelling & advertising *

Number of complaint investigations which related to incorrect labelling, missing labelling such as country of origin information, false or misleading advertising, etc. and may include food sold after a 'use by' date.

Q32. Single-incident foodborne illness *

Number of complaint investigations which related to single-incident cases of alleged foodborne illness (cases of either a single person or a single family).

Q33. Other *

Number of complaint investigations which related to other issues under the *Food Act 2003*.

Total Number of complaints investigated

0

Enforcement

Enforcement

Q34. Number of warnings issued *

0

'Warnings': number of warnings written on reports such as Food Premises Assessment Reports (FPARs), plus Warning Letters issued by authorised officers, for all premises types.

Exclude instances where Notices or Orders were issued.

Q35. Number of Improvement Notices issued? *

0

Formal Improvement Notices issued relating to Food Act breaches, for all premises types.

Q36. Number of Penalty Notices issued relating to Food Act breaches? *

0

Q37. Number of seizure notices issued? *

0

Seizure notices issued for Food Act breaches, for all premises types.

Q38. Number of Prohibition Orders served? *

0

Prohibition Orders issued for Food Act breaches, for all premises types.

Q39. Number of prosecutions determined relating to Food Act breaches?

0

Comments, Value-added Services and GM Approval

Comments

Q40. Please provide any comments/explanations to support the data in your submission

Council has received no verbal or written complaints relating to food businesses or food service.

Value-added Services

Please indicate what value-added services have been provided in the 12 month reporting period.
Please provide details for each in the box e.g. type and number of training sessions run

Q41. Participation in 'Scores on Doors'

Yes

No

Comments

Closed scoring is undertaken by Uralla Shire Council.

Q42. Technical advice provided to food businesses *

Yes

No

Comments

Fit out of Food Premises as per AS:4674.

Q43. Information provided to food businesses e.g. fact sheets, website, newsletter *

Yes

No

Comments

From the Food Authority fact sheets portal.

Q44. Food handler training organised or facilitated *

Yes

No

Comments

This has been requested but we have not undertaken anything this year.

Q45. Any other services provided e.g. participation in surveys *

Yes

No

Comments

GM Approval

Q46. Has this submission been approved by the General Manager of the council? *

This report can only be submitted once approved by the General Manager or delegate

Note: If you do not have approval and wish to receive a copy of your report for your GM/delegate to approve, then click the 'Save' button. You will be provided with a link to download a pdf of the saved form. You will also be prompted for your email address to which can be sent a reminder email with a link to the saved form. You will then need to log back in once you have your GM's approval to complete the submission.

Yes

No

You may be contacted by NSW Food Authority staff to verify responses.



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	General Manager
Reference/Subject:	Report 6 - Local Government NSW Annual Conference

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.1	A strong, accountable and representative Council
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels
Action:	4.1.4.1	Advocate the needs of the shire to State and Federal Governments.

SUMMARY:

The annual Local Government NSW Conference is to be held on Monday 4th December to Wednesday 6th December 2017 in Sydney.

The conference incorporates a formal meeting of Local Government NSW whereat Uralla Shire Council has voting rights of one single vote per motion.

The conference is also the peak networking opportunity for local government leaders in NSW.

OFFICER'S RECOMMENDATION:

That:

Council be represented at the 2017 Local Government NSW Annual Conference by the Mayor, or his alternate delegate and the General Manager, or his alternate delegate.

REPORT:

The Local Government NSW (LGNSW) annual conference is the peak industry event for the local government sector in NSW. At the conference delegates are provided with the opportunity to:

- Be informed about emerging and current matters of importance to the local government sector in NSW.
- Network with representatives, political and non-political, from local, state and federal governments.
- Listen to and/or participate in debate about motions put to the conference and which will guide the activities of LGNSW for the following year.
- Exercise Uralla's allocated single 'vote' for each motion put to the conference.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The conference provides the Council to participate in the agenda setting for Local Government NSW for the following year and is the primary networking/lobbying opportunity for the sector in the year.

2. Policy and Regulation

Nil

3. Financial (LTFP)

Nil – estimated cost for 2 people (sharing accommodation) is \$4,000 (travel, accommodation, registration and transfers) which is within budget.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Andrew Hopkins
General Manager

Prepared by staff member: General Manager
TRIM Reference Number:
Approved/Reviewed by Manager: General Manager
Department:
Attachments: Nil



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	General Manager
Reference/Subject:	Report 7 - National Local Roads and Transport Congress 2017

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.2	An effective and efficient organisation
Strategy:	4.2.3	Develop and consistently apply an asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to ensure inter-generational equity and sustainability
Action:	4.2.3.2	Participate in Regional and Local transport planning meetings

SUMMARY:

The annual National Local Roads and Transport Congress 2017 is to be held on Monday 6th November to Wednesday 8th November at Albany, Western Australia.

The conference incorporates a formal meeting of Australian Local Government Association (ALGA) whereat Uralla Shire Council has voting rights of one single vote per motion.

The National Local Roads and Transport Congress is critical in influencing the Federal Government and Opposition on road and infrastructure policies.

OFFICER'S RECOMMENDATION:

That:

Council be represented at the 2017 National Local Roads and Transport Congress by the Mayor, or his alternate delegate.

REPORT:

The Australian Local Government Association's (ALGA's) Local Roads and Transport Congress provides our Council representative with an opportunity to meet, collaborate and represent the sector's interests. This year's Congress is themed: '*Shaping Transport's Future*'.

For many individual councils, including Uralla, local roads and bridges are their single largest area of expenditure and present the greatest challenge in terms of asset management and financial sustainability.

The Roads Congress will be an important opportunity to engage with the Government on how its policies will impact on the provision and maintenance of local roads as well as the broader infrastructure and transport agenda. The Congress will feature national and international speakers. At the conference delegates are provided with the opportunity to:

- Be informed about emerging and current matters of importance to the local government infrastructure sector in NSW.
- Network with representatives, political and non-political, from local, state and federal governments.
- Listen to and/or participate in debate about motions put to the conference and which will guide the activities of ALGA's for the following year.
- Exercise Uralla's allocated single 'vote' for each motion put to the conference.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The conference provides the Council with the opportunity to participate in developing informed policies that will positively impact communities across the country.

2. Policy and Regulation

Nil

3. Financial (LTFP)

Nil – estimated cost of approximately \$3,800 (registration, travel, accommodation and transfers) is within budget. Possibly less where car pooling is available.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Andrew Hopkins
General Manager

Prepared by staff member: General Manager

TRIM Reference Number:

Approved/Reviewed by Manager: General Manager

Department:

Attachments: Nil



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	<i>Andrew Hopkins</i>
Reference:	Report 8 - Stronger Country Communities Fund

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:	4.2.2.3	Maximise grant and funding partnership opportunities.

Identify and seek grant funding opportunities for infrastructure and regulation projects or services.

SUMMARY:

The Stronger Country Communities Fund has been established by the NSW Government to help deliver local infrastructure projects to regional communities.

Uralla has been allocated \$1.56M for the combined 2017 and 2018 years (\$780,000 for each year). Funds which are not expended in 2017 can be 'rolled over' to 2018.

The application timeline for these funds is short and Council needs to demonstrate evidence of consultation activities and the findings of these activities will need to be provided with the application for funding.

Council should nominate its preferred project(s) to be applied for under this fund and consult with the community about their views. Council will then need to seek multiple supplier quotations for each project it seeks to be funded.

Applications for the 2017 funding round close on 13th September.

OFFICER'S RECOMMENDATION:

That Council

- a) **Note that funding for the Stronger Country Communities Fund is intended for: building new community facilities (such as parks, playgrounds, walking and cycle pathways); refurbishing existing local facilities (such as community centres and libraries); and enhancing local parks and the supporting facilities (such as kitchens and toilet blocks).**

- b) Nominate the following project(s), in order of preference, to be funded by its 2017 allocation of the Stronger Country Communities Fund and note that there may be insufficient funds in the 2017 allocation to fund all three (3) projects or components of projects):
1. PARKS – providing new playground equipment (including soft fall as necessary), shade structure, seating, outdoor exercise equipment, lighting, active recreational facilities (e.g. skate park) and BBQs in Council parks/reserves.
 2. WALKING & CYCLING – building new walking paths/shared cycle paths in Bundarra and Invergowrie.
 3. HALLS – building a community hall in Invergowrie, and refurbishing parts of the Bundarra (School of Arts) Hall and the Uralla Memorial Hall (e.g. flooring).
- c) Note consultation was undertaken with the Uralla Shire community, between 10th August and 20th August, inclusive and was undertaken, variously, by way of Facebook, Council's webpage, radio and newspaper. The consultation asked the community to state their two preferred projects as identified in b), above.
- d) Make application for funding from the Stronger Country Communities Fund on or before 13th September 2017.

REPORT:

The Stronger Country Communities Fund has been established by the NSW Government to help deliver local infrastructure projects to regional communities.

The State Government has stated that examples of suitable projects to be funded include:

- Building new community facilities (such as parks, playgrounds, walking and cycle pathways)
- Refurbishing existing local facilities (such as community centres and libraries)
- Enhancing local parks and the supporting facilities (such as kitchens and toilet blocks).

They have also advised that priority will be given to projects that provide local jobs and support local businesses.

Eligible Projects

The State advises the following information will be required for eligible projects:

- **Clear definition of project, purpose, scope, costs and who it shall benefit.**
- **Evidence or data** on how the project will help boost the liveability of the local community. This might include consideration of how it will build more vibrant, sustainable and inclusive communities.
- **Supporting information** could include estimated take-up numbers, survey feedback or direct community feedback.
- Additional evidence could include how the proposal aligns with the **Council Community Strategic Plan**.
- **The government is seeking projects of at least \$100,000 and typically in the range of \$250,000 to \$1 million.** Larger projects will be considered where there is significant financial co-contribution.
- **Deliverability**,. Evidence that the project can commence within 12 months and ideally be completed and funds acquitted within two years of funding approval.
- **Evidence the project is cost effective** will be required including a clearly defined budget. At least two quotes should be provided. Projects must give consideration to the processes and

procedures outlined in the capital expenditure review guidelines issued by the Office of Local Government.

- **Details about co-contribution.**

Organisations will need to contribute if the project chosen is a planned upgrade or existing infrastructure in their forward program of capital works project proposals.

- **Details about the use of local suppliers.**

Supporting data might include competitive quotes, how it will contribute to local employment and the local skills development.

- **The capacity to maintain any new infrastructure funded.** *Projects must be sustainable and be able to be operated and maintained beyond the funding period.*

Project Selection

At its workshop of 8th August 2017 Council considered some 20 potential projects (and sub projects) against a number of criteria, including, historic need (previously identified but unfunded projects), emerging trends, the types of projects the government has stated would be suitable for this funding and the extent of benefit to the Uralla Shire communities.

Of the projects identified, the following projects were then selected as those which should be formally put to the community for consideration:

- a) **PARKS** – providing new playground equipment (including soft fall as necessary), shade structure, seating, outdoor exercise equipment, lighting, active recreational facilities (e.g. skate park) and BBQs in Council parks/reserves.
- b) **WALKING & CYCLING** – building new walking paths/shared cycle paths in Bundarra and Invergowrie.
- c) **HALLS** – building a community hall in Invergowrie, and refurbishing parts of the Bundarra (School of Arts) Hall and the Uralla Memorial Hall (e.g. flooring).

Consultation

Consultation is an important aspect of this fund and also for Council. Consequently the Councillor workshop instructed the preferred projects be put to the community for their consideration. Specifically, the community should be asked to rank the projects in order of priority.

Councillors instructed the community be consulted using the following outlets:

- Facebook.
- Council's web page.
- Information located at local stores within the Shire.
- Council administration and chambers building in Uralla.
- The library and VIC in Uralla.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil – consultation undertaken in accordance with strategy.

2. Policy and Regulation

Nil

3. Financial (LTFP)

None at this stage. If co-funding is required it may impact upon the LTFP.

4. Asset Management (AMS)

Potential increase of assets to be managed.

5. Workforce (WMS)

To be determined.

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager
Attachments:	Nil



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Trish Kirkland</i>
Reference/Subject:	Report 9 - 2016/17 Operational Plan Annual Performance Report 30 June 2017

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	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 2016/2017 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 Annual 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 directorates and responsible officers (who provide progress information). The Operational Plan Annual Progress Report at June 2017, is contained at Attachment 1.

A summary of the key actions delivered and progress achieved for the 12 month period to 30 June 2017 is set out in Table 1 – Action Status Summary, below:

Table 1 – Action Status Summary

Action Status at 30 June 2017		General Manager's Office	Infrastructure & Regulation	Community & Governance	Total	%
	Action progressing within budget, on-time, to the standard required	55	96	44	195	81%
	Action not progressing within budget/timeframe/to standard; however remedial action to bring it back 'on-track' is achievable	7	22	7	36	15%
	Action not progressing within budget/timeframe/to standard; and remedial action to bring it back 'on-track' is not within responsible officer's control	1	1	8	10	4%
Total		63	119	59	241	

96% of Council's Operational Plan Actions for the year ending 30 June were successfully completed or are being satisfactorily progressed, with only 4% not progressed and subsequently programmed into the 2017/18 Operational Plan for action.

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Community engagement and consultation occurred in the preparation of the 2016/17 Operational Plan.

B. Policy and Regulation

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

C. Financial (LTFP)

No change

D. Asset Management (AMS)

No change

E. Workforce (WMS)

No change

F. Legal and Risk Management

Nil

G. Performance Measures

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

H. Project

Not Applicable

Prepared by staff member:	Trish Kirkland
TRIM Reference Number:	U10/6484 – UINT/17/2594
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager
Attachments:	Attachment 1 2016/17 Operational Plan Annual Progress Report at 30 June 2017

Uralla

URALLA SHIRE COUNCIL



Operational Plan

Annual Progress Report

June 2017

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INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

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INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

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INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

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INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Sealed Roads

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Unsealed Roads

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Transport Facilities

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Bridges & Culverts

41

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Kerb & Gutter

42

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Stormwater & Drainage

43

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Footpaths & Cycleways

44

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Quarries & Pits

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Swimming Complex

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Parks, Garden & Open Space

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Land-Use Planning

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Public Health

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Regulation & Enforcement

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Waste Management

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

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Uralla Water Supply

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Bundarra Water Supply

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Sewerage Services

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RESPONSIBILITY LEGEND




CIVIC BUSINESS	GENERAL MANAGERS OFFICE	
	Civic Leadership	General Manager
	Organisation Leadership	
	Communication	

ORGANISATIONAL SERVICES	FINANCIAL MANAGEMENT	
	Financial Management	Chief Financial Officer
	Rates & Revenue	
	HUMAN SERVICES	
	Human Resources	Manager Human Services
	Customer Service	Community Development & Tourism Coordinator
	GOVERNANCE & INFORMATION	
	Governance	Coordinator Governance & Information
	Technology	
	Records & Information	

COMMUNITY & CULTURAL SERVICES	COMMUNITY SERVICES	
	Community & Culture Management	Director Community & Governance
	Tourism & Promotion	
	Library Services	Community Development & Tourism Coordinator
	Community Development	
	COMMUNITY CARE & SUPPORT	
	Ageing & Disability Services	Coordinator Community Support
	Community Transport	Coordinator Community Transport
	Aged Care Facilities	Facility Manager /Director of Nursing

INFRASTRUCTURE & REGULATORY SERVICES	INFRASTRUCTURE & REGULATION MANAGEMENT	
	Infrastructure & Regulation Management	Director - Infrastructure & Regulation
	Plant & Equipment	
	Depots	
	Private Works	
	Emergency Services	
	WORKS & CIVIL	
	Sealed Roads	Manager - Works & Civil
	Unsealed Roads	
	Transport Facilities	
	Bridges & Culverts	
	Kerb & Gutter	
	Stormwater & Drainage	
	Footpaths & Cycleways	
	Quarries & Pits	
	FACILITIES & OPEN SPACE	
	Swimming Complex	Director - Infrastructure & Regulation
	Parks, Gardens and Open Space	
	Sporting Grounds & Facilities	
	Public Buildings & Amenities	
	Operational Buildings	
	Cemeteries	
	PLANNING & REGULATION	
	Land-Use Planning	Manager - Planning & Regulation
	Development Control	
	Public Health	
	Regulation & Enforcement	
	ENVIRONMENT	
	Waste Management	Manager - Waste Services
Environmental Management	Coordinator - Environmental Mgt	
WATER-CYCLE		
Uralla Water Supply	Director - Infrastructure & Regulation	
Bundarra Water Supply		
Sewerage Services		

STATUS KEY










-  Action or Program is progressing within budget, on-time, to the standard required
-  Program is not progressing within budget, or within timeframes or to standard required; however remedial action is within the control of the responsible manager to bring the program back 'on-track'.
-  Program is not progressing within budget, or within timeframes or to standard required; however remedial action is not within the control of the responsible manager to bring the program back 'on-track'.

CIVIC BUSINESS – Civic Leadership






Goal: 4.1 A strong, accountable and representative Council

Strategies:

- 4.1.2 Engage with the community effectively and use community input to inform decision making
- 4.1.3 Provide open, accountable and transparent decision making for the community
- 4.1.4 Provide strong representation for the community at the regional, state and federal levels
- 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.1.2.3 Deliver a Local Government Week Program.		Program held in August 2016
2. 4.1.2.4 Conduct regular Community Consultative Panel meetings.		Panels discontinued and replaced with engagement events.
3. 4.1.2.5 Distribute monthly newsletter to residents.		Newsletter distributed every month.
4.		
5. 4.1.3.2 Develop and implement a Councillor training and development program.		Training completed through LGNSW and with external consultants. Additional training to be identified on a needs basis.
6. 4.1.3.3 Council and Standing Committee Meetings are conducted and open to the public.		All meetings held to calendar. Standing Committees discontinued and have been replaced with Councillor Strategic Planning Workshops, held monthly.
7. 4.1.4.1 Advocate the needs of the shire to State and Federal Governments.		Ongoing advocacy to Government as required through multiple opportunities, including NAMOI JO and NEROC.
8. 4.1.4.5 Business papers and minutes are distributed to Councillors and uploaded onto Councils website in a timely manner.		Business Papers meet legislative requirements for circulation and Minutes distributed in a timely manner.
9. 4.1.5.1 Councillors understand and comply with the Code of Conduct.		Code of conduct training undertaken as part of the new Councillor induction.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Council meetings conducted as scheduled	Meetings advertised and held in-line with parameters	100%	100%	100%	
2. Business Papers constructed and made public	Business papers constructed and distributed within timeframe parameters	>3 full days	>5 full days, as per Code of Meeting Practice	100%	
3. Policy review program	Review program completed	>95%	100%	<95%	
4. Public interest requirements met	All PID requirements met	100%	95%	100%	

CIVIC BUSINESS – Organisational Leadership

Goal: 4.1 A strong, accountable and representative Council

Strategies:

- 4.1.1 Provide clear direction to the community through the development of the Community Strategic Plan, Delivery Program and Operational Plan
- 4.1.2 Engage with the community effectively and use community input to inform decision making
- 4.1.3 Provide open, accountable and transparent decision making for the community

Goal: 4.2 An effective and efficient organisation











Strategies:


















- 4.2.1 Provide a range of services that meet benchmarks determined with the community, having regard to quality and cost
- 4.2.6 Identify and manage risk associated with all Council activities and ensure a safe and healthy work environment
- 4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.

Goal: 4.3 Deliver the goals and strategies of the Community Strategic Plan




Strategies:




- 4.3.1 Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in the community strategic plan
- 4.3.2 Implement and maintain a performance management framework to enable clear reporting on the progress against milestones and key indicators in Councils strategic documents

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.3.1 Lobby the State Government to delivery on the funding commitment for the Armidale Hospital		Funding achieved. Build started.
2. 4.1.1.1 Review the Community Strategic Plan		Completed and implemented.
3. 4.1.1.2 Implement, monitor and review the Delivery Program		On-going – reporting to Council quarterly.
4. 4.1.1.3 Construct Councils annual Operational Plan		Constructed and implemented
5. 4.1.2.1 Develop, implement and review Council community engagement framework and community consultative panels		Community Engagement Plan in place and operating.
6. 4.1.2.2 Facilitate the delivery of community presentations to Council and deputations on business before them.		Deputations made to Council as requested.
7. 4.1.3.4 Council’s Code of Meeting Practice and policies are maintained and reviewed.		Ongoing monitoring program.
8. 4.1.5.1 Annual pecuniary interest declarations are completed and updated as necessary.		Completed and reported.
9. 4.3.2.1 Develop and implement a Councillor training and development program.		Training completed through LGNSW and with external consultants. Further training to be identified on an as needed basis.

10. ACTIONS & PROGRAMS	STATUS 	COMMENTARY
11. 4.2.1.1 Develop, implement and review Business Plans for all of Councils Service areas		Program commenced.
12. 4.2.7.1 Ensure that Council has in place a robust and adequate Governance framework		Basic governance framework in place. Improvements to be made in the 17/18 year.
13. 4.2.7.2 Resource and administer Councils Audit and Risk Committee		Resourced and administered.
14. 4.3.1.1 Implement and review Councils strategic resourcing strategies (LTFF, AMS & WMS)		AMPs and WMP integrated with LTFF.
15. 4.3.1.2 Ensure Councils organisation structure is aligned to the most efficient and effective delivery of services		Current organisation structure generally meets the needs of the current operational plan and resourcing plans. Further review is to take place in 17/18.
16. 4.3.2.1 Develop and implement Councils Performance Management framework		Many of the elements which comprise the framework are currently in place or soon to be in place. The framework will be progressed further in 17/18.
17. 4.3.2.2 Report on actions delivered and progress made in the implementation of Councils Delivery Program		Legislative requirements met.
18. 4.3.2.3 Complete and lodge Councils Annual Report		Completed and lodged.
19. 4.3.2.4 Develop and implement a key reporting suite for regular review by the Executive Management team		Implemented.
20. 2.4.4.1 Partner with Armidale Council and other New England Councils to lobby for funding for the upgrade of the Armidale Regional Airport		Funding for airport received. Building commenced.
21. PBPR – Develop and adopt a Resourcing Strategy that complies with the IP&R Framework.		Draft completed.
22. PBPR – Develop a Business Continuity Plan based on the worldwide CIVICA recovery plan.		Initial BCP training completed and CIVICA Recovery Plan being incorporated into IT component with IT Strategy draft.
23. FTF – Community education and engagement program undertaken for special rate variation application.		Deferred
24. FTF – Examine further opportunities for resource sharing and joint tendering.		Local Government Procurement and NAMOI JO have provided forums and information sessions on joint procurement opportunities that will be incorporated into the procurement review.
25. FTF – Implement Councils organisation development strategy and action plan		Components complete. Bulk of work will be in 17/18.
26. FTF – Implement a rolling service review program.		Commenced.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Integrated Plans reviewed and constructed	IP&R documents reviewed and operational plan constructed before 30 June	All met	All met		
2. Successful delivery of the Operational Plan	% of Actions completed	>90%	>95%		















3.	Senior Management meet regularly	Executive meet monthly	All met	All met		
4.	Audit and Risk Committee operating successfully	Audit & Risk Committee administered to meet quarterly or as determined	All met	All met		
5.	Special Rate Variation lodged and successful	Deferred				



ORGANISATIONAL SERVICES-FINANCIAL MANAGEMENT – Financial Management

Goal: 4.2: An effective and efficient organisation











Strategies:

- 4.2.2: Operate in a financially responsible and sustainable manner
- 4.2.3: Develop and consistently apply an asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to ensure inter-generational equity and sustainability
- 4.2.7: Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.2.1 Review, revise and maintain Councils Long Term Financial Plan		Plans constantly reviewed, revised and maintained with the LTFP for the ten year period ended June 2027 to be presented to Council by September 2017.
2. 4.2.2.2 Complete quarterly budget review statements in-line with statutory requirements		Quarterly budget reviews completed in accordance with statutory requirements including being presented to Council in a timely manner.
3. 4.2.2.3 Provide financial reports to Management and staff to assist in budget control and decision making		Monthly performance reports provided to managers in a timely manner.
4. 4.2.2.4 Process payroll on a fortnightly basis in-line with the appropriate Awards and Council policy		Payroll processed fortnightly in accordance with appropriate awards and Council policy.
5. 4.2.2.5 Ensure adequate and effective internal controls are in place for all financial management and purchasing functions		Work is continuing on strengthening internal controls. A new procurement policy is being written and is expected to be presented to the Audit & Risk Committee in August 2017. This will form the basis for further strengthening of some internal controls.
6. 4.2.2.6 Process accounts payable in-line with Councils protocols and suppliers terms of trade		Accounts payable are processed in line with Councils protocols and on a timely basis.
7. 4.2.3.1 Develop funding models that ensure all of Councils infrastructure can be maintained and renewed as required.		LTFP updated for the ten year period ended 30 June 2027 which includes costing for the maintenance of Councils infrastructure based on completed asset management plans. This model does not yet include integration of incomplete asset management plans that will be completed in 2017/18.
8. 4.2.7.3 Complete and lodge annual Financial Statements in accordance with statutory requirements		Annual financial statements for 2016 completed and lodged four days after due date but financial statements for 2017 will be lodged on time.
9. 4.2.7.4 Complete all taxation returns and grant acquittals as required by external bodies		All taxation and grant acquittals completed as required.
10. 4.2.7.5 Organise and manage the external audit of Council and address any management letter issues		External final audit for 2016 completed with no issues arising therefrom and interim audit for 2017 complete with no major management letter items reported.
11. FFTF – Annual expenditure reduction dividend determined and achieved.		An annual expenditure reduction was achieved in 2017 and has been built into the LTFP which will be monitored throughout the financial year.
12. FFTF – Review of all fees and charges completed.		All fees and charges reviewed as part of the completion of the annual operational plan for 2017/18.
13. FFTF – Review of asset valuations and depreciation methodology completed for all asset classes.		Assets are valued on a five year rotational basis. Land and other structures were revalued during the year ended 30 June 2016 and water and sewer assets have been revalued for 2017. Depreciation rates, residual values and carrying values were also reviewed as part of normal year-end procedures.






14. FFTF - Review Council's borrowing policy and capital expenditure guidelines.		Policy and guidelines reviewed.
15. FFTF - LTFP developed and integrated with budget management.		LTFP includes current year operational plan which is the basis for the budget loaded into the council financial reporting system.

