



## **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**

**24 OCTOBER 2017**

Andrew Hopkins  
**GENERAL MANAGER**



Uralla Shire Council  
Council Business Paper – 24 October 2017

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**- BUSINESS AGENDA -**  
**Ordinary Meeting of Council**  
**24 October 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 - Remuneration for Councillors and the Mayor 2017-18
  - Report 3 - Union Picnic Holiday
  - Report 4 - Tabling of Disclosure of Interest Returns
  - Report 5 - 2017/18 Operational Plan Quarterly Progress Report at 30 September 2017
  - Report 6 - Visitor Information Centre & Library Monthly Report
  - Report 7 - Community Grant Applications Round 1 August 2017
  - Report 8 - Development Approvals and Refusals for September 2017
  - Report 9 - Division Decision - Development Application 47/2017 – 5 Bay Shed – 24 McDonalds Lane, Rocky River
  - Report 10 - Works Progress Report as at 31 September 2017
  - Report 11 - Heritage Advisory Services Summary for October 2017
  - Report 12 - Bundarra Sewer Scheme First Quarterly Report July - September 2017
  - Report 13 - Minutes - NAMOI Board Meeting of 10 August 2017
- 17. Motions on Notice**
- 18. Schedule of Actions as at 24 October 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 24 October 2017 Meeting of Council:**

- Ordinary Meeting of Council held 26 September 2017 (copy enclosed)
- Bundarra School of Arts Hall Committee (355) held 20 September 2017 (copy enclosed)



## ORDINARY MEETING OF COUNCIL

Held at 12:30pm  
26 September 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 M Clarkson, Manager Planning & Regulation  
Mr S Paul, Chief Financial Officer  
Minute Clerk

# MINUTES

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 26 September 2017**

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The Meeting Commenced at: 12:31pm

**PROCEDURAL MOTION (Crs M Dusting / L Sampson)**  
**Meeting Adjournment (12:31pm to 1:00pm).**

**1.09/17 CARRIED**

**Meeting Resumed 1:00pm.**

**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, 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), Community Development and Tourism Coordinator (Ms K Hastings), Minute Clerk.

**1. OPENING & WELCOME**

**2. PRAYER**

**3. ACKNOWLEDGEMENT TO COUNTRY**

**4. APOLOGIES**

The Chair advised there were no apologies received.

**5. REQUESTS FOR LEAVE OF ABSENCE**

The Chair advised receipt of a request for Leave of Absence from Cr T Toomey, for the period of 3 days, and the Mayor, Cr M Pearce for 4 days.

**MOTION (Crs K Ward / R Crouch)**

That;

Council accept the requests for leave of absence from Cr T Toomey and the Mayor, Cr M Pearce.

**2.09/17 CARRIED**

**6. DISCLOSURES & DECLARATION OF INTERESTS**

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 26 September 2017 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr M Dusting	DA-33-2017 John Street	Non-Pecuniary	Resident of John Street
Cr K Ward	Report 7	Non-Pecuniary	Person to whom the item refers
Cr R Crouch Cr R Crouch	DA-46-2017 DA-47-2017	Pecuniary Non-Pecuniary	DA-46-2017, applicant Neighbour to applicant property.

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**7. CONFIRMATION OF MINUTES**

Minutes to be confirmed or received and noted at the 26 September 2017 Meeting:

- Minutes of Ordinary Meeting held 22 August 2017 (to be confirmed)

**AMENDMENTS**

*The Chair referred Councillors to the Minutes and called for any amendments.*

*There were no amendments requested by Councillors.*

**MOTION (Crs I Strutt / K Ward)**

That;

Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 22 August 2017.

**3.09/17 CARRIED**

**8. ANNOUNCEMENTS**

*The Chair advised there were no announcements.*

**9. TABLING OF REPORTS & PETITIONS**

*The Chair advised there were no reports or petitions tabled.*

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

*The Chair advised there were no items recommended for consideration in the confidential section of the meeting.*

**11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS**

*The Chair referred Councillors to the urgent, supplementary and/or late items of business recommended for addition to the published Meeting Agenda.*

Late Reports to Council:

- Late Report 1 – Annual Financial Statements 2016/17
- Late Report 2 – Committee and External body Representation

**PROCEDURAL MOTION (Crs L Sampson / T Toomey)**

**To hear Late Items of Business as additions to the Meeting Agenda.**

That;

The late items of business be heard following Report 19 in the Meeting Agenda as;

- Late Report 1 – Annual Financial Statements 2016/17
- Late Report 2 – Committee and External Body Representation

**4.09/17 CARRIED**

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**12. PRESENTATIONS**

Speaker 1:	Jeanette DUNN
Subject:	Condition 29 on Development Application 29-2017

*The Chair introduced the Speaker, Jeanette DUNN.*

*The Speaker made a presentation to Council in relation to Condition 29.*

*The Chair thanked the Speaker for her presentation to Council.*

**PROCEDURAL MOTION (Crs I Strutt / R Crouch)**

**To reschedule the Report 15 Agenda Item**

That;

Report 15, Development Application 29/2017 be brought forward in the Agenda for consideration by Council ahead of Report 1.

**5.09/17 CARRIED**

**16. REPORTS TO COUNCIL (Rescheduled Report)**

Department: **Infrastructure & Regulation**  
Submitted by: Manager Planning and Regulation  
Reference/Subject: Report 15 – DIVISION DECISION  
Development Application 29/2017 - Dwelling - 5A Bridge Street, Uralla.

**OFFICER'S RECOMMENDATION:**

That;

Council resolve to retain condition 29 of Development Consent DA-29-2017 being;  
The unformed lane is to be constructed to a 4 metre bitumen seal with roll over kerb and gutter on each side for a distance to and including the property access. This is to be designed by a competent person e.g. Professional Engineer and carried out in accordance with Council's Engineering Code unless otherwise indicated to a standard approved by Council's Director of Infrastructure and Regulation, to ensure that these works are of a sustainable and safe standard.

**MOTION (Crs R Bell / K Ward)**

That;

Council delete Condition 29 of DA-29-2017, as Lot 30 DP 1103635 was created in 2005 and the subdivision met all the conditions at this time.

**A DIVISION was called with the result recorded as follows:**

**FOR:** Cr M Pearce, Cr R Bell, Cr T Toomey, Cr K Ward, Cr I Strutt, Cr M Dusting, Cr B Crouch,  
Cr L Sampson, Cr N Ledger

**AGAINST:** nil

**ABSENT:** nil

**6.09/17 CARRIED**

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Department: Organisations 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 31 August, 2017 consisting of cash and overnight funds of \$5,810,852, term deposits of \$9,450,000 totalling \$15,260,852 of readily convertible funds.

**MOTION (Crs M Dusting / L Sampson)**

That;

Council note the cash position as at 31 August, 2017 consisting of cash and overnight funds of \$5,810,852, term deposits of \$9,450,000 totalling \$15,260,852 of readily convertible funds.

**7.09/17 CARRIED**

**13. DEPUTATIONS**

There were no deputations registered for the 26 September 2017 Meeting.

**14. WRITTEN REPORTS FROM DELEGATES (Reports to Council)**

Submitted by: Cr Tara Toomey  
Reference/Subject: **Written Delegate Report #1 Arts North West**

**14. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)**

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

<b>COUNCILLOR NAME:</b>		Natasha Ledger	
<b>COUNCIL MEETING DATE:</b>		26 September 2017	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>	

<b>COUNCILLOR NAME:</b>		Levi Sampson	
<b>COUNCIL MEETING DATE:</b>		26 September 2017	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>	
12.09.17	Strategic Planning Workshop	Uralla	
26.09.17	NAMOI Jo International Engagement	Uralla	
26.09.17	Council Meeting	Uralla	

<b>COUNCILLOR NAME:</b>		Bob Crouch	
<b>COUNCIL MEETING DATE:</b>		26 September 2017	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>	
29.08.17	Audit and Risk Committee	Uralla	
12.09.17	Council Workshop	Uralla	
20.09.17	Bundarra Hall Committee	Bundarra	
26.09.17	Ordinary Council Meeting	Uralla	

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<b>COUNCILLOR NAME:</b>		Mark Dusting
<b>COUNCIL MEETING DATE:</b>		26 September 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
25.07.17	Uralla Shire Council Meeting	Uralla
31.07.17	Weeds Conference Committee	Armidale
31.07.17	VIC Walk Through	Uralla
08.08.17	Council Strategic Planning Workshop	Uralla
22.08.17	NEWA	Armidale
22.08.17	Uralla Shire Council Meeting	Uralla
24.08.17	Aust Transport Museum	Armidale
25.08.17	New England Group of Councils	Uralla
28.08.17	Weeds Conference Committee	Armidale
12.09.17	Council Strategic Planning Workshop	Uralla

<b>COUNCILLOR NAME:</b>		Isabel Strutt
<b>COUNCIL MEETING DATE:</b>		26 September 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
25.08.17	Meeting of New England Group of Councils (Observer)	Uralla
28.08.17	Regional Economic Development Strategy Workshop	Uralla
29.08.17	Risk and Audit Committee Meetings (Observer)	Uralla
31.08.17	Joint Regional Planning Panel Familiarisation Session	Uralla
01.09.17	Opening of Art Exhibition at Uralla Print Gallery	Uralla
12.09.17	Strategic Planning Meeting	Uralla
26.09.17	Site Inspection	Uralla
26.09.17	Council Meeting	Uralla
26.09.17	NAMOI Councils Presentation RE: NAMOI JO Delegation to China	Uralla

<b>COUNCILLOR NAME:</b>		Kevin Ward
<b>COUNCIL MEETING DATE:</b>		26 September 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
28.08.17	Regional Economic Strategy	Bowling Club
11.09.17	Friends of McMaugh	McMaugh Gardens
12.09.17	Council Planning Workshop	Council
19.09.17	Youth Frontiers	Central School

<b>COUNCILLOR NAME:</b>		Robert Bell
<b>COUNCIL MEETING DATE:</b>		26 September 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
14.09.17	Council Workshop	Council
26.09.17	DA Inspection	Uralla

<b>COUNCILLOR NAME:</b>	Tara Toomey
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<b>COUNCIL MEETING DATE: 26 September 2017</b>		
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
31.07.17	VIC Walk through	VIC
08.08.17	August Workshop	Chambers
01.09.17	Arts Northwest Board Meeting	Tamworth
05.09.17	Rec Ya Shorts Film Festival	Uralla Central School
11.09.17	September Workshop	Chambers
26.09.17	Council Meeting	Chambers
26.09.17	DA Site Inspection	Onsite – Uralla
26.09.17	Namoi JO presentation	Chambers

<b>COUNCILLOR NAME: Michael Pearce</b>		
<b>COUNCIL MEETING DATE: 26 September 2017</b>		
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
23.08.17	Mayor's Office - Admin	Uralla
24.08.17	Mayor's Office – Admin	Uralla
25.08.17	Mayor's Office – Admin. New England Group of Councils meeting	Uralla
28.08.17	Mayor's Office – Admin. Regional Economic Development workshop. REDS.	Uralla
29.08.17	Mayor's Office – Admin. Audit and Risk Committee meeting	Uralla
30.08.17	2AD Radio interview. Mayor's Office – Admin	Uralla
31.08.17	Mayor's Office – Admin.	Uralla
04.09.18	Mayor's Office – Admin. Youth Mentors program.	Uralla
05.09.17	Mayor's Office – Admin.	Uralla
06.09.17	Community Safety Precinct Committee meeting. CSPC	Armidale
07.09.17	Northern Inland Regional Waste Committee meeting.	Bingara
11.09.17	Welfare Awareness Day, Youth Mentors, Central School.	Uralla
12.09.17	Councillor Workshop. Mayor's Office – Admin.	Uralla
13.09.17	2AD Radio Interview. Mayor's Office – Admin.	Uralla
14.09.17	Mayor's Office – Admin.	Uralla
16.09.17	Uralla Lions Club – Cricket match.	Uralla
18.09.17	Mayor's Office – Admin. Youth Mentors Program.	Uralla
19.09.17	Mayor's Office – Admin.	Uralla
20.09.17	Mayor's Office – Admin. Meeting.	Uralla
21.09.17	Mayor's Office – Admin. Meeting.	Uralla
25.09.17	Mayor's Office – Admin. Meeting.	Uralla
26.09.17	Mayor's Office – Admin. September Council Meeting	Uralla

**15. MAYORAL MINUTE**

There was no Mayoral Minute to the 26 September Meeting.

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**16. REPORTS TO COUNCIL (Scheduled Reports)**

Department: Community and Governance  
Submitted by: Trish Kirkland  
Reference/Subject: Report 2 - Internal Reporting (Public Interest Disclosures) Policy

**OFFICER'S RECOMMENDATION:**

That;

1. The draft Internal Reporting Policy 2017, contained at Attachment A, be placed on public exhibition for a period of 28 days.
2. Council, subject to no submissions being received, adopt the Draft Internal Reporting Policy 2017 contained at Attachment A for inclusion in Council's Policy Register.

**MOTION (Crs M Dusting / I Strutt)**

That;

1. The draft Internal Reporting Policy 2017, contained at Attachment A, be placed on public exhibition for a period of 28 days.
2. Council, subject to no submissions being received, adopt the Draft Internal Reporting Policy 2017 contained at Attachment A for inclusion in Council's Policy Register.

**8.09/17 CARRIED**

Department: Infrastructure & Regulation  
Submitted by: Director Infrastructure & Regulation  
Reference/Subject: Report 3 - Works Progress Report as at 31 August 2017

**OFFICER'S RECOMMENDATION:**

That;

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

**MOTION (Crs R Bell / K Ward)**

That;

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

**9.09/17 CARRIED**

Department: Infrastructure & Regulation  
Submitted by: Director of Infrastructure & Regulation  
Reference/Subject: Report 4 - Development Approvals and Refusals for August 2017

*Crs R Crouch & M Dusting, having each previously declared a conflict of interest, left the meeting at this time (1:30pm).*

**OFFICER'S RECOMMENDATION:**

That;

Council receive and note the development approvals and refusals for August 2017.

**MOTION (Crs N Ledger / K Ward )**

That;

Council receive and note the development approvals and refusals for August 2017.

**10.09/17 CARRIED**

*Crs R Crouch & M Dusting returned to the meeting at this time (1:32pm).*



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Department: Community & Governance  
Submitted by: Trish Kirkland  
Reference/Subject: Report 5 - Report of the Audit and Risk Committee Meeting held on 29 August 2017

**OFFICER'S RECOMMENDATION:**

That;

1. Council note the minutes of the Audit and Risk Committee Meeting held on 29 August 2017
2. Council adopt the following Committee Recommendation:  
Report No. 7.1 Report Draft Procurement Policy  
Committee Recommendation 7.1.1:  
*The Committee note the draft Procurement Policy and receive a final draft to the next Committee Meeting scheduled for 21 November 2017.*
3. Council adopt the following Committee Recommendation:  
Report No. 7.2 Report Draft Fraud and Corruption Control Plan  
Committee Recommendation 7.2.1:

*The Committee note the draft Fraud and Corruption Policy and Control Plan and receive a final draft to the next Committee Meeting scheduled for 21 November 2017.*

*Councillors held a detailed discussion regarding the Draft Fraud and Corruption Control Plan and Director Community and Governance explained the background.*

**MOTION (Crs R Crouch /K Ward)**

That;

1. Council note the minutes of the Audit and Risk Committee Meeting held on 29 August 2017
2. Council adopt the following Committee Recommendation:  
Report No. 7.1 Report Draft Procurement Policy  
Committee Recommendation 7.1.1:  
*The Committee note the draft Procurement Policy and receive a final draft to the next Committee Meeting scheduled for 21 November 2017.*
3. Council adopt the following Committee Recommendation:  
Report No. 7.2 Report Draft Fraud and Corruption Control Plan  
Committee Recommendation 7.2.1:

*The Committee note the draft Fraud and Corruption Policy and Control Plan and receive a final draft to the next Committee Meeting scheduled for 21 November 2017.*

**11.09/17 CARRIED**

Department: Community & Governance  
Submitted by: Trish Kirkland  
Reference/Subject: Report 6 - Annual Code of Conduct Statistical Return 2017

**OFFICER'S RECOMMENDATION:**

That;

The Code of Conduct Annual Statistical Report for the period 1 September 2016 to 31 August 2017 be:

- a) received and noted, and
- b) provided to the Office of Local Government by 31 December 2017.

**MOTION (Crs M Dusting / I Strutt)**

That;

The Code of Conduct Annual Statistical Report for the period 1 September 2016 to 31 August 2017 be:

- a) received and noted, and
- b) provided to the Office of Local Government by 31 December 2017.

**12.09/17 CARRIED**

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Department: Community & Governance  
Submitted by: Trish Kirkland  
Reference/Subject: Report 7 - Legal Advice – Code of Conduct Statistical Return 2016

*Cr Ward, having previously declared a conflict of interest, left the meeting at this time (1:40pm).*

OFFICER'S RECOMMENDATION:

That;

1. Receive and note the legal advice contained at Confidential Attachments A and B.
2. Lift "Report 3 – Code of Conduct Statistical Return 2016" from the Ordinary Meeting held 27 June 2017 from the table.

**MOTION (Crs M Dusting / R Crouch )**

That;

1. Council receive and note the legal advice contained at Confidential Attachments A and B
2. Council take the Foreshadowed Motion from the Ordinary Meeting held 27 June 2017 "Report 3 – Code of Conduct Statistical Return 2016" from the table.

**13.09/17 CARRIED**

*Councillor Dusting formally advised his withdrawal of the Foreshadowed Motion*

*Cr Ward returned to the meeting at this time (1:51pm).*

Department: Infrastructure & Regulation  
Submitted by: Director of Infrastructure & Regulation  
Reference/Subject: Report 8 - Continuance of Alcohol Free Zones in Uralla

OFFICER'S RECOMMENDATION:

That;

1. Continue with the Alcohol Free Zone in Uralla for a further four (4) years and advise the Uralla Police and Uralla Licensed Premises of this decision, and
2. Place a notice of the resolution to continue the Alcohol Free Zone in Uralla in the Uralla Council Newsletter.

**MOTION (Crs M Dusting / L Sampson)**

That Council;

1. Continue with the Alcohol Free Zone in Uralla for a further four (4) years and advise the Uralla Police and Uralla Licensed Premises of this decision, and
2. Place a notice of the resolution to continue the Alcohol Free Zone in Uralla in the Uralla Council Newsletter.

**14.09/17 CARRIED**

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 26 September 2017

Resolution  
Number

Department: Community and Governance  
Submitted by: Kim-Trieste Hastings  
Reference/Subject: Report 9 - Visitor Information Centre & Library Monthly Report

OFFICER'S RECOMMENDATION:

That;  
The report be received and noted.

**MOTION (Crs I Strutt / N Ledger)**

That;  
The report on the Visitor Information Centre and Library be received and noted.

**15.09/17 CARRIED**

Department: Community & Governance  
Submitted by: Kim-Trieste Hastings  
Reference/Subject: Report 10 - Project Reference Group - Improving the Visitor Information Centre

OFFICER'S RECOMMENDATION:

That;  

1. Council adopt the Project Reference Group Constitution contained at Attachment 1,
2. Council note the nominations received and appoint five (5) tourism industry members to the Project Reference Group.

**PROCEDURAL MOTION (Crs K Ward / T Toomey)**

**To move to Committee of the Whole**

**16.09/17 CARRIED**

*Councillors held a detailed discussion in committee regarding the Visitor Information Centre Project Reference Group.*

**PROCEDURAL MOTION (Crs M Dusing / I Strutt)**

**To resume Standing Orders**

**17.09/17 CARRIED**

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

**MOTION (Crs R Crouch / I Strutt)**

That;  

1. Council adopt the Project Reference Group Constitution contained at Attachment 1.
2. Council note the nominations received and appoint the four (4) tourism industry members, Corinne Annetts, Roberts Meyers, Sonia Ann Repin & Shaun Cassidy to the Project Reference Group, and leave one (1) vacancy.
3. Council delegate to Councillor Sampson and Councillor Toomey, the appointment to the PRG a nomination for the vacant position.

**18.09/17 CARRIED**

Minutes of the Uralla Shire Council at an Ordinary Meeting  
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Resolution  
Number

Department: Community and Governance  
Submitted by: Trish Kirkland  
Reference/Subject: Report 11 - Election of the Deputy Mayor 2017

OFFICER'S RECOMMENDATION:

That;

1. Council elect a Deputy Mayor for the period from 26 September 2017 until the first Ordinary Meeting of Council in September 2018.
2. The method of election of the Deputy Mayor be by way of preferential ballot.
3. The nominations and voting remain secret and that the nomination forms and voting ballot papers be destroyed at the conclusion of this Ordinary Council Meeting.

**MOTION (Crs R Crouch / K Ward)**

That;

1. Council elect a Deputy Mayor for the period from 26 September 2017 until the first Ordinary Meeting of Council in September 2018.
2. The method of election of the Deputy Mayor be by way of preferential ballot.
3. The nominations and voting remain secret and that the nomination forms and voting ballot papers be destroyed at the conclusion of this Ordinary Council Meeting.

**19.09/17 CARRIED**

*Nominations for the position of Deputy Mayor were received for:*

*Cr R Bell*

*Cr I Strutt*

*All nominees accepted their nominations in writing.*

*The vote was conducted. The General Manager and Director of Community and Governance counted the votes and General Manager announced that Cr I Strutt was the successful candidate. Cr Strutt accepted.*

*The Chair congratulated Cr I Strutt and thanked Cr R Bell for his service over the last 12 months.*

Department: Infrastructure and Regulation  
Submitted by: Director Infrastructure and Regulation  
Reference/Subject: Report 12 - Mid North Weight of Loads Group Membership

OFFICER'S RECOMMENDATION:

That;

Council continue its membership of Mid North Weight of Loads Group on an ongoing basis and the General Manager be authorised to sign the appropriate documentation including authorisations and Memorandums of Agreement for the Inspectors.

**MOTION (Crs R Crouch / M Dusting)**

That;

Council continue its membership of Mid North Weight of Loads Group on an ongoing basis and the General Manager be authorised to sign the appropriate documentation including authorisations and Memorandums of Agreement for the Inspectors.

**20.09/17 CARRIED**

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Resolution  
Number

Department: Office of the General Manager  
Submitted by: General Manager  
Reference/Subject: Report 13 Stronger Country Communities Fund – Round One

OFFICER'S RECOMMENDATION:

That;  
Council receive and note the report.

**MOTION (Crs T Toomey / R Crouch)**

That;  
Council receive and note the report in regards to the Stronger Country Communities Fund – Round One.

**21.09/17 CARRIED**

Department: Infrastructure & Regulation  
Submitted by: Director of Infrastructure & Regulation  
Reference/Subject: Report 14 – DIVISION DECISION  
Development Application 33/2017 – M Hillard & J Van Der Lee – 2 Lot  
Residential Subdivision – 35 John Street, Uralla

*Cr M Dusting, having previously declared a conflict of interest, left the meeting at this time (2:29pm).*

*The General Manager left the meeting at 2:32pm.*

OFFICER'S RECOMMENDATION:

That;  
Council approve Development Application 33/2017 submitted by M Hillard & J Van Der Lee for a 2 lot residential subdivision on land known as 35 John Street, Uralla, being Lot 7 Section 21A DP 113167 subject to the following conditions.

***PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)***

*Nil*

***GENERAL CONDITIONS***

1. The development must take place in accordance with the approved plans (bearing the 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.
2. All Engineering works to be designed by an appropriately qualified person and carried out in accordance with Armidale Regional Council Engineering Design Codes in force at the commencement of works unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
3. Detailed Engineering Drawings are required for:
  - Stormwater drainage.
  - Water and sewer extensions and connections.
  - Driveway and driveway kerb and gutter crossing.
  - Sediment and erosion Control.
4. 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.

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**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE**

5. The Subdivision will be provided with reticulated electricity and suitable telephone provisioning. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity. The applicant shall provide evidence that satisfactory arrangements have been made for telecommunications infrastructure in the subdivision / development. **These letters are to be provided to Council prior to the release of the Subdivision Certificate.**
6. Prior to the issue of a Subdivision Certificate, an Application for a Subdivision Certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.
7. A Section 88b instrument is to be prepared detailing the maintenance arrangements and responsibilities for the right of carriageway(s) and easements for services over the access handle.
8. Prior to the issue of a Subdivision Certificate, the applicants shall provide evidence to the effect that all utility services, i.e. water, sewer, electricity, telecommunications, connected to or used in each of the buildings within the development site is wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.
9. The existing dwelling on proposed Lot 1 is connected to the water main. Connection to the water main is required for proposed Lot 2. The connection fee is set out in Council's Operational Plan and is reviewed annually. The current fee in the 2017/2018 financial year is \$979.56. The water meter should be located on John Street on the southern side of the driveway within the property boundary.
10. A Water Hydrant is to be located outside the property boundary on the 150mm water meter line on the north side of John Street. This hydrant will be installed in accordance with Armidale Engineering Design Codes in force at the commencement of works, to a standard approved by the Director of Infrastructure and Regulation, and will be at the expense of the developer.
11. Should a pressure test be required for the hydrant this will be at the expense of the developer.
12. 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.
13. A sewer main extension is required from the existing sewer line north-east of the property at the eastern corner of proposed Lot 1 along the boundary fence with Lot 6 Sec 21A DP 759022. This extension is to be constructed in accordance with Armidale Regional Council Engineering Design Codes in force at the commencement of works, to a standard approved by the Director of Infrastructure and Regulation, and will be at the expense of the developer. Current property sewer infrastructure must be realigned to connect to this sewer main extension.
14. At the time of registration of the Plan of Survey at the Land Titles Office, the applicant shall dedicate a 3 metre wide easement over the existing sewer main, and the sewer main extension, in favour of Council, and at no cost to Council.
15. Inter-allotment drainage is to be provided to all lots within the subdivision and necessary easements created. This is to be designed and constructed in accordance with Armidale Regional Council Engineering Design Codes in force at the commencement of works, to a standard approved by the Director of Infrastructure and Regulation, and will be at the expense of the developer.

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16. Kerb, guttering and laybacks as well as necessary associated drainage works are required to the frontage of John Street. This is to be designed and constructed in accordance with Armidale Regional Council Engineering Design Codes in force at the commencement of works, to a standard approved by the Director of Infrastructure and Regulation, and will be at the expense of the developer.
17. The details of the proposed fencing are to be submitted to Council for approval prior to erection. Fence construction material and form selected are to be sympathetic to the location and neighbour impacts are minimised. The maximum height of a side fence or fence between the front of the dwelling and John Street shall be 900mm unless otherwise exempt under the provisions of an environmental planning instrument. Side or rear fences behind the front building line may be built to a maximum height of 1,800mm.
18. The access handle to the proposed second lot is to be:
  - A minimum of 6 metres wide.
  - Concreted or bitumen sealed for the entire length and to a minimum width of 3.65 metres.
19. A Section 88b instrument is to be prepared detailing the turning facilities to be provided within the proposed Lot 2.

**INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT**

*These conditions are in accordance with Section 91 of the Environmental Planning & Assessment Act 1979 by the NSW Rural Fire Service.*

*This response is to be deemed a bush fire safety authority as required under section 100B of the 'Rural Fires Act 1997' and is issued subject to the following numbered conditions:*

20. The development proposal is to comply with the subdivision layout identified on the drawing titled 'Proposed Subdivision of Lot 7 DP 113167, 35 John Street Uralla' as submitted in Stephen Cotter's 'Bushfire Hazard Assessment Report' dated 16th May, 2016.

