



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

26 April 2017

Terry Seymour
ACTING GENERAL MANAGER



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- BUSINESS AGENDA -
Ordinary Meeting of Council
26 APRIL 2017, 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**
Cr I Strutt – International Womens’ Day Luncheon
- 15. Mayoral Minute**
- 16. Reports to Council**
Report 1 –Cash at Bank and Investments
Report 2 – Works Progress Report as at 31 March 2017
Report 3 – Development Approvals and Refusals for March 2017
Report 4 – Heritage Advisory Services Summary – April 2017
Report 5 – Division Decision – DA-8-2017 – 26 John Street Uralla – Dual Occupancy, Two Sheds & Strata Title Development
Report 6 – Transport Asset Management Plan
Report 7 – Operational Plan – 3rd Quarter Progress Report, January – March 2017
- 17. Motions on Notice**
- 18. Schedule of Actions – As at 19/04/2017**
- 19. Responses to Questions from Previous Meeting**
- 20. Questions for Next Meeting**
- 21. Confidential Business**
- 22. Meeting Close**

- 1. OPENING & WELCOME**
- 2. PRAYER**
- 3. ACKNOWLEDGEMENT OF COUNTRY**
- 4. APOLOGIES**
- 5. REQUESTS FOR LEAVE OF ABSENCE**
- 6. DISCLOSURES & DECLARATIONS OF INTEREST**
- 7. CONFIRMATION OF MINUTES**

Minutes to be confirmed or received and noted at Council Meeting held on 28 March 2017

- Council Meeting held 28 March 2017 (to be confirmed)
- Closed Session Minutes of Council Meeting held 28 March 2017 (to be confirmed)
- Extraordinary Council Meeting – 11 April 2017 (to be confirmed)
- Audit & Risk Committee Meeting Minutes 4 April 2017 – Unconfirmed (to be noted)



ORDINARY MEETING OF COUNCIL

**Held at 1:00pm
On 28 March 2017**

ROLL CALL

Councillors:

Cr M Pearce (Mayor)
Cr R Bell (Deputy Mayor)
Cr B Crouch
Cr M Dusing
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
Mr S Paul, Chief Financial Officer
Mrs D Williams, Minute Clerk

MINUTES

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The Meeting Commenced at: 1:00pm

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), and Councillors, R Bell, B Crouch, M Dusting, N Ledger, L Sampson, I Strutt, T Toomey, K Ward, General Manager (Mr A Hopkins), Acting Director-Infrastructure & Regulation (Mr A Harvey), Minute Clerk (Mrs D Williams).

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT TO COUNTRY

4. APOLOGIES

Apologies

There were no apologies.

5. REQUESTS FOR LEAVE OF ABSENCE

There were no requests for leave of absence.

6. DISCLOSURES & DECLARATION OF INTERESTS

At request of the Chair, the Minute Clerk tabled details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 28 March 2017 meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr M Dusting	Report 6 DA-67-2016 DA-8-2017	Non-pecuniary	Resident of John St.
Cr T Toomey	Report 11 DA-55-2016	Non-pecuniary	Owner of self-contained accommodation

7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at Council Meeting held on 28 February 2017:

- Council Meeting held 28 February 2017

1.03/17 MOVED (Crs I Strutt/L Sampson) CARRIED

Minutes to be received and noted at Council Meeting held on 28 February 2017:

- Audit & Risk Meeting held 27 February 2016

2.03/17 MOVED (Crs I Strutt/T Toomey) CARRIED

8. ANNOUNCEMENTS

Nil

9. TABLING OF REPORTS & PETITIONS

- Bundarra S355 Minutes
- Letter from Cr M Dusting

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

8. Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 12 - Uralla Shire Council Caravan Park – Land Acquisition

This report is presented to the CLOSED section of the March 2017 meeting under section 10A (2) (c) of the Local Government Act (NSW) 1993.

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

(a) the discussion of any of the matters listed in subclause (2), or

(b) the receipt or discussion of any of the information so listed.

(2) The matters and information are the following: [delete non-relevant clauses]

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,

PROCEDURAL MOTION

Motion to hear Report 11 in Confidential Business at Item 21.

3.03/17 MOVED (Crs K Ward/B Crouch) CARRIED

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

Nil

12. PRESENTATIONS

Speaker 1:	Mr Richard Kaehler
Subject:	1. Rotary Art Show - Uralla 2. Saumarez War Service Road

13. DEPUTATIONS

There are no deputations registered for this meeting.

14. WRITTEN REPORTS FROM DELEGATES

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

COUNCILLOR NAME:	Michael Pearce	
COUNCIL MEETING DATE:	28 th March 2017	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1/3/17	2AD Interview. Community Safety Precinct Committee meeting	Armidale
2/3/17	NAMOI Council workshop	Bingara
4/3/17	NSW Fire Fighting Championships	Uralla
	Leave of absence – 5/3/17 – 18/3/17	
20/3/17	Mayors Office – Admin NAMOI Council Meeting	Uralla Gunnedah
21/3/17	Mayors Office – Admin. Regional Development Australia meeting.	Uralla
22/3/17	Mayors Office – Admin Site visit – Development Application.	Uralla
23/3/17	Mayors Office - Admin	Uralla
24/3/17	Country Mayors Meeting	Sydney

24/3/17	Rotary Arts Exhibition opening.	Uralla
25/3/17	Seasons of New England	Uralla
27/3/17	Mayors Office - Admin	Uralla
28/3/17	Mayors Office – Admin March Council Meeting.	Uralla

COUNICLLOR NAME:		Bob Crouch
COUNCIL MEETING DATE:		28/03/2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
6/03/17	Bundarra Hall Committee	Bundarra
14/03/17	Council workshop	Uralla
22/03/17	DA Inspection	Uralla
24/03/17	Rotary Art Show Opening	Uralla
28/03/17	Ordinary Council Meeting	Uralla

COUNICLLOR NAME:		Kevin Ward
COUNCIL MEETING DATE:		28th March 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
14 March 2017	Community Consultation Workshop	Council
17 March 2017	Community Grants Committee	Council
21 March 2017	Regional Development Australia Lunch	Bowling Club
22 March 2017	Development Application Meeting	Council

COUNICLLOR NAME:		Tara Toomey
COUNCIL MEETING DATE:		28th March 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28 February 2017	Council Business Engagement Breakfast	Uralla
28 February 2017	Council Meeting – February	USC
14 March 2017	Community Consultation Workshop	Council
17 March 2017	Community Grants Committee	Council

COUNICLLOR NAME:		Isabel Strutt
COUNCIL MEETING DATE:		28th March 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
4/3/17	NSW Fire Fighting Championships	Uralla
14 March 2017	Community Consultation Workshop	Council
17 March 2017	Community Grants Committee	Council
21 March 2017	Regional Development Australia Lunch	Bowling Club
22 March 2017	Development Application Meeting	Council
22/3/17	Mayors Office – Admin Site visit – Development Application.	Uralla
24/3/17	Rotary Arts Exhibition opening.	Uralla
25/3/17	Seasons of New England	Uralla

COUNICLLOR NAME:		Mark Dusting
COUNCIL MEETING DATE:		28th March 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28 February 2017	Council Business Engagement Breakfast	Uralla
28 February 2017	Council Meeting – February	USC
14 March 2017	Community Consultation Workshop	Council
21 March 2017	Regional Development Australia Lunch	Bowling Club

COUNICLLOR NAME:	Robert Bell	
COUNCIL MEETING DATE:	28 th March 2017	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28 February 2017	Council Business Engagement Breakfast	Uralla
14 March 2017	Community Consultation Workshop	Council
16 March 2017	SES New England Sector Awards Presentation	Armidale
17 March 2017	Community Grants Committee	Council

15. MAYORAL MINUTE

There was no mayoral minute.

16. REPORTS FROM COUNCIL

Department: General Manager

Submitted by: Andrew Hopkins

Reference/Subject: Report 1 – 2017 Bush Bursary/Country Women’s Association Scholarship Program

OFFICER’S RECOMMENDATION:

That:

1. Council determine whether to participate in the NSW Rural Doctors Network Bush Bursary/Country Womens Association Scholarships Program. If so:
 - a) Council approach the two local medical centres to determine their interest in offering a two week student placement if Council was to take part in this program.
 - b) Council provide the sponsorship requested for the program, if either or both of the medical centres confirmed they would like to be involved.
 - c) Council vote \$3,000 from reserves for the sponsorship of one only student (+GST) plus two weeks accommodation also from reserves, up to the value of \$1,600.
2. The General Manager advise the NSW Rural Doctors Network bush Bursary/Country Women’s Association Scholarships Program of Council’s decision.

COUNCIL RESOLUTION:

That:

The General Manager approach the two medical practices in Uralla to determine their support for this scholarship program (including their financial assistance), prior to Council determining its support or otherwise for this program.

4.03/17 MOVED (Crs R Bell/M Dusing) CARRIED

Department: General Manager

Submitted by: Andrew Hopkins

Reference/Subject: Report 2: - Engagement Breakfast

OFFICER’S RECOMMENDATION:

That Council

- 1) Advise the NSW Department of Industry that the Industry Engagement Breakfast initiated by Council was a successful event as part of Back to Business Week.
- 2) Formally thank, by way of Mayoral letter, the Hon Adam Marshall, Minister for Tourism and Major Events and Assistant Minister for Skills for his attendance and for delivering the key note address.

COUNCIL RESOLUTION:

That Council

- 1) Advise the NSW Department of Industry that the Industry Engagement Breakfast initiated by Council was a successful event as part of Back to Business Week.
- 2) Formally thank, by way of Mayoral letter, the Hon Adam Marshall, Minister for Tourism and Major Events and Assistant Minister for Skills for his attendance and for delivering the key note address.

5.03/17 MOVED (Crs T Toomey/ L Sampson) CARRIED

Department: Organisational Services - Finance
Submitted by: Simon Paul – Chief Financial Officer
Reference/Subject: Report 3 - Cash at Bank and Investments

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 28 February, 2017 consisting of cash and overnight funds of \$2,256,839, term deposits of \$10,550,000 totalling \$12,806,839 of readily convertible funds.

COUNCIL RESOLUTION:

That:

Council note the cash position as at 28 February, 2017 consisting of cash and overnight funds of \$2,256,839, term deposits of \$10,550,000 totalling \$12,806,839 of readily convertible funds.

6.03/17 MOVED (Crs I Strutt/ B Crouch) CARRIED

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

OFFICER'S RECOMMENDATION:

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

Cr M Dusting left the room having earlier declared an interest in this report. 1:48pm

COUNCIL RESOLUTION:

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

7.03/17 MOVED (Crs K Ward/L Sampson) CARRIED

Cr M Dusting was absent from the room at time of voting.

Cr Dusting returned to the room at 1:50pm.

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

OFFICER'S RECOMMENDATION:

1. That the Heritage Advisory Services Summary for March 2017 be received and noted by Council.

COUNCIL RESOLUTION:

1. That the Heritage Advisory Services Summary for March 2017 be received and noted by Council.

8.03/17 MOVED (Crs I Strutt/T Toomey) CARRIED

Department: Infrastructure & Regulation
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Report 6 - Works Progress Report as at 28 February 2017

OFFICER'S RECOMMENDATION:

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

COUNCIL RESOLUTION:

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

9.03/17 MOVED (Crs R Bell/B Crouch) CARRIED

Department: Infrastructure and Regulation
Submitted by: Manager Waste Water Sewer Services
Reference/Subject: Report 7 - Bundarra Sewerage Scheme Progress including appointment of a Project Manager

OFFICER'S RECOMMENDATION:

That:

- 1 Council approve a project budget of \$5.447m for the Bundarra Sewerage Scheme, of which \$3.675m is provided as grant funding and \$1.772m is provided by Council.
- 2 Council adopt a single sewerage charge across the Uralla Shire with charging to commence in 2017/18.
- 3 Council accept a proposal for project management and contract administration services from Public Works Australia to oversee the construction and commissioning of the scheme.
- 4 Council convene a public meeting with the Bundarra Community on 27 April 2017 to provide information and take questions from the public about the scheme.

COUNCIL RESOLUTION:

That:

- Council approve a project budget of \$5.447m for the Bundarra Sewerage Scheme, of which \$3.675m is provided as grant funding and \$1.772m is provided by Council via the current sewerage reserve with internal borrowings from the Water Supply Reserve.
- 2 Council adopt a single sewerage charge across the Uralla Shire with charging to commence in 2017/18.
 - 3 Council accept a proposal for project management and contract administration services from Public Works Australia to oversee the construction and commissioning of the scheme.
 - 4 Council convene a public meeting with the Bundarra Community on 9 May 2017 to provide information and take questions from the public about the scheme.

11.03/17 MOVED (Crs B Crouch/M Dusing) CARRIED

Department: Finance
Submitted by: Chief Financial Officer
Reference/Subject: Report 8 - Related Party Disclosures

OFFICER'S RECOMMENDATION:

1. That Council adopt the Related Party Disclosure Policy.
- Procedural Motion
Move into Committee of the Whole
Motion to move into committee of the whole to discuss Report 8 – Related Party Disclosures.

11.03/17 MOVED (Crs M Dusing/ K Ward)

Procedural Motion
Resume Standing Orders
Motion to resume standing orders.

12.03/17 MOVED (Crs L Sampson/I Strutt)

COUNCIL RESOLUTION:

1. That Council adopt the Related Party Disclosure Policy.

13.03/17 MOVED (Crs K Ward/ I Strutt) CARRIED

Department: General Manager
Submitted by: Andrew Hopkins
Reference/Subject: Report 9 - VIC and Library Survey

OFFICER'S RECOMMENDATION:

That Council

- a) Note the results of the community survey regarding the Visitor Information Centre (VIC) and the library.
- b) Hold a public meeting to brief the community on the survey results and to provide the community with a forum to put their views forward.

COUNCIL RESOLUTION:

That Council

- a) Note the results of the community survey regarding the Visitor Information Centre (VIC) and the library.
- b) Hold a public meeting on 26 April at 6:00pm in the Council Chambers, to brief the community on the survey results and to provide the community with a forum to put their views forward.

14.03/17 MOVED (Crs T Toomey/I Strutt) CARRIED

Department: General Manager
Submitted by: Andrew Hopkins
Reference/Subject: Report 10 – Community Grants 2016/17 – Combined Round 1 & Round 2

OFFICER'S RECOMMENDATION:

That:

- 1) Council approve the Community Grants, combined rounds one and two 2016/17 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report:
 - S. Rowbottom - \$300
 - Rotary Club Uralla - \$2,000
- 2) Correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee {2} Unsuccessful Applicants} section of the Report.

COUNCIL RESOLUTION:

That:

- 1) Council approve the Community Grants, combined rounds one and two 2016/17 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report:
 - S. Rowbottom - \$300
 - Rotary Club Uralla - \$2,000
- 2) Correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee {2} Unsuccessful Applicants} section of the Report.

15.03/17 MOVED (Crs R Bell/T Toomey) CARRIED

Department: Infrastructure & Regulation
Submitted by: Manager of Planning & Regulation
Reference/Subject: Report 11 - Development Application DA-55-2016 – 40 Bridge Street, Uralla – Staged Development: Commercial building and four short term accommodation units

Cr T Toomey left the room at 2:34pm having earlier declared an interest in this item.

OFFICER'S RECOMMENDATION:

That:

- (a) Council approve DA-55-2016 on land titled Lots 31 & 32 DP 813093 known as 40 Bridge Street, Uralla subject to the following conditions.

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.
3. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One 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.

-
4. 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.
 5. 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).*

Shoring and adequacy of adjoining property

Please Note: *This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.*

6. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
 - a) protect and support the adjoining premises from possible damage from the excavation, and
 - b) where necessary, underpin the adjoining premises to prevent any such damage.

GENERAL CONDITIONS

7. 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.
8. A Construction Certificate must be obtained, for each stage, from a Certifying Authority before work commences, in accordance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.
9. Approval must be obtained, for each stage, from the Council as the Local Water Supply and Sewer Authority for any potable water supply or sewerage system serving the site, pursuant to Chapter 7 of the Local Government Act 1993 with all relevant work completed in accordance with such approval.
10. 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.
11. A Section 138 Roads Act Approval is required.

12. In keeping with the intent of the Main Street Study the paint colour for above the awning and side walls should be either Raffia, Biscuit, Sandstone or Light Stone.
13. All Engineering works to be designed by an appropriately qualified person and carried out in accordance with Council's Engineering Code, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
14. All vehicles are to enter and leave the site in a forward direction. The driveway, car parking, manoeuvring and service areas are to be designed and constructed in accordance with AS2890 and Council's engineering requirements.
15. All works in Bridge Street will need to be designed and constructed in accordance with the current Austroads Guidelines, Australian Standards and RMS Supplements.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

16. The plans and specifications accompanying the Construction Certificate are to demonstrate compliance with the requirements of the deemed-to-satisfy provisions of the National Construction Code.

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.

17. Access/facilities for people with disabilities are to be provided in accordance with the current versions of the National Construction Code and Access Premises Standard. The plans and specifications accompanying the Construction Certificate are to demonstrate compliance with these requirements.

ADVISING: The applicants/property owner should note that the Commonwealth Disability Discrimination Act 1992 provides opportunity for public complaint potentially leading to legal action if access to premises by people with disabilities or their carers is precluded. The Australian Human Rights Commission has released Advisory Notes on current Premises Standards which are available from Council on request. The Commission can also provide further information on this issue (1300 369 711). In addition to human rights considerations, as a substantial proportion of the community suffer from mobility handicaps, provision of good access to premises is also good business practice.

18. The plans and specifications accompanying the Construction Certificate are to demonstrate that driveways and parking areas are designed and constructed in accordance with AS/NZS 2890.1:2004, Parking facilities, Part 1: Off-street car parking or AS 2890.2—2002, Parking facilities, Part 2: Off-street commercial vehicle facilities and RMS Australian Standard Supplements, Australian Standard—AS2890, Parking Facilities, Parts 1–6 issued by Roads and Maritime Services, and
19. The plans and specifications accompanying the Construction Certificate are to demonstrate that buildings, pathways and paved areas used for pedestrian access are designed and constructed in accordance with AS 1428.1—2009, Design for access and mobility, Part 1: General requirements for access—New building work.

20. The plans and specifications accompanying the Construction Certificate are to demonstrate that the approved signage will be connected securely to the building.
21. 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.
22. All civil engineering and utility service works undertaken pursuant to this consent, including:
 - Water supply work,
 - Sewer drainage work,
 - Stormwater drainage work,

are to be inspected and tested upon completion of each stage, and details of works which will become public assets provided to Council's Director of Engineering or nominee, before the issue of a final occupation certificate for the development.

One set of print film copies and an electronic copy of "work as executed" plans are to be provided to Council for works affecting Council property or benefiting Council. Each plan is to have a scale adjacent to the title block showing the scale used on that plan. The location of any fill introduced, by both plan limit and depth, together with relevant classifications shall be shown on the "work as executed" plans to be submitted to Council.

23. Connection to the water main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$958.00 per connection.
24. Connection to the sewer main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$540.00 per connection.
25. All stormwater is to be designed and catered for. All design plans, drainage calculations and soil testing is to be provided for approval by Council prior to construction, alternatively interallotment drainage and drainage easements are to be provided for is the existing drainage flows are to be utilised.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

26. Council is to be given written notice of the intention to commence works, for each stage, and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with clause 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent.

For development involving both building and subdivision work authorized 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.

27. Before construction commences on the site and throughout the construction phase of each stage 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.

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

28. Before commencing any excavation works, the person having the benefit of this development consent must obtain a dilapidation report on any part of a building that is within 2m of the works. If the person preparing the report is denied access to the building for the purpose of an inspection, the report may be prepared from an external inspection.
29. Suitable landscaping and screening treatments are to be installed to prevent direct views from the proposed accommodation units into the adjoining properties. A detailed landscaping plan is to be submitted to Council and approved by Council's Manager Town Planning and Regulation prior to the issue of a Construction Certificate. The screening is to be installed prior to the issue of an Occupation Certificate.
30. A survey certificate is required for part of the work involving the erection of a new building that is located less than 3m from the lot boundary, with a survey certificate must be given to the principal certifying authority:
- (a) before any form work below the ground floor slab is completed, or
 - (b) if there is no such form work—before the concrete is poured for the ground floor slab.

The survey certificate must be prepared by a registered land surveyor and show the location of the work relative to the boundaries of the site.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

31. 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.
32. *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.

33. Toilet facilities are to be provided at, or in the vicinity of the work site, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be connected to an accredited sewage management facility approved by the council or some other sewage management facility approved by the council.
34. A garbage receptacle must be provided at the work site before works begin and must be maintained until the works are completed. The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers. 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.
35. 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.

36. Run-off and erosion controls must be implemented to prevent soil erosion, water pollution or the discharge of loose sediment on the surrounding land by:
- (a) diverting uncontaminated run-off around cleared or disturbed areas, and
 - (b) erecting a silt fence and providing any other necessary sediment control measures that will prevent debris escaping into drainage systems, waterways or adjoining properties, and
 - (c) preventing the tracking of sediment by vehicles onto roads, and
 - (d) stockpiling top soil, excavated materials, construction and landscaping supplies and debris within the lot.
37. Earthworks, retaining walls and structural support
- (1) Any earthworks (including any structural support or other related structure for the purposes of the development):
 - (a) must not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot, and
 - (b) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
 - (c) that is fill brought to the site—must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the Protection of the Environment Operations Act 1997, and
 - (d) that is excavated soil to be removed from the site—must be disposed of in accordance with any requirements under the Protection of the Environment Operations (Waste) Regulation 2005.
 - (2) Any excavation must be carried out in accordance with Excavation Work: Code of Practice (ISBN 978-0-642-785442 [PDF] and ISBN 978-0-642-785459 [DOCX]), published in July 2012 by Safe Work Australia.
 - (3) 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.
38. 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.
39. 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.