PERFORMANCE MEASURES





INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Long Term Financial Plan constructed	Long Term Financial Plan revised and modelled to meet sustainability criteria by 30 June		All met	Completed	
2. Budget Management Reporting completed	QBR and monthly budget reports completed		All met	Ongoing	
3. Statutory compliance	Lodgement of financial statements, tax returns and grant acquittals on time.		All met	Completed	
4. Payment obligations met	All payroll processed fortnightly and suppliers paid within terms and conditions		All met	Ongoing	
5.. Expenditure reduction target of \$250K achieved over a 4 year period	Achievement of expenditure reduction identified in the annual operational plan and LTFP.		Meet expenditure reduction target	Achieved	
6. All fees and charges received in line with concept of full cost recovery	Annual review of fees and charges against actual costs.		Review performed annually	Ongoing	
7. Accuracy of valuation, condition rating and depreciation expense validated	External valuations are performed by experts in their chosen field. No accuracy of results from these valuations is made except against reasonableness. Internal valuations are also tested on a reasonableness basis. Condition ratings are performed by infrastructure and regulation and no test of the accuracy of these conditions is performed by financial personnel. Depreciation expense is reviewed for reasonableness and useful lives, residuals and carrying values are reviewed annually on a test basis.		All validated	No valuation or condition rating validations have been undertaken	
8. Council's asset management plans, registers and financial information is aligned and integrated and meets management requirements.	As asset management plans are completed, council integrates the outcomes into the LTFP and operation plan and ensures that outcomes are achievable.		All plans integrated	Ongoing	
9. Borrowing policy and expenditure guidelines reviewed and council making effective use of debt.	That the policy and guidelines are reviewed.		Reviewed	Completed	
10. LTFP and budget management integrated.	LTFP data is used in budget management.		Integrated	Completed	

ORGANISATIONAL SERVICES-FINANCIAL MANAGEMENT – Rates & Revenue

Goal: 4.2 An effective and efficient organisation
 Strategy: Operate in a financially responsible and sustainable manner

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.2.9 Invest surplus funds to maximize the return to Council whilst complying with Councils Investment Policy risk parameters		Cash needs are reviewed daily and surplus funds are invested either at call or in term deposits with terms up to twelve months.
2. 4.2.2.10 Model and adopt rate structures to maximize equity across the Council area and between categories		Completed as part of the annual operational plan and LTFP updates.
3. 4.2.2.11 Levy rates and charges in compliance with all regulatory requirements		Rates levied in accordance with all regulatory requirements.
4. 4.2.2.12 Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts		Rates collected in accordance with current council policies. These policies are currently under review.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Rating statutory compliance	Rates levied in accordance with statutory requirements	Comply with legislative requirements	All met	All met	
2. Collection of accounts	Outstanding collections percentage	Better than 5%	<6.5%	4.4%	
3. Return on Investments	Average return on invested funds	Achieve target or better	>2.75%	2.7% as at June 2017	

ORGANISATIONAL SERVICES-HUMAN SERVICES – Human Resources

Goal: 4.2 An effective and efficient organisation










Strategies:


- 4.2.4 Establish Uralla Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce
- 4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment

Goal: 4.3 Deliver the goals and strategies of the Community Strategic Plan








Strategy:

- 4.3.1 Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.4.1 Develop and implement a corporate staff induction program		A new staff induction program is currently being piloted with new staff between August to October 2017 with a review due to occur at the end of the pilot period.
2. 4.3.1.4 Develop a succession planning program		Succession planning report completed. The report provides a snapshot of positions and staff who are potentially within 5 years of retirement from the workforce. Proposed succession strategies are also addressed in the report.
3. 4.2.4.3 Review and implement a staff appraisal program		Annual performance review program is nearing completion for 2017. Research is to commence in respect to a new performance management program for Council with LG Innovation Fund Round 2 funding secured for this purpose.
4. 4.2.4.4 Construct an integrated training plan across all Council		A training needs analysis is to be finalised after the current round of annual staff performance reviews, including individual staff training plans, has been finalised. An integrated corporate training plan will be formulated following collation of individual staff training plans.
5. 4.2.4.5 Develop and implement reward and recognition protocol		Recognition protocol developed and implemented. 24 staff recognised in this round of years of service recognition. Processes now in place to consistently manage and maintain the program.
6. 4.2.6.5 Implement systems and procedures to manage risk associated with all Council activities and ensures a safe and healthy work environment		WHS Committee membership has been reviewed and the Committee is meeting on a regular two monthly basis. New Health & Safety Representatives have been appointed in the areas of McMaugh Gardens, Administration Centre and Library/VIC. New management representatives have been appointed to the WHS Committee including the Overseer and the Waste Operations Team Leader. A workplace inspection program is underway with an inspection of the Uralla Works Depot and McMaugh Gardens completed in July and August respectively. Safework method statements have been reviewed and finalised in the areas of works, water and sewer and the workshop.
7. 4.2.6.1 Oversee Return to Work and Workers Compensation processes		Oversight and management of the return to work and workers compensation processes is continuing in partnership with Council's workers compensation insurers StateCover.
8. 4.3.1.3 Implement volunteer management protocol and procedures		Draft volunteer protocol, procedure and handbook has been developed, however, full implementation across council is to be finalised.

9. FFTF – Implementation of the Workforce Management Strategy		Implementation of the Workforce Management strategy is continuing.
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PERFORMANCE MEASURES






INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Staff Appraisals completed for all staff by April 2016	Appraisals completed	100%	100%		Three 2016 appraisals outstanding. To be completed by end August 2017.
2. Regular Workplace Health and Safety Meetings held	Frequency of meetings held	100%	100%		
3. Key HR policy, protocol and procedures reviewed and updated	Policies/procedures regularly reviewed	100%	100%		Ongoing process of review and updating.
4. Workplace Health and Safety Management Plan completed	Plan in place and functioning in accordance with protocols	100%	100%		Review of WHSMS to be undertaken on appointment of Risk & Safety Officer.
5. Staff induction program adopted and implemented	Inductions held in a timely manner	100%	100%		
6. Workforce Management Strategy implemented and organisation capacity and management skills improved.	Strategy implemented and functioning effectively	100%	100%		

ORGANISATIONAL SERVICES-HUMAN SERVICES – Customer Service





Goal 4.2 An effective and efficient organisation

Strategy:

4.2.5 Provide customer service excellence

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.5.1 Implementation of Customer Service Charter		In progress, bulk of work programmed for 2017/18
2. 4.2.5.2 Review of customer service procedures for better practice		In progress, with RevuMap for 2017/18
3. 4.2.5.3 Implement bi-annual Customer Service survey		Deferred, programmed for 2017/18
4. 4.2.5.4 Assist service areas to improve customer service practices.		Ongoing, with RevuMap for 2017/18

PERFORMANCE MEASURES








INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Customer service procedures reviewed and finalised	Effective customer service	100%	100%	50%	
2. Customer service survey completed	Survey completed and results tabulated	100%	100%		
3. Customer Service Charter benchmarks met	Level of service provided	100%	100%	75%	

ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION – Governance






Goal: 4.2 An effective and efficient organisation

Strategies:

- 4.2.6 Identify and manage risk associated with all Council activities and ensure a safe and healthy work environment.
- 4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.
- 4.2.2 Operate in a financially responsible and sustainable manner

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.2.7 Undertake review of procurement		Procurement review completed
2. 4.2.6.2 Implement Council's Audit and Risk Committee and facilitate regular meetings		Regular meetings facilitated
3. 4.2.6.3 Undertake Internal Audit program		Deferred, programmed for 2017/18
4. 4.2.6.4 Further develop Council's risk practices and risk register		Risk Management framework drafted, bulk of work programmed for 2017/18
5. 4.2.7.7 Ensure compliance with regulatory / statutory requirements as public officer		Public Officer requirements under section 343 met
6. FFTF – Major review of procurement completed		Refer 1 above

PERFORMANCE MEASURES








INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Governance framework implemented	Framework implemented		100%	Progressing	
2. Central risk register implemented and populated	Register implemented		100%	0%	
3. Procurement review completed.	Review completed		100%	100%	
4. Audit and Risk Committee met quarterly.	Meeting Quarterly		100%	100%	

ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION – Technology





Goal: 4.3 – Deliver the goals and strategies of the Community Strategic Plan.

Strategy:

4.3.1 Resource the organization of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.3.1.5 Delivery of Council's IT rolling replacement program		Commenced, bulk of work programmed for 2017/18
2. 4.3.1.6 Develop Technology Strategic Plan		Deferred, programmed for 2017/18
3. 4.3.1.7 Solidify managed service arrangements to ensure Business Continuity		Improvements implemented
4. 4.3.1.8 Provide helpdesk support to all customers		New Service Desk Now helpdesk software implemented to support improved internal customer services and resource management
5. 4.3.1.9 Implement wireless network over Administration building		Completed
6. 4.3.1.10 Implement monitors and cabling in Council Chambers		Completed

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Technology Strategic Plan completed	Plan completed		100%	Programmed for 2017/18	
2. Replacement program completed	Replacement program implemented		100%	Progressing	
3. Capital works completed/implemented successfully	Capital works program completed		100%	100%	







ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION –

Records & Information





Goal: Goal: 4.2 An effective and efficient organization.

Strategy:

4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.7.8 Review Councils GIPA/PID requirements – and associated plans and procedures		Review completed. Required improvements programed for 2017/18
2. 4.2.7.9 Review Councils complaints management protocol and procedures		Reviewed completed. Required improvements programed for 2017/18
3. 4.2.7.10 Ensure records are kept in-line with the State Records Act, the PIPPA and GIPA Acts		Improvements to Council’s electronic records management practices and systems are required. Stage 1 improvements are programmed for 2017/18.
4. 4.2.7.11 Provide GIPA reports as required		Improvements required to for mandatory publications, disclosure log, contracts register and information publication programmed for 2017/18
5. 4.2.7.12 Provide correspondence management reports		Improvements to Council’s electronic records management practices and systems are required. Inwards Correspondence management reports are included in the Stage 1 improvements programmed for 2017/18

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Compliance with State Records Act, PIPPA & GIPA	Compliance reporting completed.		100%	100%	
2. Complaints Management procedures reviewed and implemented	Procedures reviewed		100%	50%	
3. Records Management reports to Executive monthly	Monthly reports to Executive		100%	0%	







COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

Community & Culture Management








Goal: 4.2 An effective and efficient organisation



Strategies:

- 4.2.1 Provide a range of services that meet benchmarks determined by the community, having regard to quality and cost
- 4.2.2 Operate in a Financially responsible and sustainable manner
- 4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.1.9 Implement and maintain the Services Plans for Tourism and Promotion, Libraries, Aged & Disability Services, Community Transport, Community Development and Aged Care Facilities.		Implemented
2. 4.2.1.2 Develop an asset management plan for the McMaugh Gardens aged care facility.		Building Asset Management Plan including McMaugh Garden’s completed by Infrastructure and Regulation to draft stage.
3. 4.2.2.8 Oversee management of the Community & Culture budgets in line with Councils Long Term Financial Plan.		Budget review program in place with CFO.
4. 4.2.7.7 Ensure compliance with the regulatory requirements of Councils grant agreements from State and Federal Government for all Community Care and Aged Care Facilities.		Financial, reporting, accreditation and client regulation requirements met. Annual Audits by funding bodies completed.
5. PBPR: Develop and implement a business plan for McMaugh Gardens		Deferred, programmed for 2017/18

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Services plans reviewed annually	All plans reviewed		100%	50%	
2. McMaugh Gardens asset management plan – completed	Asset plan completed		100%	90%	
3. Community & Culture operational plan actions completed	All actions completed as per plans	85%	100%	>85%	
4. Contracted obligations of grant funds met	All contractual obligations met		100%	100%	
5. Community & Culture finances contained within budgets	All programs managed as per budgets		100%	100%	
6. McMaugh Gardens Business Plan completed and adopted	Completed and implemented		100%	0%	

7.	Accreditation of services	Accreditation compliance		100%	100%	
8.	Full recovery of corporate overheads obtained and revenue levels maximised.	Achieved		100%	100%	

COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

Tourism & Promotion

Goal: 1.1 A proud, unique and inviting community

Strategy:

1.1.4 Support, encourage and celebrate community participation and volunteerism

Goal: 1.3 A diverse and creative culture

Strategy:

1.3.2 Work with the community and other partners to develop major cultural and community events and festivals

Goal: 1.4 Access to and equity of services

Strategy:

1.4.4 Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities

Goal: 2.1 An attractive environment for business, tourism and industry

Strategy:









2.1.1 Promote the New England region as a wonderful place to live, work, visit and invest

Goal: 2.2 Growing and diversified employment, education and tourism opportunities






Strategies:

2.2.4 Partner with neighbouring Councils to effectively market the unique natural characteristics and diverse tourism opportunities available within the New England region

2.2.5 Facilitate major social and cultural events being staged in our shire and our region

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.1.4.1 Develop a volunteer strategy including an induction and support program		Draft framework being trialled.
2. 1.3.2.1 Work with Councils consultative panels and other partners to encourage events in the Shire		Community Panels operated on an ad hoc basis
3. 1.4.4.1 Promote community events through Councils Visitor Information Centre, digital and social media platforms		Achieved, various media campaigns for Uralla Tourism entered, a number of editorials completed and the Uralla Shire Council Facebook page is live and in use.
4. 2.1.1.1 Operate Councils Visitor Information Centre		Open 7 days a week.
5. 2.2.4.1 Work with members of the New England Councils group and the New England high country to effectively market the entire region		Touring (motorcycle campaign) 2016-17 was successful. Next phase being worked on.
6. 2.2.5.1 Link events organisers with opportunities for grant funding		Community Grants in place.
7. FFTF – Undertake tourism services level review		Review commenced, to be finalised once RevuMap is underway, programmed for 2017/18

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Volunteer program completed and adopted	Program completed and adopted		100%	90%	
2. Tourism & Promotion panel meeting	Panel meets quarterly		100%	As required	
3. VIC Visitor numbers quarterly	Visitor statistics reported against last year's quarter		100%	100%	
4. Review of service levels undertaken and recommendations implemented.	Review completed and recommendations implemented		100%	55%	







COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

Library Services






Goal: 1.3 A diverse and creative culture

Strategy:

1.3.1 Provide enhanced and innovative library services that support and encourage lifelong learning

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.3.1.1 Operate the Uralla Library 7 days a week and Bundarra Library		Uralla Open 7 days, Bundarra open and operating with 100% CWA volunteers
2. 1.3.1.2 Host the Uralla History Hub		History Hub operational. Well utilised by locals and visitors. Volunteers offer One2One training in Family Research, Ancestry.com and photo/document scanning.
3. 1.3.1.3 Apply for grants to increase the range of services offered at Uralla Library		Support provide to CNRL for funding applications
4. 1.3.1.4 Participate in the Central Northern Regional Libraries to deliver new and innovative services		Signatory to CNRL and attend regular CNRL Committee meetings
5. FFTF – Undertake library service level reviews		Review commenced, to be finalised once RevuMap training is underway, programmed for 2017/18

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of books circulated annually	Increase on 2014	100%	100%	100%	
2. Number of DVDs circulated annually	Increase on 2014	100%	100%	No longer recorded	
3. Number of library members	Increase on 2014	100%	100%	100%	
4. Service level review undertaken and recommendations implemented		100%		25%	

COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

Community Development

Goal 1.2 A safe, active and healthy shire

Strategies:

- 1.2.4 Work with key partners and the community to lobby for adequate health services in our region
- 1.2.5 Provide, maintain and develop children’s play and recreational facilities that encourage active participation

Goal 1.3 A diverse and creative culture












Strategy:

- 1.3.3 Lobby government, companies and other individuals to secure funding for cultural and creative expression fields





Goal 1.4 Access to and equity of services

Strategies:

- 1.4.3 Create a better understanding with the community of the services council provides
- 1.4.6 Work towards achieving the status of a Disability Friendly community through the provision of accessible facilities and services

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.4.1 Lobby for health services to meet the needs of our community		Extension works underway
2. 1.2.5.1 Develop grant applications for facilities to enable active participation in sport and other recreational activities		Sporting complex – successful grants through Infrastructure and Regulation.
3. 1.3.3.1 Lobbying government to encourage investment in Uralla Culture and creative areas		Ongoing Grant application procedures in place.
4. 1.3.3.2 Development of a cultural/community grant application assistance program to support events and community projects		Community Grants Program now in its third year of activity.
5. 1.4.3.1 Development of website content to promote understanding of the Council services available		Community Services website launched.
6. 1.4.6.1 Develop Access & Disability Plan		Project completed, map produced..
7. 1.4.6.2 Deliver Main Street Access Project		Completed and delivered.
8. 2.1.2.1 Develop a New England business development prospectus in collaboration with New England Councils and Regional Development Australia.		Deferred, pending NEJO economic development program
9. 2.1.5.1 Liaise with local businesses and government agencies to organise information workshops on New Technologies.		Deferred, programmed for 2017/18 to coincide with NBN Rollout
10. 2.2.6.1 Develop a Cultural Plan for Uralla Shire and submit funding application to deliver on the identified events hosting infrastructure needs.		Deferred, programmed for 2017/18

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Access & Disability Plan completed	Endorsed by Council and meets guidelines		100%	100%	
2. Number of funding applications submitted	% of successful applications		50%	50%	
3. Community Development Strategy Completed	In scoping.		100%	50%	





COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

Ageing & Disability Services






Goal: 1.4 Access to and Equity of Services

Strategy:

1.4.2 Provide Quality Community Support. Ageing and Disability Services

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.4.2.1 Develop and implement a plan for the provision of Consumer Direct Care services through Direct Support Workers		Currently have 15 casual DSW and continue the recruiting process.
2. 1.4.2.2 Implement a new consumer focused database		Upgraded current data base and is meeting the current needs.
3. 1.4.2.3 Explore new opportunities to gain contracts for the provision of funded community support services		Opportunities maximised

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of clients receiving consumer direct care packages	Packages 92 filled . 84 HCP Filled	105 HCP 80 HCP	90% 105%	HCP Changes	
2. Number of direct support worker services	% of clients receiving direct services	75% clients receiving USC services	75%	>75%	
3. New database incorporated across Community Support Services	Database implemented	Implemented by June 2016	100%	100%	
4. Accreditation and NDS requirements are met	NDS Accreditations achieved	Meeting funding bodies standards	Achieved	Achieved	

COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

Community Transport

Goal 1.1 A proud, unique and inviting community

Strategies:

1.1.4 Support, encourage and celebrate community participation and volunteerism

Goal 1.4 Access to and equity of services







Strategies:

1.4.2 Provide quality Community Care, Ageing and Disability services






1.4.3 Create a better understanding within the community of the services and facilities council provides

1.4.5 Lobby government to maintain and improve community and public transport services and infrastructure

1.4.6 Work towards achieving the status of a Disability Friendly community through the provision of accessible facilities and services

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.1.4.3 Develop a program to attract more volunteer drivers for community transport		Ongoing requirement to ensure constant pool of volunteers available.
2. 1.4.3.2 Promote community transport services to community members and other service providers		Community Transport is promoted via local media, word of mouth, volunteers and staff members.
3. 1.4.6.3 Contribute to the development of Councils Access and Disability Plan		Public surveys and invitations to all community service groups, volunteers, and clients via the DIAP consultant.
4. 1.4.2.4 Allocate Community Transport resources in an efficient and effective manner		Community transport services provided to targeted areas of need in an equitable manner.
5. 1.4.5.1 Lobby Government to maintain community transport funding levels		Ongoing process via Community Transport Organisation (peak body)

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of volunteer hours	Recorded volunteer hours		100%	80%	
2. Number of transport trips provided	Have met contractual obligations (number of trips) for the quarter.		100%	95%	
3. National Disability Scheme requirements met	Third Party Verification completed		100%	100%	
4. Access and Disability Plan completed	Access and Disability Plan, completed		100%	100%	

COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

Aged Care Facilities





Goal:

Strategy:






Goal: 1.4 Access to and equity of services

Strategy:

1.4.1 Provide and maintain McMaugh Gardens Aged Care Facility to allow older residents to remain closer to their families

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.4.1.1 Operate the McMaugh Gardens facility in a financially sustainable manner		Ongoing with regular reviews of ACFI, eMedicare Payment Statement, occupancy opportunities, relevant supplements payments and monitoring of expenditure
2. 1.4.1.2 Develop an asset management plan for Aged Care Facilities		Included in Buildings Asset Management Plan in draft with Infrastructure and Regulation
3. 1.4.1.3 Maintain aged care facilities to a standard that meets all accreditation requirements		Accreditation requirements met

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Operating result of McMaugh Gardens	Financially self sufficient		100%	100%	
2. Accreditation requirements met	Met		100%	100%	
3. Asset management plan completed	Plan approved by Executive		100%	90%	
4. Resident satisfaction score	Annual survey completed	85%	80%	100%	

Infrastructure & Regulation Management

Goal 2.4: Communities that are well serviced with essential infrastructure

Strategy:













2.4.2 Implement Council’s strategic asset management plans and continue to develop asset systems, plans and practises for infrastructure assets to minimise whole of life costs.

Goal 4.2: An effective and efficient organisation


Strategies:


4.2.1 Provide a range of services that meet benchmarks determined with the community, having regard to quality and cost

4.2.3 Develop and consistently apply an asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to ensure inter-generational equity and sustainability

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.4.2.1 Complete all asset plans to update Councils Asset Management Strategy		Transport Plan updated. Plant and Equipment completed. Building Asset Management Plan completed to final draft. Stormwater and Waste Services AMPs pending.
2. 2.4.2.2 Develop and implement an electronic asset management system for all Council assets		Asset management system in place and reflects the total value of assets. The level of asset detail is under review and being updated as appropriate.
3. 4.2.1.3 Implement and maintain all Service Plans for the Infrastructure & Regulation Department		Pending.
4. 4.2.1.4 Develop a training plan in consultation with Human Resources for all Infrastructure & Regulation staff		Underway.
5. 4.2.3.2 Participate in Regional and Local transport planning meetings		Ongoing.
6. 4.2.3.3 Undertake the Council asset revaluation program		Ongoing.
7. 2.1.3.2 Continue to lobby State & Federal Governments for funding for transport infrastructure.		Ongoing.
8. PBPR – Develop and adopt Asset Management Plans for Caravan Parks		Pending.
9. FFTF – Review of asset valuations and depreciation methodology completed for all asset classes		Ongoing.
10. FFTF – Backlog is documented in the AMS and is evidence based		Ongoing.
11. FFTF – A catalogue of assets not to be replaced at the end of their useful life is constructed and adopted.		Ongoing.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Asset Management	Asset management plans completed	N/A		Transport Asset	






Plans for all classes of assets developed and adopted				Management Plan completed	
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Plant & Equipment





Goal: 4.2 An effective and efficient organisation

Strategy:

4.2.1 Provide a range of services that meet benchmarks determined with the community having regard to quality and cost.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.1.5 All plant and equipment maintained to requirements		As per maintenance program.
2. 4.2.1.6 Undertake the plant replacement program		Backhoe, water truck and light truck delivered. Backlog of plant replacement to be addressed in 2017/2018
3. 4.2.1.7 Plant Asset Management Plan completed and implemented		Needs to be updated. 2017/18 programmed, determined and budgeted.
4. FFTF – Review of plant fleet completed		Commenced.

PERFORMANCE MEASURES







INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Plant replacement program			Completed	Not yet completed	
2. Plant asset management plan			Completed	Reviewed	
3. Review of plant fleet completed and recommendations implemented			Completed	Recommendations pending	

Depots







Goal: 4.3 Deliver the goals and strategies of the Community Strategic Plan

Strategy:

4.3.1 Resource the organisation and Council adequately to provide the services and support functions required.

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 4.3.1.11 Develop a Depot Asset Management Plan.		Not yet commenced. Buildings included in Building AMP.
2. 4.3.1.12 Control stock effectively to enable service delivery		EOFY stocktake completed.
3. 4.3.1.13 Provide secure storage and garaging facilities for plant and equipment		Ongoing.

PERFORMANCE MEASURES



INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Stock write off	Stock write ups and write downs.		< \$1,500 per annum	<\$300.00 write up	
2. Depot Asset Management Plan			Completed	Buildings included in Building Asset Management Plan, under development	
3. Level of stock loss and write –off					

Private Works



Goal: 4.3 Deliver the goals and strategies of the Community Strategic Plan

Strategy

4.3.1. Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.3.1.14 Offer profit making services for private works to help off-set council cost when plant and staffing capacity exists.		Ongoing.

PERFORMANCE MEASURES



INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Average profit on private works	Income/ Expenditure +20%		Profit =>20%	Within current budget.	

Emergency Services



Goal: 3.2 Maintain a healthy balance between development and the environment

Strategy

3.2.3 Ensure that Uralla Shire is sufficiently prepared to deal with natural disasters including bushfire, major storms and flood events.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.2.3.1 Provide annual contribution to the RFS, SES and NSW Fire and Rescue in-line with budget allocations.		Ongoing. Review has been announced for emergency service funding to commence within 18 months.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Annual contributions within budget allocations	Contributions paid as due			100%	

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Sealed Roads

Goal: 2.1 An attractive environment for business, tourism and industry

Strategy:

2.1.3 Lobby for government-funded infrastructure and services to match business and industry development in the region (education, transport, health).







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

Strategies:





2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation.

2.3.3 Ensure road network supporting assets (signs, posts, lighting, guardrails etc) are maintained adequately and renewed as scheduled.

2.3.4 Provide a network of town and village streets that balances asset conditions with available resources and asset utilisation.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.3.1.1 Undertake bitumen maintenance program in line with established service levels and intervention points.		Ongoing
2. 2.3.1.2 Undertake sealed roads capital renewal program		Works Program on track
3. 2.3.4.1 Undertake town streets maintenance and resealing programs		Maintenance ongoing
4. 2.3.3.1 Undertake sealed road network supporting infrastructure replacement program		Ongoing
5. 2.1.3.3 Apply for funding for transport infrastructure expansion projects		Applications completed as per government timetables

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Sealed Road satisfactorily maintained	4 yearly roughness and rutting survey of all bitumen roads		Survey, completed	Due 2018	
2. Bitumen Reseal Program		20 kms /annum resealed	Program, completed	Reseal Program not completed	
3. Capital works completed within budget	Work programmed	Work completed within budget.	Completed within budget	Progressing within budget.	





INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Unsealed Roads




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.**

Strategies:

- 2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation.
- 2.3.3 Ensure road network supporting assets (signs, posts, lighting, guardrails etc) are maintained adequately and renewed as scheduled.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.3.1.5 Undertake maintenance grading program in line with established service levels and intervention points		Ongoing
2. 2.3.1.6 Undertake gravel resheeting program in line with established service levels.		Gravel Sheeting completed
3. 2.3.3.1 Undertake unsealed road network supporting infrastructure replacement program		Ongoing

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Unsealed roads satisfactorily maintained	Number of road condition complaints	<2/ month	Complaints, <2 per month	Data not available	
2. Gravel resheeting program completed	Resheeting program completed	10 kms/annum	10km/ annum	13 km	

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Transport Facilities

Goal: 1.4 Access to and equity of services






Strategy:

1.4.5 Lobby government to maintain and improve community and public transport services and infrastructure.




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:

2.3.3 Ensure road network supporting assets (signs, posts, lighting, guardrails, etc) are maintained adequately and renewed as scheduled.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.4.5.2 Lobby government for new or improved community and public transport infrastructure in Uralla and Bundarra		Ongoing
2. 2.3.3.2 Renew and maintain Councils transport facilities in-line with the Asset Management Plan		Replacement list being prepared
3. 2.3.8.1 Undertake the renewal and maintenance program for Public Transport facilities.		Ongoing
4. PBPR – Develop and adopt the Transport Asset Management Plan		Transport Asset Management Plan adopted.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Transport Facilities satisfactorily maintained.	Number of complaints received	<2/ month	<2/ month	0 received	
2. Transport Management Plan adopted by Council			Plan adopted	Exhibited and Adopted	

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Bridges & Culverts

Goal: 2.1 An attractive environment for business, tourism and industry.