**Asset Protection Zones**

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

21. At the issue of subdivision certificate and in perpetuity the entire property shall be managed as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.

*Further this condition has been added to by Uralla Shire Council in that:*

A restriction to the land use pursuant to section 88B of the *Conveyancing Act 1919* shall be placed on each lot to ensure perpetuity.

**Water and Utilities**

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

22. Any alteration to electricity services over bush fire prone land shall comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.

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General Advice

23. This approval is for the subdivision of the land only. Any further development application for class 1,2 & 3 buildings as identified by the 'Building Code of Australia' must be subject to separate application under section 79BA of the EP & A Act and address the requirements of 'Planning for Bush Fire Protection 2006'.

**PROCEDURAL MOTION (Crs R Crouch / T Toomey)**

**To move to Committee of the Whole**

**22.09/17 CARRIED**

*Councillors held a detailed discussion in committee regarding Development Application 33/2017*

*The General Manager returned to the meeting at 2.34pm.*

**PROCEDURAL MOTION (Crs K Ward / R Crouch)**

**To resume Standing Orders**

**23.09/17 CARRIED**

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

**MOTION (Crs R Crouch /L Sampson)**

That;

Council approve Development Application 33/2017 submitted by M Hillard & J Van Der Lee for a 2 lot residential subdivision on land known as 35 John Street, Uralla, being Lot 7 Section 21A DP 113167 subject to the following conditions:

***PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)***

*Nil*

***GENERAL CONDITIONS***

- 1 The development must take place in accordance with the approved plans (bearing the 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.
- 2 All Engineering works to be designed by an appropriately qualified person and carried out in accordance with Armidale Regional Council Engineering Design Codes in force at the commencement of works unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
- 3 Detailed Engineering Drawings are required for:
  - Stormwater drainage.
  - Water and sewer extensions and connections.
  - Driveway and driveway kerb and gutter crossing.
  - Sediment and erosion Control.
- 4 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.



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**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE**

- 5 The Subdivision will be provided with reticulated electricity and suitable telephone provisioning. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity. The applicant shall provide evidence that satisfactory arrangements have been made for telecommunications infrastructure in the subdivision / development. **These letters are to be provided to Council prior to the release of the Subdivision Certificate.**
- 6 Prior to the issue of a Subdivision Certificate, an Application for a Subdivision Certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.
- 7 A Section 88b instrument is to be prepared detailing the maintenance arrangements and responsibilities for the right of carriageway(s) and easements for services over the access handle.
- 8 Prior to the issue of a Subdivision Certificate, the applicants shall provide evidence to the effect that all utility services, i.e. water, sewer, electricity, telecommunications, connected to or used in each of the buildings within the development site is wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.
- 9 The existing dwelling on proposed Lot 1 is connected to the water main. Connection to the water main is required for proposed Lot 2. The connection fee is set out in Council's Operational Plan and is reviewed annually. The current fee in the 2017/2018 financial year is \$979.56. The water meter should be located on John Street on the southern side of the driveway within the property boundary.
- 10 A Water Hydrant is to be located outside the property boundary on the 150mm water meter line on the north side of John Street. This hydrant will be installed in accordance with Armidale Engineering Design Codes in force at the commencement of works, to a standard approved by the Director of Infrastructure and Regulation, and will be at the expense of the developer.
- 11 Should a pressure test be required for the hydrant this will be at the expense of the developer.
- 12 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.
- 13 A sewer main extension is required from the existing sewer line north-east of the property at the eastern corner of proposed Lot 1 along the boundary fence with Lot 6 Sec 21A DP 759022. This extension is to be constructed in accordance with Armidale Regional Council Engineering Design Codes in force at the commencement of works, to a standard approved by the Director of Infrastructure and Regulation, and will be at the expense of the developer. Current property sewer infrastructure must be realigned to connect to this sewer main extension.
- 14 At the time of registration of the Plan of Survey at the Land Titles Office, the applicant shall dedicate a 3 metre wide easement over the existing sewer main, and the sewer main extension, in favour of Council, and at no cost to Council.

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- 15 Inter-allotment drainage is to be provided to all lots within the subdivision and necessary easements created. This is to be designed and constructed in accordance with Armidale Regional Council Engineering Design Codes in force at the commencement of works, to a standard approved by the Director of Infrastructure and Regulation, and will be at the expense of the developer.
- 16 Kerb, guttering, laybacks and sealing of the shoulder as well as necessary associated drainage works are required to the frontage of John Street. This is to be designed and constructed in accordance with Armidale Regional Council Engineering Design Codes in force at the commencement of works, to a standard approved by the Director of Infrastructure and Regulation, and will be at the expense of the developer.
- 17 The details of the proposed fencing are to be submitted to Council for approval prior to erection. Fence construction material and form selected are to be sympathetic to the location and neighbour impacts are minimised. The maximum height of a side fence or fence between the front of the dwelling and John Street shall be 900mm unless otherwise exempt under the provisions of an environmental planning instrument. Side or rear fences behind the front building line may be built to a maximum height of 1,800mm.
- 18 The access handle to the proposed second lot is to be:
- A minimum of 6 metres wide.
  - Concreted or bitumen sealed for the entire length and to a minimum width of 3.65 metres.
- 19 A Section 88b instrument is to be prepared detailing the turning facilities to be provided within the proposed Lot 2.

***INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT***

*These conditions are in accordance with Section 91 of the Environmental Planning & Assessment Act 1979 by the NSW Rural Fire Service.*

*This response is to be deemed a bush fire safety authority as required under section 100B of the 'Rural Fires Act 1997' and is issued subject to the following numbered conditions:*

- 20 The development proposal is to comply with the subdivision layout identified on the drawing titled 'Proposed Subdivision of Lot 7 DP 113167, 35 John Street Uralla' as submitted in Stephen Cotter's 'Bushfire Hazard Assessment Report' dated 16th May, 2016.

**Asset Protection Zones**

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

- 21 At the issue of subdivision certificate and in perpetuity the entire property shall be managed as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.

*Further this condition has been added to by Uralla Shire Council in that:*

A restriction to the land use pursuant to section 88B of the *Conveyancing Act 1919* shall be placed on each lot to ensure perpetuity.

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**Water and Utilities**

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

- 22 Any alteration to electricity services over bush fire prone land shall comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.

**General Advice**

- 23 This approval is for the subdivision of the land only. Any further development application for class 1,2 & 3 buildings as identified by the 'Building Code of Australia' must be subject to separate application under section 79BA of the EP & A Act and address the requirements of 'Planning for Bush Fire Protection 2006'.

**Following debate a DIVISION was called with the result recorded as follows:**

**FOR:** Cr M Pearce, Cr R Bell, Cr T Toomey, Cr K Ward, Cr I Strutt, Cr B Crouch,  
Cr L Sampson, Cr N Ledger

**AGAINST:** nil

**ABSENT:** Cr M Dusting

**24.09/17 CARRIED**

*Cr Dusting returned to the meeting at this time (02:49pm).*

Department: Infrastructure & Regulation  
Submitted by: Director Infrastructure & Regulation  
Reference/Subject: Report 16 - Buildings Asset Management Plan

**OFFICER'S RECOMMENDATION:**

That;

Council:

1. Endorse the draft Buildings Asset Management Plan - July 2017 (Revision 2);
2. Publicly exhibit the draft Buildings 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 Buildings Asset Management Plan if no submissions are received.

**MOTION (Crs R Crouch / I Strutt)**

That;

Council:

1. Endorse the draft Buildings Asset Management Plan - July 2017 (Revision 2);
2. Publicly exhibit the draft Buildings 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 Buildings Asset Management Plan if no submissions are received.

**25.09/17 CARRIED**

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Resolution  
Number

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Department: Infrastructure and Regulation  
Submitted by: Manager Waste Water Sewer Services  
Reference/Subject: Report 17 - Tender Recommendation - Bundarra Sewerage Scheme  
Options Study, Concept Design and Detailed Design Consultancy Services

OFFICER'S RECOMMENDATION:

That;

Council award the Contract for the Bundarra Sewerage Options Study, Concept Design and Detailed Design Consultancy Services to GHD P/L for \$438,154.

**MOTION (Crs R Crouch / K Ward)**

That;

Council award the Contract for the Bundarra Sewerage Options Study, Concept Design and Detailed Design Consultancy Services to GHD P/L for \$438,154.

**26.09/17 CARRIED**

Department: Infrastructure & Regulation  
Submitted by: Director Infrastructure & Regulation  
Reference/Subject: Report 18 - Heritage Advisory Services Summary for September 2017

OFFICER'S RECOMMENDATION:

That;

The Heritage Advisory Services Summary for September 2017 be received and noted by Council.

**MOTION (Crs L Sampson / I Strutt)**

That;

The Heritage Advisory Services Summary for September 2017 be received and noted by Council.

**27.09/17 CARRIED**

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Number

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Department: Office of the General Manager  
Submitted by: General Manager  
Reference/Subject: Report 19 - NAMOI JO – International Engagement Activity

**OFFICER'S RECOMMENDATION:**

That Council;

- 1) Endorse Uralla Shire Council participating in the NAMOI Joint Organisation (NAMOI JO) international trade mission to China in 2018.
- 2) Endorse the Mayor participating in a NAMOI Joint Organisation (NAMOI JO) Mission to China in 2018.
- 3) Acknowledge the travel and accommodation costs associated with the Mission will be met by the NAMOI JO.
- 4) Acknowledge the Mayor's meal and other reasonable ancillary expenses whilst participating on the Mission will be paid by Council in accordance with Council Policy.

**PROCEDURAL MOTION (Crs R Crouch / M Dusting)**

**To move to Committee of the Whole**

**28.09/17 CARRIED**

*Councillors held a detailed discussion in committee regarding Item No. 4 of the recommendation.*

**PROCEDURAL MOTION (Crs L Sampson / R Crouch)**

**To resume Standing Orders**

**29.09/17 CARRIED**

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

**MOTION (Crs R Crouch / I Strutt)**

That Council;

- 1) Endorse Uralla Shire Council participating in the NAMOI Joint Organisation (NAMOI JO) international trade mission to China in 2018.
- 2) Endorse the Mayor participating in a NAMOI Joint Organisation (NAMOI JO) Mission to China in 2018.
- 3) Acknowledge the travel and accommodation costs associated with the Mission will be met by the NAMOI JO.
- 4) The Mayor to convene a group of potential business beneficiaries to advise council on perceived value adding opportunities related to commercial engagement with China.

**30.09/17 CARRIED**

*Cr Dusting requested that his vote against the motion be recorded.*

Minutes of the Uralla Shire Council at an Ordinary Meeting  
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Resolution  
Number

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**16. LATE REPORTS TO COUNCIL**

Department: Finance  
Submitted by: Chief Financial Officer  
Reference/Subject: Report 1 LATE REPORT  
Annual Financial Statements 2016/17

**OFFICER'S RECOMMENDATION:**

That Council;  
Approves the financial reports for referral to the Audit Office. That the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer sign the Statement.

**PROCEDURAL MOTION (Crs K Ward / T Toomey)**  
**To move to Committee of the Whole**

**31.09/17 CARRIED**

*Councillors held a detailed discussion in committee regarding the 2016/17 financial statements.*

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

**32.09/17 CARRIED**

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

**MOTION (Crs R Bell /N Ledger )**

That Council;

1. Approves the financial reports for referral to the Audit Office and that the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer sign the Statement.
2. A full discussion of this matter be conducted in the next Strategic Planning Workshop.

**33.09/17 CARRIED**

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Resolution  
Number

Department: Office of the General Manager  
Submitted by: General Manager  
Reference/Subject: Report 2 LATE REPORT  
Committee and External Body Representation

**OFFICER'S RECOMMENDATION:**

That Council;

- 1) Determine to allocate committee and external body delegates, members and representatives for:
  - a) the term of council, or
  - b) annually.
- 2) Review and determine the council delegates, members, and representatives of committees and external bodies listed in Table A of this report.

**PROCEDURAL MOTION (Crs K Ward / T Toomey)**

**To move to Committee of the Whole**

**34.09/17 CARRIED**

*Councillors held a detailed discussion in committee regarding Committee and External Body Representation*

**PROCEDURAL MOTION (Crs K Ward / T Toomey)**

**To resume Standing Orders**

**35.09/17 CARRIED**

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

**MOTION (Crs R Bell / K Ward)**

That Council;

- 1) Determine to allocate committee and external body delegates, members and representatives annually.
- 2) Determine the council delegates, members, and representatives of committees and external bodies as listed below.

Audit & Risk Committee	(2 Councillors) Crs Ward & Crouch
Community Grants Panel	Crs Bell, Ward & Toomey
Australia Day Committee	Crs Ledger & Sampson
Country Mayor's Association	Mayor
Central Northern Regional Library	Cr Dusting
NAMOI Councils	Mayor / Deputy (Alt)
New England Weeds Authority	Cr Dusting
Northern Inland Regional Waste	Cr Pearce
Mid North Weight of Loads	Cr Bell
Local Traffic Committee	Cr Bell & Cr Ledger (alt)
District Emergency Management Committee	Mayor
New England Bushfire Management Committee	Cr Pearce
New England Group of Councils	Mayor / Deputy (alt)
Community Safety Precinct Committee	Mayor / Deputy (alt)
Jobs Australia	Cr Ledger
Arts North West	Cr Toomey (board) Cr Ledger (delegate)
Northern Joint Regional Planning Panel	Cr Bell & Andrew Hopkins / Cr Strutt (alt)
Bundarra School of Arts Hall Committee	Cr Crouch / Cr Ledger (alt)

**36.09/17 CARRIED**

Minutes of the Uralla Shire Council at an Ordinary Meeting  
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Resolution  
Number

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**17. MOTIONS ON NOTICE**

Submitted by: Cr. Crouch

Reference/Subject: Notice of Motion #1 - Bundarra Tennis Courts

NOTICE of MOTION

That;

Council investigate the purchase of the Bundarra Tennis Courts from the Anglican Diocese of Armidale at a minimal price plus costs.

**MOTION (Crs R Crouch / M Dusting)**

That;

Council investigate the purchase of the Bundarra Tennis Courts from the Anglican Diocese of Armidale at a minimal price plus costs.

**37.09/17 CARRIED**

Cr Ledger left the room at 4.00pm

Submitted by: Cr. Toomey

Reference/Subject: Notice of Motion # 2- Rec Ya Shorts Film Festival

NOTICE of MOTION

That;

Council receive and note the information provided as a summary of the first Rec Ya Shorts Film Festival to be held in Uralla, of which Council was a major sponsor.

**MOTION (Crs T Toomey / I Strutt)**

That;

Council receive and note the information provided as a summary of the first Rec Ya Shorts Film Festival to be held in Uralla, of which Council was a major sponsor.

**38.09/17 CARRIED**

*Cr Ledger returned to the meeting at this time (4:04pm).*

**18. SCHEDULE OF COUNCIL RESOLUTIONS**

Schedule of Action Items as at: 20 September 2017

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

*Cr Toomey left the room at 4.07pm.*

*Cr Toomey returned at 4.09pm.*



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**19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING**

**Questions from 22 August 2017 Ordinary Meeting of Council**

Department: **Infrastructure and Regulation**  
Submitted by: Terry Seymour – Director Infrastructure and Regulation  
Reference/Subject: Response to Questions # 1 -Response to Question from 22 August  
Ordinary Meeting – Cr R Bell

**OFFICER'S RECOMMENDATION:**

That;  
Council note the response to Cr R Bell's question from the 22 August 2017 Ordinary Meeting

**Cr Bell**

1. Please advise progress made in securing the \$800,000 announced by Hon. Barnaby Joyce in June 2016 for the upgrade of Munsie Bridge?  
*Roads and Maritime Services (RMS) have requested a Benefit Cost Ratio Analysis (BCR) be provided to conclude the Project Proposal Report (PPR) assessment along with some other minor amendments to the PPR. The BCR and amended PPR has been prepared and submitted to RMS.*
2. Please advise under which funding program Council was invited to apply?  
*Funds have been allocated for this project through the 2016 Federal Election Commitments Special Grants.*

**MOTION (Crs R Bell / K Ward)**

That;  
Council note the response to Cr R Bell's question from the 22 August 2017 Ordinary Meeting, and add this to Schedule of actions for regular follow-up.

**39.09/17 CARRIED**

Department: **Community and Governance**  
Submitted by: Trish Kirkland  
Reference/Subject: Response to Questions #2 -Response to Question from 22 August Ordinary  
Meeting – Cr K Ward

**OFFICER'S RECOMMENDATION:**

That;  
Council note the response to Cr K Ward's question from the 22 August 2017 Ordinary Meeting

**Cr Ward**

1. Can the extension of the bitumen car park area at the Community Centre be investigated?  
*Yes, a parking demand assessment will be conducted by the Community Centre Facility Manager and possible design solutions will be considered by Infrastructure and Regulation as part of the 2018/19 Operational Plan (and annual budget) preparations.*

**MOTION (Crs R Bell / K Ward)**

That;  
Council note the response to Cr K Ward's question from the 22 August 2017 Ordinary Meeting

**40.09/17 CARRIED**

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 26 September 2017

Resolution  
Number

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**20. QUESTIONS FOR NEXT MEETING**

**Questions for October 2017 Ordinary Meeting of Council (unless answered in the September Ordinary Meeting)**

*Cr Toomey raised the following question/s at the 26 September meeting of Council:-*

1. Is Council willing to consider additional volunteers to work on the gardens in the main street and out the front of the Council chambers? Carol Higginbottom has asked to volunteer and I am aware that there are others who may be interested in supporting this work.

*Yes, Volunteers will need to be appropriately inducted about Council's workplace health and safety requirements.*

2. Is there funding to allow the work on the website, [www.uralla.com](http://www.uralla.com)?

*The Visitor Information Centre staff make content changes to the current [www.uralla.com](http://www.uralla.com) website. However, it is somewhat limited in its capacity and is due for an upgrade and implementation of a content management system. There is no funding for this in the current financial year, however, it [www.uralla.com](http://www.uralla.com) will form part of a website overhaul project along with [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) and [www.communityservices.uralla.com](http://www.communityservices.uralla.com) in 2018/19.*

3. Are the fences around the soccer field electrified?

*The Director Infrastructure & Regulation answered that there is a portion of electrified fencing that has been installed by a neighbouring property.*

*Cr Dusting raised the following question/s at the 26 September meeting of Council:-*

4. What happened to the request for a table and chairs in the McMillan Park.

*The General Manager answered that a price for table and chairs will be arranged and brought back to council.*

*Cr Ledger raised the following question/s at the 26 September meeting of Council:-*

1. Can Armidale Regional Council donate their redundant netting for use by the Uralla Shire Council

*That Council will make contact with Armidale Regional Council to establish if they have any redundant netting.*

2. Why is Jacksons Road not being sealed all the way to Mr Jacksons driveway..

*Council in determining its priority list for expenditure for Roads to Recovery finding resolved at its meeting in March 2016, that one of the projects be the construction and sealing of 640m of Jacksons Road.*

**21. CONFIDENTIAL BUSINESS**

There was no confidential business presented to Council.

**CLOSURE OF MEETING**

*The meeting was closed at: 4.50pm*

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 26 September 2017

Resolution  
Number \_\_\_\_\_

<b>COUNCIL MINUTES CONFIRMED BY:</b>	
<b>RESOLUTION NUMBER:</b>	
<b>DATE:</b>	
<b>MAYOR:</b>	

## **BUNDARRA SCHOOL OF ARTS HALL COMMITTEE (355)**

Meeting opened 7pm

### **APOLOGIES:**

Melissa Lowell. Natasha Ledger. John Layton

### **PRESENT:**

Darrell Franklin, Bob Crouch (USC) Andrew Hopkins (G.M. USC) Jeff Dezius.  
Theresa Layton. David Lowell. Kim Hastings (USC) Dawn Franklin

Welcome Kim Hastings. (USC Tourism Officer)

### **MINUTES OF THE PREVIOUS MEETING**

Minutes of the previous meeting read and accepted as correct

Moved Jeff Dezius. Seconded David Lowell  
Accepted.

### **EXTRAORDINARY MEETING**

Minutes of this meeting read and accepted as correct

Moved Theresa Layton Seconded Jeff Dezius  
Accepted

### **BUSINESS ARISING:**

Council have advised that a title search was carried out and the Bundarra Tennis Courts are owned by the Anglican Church.

Motion: Bob Crouch, that Council investigate the purchase of the Bundarra Tennis Courts from the Anglican Dioceses of Armidale at a minimal price plus costs, at the next Council meeting

### **PROJECTOR:**

Andrew advised that funds are available to purchase new projector (\$500) . Jeff Dezius and Theresa Layton to meet with Michael on Friday 4pm to discuss arrangements for this purchase.

### **WASTE STATION**

The life expectancy of the Bundarra Land Fill is limited and Bundarra will eventually have a Transfer Station. No time frame at this stage.

### **EXTRAORDINARY MEETING**

Stronger Country Community Funds.

Priorities discussed

A multi sporting facility at the tennis courts site to consist of

- TENNIS Courts
- Netball/basketball court

- Cricket net

#### **HALL REFURBISHMENT**

- Repaint and general maintenances
- Level, sand and refinish the floor
- Replace exit doors

As there was not sufficient time to apply for this round of funding submissions will be sent in the next round.

#### **CLEANING OF FACILITIES AT THE HALL**

Suggestion: That the facilities be inspected daily and cleaned if required.

Notify Michael McLennan if this need to be done.

#### **TREASURERS REPORT**

Nil

#### **COMMUNITY BROCHURE:**

Kim Hastings addressed the meeting and commended the committee on the current brochure.

Ideas for updated brochure included:

- Electronic version
- Combine Uralla and Bundarra in an A4 brochure
- Include surrounding areas, i.e. Bingara, Barraba, Inverell and other places of interest in the district
- Advertise in local newsletter for community input for information to be included. Comments could be left at the General Store.

#### **GENERAL BUSINESS:**

Re payment of Council rates.

There is no reference to paying rates at the Bundarra RTC on the back of the rates notice. With the closure of the Post Office some elderly members of the community requested an outlet for paying their rates. Contacted the CWA and the Bundarra Neighbour Aid office neither would be in the position to fill this role.

#### **BUNDARRA WEBSITE:**

##### **ACCOUNTS:**

If Council are unwilling to pay the cost of maintaining the website of \$420 the site will have to be shutdown.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8PM

Next meeting 15<sup>th</sup> November 2017 7pm

**8. ANNOUNCEMENTS**

**9. TABLING OF REPORTS & PETITIONS**

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

There are no Items recommended for the Confidential Section.

**11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS**

**12. PRESENTATIONS**

There are no Presentations scheduled for the Meeting.

**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 to the 24 October 2017 Meeting

**16. REPORTS TO COUNCIL**



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

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

**SUMMARY:**

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

**OFFICER'S RECOMMENDATION:**

**That:**

**Council note the cash position as at 30 September, 2017 consisting of cash and overnight funds of \$3,886,184, term deposits of \$10,550,000 totalling \$14,436,184 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 \$10,550,000 spread over the next twelve months will receive a range of interest from 2.35% to 3.12% with an average rate of 2.65%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 30 September, 2017.

**KEY ISSUES:**

Interest rates have again remained unchanged over the past month. The outlook for any increase in interest rates appears to be dropping, with inflation now below the RBA target and a predicted fall in the dollar, pundits are now predicting a rate increase in the lat in 2018. 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 30 September, 2017 Diary of Investment Maturity Dates and Amounts



<b>Uralla Shire Council</b>				
<b>Investments at 30 September, 2017</b>				
<b>Cash at Bank – Operating Accounts:</b>				
	<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>	
	National Australia Bank	Main Account	\$45,287.31	
	National Australia Bank	Trust Account	\$31,296.33	
	Community Mutual	Bundarra RTC	\$24,393.94	
	<b>Total</b>		<b>\$100,977.58</b>	
<b>Business Investment (Cash Management) Account</b>				
	<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>	
	National Australia Bank	0.01%	\$0.00	
	Professional Funds	0.15% above RBA cash rate	\$3,785,206.64	
	<b>Total</b>		<b>\$3,785,206.64</b>	
<b>Term Deposits:</b>				
	<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
	National Australia Bank	2.45%	17/10/2017	\$500,000.00
	Westpac Banking Corporation	2.75%	24/07/2018	\$1,000,000.00
	Commonwealth Bank	2.55%	29/08/2018	\$800,000.00
	National Australia Bank	2.50%	28/02/2018	\$600,000.00
	National Australia Bank	2.50%	7/03/2018	\$500,000.00
	ANZ	2.35%	24/11/2017	\$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
	Bank of Queensland	2.55%	12/03/2018	\$800,000.00
	Bank of Queensland	2.55%	12/06/2018	\$800,000.00
	<b>Total</b>			<b>\$10,550,000.00</b>
<b>Loans:</b>				
<b>Loan no.</b>	<b>Purpose</b>			<b>Balance</b>
165	MGH Property			\$57,562.66
167	Rear Service Lane Land			\$3,340.80
168	Community Centre			\$46,427.88
176	Library Extensions			\$228,219.21
177	Grace Munro Centre			\$182,595.93
181	Creative Village Works			\$11,960.33
185	Public Toilets Alma Park			\$13,126.89
186	Public Toilets Pioneer Park			\$20,207.36
187	Undergrounding Power and Mainstreet Upgrade			\$171,214.76
188	Paving and Power Undergrounding			\$40,601.05
189	Bridge Construction			\$231,521.11
190	Bridge construction & industrial land development			\$1,798,210.82
	<b>Total</b>			<b>\$2,804,988.80</b>



## General Manager

<b>Department:</b>	<b>General Managers Office</b>
<b>Submitted by:</b>	<i>General Manager</i>
<b>Reference/Subject:</b>	Report 2 - Remuneration for Councillors and the Mayor 2017-18

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.1 <i>A strong, accountable and representative Council</i>
<b>Strategy:</b>	4.1.4 <i>Provide strong representation for the community at regional, state and federal levels</i>
<b>Action:</b>	4.1.4.1 <i>Advocate the needs of the shire to State and Federal Governments</i>

### SUMMARY:

The purpose of this report is to address the recent determination of the NSW Local Government Remuneration Tribunal which handed down a modest increase in the fees payable to Councillors and the Mayor for the 2017-18 financial year.

The increase applies to both the minimum and maximum allowable rates for both Councillors and the Mayor. Council is required to determine at which rate it sets fees for both Councillors and the Mayor within the minimum and maximum allowable amounts for the upcoming financial year.

### OFFICER'S RECOMMENDATION:

#### That:

- 1. The report and determination of the New South Wales Remuneration Tribunal 2017 be noted;**
- 2. Council determine to adopt the percentage increase of 2.5% as determined by the tribunal and set the level of fees payable to Councillors at \$11,230 per annum effective from 1 July 2017 to 30 June 2018; and**
- 3. Council determine to adopt the percentage increase of 2.5% as determined by the tribunal and set the additional fee payable to the Mayor at \$19,785 per annum effective from 1 July 2017 to 30 June 2018.**

### BACKGROUND:

The report of the local government remuneration tribunal (the tribunal) is available at [www.remtribunals.nsw.gov.au](http://www.remtribunals.nsw.gov.au)

Pursuant to Section 241 of the Local Government Act 1993, the tribunal is required to annually determine for each category of councils, the maximum and minimum amount of fees to be paid to mayors and councillors.