40. A temporary hoarding or temporary construction site fence must be erected between the work site and adjoining lands before the works begin and must be kept in place until after the completion of the works, if the works:
- (a) could cause a danger, obstruction or inconvenience to pedestrian or vehicular traffic, or
 - (b) could cause damage to adjoining lands by falling objects, or
 - (c) involve the enclosure of a public place or part of a public place
41. Site maintenance is to include the following measures:
- (1) All materials and equipment must be stored wholly within the work site unless an approval to store them elsewhere is held.
 - (2) Waste materials (including excavation, demolition and construction waste materials) must be managed on the site and then disposed of at a waste management facility.
 - (3) Copies of receipts stating the following must be given to the principal certifying authority:
 - (a) the place to which waste materials were transported,
 - (b) the name of the contractor transporting the materials,
 - (c) the quantity of materials transported off-site and recycled or disposed of.
 - (4) Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.
 - (5) During construction:
 - (a) all vehicles entering or leaving the site must have their loads covered, and
 - (b) all vehicles, before leaving the site, must be cleaned of dirt, sand and other materials, to avoid tracking these materials onto public roads.
 - (6) At the completion of the works, the work site must be left clear of waste and debris.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

42. An Occupation Certificate must be obtained before the approved use commences, in accordance with the Environmental Planning and Assessment Act and to ensure the health and safety of the building's occupants.
- ADVISING: Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as detailed for places of public entertainment).*
43. Landscaping is to be completed in accordance with the approved landscaping plan prior to the issue of an Occupation Certificate.

44. A Fire Safety Certificate covering each of the essential fire and other safety measures must be provided to the Certifying Authority prior to the occupation of the building, to ensure the safety of the occupants in the case of an emergency. A copy of the certificate is to be given to the NSW Fire Brigades by e-mail to afss@fire.nsw.gov.au and an additional copy to be displayed in a prominent location within the building, all in accordance with clause 172 of the Environmental Planning and Assessment Regulation 2000.
45. The new vehicular crossing, including layback, is to be constructed from the street to the property boundary to provide effective all-weather access to the site and a safe and nuisance-free surface over Council's footpath and is to be completed prior to the use or occupation of any building.
- Inspection of kerb crossing (Layback) and driveways is to be undertaken by Council's Engineering Department prior to the pouring of any concrete.
46. Adequate provision is to be made for the storage and handling of solid wastes generated by the development. Garbage and recycling bin storage is to be provided within the Lot: 31 DP: 813093. The location is not to be located at the street frontage. Where collection is not on the street frontage, adequate loading and turning areas for service vehicles is to be provided within the development. The storage area is to be enclosed and the material stored is to be screened from public view.
47. Connection to the sewer main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$540.00 per connection.
48. Connection to the water main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$958.00 per connection.
49. All civil engineering and utility service works undertaken pursuant to this consent, including:
- Water supply work,
 - Sewer drainage work,
 - Stormwater drainage work,

are to be inspected and tested upon completion, and details of works which will become public assets provided to Council's Director of Engineering or nominee, before the issue of a final occupation certificate for the development.

One set of print film copies and an electronic copy of "work as executed" plans are to be provided to Council for works affecting Council property or benefiting Council. Each plan is to have a scale adjacent to the title block showing the scale used on that plan. The location of any fill introduced, by both plan limit and depth, together with relevant classifications shall be shown on the "work as executed" plans to be submitted to Council.

50. Roof and surface stormwater from paved and impervious areas is to be directed away from the building and any on site waste disposal system to protect the site and adjoining property from the effects of flooding. Such work must be completed prior to the use and/or occupation of the premises commencing.
51. Roof and surface stormwater from paved and impervious areas is to be directed away from the building and any on site waste disposal system to protect the site and adjoining property from the effects of flooding. Such work must be completed prior to the use and/or occupation of the premises commencing.
52. The new vehicular crossing, including layback, is to be constructed from the street to the property boundary to provide effective all-weather access to the site and a safe and nuisance-free surface over Council's footpath and is to be completed prior to the use or occupation of any building.

Inspection of kerb crossing (Layback) and driveways is to be undertaken by Council's Engineering Department prior to the pouring of any concrete.
53. Internal signage is to be provided limiting the vehicle speed to 5 kms per hour when approaching the entry/exit. This is to be located at the southern end of the retail building.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

54. 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.
55. 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.

CONDITIONS RELATING TO ONGOING OPERATIONS

56. The commercial uses must not be operated outside the hours of 7.00 am to 7.00 pm Monday to Saturday and 9.00 am to 6.00 pm on a Sunday or a public holiday.

57. The development must comply with the requirements for industrial premises contained in the Noise Policy.

Noise emitted by the development:

- (a) must not exceed an L A (15 min) of 5dB(A) above background noise when measured at any lot boundary of the property where the development is being carried out, and
- (b) must not cause the relevant amenity criteria in Table 2.1 in the Noise Policy to be exceeded.

In this clause, the Noise Policy means the document entitled NSW Industrial Noise Policy (ISBN 0 7313 2715 2) published in January 2000 by the Environment Protection Authority.

58. All new external lighting must:

- (a) comply with AS 4282–1997 Control of the obtrusive effects of outdoor lighting, and
- (b) be mounted, screened and directed in a way that it does not create a nuisance or light spill on to buildings on adjoining lots or public places.

Lighting at vehicle access points to the development must be provided in accordance with AS/NZS 1158 Set:2010 Lighting for roads and public spaces.

59. An annual fire safety statement shall be provided to Council at least once every 12 months as required under clause 177 of the Environmental Planning and Assessment Regulation 2000, to ensure that the required fire safety measures for the building are being properly maintained. A copy of the statement is to be given to the NSW Fire Brigades by e-mail to afss@fire.nsw.gov.au and an additional copy to be displayed in a prominent location within the building.
60. All landscaped areas on the site must be maintained on an on-going basis. Any tree or shrub that fails to establish within 2 years of the initial planting date must be replaced with the same species of tree or shrub.
61. All approved signage has an expiration of 15 years after the date on which the consent becomes effective and operates and the signage is to be removed on the expiration date.
62. All driveways and parking areas must be unobstructed at all times. Driveways and car spaces:
- (a) must not be used for the manufacture, storage or display of goods, materials or any other equipment, and
 - (b) must be used solely for vehicular access and for the parking of vehicles associated with the use of the premises.

COUNCIL ADVICE ONLY

63. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display/erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under the Exempt and Complying Development State Environmental Planning Policy).

64. **Compliance with the National Construction Code:** All building work must be carried out in the following manner to ensure compliance with the National Construction.

Covenant/s: The applicant/owner has the responsibility of being aware of any covenant which may affect the proposal.

65. **Dial Before You Dig:** Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.

66. **Telecommunications Act 1997 (Commonwealth):** Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

- (b) **Those persons that made a submission in relation to the Application be notified of the determination in writing as per the provisions of the *Environmental Planning & Assessment Act 1979* and Regulations.**

Procedural Motion

Motion to move into committee of the whole to discuss Report 11 – DA 40 Bridge Street.

16.03/17 **MOVED (Crs K Ward/ I Strutt)**

Procedural Motion

Motion to resume standing orders.

17.03/17 **MOVED (Crs Ward/ M Dusting)**

COUNCIL RESOLUTION:

That:

- (a) **Council approve DA-55-2016 on land titled Lots 31 & 32 DP 813093 known as 40 Bridge Street, Uralla subject to the following conditions.**

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.
3. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One of the *National Construction Code*.

Erection of signs

Please Note: This does not apply in relation to:

- d) 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
- e) 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.
- f) 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.

-
4. 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.
 5. 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).*

Shoring and adequacy of adjoining property

Please Note: *This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.*

6. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
 - a) protect and support the adjoining premises from possible damage from the excavation, and
 - b) where necessary, underpin the adjoining premises to prevent any such damage.

GENERAL CONDITIONS

7. 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.
8. A Construction Certificate must be obtained, for each stage, from a Certifying Authority before work commences, in accordance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.
9. Approval must be obtained, for each stage, from the Council as the Local Water Supply and Sewer Authority for any potable water supply or sewerage system serving the site, pursuant to Chapter 7 of the Local Government Act 1993 with all relevant work completed in accordance with such approval.
10. 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.
11. A Section 138 Roads Act Approval is required.

12. In keeping with the intent of the Main Street Study the paint colour for above the awning and side walls should be either Raffia, Biscuit, Sandstone or Light Stone.
13. All Engineering works to be designed by an appropriately qualified person and carried out in accordance with Council's Engineering Code, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
14. All vehicles are to enter and leave the site in a forward direction. The driveway, car parking, manoeuvring and service areas are to be designed and constructed in accordance with AS2890 and Council's engineering requirements.
15. All works in Bridge Street will need to be designed and constructed in accordance with the current Austroads Guidelines, Australian Standards and RMS Supplements.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

16. The plans and specifications accompanying the Construction Certificate are to demonstrate compliance with the requirements of the deemed-to-satisfy provisions of the National Construction Code.

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.

17. Access/facilities for people with disabilities are to be provided in accordance with the current versions of the National Construction Code and Access Premises Standard. The plans and specifications accompanying the Construction Certificate are to demonstrate compliance with these requirements.

ADVISING: The applicants/property owner should note that the Commonwealth Disability Discrimination Act 1992 provides opportunity for public complaint potentially leading to legal action if access to premises by people with disabilities or their carers is precluded. The Australian Human Rights Commission has released Advisory Notes on current Premises Standards which are available from Council on request. The Commission can also provide further information on this issue (1300 369 711). In addition to human rights considerations, as a substantial proportion of the community suffer from mobility handicaps, provision of good access to premises is also good business practice.

18. The plans and specifications accompanying the Construction Certificate are to demonstrate that driveways and parking areas are designed and constructed in accordance with AS/NZS 2890.1:2004, Parking facilities, Part 1: Off-street car parking or AS 2890.2—2002, Parking facilities, Part 2: Off-street commercial vehicle facilities and RMS Australian Standard Supplements, Australian Standard—AS2890, Parking Facilities, Parts 1–6 issued by Roads and Maritime Services, and
19. The plans and specifications accompanying the Construction Certificate are to demonstrate that buildings, pathways and paved areas used for pedestrian access are designed and constructed in accordance with AS 1428.1—2009, Design for access and mobility, Part 1: General requirements for access—New building work.

20. The plans and specifications accompanying the Construction Certificate are to demonstrate that the approved signage will be connected securely to the building.
21. 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.
22. All civil engineering and utility service works undertaken pursuant to this consent, including:
 - Water supply work,
 - Sewer drainage work,
 - Stormwater drainage work,

are to be inspected and tested upon completion of each stage, and details of works which will become public assets provided to Council's Director of Engineering or nominee, before the issue of a final occupation certificate for the development.

One set of print film copies and an electronic copy of "work as executed" plans are to be provided to Council for works affecting Council property or benefiting Council. Each plan is to have a scale adjacent to the title block showing the scale used on that plan. The location of any fill introduced, by both plan limit and depth, together with relevant classifications shall be shown on the "work as executed" plans to be submitted to Council.

23. Connection to the water main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$958.00 per connection.
24. Connection to the sewer main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$540.00 per connection.
25. All stormwater is to be designed and catered for. All design plans, drainage calculations and soil testing is to be provided for approval by Council prior to construction, alternatively interallotment drainage and drainage easements are to be provided for is the existing drainage flows are to be utilised.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

26. Council is to be given written notice of the intention to commence works, for each stage, and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with clause 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent.

For development involving both building and subdivision work authorized 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.

27. Before construction commences on the site and throughout the construction phase of each stage 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.

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

28. Before commencing any excavation works, the person having the benefit of this development consent must obtain a dilapidation report on any part of a building that is within 2m of the works. If the person preparing the report is denied access to the building for the purpose of an inspection, the report may be prepared from an external inspection.
29. Suitable landscaping and screening treatments are to be installed to prevent direct views from the proposed accommodation units into the adjoining properties. A detailed landscaping plan is to be submitted to Council and approved by Council's Manager Town Planning and Regulation prior to the issue of a Construction Certificate. The screening is to be installed prior to the issue of an Occupation Certificate.
30. A survey certificate is required for part of the work involving the erection of a new building that is located less than 3m from the lot boundary, with a survey certificate must be given to the principal certifying authority:
- (a) before any form work below the ground floor slab is completed, or
 - (b) if there is no such form work—before the concrete is poured for the ground floor slab.

The survey certificate must be prepared by a registered land surveyor and show the location of the work relative to the boundaries of the site.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

31. 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.
32. *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.

33. Toilet facilities are to be provided at, or in the vicinity of the work site, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be connected to an accredited sewage management facility approved by the council or some other sewage management facility approved by the council.
34. A garbage receptacle must be provided at the work site before works begin and must be maintained until the works are completed. The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers. 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.
35. 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.

36. Run-off and erosion controls must be implemented to prevent soil erosion, water pollution or the discharge of loose sediment on the surrounding land by:
- (a) diverting uncontaminated run-off around cleared or disturbed areas, and
 - (b) erecting a silt fence and providing any other necessary sediment control measures that will prevent debris escaping into drainage systems, waterways or adjoining properties, and
 - (c) preventing the tracking of sediment by vehicles onto roads, and
 - (d) stockpiling top soil, excavated materials, construction and landscaping supplies and debris within the lot.
37. Earthworks, retaining walls and structural support
- (1) Any earthworks (including any structural support or other related structure for the purposes of the development):
 - (a) must not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot, and
 - (b) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
 - (c) that is fill brought to the site—must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the Protection of the Environment Operations Act 1997, and
 - (d) that is excavated soil to be removed from the site—must be disposed of in accordance with any requirements under the Protection of the Environment Operations (Waste) Regulation 2005.
 - (2) Any excavation must be carried out in accordance with Excavation Work: Code of Practice (ISBN 978-0-642-785442 [PDF] and ISBN 978-0-642-785459 [DOCX]), published in July 2012 by Safe Work Australia.
 - (3) 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.
38. 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.
39. 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.

40. A temporary hoarding or temporary construction site fence must be erected between the work site and adjoining lands before the works begin and must be kept in place until after the completion of the works, if the works:
- (a) could cause a danger, obstruction or inconvenience to pedestrian or vehicular traffic, or
 - (b) could cause damage to adjoining lands by falling objects, or
 - (c) involve the enclosure of a public place or part of a public place
41. Site maintenance is to include the following measures:
- (1) All materials and equipment must be stored wholly within the work site unless an approval to store them elsewhere is held.
 - (2) Waste materials (including excavation, demolition and construction waste materials) must be managed on the site and then disposed of at a waste management facility.
 - (3) Copies of receipts stating the following must be given to the principal certifying authority:
 - (a) the place to which waste materials were transported,
 - (b) the name of the contractor transporting the materials,
 - (c) the quantity of materials transported off-site and recycled or disposed of.
 - (4) Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.
 - (5) During construction:
 - (a) all vehicles entering or leaving the site must have their loads covered, and
 - (b) all vehicles, before leaving the site, must be cleaned of dirt, sand and other materials, to avoid tracking these materials onto public roads.
 - (6) At the completion of the works, the work site must be left clear of waste and debris.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

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

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

43. Landscaping is to be completed in accordance with the approved landscaping plan prior to the issue of an Occupation Certificate.

44. A Fire Safety Certificate covering each of the essential fire and other safety measures must be provided to the Certifying Authority prior to the occupation of the building, to ensure the safety of the occupants in the case of an emergency. A copy of the certificate is to be given to the NSW Fire Brigades by e-mail to afss@fire.nsw.gov.au and an additional copy to be displayed in a prominent location within the building, all in accordance with clause 172 of the Environmental Planning and Assessment Regulation 2000.

45. The new vehicular crossing, including layback, is to be constructed from the street to the property boundary to provide effective all-weather access to the site and a safe and nuisance-free surface over Council's footpath and is to be completed prior to the use or occupation of any building.

Inspection of kerb crossing (Layback) and driveways is to be undertaken by Council's Engineering Department prior to the pouring of any concrete.

46. Adequate provision is to be made for the storage and handling of solid wastes generated by the development. Garbage and recycling bin storage is to be provided within the Lot: 31 DP: 813093. The location is not to be located at the street frontage. Where collection is not on the street frontage, adequate loading and turning areas for service vehicles is to be provided within the development. The storage area is to be enclosed and the material stored is to be screened from public view.

47. Connection to the sewer main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$540.00 per connection.

48. Connection to the water main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$958.00 per connection.

49. All civil engineering and utility service works undertaken pursuant to this consent, including:

- Water supply work,
- Sewer drainage work,
- Stormwater drainage work,

are to be inspected and tested upon completion, and details of works which will become public assets provided to Council's Director of Engineering or nominee, before the issue of a final occupation certificate for the development.

One set of print film copies and an electronic copy of "work as executed" plans are to be provided to Council for works affecting Council property or benefiting Council. Each plan is to have a scale adjacent to the title block showing the scale used on that plan. The location of any fill introduced, by both plan limit and depth, together with relevant classifications shall be shown on the "work as executed" plans to be submitted to Council.

50. Roof and surface stormwater from paved and impervious areas is to be directed away from the building and any on site waste disposal system to protect the site and adjoining property from the effects of flooding. Such work must be completed prior to the use and/or occupation of the premises commencing.
51. Roof and surface stormwater from paved and impervious areas is to be directed away from the building and any on site waste disposal system to protect the site and adjoining property from the effects of flooding. Such work must be completed prior to the use and/or occupation of the premises commencing.
52. The new vehicular crossing, including layback, is to be constructed from the street to the property boundary to provide effective all-weather access to the site and a safe and nuisance-free surface over Council's footpath and is to be completed prior to the use or occupation of any building.

Inspection of kerb crossing (Layback) and driveways is to be undertaken by Council's Engineering Department prior to the pouring of any concrete.
53. Internal signage is to be provided limiting the vehicle speed to 5 kms per hour when approaching the entry/exit. This is to be located at the southern end of the retail building.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

54. 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.
55. 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.

CONDITIONS RELATING TO ONGOING OPERATIONS

56. The commercial uses must not be operated outside the hours of 7.00 am to 7.00 pm Monday to Saturday and 9.00 am to 6.00 pm on a Sunday or a public holiday.

57. The development must comply with the requirements for industrial premises contained in the Noise Policy.

Noise emitted by the development:

- (a) must not exceed an L A (15 min) of 5dB(A) above background noise when measured at any lot boundary of the property where the development is being carried out, and
- (b) must not cause the relevant amenity criteria in Table 2.1 in the Noise Policy to be exceeded.

In this clause, the Noise Policy means the document entitled NSW Industrial Noise Policy (ISBN 0 7313 2715 2) published in January 2000 by the Environment Protection Authority.

58. All new external lighting must:

- (a) comply with AS 4282–1997 Control of the obtrusive effects of outdoor lighting, and
- (b) be mounted, screened and directed in a way that it does not create a nuisance or light spill on to buildings on adjoining lots or public places.

Lighting at vehicle access points to the development must be provided in accordance with AS/NZS 1158 Set:2010 Lighting for roads and public spaces.

59. An annual fire safety statement shall be provided to Council at least once every 12 months as required under clause 177 of the Environmental Planning and Assessment Regulation 2000, to ensure that the required fire safety measures for the building are being properly maintained. A copy of the statement is to be given to the NSW Fire Brigades by e-mail to afss@fire.nsw.gov.au and an additional copy to be displayed in a prominent location within the building.
60. All landscaped areas on the site must be maintained on an on-going basis. Any tree or shrub that fails to establish within 2 years of the initial planting date must be replaced with the same species of tree or shrub.
61. All approved signage has an expiration of 15 years after the date on which the consent becomes effective and operates and the signage is to be removed on the expiration date.
62. All driveways and parking areas must be unobstructed at all times. Driveways and car spaces:
- (a) must not be used for the manufacture, storage or display of goods, materials or any other equipment, and
 - (b) must be used solely for vehicular access and for the parking of vehicles associated with the use of the premises.

COUNCIL ADVICE ONLY

63. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display/erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under the Exempt and Complying Development State Environmental Planning Policy).

64. **Compliance with the National Construction Code:** All building work must be carried out in the following manner to ensure compliance with the National Construction.

Covenant/s: The applicant/owner has the responsibility of being aware of any covenant which may affect the proposal.

65. **Dial Before You Dig:** Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.
66. **Telecommunications Act 1997 (Commonwealth):** Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

- (b) **Those persons that made a submission in relation to the Application be notified of the determination in writing as per the provisions of the *Environmental Planning & Assessment Act 1979* and Regulations.**

18.03/17 **MOVED (Crs R Bell/N Ledger) CARRIED**

DIVISION DECISION:

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

AGAINST: Nil

ABSENT: T Toomey

17. MOTIONS ON NOTICE

There were no motions on notice.

18. SCHEDULE OF COUNCIL RESOLUTIONS

As at 21 February 2017.

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

Question:

Ref. Report 10: Cr I Strutt asked about the number of approvals that would lapse 6 months from now given that the previous report for the month had 2 lapsing and this report had none lapsing.

– DIR took the question on notice.

Response:

The report only identifies the DAs that will lapse within that month and does not include DAs that would lapse in previous months.

20. QUESTIONS FOR NEXT MEETING

Cr T Toomey

1. Has Council applied for Black Spot funding for Maitland and King Streets intersection as it appears to meet the criteria?
2. Can you please advise if the Heritage Advisor is currently liaising with property owners in the Shire, other than those presented in the report to Council?

Cr I Strutt

1. Can Councillors please have a schedule of future actions in relation to the industrial land development provided to them?

Mayor Pearce

1. Uralla Sporting Complex request from Mr Ritchie to meet with the Mayor, Deputy Mayor, General Manager and Director of Infrastructure and Regulation.

Cr N Ledger

1. Request that future Council Meetings be held earlier, the suggestion being lunch at 12noon with meeting commencing at 12:30pm.

Cr N Ledger left the meeting at 3:04pm.

21. CONFIDENTIAL BUSINESS

PROCEDURAL MOTION

Motion to move into Closed Session and close meeting to members of public and the press for the following reasons:

This report is presented to the CLOSED section of the March 2017 meeting under section 10A (2) (c) of the Local Government Act (NSW) 1993.

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

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

(2) The matters and information are the following: [delete non-relevant clauses]

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,

19.03/17 MOVED (Crs M Dusting/R Bell) CARRIED

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 12 - Uralla Shire Council Caravan Park – Land Acquisition

COUNCIL RESOLUTION:

That Council:

1. Seek legal advice as to Council's position in continuing with the current arrangements for the occupancy and leasing of the Uralla Shire Council Caravan Park in Queen Street,
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,

3. Delegate to the General Manager the authority to negotiate the purchase of the lands up to an amount of \$25,000, and

4. Offer a 12 month lease over Lot 30 on DP 793510 as per the previous lease arrangements appropriately indexed.

20.03/17 MOVED / CARRIED

PROCEDURAL MOTION

Motion to make resolutions of closed session become resolutions of open session.