Strategy:

2.1.3 Lobby for government-funded infrastructure and services to match business and industry development in the region (education, transport, health).

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:

2.3.2 Maintain, renew and replace Council bridges and culverts as required.





Goal: 2.4 Communities that are well-served with essential infrastructure.

Strategy:

3.4.2 Implement Council's strategic asset management plans and continuing to develop asset systems, plans and practices for infrastructure assets to minimize whole of life costs.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.3.2.1 Inspect all bridges and carry out the required maintenance programs		Timber bridge inspections completed
2. 2.3.2.2 Replace Abington Creek Bridge		Completed
3. 2.1.3.1 Lobby government for the funding of timber bridge replacement on local roads.		Successful funding from State Government for Mihi Bridge
4. 2.4.2.3 Implement and maintain Councils Bridges Asset Management Plan		Ongoing

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Timber bridges condition assessment completed	Inspections completed	2	2	100%	
2. Concrete bridge and culvert inspections completed	Inspections completed		50%	50%	
3. Abington Creek Bridge and approaches completed	Bridge and approaches completed on time and on budget	Opened June 2016	Completed	100%	




INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Kerb & Gutter



Goal: 2.4 Communities that are well serviced with essential infrastructure

Strategy:

2.4.5 Ensure adequate public car-parking and kerb and guttering infrastructure is provided, maintained and renewed.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.4.5.1 Inspect all kerb and gutter and undertake the required repair and replacement program.		Inspections being carried out. Some repairs have been completed.
2. 2.3.7.1 Implement and maintain developer contribution plan for kerb and guttering expansion projects.		Developer work in Fitzroy and Wilkens Streets completed.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Kerb and gutter inspection and repair program completed	Number of repairs identified and repaired	<2/month	<2/month	Data not available	

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Stormwater & Drainage

Goal: 3.1 To preserve, protect and renew our beautiful natural environment








Strategy:

3.1.4 Protect and maintain a healthy catchment and waterways.






Goal: 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure services

Strategy:

3.4.3 Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed.

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 3.4.3.1 Maintain and renew stormwater and drainage infrastructure		Ongoing
2. 3.1.4.1 Maintain and renew gross pollution traps		Cleaned minimum twice per year
3. 3.4.3.2 Stormwater Drainage Management Plan to be completed		Yet to be commenced. Anticipated completion in 2017/2018
4. 3.4.3.3 Implement and maintain a Stormwater Asset Management Plan		To be implemented.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Number of times Gross Pollutant serviced	Traps cleaned out.	2/ annum	2/ annum	3	
2. Stormwater Asset Management Plan implemented	Plan completed.		Plan, completed	Expecting to be done 2017/2018.	

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Footpaths & Cycleways

Goal: 1.2 A safe, active and healthy shire






Strategy:

1.2.1 Provide and maintain accessible quality sport and recreation facilities that encourage participation.





Goal: 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and towns streets, footpaths and cycleways that are adequate, interconnected and maintained.

Strategy:

2.3.5 Maintain existing walking and cycling networks across the region.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.3.5.1 Undertake annual inspections of all footpaths and the required maintenance and repair program		Inspection and revaluation completed
2. 2.3.5.2 Construction of the next stage of the Bundarra CBD footpath		Not funded for 2016/2017
3. 1.2.1.1 Apply for funding for the extension of Councils cycle-way network		Applications submitted for funding in 2017/2018
4. 2.3.6.1. Submit funding applications to the RMS for extension of the cycleway network.		Applications submitted for funding in 2017/2018

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of footpaths / cycleways complaints received - per month	CRM	<1 /month	<1/month	0	
2. Construction of Bundarra CBD footpath completed	Footpath completed.		completed	Not funded 2016/2017	
3. Annual cycleway / footpath inspections completed.	Inspection has been carried out	100%	100%	100%	



INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Quarries & Pits



Goal: 4.2 An effective and efficient organisation

Strategy:

4.2.1 Provide a range of services

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.1.8 Manage Councils gravel pit in order to supply sand and gravel in a consistent and cost effective manner.		Ongoing

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Extracted cost of gravel per tonne	7,900 m3 extracted from Bingara Road pit.	<\$2.00/ m3	<\$2.00/ m3	\$1.50/m3	








INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Swimming Complex




Goal: 1.2 A safe, active and healthy shire

Strategies:

- 1.2.1 Provide and maintain accessible quality sport and recreation facilities that encourage participation.
- 1.2.2 Partner with health agencies and community organisations in promoting healthy lifestyles and better health outcomes.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.1.2 Maintain the Swimming Complex and surrounds in accordance with established service levels.		Pool opened from 22/10/2016 to 10/3/2017. 10,635 patrons.
2. 1.2.1.3 Test and maintain pool water quality in compliance with Department of Health guidelines.		
3. 1.2.1.4 Implement and maintain a Swimming Complex Asset Management Plan.		Asset summary completed. Building Assets included in the Building Asset Management Plan (in final draft).
4. 1.2.2.1 Promote the Uralla Swimming complex and encourage participation in aquatic recreation.		Utilising Newsletter and encouraging school and learn to swim groups.
5. 2.4.3.1 Undertake the maintenance and renewal program for Council's parks, gardens & open space facilities.		Ongoing.
6. PBPR – Develop and adopt parks services, sporting facilities and open space Asset Management Plan		Not yet commenced.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Water testing meets Department of Health standards.	Number of compliant results	100%	100%	100%	
2. Asset Management Plan implemented and maintained.	Completed and up to date		Completed and Current	Buildings included in Building Asset Management Plan, under development	








INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Parks, Garden & Open Space





Goal: 1.2 A safe, active and healthy shire

Strategies:

- 1.2.5 Provide, develop and maintain childrens play and recreational facilities that encourage active participation.
- 1.2.6 Provide, maintain and develop passive recreational facilities and parklands to encourage greater utilisation and participation.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.6.1 Maintain and renew all parks, gardens and public open spaces in accordance with established service levels.		Ongoing.
2. 1.1.2.1 Develop an overarching Open Spaces Strategy for the Uralla Shire guided by consultation with the community and key stakeholders.		Strategy to be prepared.
3. 1.1.1.1 Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens and open spaces.		Council working with a number of individuals and groups.
4. 1.2.5.1 Seek external funding partnerships for the renewal and upgrade of parks, play equipment and public spaces as identified in the Open Spaces Strategy.		Liberty swing installed at Alma Park, co funded by the State Government. Strategy to be prepared.
5. 3.1.2.1 Develop an Open Space Strategy for the ongoing improvement of Councils parks, gardens, town entrances, street scapes and open spaces.		Strategy to be prepared.
6. FFTF – Review of open space and recreation services		Yet to be finalised.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Open Space Strategy completed	Strategy completed		Strategy, completed	Not completed	
2. Parks, gardens and open spaces satisfactorily maintained	Number of complaints received		<2 / month	<2	
3. Parks, Reserves, Sporting Facilities and Open Spaces Asset Management Plan developed and adopted.	Completed and up to date		Adopted	Not completed. Buildings included in Building Asset Management Plan.	







INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Sporting Grounds & Facilities





Goal: 1.2 A safe, active and healthy shire

Strategies:

- 1.2.1 Provide and maintain accessible quality sport and recreation facilities that encourage participation.
 1.2.5 Provide, maintain and develop children’s play and recreational facilities that encourage active participation.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.5.3 Construct a change room and canteen facility at the Uralla Sporting Complex.		Consulted with user groups. To tender in 2017/2018.
2. 1.2.5.4 Construction of all weather court for basketball / netball at the Uralla Sporting Complex.		Completed.
3. 1.2.1.5 Seek external funding partnerships for the renewal and upgrade of sporting fields and facilities of identified in the Open Space Strategy.		Ongoing. Strategy not completed.
4. 1.2.1.6 Engage with the community and key stakeholders in order to guide the development of an overarching Open Space Strategy.		Positive community feedback to current development.
5. 1.2.1.7 Maintain and renew all sporting fields and facilities in accordance with established service levels.		Ongoing.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Construction of canteen / change room completed within budget.	Change rooms / canteen completed within budget		March 2016	Estimate November 2017	
2. Sporting fields and facilities maintained in accordance with established service levels - < 1 complaint / month.			<1 /month	<1/month	
3. Open Space Strategy completed.			completed	Not completed.	





INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Public Buildings and Amenities





Goal: 1.4 Access to and equity of services

Strategy:

1.4.4 Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.4.4.2 Implement and maintain a Buildings Asset Management Plan.		Asset summary completed. Asset Management Plans prepared to final draft status.
2. 1.4.4.3 Undertake the Buildings Maintenance and Renewal Program.		Ongoing.
3. 2.4.1.1 Undertake the maintenance and renewal program for Councils public amenities.		Ongoing.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Public buildings and amenities maintained in line with established service plans.					
2. Public Buildings renewal program completed.					
3. Public & Operational Buildings Asset Management plan completed and adopted.					




INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Operational Buildings



Goal: Deliver the goals and strategies of the Community Strategic Plan

Strategy:

4.3.1. Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.3.1.15 Undertake the Operational Buildings maintenance and renewal program.		Ongoing.
2. 4.3.1.16 Maintain Councils Buildings Asset Management Plan.		Asset summary completed. Asset Management Plans prepared to final draft status.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Maintenance and renewal program completed.			Program, completed	Completed	







INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Cemeteries





Goal: 1.1 A proud, unique and inviting community

Strategy:

1.1.3 Respect the heritage of the region and highlight and enhance our unique characteristics

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.1.3.1 Undertake maintenance of all cemeteries in accordance with established service levels		Cemetery grounds are maintained as per seasonal needs. Additional concerns raised by community are addressed as they arise. 2015/2016 Annual report of shire interment records forwarded to Cemeteries & Crematoria NSW as required.
2. 1.1.3.2 Seek heritage funding to carry out restoration work at Uralla's Old Cemetery		Application prepared if suitable funding opportunity arises.
3. 1.1.3.3 Provide family history information		Information and other potential contacts are supplied on request. A dedicated History Hub area exists in Uralla's Library that collects and holds local history records accessible by members of the public.
4. 1.1.3.4 Undertake grave digging and interment services		Interment and grave digging were carried out as required in both Uralla and Bundarra Council controlled cemeteries. Reservation of plots and niches continue to be available for purchase. Records maintained to support legal requirements and future family record needs.
5. PBPR – Develop and adopt a Cemetery's Asset Management Plan		Cemetery Buildings are included under the Building AMP.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Cemeteries satisfactorily maintained	Number of complaints	2 / annum	2 / annum	4.	
2. Number of interments	Interments: There were 7 interments of human remains in two council cemeteries in quarter 4 of 2016/2017. 1 reservations were also made.	100%	100%	2016/2017 year, 23 Interments. 16 Burials, 7 Ashes placement.	
3.. Asset Management Plan completed and adopted	Plan completed and adopted by Council		Plan, adopted	Final draft.	

INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Land-Use Planning

Goal: 2.2 Growing and diversified employment, education and tourism opportunities

Strategy:

2.2.1 Provide land use planning that facilitates employment creation.

Goal: 3.2 Maintain a healthy balance between development and the environment

Strategy:








3.2.1 Retain open space and greenbelts.

Goal: 3.1 To preserve, protect and renew our beautiful natural environment



Strategies:



3.1.1 Record and promote the region's heritage in partnership with the community.

3.1.3 Protect the Shire's historic buildings and sites, recognizing their value to the community.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.2.1.1 Monitor and review Council's Local Environment Plan and other strategic and supporting planning documents.		The LEP and DCP are regularly monitored and reviewed. Uralla's DCP was amended to include Chapter 17 Barleyfields.
2. 2.2.2.1 Assess and maintain a sufficient supply of residential, lifestyle, agricultural, commercial and industrial zoned land.		The NSW Department of Planning & Infrastructure Land Monitoring Report has been undertaken as per their requirements. This report monitors land needs.
3. 3.2.1.1 Review and monitor environmental protection measures for sensitive land.		A biodiversity study has been undertaken with regime classifications being placed against recognised areas of environmentally sensitive and critically endangered vegetation.
4. 3.1.1.1 Continue to implement the recommendations of Council's Heritage Strategy within budget allocations.		A Heritage Officer continues to be employed to provide advice inline with strategy.
5. 3.1.3.1 Administer a Heritage Advisory Service and Local Heritage Assistance Fund.		Heritage Advisory Service operates the first Tuesday of each month. Local Heritage Fund Program was run in the 2016/2017 year.
6. 2.2.3.1 Provide consultation with potential new business operators and pre-development application assistance.		Potential developers and business operators continue to be encouraged to discuss development ideas with qualified staff. The Electronic Housing Code (EHC) program allows potential developers and general public to investigate ideas on line, in a simple, private and non-confronting manner.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Heritage funding reports lodged by due date	Completed	Reports returned in July 2017	Completion and submission	Monthly reports completed with information to be	

				incorporated into annual report in July 2017	
2. LEP maintained satisfactorily	As required	As required	As required	No amendments required during this quarter.	
3. DCP current and maintained	As required	As required	As required	No amendments required during this quarter.	

INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Development Control

Goal: 2.2 Growing and diversified employment, education and tourism opportunities





Strategy:

2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial and residential development.






Goal: 3.2 Maintain a healthy balance between development and the environment

Strategy:

3.2.2 Educate the community about sustainable practices in the home, at work and in public areas

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 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.		Council officers continue to assess applications as required.
2. 3.2.2.1 Promote and provide pre-lodgement advice on all aspects of development.		Council officers continue to provide assistance.
3. 2.1.4.2 Ensure that building certification and inspection is carried out as per National Construction and the requirements of the Building Professionals Board.		Council officers continue to provide appropriate certification and compliance.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Control plans and policies for local development and regulatory functions are reviewed.	Planning Proposals completed and LEP amendments reflected in DCP along with associated and non associated legislative changes	As Required	Reactive to issue or legislative change	DCP to be reviewed 2017/2018	
2. Approvals and inspections completed within statutory time frames	Average application assessment time is 40 days.	Net 40 days	Net 40 days	Average Da approval time for year: 31.4 days	
3. Compliance matters are enforced per the relevant Acts	All compliance matters actioned and resolved.	100%	Action as required	4 land use and development compliance matters	
4. NSW Department of Planning annual benchmarking reports	Performance Monitoring, Clause 4.6 Reporting, Affordable Housing and Political Gifts and Donation reporting all completed and lodged as required.	Regulatory Due Dates	30 June	100%	






INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Public Health






Goal: 1.2 A safe, active and healthy shire

Strategy

1.2.8 Provide effective regulatory, compliance and enforcement service for the community

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.8.1 Carry out food premises inspections to ensure compliance with the Food Act.		Minimum of one inspection per premises to be undertaken during financial year. Inspections to occur at time of complaint received.
2. 1.2.8.2 Orders to be issued or served where necessary as per the Local Government Act, EP&A Act and POEO Act and Associated Regulations		Nil orders issued during quarter.
3. 1.2.8.3 Register, license and inspect on site sewerage treatment systems.		Inspections to occur as per program of inspections with high risk systems inspected every year, medium risk systems inspected every three years and low risk systems inspected every five years.
4. PBPR – Establish a Regulation and compliance register		Register to be developed and maintained.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Food premises inspected annually	All required premises inspected annually. Existing 34 businesses including 3 childcare centres.	100%	100%	All inspections completed.	
2. Annual food premises return submitted to Food Authority	Annual Food Authority Return submitted on time.	Reports returned in July 2017	100%	Inspection results are recorded for inclusion in Annual Report	
3. Number of registrations and inspections of sewerage treatment services	Inspections are carried out	100%	100%	111 OSSM Inspections carried out in 2016/2017 year	
4. Risk compliance strategy developed and adopted by Council	Strategy adopted and implemented	100%	0%	Not commenced	





INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Regulation & Enforcement




Goal **1.2 A safe active and healthy Shire**

Strategy:

1.2.8 Provide effective regulatory compliance and enforcement services for the community.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.8.4 Undertake animal registrations		Council continues to provide assistance for those wanting Council to help them register their companion animals.
2. 1.2.8.5 Undertake remedial action for animal noise complaints		Council continues to provide ranger services. All complaints are investigated with a variety of solutions undertaken for individual situations. Shared service provisions with Walcha Council.
3. 1.2.8.6 Undertake impounding of animals and stray stock		All animals impounded when owners cannot be identified.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of animals registered	All registration requests actioned	As required	As required	15 registered in quarter 4. 114 companion animals for 2016/2017	
2. Number of animals impounded	All animals impounded when owners can not be identified.	As required	As required	Dogs- 26 taken to Armidale Pound. (15 returned to owners, 10 rehomed, 1 euthanased. Additional 13 picked up by ranger and returned to owners. Livestock- 1 sheep and 2 pigs.	









INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Waste Management





Goal: 3.3 Reuse, recycle and reduce wastage.


Strategies:

- 3.3.1 Promoting recycling, reusing and providing regular and efficient waste and recycling services
- 3.3.2 Providing education to the community on ways to minimize the waste produced by households
- 3.3.3 Implementing initiatives to reduce illegal dumping and providing community education to prevent litter

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.3.1.1 Provide waste collection services in an efficient and effective manner		In the 2016 2017 Financial year Council provided kerbside waste collection services to 1721 properties.
2. 3.3.1.2 Manage Councils Waste Management facility, landfill sites and transfer station		In 2016 2017 Financial Year, Council managed two landfill sites (Uralla and Bundarra) and a transfer station in Kingstown. The Uralla Landfill site was visited 12, 883 times throughout the year. The Bundarra site was visited 2, 323 times. The Kingstown Transfer Station was visited an average of 49 times a month, peaking at a monthly average in May of 83 and having a minimum number of visits in September (13).
3. 3.3.2.1 Undertake the Waste avoidance, waste reduction and recycling program		Ongoing in conjunction with the Northern Inland Regional Waste (NIRW) group and partners in neighbouring Councils.
4. 3.3.2.2 Operate Councils community recycling centre		Operation of the Community Recycling Centre (CRC) continued in 2016 2017 Financial Year. Batteries, fluorescent tubes, paints, oils, Styrofoam, chemicals are collected through the CRC. Toxfree collects the material for reprocessing.
5. 3.3.3.1 Develop and implement a waste education program		In progress in tandem with the NIRW group.
6. PBPR – Develop and adopt the Waste Asset Management Plan		In progress.
7. FFTF – Develop and implement a waste business plan		In progress.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Litter and illegal dumping compliance program approved by Executive Dec 2015	Completion of report and submission to Executive	Completion and submission	Completion and submission		
2. Implement waste management asset plan	Implementation	Completion and implementation	Completion and implementation	In progress.	
3. Kerbside service review	Undertake and complete	Completion	Completion		

4.	Waste diversion rates and targets	Data recorded , rates and targets identified	Report to executive	Targets identified		
5.	Revenue increased and real expenditure reduced.	Budget review.				

INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Environmental Management

Goal: 3.1 To preserve, protect and renew our beautiful natural environment

Strategies:

3.1.4 Protect and maintain a healthy catchment and waterways.

3.1.5 Raise community awareness of environmental and biodiversity issues.

Goal: 3.2 Maintain a healthy balance between development and the environment











Strategy:

3.2.2 Educate the community about sustainable practices in the home, at work and in public places.





Goal: 3.3 Reuse, recycle and reduce wastage

Strategy:

3.3.5 Identifying technologies in Council's facilities, infrastructure and service delivery to reduce our ecological footprint.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.1.5.1 Create a Bush Regeneration Strategy and Action Plan		Draft is completed and in review. Draft is yet to be approved.
2. 3.1.5.2 Complete the Management Plan for Roadside Vegetation. 2015/16		Draft is completed and in review. Draft is yet to be approved.
3. 3.1.5.3 Redevelop website information on Environmental Management in line with planned website development. 2016/17		This area of development is ongoing. Website information has been updated for changes in legislation and links to reference material. Some changes in legislation are in draft stage ie Draft Pesticide Regulation 2017 and will change current information on website once finalised.
4. 3.1.5.4 Implement priority strategies as identified by the Sustainability Action Plan.		There has been progress with some objectives of the plan with continued investigation into energy efficiency through investigation into LED streetlight technology. More time is required to implement council wide operation energy efficiency strategies
5. 3.1.4.2 Develop a Management Plan for Wooldridge Fossicking Area. 2015/16		Draft is completed and under review.
6. 3.2.2.2 Engage and collaborate with the Uralla ZNET project through participation on the Community reference panel.		EMC has been working closely with Z NET through partnered funding grant applications. and Cities Power Partnership program lead by the NSW Climate Council.
7. 3.3.5.1 Develop grants and projects in partnership with the Uralla ZNET project.		EMC has been working closely with Z NET for the proposed engagement with the Cities Power Partnership program lead by the NSW Climate Council
8. 3.3.5.2 Develop sound criteria to assess Environmental Management in infrastructure projects.		EMC has developed a range of criteria suitable for environmental management with road construction. EMC is prepared for the new Biodiversity Conservation Act 2015 and its implications for environmental assessment processes.
9. 3.2.2.3 Develop appropriate Environmental Management Policy, protocols and procedures.		Investigation and policy development is ongoing for resource/energy efficiency in line with the NSW RET. A broader policy for environmental management will be developed.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Bush Regeneration Strategy completed.	Not complete.	Completion.	One plan completed.	Draft complete. To be reviewed	
2. Management Plans for the Wooldridge Fossicking Area and Roadside Vegetation Reserves completed.	Not complete	Completion.	Two plans completed.	Drafts complete. To be reviewed	
3. Information on the Uralla Shire Council website.	Not complete.	Completion.	All relevant information available on the website.	Frist review complete, ongoing development required	
4. Number of grants and projects developed	Number of grant fund applications	None prescribed.	2 per quarter as funding opportunities allow	2 funding applications submitted	









INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Uralla Water Supply








Goal: 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure services
Strategy: 3.4.1 Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies.

Goal: 3.1 To preserve, protect and renew our beautiful natural environment
Strategy: 3.1.4 Protect and maintain a healthy catchment and waterways.

Goal: 3.3 Reuse, recycle and reduce waste
Strategy: 3.3.4 Identifying and implementing water conservation and sustainable water usage practices in Council operations.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.1.1 Uralla Water supply is provided and maintained in compliance with the Drinking Water Quality Management Plan.		Ongoing compliance has been maintained. Annual review undertaken. Implementation of recommendations will continue into the 2017 2018 Financial Year.
2. 3.4.1.2 Review Councils Service Yield Study and Demand Management Plan.		The Demand Management Plan is in progress. The Service Yield Study has not been reviewed.
3. 3.4.1.3 Complete annual water main replacement program.		Ongoing process.
4. 3.1.4.3 Review Dam Safety Plan.		Not undertaken in the 2016 2017 Financial Year.
5. 3.3.4.1 Inspect Councils water network to minimise water loss		Ongoing process integrated in reticulation system management.
6. PBPR – Develop and implement Water Supply Asset Management Plan		Plan complete. To be adopted at the Ordinary Meeting of Council in September 2017.
7. PBPR – Develop and implement Water Supply business plans		Plan complete. To be adopted at the Ordinary Meeting of Council in September 2017.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Department of Health standards met.	Meet current standards	100%	100%	>90%	
2. Main Replacement Program completed.	Replacement completed	100 metres	100 metres		
3. Water main breaks	Number of breaks and causes identified.	<2/month	<2/month	<2/month on average	
4. Water supply Asset Management Plan adopted by Council	Adopted	100%	1	September OM Council 2017	
5. Business plans developed and adopted	Adopted	100%	1	September OM Council 2017	
6. Dividend payment obtained and profit margins improved.	Dividend payment is dependent on Best Practice compliance.		profit, improved		

INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE





Bundarra Water Supply

Goal: 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure services





Strategies:

3.4.1 Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies.

3.1.4 Protect and maintain a healthy catchment and waterways.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.1.4 Bundarra water supply is provided and maintained in compliance with the Drinking Water Quality Management Plan.		Ongoing compliance has been maintained. Annual review undertaken. Implementation of recommendations will continue into the 2017 2018 Financial Year.
2. 3.4.1.5 Complete annual water main replacement program for Bundarra water.		
3. 3.1.4.4 Review Councils Service Yield Study and Demand Management Plan for Bundarra water.		The Demand Management Plan is in progress. The Service Yield Study has not been reviewed.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Department of Health standards met.	Meet current standards.	100%	100%	>90%	
2. Main Replacement Program completed.	Replacement completed.	Mains replaced as required	20 metres		
3. Water main breaks.	Number of breaks.	<1/ month	<1/month	<1/month on average	

INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Sewerage Services

Goal: 3.1 To preserve, protect and renew our beautiful natural environment







Strategy:

3.1.4 Protect and maintain a healthy catchment and waterways.







Goal: 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure services

Strategy:

3.4.2 Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.2.1 Operate the sewer treatment plant in an efficient and effective manner.		Review of operational practices at the plant in progress. Certificate III training for water and sewer staff will commence in November 2017.
2. 3.4.2.2 Maintain and renew the sewer infrastructure network in-line with established programs.		Bundarra Sewer Scheme: funding secured and project underway.
3. 3.1.4.5 Undertake environment and health testing of treated effluent.		Waste water meets all required regulatory standards at discharge.
4. Develop and adopt a Sewer Asset Management Plan.		Plan complete. To be adopted at the Ordinary Meeting of Council in September 2017.
5. Develop and implement Sewer Asset Management Plan.		Plan complete. Implementation an ongoing process.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. EPA Licence conditions met.	Compliance.	100%	100%	100%	
2. Number of blockages per km of main.		<4/month	<4/month	<4/month on average	
3. Asset Management Plan adopted by Council.	Adopted	100%	1	September OM Council 2017	
4. Business plan adopted by Council.	Adopted	100%	1	September OM Council 2017	
5. Dividend payment obtained and profit margin improved.	Dividend payment is dependent on Best Practice compliance.		profit, improved		

END OF REPORT



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director of Infrastructure & Regulation
Reference/Subject::	Report 10 - Development Application 28/2017 – K Smith – Dual Occupancy – 55 Budumba Road, Invergowrie

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
Principal Activities:	2.1.4.1	Process building and development application

SUMMARY:

This report is for the determination of a development application with two submissions requiring consideration.

The proposed development is for dual occupancy. There is an existing approved dwelling onsite and the applicant is requesting to construct an additional dwelling.

OFFICER'S RECOMMENDATION:

That Council approve Development Application 28/2017 submitted by K Smith for a dual occupancy building on land known as 55 Budumba Road, Invergowrie, being Lot 111 DP 1153542 subject to the following conditions:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Compliance with National Construction Code & insurance requirements under the Home Building Act 1989

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.

Erection of signs

3. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - c) stating that unauthorised entry to the site is prohibited.
4. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Notification of *Home Building Act 1989* requirements

5. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the relevant owner-builder permit.
6. If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

136D Fulfilment of BASIX commitments

7. This clause applies to the following development:
 - a) BASIX affected development,
 - b) any BASIX optional development in relation to which a person has made an application for a complying development certificate that has been accompanied by a BASIX certificate or BASIX certificates (despite there being no obligation under clause 4A of Schedule 1 for it to be so accompanied).
8. A complying development certificate for development to which this clause applies must be issued subject to a condition that the commitments listed in each relevant BASIX certificate for the development must be fulfilled.