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In determining the fees, the tribunal is required to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to when making or varying awards relating to the conditions of employment of public sector employees.

The Uralla Shire Council remains classified in the “*Rural*” category along with 57 other NSW Councils. The tribunal is required to review these categorisations once every 3 years, with the last such review taking place in 2017.

Council can choose to set their fees at either the maximum rate prescribed for the category or at a lesser rate above the minimum for the category.

Previously Uralla Council has elected to set the Councillor fees by increasing the prior year fees by the percentage increase determined by the tribunal. The percentage increase determined by the tribunal for the 2017-18 financial year is 2.5%.

**REPORT:**

The tribunal has determined the following range for the “*Rural*” category for the 2017-18 financial year:

All Councillors \$8,750 to \$11,570  
Mayor \$9,310 to \$25,250.

The fees for 2016/2017 were:

All councillors \$10,955  
Mayor \$19,303

**KEY ISSUES:**

- Council is required to determine at which level within the rural category they set the annual fee for Councillors.
- Council is required to determine at what level within the rural category they set the annual fee for the Mayor.

**COUNCIL IMPLICATIONS:**

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

- 2. Policy and Regulation**  
As determined by the Local Government Tribunal under Sections 239 & 241 of the Local Government Act 1993.

*This report is in-line with Councils *Payment of Fees and Expenses and the provision of facilities for the Mayor and Councillors.**

- 3. Financial (LTFP)**  
The budget allocation will be adjusted to reflect Councils decision.
- 4. Asset Management (AMS)**  
N/A

**5. Workforce (WMS)**  
N/A

**6. Legal and Risk Management**  
N/A

**7. Performance Measures**  
N/A

**8. Project Management**  
N/A

Prepared by staff member:           General Manager  
Approved/Reviewed by Manager:  
Department:                            General Managers Office  
Attachments:                            Nil



## REPORT TO COUNCIL

<b>Department:</b>	Human Resources
<b>Submitted by:</b>	Carol Logan
<b>Reference/Subject:</b>	Report 3 – Union Picnic Holiday

### **SUMMARY:**

This report is to provide information to Council for notation with regard to the Local Government (State) Award annual Union Picnic holiday.

### **OFFICER'S RECOMMENDATION:**

**That the report be received and noted.**

### **BACKGROUND:**

The Local Government (State) Award provides at Clause 20. *Holidays*, an annual Union Picnic day holiday for financial members of the union(s).

The Local Government unions include:

- United Services Union;
- Local Government Engineers Union; and
- Development Environmental Professionals Association.

Staff covered under the provisions of the Local Government, Aged, Disability and Home Care (State) Award and the Nursing Homes c., Nurses' (State) Award are not entitled to access the annual Union Picnic holiday.

### **REPORT:**

Advice has been received that the annual Union Picnic Holiday is proposed to be held on Friday, 17 November this year.

Employees who are financial members of the Local Government unions are entitled to access this day as a holiday and be paid ordinary pay for the day.

Employees who are not financial members of the unions and who are required to work on the day will be paid ordinary pay for the day.

Employees who are not financial members of the unions and are not required to work on the day may apply to take annual leave, long service leave, time in lieu, leave without pay or such other leave as may be approved by Council.

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Where sufficient staff resources are available Council services will be maintained. On call staff will be available to be called back to work if required on the day. In the event on call staff are recalled to work, a minimum of four hours overtime must be paid in accordance with the Award.

Advice will be provided to the Uralla community by way of local media and Council's Facebook page with respect to the annual Union Picnic Day.

**KEY ISSUES:**

- Maintaining services to the community on the day of the Union Picnic holiday.
- Risk and safety management considerations.
- Identification of Emergency crews to be available on the day of the Union Picnic holiday.

Prepared by staff member: Carol Logan  
TRIM Reference Number:  
Approved/Reviewed by Manager: Andrew Hopkins  
Department: General Manager's Office  
Attachments:



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Trish Kirkland</i>
<b>Reference/Subject:</b>	Report 4 -Tabling of Disclosure of Interest Returns

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.1	A strong, accountable and representative Council
<b>Strategy:</b>	4.1.5	Undertake the civic duties of Council with the highest degree of professionalism and ethics
<b>Activity:</b>	4.1.5.1	Implement and manage Council's integrity system
<b>Action:</b>	4.1.5.1.6	Develop and maintain a register of pecuniary and non-pecuniary interests disclosures to council's website

### SUMMARY:

Section 449 of the Local Government Act 1993 requires that all elected members and designated persons complete an annual Disclosure of Interest Return. Section 450A requires the General Manager to keep and table a register of annual returns at the first meeting held after the last day of lodgement.

### OFFICER'S RECOMMENDATION:

- 1. That Council note the tabling of the Disclosure of Interests Returns as required by Section 450A of the Local Government Act 1993**
- 2. The Office of Local Government be advised that one designated person (employee) failed to lodge their return due to being on extended leave.**

### BACKGROUND:

Section 449(3) of the Local Government Act requires that a *Councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed by the regulations.*

### REPORT:

Section 450A of the Local Government Act requires:

- (1) The General Manager must keep a register of returns required to be lodged with the General Manager under section 449.*
- (2) Returns required to be lodged with the General Manager under section 449 must be tabled at a meeting of the Council, being:*
  - b) in the case of a return lodged in accordance with section 449 (3)-the first meeting held after the last day for lodgement*

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In accordance with section 450A(1) of the Act a register of all returns lodged by Councillors and designated persons is kept by Council.

In accordance with the proactive mandatory release provisions of the Government Information (Public Access) Act and Guidelines provided by the Information Commissioner, the Disclosure of Interest Returns will be made publically available for inspection.

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





## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Trish Kirkland</i>
<b>Reference/Subject:</b>	Report 5 - 2017/18 Operational Plan Quarterly Progress Report at 30 September 2017

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.1	A strong, accountable and representative Council Strategy
<b>Strategy:</b>	4.1.1	Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan
<b>Activity:</b>	4.1.1.2	Deliver integrated strategic planning and reporting requirements
<b>Action:</b>	4.1.1.2.4	Develop and monitor the annual operational plan

### SUMMARY:

The purpose of this report is to present Council with a summary of the actions delivered from within the 2017/18 Operational Plan to reflect the progress made toward achieving the 4-year Principal Activities contained in Council's 2017/21 Delivery Program.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the 2017/18 Operational Plan Quarterly Progress Report at 30 September 2017**

### 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 Principal Activities over a four year period 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 Principal Activities.

Responsibility for the delivery of Operational Plan actions is allocated to responsible officers who provide progress information. The Quarterly Progress Report as at 30 September 2017, is contained at Attachment A.

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A summary of the key Operational Plan actions delivered and progress achieved for the 3 month period to 30 September 2017 is set out in Table 1 – Action Status Summary, below:

**Table 1 – Action Status Summary**

Action Status at 30 September 2017		Our Society	Our Economy	Our Environment	Our Leadership	Total	%
	Achieved or on target	52	41	21	98	212	81.23%
	Not on target, being closely managed	7	4	9	28	48	18.93%
	Action cancelled or not able to be achieved	0	1	0	0	1	0.38%
<b>Total</b>		<b>59</b>	<b>46</b>	<b>30</b>	<b>126</b>	<b>261</b>	<b>100%</b>

81.23% of Council's Operational Plan actions for the quarter ending 30 September 2017 are on target or have been successfully achieved, with 18.93% being closely managed.

**COUNCIL IMPLICATIONS:**

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

Community engagement and consultation occurred in the preparation of the combined 2017/21 Delivery and 2017/18 Operational Plan.

**2. Policy and Regulation**

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

**3. Financial (LTFP)**

No change

**4. Asset Management (AMS)**

No change

**5. Workforce (WMS)**

No change

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

This report outlines the achievement of key actions from within the combined Delivery Program and Operational Plan

**8. Project**

Not Applicable

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Prepared by staff member: Trish Kirkland  
TRIM Reference Number: U10/6484  
Approved/Reviewed by Manager: Andrew Hopkins  
Department: General Manager  
Attachments: A. 2017/18 Operational Plan Quarterly Progress Report at  
30 September 2017



# 2017-2021 Delivery Program

2017/18 Operational Plan

Progress Report at 30 September 2017

## About this report

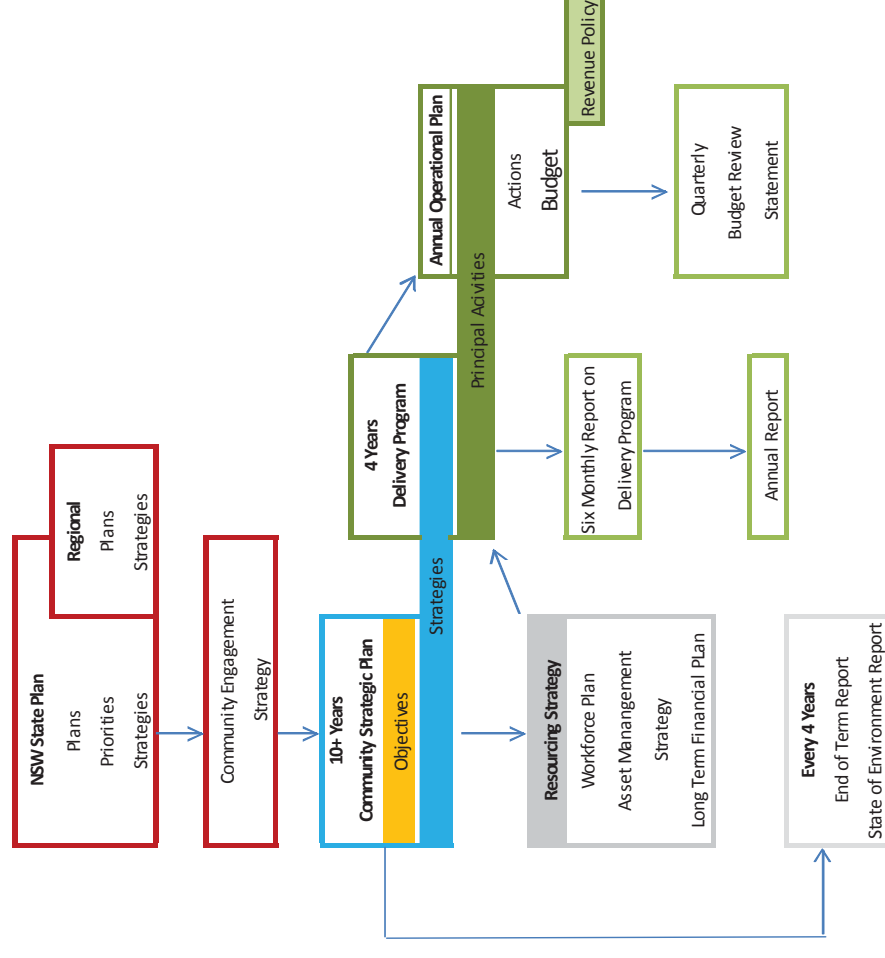
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

Uralla Shire Council adopted its first ever suite of documents within the Integrated Planning framework 2012. Overarching this suite of interrelated plans is the Community Strategic Plan which identifies the aspirations of the community. This Plan was reviewed and updated in 2015 and 2017.

The Delivery Program is informed by the Community Strategic Plan and prioritises the programs and activities Council will commit to providing during the four year term of the Council. At the beginning of each year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four year Delivery Program.

Council is required to report progress on the Delivery Plan to the community at least every six months. Council intends to report on progress throughout the year on a quarterly basis.

The attached report is a summary of our achievements during the September quarter of the combined 2017/21 Delivery Program and 2017/18 Operational Plan and covers the three month period ending 30 September 2017



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## Measuring our progress

Uralla Council's 2017-2027 Community Strategic Plan centres around four major themes:

- Our Society
- Our Economy
- Our Environment
- Our Leadership

In 2017/18 Council committed to 261 actions focused on achieving the community's vision within these four themes. Those actions are detailed in the combined 2017/21 Delivery Program and 2017/18 Operational Plan. In this report, our progress in meeting the community's vision within Council's Delivery Program and Operational Plan 2017/18 is illustrated by the following coloured symbols:

- Achieved or on target
- Not on target, being closely managed
- Action cancelled or not able to be achieved

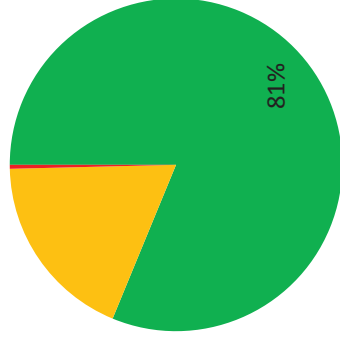
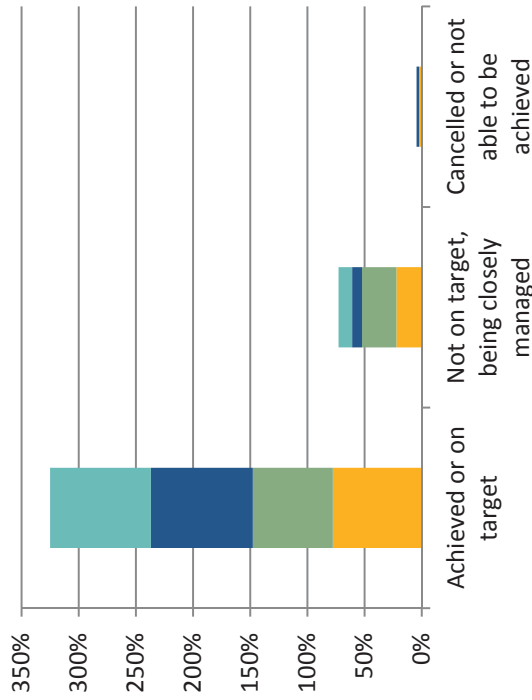
Each of the 261 actions is assigned to a responsible local government officer, who provides a quarterly progress report on each action using the coloured symbols above. Set out below, is the responsibility legend:

- CD&TC Community Development & Tourism Coordinator
- CFO Chief Financial Officer
- CG&R Coordinator Governance and Risk
- DC&G Director Community & Governance
- DI&R Director Infrastructure & Regulation
- EMC Environmental Management Coordinator
- FM/DoN Facility Manager / Director of Nursing
- GM General Manager
- MHR Manager Human Resources
- MI&W Manager Infrastructure & Works
- MTP&R Manager Planning & Regulation
- MWW&SS Manager Water, Waste & Sewerage Services
- TCSC Coordinator Community Support Coordinator
- TLT&I Team Leader Technology & Information

# Organisational Performance

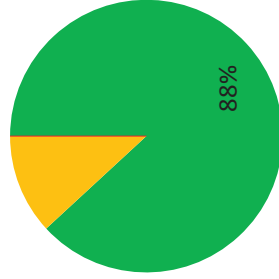
## Delivery Program – 2017/18 Annual Actions

Strategic Themes	Achieved or on target		Not on target, being closely managed		Cancelled or not able to be achieved	
	No.	%	No.	%	No.	%
Our Society	52	88%	7	12%	0	0%
Our Economy	41	89%	4	9%	1	2%
Our Environment	21	70%	9	30%	0	0%
Our Leadership	98	78%	28	22%	0	0%
<b>Total</b>	<b>212</b>	<b>81.23%</b>	<b>48</b>	<b>18.39%</b>	<b>1</b>	<b>0.38%</b>





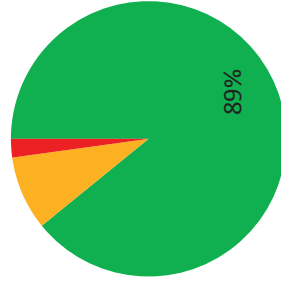
## Our Society



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved

There are 59 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Society. In the September quarter 88% of these actions has been achieved or are on target.

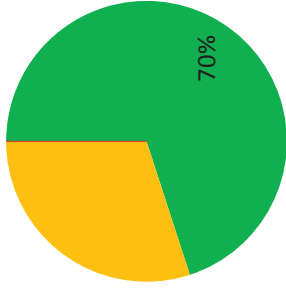
## Our Economy



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved

There are 46 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Economy. In the September quarter 89% of these actions has been achieved or are on target.

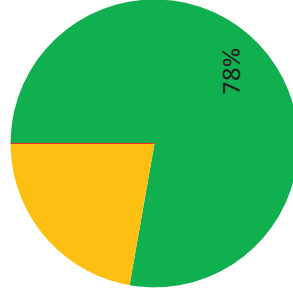
## Our Environment



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved

There are 30 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Environment. In the September quarter 70% of these actions have been achieved or are on target.

## Our Leadership



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved

There are 126 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Leadership. In the September quarter 78% of these actions have been achieved or are on target.

## Our Society

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### OUR SOCIETY

#### Goal 1.1

**A proud, unique and inviting community**

#### Strategy 1.1.1

**Provide vibrant and welcoming town centre, streets and meeting places**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-								
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status	
		1	2	3	4					
1.1.1.1	Maintain parks, gardens and open spaces	Provide	✓	✓	✓	✓	Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces	EMC	Volunteer maintenance activities/increased	●
							Maintain and renew all parks, gardens and public open spaces in accordance with established service levels	Mi&W	Service levels/met	●

#### Strategy 1.1.2

**Embellish our community with parks, paths, cycleways, facilities, and meeting places**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018								
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status	
		1	2	3	4					
1.1.2.1	Prepare Open Space Strategy	Provide	✓				Engage with the community and key stakeholders in developing the Open Spaces Strategy	DI&R	Engagement program/implemented	●
							Develop an overarching Open Spaces Strategy with an Action Plan guided by community consultation, and including disability inclusion and access provisions (DIAP 2.5) (2.6) (2.7)	DI&R	Strategy and Action Plan/adopted	●

**Strategy 1.1.3**

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018								
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status	
		1	2	3	4					
1.1.3.1	Provide cemetery services	Provide	✓	✓	✓	✓	Undertake maintenance of all cemeteries in accordance with established service levels	MI&W	Service Levels/ met	●
							Seek heritage funding to carry out restoration work at Uralla's Old Cemetery	MI&W	Heritage funding application/ lodged	●
							Provide family history information and interment services	MI&W	Services/ provided	●

**Strategy 1.1.4**

**Support, encourage and celebrate community participation and volunteerism**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018								
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status	
		1	2	3	4					
1.1.4.1	Encourage volunteer participation	Facilitate	✓	✓	✓	✓	Develop a volunteer strategy including an induction and support program to promote participation that encourages involvement by people with a disability (DIAP 3.2) Promote volunteer opportunities	DC&G	Strategy/ adopted	●
							Develop a program to attract more volunteers	CD&TC	Opportunities /increased	●
							Provide support to local schools wanting to establish a 'before and after school' care program(s) in Uralla	CD&TC	Volunteers/ increased	●
1.1.4.2	Provide support for 'before and after school' care in Uralla	Facilitate	✓	✓	✓	✓		CD&TC	Support requested/ provided	●

**Goal 1.1**

**A proud, unique and inviting community**

**Commentary on:** ● **Action cancelled / Not able to be achieved - Explanation**

Principal Activity	Annual Action	Explanatory text
Nothing this quarter		

**Additional achievements:** ● **Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)**


Principal Activity	Other achievements obtained
Nothing this quarter	

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.2.1.1 Maintain community swimming complex	Provide	✓	✓	✓	✓	Ensure Swimming Complex and surrounds are maintained to established service levels	MI&W	Service levels/ met	●
1.2.1.2 Provide shared footpaths and cycleways	Provide	✓	✓	✓	✓	Maintain and test pool water quality in compliance with Department of Health guidelines Develop a shared footpath and cycleway plan including disability access provisions (DIAP 2.6) Seek annual funding to extend and integrate a cycleway network	MI&W DI&R DI&R	Water quality/ compliant Plan/ completed Funding application/ completed	● ● ●
1.2.1.3 Maintain sports and recreation facilities	Provide	✓	✓	✓	✓	Maintain and enhance sporting fields and facilities in accordance with established service levels (DIAP 2.7)	MI&W	Service levels/ met	●


**Strategy 1.2.2**

**Work with key partners and the community to lobby for adequate health services in our region**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.2.2.1 Improve access to regional health services	Advocate	✓	✓	✓	✓	Lobby for health services to meet the needs of our community Advocate to potential business owners the establishment of an indoor gym as opportunities arise (DIAP)	DC&G CD&TC	Number of lobbying activities/ maintained Opportunities explored/ =>1	● ●

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Liaise with medical practitioners to prepare for participation if the 2018 Bush Bursary/CWA Scholarship program	CD&TC	Medical practises participating =>1	

### Strategy 1.2.3 Provide, maintain and develop children's play and recreational facilities that encourage active participation

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.2.3.1 Enhance recreational facilities for children	Provide	✓	✓	✓	✓	Establish needs and affordable design for Uralla sporting complex change room and canteen facility	DI&R	Grant funding/ expended	

### Strategy 1.2.4 Partner with police, community organisations and the community to address crime, anti-social behavior and maintain community safety

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.2.4.1 Preserve community safety	Facilitate	✓	✓	✓	✓	Provide support to police, emergency services, and community groups to preserve community safety	DI&R	NSW Bureau of crime statistics, reported crime instances/ stable or reducing	

**Strategy 1.2.5 Provide effective regulatory, compliance and enforcement services for the community**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.2.5.1 Provide effective regulatory, compliance and enforcement services	Provide	✓	✓	✓	✓	Carry out food premises inspections to ensure compliance with the Food Act	MTP&R	Food premises inspected/annually Food premises returns submitted/annually	●
						Issue and serve Orders where necessary under relevant legislation	MTP&R	Issued orders compliant with legislation/100%	●
						Register, licence and inspect onsite sewerage treatment systems	MTP&R	Number of inspections/increased	●
						Administer companion animal registrations, respond to companion animal noise complaints, and impound animals and stray stock as required	MTP&R	Response to companion animal complaints/100%	●
						Establish a regulation and compliance register (PBPR)	MTP&R	Register/established	●
						Develop and implement a trade waste policy	MTP&R	Policy/implemented	●



**Goal 1.2**

**A safe, active and healthy shire**

**Commentary on:**  **Action cancelled / Not able to be achieved - Explanation**

	Principal Activity	Annual Action	Explanatory text
Nothing this quarter			

**Additional achievements:**  **Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)**

	Principal Activity	Other achievements obtained
Nothing this quarter		

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Status			
		1	2	3	4				
1.3.1.1 Provide library services	Provide	✓	✓	✓	✓	Manage the service level agreement with Central Northern Regional Library	CD&TC	Service level agreement/ reviewed	●
						Operate the Uralla library to optimise opening hours within resource and budget allocation	CD&TC	Uralla days open/ 7 days a week	●
						Provide library resources to Bundara volunteer managed library services	CD&TC	Rotate physical library items/ quarterly	●
						Attend Central Northern Regional Library committee meetings	DC&G	Meetings/ attended	●
						Provide electronic and physical library resources to patrons	CD&TC	Number of resource issues/ maintained	●
						Maintain accurate library membership records	CD&TC	Number of library members/ maintained	●
						Provide children story time program	CD&TC	Frequency of children story time/ weekly	●
						Develop and implement library operating policies and procedures	CD&TC	Policies and procedures / implemented	●

**Strategy 1.3.2**

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.3.2.1 Facilitate the development of a range of community and cultural activities	Facilitate	✓	✓	✓	✓	Develop a community event policy and community toolkit	CD&TC	Policy/developed	●
								Toolkit/commenced	
						Develop a cultural plan	CD&TC	Plan/completed	●

**Strategy 1.3.3**

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.3.3.1 Enhance opportunities for community cultural and creative expression	Advocate	✓	✓	✓	✓	Lobby government to encourage investment in Uralla Shire's cultural and creative programs	CD&TC	Number of lobbying activities/maintained	●
								Provide the annual community grants program	
						Provide the annual community grants program	CD&TC	Grants program/completed	●

**Goal 1.3**

**A diverse and creative culture**

**Commentary on:** ● Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Nothing this quarter		

**Additional achievements:** ● Other Achievements (important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing this quarter	

**Access to and equity of services  
Operate and maintain the McMaugh Gardens Aged Care Facility**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.4.1.1 Operate a residential aged care facility	Provide	✓	✓	✓	✓	Manage McMaugh Gardens Aged Care facility in a financially sustainable manner	FM/DoN	Net profit/achieved	●
						Establish and implement operational procedures	FM/DoN	Operational procedures/implemented	●
						Maintain aged care facility accreditation	FM/DoN	Accreditation/maintained	●

**Strategy 1.4.2 Provide quality community care, ageing and disability services**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.4.2.1 Provide aged, disability, and community transport services	Provide	✓	✓	✓	✓	Manage consumer directed aged, disability, and community services in a financially sustainable manner	TCSC	Net profit/achieved	●
						Manage state and federal funding agreements and grant acquittals for compliance	TCSC	Funding agreements reporting and acquittals/compliant	●
						Maintain National Disability and Insurance Scheme service accreditation	TCSC	Accreditation/maintained	●

### Strategy 1.4.3

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018								
Principal Activities	Council Role	Year								
		1	2	3	4					
1.4.3.1	Promote Council's services and facilities	Facilitate	✓	✓	✓	✓	Annual Action	Responsibility	Measure/Target	Status
							Develop website content to promote understanding of Council services	CD&TC	Website content/Improved	●
							Deliver a local government week program to engage the community and show case services provided by Council	CD&TC	Program/Delivered	●
							Distribute a regular newsletter to residents	CD&TC	Newsletter published/Monthly	●
							Review and plan improvements to Council's website content for compliance with Website Content Accessibility Guidelines (DIAP 4.2)	CD&TC	Review & Improvement Plans/Completed	●
							Review and plan improvements to accessibility of Council's regular newsletter (DIAP 4.2)	CD&TC	Review & Improvement Plans/Completed	●

### Strategy 1.4.4

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018								
Principal Activities	Council Role	Year								
		1	2	3	4					
1.4.4.1	Increase community participation in community and cultural events	Facilitate	✓	✓	✓	✓	Annual Action	Responsibility	Measure/Target	Status
							Promote community events through Council's Visitor Information Centre and social media platforms	CD&TC	Number of events promoted/maintained	●

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Seek Youth Week funding and facilitate the delivery of the Youth Week program of activities.	CD&TC	Funding application/developed Youth Week activities/delivered	●

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
<b>1.4.5.1 Enhance transport services</b>	Advocate	✓	✓	✓	✓	Lobby government to maintain community transport funding levels and services (DIAP)	DC&G	Number of lobbying activities/maintained	●
						Lobby government for new or improved public transport infrastructure and services (DIAP)	DI&P	Number of lobbying activities/maintained	●
						Advocate for continuing access to Mascot airport at peak times	GM	Number of lobbying activities/maintained	●

**Strategy 1.4.6**

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Outcome	Status
		1	2	3	4				
<b>1.4.6.1</b> Develop and implement a range of strategies to improve access and inclusion to council facilities and services	Provide	✓	✓	✓	✓	Incorporate principles of inclusion into Council's corporate planning and documentation (DIAP)	DC&G	Principles/ implemented	●
						Incorporate principles of inclusion into Council's asset inspection, planning and renewal programs (DIAP)	DI&R	Principles/ implemented	●
						Finalise the implementation of the Uralla Main Street access project (DIAP)	CD&TC	Project/ completed	●
						Assess and audit disability parking locations, including ramps and kerb access (DIAP)	DI&R	Review/ completed	●



**Goal 1.4**

**Access to and equity of services**

**Commentary on:** ● Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Nothing this quarter		

**Additional achievements:** ● Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing this quarter	

# Our Economy

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## OUR ECONOMY




Goal 2.1 An attractive environment for business, tourism and industry

Strategy 2.1.1.1 Promote Uralla Shire and the region as a place to live, work, visit and invest

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.1.1.1 Promote Uralla Shire through the visitor information centre	Provide	✓	✓	✓	✓	Operate the Visitor Information Centre to optimise service	CD&TC	Open days = 7	●
						Provide visitor information and advice about Uralla Shire during open hours	CD&TC	Visitor numbers to the centre/ monthly	●
						Finalise usage options for the vacant space within the visitor information building	CD&TC	Usage option/ determined	●
						Maintain product sales information for items sold via the visitor information centre	CD&TC	Number and value of product sales/ monthly	●

Strategy 2.1.2

Promote the Uralla Shire to business and industry and increase recognition of the areas strategic advantages

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Responsibility	Measure/Target	Status	
		1	2	3	4				
2.1.2.1	Improve recognition of Uralla Shire and the region's strategic economic advantages	Facilitate	✓	✓	✓	✓			
						Develop a regional business development prospectus in collaboration with neighbouring councils and Regional Development Australia	CD&TC	Prospectus/commenced	
						Partner with neighbouring councils to promote and market the region	CD&TC	Participate in regional marketing activities/ =>2	
						Progress the light industrial land project by engaging a consultant to: <ul style="list-style-type: none"> <li>i. undertake a market analysis and determine a preferred lot size and infrastructure requirements</li> <li>ii. provide a preferred option recommendation, including estimated return on investment</li> <li>iii. prepare a marketing and sales strategy to achieve best value for money</li> </ul>	CD&TC	Preferred lot size and infrastructure/ determined Preferred option/ recommended Strategy/ completed	

**Strategy 2.1.3**

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Outcome	Status
		1	2	3	4				
2.1.3.1	Advocate	✓	✓	✓	✓	Lobby government for funding to undertake assessment and necessary upgrades to provide HML capacity	DI&R	Number of lobbying activities/ maintained	●
						Develop a list of priority transport infrastructure projects to capitalise on grant funding opportunities	DI&R	Priority list/ compiled	●

**Strategy 2.1.4**

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
2.1.4.1	Provide	✓	✓	✓	✓	Assess and determine development, construction, and other regulatory applications	MTP&R	Applications determined/ = statutory timeframes	●
						Construction certificates provided in accordance with legislation	MTP&R	Certificates provided/ = statutory timeframes	●
						Assess online development application service options and determine preferred solution	MTP&R	Preferred option/ determined	●

**Strategy 2.1.5**

**Develop the skills of businesses to maximise utilisation of new technologies and the emerging broadband and telecommunication networks**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Year				Responsibility	Measure/Target	Status
		1	2	3	4			
2.1.5.1	Create a digital business forum	Facilitate	✓				Forum/established	●
						Advocate for improved mobile connectivity services and to the national broadband network	Number of lobbying activities/maintained	●

**Goal 2.1**

**An attractive environment for business, tourism and industry**

**Commentary on:**

 **Action cancelled / Not able to be achieved - Explanation**

	Principal Activity	Annual Action	Explanatory text
2.1.4.1	Process building and development application	Assess online development application service options and determine preferred solution.	This function is now being implemented on a state wide level by the Department of Planning and Environment.