21.03/17 MOVED / CARRIED

PROCEDURAL MOTION

Motion to move out of closed session and return to open session of meeting

22.03/17 MOVED / CARRIED

CLOSURE OF MEETING

The meeting was closed at 3:42pm

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



MINUTES

Audit and Risk Committee Meeting

4 April 2017, 1:00pm

(with lunch commencing at 12:30pm)

Members (voting):

Mr Michael O'Connor – Independent External Member

Mr Sean Johnston – Independent External Member

Cr Michael Pearce – Mayor

Cr Bob Crouch

Attendees (non-voting):

Mr Andrew Hopkins – General Manager, Uralla Shire Council

Mr Simon Paul – Chief Financial Officer

Ms Trish Kirkland – Director Community & Governance

Mr Greg Weaver – IT Presentation

Mrs D Williams - Minutes

Invitees (non-voting):

Natasha Ledger (observer)

Isabel Strutt (observer)

1. Apologies/Requests for Leave of Absence

There were no apologies or requests for leave of absence.

2. Confirmation of Minutes

- Minutes from 27 February 2016

Motion to confirm minutes of previous meeting

MOVED B Crouch/ SECONDED M Pearce

Matters Arising From Minutes

- B Crouch – 4.1 Suggested a review of resourcing of internal audit and ensure that adequate resourcing be provided in upcoming deliberations.
- B Crouch – 5.6 Asked what the official procedure is to bring matters to the committee. The Chair suggested that the Committee prepare a long term agenda of items to be addressed, however, he advised that to date the process had been ad hoc.
- M O'Connor deferred the following items to General Business:
 1. Membership of the Committee
 2. Report on meeting with Auditor General

3. Presentation

3.1 Presenter Mr Greg Weaver:

Information Technology at Uralla Shire Council

See notes – attached.

Motion to receive and note the presentation.

MOVED M O'Connor/SECONDED M Pearce

4. Reports

4.1 Related Parties Disclosure Policy

The CFO gave an overview of the Policy to the Committee.
Motion to receive and note the policy.

MOVED M O'Connor/SECONDED B Crouch

5. Discussion Items

5.1 Review of Fraud and Corruption Control Plan by committee members

Motion to hold over further discussion on the Fraud and Corruption Plan and Policy until the June Audit and Risk Committee Meeting to allow the Director of Community & Governance the opportunity to review and make further amendments.

MOVED M O'Connor/M Pearce

S Johnston requested that the word 'theft' be replaced with 'misappropriation'.

6. Other Business

A. The Chair acknowledged the resignation from Council of Rechelle Leahy (Acting Director Governance and Information / Community and Culture) and thanked Ms Leahy for her work and contribution to the committee over the last 12 months.

B. Report – NSW Auditor General Meeting – Sydney 3 March
M O'Connor provided a verbal summary to the committee and tabled a detailed written summary of the meeting.
See Report attached.
Motion to receive and note the report.
MOVED M O'Connor/B Crouch

Committee Membership – M O'Connor advised that the Auditor General has confirmed that it is up to Councillors to decide which councillors are on the committee and that the General Manager should be encouraged not to be on the committee.

7. Next Meeting to be held on 18 July 2017.

M O'Connor suggested that the following items be on future agendas for the Committee:

- HR policies
- Review of policies
- Business continuity plans
- Building physical securities
- Corporate correspondence management and TRIM
- Procurement policy

The next meeting is to include Procurement Policy.

8. Meeting Closed at 2:25pm

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**MINUTES OF EXTRAORDINARY
MEETING OF COUNCIL**

11 April 2017 – 1:00pm

Extraordinary Meeting of Council

ATTENDANCE.....2

OPENING & WELCOME.....2

ACKNOWLEDGEMENT TO COUNTRY.....2

APOLOGIES.....2

PURPOSE OF THE EXTRAORDINARY MEETING2

CLOSURE OF MEETING5

The Extraordinary Meeting Commenced at: 1:03pm

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), R Bell (Deputy Mayor), and Councillors, B Crouch, M Dusing, N Ledger, L Sampson, I Strutt, T Toomey, K Ward, General Manager (Mr A Hopkins), Director-Infrastructure & Regulation (Mr T Seymour), Chief Financial Officer (Mr S Paul), Director Community & Governance (Ms T Kirkland).

OPENING & WELCOME

ACKNOWLEDGEMENT TO COUNTRY

APOLOGIES

There were no apologies.

DISCLOSURES AND DECLARATIONS

There were no disclosures or declarations of interest.

PURPOSE OF THE EXTRAORDINARY MEETING

The Mayor advises that this Extraordinary Meeting of the Uralla Shire Council has been called for the purpose of having council resolve to:

- Alter the Ordinary Council Meeting commencement time.
- Authorise the Mayor to attend the National General Assembly of Local Government 2017.
- Publically advertise recently adopted policies of Council.

Section 366 of the Local Government Act states that if the Mayor receives a request, in writing, signed by at least 2 Councillors, the Mayor must call an Extraordinary meeting of Council to be held as soon as practicable, but in any event within 14 days after receipt of the request.

Department: General Manager

Submitted by: Andrew Hopkins

Reference: Report 1

Subject: Proposed change to commencement of Council meetings

OFFICER'S RECOMMENDATION:

That:

1. From and including the ordinary meeting of Wednesday 26th April, ordinary Council meetings will be held on the fourth Tuesday of the month commencing at 12:30pm, with the exception of December 2017 which will be held on the third Tuesday of the month.

COUNCIL RESOLUTION:

That:

1. From and including the ordinary meeting of Wednesday 26th April, ordinary Council meetings will be held on the fourth Tuesday of the month commencing at 12:30pm, with the exception of December 2017 which will be held on the third Tuesday of the month.

X01.04.17 MOVED (Crs B Crouch/M Dusting) CARRIED

Department: General Manager

Submitted by: Andrew Hopkins

Reference: Report 2

Subject: National General Assembly of Local Government 2017

OFFICER'S RECOMMENDATION:

That Council be represented at the 2017 National General Assembly of Local Government by the Mayor, or his alternate delegate.

COUNCIL RESOLUTION:

That Council be represented at the 2017 National General Assembly of Local Government by the Mayor, or his alternate delegate.

X02.04.17 MOVED (Crs R Bell/T Toomey) CARRIED

Department: General Manager
Submitted by: Andrew Hopkins
Reference: Report 3
Subject: Public notification of recently adopted policies.

OFFICER'S RECOMMENDATION:

That Council

- 1) Publically notify the following policies for a period of 28 days:
 - a. Payment of Fees and Expenses and the Provision of Facilities for Councillors Policy, as adopted at the 25th October 2016 ordinary meeting of Council.
 - b. Water and Sewer Charges Refund Policy, as adopted at the 28th February 2017 ordinary meeting of Council.
 - c. Related Party Disclosures Policy, as adopted at the 28th March 2017 ordinary meeting of council.
- 2) Delegate authority to the General Manager to formally adopt each policy about which no submissions from the public is received.

COUNCIL RESOLUTION:

That Council

- 1) Publically notify the following policies for a period of 28 days:
 - a. Payment of Fees and Expenses and the Provision of Facilities for Councillors Policy, as adopted at the 25th October 2016 ordinary meeting of Council.
 - b. Water and Sewer Charges Refund Policy, as adopted at the 28th February 2017 ordinary meeting of Council.
 - c. Related Party Disclosures Policy, as adopted at the 28th March 2017 ordinary meeting of council.
- 2) Delegate authority to the General Manager to formally adopt each policy about which no submissions from the public is received.

X03.04.17 MOVED (Crs K Ward/B Crouch) CARRIED

CLOSURE OF MEETING

There being no further business, the Chair declared the Extraordinary meeting of Council closed at: 1:18pm

8. ANNOUNCEMENTS

9. TABLING OF REPORTS & PETITIONS

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

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

12. PRESENTATIONS

There are no presentations registered for this meeting.

13. DEPUTATIONS

There are no deputations registered for this meeting.

14. WRITTEN REPORTS FROM DELEGATES



REPORT TO COUNCIL

Submitted by:	Cr Isabel Strutt, Cr Tara Toomey and Cr Natasha Ledger
Subject:	2017 International Womens' Day Luncheon in Uralla

SUMMARY:

The purpose of this report is to provide Council with a summary of the 2017 International Womens' Day Luncheon, which was held in Uralla on 31 March 2017.

COUNCILLOR'S RECOMMENDATION:

That Council note the report on the International Womens' Day Luncheon held on Friday 31 March 2017.

REPORT:

The International Womens' Day Luncheon was held in the Uralla Central School Hall on Friday 31 March 2017. This is the 10th year in which the luncheon has been held and the second year in which the school hall has been the venue. This venue has proven popular with all who attend the luncheon and is both convenient and appropriate for the Uralla Central School Hospitality Class who are the caterers for the function. This arrangement is also a positive and successful linkage between the Council, the school, and the community.

Seventy people attended the luncheon, including both regular and new guests, as well as a teacher and female School Captains, student leaders, or SRC representatives from each of Uralla Central School, Bundarra Central School, and St. Joseph's School Uralla.

In opening the program and welcoming everyone, recognition was made of the continuing support of Uralla Shire Council for this annual luncheon, and appreciation was expressed for Council's support and for the partnership and support of Uralla Central School. The Welcome to Country was given by Mrs. Pam Meehan.

Guest speakers were Mrs. Jo Hopkins and Miss Sarah Mills from Backtrack. Mrs. Hopkins spoke on her experience of living for 4 years in Dubai and 2 years in Jeddah in Saudi Arabia when her husband, Council's General Manager, worked in these areas. Jo spoke of the very different cultural lifestyle which women coming from our western culture have to adapt to and also explained that some of what we see as restrictions placed on women in that region are actually for the personal safety of women. Other restriction, however, seem to be more autocratic!

Sarah, who was accompanied by one of the course students, gave an update on the progress of Backtrack's program for girls. Acceptance into the program is in high demand with applications

being received at approximately twice the rate of that for the boys program at present. However funding availability still allows for only one day a week for the girls program.

The Uralla Central School Hospitality Class under the leadership of Ms Jodie Taylor had set up the dining area and tables very attractively, provided delicious food which included dishes for specific dietary needs, and carried out food service in a very professional manner. A number of guests as they were leaving expressed appreciation and enjoyment of the luncheon, the venue, catering and service. This luncheon appears to now be an anticipated annual function and we look forward to preparing for the luncheon in 2018.

END OF REPORT

15. MAYORAL MINUTE

There is no Mayoral Minute.

16. REPORTS TO COUNCIL



REPORT TO COUNCIL

Department:	Organisational Services - Finance
Submitted by:	Simon Paul – Chief Financial Officer
Reference/Subject:	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 31 March, 2017 consisting of cash and overnight funds of \$2,098,183, term deposits of \$10,550,000 totalling \$12,648,183 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 six months will receive a range of interest from 2.4% to 3.12% with an average rate of 2.74%. Diary of maturing dates and amounts is attached. Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 March, 2017.

KEY ISSUES:

Interest rates continue to remain low with no change to interest rates by the RBA at their last meeting. These low rates will 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

Prepared by staff member: Simon Paul

TRIM Reference Number: U15/287

Approved/Reviewed by Manager: Chief Financial Officer

Department: Organisational Services - Finance

Attachments: A. Council's Investments as 31 March, 2017 - Diary of Investment Maturity Dates and Amounts

**Uralla Shire Council
Investments at 31 March, 2017**

Cash at Bank – Operating Accounts:

Institution	Account	Bank Statement
National Australia Bank	Main Account	\$491,251.50
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$24,153.95
Total		\$546,701.78

Business Investment (Cash Management) Account

Institution	Interest rate	Balance
National Australia Bank	0.01%	\$0.00
Professional Funds	0.15% above RBA cash rate	\$1,551,481.55
Total		\$1,551,481.55

Term Deposits:

Institution	Interest rate	Maturity	Balance
National Australia Bank	2.65%	7/09/2017	\$500,000.00
Commonwealth Bank	2.61%	24/04/2017	\$250,000.00
Newcastle Permanent	2.50%	24/04/2017	\$600,000.00
Commonwealth Bank	2.60%	4/05/2017	\$600,000.00
ANZ	2.67%	17/05/2017	\$300,000.00
ANZ	2.40%	24/05/2017	\$800,000.00
Commonwealth Bank	2.64%	13/06/2017	\$700,000.00
Newcastle Permanent	2.80%	4/07/2017	\$500,000.00
Regional Australia Bank	2.70%	25/07/2017	\$250,000.00
Newcastle Permanent	2.60%	25/07/2017	\$250,000.00
Westpac Banking Corporation	3.00%	26/07/2017	\$1,000,000.00
Regional Australia Bank	2.70%	23/08/2017	\$800,000.00
National Australia Bank	2.55%	28/08/2017	\$600,000.00
Regional Australia Bank	2.70%	15/09/2017	\$500,000.00
Westpac Banking Corporation	3.00%	18/10/2017	\$1,300,000.00
National Australia Bank	2.75%	28/11/2017	\$1,000,000.00
Westpac Banking Corporation	3.12%	24/01/2018	\$600,000.00
Total			\$10,550,000.00

Loans:

Loan no.	Purpose	Balance
165	MGH Property	\$59,758.61
167	Rear Service Lane Land	\$5,245.99
168	Community Centre	\$49,480.94
176	Library Extensions	\$239,272.24
177	Grace Munro Centre	\$191,437.00
181	Creative Village Works	\$13,429.51
185	Public Toilets Alma Park	\$16,542.60
186	Public Toilets Pioneer Park	\$22,658.20
187	Undergrounding Power and Mainstreet Upgrade	\$176,260.88

188	Paving and Power Undergrounding	\$42,094.53
189	Bridge Construction	\$236,974.05
190	Bridge construction & industrial land development	\$1,845,231.06
Total		\$2,898,385.61

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

OFFICER'S RECOMMENDATION:

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

BACKGROUND:

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

REPORT:

A. Works Undertaken in March 2017

1. **Main Road Maintenance**

MR73 Thunderbolts Way, North and South	Patching, mowing
MR124 Bundarra Road	Patching, mowing
MR132 Barraba Road	Maintenance, mowing

2. **Sealed Roads Maintenance**

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

- | | | |
|-----------|-----------------------------------|--|
| 3. | Unsealed Roads Maintenance | |
| | Grading | |
| | MR132 Barraba Road | Graded |
| | Bingara Road | Graded |
| | Gowings Road | Graded |
| | Lindon Road | Graded |
| | Big Ridge Road | Graded |
| | Stanley Vale Road | Graded |
| | Munsies Road | Graded |
| | Retreat Road | Graded |
| | Bendemeeer Road | Grading |
| | Old Kingstown Road | Grading |
| 4. | Construction Crew | |
| | Bingara Road | Continue reconstruction and bitumen sealing of 2km section |
| 5. | Bridge / Sign Crew | |
| | Uralla | Completed combined net ball, basketball courts at sporting complex |
| 6. | Town Area | |
| | Uralla | Maintenance and signs, mowing and weed spraying as necessary |

B. Works to be continued/undertaken in April 2017

- | | | |
|-----------|-----------------------------------|-------|
| 1. | Main Road Maintenance | |
| | Bitumen patching | |
| | Guide posting | |
| | Sign maintenance | |
| 2. | Sealed Roads Maintenance | |
| | Bitumen patching | |
| | Guide posting | |
| 3. | Unsealed Roads Maintenance | |
| | Kingstown and Balala Areas | Grade |

- | | | |
|----|--|--|
| 4. | Bridge/Sign Crew
Bingara Road guard rail
Bridge maintenance | |
| 5. | Construction
Bingara Road

MR124 Bundarra Road | Complete reconstruction and bitumen sealing of
2km section

Commence reconstruction near Rocklea Road |
| 6. | Town Area
Routine maintenance | |

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Nil

B. Policy and Regulation

Nil

C. Financial (LTFP)

In accordance with budget

D. Asset Management (AMS)

In accordance with draft Asset Management Plan

E. Workforce (WMS)

Council staff and contractors

F. Legal and Risk Management

Maintaining Council assets to minimise legal and risk exposure.

G. Performance Measures

Works completed to appropriate standards

H. Project Management

Works Manager and Overseer

Prepared by staff member:

Works Manager

Approved/Reviewed by Manager:

Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

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

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

OFFICER'S RECOMMENDATION:

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

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

Development Application Number	Applicant	Property	Development
DA-53-2016-2	Mr D Moffatt	133 Invergowrie Road, Invergowrie	Modification – Farm Shed with Shipping Container Storage and Forge
DA-55-2016	New England Architectural Studio	40 Bridge Street, Uralla	Staged – Commercial Building and 4 Short Term Accommodation Units
DA-67-2016	Croft Surveying & Mapping	31 John Street, Uralla	4 Lot Subdivision
DA-1-2017	New England Surveying & Engineering	87 Dumaresq Road, Saumarez Ponds	4 Lot Subdivision
DA-7-2017	Mr R & Mrs N Dasey	20 Baker Street, Bundarra	4 Bay Shed
DA-10-2017	Mr N Cullen	Lot 542 Leece Road, Uralla	Shed
DA-13-2017	Mr J Young	67 Wattle Drive, Saumarez	Alterations & Additions to Dwelling
DA-14-2017	Mr C McDougall	6 McCrossin Street, Uralla	Dwelling & Shed
Monthly Estimated Value of Approvals: \$1,391,800.00			

Refusals: Nil

DAs Withdrawn: Nil

Comparison to March 2016:

March 2016:	\$322,000.00	March 2017:	\$1,391,800.00
Year to date: (Calendar Year)	\$635,094.00	Year to date: (Calendar Year)	\$1,528,900.00

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-21-2010-2	Mr W & Mrs F Lulham	229 Eastern Avenue, Kentucky South	Modification – Farmstay Accommodation	Under Assessment
DA-68-2016	Mr G & Mrs J Fletcher	5 Plane Avenue, Uralla	3 Lot Subdivision	Under Assessment
DA-2-2017	Mr S Lovick	168 Kalinda Road, Invergowrie	Relocated Secondary Dwelling	Awaiting Applicant
Application Number	Applicant	Property	Development	Status
DA-8-2017	New England North West Planning	26 John Street, Uralla	Staged – Dual Occupancy, Two Sheds	Under Assessment

	Service Pty Ltd		& Strata Subdivision	
DA-11-2017	New England Surveying & Engineering	31 Bridge Street, Uralla	3 Lot Subdivision	Under Assessment
DA-12-2017	New England Surveying & Engineering	253 Eastern Avenue, Kentucky South	Free Range Piggery	Under Assessment
DA-15-2017	Mr J & Mrs A Doak	209 Mount Drummond Road, Bundarra	Relocate House, Piers, Alterations & Additions	Awaiting Applicant
DA-16-2017	Mr J Griffiths	9964 New England Highway, Saumarez	Farm Shed	Awaiting Applicant
DA-17-2017	Mr M Batt	32 Bridge Street, Uralla	Covered Deck	Under Notification
DA-18-2017	Mr S & Mrs T Brennan	737 Bundarra Road, Saumarez Ponds	Shed	Under Assessment
Total: 10				

Construction Certificates

Approved:

Application Number	Applicant	Property	Construction
CC-53-2016-2	Mr D Moffatt	133 Invergowrie Road, Invergowrie	Modification – Farm Shed with Shipping Container Storage and Forge
CC-64-2016-2	Mr C Schaeffer	3 McMahon Street, Uralla	Garage
CC-7-2017	Mr R & Mrs N Dasey	20 Baker Street, Bundarra	4 Bay Shed
CC-13-2017	Mr J Young	67 Wattle Drive, Saumarez	Alterations & Additions to Dwelling

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-17-2016	Mr P & Mrs D Tutt	44 Quartz Gully Road, Uralla	Enclose Existing Deck & Construct New Deck
CC-46-2016	Mr G Gates	1577 Bundarra Road, Invergowrie	Dwelling Additions

Total Monthly Estimated Value of Construction Certificate Approvals: \$228,300.00

Complying Development Certificate Applications

Approvals:

Application Number	Applicant	Property	Development
CDC-6-2017	BMM Group Pty Ltd	34 Pomona Road, Uralla	Telecommunication Facility

Refusals: Nil

Cancelled: CDC-8-2017 (relodged as DA-18-2017)

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-5-2017	Mr J & Mrs K Laurie	313 Mihi Road, Mihi	Farm Shed
CDC-7-2017	Mr R Hircock & Ms Y Lea	103 Tulong Road, Saumarez Ponds	Shed
CDC-9-2017	Mr D & Mrs S Hamilton	54 Tobruk Road, Invergowrie	Dwelling

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$410,985.00

Comparison to March 2016:

March 2016:	\$29,013.00	March 2017:	\$410,985.00
Year to date: (Calendar Year)	\$46,513.00	Year to date: (Calendar Year)	\$521,235.00

Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2006	6,310,059	42,349	6,310,059	-
2007	7,211,361	44,515	7,211,361	-
2008	9,155,533	50,030	7,393,239	1,762,294
2009	9,290,046	72,016	5,749,162	3,540,884
2010	10,586,972	86,073	5,958,887	4,628,085
2011	6,584,483	53,101	3,449,607	3,134,876
2012	11,390,780	102,620	6,158,718	5,232,062
2013	9,259,318	91,676	4,678,720	4,580,598
2014	8,246,689	70,485	5,657,845	2,588,844
2015	9,137,065	92,294	6,980,198	2,156,867
2016	5,958,716	94,583	3,997,389	1,961,327
2017	2,050,135	93,188	1,528,900	521,235

2017 to date

Financial Year Development Values

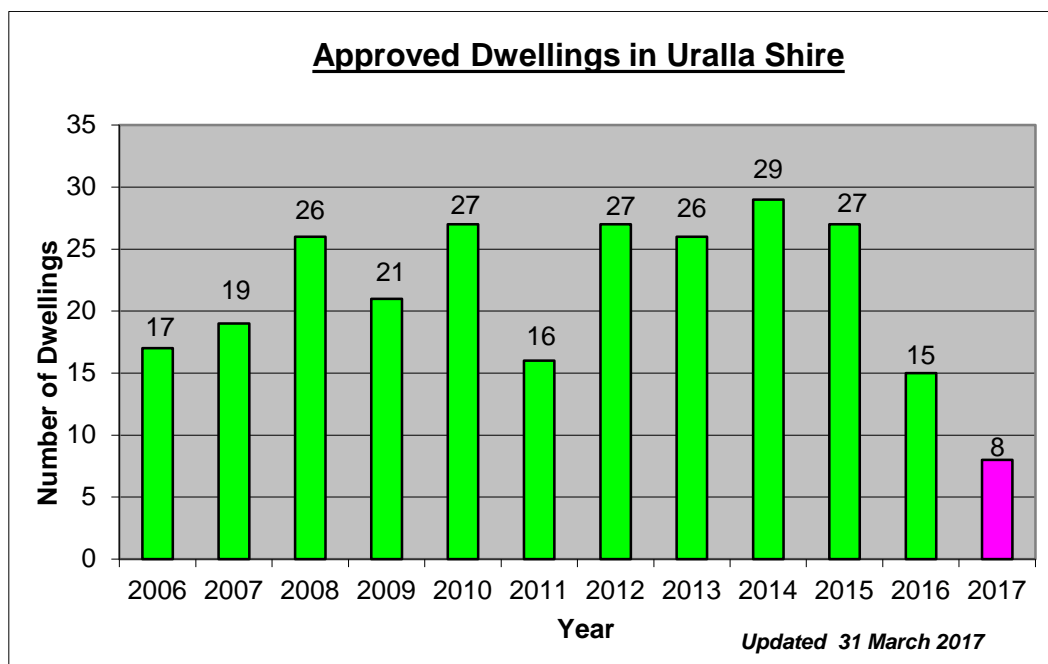
Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2005-2006	6,090,640	39,808	6,090,640	-
2006-2007	6,302,833	38,668	6,302,833	-
2007-2008	8,128,806	52,444	8,128,806	-
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	5,192,915	72,124	3,262,116	1,930,799

2016-2017 to date

Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during September 2017. In September 2012 thirteen (13) applications were approved, with one (1) application identified as possibly not commencing as at the end of March 2017.