GENERAL CONDITIONS

9. The development must take place in accordance with the approved plans (bearing the Uralla Council approval stamp) and documents submitted with the application, and subject to the conditions below to ensure the development is consistent with Council's consent.
10. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.
11. *The dwelling is to be inspected at the following stages of construction:
 - before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering waterproofing in any wet area**
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**
 - in the case of a swimming pool, after the construction of the swimming pool is completed and the barrier (if one is required under the [Swimming Pools Act 1992](#)) has been erected and before the pool is filled with water,

**** denotes a critical stage inspection (a mandatory inspection under Section 109C of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a *development where a critical stage or other nominated inspection has not been carried out.**

Applicants should give at least 24 hours notice to guarantee an inspection.

***All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer**

12. The existing dwelling is not to be used as accommodation on a commercial basis.
13. The construction of the dwelling is to comply with:
 - AS 3959 – 2009 for BAL 12.5, sections 3 and 5 with gutter guards
 - the NSW Rural Fire Service publication *Planning for Bushfire Protection 2006 Section A3.7 of Addendum Appendix 3 and Section 4.1.3 for gas and electricity installation.*

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

14. The plans and specifications accompanying the Construction Certificate are to demonstrate compliance with the requirements of the deemed-to-satisfy provisions of the National Construction Code for a Class 1(a) building.

Amended plans are to be submitted to the Principal Certifying Authority for authentication of NCC compliance and issue of a Construction Certificate.

Should the external configuration of the building be modified as a result of achieving NCC compliance, the plans accompanying this development consent must also be modified.

15. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The Application must be approved prior to the issue of a Construction Certificate, to ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

16. Council is to be given written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with clause 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent.
17. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- divert contaminated run-off away from disturbed areas,
 - erect silt fencing along the downhill side of the property boundary,
 - prevent tracking of sediment by vehicles onto roads by limiting access to the site and, where necessary, installing a temporary driveway and
 - stockpile all topsoil, excavated material and construction debris on the site, erecting silt fencing around the pile where appropriate.

Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

18. Any building work must be carried out between 7.00am and 6.00pm Monday to Friday and between 8.00am and 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
19. Toilet facilities are to be provided at, or in the vicinity of the work site, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be connected to an accredited sewage management facility approved by the council or some other sewage management facility approved by the council.
20. Materials must not be burned on site. All waste generated on site must be disposed of at Council's Waste Disposal Depot or Waste Transfer Station, to protect the amenity of the area and avoid the potential of air pollution.
21. Effective dust control measures are to be maintained during construction to maintain public safety/amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
22. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
23. Construction of an internal all-weather access road from the property boundary to the dwelling is to be undertaken in order to minimise soil erosion with suitable profiling and drainage to reduce surface water run off volumes and velocity with relation to the slope of the land.

The width of the carriageway is to be 4 metres with a 1 metre verge either side maintained in a fuel reduced state. The vertical clearance of 4 metres to any overhanging branches is to be maintained.

All Engineering works to be designed by a competent person e.g. Professional Engineer and carried out in accordance with Councils Engineering Code unless otherwise indicated, to ensure that these works are of a sustainable and safe standard

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

24. An Occupation Certificate must be obtained before the approved use commences, in accordance with the Environmental Planning and Assessment Act and to ensure the health and safety of the building's occupants.

ADVISING: Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as detailed for places of public entertainment).

25. Approval must be obtained from the Council as the Local Water Supply and Sewer Authority for any potable water supply, sewerage or on-site waste water system serving the site, pursuant to Chapter 7 of the Local Government Act 1993 with all relevant work completed in accordance with such approval.

26. The Principal Certifying Authority is to contact Council to ensure all the Section 68 conditions of approval have been completed prior to the issue of an Occupation Certificate.

27. Storage tank overflow, roof and surface stormwater from paved and impervious areas is to be directed away from the building and any on site waste disposal system to protect the site and adjoining property from the effects of flooding. Such work must be completed prior to the use and/or occupation of the premises commencing.

28. Provision of not less than 90,000 litres of domestic water storage. However, where the property has an additional water source or storage, e.g. dams, bores, streams or swimming pool, not less than 45,000 litres of domestic water storage will be required.

Although not specifically required by Council, it is recommended that landowners consider providing a greater storage capacity where an additional water source or storage is not available.

The minimum quantities of water storage required above, are to include at least 20,000 litres reserved for fire fighting purposes. A suitable connection for Rural Fire Service purposes must be made available. In general a 65mm Storz outlet with a Gate or Ball valve should be provided. Underground tanks with an access hole of 200mm will allow bushfire fighting tankers to refill direct from the tank. Any underground tanks shall be fitted with a childproof access hole of 200mm x 200mm will allow bushfire fighting tankers to refill direct from the tank. Tanks for fire fighting water must be constructed of a Metal or Concrete unless screening is provided and must incorporate a 65mm storz fitting.

29. Signage must be provided to the Front Gate and the location of the Storz valve connection with a Static Water Supply (SWS) sign.

30. Tanks for fire fighting water must be constructed of a Metal or Concrete unless screening is provided and must incorporate a 65mm storz fitting

31. Stormwater tanks to also to be provided with first flush disposal device to prevent the potential

pollution of the potable water supply by contaminants contained in the roof gutter drainage system.

CONDITIONS RELATING TO ONGOING OPERATIONS

32. The construction of the dwelling, vegetation maintenance, landscaping and Asset Protection Zones are to comply with the NSW Rural Fire Service publication *Planning for Bushfire Protection 2006*.
33. The Asset protection Zone surrounding the new dwelling shall be managed as an Inner Protection Area (IPA) and regularly maintained with a surface fuel load less than 8t/Ha. Patches of shade trees can be retained within the APZ if the canopy is separated by >5m between patches of trees. There are to be no over-storey vegetation within 5 metres of the proposed dwelling.

BACKGROUND:

A retrospective approval was issued on 10 March 2015 to convert a shed into a dwelling. Demonstration was supplied by the applicant that the converted dwelling and onsite sewer management system met all the minimum standards for construction under the relevant legislation and Australian Standards. This dwelling is referred to as the existing dwelling throughout this report.

REPORT:

A Development Application was submitted by K Smith on 5 June 2017 for a 1 bedroom dwelling to be erected on land known as lot 111 DP 1153542 being known as 55 Budumba Road, Invergowrie. Already on the land is an approved dwelling (DA 12/2015 – 10 March 2015) which was the retrospective approval issued to convert a shed into a dwelling. The plans, including the site plan showing the location of the existing dwelling, are contained within the attachments to this report.

The development is classified as being a dual occupancy development. The land is bushfire prone and has a Bushfire Attack level of BAL 12.5. A bushfire report was submitted with the application by BPAD Bushfire, Planning & Design dated 31 May 2017. Recommendations have been made which are reflected in the proposed conditions of Development Assessment Report, which is attached to this report.

This development is classified as being dual occupancy development which is defined as:

"dual occupancy (detached)" means 2 detached dwellings on one lot of land, but does not include a secondary dwelling.

Under the *Uralla Local Environmental Plan 2012* it is a permissible development. This classification is a better fit for the development compared to a secondary dwelling which is defined as:

"secondary dwelling" means a self-contained dwelling that:

- (a) is established in conjunction with another dwelling (the "principal dwelling"), and*
- (b) is on the same lot of land as the principal dwelling, and*
- (c) is located within, or is attached to, or is separate from, the principal dwelling.*

There are size restrictions in the *Uralla Local Environmental Plan 2012* placed on secondary dwellings which are:

5.4 Controls relating to miscellaneous permissible uses

(9) Secondary dwellings

If development for the purposes of a secondary dwelling is permitted under this Plan, the total floor area of the dwelling (excluding any area used for parking) must not exceed whichever of the following is the greater:

- a) *60 square metres,*
- b) *30% of the total floor area of the principal dwelling.*

The existing dwelling is 43.624m² and the new dwelling will be 116.982m². As there is an existing dwelling and it has not been developed in conjunction with the new dwelling, the definition of dual occupancy is a better fit for this development. It complies with the intention of the last amendment of the *Uralla Local Environmental Plan 2012* to allow detached dual occupancies in rural areas.

Further even though the size of the two dwellings fit the above definition of secondary development, the development definition would need to be altered to: *The conversion of the existing dwelling to a secondary dwelling and the construction of a primary dwelling.*

There have been two submissions for this development which are attached to this report.

Both submissions raised the issue of the treatment of the onsite sewerage. A report has been submitted by Lanfax Laboratories on behalf of the applicant detailing the system and the measures taken to protect the dam that overflows onto adjoining land. This is attached to this report.

Further, there is a concern regarding the nature of the approved existing dwelling, and that it was approved as a shed for temporary accommodation. Retrospective approval was given for the conversion of the shed into a dwelling. This approval was given as it was demonstrated that the minimum construction standard for a dwelling under the National Construction Code was met. Further approval was given under the Local Government Act for the onsite sewerage treatment system, as again it met the minimum standard of construction and operational details.

Approval has not been sought in regards to converting the existing dwelling into paid accommodation. Discussion with the applicant reveal that it is proposed to use the existing dwelling for accommodation for family and visiting friends as the new dwelling will only contain a single bedroom. It is recommended that a condition of development consent be used to reflect this.

All issues raised in submissions can be dealt with by way of appropriate conditioning. Further discussion is contained within the attached Development Assessment Report.

The below aerial photograph extract shows the location of the submission makers in relation to the applicant.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

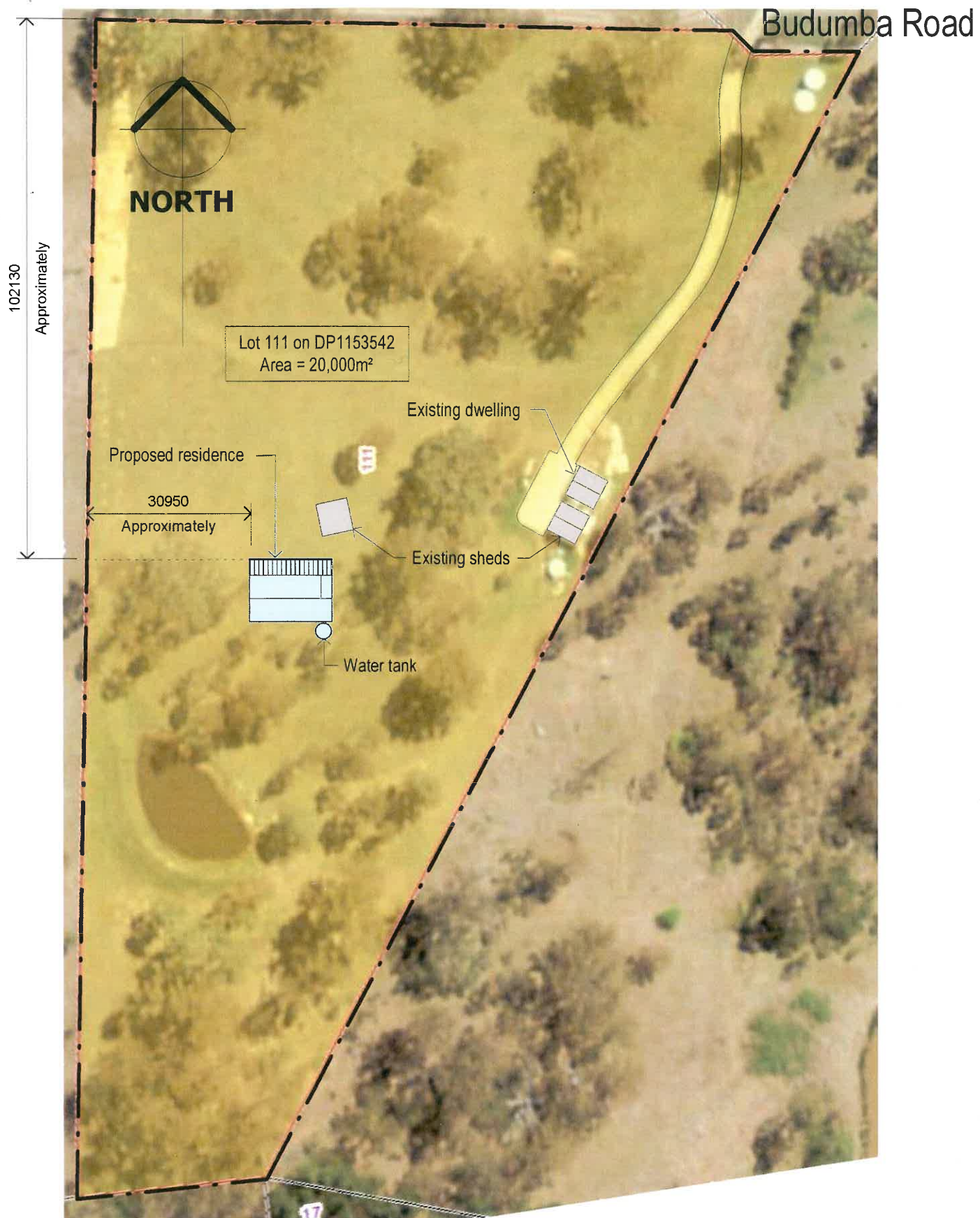
7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Libby Cumming, Contract Planner
TRIM Reference Number:	DA-28-2017
Approved/Reviewed by Manager:	Terry Seymour, Director of Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Site Plan Elevations Assessment Report Bushfire Assessment Onsite Sewerage Treatment Report Submissions



NOTES:

1. All dimensions are in millimetres unless noted otherwise.
All levels and site conditions are to be confirmed on site prior to the ordering of materials or commencement of construction.
2. All work is to be carried out in accordance with the Building Code of Australia (BCA), the relevant Australian design standards and **BASIX Certificate No.: 823120S**.
All timber framework to AS1684.
All concrete slabs and footings to AS2870 and Engineer's specification.

Drawing List				
Drawing No.	Title	Issue	Issue Type	Issue Date
WD-01	Site Plan & Notes	D	Client Issue	25/05/2017
WD-02	Floor Plan & Schedules	D	Client Issue	25/05/2017
WD-03	Elevations	D	Client Issue	25/05/2017
WD-04	Typical Section & 3D View	D	Client Issue	25/05/2017
WD-05	BASIX Details	D	Client Issue	25/05/2017

1 Site Plan
1 : 1000

Marshall Drafting Service
 20 Kuranda Avenue
 PO Box 4219
 Armidale, NSW 2350
 M: 0438 770 279
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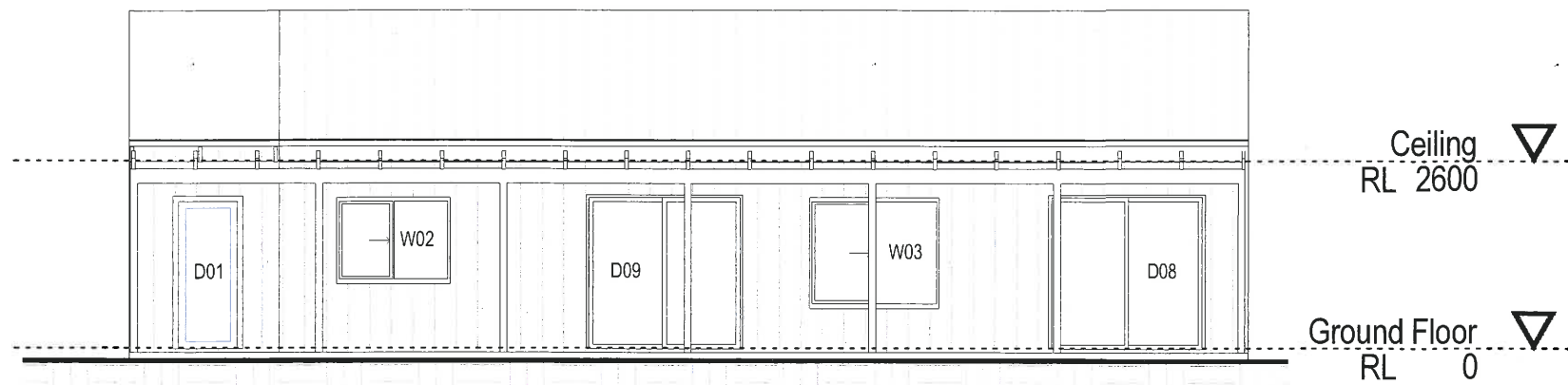
THE BUILDER IS TO LOCATE ALL EXISTING SERVICES AND VERIFY LEVELS AND DIMENSIONS ON SITE BEFORE COMMENCING ANY EXCAVATION OR BUILDING WORKS.

THE BUILDING WORKS WILL COMPLY WITH THE RELEVANT SECTIONS OF THE BUILDING CODE OF AUSTRALIA AND BE CONSTRUCTED IN ACCORDANCE WITH THE WORKING DRAWINGS, THE ENGINEER'S DRAWINGS AND SPECIFICATIONS.

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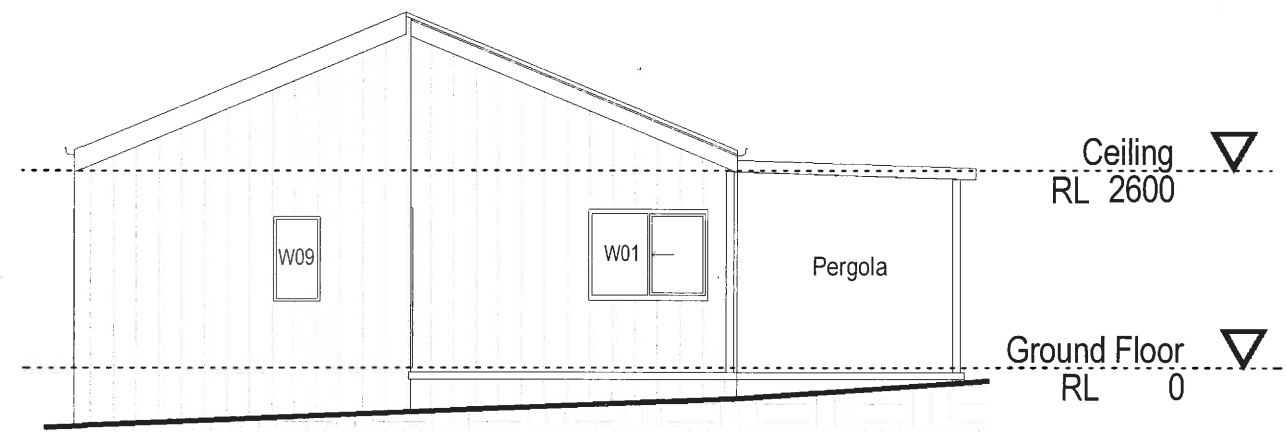
K. Smith & L. Moss
Proposed residence at
 55 Budumba Road
 Invergowrie NSW 2350
 Ordinary Meeting - 22 August 2017

Site Plan & Notes			
Project Number	17021	WD-01	D
Date	07/05/2017		
Drawn by	C. Marshall	139	
Checked by	C. Marshall	Scale	1 : 1000



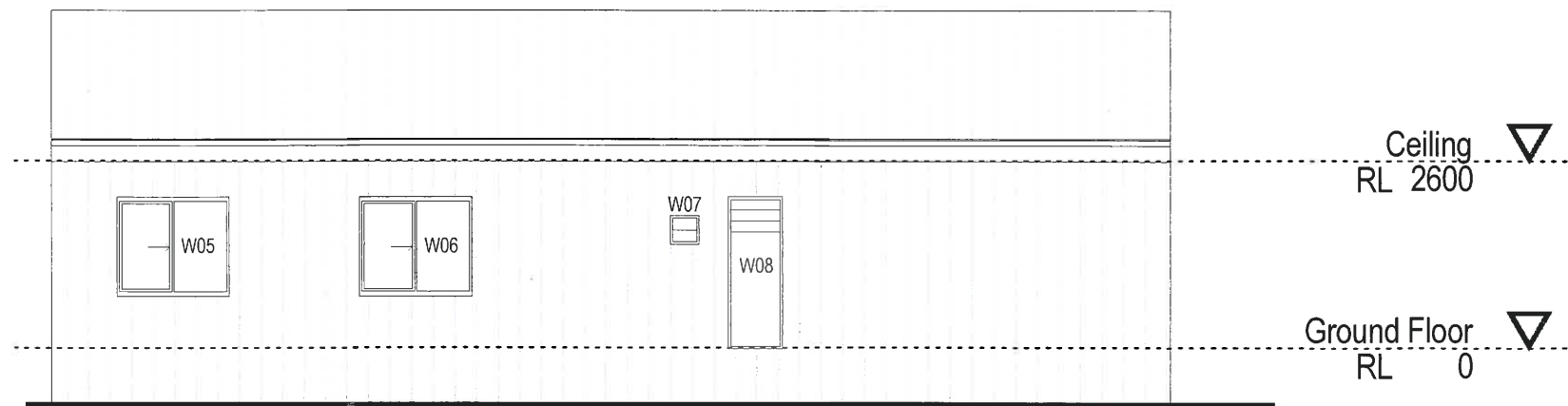
1 North Elevation

1 : 100



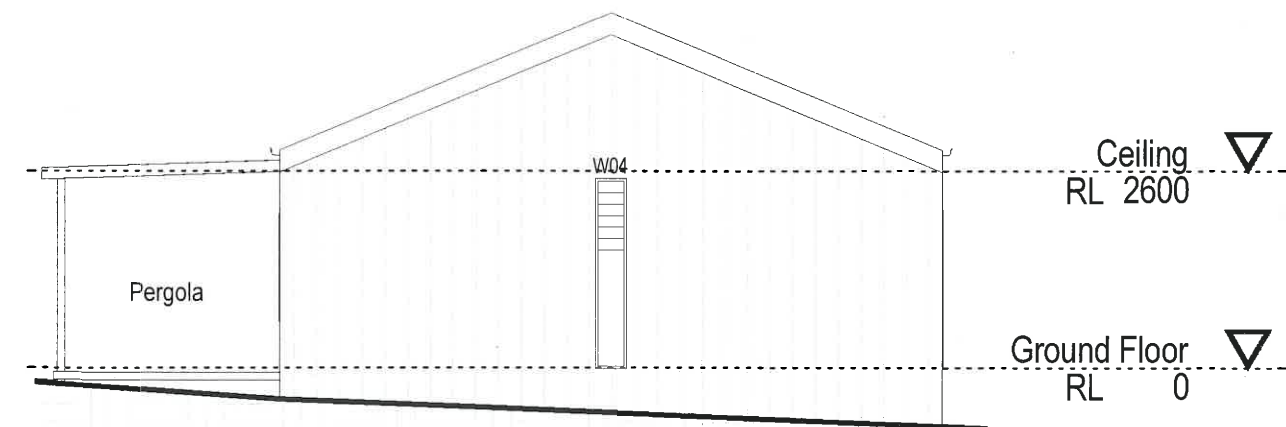
3 East Elevation

1 : 100



2 South Elevation

1 : 100



4 West Elevation

1 : 100



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Ordinary Meeting - 22 August 2017

K. Smith & L. Moss
 Proposed residence at

55 Budumba Road
 Invergowrie NSW 2350

Elevations

Project Number	17021
Date	07/05/2017
Drawn by	C. Marshall
Checked by	C. Marshall

WD-03

140

D

Scale 1 : 100

Printed on: 24/05/2017 9:25:02 PM

Development Assessment Report

DA Number: DA-28-2017 **Council:** Uralla Shire Council
Location: 55 Budumba Road INVERGOWRIE
Development Description: Dual Occupancy
Title Details: Lot: 111 DP: 1153542

Proposal Overview

Dual Occupancy Dwelling – There is an existing dwelling onsite and this application is for an additional dwelling.

Property Details/History

	Checked	Comments
File History	Yes	The existing dwelling was constructed as a shed and had retrospective approval as a dwelling.
Title Plan	Yes	
Check Ownership	Yes	Rates Authority Notice

Is there any other issue that requires notation? No

Application Type

Is this application an Integrated Development Application? No
Is this application a Designated Development Application? No
Is this application for State Significant Development? No
Is this application submitted by/on behalf of a Public Authority? No
Is this application a staged Development? No

Concurrence/Referral

Section 79b – EP & A Act

Does this application require concurrence referral? No
Does this application require courtesy comment? No
Is there any other issue that requires notation? No

Local Environmental Plan

Section 79c(1)(a)(i) – EP & A Act

This land is zoned: **R5 – Large Lot Residential**

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	Dual Occupancy is permitted with Consent

Is there a draft LEP or draft LEP amendment which may affect this proposal? No

Is there any other issue/feature that requires notation? No
 Do 'existing use' provisions apply to this development? No

Development Control Plan
Section 79c(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal? Yes

<u>List the relevant chapter/clause under the Uralla DCP</u>			
Chapter	Clause	Compliance	Comment
4	Rural Dwellings	Yes	The dual occupancy will meet all required setbacks of 25 metres from each boundary.
4	Dual Occupancies in Rural Areas	Yes	No additional vehicular access point is required. OSSM Report provided and sewerage can be treated onsite. Development complies with the National Construction Code.

Is there a draft DCP which may affect this proposal? No

Is there any other issue that requires notation? No

Regional Environmental Plan

There is no REP applicable to this area.

State Environmental Planning Policy

Is this proposal affected by a SEPP? No

Is there any other issue that requires notation? No

Planning Agreement
Section 93F (10) – EP & A Act

Is there a Planning Agreement in force under section 93F of the EP&A Act? No

Has a Planning Agreement been offered under this development? No

Planning Strategies/Local Policy
Section 79c(1)(b) – EP & A Act

Is there a Planning Strategy or Local Policy that requires notation? No

Has the applicant submitted any supporting planning assessments? No

Is there any other issue/feature that requires notation? No

Subdivision

Is this application for subdivision? No

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential impact on?

	Impact	Comment
Social	No	
Economical	No	
Siting & Configuration	No	
Setbacks	No	
Privacy	No	
Overshadowing	No	
Solar Access	No	
Visual	Minimal	
Significant Views	No	
Amenity	No	
Water	No	
Air	No	
Noise	No	
Land Degradation	No	
Tree Loss	No	
Flora	No	
Fauna	No	

Environmental Impacts – Threatened Species

Section 79c(1)(b) – EP & A Act

Has a Threatened Species Impact Assessment been prepared?	No
Are there any species/communities listed under the TSC Act?	No
Does the proposed development require approval under the EPBC Act?	No
Is a Species Impact Statement required?	No
Has a Species Impact Statement been prepared?	No

Environmental Impacts – Heritage

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	
Aboriginal	No	

Is this land classified as containing an item of environmental heritage? No

Is there an impact on and adjoining or in close vicinity to an item of environmental Heritage? No

Is this proposal in a heritage conservation Zone? No

Is this proposal in an adjoining or in close vicinity to a conservation zone? No

Has a Heritage Impact Statement been prepared for this proposal? No

Has an Archaeological Survey been prepared for this proposal? No

Flooding

Section 79c(1)(b) – EP & A Act

Is this property flood affected? No

Bush Fire Prone Land

Section 79c(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map? Yes

Category: Category1

Comment: A report has been prepared by BPAD Bushfire Planning & Design who gave a rating of BAL 12.5 with the dwelling having limited exposure to bushfire risk. Compliance can be achieved for bushfire construction standards under the National Construction Code and AS 3959-2009 and Planning for Bushfire 2006. Recommendations in regards to APZ, Construction Standards, access, water and utilities services and landscaping have been transposed in the conditions.