**Additional achievements:**  **Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)**

	Principal Activity	Other achievements obtained
Nothing this quarter		

**OUR ECONOMY**

**Goal 2.2 Growing diversified employment, education and tourism opportunities**  
**Strategy 2.2.1 Provide land use planning that facilitates employment creation**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.2.1.1 Optimise land use planning instruments to support employment creating business and industries	Facilitate	✓	✓	✓	✓	Monitor and review Council's Local Environment Plan and other strategic and supporting planning documents	DI&R	LEP & DCP/ maintained	●

**Strategy 2.2.2 Support and encourage existing business and industry to develop and grow**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.2.2.1 Encourage business and industry development	Facilitate	✓	✓	✓	✓	Assess and maintain a sufficient supply of residential, lifestyle, agricultural commercial and industrial zoned land	DI&R	LEP & DCP/ maintained	●

**Strategy 2.2.3 Support the attraction of new businesses, including sustainable employment generating projects**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.2.3.1 Provide information to support new and existing business operators	Provide	✓	✓	✓	✓	Provide consultation with potential new business operators and pre-development application assistance	MTP&R	Number of consultation and assistance activities/ maintained	●

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
	Facilitate	✓	✓	✓	✓	Provide information to local businesses about incentives and supports available for employment of people with a disability (DIAP 3.1)	CD&TC	Number of consultation and assistance activities/ maintained	●

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
<b>2.2.4.1 Promote Uralla Shire and the region as a tourism destination</b>	Facilitate	✓	✓	✓	✓	Collaborate with other councils and tourism bodies to promote the region with a Uralla Shire focus	CD&TC	Number of promotional activities/ maintained	●

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
<b>2.2.5.1 Promote Uralla Shire and the region for major events</b>	Facilitate	✓	✓	✓	✓	Collaborate with other councils and tourism bodies to promote Uralla Shire and the region to event managers	CD&TC	Number of promotional activities/ maintained	●



**Goal 2.2**

**Growing diversified employment, education and tourism opportunities**

**Commentary on:** ● Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Nothing this quarter		
<b>Additional achievements:</b> ● Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)		
Principal Activity	Other achievements obtained	
Nothing this quarter		

**OUR ECONOMY**

**Goal 2.3**

**A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways 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**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.3.1.1	Deliver road and drainage maintenance services and capital works programs	Provide	✓	✓	✓	✓	MI&W	Service levels/met	●
							MI&W	Works/completed	●
							MI&W	Works/completed	●
							MI&W	Number of funding applications/maintained	●
							MI&W	Service levels/met	●
							MI&W	Service levels/met	●

**Strategy 2.3.2 Maintain, review and replace Council bridges and culverts as required**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.3.2.1 Deliver bridge and culvert maintenance services and capital works programs	Provide	✓	✓	✓	✓	Inspect all bridges and carry out the required maintenance programs  Deliver bridge and culvert capital works program	DI&R  DI&R	Inspections/ completed  Capital works/ completed	●  ●

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.3.3.1 Deliver unsealed roads, lighting, signs, guard rail, and posts maintenance and renewal program	Provide	✓	✓	✓	✓	Deliver unsealed road network supporting infrastructure replacement program  Renew and maintain lighting, signs, posts, and guard rail assets in line with the Asset Management Plan	MI&W  MI&W	Replacements/ completed  Service levels/ met	●  ●

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.3.4.1 Deliver town and village streets maintenance services and capital works programs	Provide	✓	✓	✓	✓	Deliver town streets maintenance and resurfacing programs	MI&W	Service levels/ met	●

**Strategy 2.3.5 Maintain existing walking and cycling networks across the region**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.3.5.1 Deliver walkways and cycle ways maintenance services and capital works programs	Provide	✓	✓	✓	✓	Inspect footpaths and deliver maintenance and repair program	MI&W	Inspections/ completed Service levels/ met	●
						Upgrade the next stage Bundarra CBD footpath	MI&W	Works/ completed	●

**Strategy 2.3.6 Facilitate the enhancement and expansion of accessible walking and cycle networks where strategically identified and interconnect them with other transport and recreation facilities**


DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.3.6.1 Expand the Shire's integrated and accessible cycle ways and walkways network	Provide	✓	✓	✓	✓	Seek funding from Roads & Maritime Services to extend cycleway network	MI&W	Number of funding applications/ maintained	●

**Strategy 2.3.7 Implement and maintain developer contribution plans**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.3.7.1 Develop section 94 and section 64 contribution framework	Provide	✓				Develop section 94 and section 64 development control and contribution plans for consideration	MTP&R	Plan/ completed	●

**Strategy 2.3.8**

**Provide the required public transport infrastructure and work with key partners to expand the provision of cost effective public transport**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018				Measure/ Target	Responsibility	Status	
Principal Activities	Council Role	Year							
		1	2	3	4				
<b>2.3.8.1</b>	<b>Enhance Council's public transport infrastructure</b>	Provide	✓	✓	✓	✓	MI&W	Service levels/ met	
			Deliver the renewal and maintenance program for Council bus stops						

**Goal 2.3**

**A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained**

**Commentary on:** ● Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Nothing this quarter		

**Additional achievements:** ● Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing this quarter	

**OUR ECONOMY**

**Goal 2.4**

**Communities that are well serviced with essential infrastructure**


**Strategy 2.4.1**

**Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed**


DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.4.1.1 Provide public amenities for residents and visitors	Provide	✓	✓	✓	✓	Deliver maintenance and renewal programs for public amenities	DI&R	Service levels/met	●

**Strategy 2.4.2 Implement Council's strategic asset management plan and continue to develop asset systems, plans and practices for infrastructure assets to minimize whole of life costs**


DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.4.2.1 Develop and implement asset management plans	Provide	✓	✓	✓	✓	Review and update the plant asset management plan	DI&R	Plan update/completed	●
						Finalise buildings asset management plan	DI&R	Plan/finalised	●
						Implement the transport asset management plan	DI&R	Implementation/commenced	●
						Develop the cemeteries asset management plan	DI&R	Plan/completed	●
						Review and update the sewer asset management plan	DI&R	Plan update/completed	●
						Review and update the water supply asset management plan	DI&R	Plan update/completed	●

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Review and update the stormwater drainage asset management plan	DI&R	Plan update/completed	

**Strategy 2.4.3 Provide the infrastructure to embellish public spaces, recreation areas and parkland areas**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.4.3.1 Provide connectivity to public spaces	Provide	✓	✓	✓	✓	Connect footpaths and cycle ways	MI&W	Connectivity/improved	

**Strategy 2.4.4 Ensure adequate public car parking and kerb and gutter infrastructure is provided, maintained and renewed.**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.4.4.1 Maintain kerb and guttering to established service levels	Provide	✓	✓	✓	✓	Inspect all kerb and gutter and undertake the required repair and replacement program	MI&W	Inspections/completed Service levels/maintained	



**Goal 2.4**

**Communities that are well serviced with essential infrastructure**

**Commentary on:**  Action cancelled / Not able to be achieved - Explanation

	Principal Activity	Annual Action	Explanatory text
Nothing this quarter			

**Additional achievements:**  Other Achievements (important or significant achievements not in the Delivery Program/Operational Plan)

	Principal Activity	Other achievements obtained
Nothing this quarter		

## Our Environment

OUR  
10 year  
PLAN

OUR  
ENVIRONMENT

Goal 3.1  
Strategy 3.1.1 To preserve, protect and renew our beautiful natural environment  
Record and promote the region's heritage in partnership with the community

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
3.1.1.1 Preserve Uralla Shire's heritage	Provide	✓	✓	✓	✓	Continue to implement the recommended actions from the Heritage Strategy within budget allocations	DI&R	Funded strategy actions/implemented	●

### Strategy 3.1.2 Protect the Shire's historic buildings and sites, recognising their value to the community

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
3.1.2.1 Provide heritage services and support	Provide	✓	✓	✓	✓	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund	DI&R	Number of service activities/maintained Value of funded assistance/maintained	●

### Strategy 3.1.3 Protect and maintain a healthy catchment and waterways

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
3.1.3.1 Maintain compliant catchment and waterways management	Provide	✓	✓	✓	✓	Maintain and renew gross pollution traps Finalise the management plan for Woolldridge fossicking area	MI&W EMC	Service levels/met Plan/completed	● ●

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Review dam safety plan	MWW&SS	Plan/ reviewed	
						Review service yield study and demand management plan for Bundarra water	MWW&SS	Study/ reviewed Plan/ revised	
						Review secure yield study and demand management plan for Uralla water	MWW&SS	Study/ reviewed Plan/ revised	
						Test treated effluent	MWW&SS	Testing regime/ compliant	

### Strategy 3.1.4 Raise community awareness of environmental and biodiversity issues

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
3.1.4.1 Provide bush regeneration activities and information	Provide	✓	✓	✓	✓	Review the bush regeneration strategy and action plan	EMC	Plan/ completed	
						Complete the management plan for roadside vegetation	EMC	Plan/ completed	
						Redevelop website information on environmental management in line with planned website development	EMC	Website content/ Updated	
						Implement the environmental sustainability action plan priorities	EMC	Implementation of priorities/ commenced	

**Goal 3.1**

**To preserve, protect and renew our beautiful natural environment**

**Commentary on:**  **Action cancelled / Not able to be achieved - Explanation**

	Principal Activity	Annual Action	Explanatory text
Nothing this quarter			

**Additional achievements:**  **Other Achievements (important or significant achievements not in the Delivery Program/Operational Plan)**

	Principal Activity	Other achievements obtained
Nothing this quarter		

**OUR ENVIRONMENT**

**Goal 3.2**

**Maintain a healthy balance between development and the environment**

**Strategy 3.2.1**

**Retain open space and greenbelts that are accessible to everyone**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
3.2.1.1 Preserve sensitive greenbelt lands	Provide	✓	✓	✓	✓	Review and monitor vegetation and environmental protection measures for sensitive land	DI&R	LEP & DCP/ maintained	●

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
3.2.2.1 Raise community awareness of sustainability practices	Facilitate	✓	✓	✓	✓	Collaborate and partner with the Uralla ZNET	EMC	Number of awareness programs/ maintained	●

**Strategy 3.2.3**

**Ensure that Uralla Shire is sufficiently prepared to deal with natural disasters including bushfires, major storms and flood events**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
3.2.3.1 Collaborate with service providers to be emergency response ready	Provide	✓	✓	✓	✓	Participate in natural disaster mitigation and provide local emergency management officer	DI&R	Number of mitigation activities/ maintained	●

**Goal 3.2**

**Maintain a healthy balance between development and the environment**

**Commentary on:** ● Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Nothing this quarter		

**Additional achievements:** ● Other Achievements (important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing this quarter	

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Years				Responsibility	Measure/Target	Status
		1	2	3	4			
3.3.1.1 Provide waste removal and recycling services within the Shire	Provide	✓	✓	✓	✓	MWW&SS	Service levels/met	●
						MWW&SS	Income/increasing Expenditure/reducing Licence requirements/measure	●

**Strategy 3.3.2 Providing education to the community on ways to minimize the waste produced by households**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Years				Responsibility	Measure/Target	Status
		1	2	3	4			
3.3.2.1 Enhance community awareness of household waste minimisation	Provide	✓	✓	✓	✓	MWW&SS	Program/delivered	●
						MWW&SS	Service levels/met	●



### Strategy 3.3.3 Implementing initiatives to reduce illegal dumping and providing community education to prevent litter

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
<b>3.3.3.1 Promote litter reduction</b>	Provide	✓	✓	✓	✓	Develop and implement waste education program	MWW&SS	Program/developed Program/delivered	

### Strategy 3.3.4 Identifying and implementing water conservation and sustainable water usage practices in council operations

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
<b>3.3.4.1 Minimise water wastage</b>	Provide	✓	✓	✓	✓	Inspect Council's water network to minimise water loss	MWW&SS	Inspections/completed	

### Strategy 3.3.5 Identify technologies in council facilities, infrastructure and service delivery to reduce our ecological footprint

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
<b>3.3.5.1 Reduce Council's environmental footprint</b>	Provide	✓	✓	✓	✓	Collaborate with ZNET to develop projects and explore grant opportunities  Implement criteria to assess environmental management in infrastructure projects	EMC  EMC	Collaboration meetings held/ =4  Criteria/implemented	  



### Goal 3.3

### Reuse, recycle and reduce wastage

Commentary on:

 Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Nothing this quarter		

Additional achievements:

 Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing this quarter	

**OUR ENVIRONMENT**

**Goal 3.4**

**Secure sustainable and environmentally sound water-cycle infrastructure and services**

**Strategy 3.4.1**

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
<b>3.4.1.1 Provide water supply</b>	Provide	✓	✓	✓	✓	Deliver Uralla and Bundarra water supply in compliance with the Drinking Water Quality Management Plan	MWW&SS	Compliance achieved	
						Review the secure Yield Study and Demand Management Plan	MWW&SS	Review/completed	
						Deliver annual water main replacement program	MWW&SS	Program/complete	

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
<b>3.4.2.1 Provide sewerage services</b>	Provide	✓	✓	✓	✓	Operate the Uralla sewer treatment plant in an efficient and effective manner	MWW&SS	Licence compliance/met	
						Maintain and renew the sewer infrastructure network in-line with established programs	MWW&SS	Service levels/met	
						Progress Bundarra Sewerage Scheme	MWW&SS	Scheme implementation progressing to project plan/milestones met	

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
<b>3.4.3.1 Provide stormwater and drainage infrastructure</b>	Provide	✓	✓	✓	✓	Maintain and review stormwater and drainage infrastructure	MI&W	Service levels/met
								●

**Goal 3.4**

**Secure sustainable and environmentally sound water-cycle infrastructure and services**

**Commentary on:** ● Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Nothing this quarter		

**Additional achievements:** ● Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing this quarter	

## Our Leadership

**O U R**  
10 year  
P L A N

### OUR LEADERSHIP

**Goal 4.1** A strong, accountable and representative Council

**Strategy 4.1.1** Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
<b>4.1.1.1</b> Improve organisational capacity to deliver integrated strategic planning and reporting requirements	Provide	✓	✓			Resource Council to ensure integrated planning and reporting compliance	GM	Resources/ established	●
						Increase staff awareness of the Integrated Planning and Reporting Framework	DC&G	IPRF included in staff induction program/ implemented  Coordinator group information session/ completed	●
<b>4.1.1.2</b> Deliver integrated strategic planning and reporting requirements	Provide	✓	✓	✓		Review the 10-year community strategic plan	DC&G	Plan/ adopted	●
						Develop and monitor the 4-year delivery program	DC&G	Program/ adopted  Progress reported/ biannually	●
						Develop the resourcing strategy in support of the 4-year delivery program, integrating the: <ul style="list-style-type: none"> <li>• Asset Management Strategy</li> <li>• Workforce Management Plan</li> <li>• Long Term Financial Plan</li> </ul>	DI&R MHR CFO	Resourcing strategy/ commenced	●

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Develop and monitor the annual operational plan	DC&G CFO	Plan/ adopted	●
						Coordinate and produce the annual return	DC&G	Return/ adopted and provided to the Office of Local Government	●

**Strategy 4.1.2 Engage with the community effectively and use community input to inform decision making**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.1.2.1 Incorporate inclusive community consultation and stakeholder engagement in Council decision making	Provide	✓	✓	✓	✓	Implement the community engagement strategy	CD&TC	Implementation /commenced	●
						Develop and implement International Association for Public Participation (IAP2) community engagement training for key staff and councillors	CD&TC	Training program/ commenced	●
						Facilitate a workshop for local businesses to promote inclusive responses to customers with a disability (DIAP 1.3)	DC&G	Workshop/ held	●
						Facilitate the delivery of community presentations to Council	GM	Number of community presentations to Council/ maintained	●
						Conduct community engagement and consultation activities	GM	Number of community engagement activities/ =3	●

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Establish an Access & Inclusion Committee to focus on Disability Inclusion and Access planning and promotion (DIAP)	DC&G	Committee/established	

### Strategy 4.1.3 Provide open, accountable and transparent decision making for the community

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.1.3.1 Implement and maintain a transparent and accountable decision making framework	Provide	✓	✓	✓	✓	Review and update the agency information guide	CG&R	Guide review/commenced	
						Coordinate the publication of identified open access information to the website	TLT&I	Identified open access information published/ =>30%	
						Publish the formal access to information disclosure log to the website	TLT&I	Information disclosure log updated and published/ every 45 days	
						Develop and maintain the register of government contracts over \$20,000	CG&R	Register of government contracts/ established	
					Publish the register of government contracts over \$20,000 to the website	CG&R	Register of government contracts published to the website/ every 20 days		
					Establish a priority program of statutory and corporate policies and codes for review and update	DC&G	Priority review program/ established		

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Priority statutory and corporate policies and codes reviewed and updated as required	CG&R	Priority policy and codes updated/ =>50%	●
						Business papers and minutes are distributed to Councillors and published to the community within agreed service levels	GM	Service levels/ met	●
						Council ordinary and extraordinary meetings are conducted and open to the public	GM	Adopted schedule of meetings/ conducted	●

#### Strategy 4.1.4 Provide strong representation for the community at the regional, state and federal levels

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.1.4.1 Maintain effective partnerships and advocacy activities	Advocate	✓	✓	✓	✓	Advocate the needs of the shire to State and Federal Governments through regional joint organisations of council	GM	Regular advocacy activities/ maintained	●

#### Strategy 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.1.5.1 Implement and manage Council's integrity system	Provide	✓	✓	✓	✓	Establish a public interests disclosure and code of conduct complaints register	CG&R	Public interest disclosures and code of conduct complaints register/ established	●



DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Manage public interest disclosures in accordance with legislation, policy and procedures	CG&R	Public interest disclosures reporting to the NSW Ombudsman/compliant	●
						Coordinate code of conduct complaints in accordance with legislation, policy, and procedures	DC&G	Code of conduct complaints reporting to the OLG/compliant	●
						Provide code of conduct training program for Councillors and staff	CG&R	Training provided/biennially	●
						Integrate code of conduct provisions into staff engagement and staff induction program	DC&G	Integration/complete	●
						Develop and maintain a register of pecuniary and non-pecuniary interests disclosures to council's website	CG&R	Interests disclosure register/established	●
						Publish a register of pecuniary and non-pecuniary interests disclosures to council's website	CG&R	Interests disclosure log updated and published/every 45 days	●
						Develop and maintain related party disclosures register	CG&R	Related party disclosures register/established	●
						Complete the fraud prevention plan	CG&R	Plan/completed	●

**Goal 4.1**

**A strong, accountable and representative Council**

**Commentary on:** ● Action cancelled / Not able to be achieved - Explanation

	Principal Activity	Annual Action	Explanatory text
	Nothing this quarter		
<b>Additional achievements:</b>	● <b>Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)</b>		
	Principal Activity	Other achievements obtained	
	Nothing this quarter		

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.2.1.1 Improve the cost effectiveness and efficiency of community service provision	Provide	✓	✓	✓	✓	Identify priority infrastructure and regulation areas for service level review.	DI&R	Priority areas/identified	●
						Undertake service level reviews of identified infrastructure and regulation priorities	DI&R	Number of service level reviews completed/ =3	●
						Develop service level plans for reviewed infrastructure and regulation service level areas	DI&R	Number of service level plans completed/ =3	●
						Identify priority community and governance areas for service level review.	DC&G	Priority areas/identified	●
						Undertake service level reviews of identified community and governance priorities	DC&G	Number of service level reviews completed/ =3	●
						Develop service level plans for reviewed community and governance service level areas	DC&G	Number of service level plans completed/ =3	●
						Identify priority finance and workforce management areas for service level review.	GM	Priority areas/identified	●

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Undertake service level reviews of identified finance and workforce management priorities	GM	Number of service level reviews completed/ =3	●
						Develop service level plans for reviewed finance and workforce management priorities	GM	Number of service level plans completed/ =3	●

**Strategy 4.2.2 Operate in a financially responsible and sustainable manner**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.2.2.1 Maintain and control financial system and improve long term financial sustainability	Provide	✓	✓	✓	✓	Review and revise the 10-year Long Term Financial Plan	CFO	Reviewed and adopted/ annually	●
						Complete and report quarterly budget review statements	CFO	Budget review reported/ quarterly	●
						Ensure adequate and effective internal controls are in place for all financial management and purchasing functions	CFO	Internal audit actions for financial controls/ implemented	●
						Maintain cash flow and maximise return on investment within the risk parameters provided by the Office Local Government	CFO	Investment returns / Bank Bill Swap Rate/ met	●
						Model and adopt rate structures to maximize equity across the Council area and between categories	CFO	Rate structure review/ completed	●

DELIVERY PROGRAM 2017-2021

OPERATIONAL PLAN 2017-2018

Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
					Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts	CFO	Outstanding debts/ =<6.5%	●	
					Develop and implement a procurement Policy	CFO	Policy/ adopted	●	
					Develop and implement a procurement guide and toolkit	CFO	Guidelines and toolkit/ implemented	●	
					Provide staff workshop session on the procurement guide and toolkit	CFO	Staff workshops/ =>2	●	
					Implement strategies to achieve annual expenditure reduction dividend (FFTF)	CFO	Expenditure reduction =>\$62,500 per annum/ achieved	●	
					Review all fees and charges for full cost recovery where appropriate (FFTF)	CFO	Review/ completed	●	
					Review asset valuations and depreciation methodology for all asset classes (FFTF)	CFO	Reviews/ completed 50%	●	
					Review Council's borrowing policy and capital expenditure guidelines (FFTF)	CFO	Review/ completed	●	
					Determine asset maintenance backlog based on asset management plans (FFTF)	DI&R	Asset maintenance backlog/ determined	●	
					Develop asset management strategy, including determined asset maintenance backlog (FFTF)	DI&R	Strategy/ commenced	●	
					Review building and land assets to identify surplus assets for disposal (FFTF)	CFO	Disposal program/ established	●	

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.2.2.2 Develop and implement business plans for all business areas	Provide	✓	✓	✓	✓	Develop and implement a business plan for McMaugh Gardens (PBPR)	DC&G	Plan/completed Implementation/commenced	●
						Develop and implement a business plan for Tablelands Community Support	DC&G	Plan/completed Implementation/commenced	●
						Develop and implement a business plan for Tablelands Community Transport	DC&G	Plan/completed Implementation/commenced	●
						Develop and implement a waste business plan (FFTF)	DI&R	Plan/completed Implementation/commenced	●
						Develop and implement a water supply business plan (PBPR)	DI&R	Plan/completed Implementation/commenced	●
						Develop and implement a sewer business plan	DI&R	Plan/completed Implementation/commenced	●

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.2.2.3 Maximise grant and funding partnership opportunities	Provide	✓	✓	✓	✓	Develop and implement a business plan for caravan parks	DI&R	Plan/completed Implementation/commmenced	
		✓	✓	✓	✓	Identify and seek grant funding opportunities for infrastructure and regulation projects or services	DI&R	Number of grant funding opportunities pursued/maintained	
		✓	✓	✓	✓	Identify partnership funding opportunities for infrastructure and regulation projects or services	DI&R	Number of partnership funding opportunities pursued/maintained	
4.2.2.4 Achieve efficiency gains for internal services with a program of continuous improvement	Provide	✓	✓	✓	✓	Identify and seek grant funding opportunities for community and governance projects or services	DC&G	Number of grant funding opportunities pursued/maintained	
		✓	✓	✓	✓	Identify partnership funding opportunities for community and governance projects or services	DC&G	Number of partnership funding opportunities pursued/maintained	
		✓	✓	✓	✓	Identify priority community and governance processes for review	DC&G	Priority areas/identified	
						Undertake process reviews of identified community and governance priorities	DC&G	Number of process reviews completed/=3	
						Implement process improvements for community and governance reviewed priorities	DC&G	Number of process improvements completed/=3	

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Identify priority infrastructure and regulation processes for review.	DI&R	Priority areas/identified	●
						Undertake process reviews of identified infrastructure and regulation priorities	DI&R	Number of process reviews completed/=3	●
						Implement process improvements for infrastructure and regulation reviewed priorities	DI&R	Number of process improvements completed/=3	●
						Identify priority finance and workforce management processes for review.	GM	Priority areas/identified	●
						Undertake process reviews of identified finance and workforce management priorities	GM	Number of process reviews completed/=3	●
						Implement process improvements for finance and workforce management reviewed priorities	GM	Number of process improvements completed/=3	●