Approved Dwellings 2006-2017



KEY ISSUES:

- *Development Applications approved by Council for March 2017 – 8*
- *Development Applications refused by Council for March 2017 – 0*
- *Development Applications withdrawn by Applicant for March 2017 – 0*
- *Outstanding Development Applications as at 31 March 2017 – 10*
- *Construction Certificates approved by Council for March 2017 – 4*
- *Construction Certificates refused by Council for March 2017 – 0*
- *Construction Certificates issued by private certification for March 2017 – 2*
- *Complying Development Applications approved by Council for March 2017 – 1*
- *Complying Development Applications refused by Council for March 2017 – 0*
- *Complying Development Applications issued by private certification – 3*
- *Total Development Value for 2017 as at 31 March 2017 – \$2,050,135*
- *Average Development Value for 2017 as at 31 March 2017 – \$93,188*
- *Development Application Value for 2017 as at 31 March 2017 – \$1,528,900*
- *Complying Development Application Value for 2017 as at 31 March 2017 – \$521,235*
- *Applications lapsing in September 2017 that may not have commenced – 1*
- *Approved dwellings as at 31 March 2017 – 8*

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

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

B. Policy and Regulation

Environmental Planning & Assessment Act, 1979.

Environmental Planning & Assessment Regulations, 2000.

C. Financial (LTFP)

Nil

D. Asset Management (AMS)

Nil

E. Workforce (WMS)

Nil

F. Legal and Risk Management

Nil

G. Performance Measures

Nil

H. Project Management

Nil

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



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report summarises the consultations undertaken by Council's Heritage Advisor, Mr Mitch McKay, of his monthly visit undertaken for April 2017. His next visit will be 9 May 2017.

OFFICER'S RECOMMENDATION:

1. That the Heritage Advisory Services Summary for April 2017 be received and noted by Council.

BACKGROUND:

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

REPORT:

A summary of the Heritage Advisor's April 2017 visit is as follows:

Item 1: Local Heritage Assistance Fund

Inspected projects under this round of the Heritage Assistance Fund. Projects inspected on 11 April 2017 were:

29 Queen St, Uralla

New timber floors and floorboards installed. Verandah levelled, posts repaired and/or replaced. Project completed.

31 Queen St, Uralla

New timber floors and floorboards installed. Verandah levelled and posts or trim repaired. Repainting in sympathetic colour scheme.
Outstanding works: Foot of downpipe to be turned away from building.

94-98 Bridge St, Uralla

Downpipe installed.

Outstanding works: Ironwork still to be installed. Ridge cresting still to be installed

26 Gostwyck St, Uralla

External painting completed.

Outstanding works: Restoration of front fence not completed due to issues with dampness of bricks.

118 Bridge St, Uralla

Guttering and downpipes installed except to verandahs where bullnose roofing is proposed to be replaced.

Outstanding works: Bullnose roof sheets and associated guttering and downpipes not installed.

9 Salisbury St, Uralla

Weatherboards repaired or replaced. Verandah subfloor in place.

Most of the guttering installed.

Outstanding works: Downpipes not installed. Ridges not installed. Roof sheeting not installed – indicated that this will be in full sheets and not short sheet lengths. Repointing of brickwork not done.

1 Rowan Ave, Uralla

Guttering install. Project completed.

28 Maitland St, Uralla

Interim Engineer's Report due to be submitted to Council later this week

62 Hill St, Uralla

Outstanding works: Ironwork, new timber posts and neck moulding and repainting not commenced.

14 Bridge St, Uralla (St Josephs School)

Access not available due to school holidays

Item 2: Bundarra Hardware – 11 and 13 Bendemeer Street, Bundarra

Requested to visit this property as the business has been sold and the new tenants are wishing to repaint the building to match their heritage inspired logo. The colours shown in the logo of blue and white provided would not have been traditional paint colours used on a building of this period. Colours should be chosen that are suitable to the period of architecture and so that they do not detract from the appearance of the streetscape. Regency White for the walls, rather than a brilliant white, and Teal for the trim would be acceptable.

ITEM 3: Bundarra Automotive - 10 Bendemeer Street, Bundarra

Council has received a request in the form of a completed Local Heritage Assistance Fund Project Application Form from the owner, for financial assistance to replace the roofing of the building.

The property, while not yet listed as an item of heritage in Uralla LEP 2012, has been identified for inclusion as a heritage item (SHI Number 2540117). It is also within C01 Conservation Area as identified in Uralla LEP 2012.

Advised that:

- it is preferable to replace like with like – that is the short sheet roof sheeting with short sheet lengths.
With short sheets the joins can be seen as the shadow line of the overlapping sheet and, less obviously, the additional nailing needed at the join. These provide a distinct horizontal element to the appearance of the roof and their loss, if full sheet lengths were to be used, would lead to a change in the character of the roof.
- Zinalume can be used but Colorbond is not encouraged.

ITEM 4: 12 Bendemeer Street, Bundarra

The owner of this property enquired about the history of the building and whether there was any funding assistance available from Council to assist with maintenance of the building. The building was not identified as an item of heritage significance within the Community Based Heritage Study that was prepared for Council by consultants. However, the property is within the Conservation Area for Bundarra.

ITEM 5: Former Police Station and Courthouse – 31 Bendemeer Street, Bundarra

Spoke with the secretary and treasurer of Bundarra Community Purposes Reserve Trust which administer the former Police Station and Courthouse. The building is identified as an item of State significance (I05) in the Uralla LEP 2012. The purpose of the discussion was that their insurance company has now agreed to replace the short sheet length metal roof. The roof was damaged following a hail storm some time ago and she was enquiring as to whether the roof had to be replaced in short sheet or long sheet lengths.

COUNCIL IMPLICATIONS:

- A. Community Engagement/ Communication (per engagement strategy): Nil**
- B. Policy and Regulation: Nil**
- C. Financial (LTFP): Nil**
- D. Asset Management (AMS): Nil**
- E. Workforce (WMS): Nil**
- F. Legal and Risk Management: Nil**
- G. Performance Measures: Nil**
- H. Project Management: Nil**

Prepared by staff member:	Director Infrastructure & Regulation
TRIM Reference Number:	U12/6279
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil

Department:	Infrastructure & Regulation
Submitted by:	Health & Building Surveyor
Reference/Reference:	Report 5 - Division Decision – DA-8-2017 – 26 John Street Uralla – Dual Occupancy, Two Sheds & Strata Title Development

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is for Council to determine a Development Application for Staged Dual Occupancy, Construction of two separate double car garages and Strata Subdivision of 26 John Street Uralla. The proposal involves two stages of development being;

- Stage 1: Removal of existing sheds and temporary carports from the existing property. Installation of a two bedroom transportable dwelling to the rear of the property with a separate double car garage with newly proposed access from Queen Street.
- Stage 2: Strata Subdivision of the newly formed property and existing dwelling and construction of a new separate double car garage to the existing dwelling.

The reason the development is submitted for Council determination is that two submissions (objections) were received from adjoining neighbours during the Notification period.

Issues raised in the submissions related to the concerns of an increase in overland flow of stormwater from the proposed development with the additional roof area of the structures. Privacy and Colorbond fencing being installed are also listed as a concern in one of the submissions.

OFFICER'S RECOMMENDATION:

That:

- a) Council approve the development application DA-8-2017 for Staged Dual Occupancy including the construction of two separate double car garages and Strata Subdivision on Lot 2 DP 571495 known as 26 John Street, Uralla, subject to the following conditions:

GENERAL CONDITIONS

1. 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.

Plan Reference
Site Plan & Dwelling Plans: Uniplan Group – Job No. 2185-1E, pages 1-5, dated 13 March 2017; Uniplan Group – Structural Details, Drawing No. 749402, 1 page, dated 10 December 2015
Garage Plans (6mx6m): Best Sheds – Job No. 502611, 11 pages including Engineering Schedule, dated 12 March 2017
Garage Plans (5mx10m): Best Sheds – Job No. 501902, 11 pages including Engineering Schedule, dated 4 November 2016

2. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the EP&A Regulations 2000.
3. *The **dwelling** is to be inspected at the following stages of construction:
- before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering 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*

4. The **sheds** are 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.

5. **The shed is to be used for residential storage only and not as a dwelling, or an industrial purpose. Any other use will require consent from Council.**
6. **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.**
7. All Engineering works to be designed by an appropriately qualified person and carried out in accordance with Council's Engineering Code, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
8. 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.
9. A Construction Certificate shall be submitted to and approved by the relevant Certifying Authority prior to construction commencing on each stage.
10. No tree removal is allowed from the road reserve unless prior consent has been given by Council.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

11. 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 1a 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.

12. The applicant shall have prepared an Erosion and Sediment Control Plan and Soil and Water Management Plan, in accordance with the requirements of the Department of Housing's Managing Urban Stormwater - Soils and Construction, to be submitted with the application for a Construction Certificate for the development for approval by the relevant Certifying Authority. The Soil and Water Management Plan must include sediment basin calculations and the approved plan implemented in conjunction with the project.

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

13. 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.

14. 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.

15. 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

16. 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.
17. Toilet facilities are to be provided at, or in the vicinity of the work site, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be connected to an accredited sewage management facility approved by the council or some other sewage management facility approved by the council.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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 PRIOR TO OCCUPATION/USE COMMENCING

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

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

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

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

26. The property number shall be clearly and permanently displayed on or adjacent to the doorway or on the street frontage to identify the premises to the public and to essential/emergency services. Numbers shall be 100mm high x 50mm wide (minimum) and of a colour contrasting with the surface to which they are affixed

27. A backflow prevention device suitable to the degree of hazard must be installed to the premises. The type device will be determined at the time of processing the application for a water service. All external hose taps must be fitted with a backflow prevention device in accordance with AS/NZS 3500.1:2003 before use or occupation of the building, to maintain public health.

ADVISING: *For information regarding the installation and type of backflow prevention device to be fitted, please contact Council.*

28. **A new 1.8m high Colorbond fence is to be installed between Lot 2 & Lot 1 DP 517495 being 26 and 28 John Street, Uralla, dropping to a maximum height of 900mm six metres (6m) from the John Street boundary at the expense of the developer.**

29. **A new vehicular crossing, including layback, is to be constructed from the street to the property boundary to provide effective all-weather access to the site and a safe and nuisance-free surface over Council's footpath.**

The driveway is to be 3m wide at the rear of the layback and 3m wide at the property boundary, and is to be completed prior to the use or occupation of the building.

Note - Segmental paving may be used provided it is installed as part of a pavement design in accordance with the Cement & Concrete Association of Australia's "Guide to Design and Construction" for Interlocking Concrete Road Pavements, July 1986.

30. **All roof and surface stormwater from paved and impervious areas is to be collected via stormwater drainage and directed to the kerb side to protect the site and adjoining properties from the effects of flooding. Such work must be completed prior to the use and/or occupation of the premises commencing.**

CONDITIONS RELATING TO ONGOING OPERATIONS

31. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display/erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under *State Environmental Planning Policy (Codes SEPP) 2008* for exempt development.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

32. **Compliance with all conditions for Stage 1 is to be achieved prior to the issue of a Subdivision Certificate.**
33. Prior to the issue of a Subdivision Certificate, an Application for a Subdivision is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. Details of compliance with relevant consent conditions, and all required easements, positive covenants and restrictions as to user to be included on the documentation submitted for a Subdivision Certificate for the subject lots, to ensure that the relevant consent requirements are addressed.
34. 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.

Electricity & Telecommunications

35. Prior to the issue of a Subdivision Certificate the applicants shall provide written advice from telecommunications and electricity providers, confirming that satisfactory arrangements have been made for the provision of a telecommunications and electricity services.
36. 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.**
37. 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.
38. 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.

General

39. A detailed Site Plan is to be submitted with the Construction Certificate documentation clearly showing:
- a) Driveway formation.
 - b) Location of services – water, sewer, interallotment drainage and telecommunications.
 - c) Landscaping. Landscaping details are to include a species list and plant size.
 - d) Any fencing details

Water & Sewer

40. Connection to the sewer main is required for the proposed new dwelling. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current sewer connection fee for 2016/17 is \$540.00.
41. Connection to the water main is required for the proposed new dwelling. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current water connection fee for 2016/17 is \$958.00.
42. All drainage, including from all structures, is to be run to Queen Street from the proposed new dwelling and garage and to John Street for the proposed new garage associated with the existing dwelling.

Driveway Access

43. Construction of layback kerb and gutter is required for the new dwelling in Queen Street including road reinstatement and bitumen sealing and construction of paved or bitumen sealed driveway across the footpath area in accordance with the engineering design plans that were approved by the Director of Infrastructure & Regulation.

Road Conditions

44. A splay corner, 3 metres by 3 metres, is to be dedicated as road at the intersection of John and Queen Streets.

Stormwater

45. All stormwater is to be connected to the kerb and gutter from the existing and proposed dwellings and proposed garages. This is to be completed to a standard approved by the Director of Infrastructure & Regulation and at the expense of the developer.

46. Detailed Engineering Drawings are required for:

- Stormwater drainage.
- Driveway and driveway kerb and gutter crossing.
- Sediment and erosion Control.

A Construction Certificate will be required for the Engineering works required for the subdivision. All works are to be carried out at the full cost of the developer.

All Engineering works to be designed by an appropriately qualified person and carried out in accordance with Council's Engineering Code, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.

MANUFACTURED HOME CONDITIONS

Specifications for design, construction, installation, modification and extension of manufactured homes and associated structures

47. The Minister may, by order published in the Gazette, establish specifications (not inconsistent with this Division) for the design, construction, installation, modification and extension of manufactured homes and associated structures.
48. The specifications may adopt, with or without modification, the provisions of any rule, standard or code of practice.
49. Subject to this Division, a manufactured home or associated structure must be designed, constructed, installed, modified and extended in accordance with any specifications in force under this clause.

Manufactured homes to be constructed and assembled off-site

50. A manufactured home must not be installed on a dwelling site unless each major section of the home has been constructed and assembled at, and transported to the manufactured home estate from, a place of manufacture outside the manufactured home estate.
51. However, the fixing of cornices, the setting of wall lining joints, the fitting of skirting boards and architraves and the grouting of tiles may be done on the dwelling site.

Carports

52. The roof covering and any ceiling lining, wall cladding or gable of a carport must be non-combustible.
53. A carport must have at least 2 sides open and at least one-third of its perimeter open. For the purposes of this subclause, a side is considered to be open if the roof covering of the carport is at least 500 millimetres from a manufactured home, associated structure or site boundary.
54. A carport must not provide direct vertical support to any part of a manufactured home.

55. (a) If a carport has a common roof structure with a manufactured home and the carport does not have a ceiling, the opening between the top of the wall of the manufactured home and the underside of the roof covering of the carport must be in filled with:
- a non-combustible material, or
- (b) construction clad with non-combustible material on the carport side.

Structural Soundness

56. A manufactured home or associated structure must be of a design certified by a practising structural engineer to be structurally sound.
57. A certificate issued under this clause:
- (a) must indicate that the manufactured home or associated structure complies with any standards, codes and specifications with which it is, by this Part or by Ministerial specifications, required to comply, and
- (b) must include specifications as to the manner in which the manufactured home or associated structure must be transported and installed and as to the nature of the footings (if any) on which it must be installed.
58. Any specifications with respect to footings or tie-down systems must have regard to the design gust wind speed, soil type and other design considerations applicable to the various locations in which the home or structure may be installed.
59. This clause does not apply to fences or privacy screens.

Design gust wind speed

60. A manufactured home or associated structure must be designed to resist loads as determined in accordance with the following design codes, as appropriate:
- a) AS/NZS 1170.1:2002, *Structural design actions Part 1: Permanent, imposed and other actions*, as in force on 1 September 2005,
- b) AS/NZS 1170.2:2002, *Structural design actions Part 2: Wind actions*, as in force on 1 September 2005, or AS 4055—1992 *Wind loads for housing*, as in force on 1 September 2005 (except that the design gust wind speed for the area where the manufactured home or associated structure is located is not to be taken to be less than 41 metres per second),
- c) AS 1170.3—1990, *Minimum design loads on structures Part 3: Snow loads*, as in force on 1 September 2005,
- d) AS 1170.4—1993, *Minimum design loads on structures Part 4: Earthquake loads*, as in force on 1 September 2005.

Termite shields

61. Shields, barriers or the like must be provided in accordance with AS 3660.1—2000 *Termite management—new building work and structures*, as in force on 1 September 2005, to protect any structural members that are susceptible to attack by termites.

Glazing

62. Glazing materials must be selected and installed in accordance with the relevant provisions of AS 1288—1994, Glass in buildings—Selection and installation and, to the extent to which those provisions require the use of safety glass, in accordance with the relevant provisions of AS/NZS 2208:1996, Safety glazing materials in buildings (each as in force on 1 September 2005).

External waterproofing

63. The roof, external walls, door frames and window frames of a manufactured home must be constructed so as to prevent rain or dampness penetrating to the inner parts of the home.

Internal waterproofing

64. The floor of a bathroom, shower room or room containing a toilet or washing machine in a manufactured home must consist of, or be covered by, material that is impervious to water.
65. The wall surface of a shower enclosure (or, in the case of a shower that is not enclosed, any wall surface within 1.5 metres of the shower fitting) must be impervious to water to a height of at least 1.8 metres above the floor.
66. Any wall surface within 75 millimetres of a bath, basin or other similar bathroom appliance must be impervious to water to a height of at least 150 millimetres above the appliance.

Electrical wiring

67. The electrical wiring in a manufactured home must comply with the requirements of AS/NZS 3000:2000, Electrical installations (known as the Australian/New Zealand Wiring Rules) as in force on 1 September 2005.

Fire and smoke alarms

68. A manufactured home must be equipped with an automatic fire detection and alarm system that complies with the requirements of Part 3.7.2 of Volume Two of the *National Construction Code* in relation to class 1 (a) buildings within the meaning of that Code.
69. This clause does not apply to a manufactured home that was constructed before 1 January 1996, whether installed before, on or after that date.

Footings

70. A manufactured home or associated structure must be installed on footings if the engineer's certificate for the home or structure so requires.
71. The footings and tie-down system for the manufactured home or associated structure must be constructed in accordance with the engineer's certificate for the home or structure.

72. In the case of a manufactured home or associated structure that is placed on footings, the clearance beneath the home or structure must be:
- a) at least 400 millimetres, where termite shields are required to be installed, or
 - b) at least 200 millimetres, where termite shields are not required to be installed, or
 - c) such lesser clearance as the approval for the manufactured home estate may allow, with adequate provision for underfloor cross-flow ventilation.

Installation to comply with specifications

73. A manufactured home must not be installed on a dwelling site otherwise than in accordance with:
- a) the specifications contained in the engineer's certificate issued in respect of the manufactured home, or
 - b) such other specifications as are specified in the approval for the manufactured home estate.

Compliance plate

74. A compliance plate must be attached to an accessible part of each of the following structures:
- a) manufactured home,
 - b) an associated structure that forms part of a manufactured home,
 - c) an associated structure comprising a free-standing garage.
75. A compliance plate must specify the following:
- a) the name of the manufacturer of the manufactured home or associated structure,
 - b) the unique identification number for each major section of the manufactured home,
 - c) the month and year during which the manufactured home or associated structure was constructed,
 - d) the design gust wind speed for the manufactured home or associated structure,
 - e) a statement that the manufactured home or associated structure complies with the requirements of this Division,
 - f) the name of the practising structural engineer by whom the engineer's certificate has been issued in respect of the manufactured home.
76. A unique identification number must be permanently marked on each major section of the manufactured home.
77. The Minister may, by order published in the Gazette, issue specifications for the design, construction, issue and registration of compliance plates for the purposes of this clause.
78. A compliance plate must be designed, constructed, issued and registered in accordance with any specifications in force under this clause.

Notice of completion of installation

79. The holder of an approval to operate a manufactured home must give the council written notice of the installation of a manufactured home or associated structure within 7 days after its completion.

80. The notice:

- a) must indicate the site identifier of the dwelling site on which the manufactured home or associated structure has been installed, and
- b) must include the particulars contained on each compliance plate relating to the manufactured home or associated structure.