Has a Bush Fire management Plan been Prepared? No

Has this plan been accepted by the NSW Rural Fire Service? No

Contaminated Land

Section 79c(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council? No

Is it a possibility this land may be contaminated? No

Has a Contaminated Land Site Investigation been completed? No

Is this land in the close vicinity or adjoining a known contaminated site? No

Infrastructure

Has an engineering assessment been completed? No

Does this proposal have any potential impact on:

	Impact	Comment
Sewer	Yes	Onsite Sewer management system required for new Dwelling. Report provided by Lanfax Laboratories. the system is considered to be low risk and meets Council's requirements for effective treatment and on-site disposal.
Water	No	
Drainage	No	
Access	No	
Kerb & Gutter	No	
Upgrade Existing Road	No	
Road Network	No	
Existing Easements	No	
Electricity	No	
Telecommunications	No	
Pedestrian Access	No	
Loading & Unloading	No	
Parking	No	
Energy Conservation	No	

Does the development require any new easements? No

Has an Erosion and Soil Control Plan been submitted? No

Was there any outstanding issues requiring attention? No

Construction Assessment

Is a construction assessment required? No

Was a construction certificate application submitted with this application? No

Is a Construction Certificate Required? Yes

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 assessment required? Yes

What the type of assessment/approval required? On Site Sewer Treatment System

Has a section 68 assessment been completed?	Yes
Was a section 68 application submitted with this application?	Yes
What type of waste system is required?	Composting Toilet and greywater disposal
Does this system require connection to a Council maintained system?	No
Is there any other issue/feature/impact that requires notation from the Assessment?	No

Developer Contributions

Section 94 – EP & A Act

Does this proposal require any Developer Contribution?	No
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Signage

Does this proposal require signage?	No
-------------------------------------	----

Notification

Section 79c(1)(d) – EP & A Act

Is this application an advertised development application?	Yes
Was this application advertised as per the provisions of?	DCP – Dual Occupancy
Was this application notified as per the provisions of Council’s Notification Policy?	Yes
Were there any written submissions received?	Yes
If Yes, what was the number of submissions received?	2

Submission Maker	R Curtis
Issue:	Sewage treatment and impact on dam and impact from possible odour
Comment:	A report has been prepared by Lanfax Laboratories which concludes that the land area can adequately treat the nitrogen and phosphorus load and that the setback distance from the dam has been controlled using the small diversion banks above and below the greywater trench.
Submission Maker	B Currie & E Hughes
Issue:	The use of the existing dwelling was for temporary accommodation only until a dwelling had been constructed.
Comment:	The applicant had erected a shed and was living in the shed, which retrospective approval as a dwelling was given under DA 12/2015. Approval was given because the applicant was able to demonstrate compliance with the national Construction Code and with Council standards for treatment of sewerage.
Issue:	The use of the existing dwelling for long term accommodation
Comment:	There is no evidence that this is currently being undertaken, and discussions with the applicant have revealed the use of the existing dwelling will be for visiting family and friends only. This will be conditioned accordingly.
Issue:	Permanent and detrimental effect on their property from the location of the water tanks and the existing dwelling location.
Comment:	There is no evidence that this is the case, and the statements made within the submission are subjective. As per the aerial photograph below, there is sufficient vegetation screening on the submission makers property separating the submission makers dwelling and the applicants existing dwelling. Further vegetation screening has been planted on the applicants side of the fence as per Council’s request in 2015.
In regards to the location of the tanks, considering the aspect of the submission makers dwelling, and the	

existing vegetation screening, the location of the tanks are not considered to have detrimental impact on the submission maker.



Issue:	Sewage treatment
Comment:	As per the comment above.
Issue:	The location fo the existing dwelling in a bushfire hazard area.
Comment:	This was considered as part of the approval for the dwelling, and the approved dwelling complies with all necessary provisions.
Issue:	Point 4 of Submission
Comment:	This is considered to be a representation of the applicants character and has possible defamatory implications, plus it does not have planning merit. Therefore before the submission is made public, this point is to be deleted.

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared? No

Public Interest
Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues? No
Is there any public health issues? No

Are there any other public interest issues?

No

Site Suitability

Section 79c(1)(c) – EP & A Act

Is this a suitable site for this proposal

Yes

Assessing Officer General Comment

Comment: The application was advertised as a secondary dwelling. The applicant has requested approval for “an additional dwelling”. Staff on face value have determined that this application was for a secondary dwelling, whereby the assessment undertaken by a qualified planner has determined this development is better determined as dual occupancy.

The existing dwelling meets all relevant standards under the National Construction Code.

Dual occupancy development is permissible development under the Uralla LEP.

The planned sewerage treatment is acceptable and the dam can be protected by the use of a contour bank as per the report by Lanfax Laboratories.

This is considered to be a low impact development.

There is no reason this application should be refused and no issue that cannot be dealt with by way of use of appropriate conditioning.

Recommendation

This development application be approved subject to the following conditions:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Compliance with National Construction Code & insurance requirements under the Home Building Act 1989

Please Note: A reference to the National Construction Code is a reference to that Code as in force on the date the application is made for the relevant:

- a) development consent, in the case of a temporary structure that is an entertainment venue, or
- b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.

Erection of signs

Please Note: This does not apply in relation to:

- a) building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or
- b) Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.
- c) a complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

3. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - c) stating that unauthorised entry to the site is prohibited.
4. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Please Note: *Principal certifying authorities and principal contractors must also ensure that signs required by this clause are erected and maintained (see clause 227A which currently imposes a maximum penalty of \$1,100).*

Notification of *Home Building Act 1989* requirements

Please Note: *This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*

5. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the relevant owner-builder permit.
6. If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

136D Fulfillment of BASIX commitments

7. This clause applies to the following development:
 - a) BASIX affected development,
 - b) any BASIX optional development in relation to which a person has made an application for a complying development certificate that has been accompanied by a BASIX certificate or BASIX certificates (despite there being no obligation under clause 4A of Schedule 1 for it to be so accompanied).
8. A complying development certificate for development to which this clause applies must be issued subject to a condition that the commitments listed in each relevant BASIX certificate for the development must be fulfilled.

ADVISING: Certifications from appropriate manufacturers and installers confirming each BASIX commitment are to be provided prior to the issue of an Occupation Certificate. These may be in the form of an invoice or a simple written statement by the tradesman, including their details and signature.

GENERAL CONDITIONS

9. The development must take place in accordance with the approved plans (bearing the Uralla Council approval stamp) and documents submitted with the application, and subject to the conditions below to ensure the development is consistent with Council's consent.
10. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.
11. *The dwelling is to be inspected at the following stages of construction:
 - before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering waterproofing in any wet area**
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**
 - in the case of a swimming pool, after the construction of the swimming pool is completed and the barrier (if one is required under the [Swimming Pools Act 1992](#)) has been erected and before the pool is filled with water,

*** denotes a critical stage inspection (a mandatory inspection under Section 109C of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a *development where a critical stage or other nominated inspection has not been carried out.*

Applicants should give at least 24 hours notice to guarantee an inspection.

**All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer*

12. The existing dwelling is not to be used as accommodation on a commercial basis.
13. The construction of the dwelling are to comply with
 - AS 3959 – 2009 for BAL 12.5, sections 3 and 5 with gutter guards
 - the NSW Rural Fire Service publication *Planning for Bushfire Protection 2006 Section A3.7 of Addendum Appendix 3 and Section 4.1.3 for gas and electricity installation.*

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

14. The plans and specifications accompanying the Construction Certificate are to demonstrate compliance with the requirements of the deemed-to-satisfy provisions of the National Construction Code for a Class 1(a) building

Amended plans are to be submitted to the Principal Certifying Authority for authentication of NCC compliance and issue of a Construction Certificate.

Should the external configuration of the building be modified as a result of achieving NCC compliance, the plans accompanying this development consent must also be modified.
15. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The Application must be approved prior to the issue of a Construction Certificate, to ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

16. Council is to be given written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with clause 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent.
17. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
 - divert contaminated run-off away from disturbed areas,
 - erect silt fencing along the downhill side of the property boundary,
 - prevent tracking of sediment by vehicles onto roads by limiting access to the site and, where necessary, installing a temporary driveway and
 - stockpile all topsoil, excavated material and construction debris on the site, erecting silt fencing around the pile where appropriate.

Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

18. Any building work must be carried out between 7.00am and 6.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
19. Toilet facilities are to be provided at, or in the vicinity of the work site, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be connected to an accredited sewage management facility approved by the council or some other sewage management facility approved by the council.
20. Materials must not be burned on site. All waste generated on site must be disposed of at Council's Waste Disposal Depot or Waste Transfer Station, to protect the amenity of the area and avoid the potential of air pollution.
21. Effective dust control measures are to be maintained during construction to maintain public safety/amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
22. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
23. Construction of an internal all-weather access road from the property boundary to the dwelling is to be undertaken in order to minimise soil erosion with suitable profiling and drainage to reduce surface water run off volumes and velocity with relation to the slope of the land.

The width of the carriageway is to be 4 metres with a 1 metre verge either side maintained in a fuel reduced state. The vertical clearance of 4 metres to any overhanging branches is to be maintained.

All Engineering works to be designed by a competent person e.g. Professional Engineer and carried out in accordance with Councils Engineering Code unless otherwise indicated, to ensure that these works are of a sustainable and safe standard

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

24. An Occupation Certificate must be obtained before the approved use commences, in accordance with the Environmental Planning and Assessment Act and to ensure the health and safety of the building's occupants.
ADVISING: Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as detailed for places of public entertainment).
25. Approval must be obtained from the Council as the Local Water Supply and Sewer Authority for any potable water supply, sewerage or on-site waste water system serving the site, pursuant to Chapter 7 of the Local Government Act 1993 with all relevant work completed in accordance with such approval.
26. The Principle Certifying Authority is to contact Council to ensure all the Section 68 conditions of approval have been completed prior to the issue of an Occupation Certificate.
27. Storage tank overflow, roof and surface stormwater from paved and impervious areas is to be directed away from the building and any on site waste disposal system to protect the site and adjoining property from the effects of flooding. Such work must be completed prior to the use and/or occupation of the premises commencing.
28. Provision of not less than 90,000 litres of domestic water storage. However, where the property has an additional water source or storage, e.g. dams, bores, streams or swimming pool, not less than 45,000 litres of domestic water storage will be required.

Although not specifically required by Council, it is recommended that landowners consider providing a greater storage capacity where an additional water source or storage is not available.

The minimum quantities of water storage required above, are to include at least 20,000 litres reserved for fire fighting purposes. A suitable connection for Rural Fire Service purposes must be made available. In general a 65mm Storz outlet with a Gate or Ball valve should be provided. Underground tanks with an access hole of 200mm will allow bushfire fighting tankers to refill direct from the tank. Any underground tanks shall be fitted with a childproof access hole of 200mm x 200mm will allow bushfire fighting tankers to refill direct from the tank. Tanks for fire fighting water must be constructed of a Metal or Concrete unless screening is provided and must incorporate a 65mm storz fitting.
29. Signage must be provided to the Front Gate and the location of the Storz valve connection with a Static Water Supply (SWS) sign.
30. Tanks for fire fighting water must be constructed of a Metal or Concrete unless screening is provided and must incorporate a 65mm storz fitting
31. Stormwater tanks to also to be provided with first flush disposal device to prevent the potential pollution of the potable water supply by contaminants contained in the roof gutter drainage system.

CONDITIONS RELATING TO ONGOING OPERATIONS

32. The construction of the dwelling, vegetation maintenance, landscaping and Asset Protection Zones are to comply with the NSW Rural Fire Service publication *Planning for Bushfire Protection 2006*.
33. The Asset protection Zone surrounding the new dwelling shall be managed as an Inner Protection Area (IPA) and regularly maintained with a surface fuel load less than 8t/Ha. Patches of shade trees can be retained within the APZ if the canopy is separated by >5m between patches of trees. There are to be no over-storey vegetation within 5 metres of the proposed dwelling.

COUNCIL ADVICE ONLY

34. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display/erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under the Exempt and Complying Development State Environmental Planning Policy).
35. **Compliance with the National Construction Code:** All building work must be carried out in the following manner to ensure compliance with the National Construction Code (Volume 2: Housing Provisions):-
- Drainage of surface water surrounding the building:** Finished ground or paving level must be at least 150mm below the level of any floor. Such finished ground level is measured not more than one (1) metre from external walls with the ground surface graded to allow effective drainage of surface water away from the building (in accordance with AS 2870).
- Tempering valves:** Hot water units are to deliver hot water at the outlet of the closest sanitary fixture at a maximum temperature of 50 degrees Celsius (Part 4, National Plumbing and Drainage Code AS 3500), to restrict the temperature of the hot water supply to sanitary fixtures such as baths, showers and hand basins to limit the potential risk of scalding to the occupants of the building.
- Covenant/s:** The applicant/owner has the responsibility of being aware of any covenant which may affect the proposal.
- Rainwater Tanks:** Council requires rainwater tanks to be installed in accordance with the State Environmental Planning Policy No 4. Direct connection between the rainwater tank and reticulated potable water supply will not be permitted; however, the reticulated potable supply may be used to top up the tank via a physical air gap. Maintenance of the tank or tanks should be in accordance with the guidelines from the New South Wales Department of Health for the use and maintenance of rainwater tanks.
- Greywater Disposal:** Greywater disposal must be carried out below surface level (i.e. porous piping – not sprinklers) and must not impact on adjoining properties.
- *Sewer & Sanitary Water Supply Work:** a separate approval must be obtained from the Council as the Local Water Supply and Sewer Authority pursuant to Chapter 7 of the Local Government Act 1993 for any activity associated with water supply, sewer or on-site waste water systems serving the site.
36. **Dial Before You Dig:** Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.
37. **Telecommunications Act 1997 (Commonwealth):** Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

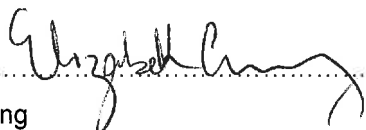
Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached:

No

Signed: 

Libby Cumming

Contract Planner

Date: 10 August 2017

Bushfire Attack Level (BAL) Certificate

Determined in accordance with AS 3959-2009

This Certificate has been issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme. The certificate details the conclusions of the full Bushfire Attack Level Assessment Report (full report) prepared by the Accredited Practitioner.

Address: 55 Budumba Road

Suburb: Invergowrie **State:** NSW

Local Government Area: Uralla Shire Council

Report / Job Number: ARM 17/10 **Report Date:** 31/05/2017

Vegetation Classification	Effective Slope	Separation Distance	BAL
Woodland (South, East)	0-5° down slope (North)	35 metres	BAL-12.5
Woodland (North, West)	upslope	29 metres	BAL-12.5

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2009.

Name: Stephen Cotter

Accreditation Number: BPAD20505 **Accreditation Expiry Date:** 31/05/2018



Signature:

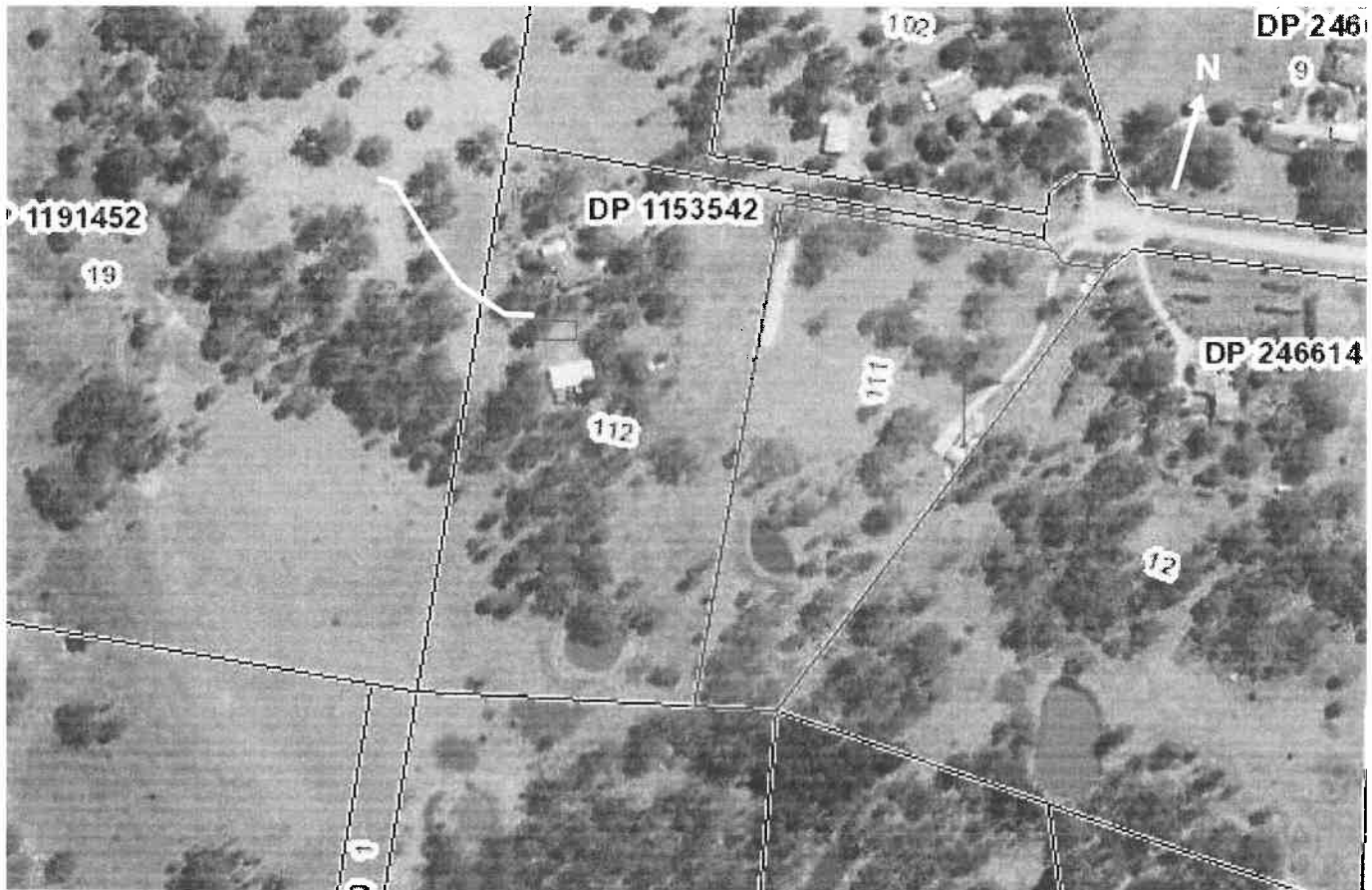
Certificate Date: 31/05/2017
Certificate Expiry: 30/11/2017

AS 3959 Bushfire Attack Level (BAL) Assessment Report

This report has been prepared by an accredited BPAD practitioner using the Simplified Procedure (Method 1) detailed in Section 2 of AS 3959-2009. FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD accredited practitioner whose details appear below.





Assessing Officer	Stephen Cotter		Reference #	ARM17/10	
s79BA Assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Lot #	4	DP 1168505
Owners Name	Ms Kade Smith				
Street Address	Intueri Farm, 55 Budumba Road, Invergowrie				
Local Government Area	Uralla Shire Council				
Desk Top Assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Site inspected	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
				Date	28/05/2017
Proposal	New dwelling				
Description of building works	New dwelling to be constructed, existing shed conversion to be decommissioned as residence				
Site Notes	Large Lot residential plot within Invergowrie village, partially cleared with existing dam. Property includes equipment sheds, existing residence in converted shed, garage, rainwater tanks, vegetable garden and farm dam. Building area is located within 200m of public road, in open area surrounded by scrub and woodland vegetation. The land is zone R5 'Large Lot Residential' in Uralla LEP (2012).				
Relevant Fire Danger Index	<input type="checkbox"/> FDI 40 <i>Table 2.4.5</i>	<input type="checkbox"/> FDI 50 <i>Table 2.4.4</i>	<input checked="" type="checkbox"/> FDI 80 <i>Table 2.4.3</i>	<input type="checkbox"/> FDI 100 <i>Table 2.4.2</i>	

Site Plan



Vegetation Classification

Vegetation structures within 100m of the site / proposed development were classified in accordance with Clause 2.2.3 of AS 3959-2009 and Section A3.5 of Addendum: Appendix 3 of Planning for Bushfire Protection

ASPECT	North	South	East	West
Specht Converted Vegetation (AUSLIG, 1990)	<input type="checkbox"/> Forest <input checked="" type="checkbox"/> Woodland <input type="checkbox"/> Shrubland <input type="checkbox"/> Scrub <input type="checkbox"/> Mallee/Mulga <input type="checkbox"/> Rainforest <input type="checkbox"/> Grassland <input type="checkbox"/> Low Threat	<input type="checkbox"/> Forest <input checked="" type="checkbox"/> Woodland <input type="checkbox"/> Shrubland <input type="checkbox"/> Scrub <input type="checkbox"/> Mallee/Mulga <input type="checkbox"/> Rainforest <input type="checkbox"/> Grassland <input type="checkbox"/> Low Threat	<input type="checkbox"/> Forest <input checked="" type="checkbox"/> Woodland <input type="checkbox"/> Shrubland <input type="checkbox"/> Scrub <input type="checkbox"/> Mallee/Mulga <input type="checkbox"/> Rainforest <input type="checkbox"/> Grassland <input type="checkbox"/> Low Threat	<input type="checkbox"/> Forest <input checked="" type="checkbox"/> Woodland <input type="checkbox"/> Shrubland <input type="checkbox"/> Scrub <input type="checkbox"/> Mallee/Mulga <input type="checkbox"/> Rainforest <input type="checkbox"/> Grassland <input type="checkbox"/> Low Threat
Slope under the Vegetation (over 100m)	<input checked="" type="checkbox"/> upslope/flat <input type="checkbox"/> >0 to 5 <input type="checkbox"/> >5 to 10 <input type="checkbox"/> >10 to 15 <input type="checkbox"/> > 15 to 20 <input type="checkbox"/> Varies over site	<input type="checkbox"/> upslope/flat <input checked="" type="checkbox"/> >0 to 5 <input type="checkbox"/> >5 to 10 <input type="checkbox"/> >10 to 15 <input type="checkbox"/> > 15 to 20 <input type="checkbox"/> Varies over site	<input type="checkbox"/> upslope/flat <input checked="" type="checkbox"/> >0 to 5 <input type="checkbox"/> >5 to 10 <input type="checkbox"/> >10 to 15 <input type="checkbox"/> > 15 to 20 <input type="checkbox"/> Varies over site	<input checked="" type="checkbox"/> upslope/flat <input type="checkbox"/> >0 to 5 <input type="checkbox"/> >5 to 10 <input type="checkbox"/> >10 to 15 <input type="checkbox"/> > 15 to 20 <input type="checkbox"/> Varies over site
Distance from Vegetation	Actual 75 m Proposed 29 m	Actual 56 m Proposed 35 m	Actual 42 m Proposed 35 m	Actual 32 m Proposed 29 m
Radiant Heat (Appendix B)	Rad. Heat 12.3 KW/m ²	Rad. Heat 12.1 KW/m ²	Rad. Heat 12.1 KW/m ²	Rad. Heat 12.3 KW/m ²
Bushfire Attack Level	<input type="checkbox"/> BAL-LOW <input checked="" type="checkbox"/> BAL-12.5 <input type="checkbox"/> BAL-19 <input type="checkbox"/> BAL-29 <input type="checkbox"/> BAL-40 <input type="checkbox"/> BAL-FZ	<input type="checkbox"/> BAL-LOW <input checked="" type="checkbox"/> BAL-12.5 <input type="checkbox"/> BAL-19 <input type="checkbox"/> BAL-29 <input type="checkbox"/> BAL-40 <input type="checkbox"/> BAL-FZ	<input type="checkbox"/> BAL-LOW <input checked="" type="checkbox"/> BAL-12.5 <input type="checkbox"/> BAL-19 <input type="checkbox"/> BAL-29 <input type="checkbox"/> BAL-40 <input type="checkbox"/> BAL-FZ	<input type="checkbox"/> BAL-LOW <input checked="" type="checkbox"/> BAL-12.5 <input type="checkbox"/> BAL-19 <input type="checkbox"/> BAL-29 <input type="checkbox"/> BAL-40 <input type="checkbox"/> BAL-FZ
Images				
Required APZ	29 metres	35 metres	35 metres	29 metres

Asset Protection Zones:	<input checked="" type="checkbox"/> APZ determined in accordance with Appendix 2 of <i>Planning for Bushfire Protection</i> <p>Comment: Minimum of 35 metres asset protection zone is required from eastern and southern façades and 29 metres from northern and western façades to provide separation from woodland vegetation on adjoining lots.</p> <p>APZ shall provide a defensible space for fire fighting operations.</p> <p>Recommendation: Asset Protection Zone surrounding the new dwelling shall be managed as an Inner Protection Area (IPA) and regularly maintained with a surface fuel load less than 8t/Ha.</p>	
Siting & Design:	<input checked="" type="checkbox"/> Buildings are designed and sited in accordance with the siting and design principles in this section (refer also Figure 4.7). <p>Comment: The new dwelling shall be oriented to maximize solar radiation with limited exposure towards greatest bushfire hazard (southern façade).</p>	
Construction Standards:	<input checked="" type="checkbox"/> Construction determined in accordance with Addendum: Appendix 3 of <i>Planning for Bushfire Protection</i> and AS 3959-2009 <i>Construction of buildings in bushfire prone areas</i> including the requirements for attached garages and other structures in this section. <p>Comment: Proposed dwelling is surrounded by bushfire prone vegetation.</p> <p>Recommendations: 1) New construction shall be in accordance with AS 3959-2009 for BAL-12.5, sections 3 & 5. 2) All construction shall also comply with Section A3.7 of Addendum: Appendix 3 of <i>Planning for Bushfire Protection</i>. 3) Gutter Guards shall be installed and comply with AS3959-2009</p>	
Access Requirements:	<input checked="" type="checkbox"/> Compliance with Section 4.1.3 for property access roads. <input checked="" type="checkbox"/> Compliance with Section 4.2.7 for access standards for internal roads. <p>Comment: Dwelling is located less than 200m of Budumba Road, a public road with suitable egress towards Uralla. Secondary emergency egress is not required.</p> <p>Recommendations: 1) Private access shall have 4 metre carriageway with 1 metre verge either side maintained in fuel reduced state. Vertical clearance of 4 metres to any overhanging branches.</p>	
Water and Utility Services:	<input checked="" type="checkbox"/> Compliance with Section 4.1.3 for services – water – electricity - gas. <p>Comment: R5 land use zoning requires consideration of additional water supplies for bushfire protection. A minimum of 20,000L of rainwater storage is provided in existing rainwater tanks with additional water storage in the farm dam.</p> <p>Recommendations: 1) minimum 20,000L provided for fire fighting operations provided by existing water storage, additional water storage is not required. 2) Electricity and gas installations shall comply with Section 4.1.3 of <i>Planning for Bushfire Protection</i>.</p>	
Landscaping:	<input checked="" type="checkbox"/> Compliance with Appendix 5. <p>Comment: The recommended Asset Protection Zone surrounding the proposed dwelling shall be managed to the standard of an Inner Protection Zone (total fuel load <8t/Ha) as described in '<i>Standards for Asset Protection Zones</i>'. Patches of shade trees can be retained within APZ if canopy is separated by >5m between patches of trees. No over-storey vegetation within 5 metres of proposed dwelling.</p>	
Additional Conditions:	Additional conditions to be provided by Uralla Shire Council in schedule of Consent Conditions	
Conditions Recommended:	<input type="checkbox"/> (refer attached document)	
Complying Development:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Approval with no Conditions	<input checked="" type="checkbox"/> Approval with Conditions	<input type="checkbox"/> Bushfire Report required in Accordance with PBP

ON-SITE WASTEWATER MANAGEMENT PLAN



Figure 1 View from location of trench looking to south-west overlooking dam

Lot 111 DP1153542

Report prepared for
K. Smith
55 Budumba Road
Invergowrie NSW 2350

By
Dr Robert Patterson FIEAust, CPSS(3), CPAg
Lanfax Laboratories
Armidale NSW 2350

28th June 2017 2017

On-site Wastewater Management Plan

Lot 111 DP 1153542

55 Budumba Road, Invergowrie NSW 2350

Executive Summary

The owner of Lot 111 DP1153542, 55 Budumba Road, Invergowrie, Kade Smith, proposes to construct a one-bed room dwelling on the lot. As the lot is not connected to either reticulated town water or a reticulated sewerage scheme, the dwelling will be serviced by rainwater and an on-site wastewater management system consisting of compost toilet and greywater system. This plan sets out the requirements for a wastewater management plan, consistent with the requirements by Uralla Shire Council.