**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**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
<b>4.2.3.1</b> <b>Provide asset revaluation and long term funding scenarios for asset maintenance and</b>	Provide	✓	✓	✓	✓	Develop long term funding scenarios that explore options to fund asset maintenance and renewal	CFO	Long term financial plan scenarios/developed	●



DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
renewal						Deliver the asset revaluation program	DI&R	Scheduled revaluations/ completed	

**Strategy 4.2.4 Establish Uralla Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.2.4.1 Enhance Council's reputation as an innovative and inclusive workplace	Provide	✓	✓	✓	✓	Develop and implement a corporate staff induction program, including orientation information about what inclusion means (DIAP 1.1)	MHR	Program implemented	
						Develop a succession planning program for key positions (WMP 2.1 & 5.2)	MHR	Program development/ commenced	
						Review annual staff performance processes to improve effectiveness and efficiencies	MHR	Review/ completed	
						Establish training program for appropriate training to equip staff to carry out their roles (WMP 2.1)	MHR	Program development/ commenced	
						Review and implement staff reward and recognition systems (WMP 3.1)	MHR	Number of systems/ =>2	
						Provide a health and wellbeing program (WMP 1.3)	MHR	Number of programs/ =>2	

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Year				Responsibility	Measure/Target	Status
		1	2	3	4			
						MHR	Days technical & professional positions vacant =<45 days	●
					Review recruitment process to focus on attracting the right people, with the right skills and to improve recruitment timeframes (WFP 4.1)	GM	Leadership training program/ commenced	●
					Improve the leadership capability of the current and future leaders (WMP 5.1)	MHR	Number of absentee days/ maintained or reducing	●
					Proactively manage the return to work and workers compensation processes (WMP 1.2)	GM	Staff communication strategy/ developed Number of strategies implemented/ => 2	●
					Develop and implement clear communication strategies for organisation leaders (WMP 5.3)	MHR	Inclusive principles embedded in recruitment processes / commenced	●
					Develop inclusive recruitment processes and job design which enhance opportunities for employment of people with a disability (DIAP)	DI&R	Audit/ completed Plan/ commenced	●
					Audit operational facilities and plan improvements to enhance disability access to support employment of people with a disability (DIAP)			●

**Strategy 4.2.5 Provide customer service excellence**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.2.5.1 Enhance customer service effectiveness		✓	✓			Develop Council's Customer Service Charter	DC&G	Charter implemented	
						Improve the effectiveness of Council's Customer Request Management System (CRM)	CD&TC	CRM health check and workflows reviewed and improved/completed	
						Develop and implement biennial Customer Satisfaction survey	CD&TC	Survey developed	
						Improve customer service skills and knowledge, including responding to people with disability, with particular focus on those with language or literacy difficulties (DIAP)	CD&TC	Staff training/conducted	

**Strategy 4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce**

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible.	Provide	✓	✓	✓	✓	Resource Council to achieve legislative compliance and an integrated approach to workplace safety, enterprise risk management, and the internal audit program	GM	Resource established	
						Develop a workplace safety system	CG&R	Workplace Health and Safety System/commenced	
						Develop an enterprise wide risk management framework	CG&R	Risk management framework/commenced	

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Facilitate regular meetings of the Audit and Risk Committee	DC&G	Committee meetings held/ =>6	●
						Establish and coordinate internal audit program and provide support to the Audit and Risk Committee	CG&R	Audit program/ commenced	●
						Coordinate and report on the status of internal audit action recommendations to the executive	CG&R	Report action status/ monthly	●
						Improve staff risk awareness, and risk management and reporting practices	CG&R	Risk training workshops/ =>2	●
						Facilitate regular meetings of the Work Health and Safety Committee	CG&R	Workplace Health and Safety Committee Meetings held/ =>6	●
						Coordinate and report the status of the Work Health and Safety system to the executive	CG&R	Status report provided/ Monthly	●
						Complete the organisation's Business Continuity Plan	CG&R	Plan/ completed	●

Strategy 4.2.7

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018								
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status	
		1	2	3	4					
4.2.7.1	Improve the corporate governance framework	Provide	✓	✓	✓	✓	Undertake a corporate governance gap analysis and develop an improvement action plan	DC&G	Gap analysis/ completed	●
							Establish a compliance and reporting register in accordance with statutory requirements	DC&G	Improvement action plan/ completed	●
							Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive	DC&G	Compliance register/ established	●
							Develop a gifts and benefits register	CG&R	Compliance status reports/ monthly	●
							Develop a secondary employment register	MHR	Register/ established	●
							Develop customer complaints management protocols and procedures	CD&TC	Register/ established	●
							Report customer complaints status to the executive	CD&TC	Protocols and procedures/ completed	●
							Develop a records management system and access to information improvement plan	TLT&I	Status reports/ monthly	●
							Implement records management and access to information improvement action plan	TLT&I	Plan/ completed	●
							Complete and lodge annual Financial Statements in accordance with statutory requirements	CFO	implementation /commenced	●
									Statutory requirements/ met	●

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018					
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Complete all taxation returns and grant acquittals as required by external bodies	CFO	Returns and acquittals/ provided	●
						Organise and manage the external audit of Council and address any management letter recommendations	CFO	External audit/ completed Management letter actions/ addressed	●
						Develop an e-based Delegations Register	CG&R	Register/ implemented	●
						Implement the Office of Local Government's Local Government Act reform program.	CG&R	Reforms/ implemented	●

**Goal 4.2**

**An effective and efficient organisation**

**Commentary on:** ● Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Nothing this quarter		

**Additional achievements:** ● Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing this quarter	

**OUR LEADERSHIP**

**Goal 4.3**

**Strategy 4.3.1**

**Deliver the goals and strategies of the Community Strategic Plan**

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.3.1.1 Enhance the effectiveness of Council resourcing strategies and practices	Provide	✓	✓	✓	✓	Review organisation structure to enable delivery of agreed services levels and projects	GM	Structure/ reviewed	
						Develop a staff succession planning program and plan	MHR	Program/ developed	
						Establish IT Hardware and Software Asset Register	TLT&i	Asset Register/ established	
						Develop IT Hardware rolling replacement program	TLT&i	Program/ developed	
						Develop and implement Information and Business Systems Strategic Improvement Plan	DC&G	Strategy/ completed Implementation/ commenced	
						Develop an information and communication technology disaster recovery plan in support of the business continuity plan	TLT&i	Recover plan/ developed	
						Offer profit making services for private works to help off-set council cost when plant and staffing capacity exists	DI&R	Private works/ increasing	



### Goal 4.3

## Deliver the goals and strategies of the Community Strategic Plan

Commentary on:  Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Nothing this quarter		

Additional achievements:  Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
4.3.1.1 Enhance the effectiveness of Council resourcing strategies and practices	Bundarra depot hardware and internet upgrade completed

# END OF REPORT



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Kim-Trieste Hastings</i>
<b>Reference/Subject:</b>	Report 6 - Visitor Information Centre & Library Monthly Report

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Objective:** 2.1 An attractive environment for business, tourism and industry.  
**Strategy:** 2.1.1 Promote Uralla Shire and the region as a place to live, visit and invest  
1.3.1 Provide enhanced and innovative library services that support & encourage lifelong learning.  
**Activity:** 2.1.1.1 Promote Uralla Shire through the Visitor Information Centre  
**Action:** 1.3.1.1, 2.1.1.1 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 and the Library for the month of September 2017.

### OFFICER'S RECOMMENDATION:

**That the report be received and noted.**

### BACKGROUND:

Not applicable.

### REPORT:

#### Visitor Information Centre

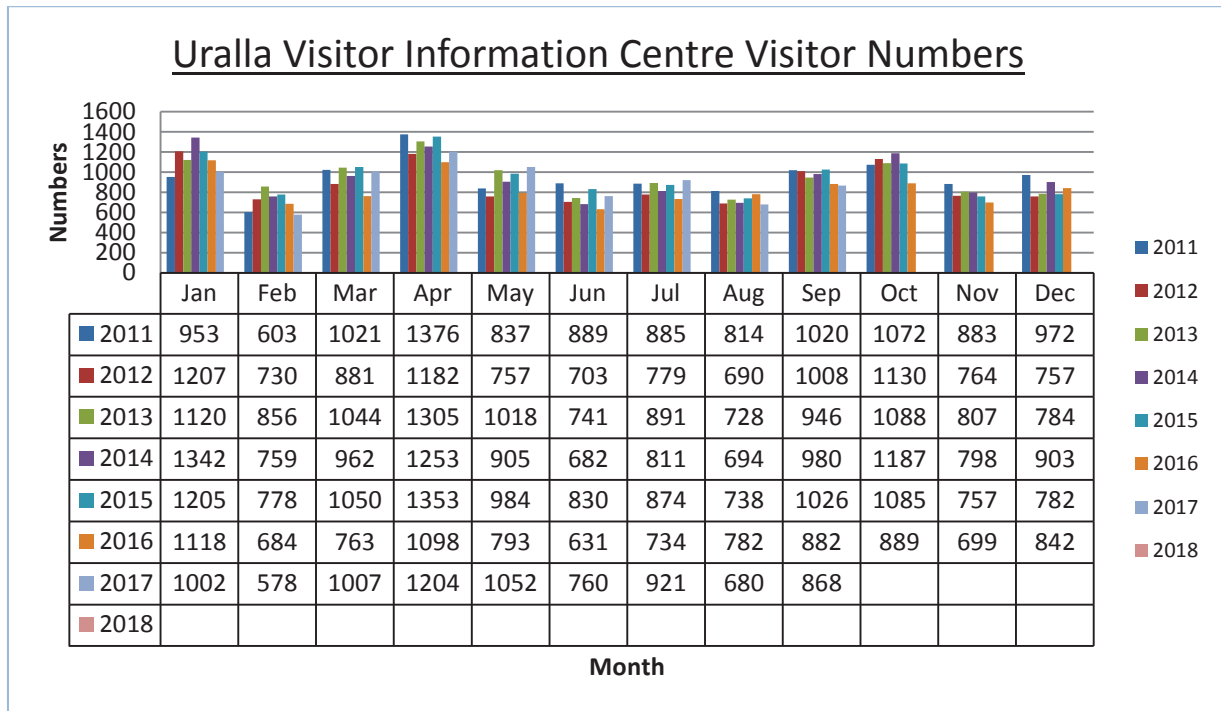
##### Sales to-date for 2017-18 Financial Year

Month	Total
July	\$1522.00
August	\$1187.50
September	\$1810.40
<b>Total</b>	<b>\$4519.90</b>

##### Annual September Sales

Year	Total
2014/15	\$1,911.85
2015/16	\$2232.15
2016/17	\$1351.30
2017/18	\$1810.40

The Sales for the month September 2017 were \$1810.40. A 34% increase on September last year, and 52% increase on last month's sales, which is due to a 5 week month combined with the recent school holidays.



September 2017 has shown an increase in visitor numbers from 680 to 868, up 27% on the previous month. This is due to the school holidays period that saw an increase in travellers. The majority of travellers who came through the Visitor Information Centre reside in NSW, followed by QLD. A small number of Visitors came from overseas including China, UK, France and the US.

#### Uralla Library

##### Library Figures 2017-18 Financial Year

Month	Books Loaned	New Members
July	1578	19
August	1561	17
September	1510	12
<b>Total</b>	<b>4649</b>	<b>48</b>

The number of books loaned through the Library for the month of September was 1510, this is down from 1561 in August, however, this places Uralla as the 4th highest books loaned in the Central Northern Library Group, out of 15 libraries. The month of September saw 12 new members sign up which again places Uralla in the top 3 out of 15 Libraries in the group.

During the month of September, the Library promoted History week from 2-10 September. A display of information and photographs of local interest was highlighted with assistance from our volunteers. E-Smart week ran from 4-8 September displaying information pinpointing internet awareness. The weekend of 16-17 September saw a special story time for children to highlight the 'Get Ready' – Bushfire Season.

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Prepared by staff member: Kim-Trieste Hastings  
TRIM Reference Number:  
Approved/Reviewed by Manager: Trish Kirkland  
Department: Community & Governance  
Attachments: Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community &amp; Governance</b>
<b>Submitted by:</b>	<i>Kim-Trieste Hastings</i>
<b>Reference/Subject:</b>	Report 7 - Community Grant Applications Round 1 August 2017

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	Lobby government, companies and other individuals to secure funding for cultural and creative expression fields
<b>Strategy:</b>	Enhance opportunities for community cultural and creative expression..
<b>Activity:</b>	Lobby government to encourage investment in Uralla Shire's cultural and creative programs
<b>Action:</b>	Provide the annual community grants program

### SUMMARY:

The purpose of this report is to inform Council of the outcome for round one of the 2017/18 Uralla Shire Community Grants Program.

### OFFICER'S RECOMMENDATION:

**Council approve the Community Grants, for round one of the 2017/18 funding allocation to the following applicants in accordance with the General Grant Conditions and any special conditions identified in Table 3 of this Report:**

- **K. Charnas - \$300**
- **Uralla Pre-school - \$3,000**

### BACKGROUND:

Round one of the Community Grant applications received in August 2017.

### REPORT:

Council received a total of two applications to the 17/18 program.

### The Committee members assessing the applications included:

Clr Robert Bell	Councillor
Clr Kevin Ward	Councillor
Clr Tara Toomey	Councillor
Mr Andrew Hopkins	General Manager

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The Committee met on Tuesday 26 September 2017 to assess the applications. No pecuniary interests were declared at the meeting.

All submissions, with amounts requested and funding purpose, are listed in Table 1, below.

**Table 1**

Applicant	Amount requested (\$)	Purpose
<b>Individual category</b>		
K. Charnas	\$300	Travel and accommodation expenses for Kleo Charnas to attend the Special Olympics National event in Adelaide 2018.
<b>Group/Organisation category</b>		
Uralla Pre-school	\$3,000	Assist with the cost of extending the Pre-school sandpit area located in the top level playground.
<b>Total Requested</b>	<b>\$3,300</b>	

All submissions were assessed by the Uralla Community Grants Assessment Committee against the criteria as listed in the Uralla Shire Community Grants Program Guidelines.

The committee's assessments are contained in Table 2, below.

**Table 2**

Applicant	Assessment
K. Charnas	Kleo Charnas has been selected in Special Olympics National event to be held in Adelaide in 2018. Under the guidelines of the Community Grant program <i>"to assist individuals to pursue achievements in their area of expertise"</i> this request addresses the criteria and therefore should be approved.
Uralla Pre-school	<p>The Uralla Pre-school is a not for profit organisation and occupies a council owned premises rent free on the basis of the community benefit it provides.</p> <p>The guidelines state the Uralla Shire Council Community Grants program will prioritise support where, among other matters, the applicant is not already in receipt of substantial funding/in-kind support from Council. i.e. free venue hire, transport.</p> <p>The committee acknowledged the pre-school receives a 100% rent donation from Council, however given it met the other necessary criteria for funding and that there were no other applications upon which to prioritise funding allocation, the committee formed the view that funding to the pre-school was appropriate.</p>

## RECOMMENDATIONS OF THE COMMITTEE

### 1) Successful Applicants

Outcomes of the assessments, with recommended approved amounts and special conditions (if any) in addition to those contained within the standard General Grant Conditions, are listed in Table 3 below.

**Table 3**

Grant category	Amount	Special Conditions
Individuals		
K. Charnas	\$300	Nil
Group/Organisation		
Uralla Pre-school	\$3,000	Nil
<b>Total</b>	<b>3,300</b>	

### 2) Unsuccessful Applicants.

The Committee agreed there were no unsuccessful applications for this first round of Community Grant applications.

## CONCLUSION:

This report recommends Council approve the successful Community Grant applications as recommended by the Committee.

## COUNCIL IMPLICATIONS:

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

Successful completion of projects as reported via grant acquittal submitted within 60 days of completion of project.

**8. Project Management**

Community Development & Tourism Coordinator.

Prepared by staff member:	Kim-Trieste Hastings
TRIM Reference Number:	U15/295 Community Services Programs
Approved/Reviewed by Manager:	Patricia Kirkland
Department:	Community & Governance
Attachments:	K.Charnas Individual application Uralla Pre-school organisation application Community Grant Guidelines





## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	<i>Director of Infrastructure &amp; Regulation</i>
<b>Reference/Subject::</b>	Report 8 - Development Approvals and Refusals for September 2017

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
<b>Activities:</b>	2.1.4.1	Process building and development applications
<b>Action:</b>	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

### SUMMARY:

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

For information purposes a summary of the development values is provided from January 2008 until the end of September 2017. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of September 2017 is provided.

### OFFICER'S RECOMMENDATION:

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

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**REPORT:**

**Development Applications**

**Approvals:**

Development Application Number	Applicant	Property	Development
DA-33-2017	Mr M Hillard & Ms J Van Der Lee	35 John Street, Uralla	2 Lot Subdivision
DA-43-2017	Mr H & Mrs S Brown	41 Panhandle Road, Uralla	Dwelling & Garage including Variation to Building Envelope and Side Setback
DA-46-2017	Cr R & Mrs P Crouch	3 McDonalds Lane, Rocky River	4 Bay Shed
DA-49-2017	Dr M Stimpson	417 Thunderbolts Way, Rocky River	Transfer of Dwelling Entitlement
<b>Monthly Estimated Value of Approvals: \$248,313.00</b>			

**Refusals:** Nil

**DAs Withdrawn:** Nil

**Comparison to September 2016:**

September 2016:	\$481,095.00	September 2017:	\$248,313.00
Year to date: (Calendar Year)	\$3,231,189.00	Year to date: (Calendar Year)	\$3,824,421.00

**Development Applications Outstanding**

Application Number	Applicant	Property	Development	Status
DA-78-2013-2	Mr M Batt	16A King Street, Uralla	Modification Staged 7x1 Bedroom Strata Title Units	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	Awaiting Department of Planning
DA-35-2017	Mr C & Mrs K Cooper	36 Uralla Street, Uralla	Dwelling	Awaiting Applicant
DA-40-2017	Mr L & Mrs C Seccombe	22 Baker Road, Invergowrie	2 Lot Subdivision	Awaiting Applicant
DA-47-2017	Rossbuid Constructions	24 McDonalds Lane, Rocky River	Shed – 5 Bay including Workshop	Under Assessment
DA-48-2017	Mr S Lovick	168 Kalinda Road, Invergowrie	Relocated Secondary Dwelling	Awaiting Applicant
DA-50-2017	Mr R & Mrs S Andersen	1301 Bundarra Road, Invergowrie	2 Lot Subdivision	Under Assessment
DA-51-2017	Mr N & Mrs M Porter	23 Stringybark Ridge Road, Invergowrie	Dwelling	Under Assessment

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Application Number	Applicant	Property	Development	Status
DA-53-2017	Mr M Doran	22 East Street, Uralla	Dwelling Alterations & Additions	Under Notification
DA-54-2017	Complete Conveyancing New England	2/55 Bridge Street, Uralla	Sign	Under Assessment
<b>Total: 11</b>				

**Construction Certificates**

**Approved:**

Application Number	Applicant	Property	Construction
CC-46-2017	Cr R & Mrs P Crouch	3 McDonalds Lane, Rocky River	4 Bay Shed

**Refused:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Construction
CC-28-2017	Ms K Smith	55 Budumba Road, Invergowrie	Dual Occupancy
CC-42-2017	Mrs K Wallace	18 Elizabeth Avenue, Uralla	3 Bay Shed & Workshop

**Total Monthly Estimated Value of Construction Certificate Approvals: \$247,000.00**

**Complying Development Certificate Applications**

**Approvals:** Nil

**Refusals:** Nil

**Withdrawn:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Development
CDC-11-2017	Ms G Chavez	25 Tobruk Road, Invergowrie	Dwelling & Shed
CDC-20-2017-2	Ms L Delacour	9 Salisbury Street, Uralla	Modification – Dwelling Additions & Alterations
CDC-25-2017	Mr M & Mrs F Welbourn	36 McCrossin Street, Uralla	Shed

**Total Monthly Estimated Value of Complying Development Certificate Approvals: \$392,400.00**

**Comparison to September 2016:**

September 2016:	\$16,900.00	September 2017:	\$392,400.00
Year to date:	\$992,950.00	Year to date:	\$1,603,410.00
(Calendar Year)		(Calendar Year)	

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**Calendar Year Development Values**

<b>Year</b>	<b>Total Development Value \$</b>	<b>Average Development Value \$</b>	<b>Development Application Value \$</b>	<b>Complying Development Value \$</b>
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	5,595,831	84,785	3,772,421	1,823,410

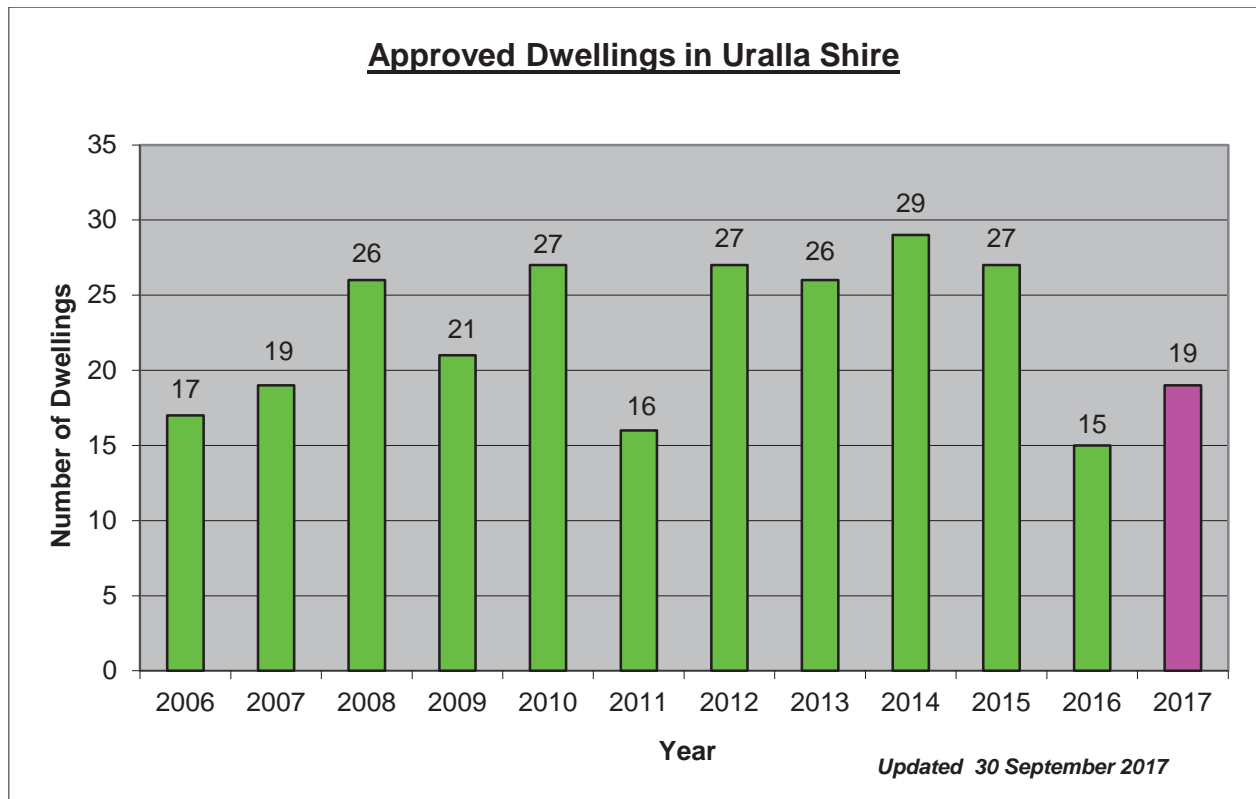
2017 to date

**Financial Year Development Values**

<b>Year</b>	<b>Total Development Value \$</b>	<b>Average Development Value \$</b>	<b>Development Application Value \$</b>	<b>Complying Development Value \$</b>
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	2,194,524	109,726	1,319,124	875,400

2017-2018 to date

Approved Dwellings 2006-2017



**KEY ISSUES:**

- *Development Applications approved by Council for September 2017 – 4*
- *Development Applications refused by Council for September 2017 – 0*
- *Development Applications withdrawn by Applicant for September 2017 – 0*
- *Outstanding Development Applications as at 30 September 2017 – 11*
- *Construction Certificates approved by Council for September 2017 – 1*
- *Construction Certificates refused by Council for September 2017 – 0*
- *Construction Certificates issued by private certification for September 2017 – 2*
- *Complying Development Applications approved by Council for September 2017 – 0*
- *Complying Development Applications refused by Council for September 2017 – 0*
- *Complying Development Applications issued by private certification – 3*
- *Total Development Value for 2017 as at 30 September 2017 – \$5,595,831*
- *Average Development Value for 2017 as at 30 September 2017 – \$84,785*
- *Development Application Value for 2017 as at 30 September 2017 – \$3,772,421*
- *Complying Development Application Value for 2017 as at 30 September 2017 – \$1,823,410*
- *Approved dwellings as at 30 September 2017 – 19*

**COUNCIL IMPLICATIONS:**

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

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

**10. Policy and Regulation**

*Environmental Planning & Assessment Act, 1979.*

*Environmental Planning & Assessment Regulations, 2000.*

**11. Financial (LTFP)**

Nil

**12. Asset Management (AMS)**

Nil

**13. Workforce (WMS)**

Nil

**14. Legal and Risk Management**

Nil

**15. Performance Measures**

Nil

**16. 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

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	<i>Manager Planning and Regulation</i>
<b>Reference/Subject:</b>	Report 9 – <b>Division Decision</b> - Development Application 47/2017 – 5 Bay Shed – 24 McDonalds Lane, Rocky River

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development
<b>Activity:</b>	2.1.4.1	Process building and development application
<b>Action:</b>	2.1.4.1	Assess and determine development, construction, and other regulatory applications

### NOTE TO COUNCILLORS:

In accordance with the provisions of S375A of the Local Government Act 1993, a Division is to be called whenever a motion for a planning decision is put to the meeting, for the purpose of recording voting on planning matters.

### SUMMARY:

<b>Proposal:</b>	Construct 5 bay shed
<b>Property description:</b>	Lot 52 DP 755846 Assessment 9128
<b>Applicant:</b>	Rossbuid Constructions
<b>Owner:</b>	Antonius and Debra Vanden Hoogen
<b>Zoning:</b>	RU2 Rural Landscape
<b>Date received:</b>	25 August 2017
<b>Public notification or exhibition:</b>	Notification
<b>Exhibition period:</b>	4 – 19 September 2017
<b>Submissions:</b>	2
<b>Other approvals:</b>	Nil

### OFFICER'S RECOMMENDATION:

That Council approve Development Application 47/2017 submitted by A & D Vanden Hoogen for a 5 bay shed on land known as 24 McDonalds Lane, Rocky River, being Lot 52 DP 755846 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*.

**Erection of signs**

2. 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.
3. 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.

**GENERAL CONDITIONS**

4. The structure in its entirety must be finished in dark green.  
*Reason: to minimise any detrimental effects on the visual amenity of surrounding residents.*
5. The development must take place in accordance with the approved documents submitted with the application and subject to the conditions below to ensure the development is consistent with Council's consent.
6. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the EP&A Regulations 2000.
7. The Structure is to be inspected at the following stages of construction:
  - before the pouring of footings\*\*
  - before pouring any reinforced concrete structure \*\*
  - before covering the framework for any wall, roof or other building element \*\*
  - before covering any stormwater drainage connections
  - when the building work is completed and all conditions of consent have been addressed\*\*

*\*\* 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*



**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE**

8. The plans and specification 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 10a 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.