81. The notice must be accompanied by:

- a) a copy of the engineer's certificate for the manufactured home or associated structure, and
- b) a fully dimensioned diagram of the dwelling site on which the manufactured home or associated structure is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of this Part have been complied with.

Issue of Occupation Certificate

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

- b) Those persons who made a submission in relation to the Application be notified of the determination in writing as per the provisions of the *Environmental Planning & Assessment Act 1979* and Regulations.**

BACKGROUND:

1. Development Application DA-8-2017 for a staged development of dual occupancy, construction of two singular double car garages and strata subdivision was received by Council on 13 February 2017.
2. The development was notified to surrounding land owners in accordance with Chapter 13 Notification Procedures of the Uralla Development Control Plan (DCP) 2011.
3. Two submissions were received. (Redacted copies are provided as an attachment to the report).
4. The Uralla Shire Council Development Control Plan 2011 requires that:
"Delegated authority will not be used to determine a development application that has received a written objection to the proposal."
5. Matters raised in submissions are discussed in the report below.

REPORT:

A Development Application was received by Council from the applicant, New England North West Planning Services, on behalf of the owner, Mr P Byrne, for a staged development being Dual Occupancy including two sheds and Strata Subdivision of 26 John Street, Uralla.

Dual Occupancy is permissible with consent in R1 General Residential zones in accordance with the Uralla Development Control Plan.

The subject land, described as Lot 2 DP571495, is rectangular in shape with an area of 1,010.62m². The site is gently sloping east >west under 3^o with small garden sheds located on the rear of the property. A site aerial is shown below:



Site Map – Intramaps

A Development Assessment Report has been prepared in accordance with Section 792 of the *Environmental Planning & Assessment Act 1979* and is provided as an Attachment to this report. The development is described below.

The existing dwelling is to remain, with ancillary structures (A, B & C on site aerial above) to be removed and replaced with a transportable dwelling and a two bay shed set back six (6) metres from the Queen Street boundary. The existing home will have a new car shed built to the north west side of the home one metre from the adjoining neighbour's property.

The Development Application also seeks consent for a Strata Subdivision, which will be Stage 2 of the development.

Matters raised in submissions were both similar and are as follows:

1. Concern was raised by the two owners of property on the overland flow path in submissions regarding stormwater flow across the land.

Assessing Officer's Response:

The new buildings and paved areas will be connected to the street drainage reducing the current overland flow potential.

2. Privacy and Colorbond fencing being installed are also addressed as concerns.

Assessing Officer's Response:

Privacy between Lot 2 and Lot 1 DP 517495 is conditioned via the consent with a newly constructed 1.8m high colorbond fence, dropping to a maximum height of 900mm, six metres from the John Street Boundary at the developer's expense.

CONCLUSION:

Development Application DA-8-2017 is recommended for conditional approval for the following reasons:

- a. Requirements of private open space and landscaping are consistent with the Uralla Development Control Plan 2011.
- b. The proposal is permissible in the land zoning
 - o To provide for housing needs of the community.
 - o To provide for a variety of housing types and densities.
- c. Matters in the submission have been conditioned to manage stormwater run off.

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Nil

B. Policy and Regulation

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

Environmental Planning & Assessment Act 1979

C. Financial (LTFP)

Nil

D. Asset Management (AMS)

Nil

E. Workforce (WMS)

Nil

F. Legal and Risk Management

Nil

G. Performance Measures

Nil

H. Project Management

Nil

Prepared by staff member:

Scott A Strijland – Health & Building Surveyor

Approved/Reviewed by Manager:

Terry Seymour – Director Infrastructure & Regulation

Department:

Attachments:

B. Development Assessment Report

C. Dwelling Plans (including Site Plan), Garage Plans (5mx5m), Garage Plans (10mx5m)

D. Redacted Submissions

Development Assessment Report

DA Number: DA-8-2017 **Council:** Uralla Shire Council
Location: 26 John Street URALLA
Development Description: Staged - Dual Occupancy, Two Sheds & Strata Subdivision
Title Details: Lot: 2 DP: 571495

Proposal Overview

Staged Development – Dual Occupancy and 2 Sheds & Strata Subdivision.

Property Details/History

	Checked	Comments
File History	Yes	
Title Plan	Yes	
Check Ownership	Yes	Rates Authority Notice.

Is there any other issue that requires notation? No

Application Type

Is this application an Integrated Development Application? No

Is this application a Designated Development Application? No

Is this application for State Significant Development? No

Is this application submitted by/on behalf of a Public Authority? No

Is this application a staged Development? Yes

Details of Staging: Stage 1 Dual Occupancy and Construction Of 2 Sheds. Stage 2 Strata Subdivision

Is this application a section 96 amendment? No

Concurrence/Referral

Section 79b – EP & A Act

Does this application require concurrence referral? No

Does this application require courtesy comment? No

Is there any other issue that requires notation? No

Local Environmental Plan

Section 79c(1)(a)(i) – EP & A Act

This land is zoned: R1 – General Residential

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	R1 – Dual Occupancy Permitted with consent.

Is there a draft LEP or draft LEP amendment which may affect this proposal? No
 Is there any other issue/feature that requires notation? No
 Do 'existing use' provisions apply to this development? No

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

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

<u>List the relevant chapter/clause under the Uralla DCP</u>			
Chapter	Clause	Compliance	Comment
3	Site Design & Layout – Aims	Yes	To provide flexibility in the layout of buildings. Second dwelling has been altered to suit the DCP with opening to private open space, and landscaping. To Promote good site functioning. The changed site plan allows greater private open space and use of the area behind the shed.
3	Density	Yes	Density of dwelling is in accordance with Table 3.1. The land size for this new dwelling is medium to large. All private open space and landscaping is compliant to the DCP.

Is there a draft DCP which may affect this proposal? No
 Is there any other issue that requires notation? No

Regional Environmental Plan

There is no REP applicable to this area.

State Environmental Planning Policy

Is this proposal affected by a SEPP? No
 Is there any other issue that requires notation? No

Planning Agreement

Section 93F (10) – EP & A Act

Is there a Planning Agreement in force under section 93F of the EP&A Act? No
 Has a Planning Agreement been offered under this development? No

Planning Strategies/Local Policy

Section 79c(1)(b) – EP & A Act

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

Subdivision

Is this application for subdivision? Yes
 How many new lots are being created? Strata Subdivision

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential impact on?

	Impact	Comment
Social	No	
Economical	No	
Siting & Configuration	No	
Setbacks	Yes	Shed is slightly forward of building line to allow greater private open space.
Privacy	No	
Overshadowing	No	
Solar Access	No	
Visual	No	
Significant Views	No	
Amenity	No	
Water	No	
Air	No	
Noise	No	
Land Degradation	No	
Tree Loss	No	
Flora	No	
Fauna	No	

Environmental Impacts – Threatened Species

Section 79c(1)(b) – EP & A Act

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

Environmental Impacts – Heritage

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	
Aboriginal	No	

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

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

Is this proposal in a heritage conservation Zone? No

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

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

Has an Archaeological Survey been prepared for this proposal? No

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

Flooding

Section 79c(1)(b) – EP & A Act

Is this property flood affected? No

Is there a flood study which includes this land? No

Bush Fire Prone Land

Section 79c(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map? No

Contaminated Land

Section 79c(1)(b) – EP & A Act

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

Is it a possibility this land may be contaminated? No

Does this land require remediation? No

Has a Contaminated Land Site Investigation been completed? No

Is a referral required to DECC? No

Has a Remediation Action Plan been completed for the land? No

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

Infrastructure

Has an engineering assessment been completed? No

Does this proposal have any potential impact on:

Impact	Comment
Sewer	No

	Impact	Comment
Water	No	
Drainage	Yes	Stormwater to be drained to Queen Street Frontage for the Secondary Dwelling.
Access	Yes	New driveway access off queen street required.
Kerb & Gutter	No	
Upgrade Existing Road	No	
Road Network	No	
Existing Easements	No	
Electricity	No	
Telecommunications	No	
Pedestrian Access	No	
Loading & Unloading	No	
Parking	No	
Energy Conservation	No	

Does the development require any new easements?	No
Has an Erosion and Soil Control Plan been submitted?	No
Was there any outstanding issues requiring attention?	No

Construction Assessment

Is a construction assessment required?	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?	Yes
What the type of assessment/approval required?	Connection to Town Sewer
Has a section 68 assessment been completed?	Yes
Was a section 68 application submitted with this application?	Yes
What type of waste system is required?	No
Does this system require connection to a Council maintained system?	Yes
Is there any other issue/feature/impact that requires notation from the assessment?	Yes

Developer Contributions

Section 94 – EP & A Act

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

Signage

Does this proposal require signage?	No
Has this application included signage?	No

Notification

Section 79c(1)(d) – EP & A Act

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

Submission Maker	Issue	Comment
Mr T & Mrs J Wittig	Stormwater run off	Condition the proposal that all stormwater to be piped to Queen Street.
Mrs A Fuller	Stormwater run off	Condition the proposal that all stormwater to be piped to Queen Street.

Submission Maker	
Issues:	Stormwater Run Off
	<ul style="list-style-type: none"> • Concerns raised over the amount of storm water run off from Queen Street through the adjoining neighbouring properties.
Comment:	The new structures will be conditions to have stormwater discharged to Queen Street, kerb and gutter.

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

Section 88b Instrument

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

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues? No

Is there any public health issues? No

Are there any other public interest issues? No

Site Suitability

Section 79c(1)(c) – EP & A Act

Is this a suitable site for this proposal Yes

Assessing Officer General Comment

Comment: Access to be created from Queen Street for the dual occupancy. Site permits the construction of the dual occupancy under the DCP and the developer has complied with private open space and landscaping requirements.

Recommendation

This development application be approved subject to the following conditions, including any necessary engineering or construction conditions that result from the conclusion of the engineering and construction assessment.

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.
3. ~~For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One 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.*

- 4. 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.
- 5. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

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

Notification of Home Building Act 1989 requirements

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

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

136D—Fulfillment of BASIX commitments

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

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

signature:

Use of building as place of public entertainment

10. ~~An entertainment venue must not screen a nitrate film.~~
11. ~~During a stage performance, there must be at least one suitably trained person in attendance in the stage area at all times for the purpose of operating, whenever necessary, any proscenium safety curtain, drencher system and smoke exhaust system.~~
12. ~~If a proscenium safety curtain is installed at an entertainment venue:
 - a) ~~there must be no obstruction to the opening or closing of the safety curtain, and~~
 - b) ~~the safety curtain must be operable at all times.~~~~
13. ~~When a film is being screened at an entertainment venue, at least one person trained in the operation of the projectors being used and in the use of the fire fighting equipment provided in the room where the projectors are installed (the **projection room**) must be in attendance at the entertainment venue.~~
14. ~~If the projection room is not fitted with automatic fire suppression equipment and a smoke detection system, in accordance with the *National Construction Code*, the person required by subclause (2) to be in attendance must be in the projection suite in which the projection room is located during the screening of a film.~~
15. ~~No member of the public is to be present in the projection suite during the screening of a film.~~
16. ~~An emergency evacuation plan must be prepared, maintained and implemented for any building (other than a temporary structure) used as an entertainment venue.~~
17. ~~An **emergency evacuation plan** is a plan that specifies the following:
 - a) ~~the location of all exits, and fire protection and safety equipment, for any part of the building used as an entertainment venue,~~
 - b) ~~the number of any fire safety officers that are to be present during performances,~~
 - c) ~~how the audience are to be evacuated from the building in the event of a fire or other emergency.~~~~
18. ~~Any fire safety officers appointed to be present during performances must have appropriate training in evacuating persons from the building in the event of a fire or other emergency.~~

Maximum capacity signage

~~**Please Note:** The words and expressions used in this condition have the same meanings as they have in the standard instrument set out in the *Standard Instrument (Local Environmental Plans) Order 2006*.~~

19. ~~From 26 January 2010, a sign must be displayed in a prominent position in the building stating the maximum number of persons, as specified in the development consent (including an existing development consent), that are permitted in the building for buildings being used as:
 - a) ~~entertainment venue,~~
 - b) ~~function centre,~~
 - c) ~~pub,~~
 - d) ~~registered club,~~
 - e) ~~restaurant.~~~~

Shoring and adequacy of adjoining property

~~**Please Note:** This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.~~

20. ~~If the development involves an excavation that extends below the level of the base of the footings of~~

~~a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:~~

- ~~a) protect and support the adjoining premises from possible damage from the excavation, and
b) where necessary, underpin the adjoining premises to prevent any such damage.~~

GENERAL CONDITIONS

21. 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.
22. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the EP&A Regulations 2000.
23. *The **dwelling** is to be inspected at the following stages of construction:
- before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering 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*
24. The shed / garages are to be used for residential storage only and not as a habitable dwelling. Any other use other than residential storage will require consent from Council.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

25. 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 1a 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.
26. 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

27. 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.

28. 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.

29. 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

30. 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.
31. Toilet facilities are to be provided at, or in the vicinity of the work site, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be connected to an accredited sewage management facility approved by the council or some other sewage management facility approved by the council.
32. 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.
33. 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.
34. 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.
35. 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.
36. 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 PRIOR TO OCCUPATION/USE COMMENCING

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

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

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

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

40. The <property> number shall be clearly and permanently displayed on or adjacent to the doorway or on the street frontage to identify the premises to the public and to essential/emergency services. Numbers shall be 100mm high x 50mm wide (minimum) and of a colour contrasting with the surface to which they are affixed

41. A backflow prevention device suitable to the degree of hazard must be installed to the premises. The type device will be determined at the time of processing the application for a water service. All external hose taps must be fitted with a backflow prevention device in accordance with AS/NZS 3500.1:2003 before use or occupation of the building, to maintain public health.

ADVISING: For information regarding the installation and type of backflow prevention device to be fitted, please contact Council.

42. Construction of a new 1.8m high colorbond fence is to be installed between Lot 2 & Lot 1 DP 517495 being 26 and 28 John Street, Uralla, dropping to a maximum height of 900mm six metres (6m) from the John Street boundary. .

43. A new vehicular crossing, including layback, is to be constructed from the street to the property boundary to provide effective all-weather access to the site and a safe and nuisance-free surface over Council's footpath.

The driveway is to be 3m wide at the rear of the layback and 3m wide at the property boundary, and is to be completed prior to the use or occupation of the building.

Note - segmental paving may be used provided it is installed as part of a pavement design in accordance with the Cement & Concrete Association of Australia's "Guide to Design and Construction" for Interlocking Concrete Road Pavements, July 1986.

44. Roof and surface stormwater from paved and impervious areas is to be collected and directed to protect the site and adjoining property from the effects of flooding. Such work must be completed prior to the use and/or occupation of the premises commencing.

CONDITIONS RELATING TO ONGOING OPERATIONS

45. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display/erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under State Environmental Planning Policy (Codes SEPP) 2008 for exempt development.

COUNCIL ADVICE ONLY

46. **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):-

47. **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).
48. **Tempering valves:** Hot water units are to deliver hot water at the outlet of the closest sanitary fixture at a maximum temperature of 50 degrees Celsius (Part 4, National Plumbing and Drainage Code AS 3500), to restrict the temperature of the hot water supply to sanitary fixtures such as baths, showers and hand basins to limit the potential risk of scalding to the occupants of the building.
49. **Covenant/s:** The applicant/owner has the responsibility of being aware of any covenant which may affect the proposal.
50. **Greywater Disposal:** Greywater disposal must be carried out below surface level (i.e. porous piping – not sprinklers) and must not impact on adjoining properties.
51. **Sewer & Sanitary Water Supply Work:** a separate approval must be obtained from the Council as the Local Water Supply and Sewer Authority pursuant to Chapter 7 of the Local Government Act 1993 for any activity associated with water supply, sewer or on-site waste water systems serving the site.
52. **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.
53. **Dial Before You Dig:** Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.
54. **Telecommunications Act 1997 (Commonwealth):** Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

RELOCATABLE HOME CONDITIONS

Specifications for design, construction, installation, modification and extension of manufactured homes and associated structures

1. The Minister may, by order published in the Gazette, establish specifications (not inconsistent with this Division) for the design, construction, installation, modification and extension of manufactured homes and associated structures.
2. The specifications may adopt, with or without modification, the provisions of any rule, standard or code of practice.
3. Subject to this Division, a manufactured home or associated structure must be designed, constructed, installed, modified and extended in accordance with any specifications in force under

this clause.

Manufactured homes to be constructed and assembled off-site

4. A manufactured home must not be installed on a dwelling site unless each major section of the home has been constructed and assembled at, and transported to the manufactured home estate from, a place of manufacture outside the manufactured home estate.
5. However, the fixing of cornices, the setting of wall lining joints, the fitting of skirting boards and architraves and the grouting of tiles may be done on the dwelling site.

Carports

6. The roof covering and any ceiling lining, wall cladding or gable of a carport must be non-combustible.
7. A carport must have at least 2 sides open and at least one-third of its perimeter open. For the purposes of this subclause, a side is considered to be open if the roof covering of the carport is at least 500 millimetres from a manufactured home, associated structure or site boundary.
8. A carport must not provide direct vertical support to any part of a manufactured home.
9. (4) If a carport has a common roof structure with a manufactured home and the carport does not have a ceiling, the opening between the top of the wall of the manufactured home and the underside of the roof covering of the carport must be in filled with:
a non-combustible material, or
(b) construction clad with non-combustible material on the carport side.

Structural Soundness

10. A manufactured home or associated structure must be of a design certified by a practising structural engineer to be structurally sound.
11. A certificate issued under this clause:
must indicate that the manufactured home or associated structure complies with any standards, codes and specifications with which it is, by this Part or by Ministerial specifications, required to comply, and
(b) must include specifications as to the manner in which the manufactured home or associated structure must be transported and installed and as to the nature of the footings (if any) on which it must be installed.
12. Any specifications with respect to footings or tie-down systems must have regard to the design gust wind speed, soil type and other design considerations applicable to the various locations in which the home or structure may be installed.
13. This clause does not apply to fences or privacy screens.

Design gust wind speed

14. A manufactured home or associated structure must be designed to resist loads as determined in accordance with the following design codes, as appropriate:
AS/NZS 1170.1:2002, Structural design actions Part 1: Permanent, imposed and other actions, as in force on 1 September 2005,
AS/NZS 1170.2:2002, Structural design actions Part 2: Wind actions, as in force on 1 September 2005, or *AS 4055—1992 Wind loads for housing*, as in force on 1 September 2005 (except that the design gust wind speed for the area where the manufactured home or associated structure is located is not to be taken to be less than 41 metres per second),
AS 1170.3—1990, Minimum design loads on structures Part 3: Snow loads, as in force on 1 September 2005,
(d) *AS 1170.4—1993, Minimum design loads on structures Part 4: Earthquake loads*, as in force on

1 September 2005.

Termite shields

15. Shields, barriers or the like must be provided in accordance with AS 3660.1–2000 *Termite management—new building work and structures*, as in force on 1 September 2005, to protect any structural members that are susceptible to attack by termites.

Glazing

16. Glazing materials must be selected and installed in accordance with the relevant provisions of AS 1288—1994, *Glass in buildings—Selection and installation* and, to the extent to which those provisions require the use of safety glass, in accordance with the relevant provisions of AS/NZS 2208:1996, *Safety glazing materials in buildings* (each as in force on 1 September 2005).

External waterproofing

17. The roof, external walls, door frames and window frames of a manufactured home must be constructed so as to prevent rain or dampness penetrating to the inner parts of the home.

Internal waterproofing

18. The floor of a bathroom, shower room or room containing a toilet or washing machine in a manufactured home must consist of, or be covered by, material that is impervious to water.
19. The wall surface of a shower enclosure (or, in the case of a shower that is not enclosed, any wall surface within 1.5 metres of the shower fitting) must be impervious to water to a height of at least 1.8 metres above the floor.
20. Any wall surface within 75 millimetres of a bath, basin or other similar bathroom appliance must be impervious to water to a height of at least 150 millimetres above the appliance.

Electrical wiring

21. The electrical wiring in a manufactured home must comply with the requirements of AS/NZS 3000:2000, *Electrical installations* (known as the Australian/New Zealand Wiring Rules) as in force on 1 September 2005.

Fire and smoke alarms

22. A manufactured home must be equipped with an automatic fire detection and alarm system that complies with the requirements of Part 3.7.2 of Volume Two of the *National Construction Code* in relation to class 1 (a) buildings within the meaning of that Code.
23. This clause does not apply to a manufactured home that was constructed before 1 January 1996, whether installed before, on or after that date.

Footings

24. A manufactured home or associated structure must be installed on footings if the engineer's certificate for the home or structure so requires.
25. The footings and tie-down system for the manufactured home or associated structure must be constructed in accordance with the engineer's certificate for the home or structure.
26. In the case of a manufactured home or associated structure that is placed on footings, the clearance beneath the home or structure must be:
 - at least 400 millimetres, where termite shields are required to be installed, or
 - at least 200 millimetres, where termite shields are not required to be installed, or
 - (c) such lesser clearance as the approval for the manufactured home estate may allow, with adequate provision for underfloor cross-flow ventilation.

Installation to comply with specifications

27. A manufactured home must not be installed on a dwelling site otherwise than in accordance with:
- the specifications contained in the engineer's certificate issued in respect of the manufactured home, or
 - (b) such other specifications as are specified in the approval for the manufactured home estate.

Compliance plate

28. A compliance plate must be attached to an accessible part of each of the following structures:
- a manufactured home,
 - an associated structure that forms part of a manufactured home,
 - (c) an associated structure comprising a free-standing garage.
29. A compliance plate must specify the following:
- the name of the manufacturer of the manufactured home or associated structure,
 - the unique identification number for each major section of the manufactured home,
 - the month and year during which the manufactured home or associated structure was constructed,
 - the design gust wind speed for the manufactured home or associated structure,
 - a statement that the manufactured home or associated structure complies with the requirements of this Division,
 - (f) the name of the practising structural engineer by whom the engineer's certificate has been issued in respect of the manufactured home.
30. A unique identification number must be permanently marked on each major section of the manufactured home.
31. The Minister may, by order published in the Gazette, issue specifications for the design, construction, issue and registration of compliance plates for the purposes of this clause.
32. A compliance plate must be designed, constructed, issued and registered in accordance with any specifications in force under this clause.