The greywater system is based upon a one-bedroom dwelling of two persons, discharging 200 litres of greywater per day at the rate of 100 litres per person per day (Lpd). The greywater will be collected in a 3000 L concrete in-ground tank. The effluent discharge will be to a single sub-surface drainfield, by gravity flow. An alternative tank is a RELN 600 L pump-well set up as a gravity flow tank, collecting greywater and directing it to the trench.

The extent of the drainfields has been sized from a monthly water balance using the 70th percentile monthly values for rainfall and average daily evaporation rates for Armidale. One trench, of with dimensions of 17 m long and 600 mm wide by 650 mm deep, maximise absorption in the light clay horizon.

The design land application area can adequately treat the nitrogen and phosphorus load from two persons. That area has excess capacity to that required.

Estimated area to suit hydraulic load	=	25 m ²
Estimated total length of trench to:		
Accommodate wet weather storage	=	17 m
Estimate total area of land application	=	216 m ²
Area required to assimilate nitrogen	=	86 m ²
Area required to assimilate phosphorus	=	58 m ²

The on-site greywater system is designed for minimum maintenance but requires the vigilance of the operators to limit wastes, from laundry and kitchen wastes from entering the system. Food wastes are better divert to the dry compost toilet or garden composting.

Setback distance from the dam has been controlled using small diversion banks above and below the greywater trench.

Groundwater is not accessed from the lot, an existing bore is believed to be dry.

The system, as presented in this report, is a low risk, low energy system and meets Council's requirements for effective treatment and on-site disposal of domestic wastewater.

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- C – Notes for installation of trenches
- D – Composting toilet compliance certificate

On-site Wastewater Management Plan

Lot 111 DP 1153542

55 Budumba Road, Invergowrie NSW 2350

1 Introduction

The owner of Lot 111 DP1153542, 55 Budumba Road, Invergowrie, Kade Smith, proposes to construct a one-bed room dwelling on the lot. As the lot is not connected to either reticulated town water or a reticulated sewerage scheme, the dwelling will be serviced by rainwater and an on-site wastewater management system consisting of compost toilet and greywater system. This plan sets out the requirements for a wastewater management plan, consistent with the requirements by Uralla Shire Council.

A site inspection was conducted by Dr Robert Patterson of Lanfax Laboratories on Saturday 24th June accompanied by Kade Smith. The proposed site of the dwelling had been clearly identified by marked pegs. A suitable location for the greywater tank was chosen, having regards to the layout of the house, the landscape drainage and the dam.

The soil profile was examined where the trenches would be sited. Soil samples were returned to the laboratory for analysis for suitability for on-site effluent disposal. The soil report is set out in Appendix B.

As part of this report, the author examined geological and groundwater maps and aerial images available from NSW Government resources as set out in Section 4.

This management plan has been developed to recommend to Uralla Shire Council that a dry composting toilet and greywater treatment system, discharging effluent, by gravity flow, to a traditional drainfield is appropriate to service the proposed dwelling. The plan meets Council's On-site Sewage Management Strategy (2016) and environmental considerations of the NSW legislation. An application to 'alter, install and operate and on-site system' is submitted with this report.

2 State and Local Requirements

This on-site wastewater management plan has been prepared consistent with the various requirements of:

- a. NSW Government 2005 Government (General) Regulations 2005.
- b. Department of Local Government. 1998. *Environment and Health Protection Guidelines On-site Sewage Management for Single Households*. Department of Local Government, NSW Environment Protection Authority, NSW Health, Land and Water Conservation and Department of Urban Affairs and Planning. Sydney.
- c. Standards Australia and Standards New Zealand, 2012. *AS/NSZ1547:2012 On-site domestic-wastewater management*. Standards Australia. Sydney and Standards New Zealand.
- d. Uralla Shire Council (2011) On-site Wastewater Management Policy

2 Wastewater Volumes

The proposed one-bedroom dwelling will be served a waterless composting toilet and a greywater system. The clean water input will be from rainwater collection and tank storage

system. The wastewater requirement for greywater for two persons is estimated at 100 litres per person per day (Lpd). This calculation is based upon 120 Lpd for a full wastewater service less 20 lpd for the absence of a flushing toilet. The house will discharge 200 litres of greywater per day. The contribution from the drainage of the composting toilet is negligible.

The water balance was derived from modelling using 70th percentile monthly rainfall and average pan evaporation data for Armidale (056037), the nearest recording station. Evapotranspiration (Et) values of 85% open pan evaporation are used for summer and 60% for winter. A water balance using the 70th percentile rainfall values is very conservative and exceeds the median values required by the NSW Guidelines (DLG *et al.*, 1998). The outcome of the water balance is set out in Appendix A.

Figure 2 indicates the periods of evapotranspiration that occur for all months of the year, with low evapotranspiration potential in winter.

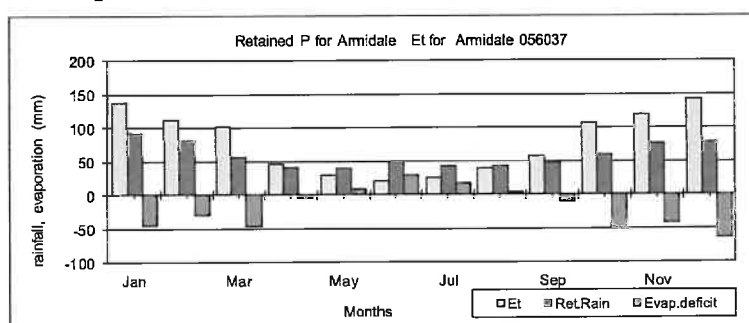


Figure 2 Water balance using 70th percentile rainfall and average evapotranspiration for Armidale.

4 Landscape and Soil Capability

The proposed effluent disposal area is located immediately east of the dwelling as shown in Figure 3, such that all greywater plus leachate from waterless composting toilet to the greywater tank by gravity flow, and effluent flows to a trench located immediately down-slope and east of the tank.

Trench is to be located parallel to the contour on an area that can be excluded from use for the specific purpose of effluent disposal.

The geology map, Figure 5, indicates the duplex soil type (based on geology) is relatively similar over the area around the dwelling, with minor differences due to slope and drainage. The area is well-drained on the surface. One soil profile description was considered appropriate in this locality.

The brownish black (10YR 2/2) surface soil is a well-structured loam of 150 mm depth, overlying a poorly structured yellowish brown (10YR 5/6) to 600 mm. The underlying light clay was bright yellowish brown (10YR 6/6) to a depth of at least 1000 mm.

Run-off water from the property east of the lot and run-off from immediately above the trench can be diverted by a small embankment (diversion bank – above) towards the dam as shown in Figure 3. Run-off from around the trench can be directed away from the dam (diversion bank –below). These embankments, about 150 mm high can be constructed from the clay removed from the trench.

Figure 4 shows that one registered groundwater bores exist within 250 m of the trenches. That bore (GW058769), for which no detail is available on the government website, is located upslope from the proposed dwelling. The bore has been capped and is unused,

believed to be dry. The geology (Figure 5) suggests that groundwater in the area would be scarce and difficult to access.

The water balance, Appendix A, shows that the trench is dry for seven months of the year. The trench provides wet-weather storage during winter, particularly for the above average rainfall year. Not more than 83 mm is held in the trench at any time.

Descriptions and photograph of soil profile given in Appendix B.

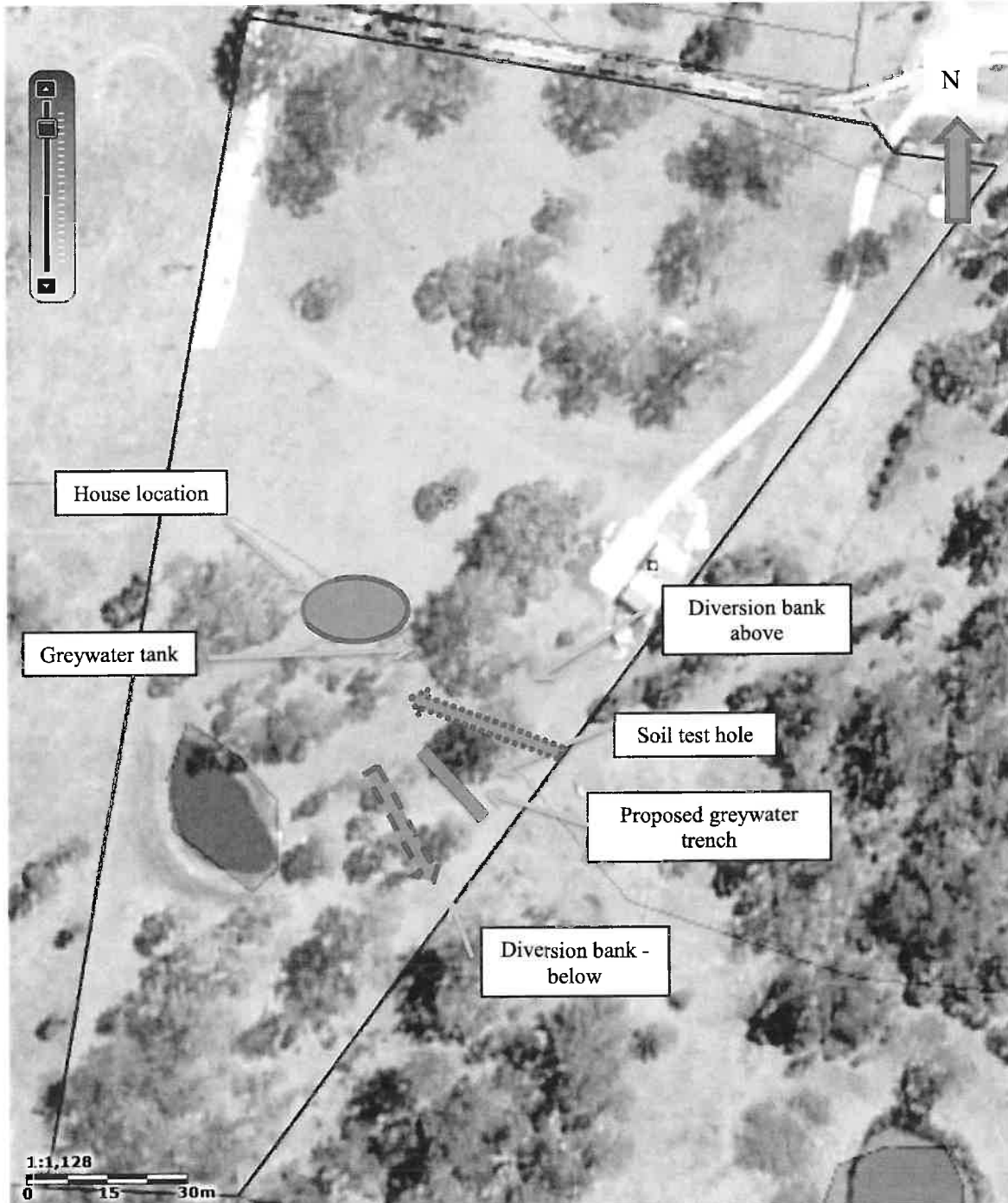


Figure 3 Existing lot showing proposed land application areas and soil profile test site

Source Map: maps.six.nsw.gov.au



Figure 4 Groundwater resources

Source: <http://waterinfo.nsw.gov.au/gw/>
No detail available on website, owner advises bore not accessed, presumed dry

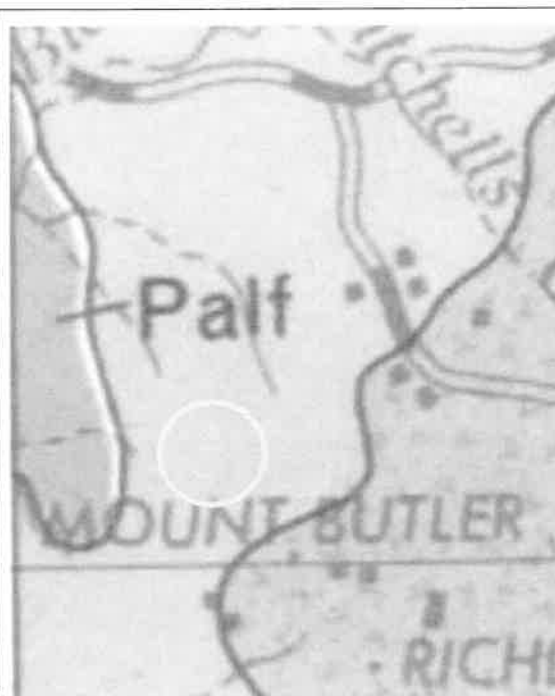


Figure 5 Geology of area around property

Cs (blue) Sandon Beds: Greywacke, argillite, chert, jasper, basic volcanics

Source: Dorrigo-Coffs Harbour 1:250,000 Geological sheet series SH56-10 (1969).

Table 1 Characteristics of land application area for trenches

	Site Characteristic	Description and comment	Assessed site limitation
1	Landscape position	mid slope	none
2	Landform type	Undulating hills	none
3	Slope at land application area (%)	5% to the south	none
4	Surface erosion potential	Moderate when exposed	maintain grass cover
5	Site Drainage (existing surface drainage)	Diversion bank required above trench and redirection bank below	Small 150 mm banks
6	Exposure to the sun (aspect)	Moderate, some shade from large trees	none
7	Exposure to the wind	Moderate	none
8	Land area available	Approx. 2.3 ha	none
9	Setback from each boundary	>20 m to west, >3 m from east	none
10	Geology	Carboniferous. Sandon Beds	none
11	Rock & rock outcrops	None	none
12	Description of vegetation	Existing pasture, mostly native	none
13	Proximity environmentally sensitive area	Native trees, Angophora and Red Gums not affected	none
14	Proximity to farm dam or permanent water	40 m downslope	Diversion bank above trench and redirection bank below
15	Depth to groundwater (if known)	None known	none
16	Distance to nearest groundwater bore	Capped bore 50 m above	none
17	Distance between LAA and nearest neighbour's house downslope	>100 m	none

5 Nutrient Balance

The design of the trench for the greywater effluent is based upon typical analyses for a domestic dwelling, based upon the likely annual generation of nitrogen and phosphorus loads (kg/person) and the potential for nutrient assimilation by the plants, microbes and soil phosphorus adsorption.

The annual nitrogen load from greywater plus a small component from the composting toilet is estimated at 2.6 kg N/yr. A typical plant uptake rate of 300 kg/ha.yr requires an area of 86 m² for effective assimilation of nitrogen, including an allowance for loss of nitrogen from the trench through denitrification.

The area around a single 17 m trench, as shown in Figure 6, shows the assimilation area influenced by the percolating effluent is 216 m², significantly more area than is required for the assimilation of nitrogen.

The soil phosphorus sorption capacity, as shown in Appendix B, is around 2800 kg P/ha over the expected life of 50 years (as suggested by the NSW Guidelines). An annual phosphorus application from the greywater to the soil is in the order of 0.5 kg P/yr. The vegetation will utilise 30 kg P/ha.yr which, together with the annual phosphorus sorption capacity of 56 kg P/ha.yr (2800 kg/50 yr), gives an assimilation rate of 86 kg P/ha.yr. Thus, the area required for assimilation of the phosphorus in primary treated effluent is 58 m² compared with the area around Figure 6 of 216 m²; sufficient area is available to prevent the loss of phosphorus to the wider environment. Without the removal of grass clippings from the land application area, an assimilation area of 90 m² is required.

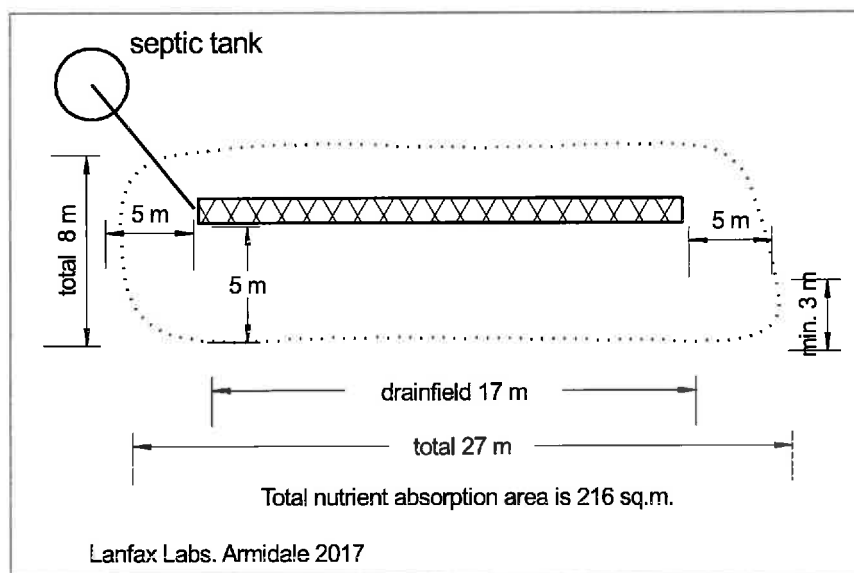


Figure 6 Nutrient assimilation area around a single trench (example only)

With the diversions in place to direct run-off water from above the trench to the west towards the dam, and the diversion bank below the trench to direct run-off water away from the dam, the influence of the greywater trench is negligible.

Neither salinity, nor sodicity is an issue with this soil. The high calcium and magnesium levels are beneficial to the treatment of high sodium effluent.

The assimilation of the nitrogen and phosphorus can be contained within the areas designed for the trench with capacity to spare.

6 Proposed construction of effluent disposal field

A 3000 L concrete greywater tank is to be located immediately adjacent and to the east of the house. All greywater and the leachate from the dry composting toilet will be directed to the tank. The tank may have to stand about 300 mm proud of the surface to gain gravity flow to the trench to maintain 40 m separation from the dam.

An alternative solution is to install a 600 L RELN™ pump-well in place of the concrete tank. As the daily flow of greywater is small (200 lpd) this tank may be equally as suitable, smaller in volume and easier to install. The tank would operate as a gravity flow device in the same way as a 3000 L tank. There is no requirement for storage of sludge or scum in a greywater tank.

The effluent discharge from the greywater tank will be directed to a single 17 m long traditional trench to the east of the tank.

Because the third horizon has the better permeability, the trench needs to be 650 mm deep so that the base of the trench is in the light clay, rather than in the medium clay (160-600). The trench will have dimensions of 600 mm wide and 650 mm deep. The base of the trench will be level in length (on the contour) and in cross-section.

Appendix C provides general instructions for the set out and construction of the trenches. Figure 7 shows a typical cross-section of a trench.

The surface of the trench will be mounded to account for settlement and to shed rainwater from the trench, as shown in Figure 7. At a later time, this mound may need to be re-formed as settlement occurs.

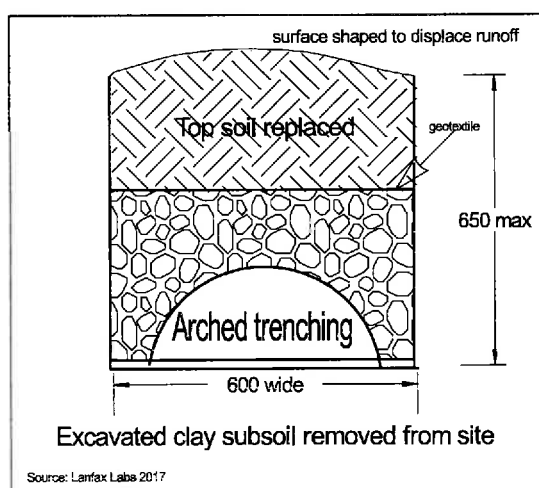


Figure 7 Arched trenching with gravel, geotextile and topsoil

A small 150 mm high diversion bank is to be constructed immediately upslope of the trench and extending east to the boundary fence. The run-off water this bank captures needs to be directed beyond the western end of the trench so that it spills towards the dam. This run-off water will be uncontaminated by the trench.

At least 5 m downslope of the trench, a second diversion bank, 150 mm high will turn run-off from over the trenches away from the dam. While this water unlikely to be contaminated, it is a safety measure to satisfy the 40 m setback from the dam.

The area accommodating the trench will need to be fenced to restrict access by animals if sheep, cattle or goats are intended to be kept on the property. For control of weeds and vermin, access for mowing by light equipment should be allowed. Tractors and other heavy equipment should not drive over the trenches, even during dry periods.

7 Maintenance

The greywater tank will is unlikely to require maintenance to remove excess sludge and scum that may accumulate in the tank over time, provided kitchen solids wastes are diverted to compost toilet.

The surface of the effluent application area will need to be grassed with typical local pasture grasses, similar to the adjoining pasture, and maintained to minimise fire risk, for weed control and reduced vermin harbour. Mowing should be with lightweight equipment only.

The fence, if required, will require maintenance to exclude access by animals to avoid damage to the trench when moist. The fence should enclose an area 5 m in all directions from the trench.

The trench may require additional soil added to maintain a mound over the trench to avoid rainwater entering the trench. The trench area will not require any maintenance other than mowing the grass, to reduce the fire risk, and maintenance of the barrier around it.

The two diversion banks may need rectifying as the soil settles.

The residents need to be mindful of the types of wastes discharged to the greywater. Chlorine bleaches are toxic to the beneficial bacteria and need to be avoided. The use of high sodium products, such as powdered laundry detergents need to be avoided in preference for good quality liquid detergents. Food scraps from the kitchen are best diverted to the compost toilet, outside composting or the 'chook bin'.

8 Conclusion

The owner of Lot 111 DP1153542, 55 Budumba Road, Invergowrie, Kade Smith, proposes to construct a one-bed room dwelling on the lot. As the lot is not connected to either reticulated town water or a reticulated sewerage scheme, the dwelling will be serviced by rainwater and an on-site wastewater management system consisting of compost toilet and greywater system. This plan sets out the requirements for a wastewater management plan, consistent with the requirements by Uralla Shire Council.

The greywater system is based upon a one-bedroom dwelling of two persons, discharging 200 litres of greywater per day at the rate of 100 litres per person per day (Lpd). The greywater will be collected in a 3000 L concrete in-ground tank. The effluent discharge will be to a single sub-surface drainfield, by gravity flow. An alternative tank is a RELN 600 L pump-well set up as a gravity flow tank, collecting greywater and directing it to the trench.

The extent of the drainfields has been sized from a monthly water balance using the 70th percentile monthly values for rainfall and average daily evaporation rates for Armidale. One trench, of with dimensions of 17 m long and 600 mm wide by 650 mm deep, maximise absorption in the light clay horizon.

The design land application area can adequately treat the nitrogen and phosphorus load from two persons. That area has excess capacity to that required.

Estimated area to suit hydraulic load	=	25 m ²
Estimated total length of trench to:		
Accommodate wet weather storage	=	17 m
Estimate total area of land application	=	216 m ²
Area required to assimilate nitrogen	=	86 m ²
Area required to assimilate phosphorus	=	58 m ²

The on-site greywater system is designed for minimum maintenance but requires the vigilance of the operators to limit wastes, from laundry and kitchen wastes from entering the system. Food wastes are better divert to the dry compost toilet or garden composting.

Setback distance from the dam has been controlled using small diversion banks above and below the greywater trench.

Table 2 Care and maintenance of an on-site wastewater system

Kitchen	place small strainer over plug hole (purchase at supermarket, about \$2)
	wash only full loads in automatic dishwasher
	use low phosphorus detergents, avoid powder detergents with fillers
	scrape plates before washing, do not rinse scraps off plate
	prevent vegetable scraps, peelings, tea leaves, coffee grinds for going down drain
	DO NOT use drain cleaners, harsh detergents
	DO NOT put greases or cooking oils down the drain, remove for composting
	DO NOT install or use a garbage grinder
Bathroom	install low-flow pressure reducing shower roses, take shorter showers
	install aerator type basin spout
Toilet	Compost toilet leach line to extend to septic tank
Laundry	set washing level to suit the load or wash only full loads.
	distribute washing loads throughout the week rather than on one day
	install filter to remove lint from washing
	use low phosphorus detergents (NP labels preferable to P labels)
	use low sodium detergents (choose liquids in preference to powders)
	you may find less than the recommended amount of detergent works well on rainwater
	DO NOT use chlorine bleaches, whiteners, nappy soakers that contain sodium hypochlorite
Septic Tank & land application area	Starters, feeders or additives are not needed in the septic tank a weekly dose of a tablespoon of agricultural lime or gypsum down one of the toilets will help reduce the effects of sodium in the soil absorption area
	Check inlet and outlet inspection ports for surcharging effluent
	Check the sludge and scum in the septic tank and have the tank pumped out before the depth of the scum encroaches on the bottom of the outlet tee
	check drainfield for wet spots, surcharging effluent
	Maintain fence to exclude stock and native wildlife
	Mow grass to reduce vermin and fire hazard and improve evapotranspiration

APPENDIX A

WATER BALANCE MODELLING

Note: Based on the modelling using 70th percentile rainfall, the maximum depth of effluent in the trenches during winter is 83 mm, whereas the trench has the capacity to store up to 250 mm with the effluent remaining within the arched trench.