9. 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**

10. The owner/s of the property are to give Council 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 the cl 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent.

For development involving both building and subdivision work authorised by the same development consent, a separate appointment of a Principal Certifying Authority for each type of work is required, in accordance with Section 109E of the Environmental Planning & Assessment Act 1979.

11. 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.

12. *A hoarding or fence must be erected between the work site and any public place if the work is likely to cause traffic (pedestrian or vehicular) in a public place to be obstructed or otherwise inconvenient. The erected hoarding is to be sufficient to prevent any substance from or in connection with the work falling into the public place. The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. The hoarding, fence or awning is to be removed once the work has been completed.*

**CONDITIONS TO BE COMPLETED DURING CONSTRUCTION**

13. 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.
14. 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.
15. 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.
16. 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.
17. Retaining walls associated with the erection of the building or other approved methods for preventing the movement of the soil must be provided where soil conditions are inadequate, ensuring adequate provision is made for drainage.
18. Excavations and backfilling must be executed safely and in accordance with appropriate professional standards and be properly guarded and protected to prevent them from being dangerous to life or property.

If excavations associated with the erection of a building extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made, must preserve and protect the building from damage, and if necessary, underpin and support the building in an approved manner.

Notice of intention to do so must be given to the owner of the adjoining land at least seven days before the commencement of excavation work. The owner of the adjoining allotment of land is not liable for any part of the cost of work, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.

**CONDITIONS TO BE COMPLETED DURING CONSTRUCTION**

19. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday	7.00 AM to 5.00 PM
Sunday & public Holidays	No construction activities are to take place.
20. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
21. All glass installation shall comply with the requirements of AS 1288 Glass in buildings, and AS 2047 Windows in buildings, as applicable. The installer shall provide certification that the glazing complies with the requirements of AS 1288 and AS 2047 immediately following installation.

**CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING**

22. 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.

*NOTE: 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).*

**CONDITIONS RELATING TO ONGOING OPERATIONS**

23. The building must not be used as a dwelling or domicile without prior written approval from Council.
24. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (b) the details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

*Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*

25. Roof water is to be disposed in a manner the does not cause a nuisance for neighbouring properties, by one of the following methods:
- (a) onto a hardened surface and directed away from the building.
  - (b) 3.0 metres clear of any building to a rubble pit.
26. Any rainwater tank must be installed so that it is on the downhill side of the building at a minimum distance of 3 metres from any boundary of the property or any structure so as to prevent damage to any structure.
27. A 20,000L water supply with 65mm metal Storz outlet with a gate or ball valve is provided for fire fighting purposes on the site. The gate or ball valve, pipes and tank penetrations are to be designed to allow for a full 50mm inner diameter water flow through the Storz fitting and must be of a metal construction.

**BACKGROUND:**

Development application 47/2017 for a 5 bay shed was received on 25 August 2017.

**REPORT:**

The application has been assessed as being in compliance with the relevant development standards of the Uralla Local Environmental Plan 2012 and the Uralla Development Control Plan 2011. As two submissions were received during the notification period, it has been referred to Council for determination.

**KEY ISSUES:**

**Visual amenity:** Two site inspections were undertaken: one at the proposed site, and one at the dwelling of a neighbour who made a submission. While it is reasonable to suggest that the proposed development will have some impact on the viewshed from surrounding properties, the nature and scale of the shed is consistent with rural residential living, and the ability to construct sheds of this nature is often significant in the decision to relocate from urban areas. In conversation with the proponent, it was suggested by Council staff that impacts on visual amenity might be minimised if the shed was finished in dark green. The proponent advised that this was the intended finish, and would have no objection to this being included as a condition of consent. See recommended condition of consent 4.

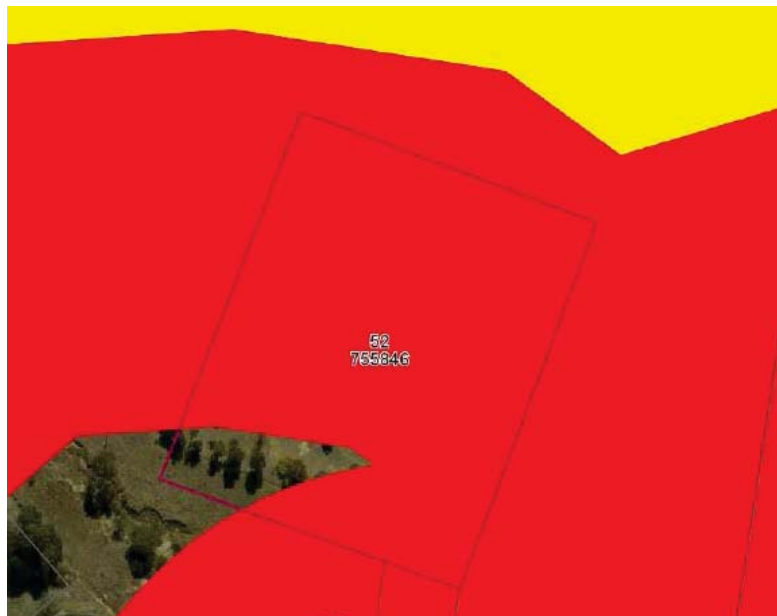
**Fire break:** Review of aerial photography and site inspections showed that separation of the proposed shed from any significant vegetation fuel loads is circa 100 metres. Bushfire mapping provided by NSW RFS indicates that none of the lot is in a category 1 bushfire area, however around 80% is in the buffer zone (see below). Setback from zone boundaries is consistent with National Construction Code requirements and development standards under the Uralla Development Control Plan 2011. No significant impact expected.

**Location:** The proposed site is:

- On the only relatively flat remaining portion of the lot, reducing the need for excessive cut and fill.
- Located where there is adequate turning space for vehicles.
- Circa 65 metres from the nearest dwelling.

In the above context, the location is considered appropriate.

**Noise:** Given the nature of the small-scale hobby activities proposed for the site, the nature of normal rural activities, and the generous setbacks, no significant impact is expected from noise generation.



**CONCLUSION:**

No significant adverse impacts are known or expected on the natural, social or economic environment as a result of approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

**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 (LTFF)**

*Nil*

**4. Asset Management (AMS)**

*Nil*

**5. Workforce (WMS)**

*Nil*

**6. Legal and Risk Management**

*Nil*

**7. Performance Measures**

*Nil*

**8. Project Management**

*Nil*

**9. Disclosure of Political Donations and Gifts**

Has a Political Donations Disclosure Statement been received in relation to this application?	No
Political Donation Disclosure Statement register details	N/A
Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed?	No
Gift and benefits register details	N/A

Prepared by staff member: Matt Clarkson, Manager Planning & Regulation  
TRIM Reference Number: DA-47-2017  
Approved/Reviewed by Manager: Director Infrastructure & Regulation  
Department: Infrastructure & Regulation  
Attachments: B. Development Assessment Report  
C. Plans  
D. Submissions

# Development Assessment Report

**DA Number:** DA-47-2017 **Council:** Uralla Shire Council  
**Location:** 24 McDonalds Lane ROCKY RIVER  
**Development Description:** Shed - 5 Bay including workshop  
**Title Details:** Lot: 52 DP: 755846

## Proposal Overview

Construction of a 5 bay shed with workshop in a RU2 Rural Landscape zone.

## Property Details/History

	Checked	Comments
<b>File History</b>	Yes	38/1997 Dwelling and shed. CDC-21-2010 Deck and awning.
<b>Title Plan</b>	Yes	
<b>Check Ownership</b>	Yes	Title search.

**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  
**Details of Staging:** N/A  
**Is this application a Section 96 modification?** 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  
**Does this application require referral to the Environment, Development & Infrastructure Committee?** No  
**Does this application require referral for decision by Council?** Yes

## Local Environmental Plan

*Section 79c(1)(a)(i) – EP & A Act*

This land is zoned:

**RU2 (Rural Landscape)**

### List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The shed is ancillary to the dominant land use.

Is there a draft LEP or draft LEP amendment which may affect this proposal?

No

## Development Control Plan

*Section 79c(1)(a)(iii) – EP & A Act*

Does Uralla DCP 2011 apply to this land/proposal?

Yes

Chapter	Compliance	Comment
4 – Rural Development	Yes	The proposed development is not inconsistent with the development standards for a rural zone.

Is there a draft DCP which may affect this proposal?

No

Is there any other issue that requires notation?

No

## Regional Environmental Plan

Does New England North West Regional Plan 2036 apply to this land/proposal? Generally no. Minor local development, consideration of regional plan not warranted.

## State Environmental Planning Policy

Is this proposal affected by a SEPP?

Yes

### List all relevant SEPPs

SEPP	Compliance	Comment
Rural Lands 2008 – Clause 7 Rural Planning Principles	Yes	General compliance. The proposed development provides opportunities for a rural lifestyle and sustainable activities.

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*

<b>Is there a Planning Strategy or Local Policy that requires notation?</b>	No
<b>Has the applicant submitted any supporting planning assessments?</b>	No
<b>Is there any other issue/feature that requires notation?</b>	No

## Subdivision

<b>Is this application for subdivision?</b>	No
<b>How many new lots are being created?</b>	N/A

## Environmental Impacts

*Section 79c(1)(b) – EP & A Act*

	Impact	Comment
<b>Social</b>	No	
<b>Economic</b>	No	
<b>Siting &amp; Configuration</b>	Yes	The location of the development has the potential to adversely affect the visual amenity of a neighbouring resident.
<b>Setbacks</b>	No	
<b>Privacy</b>	No	
<b>Overshadowing</b>	No	
<b>Solar Access</b>	No	
<b>Visual</b>	Yes	As above.
<b>Significant Views</b>	No	
<b>Amenity</b>	Yes	As above.
<b>Water</b>		
<b>Air</b>	No	
<b>Noise</b>	No	
<b>Land Degradation</b>	No	
<b>Tree Loss</b>	Yes	Large, established trees may have to be removed to make room for the development.
<b>Flora</b>	No	
<b>Fauna</b>	No	



## Environmental Impacts – Threatened Species

*Section 79c(1)(b) – EP & A Act*

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

## Environmental Impacts – Heritage

*Section 79c(1)(b) – EP & A Act*

Heritage	Impact	Comment
European	No	No European heritage identified.
Aboriginal	No	No Aboriginal heritage identified.

<b>Is this land classified as containing an item of environmental heritage?</b>	No
<b>Is there an impact on and adjoining or in close vicinity to an item of environmental heritage?</b> None identified.	
<b>Is this proposal in a heritage conservation zone?</b>	Yes
<b>Is this proposal in an adjoining or in close vicinity to a conservation zone?</b>	Yes
<b>Comment:</b> Rocky River Goldmining Precinct	
<b>Has a Heritage Impact Statement been prepared for this proposal?</b>	No
<b>Has an Archaeological Survey been prepared for this proposal?</b>	No
<b>Is there any other issue/feature/impact that requires notation?</b>	No

## Flooding

*Section 79c(1)(b) – EP & A Act*

<b>Is this property flood-affected?</b>	No
<b>Is there a flood study which includes this land?</b>	No
<b>Has a Flood Impact Assessment been completed for this proposal?</b>	No

## Bush Fire Prone Land

Section 79c(1)(b) – EP & A Act

<b>Is this property bush fire prone as per the Bush Fire Prone Map?</b>	Yes
<b>Category:</b> Buffer (red area in the map extract below).	
<b>Has a Bush Fire Management Plan been Prepared?</b>	No
<b>Has this plan been accepted by the NSW Rural Fire Service?</b>	No
<b>Comment:</b> Not considered necessary for an ancillary building. Satisfies setback requirements as per Appendix 3 of Planning for Bushfire Protection (2006).	



## Contaminated Land

Section 79c(1)(b) – EP & A Act

<b>Has this land been identified as being contaminated land by Council?</b>	No
<b>Is it a possibility this land may be contaminated?</b>	Yes
<b>Comment:</b> Council has no data indicating whether or not contamination may have occurred.	
<b>Does this land require remediation?</b>	No
<b>Has a Contaminated Land Site Investigation been completed?</b>	No
<b>Is a referral required to DECC?</b>	No
<b>Has a Remediation Action Plan been completed for the land?</b>	No
<b>Is this land in the close vicinity or adjoining a known contaminated site?</b>	No

## Infrastructure

**Has an engineering assessment been completed?** No

	Impact	Comment
Sewer	No	
Water	No	
Drainage	No	
Access	No	
Kerb & Gutter	No	
Upgrade Existing Road	No	
Road Network	No	
Existing Easements	No	
Electricity	No	

## Construction Assessment

**Is a construction assessment required?** Yes

**Has a construction assessment been completed?** Yes

**Is there any other issue/feature/impact that requires notation from the assessment?** No

**Was a construction certificate application submitted with this application?** No

**Has Council been appointed as the Principle Certifying Authority?** No

**Is a Construction Certificate Required?** Yes

**Is the Construction Certificate required for a subdivision?** No

**Is an annual Fire Safety Measures certification required?** No

**Is a public defects liability agreement required?** No

**Is there any other issue that requires notation?** No

## Section 68 Assessment

*Section 68 – LGA Act*

**Is a Section 68 assessment required?** No

**Has a Section 68 assessment been completed?** No

**Was a Section 68 application submitted with this application?** No

**What type of waste system is required?** None

**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*

<b>Does this proposal require any Developer Contribution?</b>	No
<b>Is the contribution for a subdivision?</b>	No
<b>Is the contribution for a special purpose relating only to this proposal?</b>	No
<b>Is there any other issue that requires notation?</b>	No

## Signage

<b>Does this proposal require signage?</b>	No
<b>Has this application included signage?</b>	No
<b>If yes, does the signage comply?</b>	N/A
<b>Should a restriction be placed on the amount/type of signage?</b>	N/A
<b>Will the signage require referral to the RTA or Local/Regional Traffic Committee?</b>	N/A

## Notification

*Section 79c(1)(d) – EP & A Act*

<b>Is this application an advertised development application?</b>	No
<b>Was this application advertised as per the provisions of EP&amp; A Act/LEP/DCP/Public Interest?</b>	No
<b>Was this application notified as per the provisions Council’s Notification Policy?</b>	Yes
<b>Were there any written submissions received?</b>	Yes
<b>If Yes, what was the number of submissions received? 2</b>	

Submission Maker	Issue	Comment
Calum Findlay	Objection to development	Concerned with visual amenity being affected. Noise. Setbacks.
Uralla Goldfields Historical Reserve Trust	Objection to development	Concerned the setback distance will not provide an adequate fire-break. Visual amenity.

<b>Is there any other issue/feature that requires notation?</b>	No
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## Section 88b Instrument

<b>Does Council require a Section 88b instrument to be prepared?</b>	No
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## Public Interest

*Section 79c(1)(e) – EP & A Act*

<b>Does this proposal have any construction or safety issues?</b>	No
<b>Comment:</b> No construction / safety issues have been identified.	
<b>Is there any public health issues?</b>	No
<b>Are there any other public interest issues?</b>	No

## Site Suitability

Section 79c(1)(c) – EP & A Act

Is this a suitable site for this proposal

Yes

**Comment:** The proposed development is to be situated on what can reasonably be argued the most appropriate portion of the lot.

### Assessing Officer General Comments

**Visual amenity:** Two site inspections were undertaken, one at the proposed site, and one at the dwelling of the neighbour who make a submission. While it is reasonable to suggest that the proposed development will have an impact on the viewshed of surrounding properties, the nature and scale of the shed is consistent with rural residential living, and the ability to construct sheds of this nature is often significant in the decision to relocate from urban areas. In conversation with the proponent, it was suggested by Council staff that impacts on visual amenity might be minimised if the shed was finished in dark green. The proponent advised that this was the intended finish, and would have no objection to this being included as a condition of consent. See recommended condition of consent 4.

**Fire break:** Review of aerial photography and site inspections showed that separation of the proposed shed from any significant fuel loads is circa 100 metres. Bushfire mapping provided by NSW RFS indicates that none of the lot is in a category 1 bushfire area, however around 80% is in the buffer zone. Setback from zone boundaries is consistent with National construction code requirements and development standards under the Uralla Development Control Plan 2011. No significant impact expected.

**Location:** The proposed site is:

- On the only relatively flat remaining portion of the lot, reducing the need for excessive cut and fill.
- Located where there is adequate turning space for vehicles.
- Circa 65 metres from the nearest dwelling.

In the above context, the location is considered appropriate.

**Noise:** Given the nature of the small-scale hobby activities proposed for the site, the nature of normal rural activities, and the generous setbacks, no significant impact is expected from noise generation.

### Recommendation

No significant adverse impacts are known or expected on the natural, social or economic environment as a result of approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

## **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*.

#### **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.

2. 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.
3. 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).

## **GENERAL CONDITIONS**

4. The structure in its entirety must be finished in dark green.  
*Reason: to minimise any detrimental effects on the visual amenity of surrounding residents.*
5. The development must take place in accordance with the approved documents submitted with the application and subject to the conditions below to ensure the development is consistent with Council's consent.
6. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the EP&A Regulations 2000.



7. The Structure is to be inspected at the following stages of construction:

- before the pouring of footings\*\*
- before pouring any reinforced concrete structure \*\*
- before covering the framework for any wall, roof or other building element \*\*
- before covering any stormwater drainage connections
- when the building work is completed and all conditions of consent have been addressed\*\*

*\*\* 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*

### **CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE**

8. The plans and specification 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 10a 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.

9. 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**

10. The owner/s of the property are to give Council 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 the cl 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent.

For development involving both building and subdivision work authorised by the same development consent, a separate appointment of a Principal Certifying Authority for each type of work is required, in accordance with Section 109E of the Environmental Planning & Assessment Act 1979.

11. 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.

12. A hoarding or fence must be erected between the work site and any public place if the work is likely to cause traffic (pedestrian or vehicular) in a public place to be obstructed or otherwise inconvenient. The erected hoarding is to be sufficient to prevent any substance from or in connection with the work falling into the public place. The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. The hoarding, fence or awning is to be removed once the work has been completed.

### ***CONDITIONS TO BE COMPLETED DURING CONSTRUCTION***

13. 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.
14. 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.
15. 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.
16. 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.
17. Retaining walls associated with the erection of the building or other approved methods for preventing the movement of the soil must be provided where soil conditions are inadequate, ensuring adequate provision is made for drainage.
18. Excavations and backfilling must be executed safely and in accordance with appropriate professional standards and be properly guarded and protected to prevent them from being dangerous to life or property.

If excavations associated with the erection of a building extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made, must preserve and protect the building from damage, and if necessary, underpin and support the building in an approved manner.

Notice of intention to do so must be given to the owner of the adjoining land at least seven days before the commencement of excavation work. The owner of the adjoining allotment of land is not liable for any part of the cost of work, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.

### ***CONDITIONS TO BE COMPLETED DURING CONSTRUCTION***

19. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday	7.00 AM to 5.00 PM
Sunday & public Holidays	No construction activities are to take place.
20. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
21. All glass installation shall comply with the requirements of AS 1288 Glass in buildings, and AS 2047 Windows in buildings, as applicable. The installer shall provide certification that the glazing complies with the requirements of AS 1288 and AS 2047 immediately following installation.



## CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

22. 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.

*NOTE: 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).*

## CONDITIONS RELATING TO ONGOING OPERATIONS

23. The building must not be used as a dwelling or domicile without prior written approval from Council.
24. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (b) the details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.
25. Roof water is to be disposed in a manner the does not cause a nuisance for neighbouring properties, by one of the following methods:
- (a) onto a hardened surface and directed away from the building.
  - (b) 3.0 metres clear of any building to a rubble pit.
26. Any rainwater tank must be installed so that it is on the downhill side of the building at a minimum distance of 3 metres from any boundary of the property or any structure so as to prevent damage to any structure.
27. A 20,000L water supply with 65mm metal Storz outlet with a gate or ball valve is provided for fire fighting purposes on the site. The gate or ball valve, pipes and tank penetrations are to be designed to allow for a full 50mm inner diameter water flow through the Storz fitting and must be of a metal construction.

## COUNCIL ADVICE ONLY

28. **Covenant/s:** The applicant/owner has the responsibility of being aware of any covenant which may affect the proposal.
29. **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](http://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.

30. **Telecommunications Act 1997 (Commonwealth):** Telstra (and its authorised 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.
31. **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):-
32. **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 – 1996).
33. **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.

## 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:

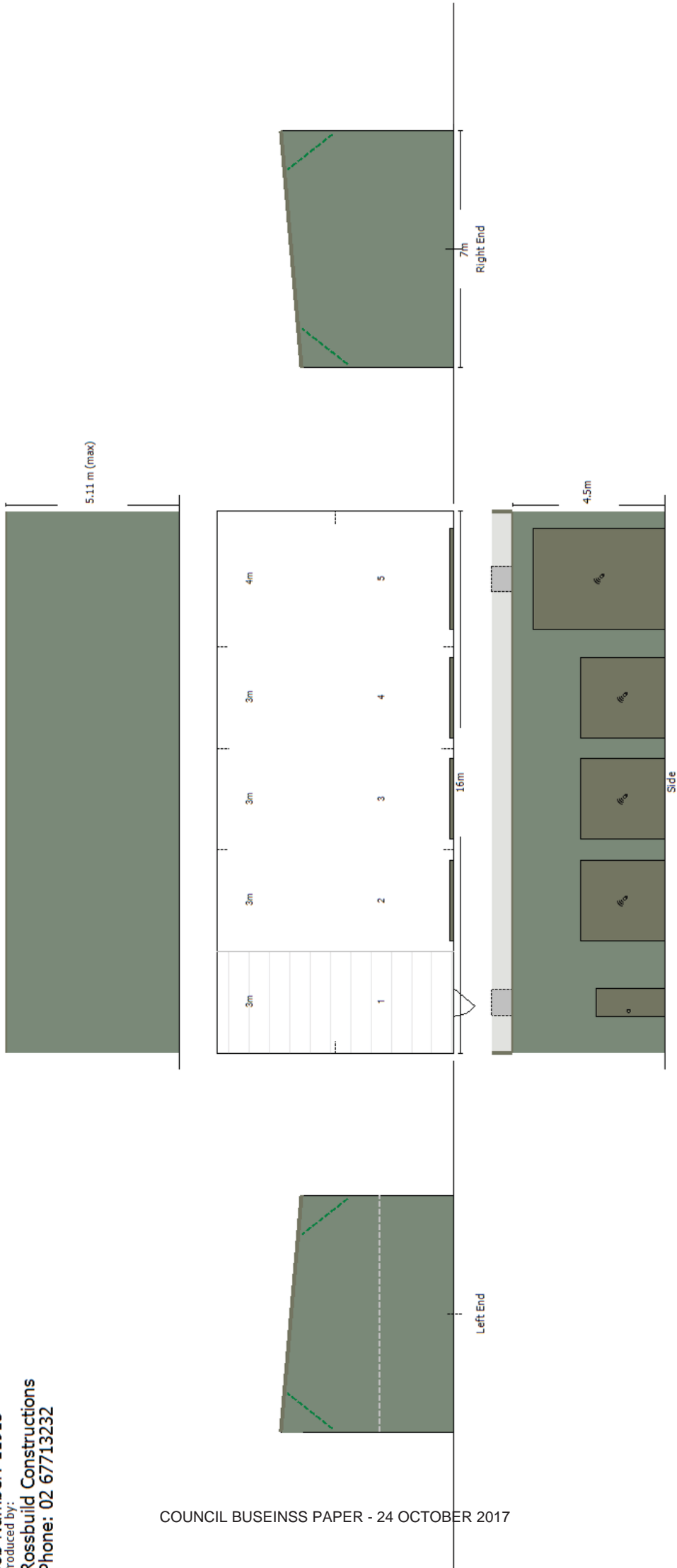
No

Signed:  ..... **Matt Clarkson – Manager Planning and Regulation**

**Date: 9.10.2017**

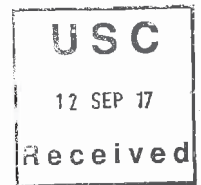


Building For:  
**Tony - Gearbroke**  
**Rock River Rock River**  
**Job Number: 11915**  
 Produced by:  
**Rosbuild Constructions**  
**Phone: 02 67713232**



**SUBMISSION** in response to the  
proposed development at:

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24 Mcdonalds Lane, ROCKY RIVER, 2358.

Proposed Activity: SHED – 5 Bay,  
including Workshop.

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Application No: DA-47-2017

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Applicant: ROSSBUILD CONSTRUCTIONS

**SUBMISSION BY WAY OF OBJECTION:**

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Calum FINDLAY,

7 Mcdonalds Lane, ROCKY RIVER, 2358.

0408222557

*CA Findlay* · 12/9/2017

# BACKGROUND

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Points to be covered: RU2 zone (Rural Landscape).

1/ Size of proposed SHED and purpose.

2/ Inappropriate location of proposed SHED.

3/ Adverse impacts – visual/auditory/aesthetic.

4/ DA for SHED – Incompatibility with Uralla Shire Council DEVELOPMENT CONTROL PLAN and other NSW LGA's DCP's and NSW Government Planning Instruments for RU2 Front Setback guidelines.

5/ Inaccurate and misleading site diagrams provided with DA Notice received 6/Sept/2017.

6/ Negative impact on Conservation and Heritage and Wildlife Corridor between 24 McDonalds Lane and 7 McDonalds Lane.

## COMMENT

## RECOMMENDATION

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# BACKGROUND

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24 Mcdonalds Lane was purchased by Tony GEARBROKE on 18<sup>th</sup> August 2017.

I received Development Application DA-47-2017 notice letter 6<sup>th</sup> Sept 2017.

Closing date for submissions: 19<sup>th</sup> Sept 2017. 4.30pm.

## **1/ SIZE OF CONSTRUCTION AND PURPOSE:**

5 Bay SHED including workshop to house vintage cars X 5 and machinery workshop.

The very large construction will be:

**16m long (parallel and adjacent to 24 Mcdonalds front fence line).**

**5.11m high**

**7m wide**

This is a very large SHED and I have been informed that it will have a mezzanine second floor to aid in hauling vehicle engines etc out of vehicles and for general storage.

The proposed SHED I believe will be larger than 24 Mcdonalds house and will be almost directly in front of it and on the front fence line and adjacent to the entry gate from the primary road. (The SHED will be about 2.5 times the size of my house at 7 Mcdonalds Lane.

## 2/ INAPPROPRIATE LOCATION OF PROPOSED SHED:

The proposed SHED is to be located at the very front of the 24 McDonalds Lane 8000 square metre block running parallel to the front fence line and adjacent to the primary road entrance. The proposed setback is only 1.5m from the fence line. The SHED will be on the highest ground of 24 Mcd and will dominate the surrounding area by its sheer size and profile.

My house and property main outlook and northerly view of Chinamans Gully and Valley will be affected by the SHED'S inappropriate siting. (My dwelling is sited at the rear of my 8,000m square block and is about 45m from 24 Mcd's front fence line). Currently I can barely see 24Mcd's existing house and shed from my house.

Between my rear fence line and 24Mcd's front fence line there is an approximate distance of about 35m in which lies a corridor of the Rocky River Goldmining Precinct, incorporating a Chinese Water Race. ( Detail covered in point 6). This 35m wide corridor extends parallel between 24 Mcd and 7 Mcd and is about 250m long running east to west. It is also a wildlife corridor and Heritage Conservation Area. (Detail in point 6).