Notice of completion of installation

33. The holder of an approval to operate a manufactured home must give the council written notice of the installation of a manufactured home or associated structure within 7 days after its completion.
34. The notice:
- must indicate the site identifier of the dwelling site on which the manufactured home or associated structure has been installed, and
 - (b) must include the particulars contained on each compliance plate relating to the manufactured home or associated structure.
35. The notice must be accompanied by:
- a copy of the engineer's certificate for the manufactured home or associated structure, and
 - (b) a fully dimensioned diagram of the dwelling site on which the manufactured home or associated structure is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of this Part have been complied with.

Issue of Occupation Certificate

36. The Principal Certifying Authority is to contact Council to ensure all the above conditions of approval

have been completed prior to the issue of an Occupation Certificate.

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:



Scott A Strijland

Health & Building Surveyor

Accreditation No: 2716

6 April 2017

Date: ~~16 March 2017~~

proposed windsor villa
for
paul byrne
13-Mar-17



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client:
paul byrne

project:
proposed windsor villa

design by: ken mair

drawn by: kcm

scale: 1:50, 1:1 on A3

date: 13-Mar-17

cover page

job no:

2185-1E

sheet no:

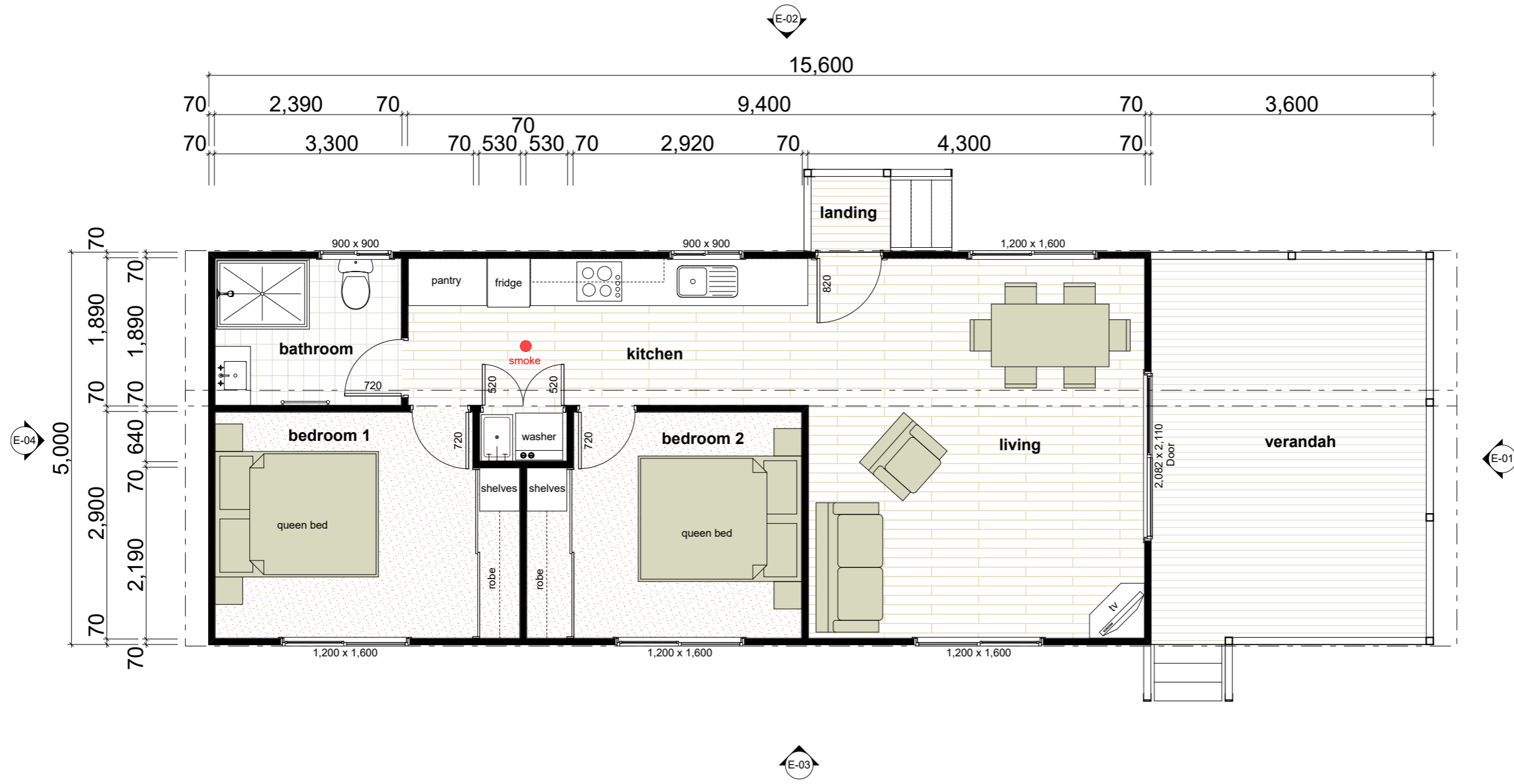
2185-1E-1
102



sheet index

sheet no	sheet name
2185-1E-1	cover page
2185-1E-2	floor plan
2185-1E-3	elevations
2185-1E-4	site plan
2185-1E-5	strata plan





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client:
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project:
proposed windsor villa

design by: ken mair

drawn by: kcm

scale: 1:1, 1:60 on A3

date: 13-Mar-17

floor plan

job no:

2185-1E

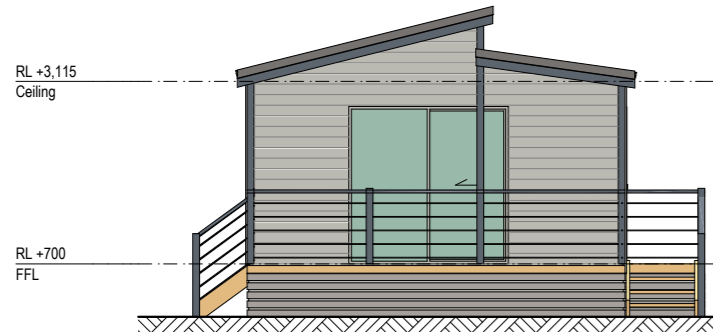
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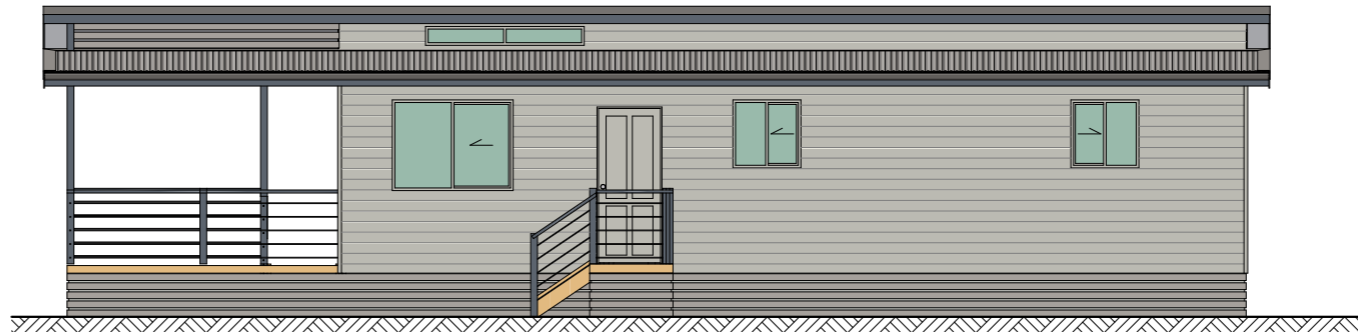
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floor areas			
room name	measured area	useable area	floor covering
bathroom	4.82	4.43	ceramic tiles 200 x200
bedroom 1	10.24	10.43	carpet
bedroom 2	9.30	9.22	carpet
kitchen	10.49	9.84	vinyl flooring
landing	1.16	2.26	decking
laundry	0.94	0.69	ceramic tiles 200 x200
living	21.49	21.69	vinyl flooring
robe	1.36	1.26	carpet
robe	1.36	1.26	carpet
verandah	18.00	17.95	decking
	79.16 m²	79.03 m²	

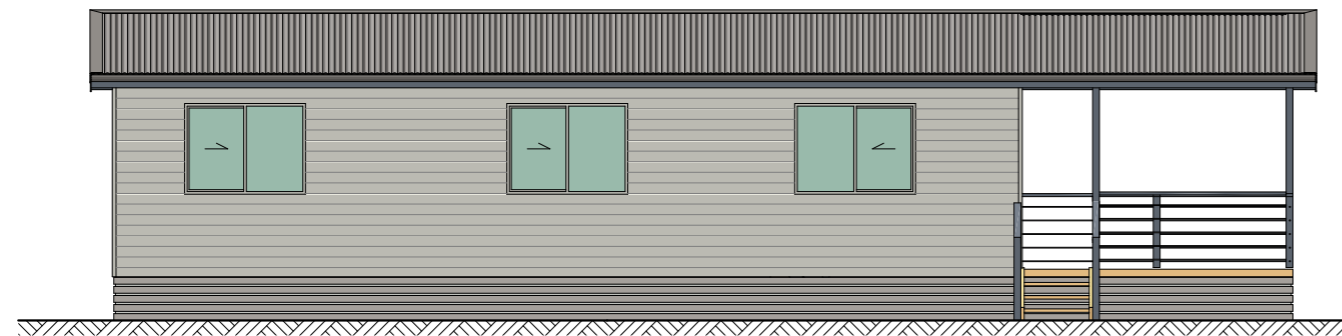




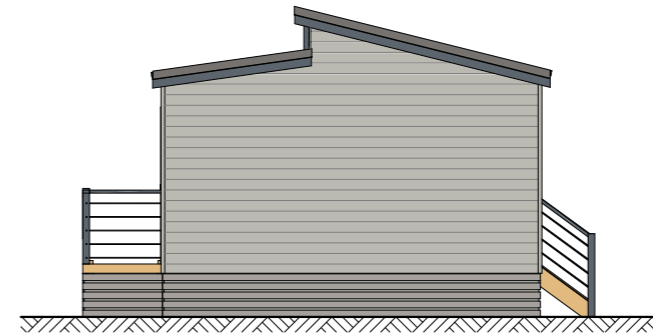
E-01 front elevation
1:100



E-02 side elevation
1:100



E-03 side elevation
1:100



E-04 back elevation
1:100

glazing schedule

	Fixed Lite	Sliding Door	Sliding Window	Sliding Window	Sliding Window
type	Fixed Lite	Sliding Door	Sliding Window	Sliding Window	Sliding Window
glazing	Obsc. Glass	Clear Glass	Clear Glass	Clear Glass	Obsc. Glass
height	250	2,082	900	1,200	900
width	2,100	2,110	900	1,600	900
qty	1	1	1	4	1
ext view					

URALLA SHIRE COUNCIL

Council Business Paper - 26 April 2017



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client:
paul byrne

project:
proposed windsor villa

design by: ken mair

drawn by: kcm

scale: 1:100, 1:1 on A3

date: 13-Mar-17

elevations

job no:

2185-1E

sheet no:

2185-1E-3

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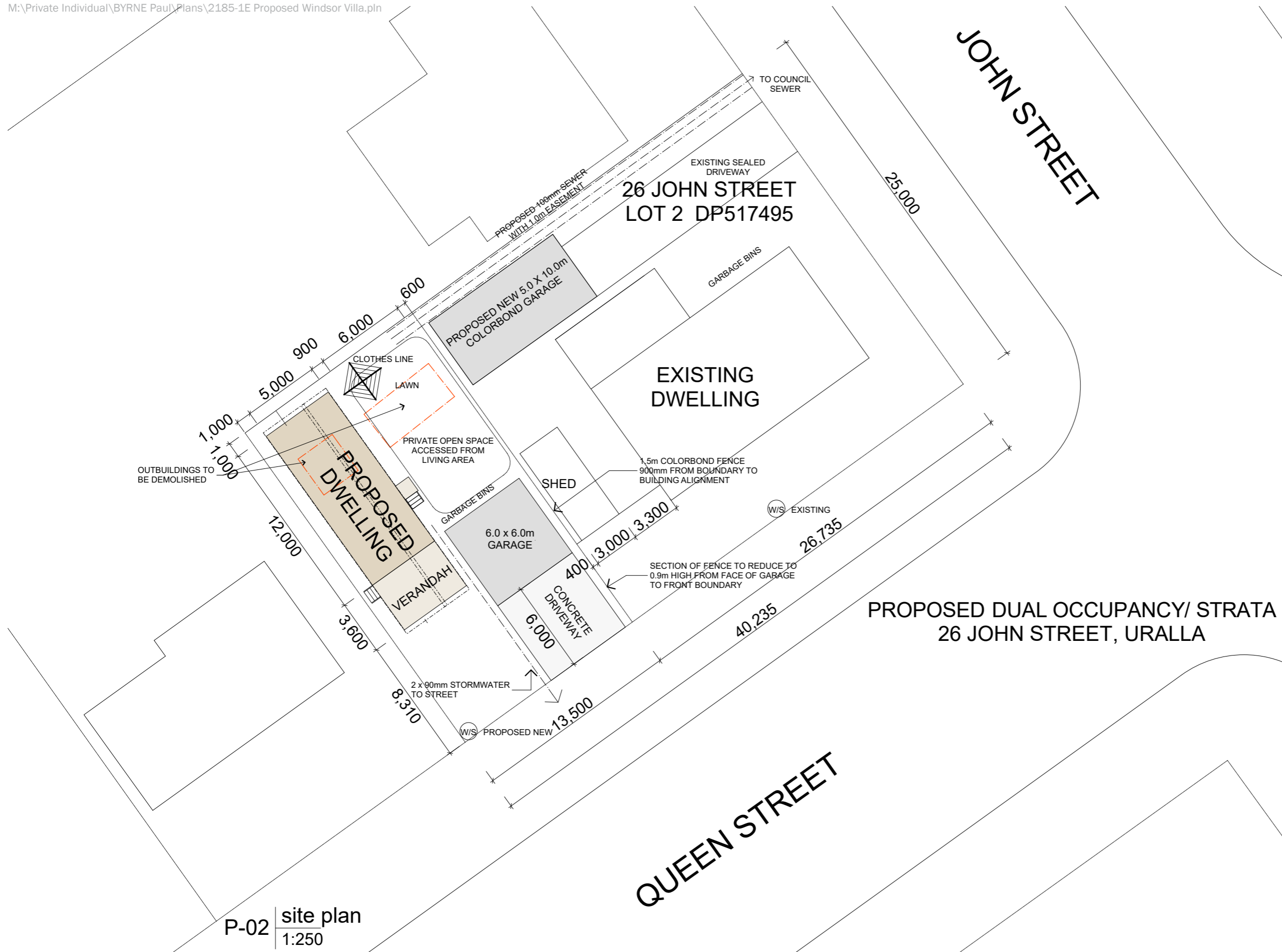
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date: 13-Mar-17

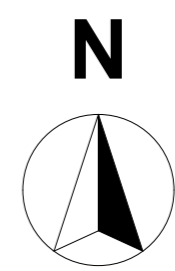
site plan

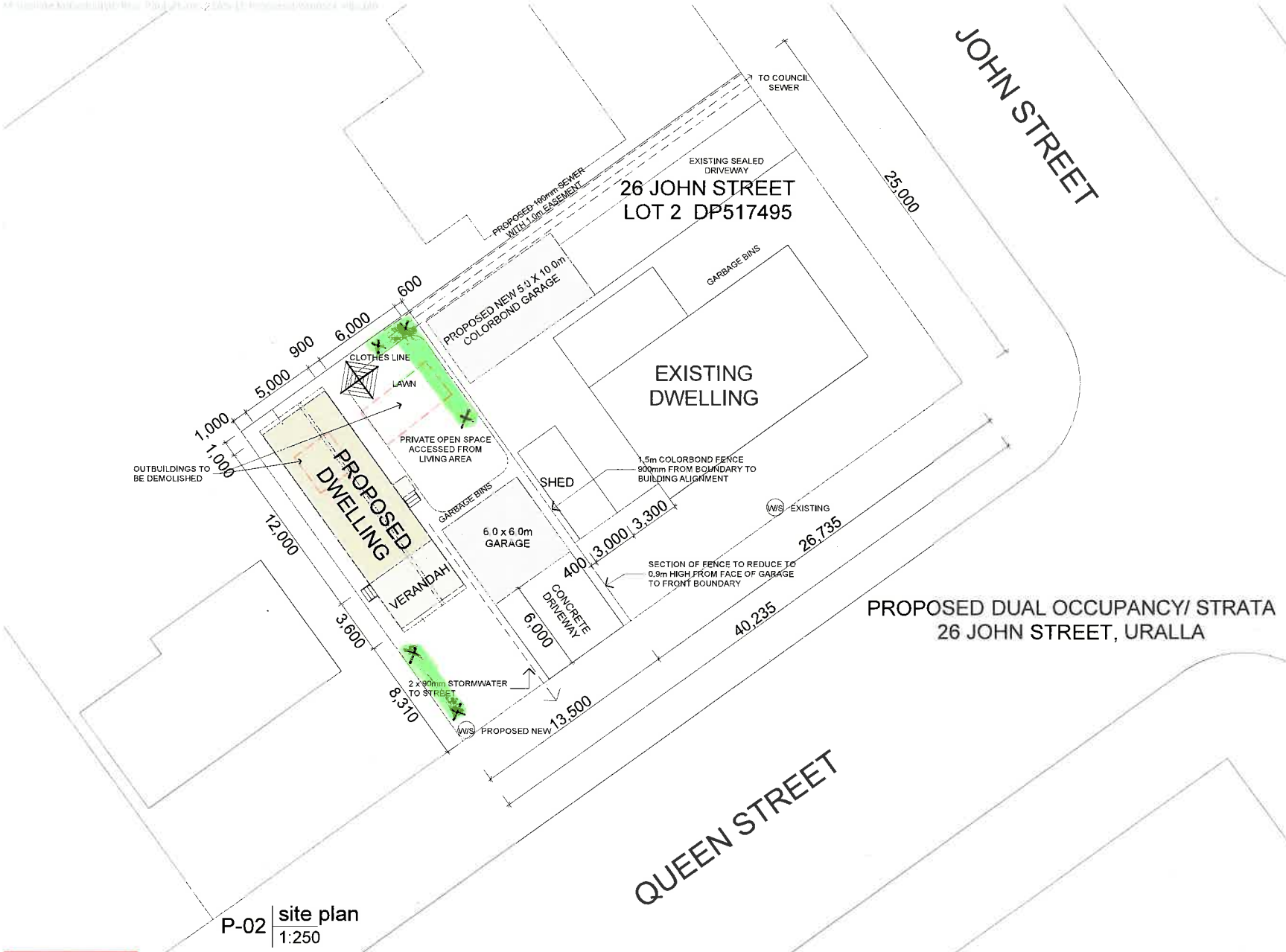
job no: 2185-1E	sheet no: 2185-1E-4 105
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P-02 | site plan
1:250

Gardens & Scrubs





P-02 | site plan
1:250

X X Gardens & Scrubs



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proposed windsor villa

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scale: 1:250 on A3

date: 13-Mar-17

site plan

job no:	sheet no:
2185-1E	2185-1E-4
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client:
paul byrne

project:
proposed windsor villa

design by: ken mair

drawn by: kcm

scale: 1:250 on A3

date: 13-Mar-17

strata plan

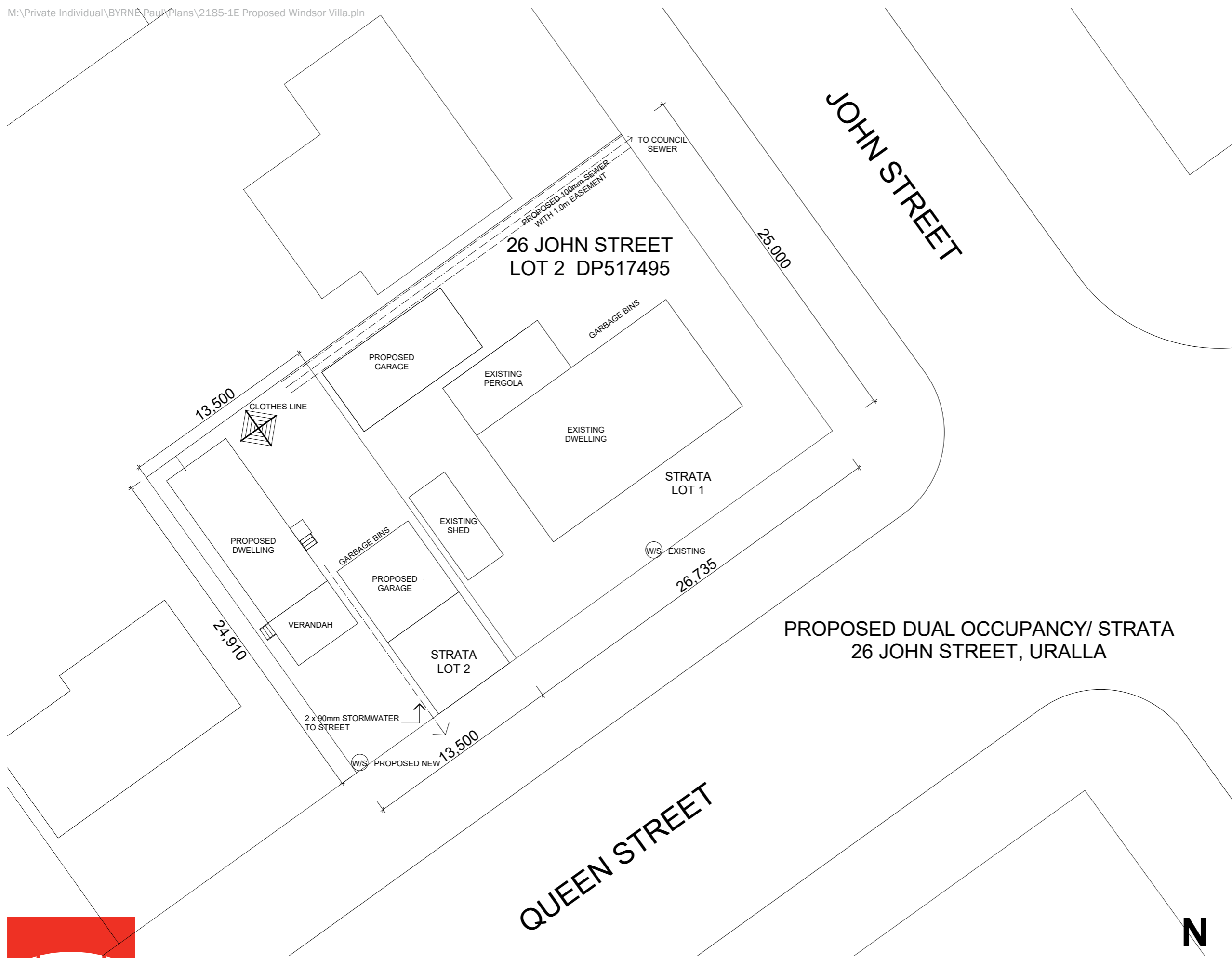
job no:

2185-1E

sheet no:

2185-1E-5

107



**PROPOSED DUAL OCCUPANCY/ STRATA
26 JOHN STREET, URALLA**

QUEEN STREET

JOHN STREET

26 JOHN STREET
LOT 2 DP517495

TO COUNCIL
SEWER

PROPOSED 100mm SEWER
WITH 1.0m EASEMENT

13,500

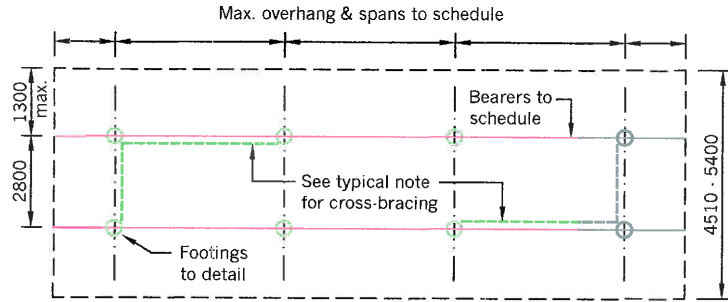
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13,500

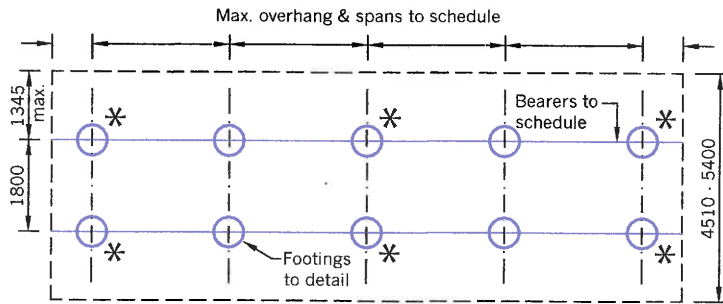
26,735

25,000





Footing Layout - Steel Posts 1:100



Footing Layout - Dry Stacked Piers 1:100

See typical note for maximum pier heights

Schedule Of Bearer Spans

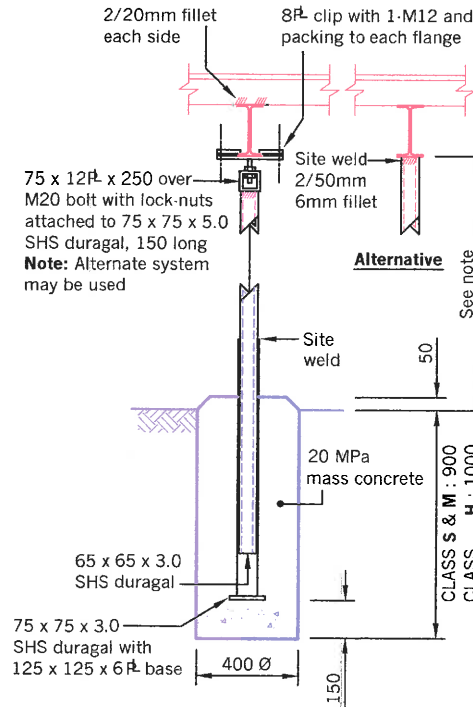
Maximum length of building	Bearer Section	Dry-stacked		Number of tie-downs each edge bearer	Steel posts	
		Max. spans	Max. overhang		Max. spans	Max. overhang
Up to 12.0m	250UB26	3.0m	1.0m	2	3.4m	1.35m
12.1 to 15.0m	310UB32	3.0m	1.0m	13.5m = 3 15.0m = 4	3.6m	1.35m

- NOTES:**
- Foundation strata to have min. 250 kPa bearing capacity or confirm footing details with the engineer.
 - Details suitable for wind classification W4IN (or N3) terrain category 3.
 - For class 'H' or 'P' sites, use adjustable post system.
 - Ant caps are not required with this system.
 - Joists: 65 x 35 x 2.0 RHS duragal.

CHRIS BRATBY B.E., M.I.E. (AUST), C.P.ENG.
CONSULTING STRUCTURAL ENGINEER
PH : (02) 4328 1112 P.O. BOX 2300
MOB : 0414 436 288 GOSFORD 2250
Email: admin@cbce.com.au

STRUCTURAL DETAILS - 4.51m to 5.4m
Footings, Tie-Down & Floor Structure
For Proposed Dwelling
by Uniplan Group

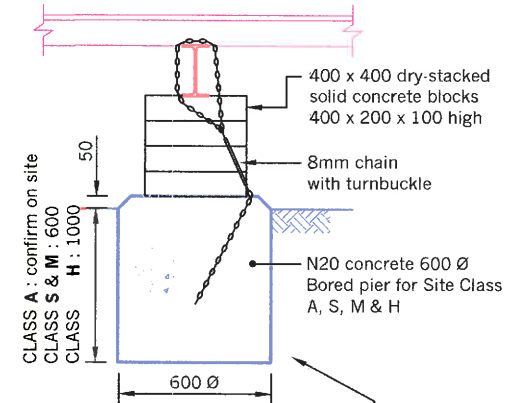
DRAWN	DATE	SCALE	SHEET
S B	10-12-15	1:20 1:100	
DRAWING	SIZE	NUMBER	REV
	A3	749402	1/1



Steel Post Detail 1:20

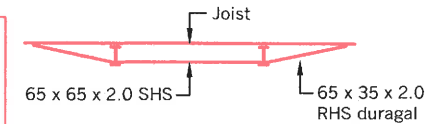
- Note:**
- Where cabin width is 4m or more, every alternate cantilevered joist is to be braced as per detail across.
 - Where joist ends support concentrated loads, provide brace regardless of cantilever length
 - For example: under ridge beams or lintels exceeding 2.1m span

- Note:**
- Where individual post height exceeds 1000 confirm cross-bracing requirements. Install cross-bracing where needed using 40 x 40 x 3.0 SHS



Dry-Stacked Pier & Tie-Down Detail 1:20

- Note:**
- Where pier height exceeds 1m use steel posts or as approved.
 - Details for class 'A', 'S', 'M' & 'H' sites.
 - For class 'P' sites confirm details



Cabins: 4.51m to 5.40m wide

Not to scale

Chris Bratby

CHECKED : C.W.BRATBY C.P.ENG.

ENGINEERING SCHEDULE



Best Sheds
151 Smeaton Grange Road,
Smeaton Grange, NSW, 2567

Ph: (02) 4648 7777
Fax: (02) 4648 7700

CERTIFIED STEEL PORTAL FRAME SHED DESIGN FOR "REGION A" TERRAIN CATEGORY 2.0, 2.5 & 3.0 – IMPORTANCE LEVEL 2.

Customer: Paul Burn
Site Address: 26 John St, Uralla, NSW, 2358

Main Building: Span: 5, Length: 10, Height: 2.4, Roof Pitch: 11 degrees
The length being comprised of 3 bays, the largest bay is 3.333m bays.
Left LeanTo: NA
Right LeanTo: NA

INTERNAL PORTALS	
Column:	C15012
Rafter:	C15012
Knee Brace:	NA
Knee Brace Length:	NA
Apex Brace:	NA
Apex Brace Length:	NA

END PORTALS	
Column:	C15012
Rafter:	C15012
Knee Brace:	NA
Knee Brace Length:	NA
Apex Brace:	NA
Apex Brace Length:	NA
End Wall Mullion:	C15012

LEFT LEAN TO PORTALS	
Internal Column:	NA
Internal Rafter:	NA
End Column:	NA
End Rafter:	NA

RIGHT LEANTO PORTALS	
Internal Column:	NA
Internal Rafter:	NA
End Column:	NA
End Rafter:	NA

NOTE: All unclad intermediate columns are back to back always back to back (refer to drawing: Floor Plan).

PURLINS AND GIRTS			
Eave Purlin:	C10010		
Side Wall Girts:	TH64075	Spacing: 1100	Overlap: 100mm
Front End Wall Girts:	TH64075	Spacing: 1183	Overlap: 100mm
Back End Wall Girts:	TH64075	Spacing: 1183	Overlap: 100mm
Roof Purlins:	TH64075	Spacing: 805	Overlap: 100mm

Fasteners	
Sleeve Anchor Bolts:	M12x80 Sleeve Anchor Yellow Zinc
Frame Bolts:	M12x30 Purlin Assembly Zinc (Mild)
Frame Screws:	Frame Screw 14x14x22
Cross Bracing Strap:	NA
Open Bay Header Height:	NA

Registered Professional Engineer 349317
Mr John Raymond Hart
MIEAust, CPEng-Civil (General)

Signature:  Date 09/11/16

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Registered Civil & Structural Engineer - TAS Regn. No. CC2789F



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DOMESTIC & LIGHT INDUSTRIAL STEEL PORTAL FRAME SHED STRUCTURES

This structure is designed in compliance with AS4600, AS3600 and AS1170 1 to 4 as Importance Level 2 with a Live Load of 0.25kPa as “Air Leaky Structures” providing stability when openings are prevalent.

The structures are clad with corrugated pre-painted finish, 0.42mm walls and 0.42mm roof over cold formed 450 to 550mPa galvanized steel C sections primary frames.

Primary framing is fastened together with 8.8 Class galvanized bolts adequately tensioned on ground prior to erection.

Secondary framing steel bracing, with purlins and girts lapped, are all tek fastened to primary steel with a minimum of two (2) teks per connection as specified in details.

ENGINEERING

The undersigning engineer has checked that the design of the structure complies with relevant current Australian Standards as stated above and the following i.e AS4671- 2001 Steel Reinforcing materials, AS3600 - Concrete structures. However, he will not be present during construction, neither will he conduct inspections nor construction supervision.

The class 10a buildings are designed for erection on pad footings or slab based on soil of classification “A”-“P” with minimum bearing capacity 100kPa (i.e. organic soil is to be removed to a suitable material below natural surface).

Where (suitable) fill is required to level the site, it should be placed and compacted in layers of 150mm maximum.

Concrete pad footings and slab supply and placement is to be in compliance with AS2870-2011 Residential Slabs & Footings, AS3600-2009 Concrete Structures for A2 and B2 exposure (i.e. 25mPa strength @ 28 days strength) with recommended slump 75 to 80mm for light pneumatic tyred traffic all trafficable floors.

For sites where these conditions are considered to be inadequate, a customized foundation design for the structure can be supplied to suit a specific purpose.

CONSTRUCTION

Erection of the structure is to be in compliance with local and state ordinances,

Occupational Health and Safety Regulations and with plans provided.

GENERAL

The designs as portrayed on the drawings remain the intellectual property of Best Sheds Pty Ltd and are provided for building approval and construction purposes only and are only valid when blue ink signed and dated by the engineer.

Registered Professional Engineer 349317
 Mr John Raymond Hart
 MIEAust, CPEng-Civil (General)

Signature.  Date 09/11/16

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GENERAL SLAB DESIGN FOR DOMESTIC & LIGHT INDUSTRIAL USES

Thickness: 100mm with minimum 30mm cover. Refer to Slab Foundation table for reinforcing specification.

Strength: 25mPa

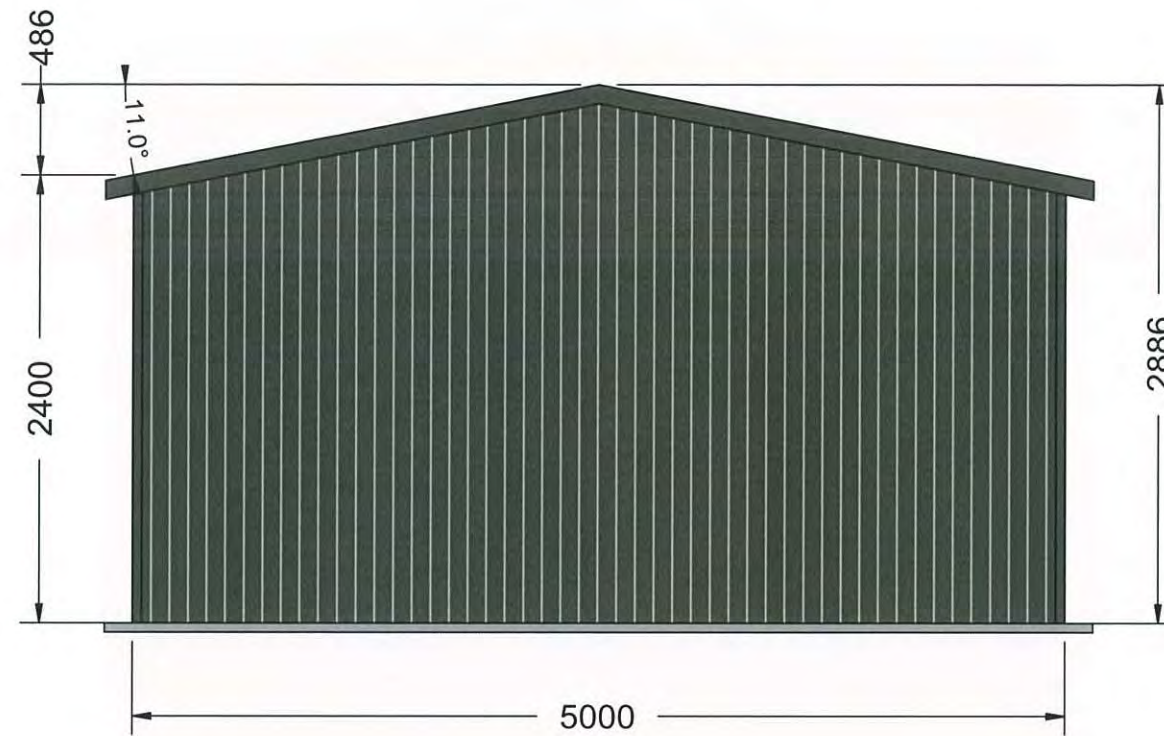
Thickened section under columns. Refer to Slab Foundation table for footing / pier specification.

SLAB FOUNDATIONS DOMESTIC / LIGHT INDUSTRIAL (100mm minimum concrete slab included)					
SOIL CLASSIFICATION (COMPACTED)	REINFORCING IN SLAB	EDGE BEAM	PIER	EDGE BEAM (slab thickness not included)	
				DEPTH	WIDTH
A, S, & M	SL72	-	450 x 400	-	-
M - D	SL82	L11TM3	-	300	300
H TO H - D	SL82	L11TM3	-	400	300
E TO E - D	SL82	L11TM4	-	400	400
P (DROP EDGE BEAM OR STANDARD EDGE BEAM WITH PIERS UNDER COLUMNS 300 INTO FIRM GROUND)	SL82	L11TM4	450 Ø	400	400

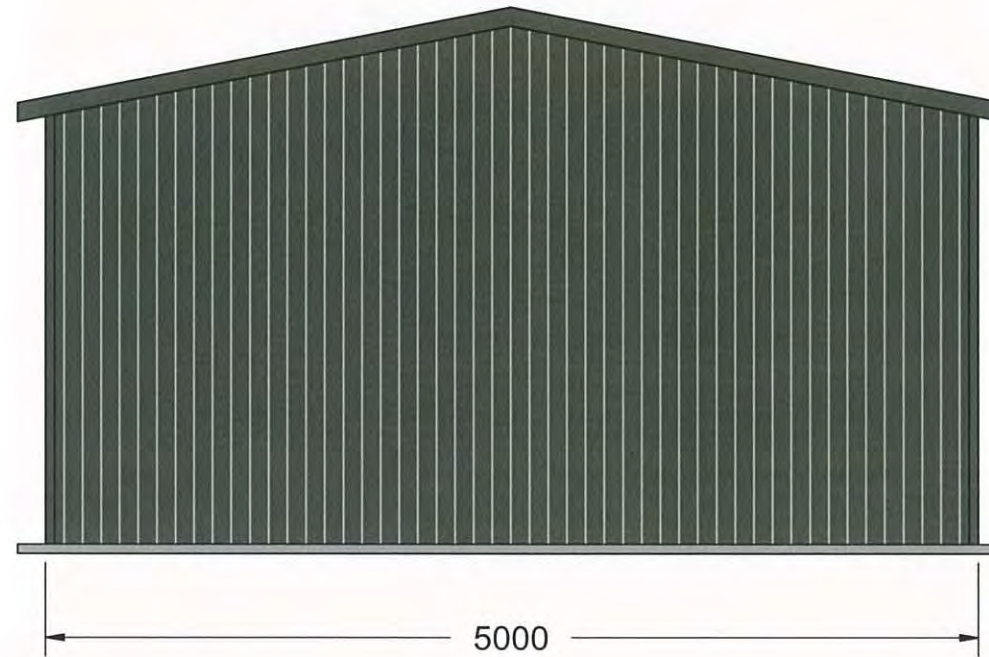
Registered Professional Engineer 349317
 Mr John Raymond Hart
 MIEAust, CPEng-Civil (General)

Signature:  Date 09/11/16

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FRONT ELEVATION



REAR ELEVATION



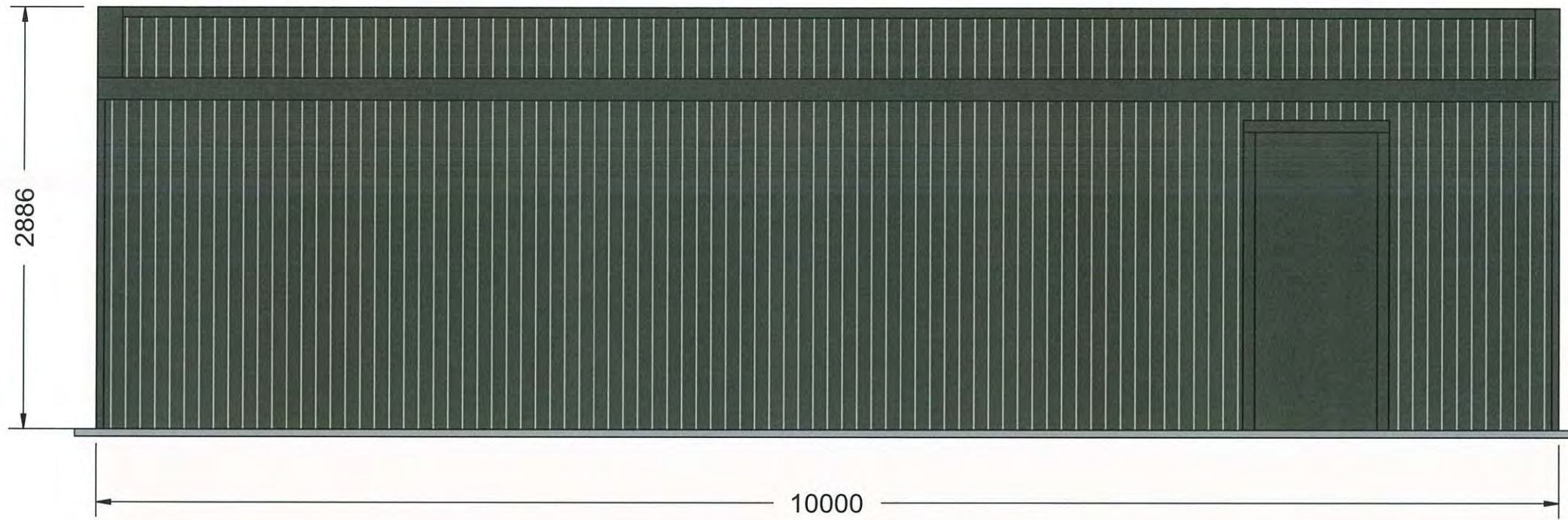
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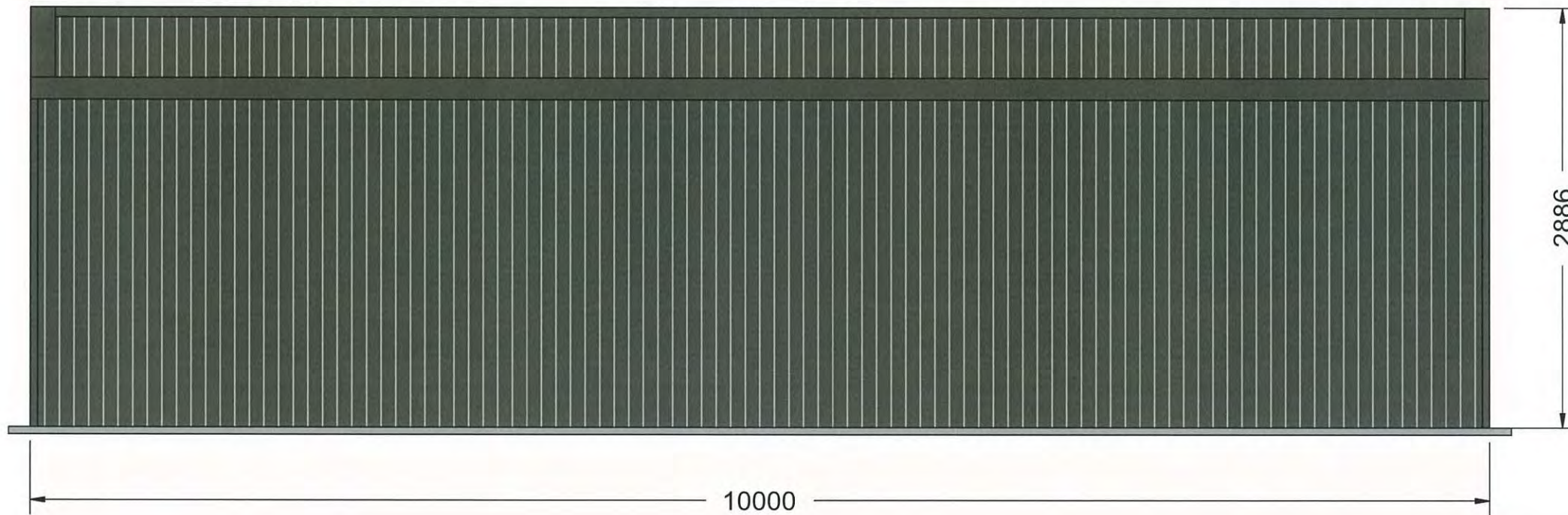
Registered Professional Engineer 349317
Mr John Raymond Hart
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Signature: *JRH* Date: 09/11/16
Registered on the NPER in the area of practice of
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Customer Name: Paul Burn
Site Address: 26 John St
Uralla,
NSW, 2358