Armidale

70th percentile (56002)

Source: AS1547-1994 - Table G1

Evap.data

Armidale 056037

average Pan evaporation

(Prepared by R.A. Patterson, Lanfax Labs. Armidale updated OCT16)

1	2	3	4	5	6	7	8		
Month	Days	daily pan per month (B.Met)	Pan Eo	Et +C*Eo	Rainfall P	Retained Rainfall Re=(1-r)P	LTAR*N	Disposal rate/month (Et-Re)+ LTAR*N	Effluent applied per month 200 L
		mm	mm	mm	mm	mm	mm	mm	
Jan	31	5.2	161.2	137	122.92	92.2	248	292.8	6200
Feb	28	4.7	131.6	112	108.91	81.7	224	254.2	5600
Mar	31	3.9	120.9	103	74.68	56.0	248	294.8	6200
Apr	30	2.6	78.0	47	55.33	41.5	240	245.3	6000
May	31	1.6	49.6	30	52.39	39.3	248	238.5	6200
Jun	30	1.2	36.0	22	66.88	50.2	240	211.4	6000
Jul	31	1.4	43.4	26	57.04	42.8	248	231.3	6200
Aug	31	2.1	65.1	39	56.66	42.5	248	244.6	6200
Sep	30	3.2	96.0	58	63.86	47.9	240	249.7	6000
Oct	31	4.1	127.1	108	79.55	59.7	248	296.4	6200
Nov	30	4.7	141.0	120	103.25	77.4	240	282.4	6000
Dec	31	5.4	167.4	142	104.18	78.1	248	312.2	6200
Totals		1217.3	943	943	945.65	709.2			

TABLE G2 - Depth of stored effluent First trial - choose from col.9 table above

1	2	3	4	5	6	7	8	9	10
month	first trial area (m ²)	application rate (8)/(2) (mm)	Disposal rate (above) (mm)	(3)-(4) (mm)	Increase depth of stored effluent (5)/porosity	Starting depth for month	increase depth effluent +(6)	computed depth effluent (X) (mm)	reset if Et deficit <0 (mm)
Dec								0.0	0
Jan	25	248	293	-45	-64	0	-64	-64	0
Feb		224	254	-30	-43	0	-43	-43	0
Mar		248	295	-47	-67	0	-67	-67	0
Apr		240	245	-5	-8	0	-8	-8	0
May		248	238	10	14	0	14	14	14
Jun		240	211	29	41	14	41	54	54
Jul		248	231	17	24	54	24	78	78
Aug		248	245	3	5	78	5	83	83
Sep		240	250	-10	-14	83	-14	69	69
Oct		248	296	-48	-69	69	-69	0	0
Nov		240	282	-42	-61	0	-61	-60	0
Dec		248	312	-64	-92	0	-92	-92	0
Jan		248	293	-45	-64	0	-64	-64	0
Feb		224	254	-30	-43	0	-43	-43	0
Mar		248	295	-47	-67	0	-67	-67	0
Apr		240	245	-5	-8	0	-8	-8	0
May		248	238	10	14	0	14	14	14

From calculations in tables above for optimised drainfield area, using Appendix G AS1547-1994

Porosity in disposal area		70%
Variables Table	Runoff Coeff =	0.25 percentage runoff
	Summer Crop Factor =	0.85 crop transpiration rate Oct-Mar
	Winter Crop Factor =	0.6 crop transpiration rate -Apr-Sep
Change as required	LTAR =	8 L/m ² /day
	FLOWS=	200 L/day 71.42857
Estimated area of effluent drainfield =		25 square metres
Maximum depth of stored effluent =		83 mm depth
Trench dimensions (mm)	width =	600 mm
	depth =	650 mm
Length of trench required =		17 metres

APPENDIX B

SOIL ANALYSIS

Phone Office/Lab (02) 6775 1157

email: lanfaxlabs@bigpond.com.au
 Website: <http://www.lanfaxlabs.com.au>

Lab address: 493 Old Inverell Road
 Postal address: PO Box 4690 Armidale NSW 2350
 Director: Dr Robert Patterson FIEAust, CPSS, CPAg
 Soil Scientists and Environmental Engineers



Analysis of Soil Sample for Wastewater System Design

Client...K. Smith 55 Budumba Road Invergowrie Date...27th June 2017

Soil sample collected: 24th June 2017

Sample date: 24th June 2017

Analysis completed: 27th June 2017

Source of soil: Property – location of proposed on-site application area

RESULTS – 55 Budumba Road Invergowrie

Parameter /Sample No.	BH1, 0-100 mm	BH1, 100-550mm	BH1, 550 - 1000	Method
Client reference no.				
pH 1:5 in water	5.50	6.30	6.10	4A1
pH 1:5 in CaCl ₂	5.12	5.16	5.05	4B1
EC (1:5 in water) (uS/cm)	41	33	52	3A1
Salinity hazard	Non-saline	Non-saline	Non-saline	EC/texture class.
Exch. calcium (mg kg ⁻¹)	2090	2086	1287	15D3
Exch. potassium (mg kg ⁻¹)	137	146	99	15D3
Exch. magnesium (mg kg ⁻¹)	1302	2788	1509	15D3
Exch. sodium (mg kg ⁻¹)	66	129	133	15D3
Exch. acidity (cmol(+) kg ⁻¹)	0.1	0.3	0.6	15 G1.
Cation Exchange Capacity (meq+/100g)	21.9	34.6	20.2	calculation
Exch. Sodium Percentage	1.3	1.6	2.9	
Sodicity	Non-sodic	Non-sodic	Non-sodic	
Base Saturation (%)	99.6	99.1	97.2	
Ca: Mg ratio	1.0	0.4	0.5	
Field Texture	Loam	Medium clay	Light clay	Northcote 1979
Soil Colour (moist)	10YR 1.7/1 black	10YR 5/6 yellowish brown	10YR 6/6 bright yellowish brown	Munsell Colour
Permeability Class	3	6	5	AS/NZS 1547:2000
LTAR (trenches) mm/day	5-25	2-5	5-8	AS/NZS 1547:2000
DLR (irrigation) mm/day	4.0	2.3	3.0	AS/NZS 1547:2000
Initial dispersion test	Slake 1	Slake 2	Slake 3	SAR5, EC 1 dS/m
Emerson's Aggregate Test	*3/6, slake 1	*3/6, slake 2	*3/6, slake 3	

Reference: Rayment, G.E. and Lyons, D. J.(2011) *Soil Chemical Methods - Australasia*. CSIRO Publishing. Canberra. All methods in accordance with accreditation procedures.

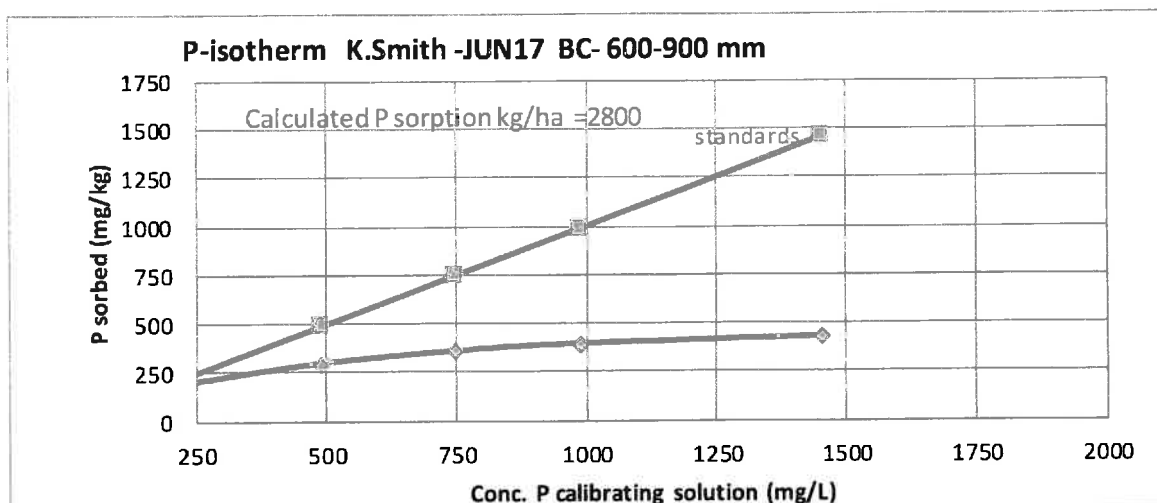
NOTE: The dispersion test is done in solution that represents domestic wastewater, with sodium adsorption ratio of 5 and EC of 1 dS/m. See the attached sheet for explanation.

w/s = water stable in SAR5, EC 1 dS/m solution

Slake - severity of slaking 1,2 or 3. Reported slaking means no dispersion.



Commercial and research laboratory for soil, water and plant analysis.
 Soil survey and analytical assessments, landscape analysis and plant nutrient relationships,
 Wastewater and effluent reuse specialists - on-site and decentralised



Percent sorbed is the proportion of the initial P sorbed during equilibration

Initial P mgP/L	filtrate P mg/L	sorbed P mg/kg	Sample I.D.	Percent sorbed (%)	Std line	filtrate C ugP/L	X-axis Log C	Y-axis
24.7	4.78	199.6	K.Smith -JUN17	80.7	247	4776	3.68	199.6
49.3	19.62	296.7	BC- 600-900 mm	60.2	493	19624	4.29	296.7
74.9	38.93	359.7		48.0	749	38931	4.59	359.7
98.9	59.29	395.8		40.0	989	59293	4.77	395.8
145.6	102.65	429.9		29.5	1456	102648	5.01	429.9

Calculated P sorption kg/ha = 2800

Methods: Rayment & Lyons 2011

pH Method 4A1 (water) 4B1 (CaCl₂)

EC Method 3A1

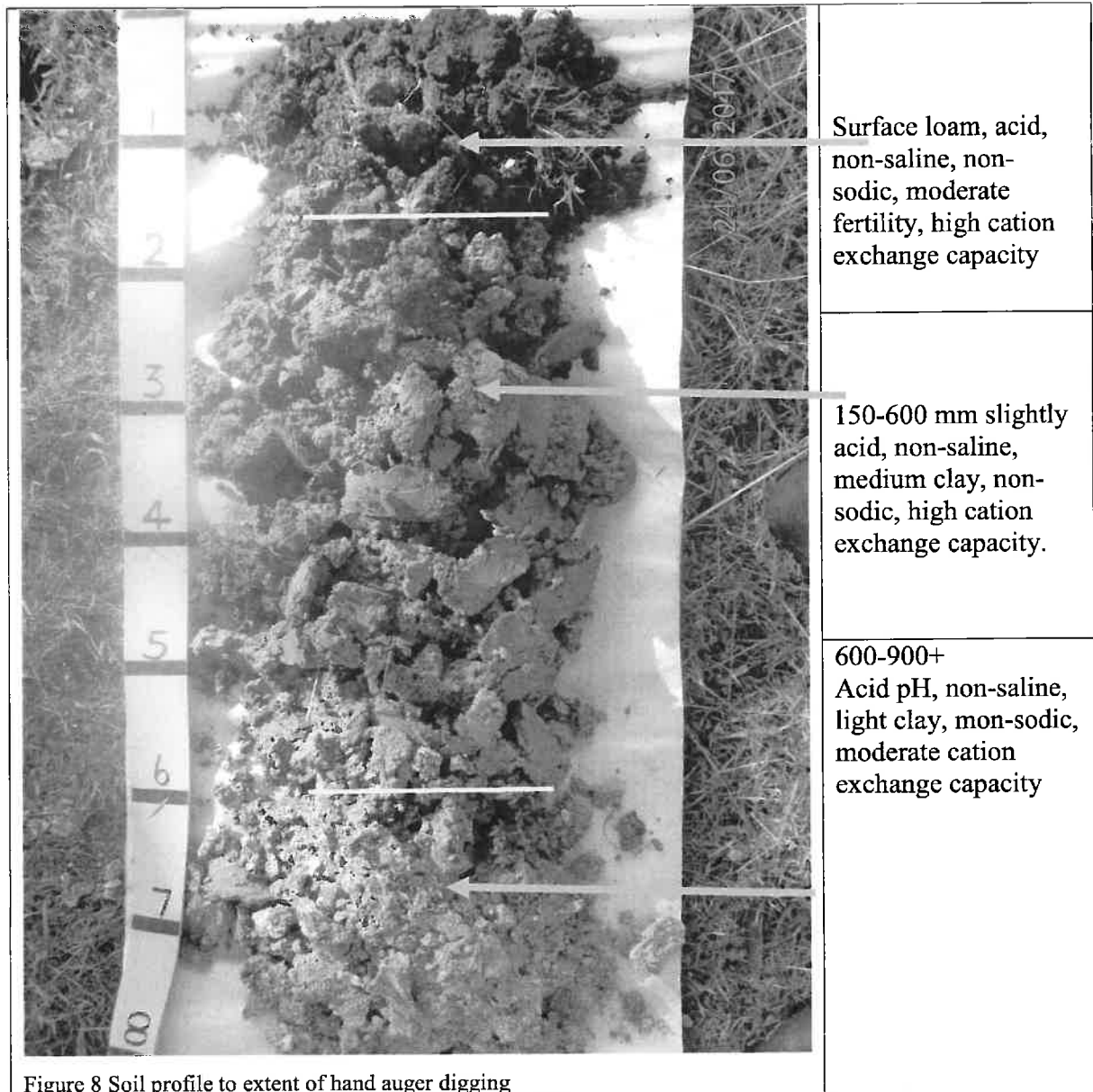
Exchangeable acidity (H⁺, Al³⁺) Method 15 G1

Cation Exchange Capacity Method 15D3 plus exchangeable acidity

Exchangeable sodium percentage ratio sodium to ECEC

P sorption modified method 9J1 - elevated equilibrating solutions, ion chromatography determination

Dr Robert Patterson FIEAust, CPSS(3), CPAg
Soil Scientist and Environmental Engineer



GUIDELINES FOR EXCAVATION OF TRENCH

- identify correct location for trenches
- site trenches so bottom of each trench is level with the contour
- maximum length of any one trench 25 m
- step two or more trenches down the landscape
- separate adjacent trenches by at least 3 m centre to centre
- dig trenches to meet design specifications - shallow trenches better than deep trenches
- select an arched trenching to suit the depth of the trench
- trench must be 150 mm deeper than top of the arched trenching
- topsoil stockpiled separately for later use as backfill
- clay subsoil to be removed from site and may be used for diversion drain
- smeared surfaces (shiny surfaces created by the actions of the back-hoe bucket or teeth on wet or damp soil) to be raked or picked from bottom and sides of trench
- treat surface of trench (sides and bottom) with lime or gypsum at rate of 1 bag (50 kg) per 25 m of trench (cut the top of the back and then distribute using a swinging action to coat the sides and the bottom with lime or gypsum)
- lay trenching, overlapping as required
- install end caps to trenching
- install inlet from septic tank (100 OD) or distribution box (50 OD)
- backfill to top of trench with gravel or other suitable hard material (<20)
- cover gravel with geotextile to full width of trench
- backfill only with topsoil, use subsoil elsewhere
- leave trench surface mounded to allow for settlement and obvious location of trenches
- DO NOT use the back-hoe to compress the soil into the trench
- the top of the trench should be seeded with a lawn mixture and watered
- install a diversion bank or cut-off drain upslope of the trench to remove stormwater as required



Figure 9 Liming/gypsum spreading in trench

It is important that the final landscaping of the trenches needs to make them very obvious by the use of mounding. This mounding serves not only to shed rainfall from the trenches but also identify them for avoidance by any traffic.

APPENDIX D

Certification of compliance of dry composting toilet



Health

Certificate of Accreditation

Waterless Composting Toilet System

This Certificate of Accreditation is hereby issued by the Director-General of the NSW Ministry of Health pursuant to Clause 41(1) of the Local Government (General) Regulation 2005.

System: Nature Loo Classic 750 composting toilet system

Manufacturer: Ecoflo Water Management

Of: Unit 5, 2-8 Kabi Circuit, Deception Bay, QLD, 4508

This is to certify that the Nature Loo Classic 750 composting toilet system as described in Schedule 1 has been accredited as a sewage management facility for use in a single domestic premises in NSW. This accreditation is subject to the conditions of accreditation and permitted uses specified in Schedule 2, and in accordance with the Waterless Composting Toilets (WCT) Accreditation Guideline, May 2005.

A handwritten signature in black ink, appearing to be 'M. Smith'.

*Director, Environmental Health Branch
for Director-General (delegation PH335)*

Date of Issue: 30 August 2013

Certificate No: WCT 002

This Certificate of Accreditation is in force until 31 December 2018

Downloaded from:

<http://www.health.nsw.gov.au/environment/domesticwastewater/accreditations/wct002.pdf>

From: Richard Curtis <postcard@netspace.net.au>
Sent: Wednesday, 14 June 2017 12:03 PM
Subject: Submission re. Application DA – 28 – 2017

Follow Up Flag: Follow up
Flag Status: Flagged

For the attention of Urallashire Council

Submission re.secondary dwelling at 55 Budumba Road, Invergowrie.
Application number DA – 28 – 2017
Submission from Richard Curtis, 214 Kalinda Road, Invergowrie.

This submission concerns the mode of sewage treatment, on which there is no information in the communication from Uralla Council of 6th June 2017.

The block of land on which the development is to take place drains to the South and into a gully on my property which runs roughly east-west, supplying my dam at the bottom of the same gully.

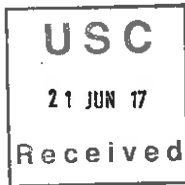
If waste treatment is to be in the form of a dry composting toilet, I see no need for further information, but if a septic tank is to be utilised, then the positioning of the tank itself and the absorption trench or transpiration bed, are obviously relevant to the health of the immediate environment. I would like Council to consider the points listed below.

1. With the house in the position currently indicated on the plan, there is little room for waste treatment immediately below the house without risk of contamination to their own dam. Below the dam, their block narrows to about 40 metres at the South fenceline and is treed and very rocky, probably making it unsuitable for a transpiration-based system.
2. The further down the slope such a system is placed, the closer it is to the aforementioned east-west gully draining into my dam. This gully floods periodically.
3. Because of the geology and soil types of the local area there have been issues in the past with greywater sitting on the surface and causing odour problems.

Thank you for your attention.

Yours faithfully

Richard Curtis



[Handwritten signature]
21/6/17

Brian Currie & Eveline Hughes
51 Budumba Road
INVERGOWRIE 2350
H: 6775 2362

20 June 2017

Mr Terry Seymour
Director Infrastructure & Regulation
Uralla Shire Council
32 Salisbury Road
URALLA 2358

Dear Mr Seymour

DA-28-2017
Proposed Activity - Secondary Dwelling

We welcome the opportunity to make a submission regarding DA-28-2017.

We refer to our previous correspondence, dated 19 May 2015 (copy attached) and Council's response, dated 4 June 2015 (copy attached) regarding the retrospective application for the sheds to be converted to living accommodation.

We draw Council's attention to Point 5 of our letter of 19 May 2015 regarding commercial operations being undertaken, specifically invitations to stay in "visitor quarters" and to Council's response in their letter of 4 June 2015 that "no accommodation will be advertised anywhere".

While welcoming the applicant's intention to build a home that is suitably distanced from side boundaries, we wish to record our objections to this Development Application as follows:

1. *The proposed activity of a "Secondary Dwelling".*
We object to any attempt to convert the original temporary shed dwelling into any form of long term accommodation, be it for paying tenants, working guests or any other long stay visitors. As Council is aware the applicant has, for some years, been living in a shed that was originally built without Council permission. Council retrospectively approved this shed, together with a number of other sheds that were also built without Council permission. When the applicant originally constructed the shed in which she has been living she advised us that this was temporary accommodation, until such time as she built a home.

2. Our privacy has been permanently and detrimentally effected due to the applicant building and living in a shed so close to our property boundary.
3. The location of the applicant's sheds and water tanks has directly impacted the natural aesthetics and long-term value of our property.
- 4.
5. As detailed in Point 1 above, we understood that the applicant's shed represented temporary accommodation until the main residence was constructed (as illustrated on the applicant's blog). Our concern is that this temporary accommodation will now be considered suitable long-term permanent accommodation for paying tenants or working guests. For the reasons outlined in Points 1, 2, 3 and 4 above we object to any attempts to convert the temporary shed accommodation into any form of permanent or semi-permanent accommodation, either for the applicant or any of her associates.
6. We request that Council ensure that appropriate sewage and grey water systems be appropriately installed for the new building and subsequently regulated to ensure the health and safety of adjoining properties.
7. We raise our concerns about the location of the temporary shed accommodation within a zoned bushfire area.
8. We also request that Council note the current DIY sewage and grey water facilities attached to the shed accommodation.

We conclude by reiterating our objections to the temporary shed accommodation being converted into any form of permanent or semi permanent accommodation and request that Council ensure that the home which is the subject of this DA be the only occupied dwelling at 55 Budumba Road, Invergowrie.

Yours faithfully



Brian Currie & Eveline Hughes

Brian Currie & Eveline Hughes
51 Budumba Road
INVERGOWRIE 2350
H: 6775 2362

19 May 2015

Ms Libby Cumming
Manager of Planning
Uralla Shire Council
32 Salisbury Street
URALLA 2358

Dear Ms Cumming

RE: DEVELOPMENT APPLICATION DA-12-2015

We refer to Council's May 2015 newsletter, specifically DA-12-2015, Ms K Smith (trading as Intueri Farm), 55 Budumba Road, Invergowrie.

Our western property boundary (51 Budumba Road Invergowrie) is shared with Ms Smith's boundary. We object to the number of buildings that have been erected without either Council consent or consideration for the impact on the neighbourhood.

We request that Council investigate a number of issues directly related to Ms Smith's application, including unapproved buildings, sewerage, grey water treatment and commercial operations undertaken on the property.

Our objections to both these developments and the potentially unapproved activities include:

1. The shed that is the subject of this DA is within three metres of the shared boundary. This shed is partially joined to a second shed. Council has not approved this second shed which we believe is used for storage. It appears there is a toilet and shower located between the two sheds, with a temporary covering over the shower and toilet. These buildings are particularly unsightly. See both attached *Photos No. 1 and 2* and *Attachment A (Spatial Arrangement Map - key word P)* identified as "woofer accommodation".

2. The location of the two water storage tanks is unreasonably close to our side and front boundaries. Both tanks are unfinished/unpainted steel. Note the attached *Photo No. 3* show our driveway and the entrance to our property. Visitors to our home are greeted with the aspect of these unsightly tanks that are so close to our property they assume they are on our property.

3. There is a domestic plastic garbage bin that appears to be for the treatment of sewage and/or grey water. This is located next to our fence and is connected to what we believe is the shower and toilet area contained within the temporary structure (*Photos 4 and 5*). There are also several pits that have been dug within metres of our western boundary and that are being used to filter sewage and grey water (*see Photo No. 6*). We are concerned about the health implications of such unapproved arrangements.

4. There is a more recently constructed - also unapproved - building - *see Photos No. 7 and 8* and *Attachment A (Spatial Arrangement Map - key M)* identified as a "Learning Centre".

5. It appears that commercial operations are being undertaken on the property. This has resulted in a significant increase in both vehicle traffic and parking in the cul-de-sac. *See Attachment B (Functional Plan)* where both an entry and exit are indicated. Further supporting evidence is located on the Intueri Farm website <https://intuerifarm.wordpress.com> and include:

- Invitations to stay in "visitor quarters" and provide labour - *Attachment A (Spatial Arrangement Map - key M, P and Q)*
- Advertising of Events and Workshops
- Selling or trading produce and activities
- Camping - *see Attachment A (Spatial Arrangement Map - key Q)*
- Labour exchange - we have two concerns
 - **Bushfire risk zone** - guests and workers are being accommodated in buildings, temporary buildings, a converted caravan as well as camping in the bushfire risk zone.
 - **Sewage** - it is unlikely the current sewerage system has sufficient capacity to handle the additional waste from visitors, guests and workers.

6. We understand that a system to produce gas is being constructed. *See Attachment C (Biogas)*. We are concerned about the health and safety implications if such an unapproved device is allowed to operate so close to our property.

In conclusion, we request that Council investigate whether commercial operations and activities are being undertaken on Ms Smith's property and request Council to further investigate the appropriateness of these activities and consider the implications on the neighbourhood.

We also request that Council considers our objections with regard to the detrimental visual impact of the placement of buildings and water tanks. We also request that the sewerage and grey water treatment arrangements be thoroughly investigated, given the unreasonable closeness of these DIY constructed systems and unapproved buildings.

We thank Council for the opportunity to lodge our objections and are happy for any Council representatives to contact us should further information be required.

Yours faithfully

Brian Currie & Eveline Hughes

Attachments:

- A. Spatial Arrangement
- B. Functional Plan
- C. Biogas

Photos:

- 1 & 2 Two partially joined sheds with toilet and shower area
- 3 Tanks
- 4 & 5 Plastic garbage bin
- 6 Sewage/grey water pits
- 7 & 8 Unapproved shed ("Learning Centre")

4 June 2015

Responsible Officer: MP
In reply, please quote: DA 12/2015

Mr B Currie & Mrs E Hughes
51 Budumba Road
INVERGOWRIE NSW 2350

Dear Mr Currie & Mrs Hughes,

~~Re: Your letter dated 19 May 2015~~

Council has investigated the issues raised in your letter and since met with Mr Currie to discuss the options.

The following has been advised to the adjoining owner of 55 Budumba Road.

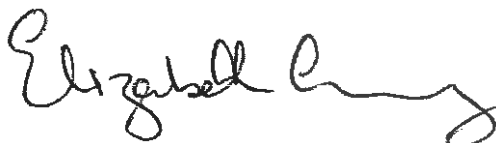
1. No accommodation will be advertised anywhere.
2. All field day site visits to look at the farm, will be notified where possible to adjoining owners seven (7) days in advance.
3. Planting of fast growing screening plants/shrubs between the side boundary fence and the rainwater tanks at the front of the property must be completed before the end of October 2015.
4. No future building works are to be constructed on site without Council being notified prior to work being commenced.

It has also been raised by an adjoining owner that the new shed on your property has been used for guitar/band practice and parties on several occasions. This is not an illegal use of the shed, but you should be aware that noise emanating from the users can and will cause issues for your neighbours when enjoying their land. Council asks that you look at the times that these types of uses may occur and try to alleviate noise to your neighbours.

You may possibly wish to notify your neighbours where possible seven (7) days in advance if you are holding parties.

If you have any further queries please do not hesitate to contact our office on 6778 6300.

Yours sincerely,



Elizabeth Cumming
Manager of Town Planning & Regulation



REPORT TO COUNCIL

Department:	<i>Community & Governance Directorate.</i>
Submitted by:	<i>Kim-Trieste Hastings</i>
Reference/Subject:	Report 11 - Visitor Information Centre & Library Monthly Report for July 2017

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

- Objective:** To promote and support commercial and tourism opportunities to attract visitors and permanent residents to the shire. Provide support services and access to the Library for the Community & Visitors.
- Strategy:** To progressively increase the number of visitors to the Uralla Shire and number of internet hits to the Uralla Tourism website on tourism matters and to satisfy those enquiries. To increase the number of people using the self check service in the library to free up staff for other duties.
- Action:** Staffing the Visitor Information Centre and the Library with Council employees and volunteers to provide Tourism & Library services seven days a week.

SUMMARY:

This report provides an outline of activities at the Visitor Information Centre & the Library for the month of May, 2017.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

Not applicable.

REPORT: **Visitor Information Centre**

Visitor Information Centre Walk through Following on from the April Community Council Meeting a walk through was held on the 31 July to assist the decision process in moving forward. Even though numbers were light it was still a productive exercise.