24 Mcds existing dwelling and shed are well sited and I estimate have a front setback of about 50m. This gives 24Mcd a sense of seclusion and blends in with the environment and does not impact on neighbours and thereby conforming with the RU2 (Rural Landscape) zoning requirements as per USC LEP, 2012, p.12 which states the objectives of the zone include "To maintain the rural landscape character of the land."

However, I believe the proposed SHED will be a significant and ultimately adverse departure from the RU2 objective and the rural landscape character of the area will be negatively and unnecessarily impacted upon by the incorrect siting of this very large SHED. (Unnecessary because the SHED can be located elsewhere on 24Mcd. Point 3 and Comment).

Another consideration of the proposed location of the SHED is that several large trees are to be removed to make way for the SHED. Currently these trees perform the function of a screen to the existing house and shed on 24 Mcd. Once these trees are removed, the natural vegetative balance will be interrupted and replaced by the unnatural and very large rectangular shape of the SHED and roof which will be in stark contrast to the backdrop of the native tree scape of the valley and visible from a very long distance.

At present the impact of the SHED on the immediate and distant environment is a little difficult to imagine because of the current aesthetic balance of well sited vegetation/trees. However, once these trees are removed and replaced by the SHED, the areas balance will, I believe be negatively impacted to the detriment of the area in more ways than just visually (detail in points 3 and 6).



Also, all other council approved structures in the immediate area are well over 100m from my house which gives neighbours privacy thereby conforming with the objective of a Rural Landscape. Furthermore, neighbours structures are well set back from their boundary lines regardless of whether or not there is an additional buffer zone of Heritage and Conservation corridors. The proposed SHED's location will be a major departure from the areas setback pattern.

**3/ ADVERSE IMPACTS – VISUAL/AUDITORY/AESTHETIC:**

VISUAL IMPACT – At present I can clearly see the existing shed parallel to 24 Mcd house from most of my property even though it is setback by about 50m from 24 Mcd front fence line. The existing shed is a bit of an eyesore but the proposed new SHED development will be far worse, because it will be about 50m closer to my property, far larger and on higher ground. It will be so large and high that from my porch and main outlook across the valley the SHED's apex will be above the valley's background hill's skyline.

As previously stated the proposed SHED will be considerably larger than any other structure in the area and being on the highest ground of 24Mcd and on ground slightly elevated in relation to my property it will dominate the immediate and distant area.

I acknowledge that the proposed SHED will not be exactly directly in front of my dwelling's main aspect, but will be very close to it and clearly visible from my porch as well as from the rest of my property. My main outlook across the valley from my house and property will be negatively impacted.

Any night time external lighting/sensors on or near proposed SHED will be starkly visible from my property. At present no artificial lighting is visible from Chinamans Valley and as a consequence the valley is serenely shrouded in darkness and should be kept that way for the benefit of the environment and occupants.

AUDITORY – The new owner of 24 Mcd has informed me that he intends to use the proposed SHED to house 5 X vintage cars and have a machinery workshop.

At present on a regular basis I can hear the engines of his vintage vehicles whist he is running and working on them, even though they are currently about 90m from my rear fence line. If they are only 40m from my rear fence line in proposed SHED, the auditory impact will be more direct and louder. These antique vehicles have noisy engines which need to be run and maintained on a regular basis. They emit a low base like throb which carries a considerable distance.

NB: if SHED were to be located at the rear of 24Mcd, visual and auditory negative impact on my property and the local area would be much reduced and preferable because of the natural slope extending down to the rear of 24 Mcd's long and narrow block.

**4/ DA FOR SHED INCOMPATIBILITY WITH USC DCP AND OTHER NSW LGA's DCP's AND PLANNING INSTRUMENTS FOR RU2 FRONT SETBACK GUIDELINES.**

The proposed SHED is located in the Front Setback area alongside the front fence line adjacent to the entry gate from a Primary road (Mcdonalds Lane).

USC DCP 2011 p.50 RU2 states that "the dwelling is not within 50m of any boundary of the holding. Visual and other impacts on neighbours are minimised."

USC DCP 2011 makes no mention of RU2 ancillary development setback guidelines. However, other NSW LGA's that have RU2 zoning do give setback distance requirements for ancillary structures including sheds.

For example:

**DUNGOG DCP 2015 RU2**

4.2 (a) Sheds shall be no closer to the road than the existing dwelling house.

4.3 (Size of shed – land under 1.5ha shall not exceed 150m squared (this also includes mezzanine area).

3.1 (a) Front setback (Building ) 50m from any other public road.

**MUSWELLBROOK DCP 2009**

**Sect 8.2.2 Setbacks RU2**

1/ Buildings are setback a minimum of 50m from any public road and not within 10m of any property boundary.

**BOWRAL DCP 2015 *RU2***

PART A stresses that any structure should not be located on any land high points nor impact adversely on any neighbours outlook and should blend in with the rural landscape.

SHOALHAVEN DCP 2014 RU2

Chpt G12 5.2.4 p11 Garages and Parking Structures do not dominate the street frontage.  
P16 Views of residents of existing and future dwellings in proximity of the site are not unreasonably affected.

KYOGLE DCP 2014 RU2

A 4.1 p.9 Setback of buildings, structures and operational areas from the primary frontage is consistent with the surrounding area.

Table C1.1 p.9 Setback of 40m from primary road frontage and 20m from side boundary.

A6.1 p.9 Buildings and Structures not located in visually prominent locations such as ridgelines, hill tops or in prominent locations.....

A11.4 Parking, loading and manoeuvring areas are not within 100m of a dwelling on another property.

A11.2 Control of noise. All stationary noise generating machinery is located within insulated and enclosed buildings.

A14.2 External lighting is shielded to prevent spillage.

LAKE MACQUARIE DCP 2017 RU2

Part 9, 5.7 Garages and Carports must not be located in Front Setback area.

NSW RURAL HOUSING CODE for RU2  
Including ancillary structures ie sheds etc.

Table 1 p.12  
Front Setback: 50m minimum

Side Setback: 10m minimum

Rear Setback: 15m minimum

Maximum height for outbuilding: 4.8m (p.13)

p.14 FRONT SETBACK is the distance between your house/buildings and the boundary of your lot (in relation to the primary road frontage).

Front Setbacks are generous.

PRIMARY ROAD is the road that the entrance of the dwelling faces (ie 24 Mcd front fence line).

BUILDING LINE: can adapt the average Frontal Setback of the nearest two dwellings to the same Primary Road.

NSW GOV PLANNING and ENVIRONMENT Information Sheet. 2.3 CARPORTS and GARAGES.

“In Heritage Conservation Areas, Carports/Garages must be located in the rear yard. (P.2).”

Minimum Front Setback from boundary of Primary road 50m. (p4).

It can be concluded from USC DCP's lack of Setback guidelines for RU2 zoning that other LGA's DCP's and planning instruments guidelines can give an indication of best practice in this matter. To this end minimum Front Setback for ancillary development is a standard 50m. Lake Macquarie does not even allow any shed type Garage/Carports in the Front Setback area!

Therefore the proposed SHED at 24 Mcd is incompatible with other NSW LGA DCP's and other planning instruments minimum Front Setback guidelines and should not be given approval.

Furthermore, 24 Mcd proposed location of the SHED is not in keeping with the areas other structures which are invariably (where possible) considerably well set back from Primary Roads with sheds typically behind the dwelling and not the first structure visible from the Primary Road entrance.

**5/ INNACCURATE AND MISLEADIING SITE DIAGRAM PROVIDED WITH DA NOTICE LETTER RECEIVED 6/Sept/2017.**

The 24 Mcd existing dwelling dimensions are exaggerated which makes the proposed SHED look relatively smaller. In reality the proposed SHED is significantly bigger than the dwelling. (And about 2 and half times the size of my dwelling!).

The shape of 24 Mcd block is not a square but an oblong – it is longer than it is broad.

Front boundary line: 89m.

Side boundary line: 100m.

Rear boundary line: 79m.

There is a considerably greater distance from 24 Mcd dwelling to rear boundary (about 55m) than from dwelling to front boundary (about 35m). The provided site diagram does not show this. Therefore it would be a better option to build SHED down near the rear fence line, which would not impact on neighbours due to being surrounded by crown land and out of sight. The proposed SHED would then not be as prominent and better blend with the environment.

## 6/ NEGATIVE IMPACT ON CONSERVATION AND HERITAGE AND WILDLIFE CORRIDOR BETWEEN 24 Mcd and 7 Mcd.

In USC DCP 2011 Chpt 9, p.81

In Rocky River Gold Mining Precinct "all development should avoid damaging or impacting upon artefacts such as water races and remains of diggings and structures relating to the historic mining activities (p. 81).

The proposed SHED is on the border of this Heritage Conservation corridor and its sheer size and proximity will visually impact on the Chinese Water Race and be an unnatural and incompatible feature with the corridors heritage value.

The heritage conservation corridor is also a wildlife area. Kangaroos and wallabies regularly traverse the corridor en route to feeding and resting areas. The presence of the proposed SHED is likely to negatively impact on the macropods pattern and range of movement, thereby potentially impacting on the areas biodiversity viability.

Another environmental consideration is that the location of the proposed SHED is approximately above a natural spring aquifer running between 24 Mcd dam and the dam on 7 Mcd. There is a potential for the aquifer to be contaminated by leaching of contaminants from the proposed SHED's machinery workshop and vintage vehicles.

I rely upon the dam at 7 Mcd for clean water to irrigate my vegetable and fruit tree garden. I believe the precautionary principle should apply to minimise the risk to the aquifer and is another reason to relocate the SHED to the rear of 24 Mcd.

## COMMENT

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I have decided not to provide photos, because the scale of the area, topography and flora make it quite difficult to establish a frame of reference and appreciation of the potential negative impact of the proposed SHED. (The photos that I took on my tablet were unsatisfactory and not helpful).

The rear slope of 24 Mcd is a gentle slope and would require some excavation in order to indent and accommodate the SHED. Also a basic access road through 24Mcd block would be needed. Nearly

everyone who is in RU2 zone at Rocky River has had to do this on their blocks, therefore 24 Mcd could as well.

## RECOMMENDATION

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That after taking into account all the reasons why this DA for the location of the proposed SHED at 24 Mcdonalds Lane should not be approved, consideration be given to recommending that the SHED be located near the rear fence line of 24 Mcd which would blend with the environment, conform with best practice NSW RU2 Front Setback guidelines, not impact on environmental and heritage considerations and minimise impact on neighbours.

If the DA is approved, the poorly sited and very large SHED will not blend with the local area and mar the RU2 Rural Landscape of the Rocky River Gold Mining Precinct / Heritage Area.

## Grant Clark

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**From:** Bruce McMullen <mcmull@bigpond.net.au>  
**Sent:** Tuesday, 19 September 2017 4:39 PM  
**To:** Grant Clark  
**Subject:** TRIM: Objection

**HP TRIM Record Number:** UI/17/3091

Hi Grant. Please forward the letter below to the appropriate person.

Cheers

Bruce

"Uralla Shire Council  
Environment, Development and Infrastructure Committee  
Re: Development Application DA-47-2017  
[24 McDonalds Lane, Rocky River](#)

18<sup>th</sup> September 2017

Thank you for the opportunity to make an objection to the aforementioned development. On behalf of the Uralla Goldfields Historical Reserve Trust, may I bring to your attention the proposed distance between the shed and the boundary fence shared between the proposer and the land under the care of the Trust is 1.5m. An inspection of the site has revealed that this minimal distance will not provide an adequate clearance and fire break between a building and the fence to provide access to fire-fighting equipment should it be required. It must be noted that access to the rear of the property through the Goldfields Trust land is limited due to the gully close to the proposer's fence.

We have also been advised by one of your representatives that should the building be built so close to the fence, we would become responsible for keeping the fence-line clear as a fire-break. Being a Trust, we would need to seek funds or an agreement with Council to maintain the appropriate fire-break.

I would also point out that the gully adjacent to the proposed development is a popular starting place for bushwalkers and prospectors to begin their exploration of Chinaman's Gully. The erection of a stark and rather large shed on the proposed site would provide significant visual pollution contra to the rural and relaxed nature of the area.

On these grounds, we would ask the Committee to reject the application in its current position. We would have no objection if the proposed development was relocated to the northern boundary of the property and an appropriate fire-break be maintained between the building and the fence-line.

Should you require additional detail underpinning this objection, please contact Mr Goode or myself at your convenience.

Yours sincerely

Dr Bruce McMullen

[24 Lookout Road, Uralla 2358](#)

For and on behalf of the Uralla Goldfields Historical Reserve Trust

c/- Mr Arnold Goode

"Spring Creek"

[431 Goodes Road, Uralla 2358](#)"

Sent from my iPhone





## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	<i>Director Infrastructure &amp; Regulation</i>
<b>Reference/Subject:</b>	Report 10 - Works Progress Report as at 31 September 2017

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.3	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained
<b>Strategy:</b>	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation
<b>Activity:</b>	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 September 2017, and works programmed for October 2017.**

### BACKGROUND:

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

### REPORT:

#### A. Works Undertaken in September 2017

1. Main Road Maintenance
  - MR73 Thunderbolts Way, North of Bundarra Graded shoulders north of Bundarra, slashing
  - MR124 Bundarra Road Slashing
  - MR132 Barraba Road Slashing
2. Sealed Roads Maintenance
  - Uralla Streets Nil
  - Bundarra Town Area Patching
  - Kentucky/Wollun Area Patching
  - Sealed Rural Roads Patching, Gwydir River Road and Torryburn Road shoulder grading, drainage for Hawthorn Drive and Northeys Road

3. **Unsealed Roads Maintenance Grading**

Carlowrie Road	Graded
Woodlands Road	Graded
Yarrowyck Crossing	Graded
Reids Road	Graded
Johnsons road	Graded
Trida Road	Graded
Barraba Road	Grading commenced
Dog Trap Road	Graded
Gills Road	Graded
Blue Mountain Road	Graded
Hillview	Grading commenced

4. **Construction Crew**

Jacksons Road	Completed upgrade to primer seal status
Saumerez War Services Road	Commenced construction

5. **Bridge / Sign Crew**

Uralla	Maintenance
Main and Rural Roads	Sign maintenance, heavy patching, bridge maintenance
Bundarra	Footpath in Court Street construction

6. **Town Area**

Uralla	Park maintenance, Recreational area maintenance, Tree pruning, cemetery Maintenance. Gutter Maintenance / Table and Seat Maintenance, Sporting Field Maintenance
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**B. Works to be continued/undertaken in October 2017**

1. **Main Road Maintenance**

Bitumen patching  
Guide posting  
Sign maintenance

2. **Sealed Roads Maintenance**

Bitumen patching  
Guide posting  
Terrible Vale Road shoulders

3. **Unsealed Roads Maintenance**

Hillview Road, Carlon Menzies Road, Barraba Road, Bingara Road, Kentucky area.

4. **Bridge/Sign Crew**

Bundarra Footpath construction	Complete Court Street footpath
Uralla	Footpath in Alma Park to Liberty Swing. Maitland Street shared footpath bikepath Munsie Bridge bypass Bridge maintenance works

5. **Construction**
- |                            |  |
|----------------------------|--|
| Saumarez War Services Road | Continue reconstruction  |
| Mihi Bridge                | Deck Panels cast   |
| Munsie Bridge              | Deck Panels cast   |
| Tulong Road                | Commence construction  |
| Gravel Roads               | Resheeting clay patches on gravel roads including;<br>Saumarez War Service Road<br>Carlton Menzies Road<br>Glenburnie Road<br>Borges Road<br>Karingal Road<br>Old Kingstown Road<br>Stoney Batter Road<br>Woodlands Road |
6. **Town Area**
- Routine maintenance

**KEY ISSUES:**

Nil

**COUNCIL IMPLICATIONS:**

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

Nil

**18. Policy and Regulation**

Nil

**19. Financial (LTFP)**

In accordance with budget

**20. Asset Management (AMS)**

In accordance with Asset Management Plan

**21. Workforce (WMS)**

Council staff and contractors

**22. Legal and Risk Management**

Maintaining Council assets to minimise legal and risk exposure.

**23. Performance Measures**

Works completed to appropriate standards

**24. Project Management**

Works Manager and Overseer

Prepared by staff member: Director Infrastructure & Regulation

Approved/Reviewed by Manager: Director Infrastructure & Regulation

Department: Infrastructure & Regulation

Attachments: Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	<i>Director Infrastructure &amp; Regulation</i>
<b>Reference/Subject:</b>	Report 11 - Heritage Advisory Services Summary for October 2017

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	3.1	To preserve, protect and renew our beautiful natural environment
<b>Strategy:</b>	3.1.2	Protect the shires historic buildings and sites, recognising their value to the community
<b>Activity:</b>	3.1.2.1	Provide heritage services and support
<b>Action:</b>	3.1.2.1.1	Facilitate a Heritage Advisory Service and Local heritage Assistance Fund

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### SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for October 2017. His next visit will be Tuesday, 7 November 2017.

### OFFICER'S RECOMMENDATION:

**That the Heritage Advisory Services Summary for October 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:

During the Heritage Advisor's visit in September 2017, two heritage identified properties were visited at the request of owners and advice provided. A discussion was also held with staff to provide ideas on undertaking a goldfield study. The heritage summary report is attached as a **Confidential** attachment, as it contains personal and private information that should not be disclosed.

### 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:**  
Privacy and Personal Information Protection Act 1998  
OLG Model Policy – Private and Confidential Information
  
3. **Financial (LTFFP):**  
Nil
  
4. **Asset Management (AMS):**  
Nil
  
5. **Workforce (WMS):**  
Nil
  
6. **Legal and Risk Management:**  
Nil
  
7. **Performance Measures:**  
Nil
  
8. **Project Management:**  
Nil

Prepared by staff member:	Matt Clarkson, Manager Planning & Regulation
TRIM Reference Number:	U12/6279
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Heritage Advisor Summary



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	<i>Manager Waste, Water and Sewer Services</i>
<b>Reference/Subject:</b>	Report 12 - Bundarra Sewer Scheme First Quarterly Report July - September 2017

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	3.4	Secure, sustainable and environmentally sound water-cycle infrastructure and services
<b>Strategy:</b>	3.4.2	Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services
<b>Activity:</b>	3.4.2.1	Provide sewerage services
<b>Action:</b>	3.4.2.1.2	Maintain and renew the sewer infrastructure network in-line with established programs

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### SUMMARY:

The purpose of this report is to update Council on progress with the Bundarra Sewer Scheme during July – September 2017, and outline activities underway for the next quarter. The report notes total progress with the scheme to date, any milestone achievements, issues and media coverage.

### OFFICER'S RECOMMENDATION:

**That the July –September 2017 Bundarra Sewer Scheme progress report be received and noted by Council.**

### BACKGROUND:

The Bundarra Sewer Scheme will provide reticulated sewerage to 165 – 171 properties within the Bundarra urban area. This will be a change from on-site treatment and disposal of wastewater within the property to a reticulated system with a single remote treatment plant outside the urban area. The new system is proposed to be a low pressure sewage system discharging to a pump well with rising main to an oxidation lagoon treatment system. Disposal, when needed, will be via irrigation at the treatment plant site. Each developed property will have its own pump and tank, and will be connected to a mains line outside the dwelling.

Approximately 70% of the capital expenditure of the scheme is funded via a grant with Restart NSW, Water Security for Regions. Council is funding approximately 30% of the scheme.

**REPORT:**

1. Key activities undertaken July- September 2017:
  - a. Tender for design consultancy advertised, evaluated and awarded to GHD.
  - b. Market engagement and design concept discussion held with potential pump supply company.
  - c. A petition objecting to elements of the scheme was presented to Council by residents of Bundarra. The items raised in the petition were considered at a Councillor workshop. A second community information sheet was developed and has been circulated in the community and uploaded to Council's website in response to the concerns detailed in the petition.
  - d. The Bundarra Sewer Scheme webpage was launched. Council staff are finalising a Communications Plan.
  
2. Key activities underway October – December 2017:
  - a. Commencement of Options Study beginning with an initiation meeting with GHD on 20 October 2017.
  - b. Finalisation of the project Communications Plan.
  - c. Public Works Advisory will undertake a review of program timeline, cash flow, and risk management.

**KEY ISSUES:**

- Select design consultant.
- Continue to develop communications plan and messaging.
- Determine preferred option from Concept Development phase.
- Acquisition of the sewerage treatment plant site.

**COUNCIL IMPLICATIONS:**

1. **Community Engagement/ Communication (per engagement strategy)**  
As above
  
2. **Policy and Regulation**  
Nil
  
3. **Financial (LTFP)**  
Project remains within budget
  
4. **Asset Management (AMS)**  
Future Asset Management implications as the scheme will see the development of new reticulation network, pump station and sewerage treatment plant
  
5. **Workforce (WMS)**  
Involves Council staff and contractors
  
6. **Legal and Risk Management**  
Nil
  
7. **Performance Measures**  
Nil

**8. Project Management**

Director Infrastructure and Regulation, Manager Waste, Water and Sewer Services

Prepared by staff member:                   Manager Waste, Water and Sewer Services.  
Approved/Reviewed by Manager:        Director Infrastructure & Regulation  
Department:                                    Infrastructure & Regulation  
Attachments:                                  E. Bundarra Sewer Scheme First Quarter Progress Report  
  2017 monthly progress reports PWA





## REPORT TO COUNCIL

<b>Department:</b>	<b>Office of the General Manager</b>
<b>Submitted by:</b>	<i>General Manager</i>
<b>Reference/Subject:</b>	Report 13 – Minutes - NAMOI Board Meeting of 10 August 2017

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.1	A strong, accountable and representative Council.
<b>Strategy:</b>	4.1.4	Provide strong representation for the community at the regional, state and federal levels.
<b>Activity:</b>	4.1.4.1	Maintain effective partnerships and advocacy activities.
<b>Action:</b>	4.1.4.1	Advocate the needs of the shire to State and Federal Governments through regional joint organisations of council.

### SUMMARY:

Minutes of NAMOI Board meeting held on 10 August 2017.

### OFFICER'S RECOMMENDATION:

**That the minutes of the meeting on 10 August 2017 for the NAMOI Board be received and noted.**

### REPORT:

Minutes of the NAMOI Board held on 10 August 2017 in Sydney - as attached.

Prepared by staff member:	Christine Gerard
TRIM Reference Number:	
Approved/Reviewed by Manager:	
Department:	Office of the General Manager
Attachments:	F. Minutes of NAMOI Board Meeting of 10 August 2017



## NAMOI COUNCILS JOINT ORGANISATION

Members of the Namoi Joint Organisation of Councils are the Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Uralla Shire Council and Walcha Council

### BOARD MEETING MINUTES

**DATE:** 10 August 2017, 8am to 9.30am

**VENUE:** McKell Room, NSW Parliament Macquarie Street Sydney

#### ATTENDANCE

Members	Council	Email
Cr Andrew Hope (Chair) Ron Van Katwyk	Liverpool Plains Shire Council	<a href="mailto:andrew.hope@lpsc.nsw.gov.au">andrew.hope@lpsc.nsw.gov.au</a> <a href="mailto:ron.vankatwyk@lpsc.nsw.gov.au">ron.vankatwyk@lpsc.nsw.gov.au</a>
Cr Helen Tickle Paul Bennett	Tamworth Regional Council	<a href="mailto:c.murray@tamworth.nsw.gov.au">c.murray@tamworth.nsw.gov.au</a> <a href="mailto:p.bennett@tamworth.nsw.gov.au">p.bennett@tamworth.nsw.gov.au</a>
Cr Jamie Chaffey	Gunnedah Shire Council	<a href="mailto:jamiechaffey@infogunnedah.com.au">jamiechaffey@infogunnedah.com.au</a>
Cr Cathy Redding Stewart Todd	Narrabri Shire Council	<a href="mailto:cr.redding@narrabri.nsw.gov.au">cr.redding@narrabri.nsw.gov.au</a> <a href="mailto:gm@narrabri.nsw.gov.au">gm@narrabri.nsw.gov.au</a>
Cr Mick Pearce Andrew Hopkins	Uralla Shire Council	<a href="mailto:mayor@uralla.nsw.gov.au">mayor@uralla.nsw.gov.au</a> <a href="mailto:ahopkins@uralla.nsw.gov.au">ahopkins@uralla.nsw.gov.au</a>
Cr Eric Noakes Jack O'Hara	Walcha Council	<a href="mailto:enoakes@walcha.nsw.gov.au">enoakes@walcha.nsw.gov.au</a> <a href="mailto:johara@walcha.nsw.gov.au">johara@walcha.nsw.gov.au</a>
Cr John Coulton Max Eastcott	Gwydir Shire Council	<a href="mailto:jcoulton@gwydir.nsw.gov.au">jcoulton@gwydir.nsw.gov.au</a> <a href="mailto:meastcott@gwydir.nsw.gov.au">meastcott@gwydir.nsw.gov.au</a>
Alison McGaffin Jan Willett	NSW DPC	<a href="mailto:alison.mcgaffin@dpc.nsw.gov.au">alison.mcgaffin@dpc.nsw.gov.au</a> <a href="mailto:jan.willett@dpc.nsw.gov.au">jan.willett@dpc.nsw.gov.au</a>
Rebel Thomson	Executive Officer	<a href="mailto:r.thomson@tamworth.nsw.gov.au">r.thomson@tamworth.nsw.gov.au</a>
Observers	Council	Email
The Hon. Kevin Humphries MP (part)	Member for Barwon	<a href="mailto:barwon@parliament.nsw.gov.au">barwon@parliament.nsw.gov.au</a>
Mr Kevin Anderson MP (part)	Member for Tamworth	<a href="mailto:tamworth@parliament.nsw.gov.au">tamworth@parliament.nsw.gov.au</a>
Mr Michael Johnson MP	Member for Upper Hunter	<a href="mailto:upperhunter@parliament.nsw.gov.au">upperhunter@parliament.nsw.gov.au</a>

#### 1. INTRODUCTIONS

##### 1.1 Welcome to Country and Welcome to Invited Guests

The Chair acknowledged the traditional owners of the land and paid respects to elders past, present and future.

The Chair welcomed local Members of Parliament for parts of the Board meeting and the sessions to be held, and thanked them and their staff for assisting the Namoi Councils Joint Organisation with the arrangements for its first Board meeting in Sydney.

The Chair also conveyed thanks on the Executive Officer for the coordination and activity planned for the visit to Sydney, noting that this was a great opportunity for members to push the opportunities for the region to collaborate and work together on initiatives.

##### 1.2 Apologies

THAT, apologies are accepted and noted.



## NAMOI COUNCILS JOINT ORGANISATION

Members of the Namoi Joint Organisation of Councils are the Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Uralla Shire Council and Walcha Council

Member/Observers	Council	Email
Cr Col Murray	Tamworth Regional Council	<a href="mailto:c.murray@tamworth.nsw.gov.au">c.murray@tamworth.nsw.gov.au</a>
Eric Groth	Gunnedah Shire Council	<a href="mailto:ericgroth@infogunnedah.com.au">ericgroth@infogunnedah.com.au</a>
Jack O'Hara	Walcha Council	<a href="mailto:johara@walcha.nsw.gov.au">johara@walcha.nsw.gov.au</a>

## 2. DECLARATION OF INTERESTS

The Chair asked members to declare any conflicts with the business of the Namoi Councils Joint Organisation to be transacted. No declarations of interest from members were received or noted.

## 3. MINUTES, BUSINESS ARISING AND ACTION LIST

### 3.1 Minutes – ATTACHMENT A

MOTION Moved Walcha Council Seconded Gwydir Shire Council

THAT, minutes of the meeting held 6 July 2017 held in Bingara were confirmed as an accurate record of the meeting.

### 3.2 Business Arising

#### 3.2.1 Response to the presentation from Hunter Gas Pipeline Pty Ltd

A written report from the Executive Officer was provided in the Business Paper for the meeting.

MOTION Moved Gwydir Shire Council seconded Gunnedah Shire Council

THAT, the Board advises Mr Simonian that endorsement of the Hunter Gas Pipeline project should be sought from member Councils individually.

### 3.3 Action List

#### 3.3.1 Project Activity for the Namoi Water Alliance 2017-2018

A written report of project activity was provided in Attachment C, projects will now be scoped and a budget allocated to each project.

Members congratulated their nominees of the Alliance for their proactive response to collective opportunities.

MOTION Moved Uralla Shire Council Seconded Gwydir Shire Council

THAT, the scope of project activity is noted and endorsed.

## 4. REGIONAL STRATEGIC PROJECTS UPDATE

### 4.1 Economic Development & Tourism (Cr Chaffey)

Cr Chaffey noted members of the Economic Development and Tourism Group are meeting weekly to discuss actions included in the China Engagement Project, the detail of which is outlined in ATTACHMENT C.

Cr Chaffey took the members through the objectives and activity to develop a relationship with Ningbo.

Cr Chaffey has made contact with the Department of Agriculture in the Government and discussions about developing an MOU have commenced.

Cr Chaffey encouraged members to start collating investment opportunities with a particular focus on value add opportunities for agriculture.



## NAMOI COUNCILS JOINT ORGANISATION

Members of the Namoi Joint Organisation of Councils are the Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Uralla Shire Council and Walcha Council

Cr Chaffey said the group are proposing to conduct a mission to China in March 2018.

Andrew Hopkins congratulated the group on their progress and asked how the information can be shared with possible participants. In his community there are a number of operators who would be interested in the development of the initiative and hop on board the momentum. A roadshow of the working group to member Councils was discussed.

### ACTION 2018/08-001

The EO is to refer this to the Working Group and the TRC Marketing and Communications Manager who is completing the Marketing and Communications Plan on behalf of the JO to ensure there is the vehicle and messages to support the brand and how the group can commence discussions with constituents of member Councils.

The EO is to commence a database of regional producers and suppliers to communicate the project outcomes with.

#### 4.1.1 Namoi Unlimited Brand

Members were advised at the last Board meeting on progress to develop an international brand for this initiative. The brand concept and promise were discussed at a workshop conducted by Caroline Lumley, Manager Marketing and Communications Tamworth Regional Council.

Cr Chaffey reported that he had sought feedback from stakeholders in Ningbo and Shanghai and the feedback had been positive.

Cr Coulton asked if the colour red should be more prominent.

Andrew Hopkins suggested that the font on the bi-line needed to be revised as it was small and the 's' on Australia could be interpreted as a 'j'.

**MOTION** Moved Gunnedah Shire Council                      Seconded Gwydir Shire Council

**THAT**, members endorse the International Brand selected by the Working Group for our Economic Development and Tourism activity for the Namoi Councils Joint Organisation.

#### 4.2 Local Government Skills Strategy (Executive Officer)

A workshop of HR Managers was held on Monday 31 July 2017. The Office of Local Government, Pilot Project Officer Peter Evans will continue to work with us to deliver on these opportunities.

**MOTION** Moved Gunnedah Shire Council                      Seconded Uralla Shire Council

**THAT**, the Board endorses these directions of the Namoi JO Local Government Skills Strategy and encourage member Councils to take advantage of funding offered as part of this Pilot Program.

#### 4.3 Road Infrastructure Priorities

Noted was the report from the EO in consultation with the Roads and Transport working group a list of road priorities has been collated.

### 5. GENERAL BUSINESS

#### 5.1 Correspondences to attend Committees

Correspondence was tabled to endorse Namoi Councils Joint Organisation representation on the

- Delivery, Coordination and Monitoring Committee for the NENW Regional Plan (Minister for Planning, Minister for Housing, Special Minister of State)
- RLE sub-Committee for the Economic Development Committees



## NAMOI COUNCILS JOINT ORGANISATION

Members of the Namoi Joint Organisation of Councils are the Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Uralla Shire Council and Walcha Council

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MOTION      Moved Gunnedah Shire Council      Seconded Uralla Shire Council

THAT, the Board endorses the Executive Officer to be the representative for the Namoi Councils Joint Organisation on these two Committees.

### **6. DISCUSSION WITH LOCAL MEMBERS OF PARLIAMENT ABOUT MEETINGS AND BRIEFINGS TO MINISTERS AND DEPARTMENTAL REPRESENTATIVES**

Members noted the volume of information in briefing notes for meetings whilst in Sydney. Sponsors for each meeting have been allocated to lead discussions on behalf of members.

### **7. GENERAL BUSINESS**

#### **7.1 Planning Meeting**

The Chair reported that he had attended a high level planning meeting on behalf of the JO.

#### **7.2 Correspondence on 2016-2017 Activity and Summary of What Namoi Councils will do in 2017-2018?**

Documents were presented in the attachments to the Business Paper.

MOTION      Moved Gwydir Shire Council      Seconded Gunnedah Shire Council

THAT, members endorse the distribution of these documents to member Councils.

### **8. NEXT MEETING**

The next Board meeting is planned for the 5 October 2017 at The Living Classroom Bingara

**MEETING CLOSED 9.30AM**

**17. MOTIONS ON NOTICE**

There is no Mayoral Minute to the 24 October 2017 Meeting

**18. SCHEDULE OF COUNCIL RESOLUTIONS**

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER as @ 17 October 2017**  
**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	<b>Uralla Local Traffic Committee</b> That: (i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee	DIR	March 2017	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. Consultant engaged and study commenced.	B
24 AUGUST 2015	6.08/15	<b>Bridge Naming: New Bridges Over The Gwydir River and Abington Creek</b> That Council 3. Places a plaque/s to honour the work of Nurse May Yarrowyck at a location to be determined.	DIR  CD&T Coordinator	Feb 2017	Proposed location for installation in the grounds of Grace Munro Aged Care Centre in Bundarra. Plaque finalised and received.  Installation and ceremony scheduled for October 30.	B  B
	37.02/16	<b>Uralla Sporting Complex</b> That the report be received and noted, and further that: The capital budget be reviewed to include all projected costs and that additional grant funding be sought to complete the construction of the Uralla Sporting Complex and that the building be delayed until adequate funding is sourced; and further that Consultation be undertaken with the Open Space and Recreation Panel on other suitable options if additional grant funding is unable to be sourced.	DIR	Sept 2016  Feb 2017	Build delayed pending available grants. Grant EOI application for \$500k grant unsuccessful.  Consultation concluded. Construction underway with internal project management utilizing contractors..	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><b>Land Disposal - Karava Place, Uralla</b></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.</p> <p>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><b>Bergen Road Land Acquisition and Exchange For Road Works</b></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	17.07/16	2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way Realignment COUNCIL RESOLUTION: That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the Roads Act 1993.	DIR	Feb 2017	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.  OLG is experiencing delays August 2017 – still with OLG	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 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge</p> <p>COUNCIL RESOLUTION: That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	DIR	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



25 October 2016	21.10/16	<p>2.25.10.07 Industrial Land Purchase</p> <p><b>COUNCILS RESOLUTION:</b> That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Receive a further report setting out a strategy and detailed costing for the future development and sales of the land.</li> </ol>	DIR		<ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Alternatives layouts and costs and associated risks presented to Council at a workshop in March 2017. Preferred consultant engaged to provide services to determine the demand, optimum subdivision design, marketing strategy and cost/benefit projection for light industrial land site.</li> </ol>	C B
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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
28 Feb 2017	15.02/17	<p>Department: General Manager                      Submitted by: Andrew Hopkins                      Reference/Subject: Report 7 - Community Engagement                      COUNCIL RESOLUTION:                      That Council:</p> <p>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.</p>	GM  GM		2 engagement functions completed, 1 remaining	C  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
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"> <li>1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council.</li> <li>2. 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.</li> <li>3. Council drafts a Road Closure policy for review by the LTC.</li> <li>4. 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.</li> </ol>	DIR		<ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Pending next LTC meeting – scheduled for October 2017.</li> <li>3. Under preparation</li> <li>4. Investigated by RMS and Council staff. Recommendation to be provided to the next LTC meeting.</li> </ol>	B

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Key A: Action B: Being processed C: Completed

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> <ol style="list-style-type: none"> <li>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.</li> <li>A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue.</li> <li>The residents of 21 and 23 Rowan Avenue be advised of Councils resolution.</li> </ol>	DIR	April 18	<ol style="list-style-type: none"> <li>Budgeted for construction in 17/18.</li> <li>Scheduled to be completed by December 2017</li> <li>Completed</li> </ol>	A A C

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Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 MARCH 2017	20.03/17	<p>Report 12 - Uralla Shire Council Caravan Park – Land Acquisition</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>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,</li> <li>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,</li> <li>3. Delegate to the General Manager the authority to negotiate the purchase of the lands up to an amount of \$25,000, and</li> <li>4. Offer a 12 month lease over Lot 30 on DP 793510 as per the previous lease arrangements appropriately indexed.</li> </ol>	<p>DIR</p> <p>DIR/GM</p> <p>Coordinator G&amp;R</p>		<ol style="list-style-type: none"> <li>1. Advice received and reviewed.</li> <li>2. Just terms valuation received. Value considered too high for acquisition. Crown Lands advice was that this value would be the sale price should Council wish to acquire the land.</li> <li>3. Noted</li> <li>4. Lease documentation drafted and under review</li> </ol>	<p>C</p> <p>C</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
25 July 2017	22:07/17	<p>Department: Infrastructure &amp; Regulation</p> <p>Submitted by: Director Infrastructure &amp; 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) Progressing utilizing internal project management and local contractors. B</p> <p>b) Noted A</p> <p>c) Pending finalisation of construction A</p> <p>d) Location identified and funding requested under Stronger Country Communities Grants Program. A</p>	

**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
22 August 2017	14.08/17	Department: General Manager Submitted by: General Manager  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.	General Manager		Noted	B
22 August 2017	15.08/17	Department: General Manager Submitted by: General Manager Reference / Subject: Report 7 – National Roads and Transport Congress That; Council be represented at the 2017 National Local Roads and Transport Congress by the Mayor, or his alternate delegate.	General Manager		Noted	B

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Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017	20.08/17	<p>Department: Infrastructure &amp; Regulation                      Submitted by: Director of Infrastructure &amp; Regulation                      Reference: Report 13 – Development Application                      25/2017 M Smith &amp; L Ducat                      That Council;</p> <p>a) Support the Clause 4.6 Development Application 25/2017 being for a variation of minimum lot size on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 under the ownership of PJ &amp; CM Ducat subject to conditions.</p> <p>b) Request concurrence from the Director General of the NSW Office of Planning &amp; Environment.</p> <p>c) Upon receipt of concurrence from the Director General of the NSW Office of Planning &amp; Environment, delegate the General Manager to approve Development Application 25/2017 submitted by M Smith and L Ducat for a staged development being:</p> <ul style="list-style-type: none"> <li>• Stage 1 - Subdivision of two lots being Lots 3 and 4 with building envelopes, and the construction of a dwelling in the E4 zoned land</li> <li>• Stage 2 - Subdivision of two lots being Lot 1 and 2 along the zone boundary with a building envelope on Lot 2</li> </ul> <p>on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 subject to the following conditions</p>	<p>Manager TP&amp;R</p> <p>Manager TP&amp;R</p>	<p>Sept 2017</p> <p>?</p>	<p>Noted</p> <p>Requested from DG</p> <p>Pending advice of concurrence with 4.6</p>	<p>C</p> <p>C</p>

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Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
		d) Amend Uralla Local Environmental Plan 2012 to: <ul style="list-style-type: none"> <li>Alter the zone boundary on Lot 13 DP 875212 between the E4 and R5 zone to be 50 metres from the edge of the working face of the quarry, and</li> <li>Amend Clause 4.1A by modifying the wording to reflect the current model clause and one that would better suit the subdivision of split zoned land circumstance and be clearer in its intent.</li> </ul>	Manager TP &R	?	Pending concurrence of 4.6	

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017	18.08/17	<p>Department: General Manager Submitted by: Andrew Hopkins Reference/Subject: Report 8 - Stronger Country Communities Fund</p> <p>That Council;</p> <p>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).</p> <p>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):</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. WALKING &amp; CYCLING – building new walking paths/shared cycle paths in Bundarra and Invergowrie.</li> <li>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).</li> </ol>	General Manager		Noted	C
			General Manager		Application submitted for 2 parks projects.	C



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Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017	27.08/17	<p>Department: Community &amp; Governance Submitted by: Trish Kirkland</p> <p>Reference/Subject: Report 12 – Improving the Visitor Information Centre</p> <p>That;</p> <ol style="list-style-type: none"> <li>1. Council focus Visitor Information Centre (VIC) resources toward:                             <ol style="list-style-type: none"> <li>a. volunteer development,</li> <li>b. promotion of local artisans and producers, and</li> <li>c. promotion of the Shire and Region’s tourism assets.</li> </ol> </li> <li>2. Council 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 Shire tourism assets.</li> <li>3. Nominations for the 5 non-Councillor members of the project reference group are to be put before Council in open session for Council to resolve membership of the group.</li> <li>4. Council appoint Crs T Toomey and L Sampson as delegates to the project reference group.</li> <li>5. The project reference group is to report back to Council with its recommendations by no later than the November 2017 Ordinary Meeting of Council.</li> </ol>	DC&G	22/8	Noted, and included in the PRG constitution as part of the PRG Objectives	C
			DC&G	26/9	PRG formed and constitution adopted at 26/9 Council Meeting. First meeting scheduled for 11/10.	C
			CD&T Coordinator	26/9	Nominees appointed at the 26/9 Council meeting.	C
			DC&G		Noted, and included in the Constitution.	C
			DC&G		First meeting held 11/10, next scheduled for 25/10	B

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017 – Closed session	30.08/17	<p>Department: General Manager Submitted by: Andrew Hopkins Reference/Subject: Uralla Historical Society Inc. 'Raise the Roof' Project.</p> <ol style="list-style-type: none"> <li>1. Council rescind Part 2 of resolution 272/14.</li> <li>2. Council replace Part 2 of resolution 272/14 with "Provide \$25,000 to the Uralla Historical Society Inc. as a contribution towards the replacement of the roofs to the McCrossin's Mill and the adjoining Chaff Shed. In the event that the project to replace the roofs to the McCrossin's Mill or the Chaff Shed does not physically commence within the 2017/2018 financial year Council may require the full \$25,000 to be returned".</li> <li>3. The commercial in confidence content in the Report be redacted and the redacted version of the Report be included in the Minutes of the Meeting.</li> </ol>	GM GM		We will provide funds once work commences.	B



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26 September 2017	6.09/17	<p>Department: Infrastructure &amp; Regulation                      Submitted by: Manager Planning and Regulation                      Reference/Subject: Report 15 – DIVISION DECISION Development Application 29/2017 - Dwelling - 5A Bridge Street, Uralla.                      That;                      Council delete Condition 29 of DA-29-2017, as Lot 30 DP 1103635 was created in 2005 and the subdivision met all the conditions at this time.</p>	Manager TP & R	10/10		C
26 September 2017	8.09/17	<p>Department: Community and Governance                      Submitted by: Trish Kirkland                      Reference/Subject: Report 2 - Internal Reporting (Public Interest Disclosures) Policy                      That;                      1. The draft Internal Reporting Policy 2017, contained at Attachment A, be placed on public exhibition for a period of 28 days.                      2. Council, subject to no submissions being received, adopt the Draft Internal Reporting Policy 2017 contained at Attachment A for inclusion in Council's Policy Register.</p>	DC&G  DC&G	9/10  9/11	Submissions close 20/11/2017  Noted	B  B

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS	
26 September 2017	11.09/17	<p>Department: Community &amp; Governance Submitted by: Trish Kirkland Reference/Subject: Report 5 - Report of the Audit and Risk Committee Meeting held on 29 August 2017 That;</p> <ol style="list-style-type: none"> <li>1. Council note the minutes of the Audit and Risk Committee Meeting held on 29 August 2017</li> <li>2. Council adopt the following Committee Recommendation: Report No. 7.1 Report Draft Procurement Policy Committee Recommendation 7.1.1: The Committee note the draft Procurement Policy and receive a final draft to the next Committee Meeting scheduled for 21 November 2017.</li> <li>3. Council adopt the following Committee Recommendation: Report No. 7.2 Report Draft Fraud and Corruption Control Plan Committee Recommendation 7.2.1: The Committee note the draft Fraud and Corruption Policy and Control Plan and receive a final draft to the next Committee Meeting scheduled for 21 November 2017.</li> </ol>	CFO	9/11	<b>Final draft being prepared for November 2017 A&amp;R Committee meeting</b>	<b>B</b>	
26 September 2017	12.09/17	<p>Department: Community &amp; Governance Submitted by: Trish Kirkland Reference/Subject: Report 6 - Annual Code of Conduct Statistical Return 2017 That;</p> <p>The Code of Conduct Annual Statistical Report for the period 1 September 2016 to 31 August 2017 be:</p> <ol style="list-style-type: none"> <li>a) received and noted, and</li> <li>b) provided to the Office of Local Government by 31 December 2017.</li> </ol>	DC&G	9/11			
			DC&G	30/10			

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 September 2017	14.09/17	<p>Department: Infrastructure &amp; Regulation                      Submitted by: Director of Infrastructure &amp; Regulation                      Reference/Subject: Report 8 - Continuance of Alcohol Free Zones in Uralla That Council;</p> <ol style="list-style-type: none"> <li>Continue with the Alcohol Free Zone in Uralla for a further four (4) years and advise the Uralla Police and Uralla Licensed Premises of this decision, and</li> <li>Place a notice of the resolution to continue the Alcohol Free Zone in Uralla in the Uralla Council Newsletter.</li> </ol>	DIR DIR	30/10 30/10		
26 September 2017	18.09/17	<p>Department: Community &amp; Governance                      Submitted by: Kim-Trieste Hastings                      Reference/Subject: Report 10 - Project Reference Group - Improving the Visitor Information Centre</p> <p>That;</p> <ol style="list-style-type: none"> <li>Council adopt the Project Reference Group Constitution contained at Attachment 1.</li> <li>Council note the nominations received and appoint the four (4) tourism industry members, Corinne Annetts, Roberts Meyers, Sonia Ann Repin &amp; Shaun Cassidy to the Project Reference Group, and leave one (1) vacancy.</li> <li>Council delegate to Councillor Sampson and Councillor Toomey, the appointment to the PRG a nomination for the vacant position.</li> </ol>	CD&T Coordinator  CD&T Coordinator  DC&G	4/10 4/10	Noted  Noted, and nominees advised of membership  Noted	C  C  C

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 September 2017	19.09/17	<p>Department: Community and Governance Submitted by: Trish Kirkland Reference/Subject: Report 11 - Election of the Deputy Mayor 2017</p> <p>That;</p> <ol style="list-style-type: none"> <li>Council elect a Deputy Mayor for the period from 26 September 2017 until the first Ordinary Meeting of Council in September 2018.</li> <li>The method of election of the Deputy Mayor be by way of preferential ballot.</li> <li>The nominations and voting remain secret and that the nomination forms and voting ballot papers be destroyed at the conclusion of this Ordinary Council Meeting.</li> </ol>	DC&G  DC&G DC&G	4/10  4/10 4/10	Noted  Noted Noted	C  C C
26 September 2017	20.09/17	<p>Department: Infrastructure and Regulation Submitted by: Director Infrastructure and Regulation Reference/Subject: Report 12 - Mid North Weight of Loads Group Membership</p> <p>That;</p> <p>Council continue its membership of Mid North Weight of Loads Group on an ongoing basis and the General Manager be authorised to sign the appropriate documentation including authorisations and Memorandums of Agreement for the Inspectors.</p>	DIR	12/10		C
26 September 2017	24.09/17	<p>Department: Infrastructure &amp; Regulation Submitted by: Director of Infrastructure &amp; Regulation Reference/Subject: Report 14 – DIVISION DECISION Development Application 33/2017 – M Hillard &amp; J Van Der Lee – 2 Lot Residential Subdivision – 35 John Street, Uralla</p> <p>That;</p> <p>Council approve Development Application 33/2017 submitted by M Hillard &amp; J Van Der Lee for a 2 lot residential subdivision on land known as 35 John Street, Uralla, being Lot 7 Section 21A DP 113167 subject to the following conditions. (As contained in the minutes – Page No. 18.</p>	Manager TP&R	12/10		C

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 September 2017	25.09/17	<p>Department: Infrastructure &amp; Regulation Submitted by: Director Infrastructure &amp; Regulation Reference/Subject: Report 16 - Buildings Asset Management Plan That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse the draft Buildings Asset Management Plan - July 2017 (Revision 2);</li> <li>2. Publicly exhibit the draft Buildings Asset Management Plan for a period of 28 days in accordance with the provisions of the Local Government Act; and</li> <li>3. Give the General Manager delegated authority to adopt the Buildings Asset Management Plan if no submissions are received.</li> </ol>	Coordinator G&R	15/10	<ol style="list-style-type: none"> <li>1. noted</li> <li>2. Public Exhibition closes 20/11/2017</li> <li>3. Noted</li> </ol>	C B C
26 September 2017	26.09/17	<p>Department: Infrastructure and Regulation Submitted by: Manager Waste Water Sewer Services Reference/Subject: Report 17 - Tender Recommendation - Bundarra Sewerage Scheme Options Study, Concept Design and Detailed Design Consultancy Services That; Council award the Contract for the Bundarra Sewerage Options Study, Concept Design and Detailed Design Consultancy Services to GHD P/L for \$438,154.</p>	MWWS	4/10	Complete	C
26 September 2017	30.09/17	<p>Department: Office of the General Manager Submitted by: General Manager Reference/Subject: Report 19 - NAMOI JO – International Engagement Activity That Council;</p> <ol style="list-style-type: none"> <li>1) Endorse Uralla Shire Council participating in the NAMOI Joint Organisation (NAMOI JO) international trade mission to China in 2018.</li> <li>2) Endorse the Mayor participating in a NAMOI Joint Organisation (NAMOI JO) Mission to China in 2018.</li> <li>3) Acknowledge the travel and accommodation costs associated with the Mission will be met by the NAMOI JO.</li> <li>4) The Mayor to convene a group of potential business beneficiaries to advise council on perceived value adding opportunities related to commercial engagement with China.</li> </ol>	GM	1/11	<ol style="list-style-type: none"> <li>1. Complete</li> <li>2. Complete</li> <li>3. Complete</li> <li>4. Noted</li> </ol>	C C C A

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 September 2017	33.09/17	Department: Finance Submitted by: Chief Financial Officer Reference/Subject: Report 1 LATE REPORT Annual Financial Statements 2016/17 That Council; 1. Approves the financial reports for referral to the Audit Office and that the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer sign the Statement. 2. A full discussion of this matter be conducted in the next Strategic Planning Workshop.	CFO	10/10	Complete	C

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 September 2017	36.09/17	<p>Department: Office of the General Manager                      Submitted by: General Manager                      Reference/Subject: Report 2 LATE REPORT Committee and External Body Representation                      That Council;</p> <p>1) Determine to allocate committee and external body delegates, members and representatives annually.                      2) Determine the council delegates, members, and representatives of committees and external bodies as listed below.</p> <p>Audit &amp; Risk Committee (2 Crs) Crs Ward &amp; Crouch                      Community Grants Panel Crs Bell, Ward &amp; Toomey                      Australia Day Committee Crs Ledger &amp; Sampson                      Country Mayor's Association Mayor                      Central Northern Regional Library Cr Dusting                      NAMOI Councils Mayor / Deputy (Alt)                      New England Weeds Authority Cr Dusting                      Northern Inland Regional Waste Mayor                      Mid North Weight of Loads Cr Bell                      Local Traffic Committee Cr Bell &amp; Cr Ledger (alt)                      District Emergency Management Committee Mayor                      New England Bushfire Management Committee Mayor                      New England Group of Councils Mayor / Deputy (alt)                      Community Safety Precinct Committee Mayor/Deputy (alt)                      Jobs Australia Cr Ledger                      Arts North West Cr Toomey (board) Cr Ledger (delegate)                      Northern Joint Regional Planning Panel Cr Bell &amp; Andrew Hopkins / Cr Strutt (alt)                      Bundarra School of Arts Hall Committee Cr Crouch / Cr Ledger (alt)</p>			Complete  Complete	C  C
26 September 2017	37.09/17	<p>Submitted by: Cr. Crouch                      Reference/Subject: Notice of Motion #1 - Bundarra Tennis Courts                      That;                      Council investigate the purchase of the Bundarra Tennis Courts from the Anglican Diocese of Armidale at a minimal price plus costs.</p>	DIR		Correspondence issued	B

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 September 2017	39.09/17	<p>Department: Infrastructure and Regulation                      Submitted by: Terry Seymour – Director Infrastructure and Regulation                      Reference/Subject: Response to Questions # 1 -Response to Question from 22 August Ordinary Meeting – Cr R Bell                      That;</p> <p>Council note the response to Cr R Bell’s question from the 22 August 2017 Ordinary Meeting, and add this to Schedule of actions for regular follow-up.                      Please advise progress made in securing the \$800,000 announced by Hon. Barnaby Joyce in June 2016 for the upgrade of Munsie Bridge?  <i>Roads and Maritime Services (RMS) have requested a Benefit Cost Ratio Analysis (BCR) be provided to conclude the Project Proposal Report (PPR) assessment along with some other minor amendments to the PPR. The BCR and amended PPR has been prepared and submitted to RMS.</i>                      Please advise under which funding program Council was invited to apply?  <i>Funds have been allocated for this project through the 2016 Federal Election Commitments Special Grants.</i></p>	DIR		<p>4/10/17. RMS have advised that the Federal Government staff have confirmed that; “The PPR is currently under assessment. We will be in contact if any issues arise”. Unfortunately no time frame on the approval was provided!</p>	



**19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING**

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	<i>Terry Seymour –Director Infrastructure and Regulation</i>
<b>Reference/Subject:</b>	Response to Questions #1 – Response to Question from 26 September Ordinary Meeting – Cr M Dusting

**OFFICER’S RECOMMENDATION:**

That Council note the response to Cr M Dusting’s question from 26 September 2017 Ordinary Meeting regarding seating in McMillan park.

**QUESTION:**

What happened to the request for a table and chairs in the McMillan Park?

**RESPONSE:**

*The estimated cost to provide a picnic table with bench seats on a concrete slab in McMillan Park would be in the order of \$2,000 to \$2,200.*

Prepared by staff member: Terry Seymour  
TRIM Reference Number:  
Approved/Reviewed by Manager: Andrew Hopkins  
Department: General Manager’s Office  
Attachments: Nil

**20. QUESTIONS FOR NEXT MEETING**

Questions will be received at the Meeting.

**21. CONFIDENTIAL BUSINESS**

There are no Confidential Business Items.

**CONFIDENTIAL ATTACHMENT TO REPORT 11**

END OF BUSINESS PAPER