This month's display at the VIC highlights the local honey producer. Sales for honey have been up as a result.

New England High Country

The New England High Country (NEHC) group met on the 11/12 July to discuss next steps to promote tourism to the region. It was agreed that each council will be responsible for updating the website

Uralla Shire Council
Council Business Paper – 22 August 2017

regarding events, news etc. A map of the NEHC region will be developed for each VIC to hand out to visitors. Adventure Group Holdings (AGH) will be responsible for the production of the map and the NEHC group will provide the content information. The map will be available in the new year.

VIC Gift Shop Sales – Our Year-to-Date Sales Figures are currently sitting at \$1,522.00. Our budgeted sales for 2017/2018 are \$15,000. July 2017- sales have increased by approximately 21.5% over July 2016 sales.

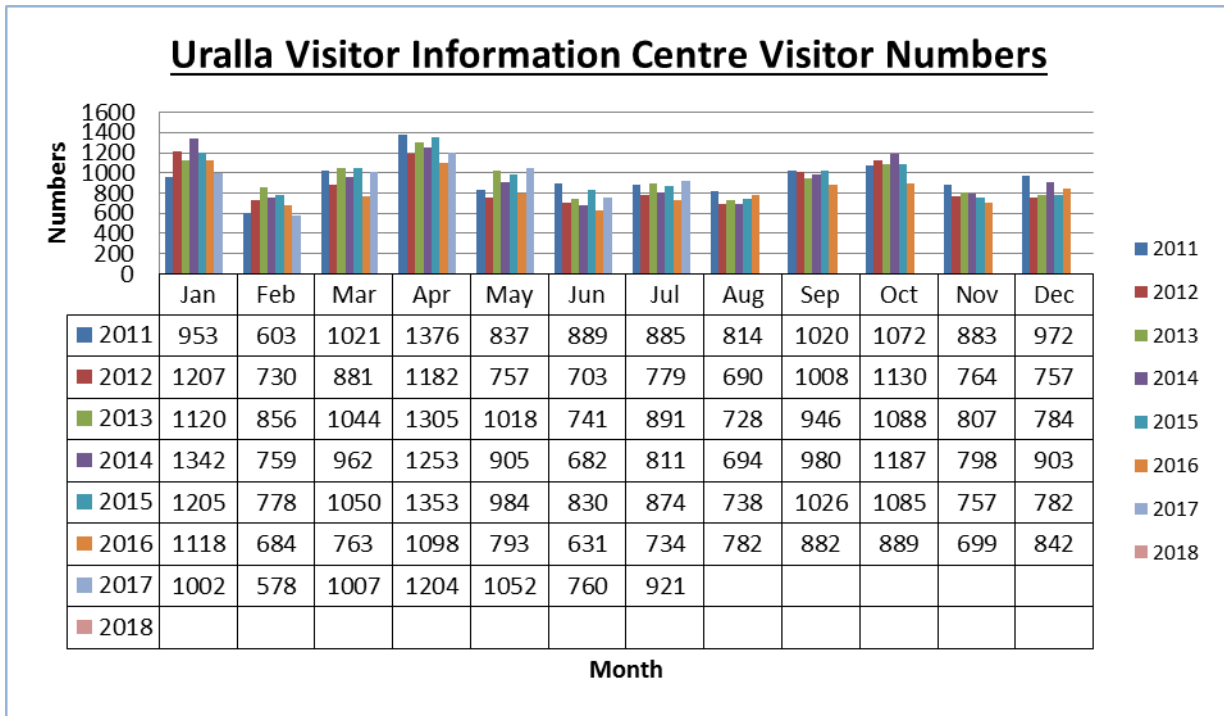
Sales to-date for 2017-18 Financial Year

Month	Total
July	1,522.00
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
Total (\$)	1,522.00

Annual July Sales Comparison

Year	Total
2015/16	\$1,300.95
2016/17	\$1,251.65
2017/18	\$1,522.00

Visitor Statistics – July 2017 saw an increase in visitor numbers to 921 (21.8%) from June 2017. Visitor numbers are up from this time last year from 734 to 921 (25.4), with an average of 843 Visitors per month during July over the past 3 years.



Key Priorities:

- ‘Next step for the VIC
- Increasing the average number of visitor numbers per month

Library:

The number of books loaned through the Library for month of July was 1,578. This is down from 1,678 in June (approx. 6.3% decrease). This still places Uralla as the 4th highest books loaned in the Central Northern Library Group, out of 15 libraries. The month of July saw 19 new members sign up (compared to 8 for June 2017) which placed Uralla in the top 3 out of 15 Libraries in the group.

Month	Books Loaned	New Members
July	1,578	19
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
Total	1,578	19

| For comparison, the total numbers of books loaned in July 2016 was 1,71, 18.5% more than July 2017.

| In July the Library: held its monthly Book Discussion Group Lego Club, aimed at 5-12 years old age group: and The Knit One Purl One Group.

A special school holiday Mystery Maker workshop was held 14 July and was well attended.

Key Issues:

- Lights at the front of the Library

Kim-Trieste Hastings
Community Development Officer & Tourism Coordinator



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Trish Kirkland</i>
Reference/Subject:	Report 12 - Improving the Visitor Information Centre

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Tourism opportunities are promoted and supported to attract visitors to the Shire and ensure its economic strength and viability
Strategy:	Develop a comprehensive project plan on Visitor Information Centre redevelopment
Action:	Visitor Information Centre redevelopment

SUMMARY:

At the Ordinary Meeting held on 23 May 2017, Council considered a reported titled "Report 8 – Visitor Information Centre and Library" and resolved [18.05/7] to rescind previous resolution 12.05/15, conduct a public walk through of the Visitor Information Centre, and hold a councillor strategic planning workshop to consider options for improving the visitor information centre. This report provides a status update for these actions, and an overview of options to improve the Visitor Information Centre discussed at the Council Strategic Planning Workshop.

OFFICER'S RECOMMENDATION:

That Council:

1. Cease, within three (3) months of the date of this resolution, sales of third party products and/or services at the Visitor Information Centre (VIC).
2. Focus VIC resources toward:
 - a. volunteer development,
 - b. promotion of local artisans and producers, and
 - c. promotion of the Shire and Region's tourism assets.
3. Form a project reference group comprising of 5 local tourism related operators (via an Expression of Interest) and 2 councillors for the single purpose of preparing a range of options and recommendations, for Council's consideration, to better align the VIC offerings (consistent with 2. a. and b. above) with the Shire's tourism assets.
4. Nominations for all 7 members of the project reference group are to be put before Council in open session for Council to resolve membership of the group.
5. The project reference group is to report back to Council with its recommendations by no later than the November 2017 Ordinary Council Meeting.

REPORT:

At the Ordinary Meeting held on 23 May 2017, Council considered a reported titled “Report 8 – Visitor Information Centre and Library” and resolved **[18.05/7]** to:

1. Rescind all of resolution 12.05/15
2. Conduct a councillor strategic planning workshop in July or August 2017 to consider options for improving the VIC
3. Conduct a public walk through of the VIC during July 2017

Consequently, resolution **12.05/15** has been rescinded in Council’s resolution register.

A public walk through the VIC was conducted on Monday 31 July 2017 at 5:30pm and options for improving the VIC were considered by councillors at the 8 August 2017 Strategic Planning Workshop.

At the Strategic Planning Workshop, the councillors were presented with the following information.

Council started exploring options for improving the VIC in 2013, with a number of key issues being raised for consideration:

- Upgrade the public amenities.
- Provide adequate building cooling / heating
- Improve internal spaces (a bit like a rabbit warren)
- More contemporary internal finishes, fixtures and displays
- Cost effectiveness in staffing arrangements
- Unoccupied space – old café area
- How best to respond to the Tourism NSW report that 75% of travellers are not calling into VICs

In addition, VICs are undergoing a number of changes, such as:

- Moving away from booking functions (e.g. accommodations and tours) because booking inventories are going to online agents (Bookings.com, Expedia, etc.) and VIC's have little or no capacity to compete.
- Previously outsourced (contracted) visitor information services being brought “in-house” to be managed by council staff for better alignment of visitor servicing with strategic tourism objectives.
- Development of quality volunteer support for 7-day a week customer service presence without the high cost of staff resources.
- Introduction of “interpretive” natural, cultural, and historic information – using different means of communicating (exhibitions and multimedia programs) to activate the visitor’s intellectual and emotional connection to the information.
- Developing strong online visitor information presence, and new digital technologies (such as APositive’s augmented reality) to attract and service the younger and/or tech savvy travellers.

The Director Community and Governance and Community Development and Tourism Coordinator undertook a better practice review of neighbouring councils’ VICs. The review revealed that, of the VICs visited, there are many things in common, such as:

- managed by council staff;
- reliant to some degree on volunteers to fill their customer service shifts;
- located with the community development, economic development, tourism and/or events branches of their organisational structures;

- are not co-located with other services (such as libraries);
- do not provide commissioned accommodation and/or tour booking services;
- focused on own unique tourism assets and regional area promotion

Despite the commonality identified above, the VICs reviewed also demonstrated variation in aspects of their location and operational emphasis (i.e. business/service offering), such as:

- Stand-alone centres (no co-location) Vs co-location with private commercial or retail operators;
- Visitor services and tourism promotion only (no sales) Vs mix of visitor services and sales;
- Emphasis on different sales products, e.g. local and/or regional products/produce, imported products, and branded merchandising and range and quantities of stocks on offer or held;
- Increasing sales emphasis to reach or improve profitability (sustainability) Vs decreasing sales emphasis to free up staff resources for improved visitor services and tourism promotion;
- Some exploration of digital and/or augmented reality tourism experiences and promotions; and
- Some exploration of interpretive information.

Council's VIC is currently operating as set out below:

- Managed by council staff, located in the community development and tourism team;
- Uses a mixture of volunteers and staff to fill customer service shifts;
- Offers local products/produce (including locally made alcohol) and souvenirs for sale (gross annual turnover of approximately \$15k, with very small margins and a significant net loss);
- Stock held is a mixture of purchased stock and stock on consignment;
- No formal inventory or cash register system;
- No formal volunteer screening, induction or training program;
- Staff must complete the Responsible Service of Alcohol (RSA) to meet their position requirements (i.e. at their own cost);
- Liquor Licence held by Council - a part-time staff member is the licensed Premises Manager;
- No other staff are currently co-located in the VIC;
- 55% staff resources committed to managing stock, suppliers and sales;
- 20% staff resource committed to recruiting, training, managing volunteers;
- 25% staff resource committed to tourism / visitor economy services and promotion;
- Offerings could be better aligned with the Shire's tourism assets and tourism strategies;
- Houses the Harry Wooldridge Gemstone and Minerals Collection; and
- Has an unoccupied space within the building.

Governance considerations at the VIC include:

- Main purpose of the VIC is the promotion of tourism and the servicing of our visitors for the benefit of the broader Uralla Shire community;
- Ratepayers are currently "subsidising" the retail sales of local products/produce for a number of local businesses;
- Staff resources are not sufficiently available to promote tourism, train volunteers for quality visitor services, or to align the visitor information services with tourism assets and strategies;
- Lack of formal inventory and sales systems;
- Poor cash-handling facilities;
- Lack of consideration of competitive neutrality requirements for government entities conducting a business (retail sales); and

- Lack of governing rules/protocols for equity of access – who decides the sales product range and how?

Possible future directions for the VIC include:

- Divest the VIC of local product/produce sales and redirect staff resources to the:
 - Development and implementation of a formal volunteer framework to attract, screen, induct, train and review volunteers to provide 100% of the customer service rostered shifts;
 - Alignment of the VIC offerings (promotions, information, and interpretive material) with the Shire's tourism assets and strategies, and broader regional promotional activities;
 - Increase and improve tourism promotion based on "Find yourself in Uralla" from the New England High Country alliance of councils; and
 - Promotional displays about local artisans, producers and other businesses.
- Consider establishing interpretive display/s (such as the Shire's fossicking heritage and the Harry Wooldridge Gemstone and Minerals Collection).
- Consider complementing paper information materials with contemporary digital resources (such as redesign towards a contemporary tourism website), and complementing in-situ interpretive material with the development of digital "augmented reality" and/or touch screen interactive devices (in addition to the Sound Trail) for cultural and/or built heritage experiences for the tech savvy travellers.
- Consider targeted (cost efficient) improvements to the VIC facilities - external signage, landscaping, internal spaces, heating/cooling systems, improving the lighting, upgrading to contemporary fixtures and fittings (e.g. internal signage, modern pamphlet display shelving, mounted maps, etc.)

Possible uses for the unoccupied space within the VIC building include:

- Expression of Interest to lease the space for a use(s) consistent (with development consent) with the B4 LEP zoning, including consideration of a community based co-operative selling local artisan products and produce;
- Consider as part of the VIC space requirements for the improvement initiatives being considered, and/or
- Review as part of an overall rationalisation of the Council's staff, volunteer, and councillor meeting, seating and training space requirements.

Tourism Sector input:

- Council could establish a project reference group to assist with the single purpose of aligning the visitor centre's offerings with the specific needs of Uralla Shire's tourism assets. The panel could be comprised of 5 members of the tourism sector and 2 councillors. Council could advertise for nominations from the tourism sector and select 5 from those nominated, together with nominate 2 councillor representatives at an open meeting of Council.
- The project reference group could be dissolved at the conclusion of its single purpose assignment.

It is recommended to progress improvements to the VIC in two stages, as set out below:

Stage 1

- Divest third party sales – i.e., cease sales activities of third party products and/or services.
- Divert staff resources towards volunteer development, promotion of local artisans and producers, and promotion of the Shire and region's tourism assets.
- Form a project reference group comprising of 5 local tourism related operators (via an EOI) and 2 councillors (who are interested) to prepare a range of options, for councils consideration, to better align the visitor centre offerings with the Shire and region's tourism assets.

Stage 2

- Determine the preferred improvements to align the VIC's offerings with the Shire and region's tourism assets.
- Engage appropriately qualified persons to conceptualise, design and cost improvements to the exterior and interior areas of the VIC.

The recommendations contained in this report go to advance Stage 1.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Project Reference Group to ensure tourism related operator input is proposed.

2. Policy and Regulation

Not applicable

3. Financial (LTFP)

No Change

4. Asset Management (AMS)

No Change

5. Workforce (WMS)

No change

6. Legal and Risk Management

The recommendations will provide appropriate risk mitigation for the governance considerations contained in the report.

7. Performance Measures

Not applicable

8. Project Management

Not applicable

Prepared by staff member: Patricia Kirkland
TRIM Reference Number:
Approved/Reviewed by Manager: Andrew Hopkins
Department: GM
Attachments: NIL

17. MOTIONS ON NOTICE

18. SCHEDULE OF COUNCIL RESOLUTIONS

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
	26.06/15	<p>Uralla Local Traffic Committee That: (i) Traffic calming in Uralla’s CBD- Council staff prepare a report for the next Traffic Committee</p>	DIR	March 2017	<p>Application for funding support to design traffic calming and 40 KPH signage in CBD sent September 2016. RMS part funding contribution of \$20,000 received. Brief finalised and forwarded to consultants for proposal.</p>	B
24 AUGUST 2015	6.08/15	<p>Bridge Naming: New Bridges Over The Gwydir River and AbingtonCreek That Council 3. Places a plaque/s to honour the work of Nurse May Yarrowyck at a location to be determined.</p>	DIR	Feb 2017	<p>Proposed location for installation in the grounds of Grace Munro Aged Care Centre in Bundarra. Plaque finalised and received. Installation and ceremony to be scheduled.</p>	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 March 2015	26.03/15	<p>Land Disposal - Karava Place, Uralla</p> <p>That Council:</p> <p>3. Give the General Manager delegation to negotiate payment options; and</p> <p>4 .Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.</p>	MPR/DIR	<p>2/6/15</p> <p>27/5/15 2/6/15</p> <p>20/7/15</p> <p>5/8/15</p> <p>18/9/15 2/6/15 4/9/15 30/10/15</p>	<p>Negotiations between all parties not yet completed.</p> <p>Contract of Sales</p> <p>Titles have been received and forward to solicitors. Title transfers signed and forwarded to solicitors.</p> <p>Stage up to: Lot 100 – Agreement in place (2018 completion date) Lot 103 – No agreement made Lot 102 – Agreement in place Lot 104 – Agreement in place Lot 101 – completed Lot 105 – completed</p>	B
23 NOV 15	24.11/15	<p>Bergen Road Land Acquisition and Exchange For Road Works</p> <p>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.</p>	DIR/GM	May 2017	<p>Survey plans completed. Awaiting result of other like applicants.</p> <p>May require new Council resolution depending on advice from Office of Local Government on other applications being processed.</p>	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
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>	<p>DIR</p> <p>DIR</p>	Feb 17	<p>Application has been sent to Office of Local Government by solicitors (Nov 16) for approval. No advice received yet. Delays due to changes in gazettal requirements.</p> <p>OLG experiencing delays</p> <p>August 2017 – still with OLG</p>	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 July 2016	19.07/16	<p>2.18.06.11 Road Closure Request – Lot 32 DP 813093</p> <p>COUNCIL RESOLUTION: That Council:</p> <p>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</p> <p>3. Delegation be given to the General Manager to:</p> <p>a. Complete the road closure, and</p> <p>b. Undertake any necessary negotiations to complete the sale.</p> <p>4. Approve the fixing of the Council Seal to all necessary documents.</p>	DIR	Feb 17	<p>2. Road closure application to occur. – Advertising campaign being undertaken per Crown Lands requirement.</p> <p>Public exhibition has finished. Discussion with submission makers in progress.</p> <p>3. Future action once closure has been undertaken</p> <p>4. Future action once closure has been undertaken</p>	<p>B</p> <p>A</p> <p>A</p>
25 October 2016	21.10/16	<p>2.25.10.07 Industrial Land Purchase</p> <p>COUNCILS RESOLUTION: That Council:</p> <p>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.</p> <p>2. Receive a further report setting out a strategy and detailed costing for the future development and sales of the land.</p>	DIR		<p>1. Noted</p> <p>2. Alternatives layouts and costs and associated risks presented to Council at a workshop in March 2017. Submissions for consultant services to determine the demand for light industrial</p>	<p>C</p> <p>B</p>

					land in Uralla.	
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SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
	12.11/16	<p>Thunderbolts Festival – Sponsorship Agreement Report</p> <p>That:</p> <p>That:</p> <p>1. Council note the attached documentation provided by Thunderbolts Festival Co-ordinators Beverly Stubberfield and Leanne Cooper on 11 November 2016, including:</p> <ul style="list-style-type: none"> • Thunderbolts Festival Risk Assessment; • Rotary Duty of Discharge Report; • Rotary Insurance Certificate of Currency; • Thunderbolts Festival Report to Uralla Shire Council; • Thunderbolts Management Plan; <p>2. Council agree to request the written annual report and financials be provided to Council at least one week prior to the February 2017 Council meeting. This report is to include a summary of the economic benefits to the Uralla Shire from the event and is to cover matters such as participant numbers and demographic information of visitors</p> <p>3. Council note that Uralla Shire Council was showcased as the major sponsor on all event and promotional material;</p> <p>4. That the collection and return of 100 chairs from the Memorial Hall be included in Council’s provision of non-cash sponsorship;</p> <p>5. That the Thunderbolt’s Festival Co-ordinators be congratulated on presenting an excellent festival.</p>	CD&TC		2. Copy of Financials provided, but did not include summary of economic benefits for the shire or number of and demographic of visitors. A further letter has been drafted to the event organisers.	B

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	15.02/17	Department: General Manager Submitted by: Andrew Hopkins Reference/Subject: Report 7 - Community Engagement COUNCIL RESOLUTION: That Council: a) Continue with the existing Community Engagement Strategy (2015) but remove reference to Strategic Community Consultative Panels. b) Host a minimum of three (3) Engagement functions in the 2017 calendar year.	GM GM		2 engagement functions completed, 1 remaining	C B

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	23.02/17	<p>Department: Infrastructure and Regulation</p> <p>Submitted by: Director Infrastructure and Regulation</p> <p>Reference/Subject: Report 13 - Uralla Local Traffic Committee</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <ol style="list-style-type: none"> The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history. Council drafts a Road Closure policy for review by the LTC. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting. 	<p>DIR</p> <p>DIR</p>		<ol style="list-style-type: none"> Noted Pending next LTC meeting – scheduled for October 2017. Under preparation Investigated by RMS and Council staff. Recommendation to be provided to the next LTC meeting. 	<p>B</p> <p>B</p> <p>B</p>

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	26.02/17	<p>Department: Infrastructure and Regulation</p> <p>Submitted by: Director Infrastructure and Regulation</p> <p>Reference/Subject: Report 16 - Rowan Avenue Stormwater Drainage</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <p>1. The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available.</p> <p>2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue.</p> <p>3. The residents of 21 and 23 Rowan Avenue be advised of Councils resolution.</p>	<p>DIR</p> <p>DIIR</p> <p>DIR</p>		<p>1. Budgeted for construction in 17/18.</p> <p>2. Scheduled to be completed by December 2017</p> <p>3. Completed</p>	<p>A</p> <p>A</p> <p>C</p>

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
	15.03/17	<p>Report 10 – Community Grants 2016/17 – Combined Round 1 & Round 2</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <p>1) Council approve the Community Grants, combined rounds one and two 2016/17 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report:</p> <ul style="list-style-type: none"> • S. Rowbottom - \$300 • Rotary Club Uralla - \$2,000 	CFO		<p>1. S Rowbottom \$300 has been paid. Rotary Club \$2000 not yet paid as Club needs to advise where storage facility is to be located and that it is capable of accommodating the facility.</p>	B

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 MARCH 2017	20.03/17	Report 12 - Uralla Shire Council Caravan Park – Land Acquisition				
		COUNCIL RESOLUTION:				
		That Council:				
		1. Seek legal advice as to Council’s position in continuing with the current arrangements for the occupancy and leasing of the Uralla Shire Council Caravan Park in Queen Street,	DIR		1. Advice received and under review.	B
2. Acquire the necessary lands being the closed road now registered as Lot 1 DP 1216127, Lot 1 DP 1131765 and Lot 7033 DP 1057499 covered by Permissive Occupancy #1988/2 at a reasonable value via negotiation,	DIR/GM		2. Just terms valuation received.	B		
3. Delegate to the General Manager the authority to negotiate the purchase of the lands up to an amount of \$25,000, and			3. Noted	B		
4. Offer a 12 month lease over Lot 30 on DP 793510 as per the previous lease arrangements appropriately indexed.	CGR&I		4. Lease documentation drafted and under review	B		

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 April 2017	12.04/17	<p>Department: Infrastructure & Regulation</p> <p>Submitted by: Director Infrastructure & Regulation</p> <p>Reference/Subject: Report 6 - Transport Asset Management Plan</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the Transport Asset Management Plan - February 2017 (Version 6); 2. Publicly exhibit the Transport Asset Management Plan for a period of 28 days in accordance with the provisions of the Local Government Act; and 3. Give the General Manager delegated authority to adopt the Transport Asset Management Plan if no submissions are received. 	<p>DIR</p> <p>DIR</p> <p>GM</p>		<p>2. No submissions received</p> <p>3. Adopted</p>	<p>C</p> <p>C</p>
23 May 2017	9.05/17	<p>Department: Infrastructure & Regulation</p> <p>Submitted by: Consultant Town Planner</p> <p>Reference/Subject: Report 9 - Development Application 12/2017 – Free Range Piggery – 253 Eastern Avenue, Kentucky South</p> <p>REPORT TO BE AMENDED AND TAKEN BACK TO JUNE COUNCIL MEETING WITH FOLLOWING AMENDMENTS:</p> <p>NOTE: Variation to Condition 13 and an additional Condition 16 being added (that council be notified of trigger alerts)</p>	<p>DIR</p>		<p>Finalised at June meeting</p>	<p>C</p>

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 June 2017	10.06/17	<p>Department: Governance and Information Submitted by: Trish Kirkland</p> <p>Reference/Subject: Report 3 - Code of Conduct Statistical Return 2016</p> <p>Council Resolution: Lay Report 3 on the table until legal advice has been sought.</p>	DIR / G&C	August 17	Legal brief prepared, and advice requested early August. Anticipate receiving advice on in the week commencing 21 August.	B
27 June 2017	12.06/17	<p>Department: General Manager Submitted by: Andrew Hopkins</p> <p>Reference/Subject: Report 5 - Winter Engagement Activity</p> <p>Council Resolution: That Council conduct a morning tea on Tuesday 25th July 2017 with volunteers/volunteer groups operating within Uralla Shire.</p>	CD & TC	25 July 17	Organised	C

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 July 2017	16.07/17	<p>Department: Infrastructure & Regulation</p> <p>Submitted by: Consultant Planner</p> <p>Reference/Subject: Report 9 - Proposed Crown Road Closure - Gostwyck</p> <p>That;</p> <p>Advice is given to the Department of Industry Crown Lands that for the Crown Roads and unformed Council Roads contained within properties known as 1081 and 1170 Gostwyck Road, Gostwyck, and Lot 2 DP 1122757 owned by HI Sutherland, HI Sutherland Pty Limited and Grantham Pastoral Pty Ltd. That Council;</p> <p>a) has no objection the closure of crown roads, and</p> <p>b) has no objection to the unformed council road closures and subsequent sale of the unformed council roads.</p>	DIR		Advice provided to the Department of Industry Crown Lands	C
25 July 2017	19.07/17	<p>Department: Community & Governance</p> <p>Submitted by: Community Development and Tourism</p> <p>Reference/Subject: Report 10 - Arts North West Board Nominee and Delegate</p> <p>That Council;</p> <p>1) appoint Cr T Toomey to be nominated to the Arts North West Board.</p> <p>2) appoint Cr N Ledger to be nominated as a delegate for Arts North West.</p>	Community Development and Tourism			

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25 July 2017	22.07/17	<p>Department: Infrastructure & Regulation</p> <p>Submitted by: Director Infrastructure & Regulation</p> <p>Reference/Subject: Report 11 - Uralla Sporting Complex</p> <p>That;</p> <p>Council</p> <p>(a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access,</p> <p>(b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and</p> <p>(c) develop a plan of management for the sharing of the facilities among the user groups,</p> <p>(d) staff investigate relocation and redevelopment of the playground area.</p>	DIR		<p>a) Tenders close 16 August 2017</p> <p>b) Noted</p> <p>c) Pending finalisation of construction</p> <p>d) Pending</p>	<p>B</p> <p>A</p> <p>A</p> <p>A</p>

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25 July 2017	25.07/17	<p>Department: Infrastructure & Regulation</p> <p>Submitted by: Cr. R Crouch</p> <p>Reference/Subject: Item 1 - Bundarra Sewerage Scheme</p> <p>That Council;</p> <p>1) note the submission from Mrs and Mr Goodall and the Mayor's response</p> <p>2) conduct a strategic planning workshop regarding progress in the Bundarra Sewerage Scheme.</p>	Manager, Waste, Water and Sewer Services		<p>1. Noted</p> <p>2. Workshop conducted</p>	<p>C</p> <p>C</p>

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

20. QUESTIONS FOR NEXT MEETING

Questions will be received at the Meeting.

END OF BUSINESS PAPER