Drawing Title: End Elevations
Scale: 1:54.538
Date :04-11-2016
Job Number: 501902
Page: 1 of 8



LEFT ELEVATION





RIGHT ELEVATION



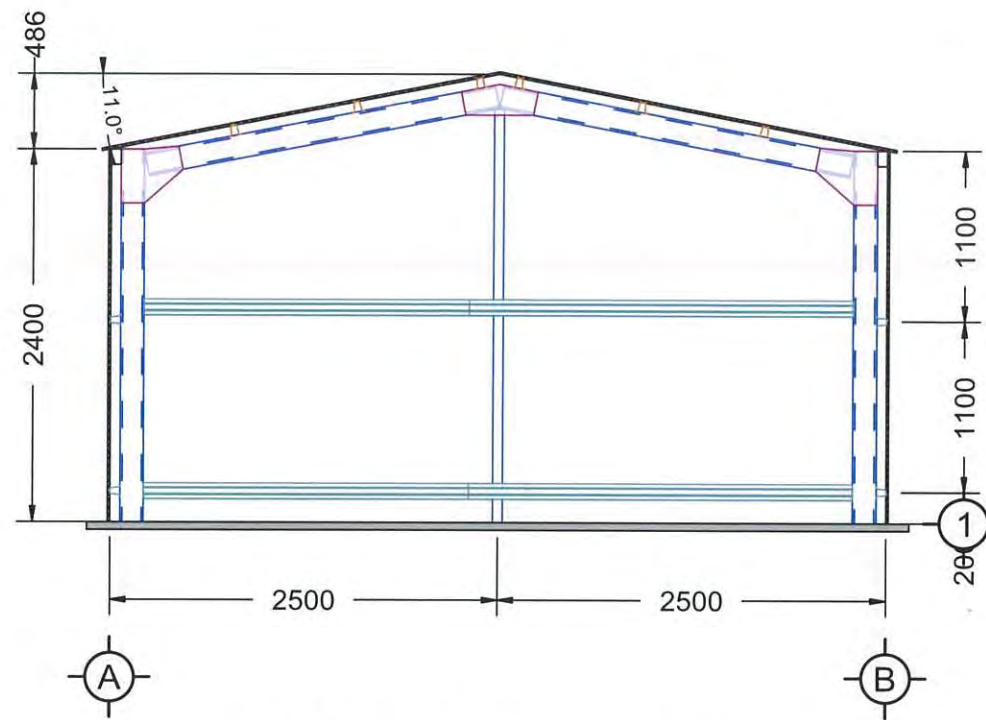
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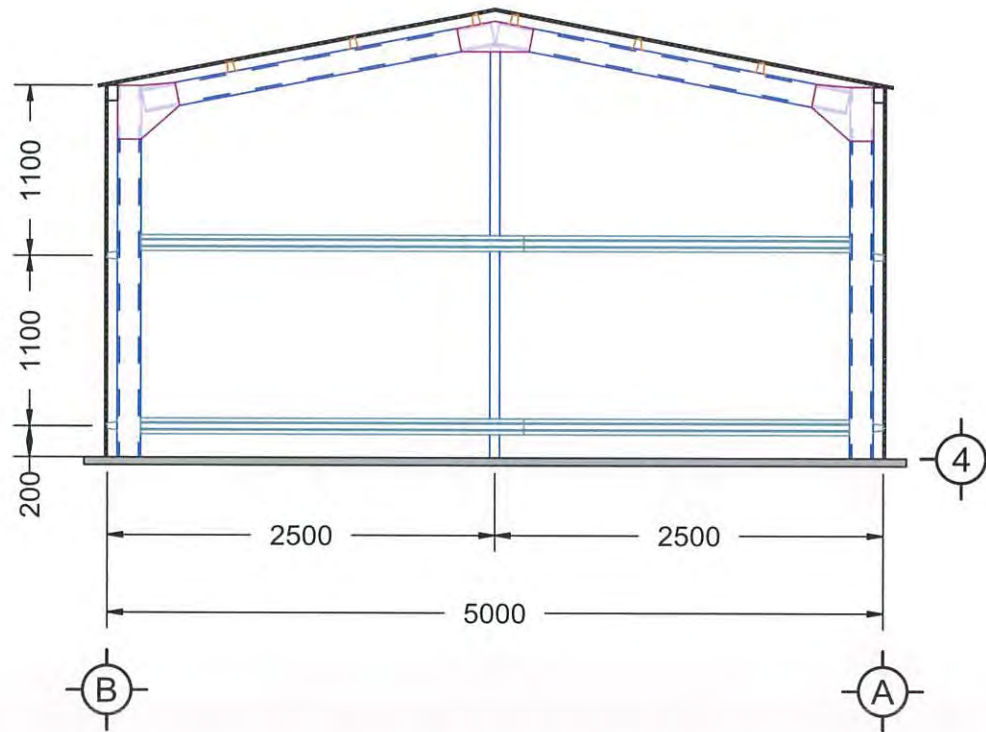
Registered Professional Engineer 349317
Mr John Raymond Hart
MIEAust CPEng - Civil (General) 
Signature:  Date: 09/11/16
Registered on the NPER in the area of practice of
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Customer Name: Paul Burn
Site Address: 26 John St
Uralla,
NSW, 2358

Drawing Title: Side Elevations
Scale: 1:52.362
Date: 04-11-2016
Job Number: 501902
Page: 2 of 8



FRONT ELEVATION



REAR ELEVATION



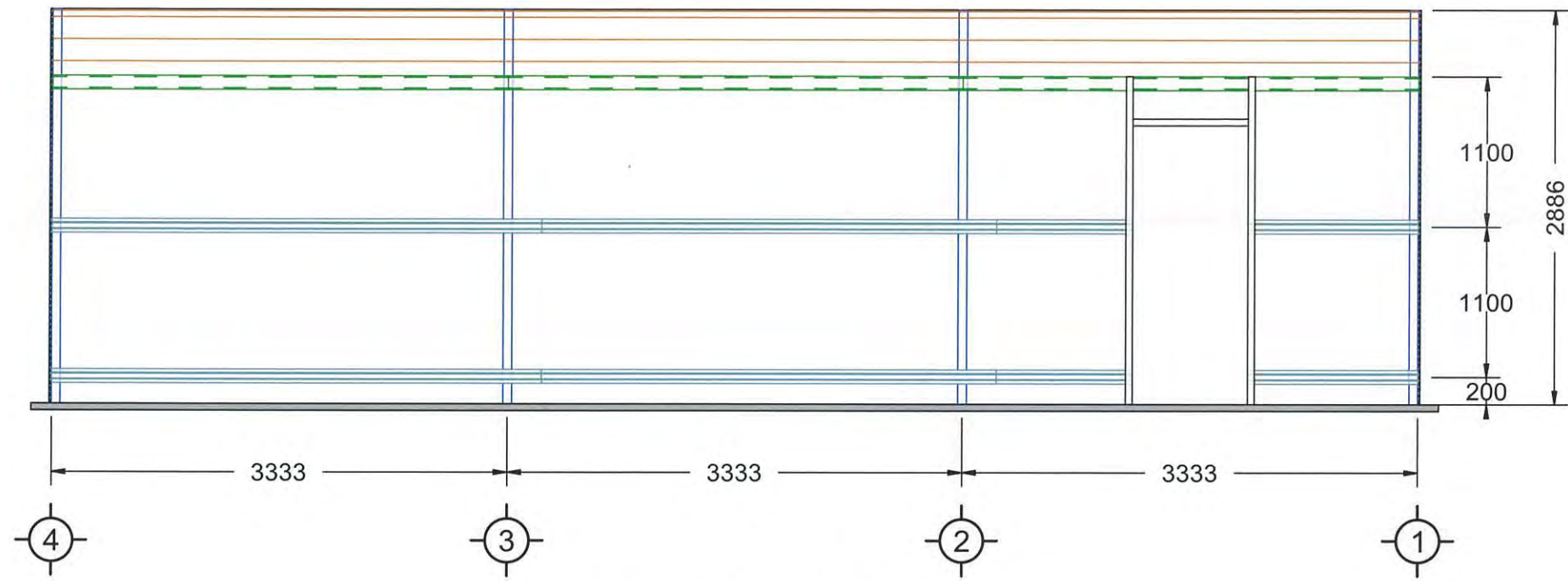
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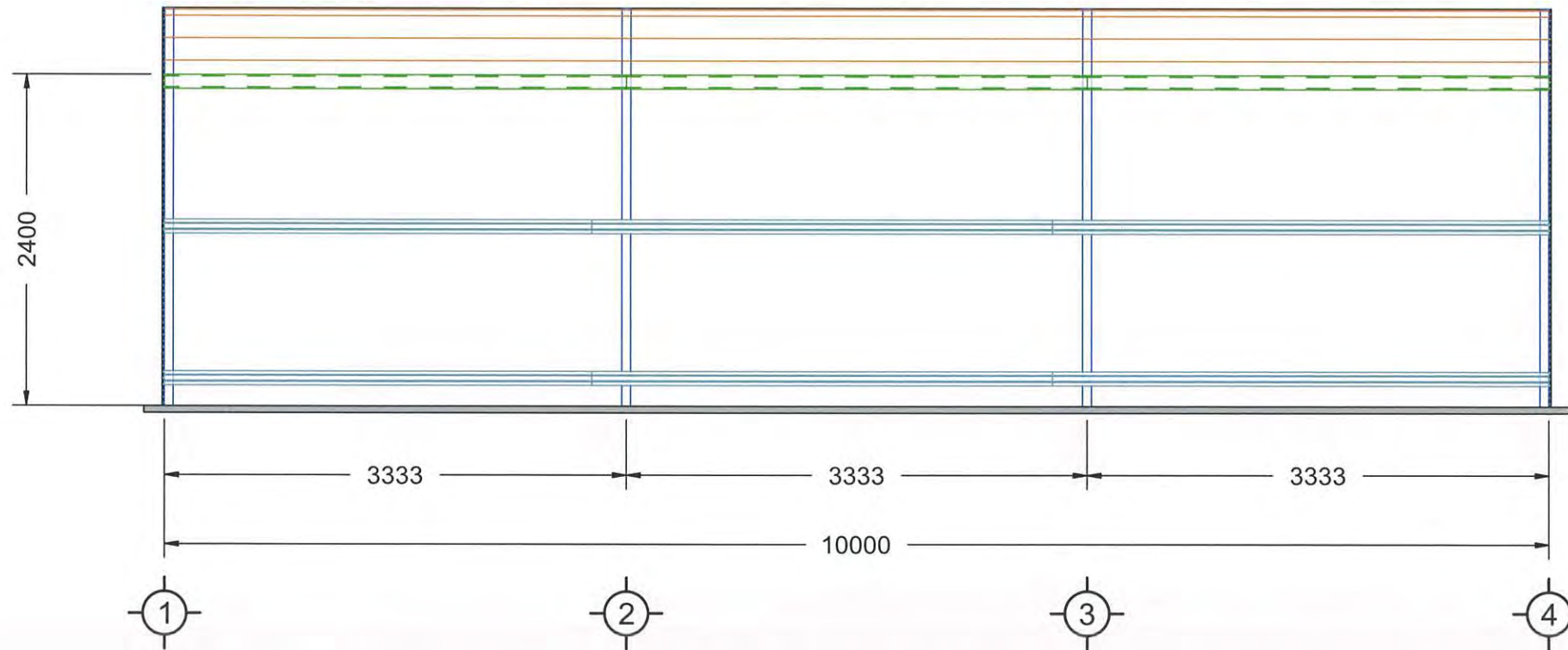
Registered Professional Engineer 349317
Mr John Raymond Hart
 MIEAust CPEng - Civil (General) NPER
 Signature: *J.R. Hart* Date: 09/11/16
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Customer Name: Paul Burn
 Site Address: 26 John St
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 NSW, 2358

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 Scale: 1:65.531
 Date :04-11-2016
 Job Number: 501902
 Page: 3 of 8



LEFT ELEVATION



RIGHT ELEVATION



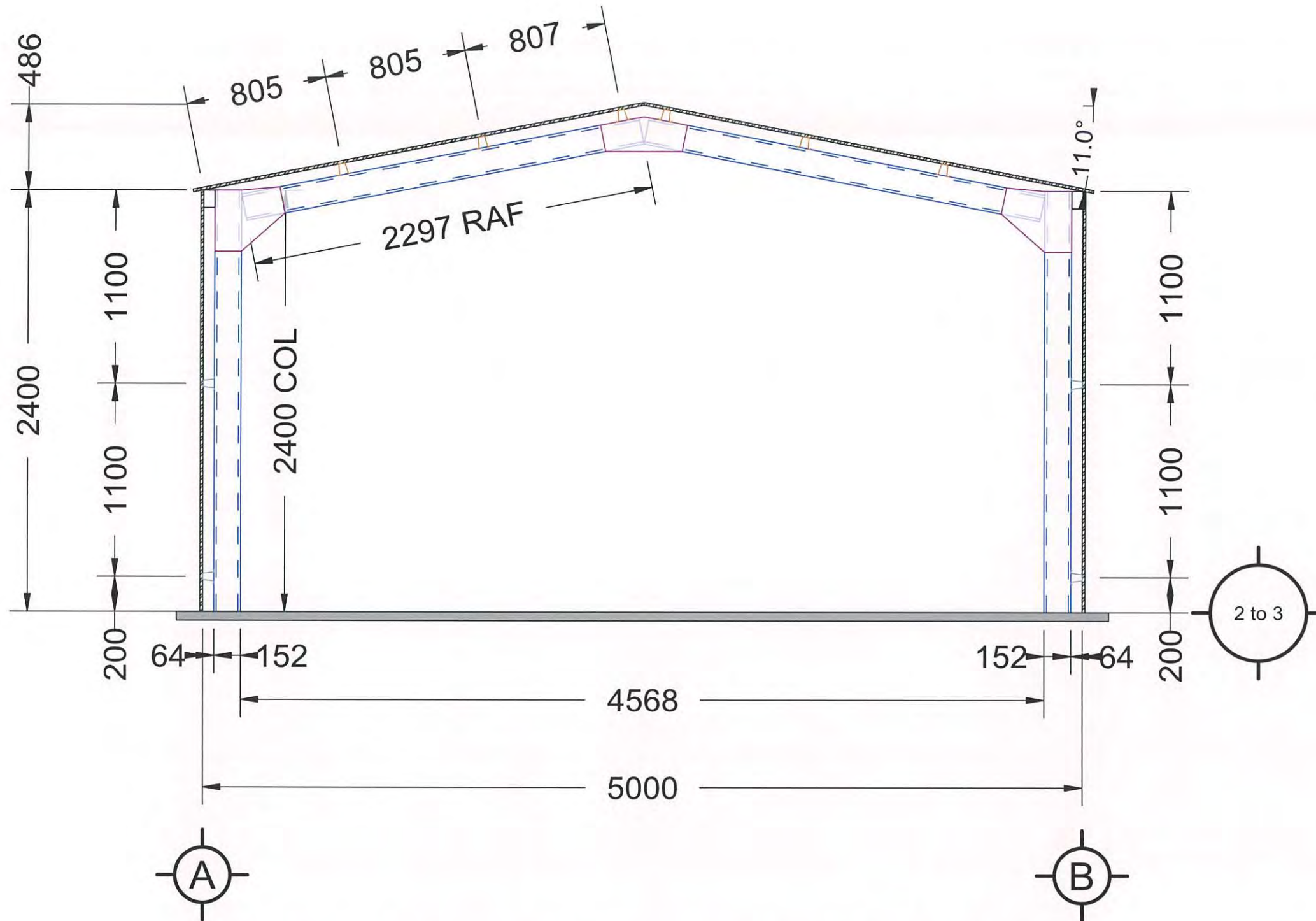
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Registered Civil & Structural Engineer - TAS Regn. No. CC2799P

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Customer Name: Paul Burn
Site Address: 26 John St
Uralla,
NSW, 2358

Drawing Title: Side Frame Elevations
Scale: 1:63.355
Date :04-11-2016
Job Number: 501902
Page: 4 of 8



INTERMEDIATE ELEVATION



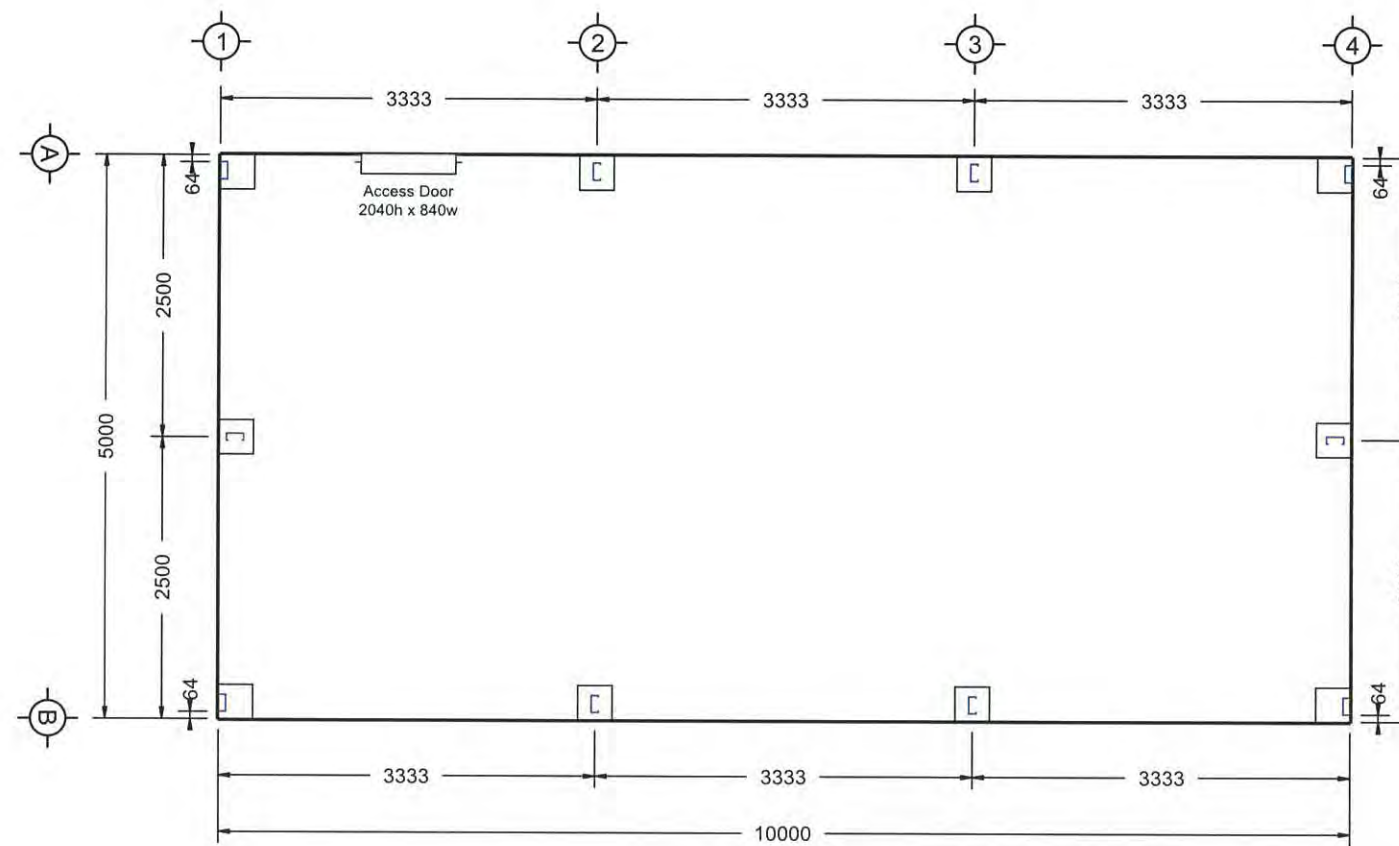
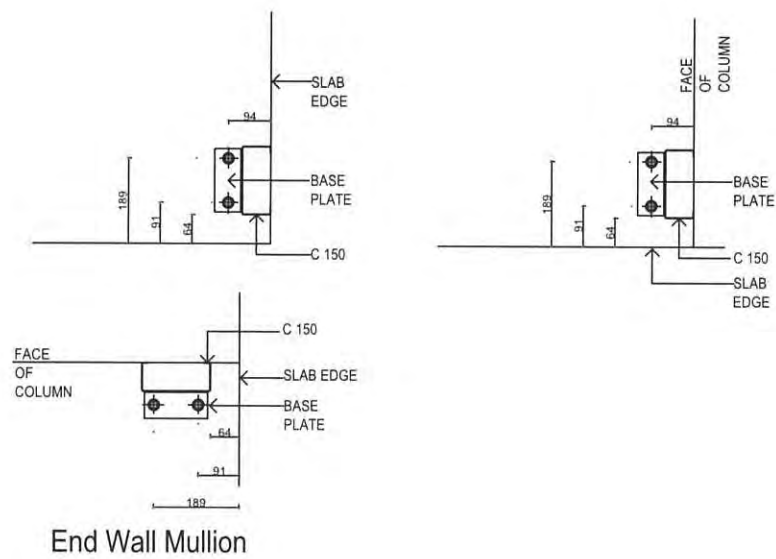
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 National Professional Engineers Register

Customer Name: Paul Burn
 Site Address: 26 John St
 Uralla,
 NSW, 2358

Drawing Title: Cross Section
 Scale: 1:36.846
 Date :04-11-2016
 Job Number: 501902
 Page: 5 of 8



FLOOR PLAN



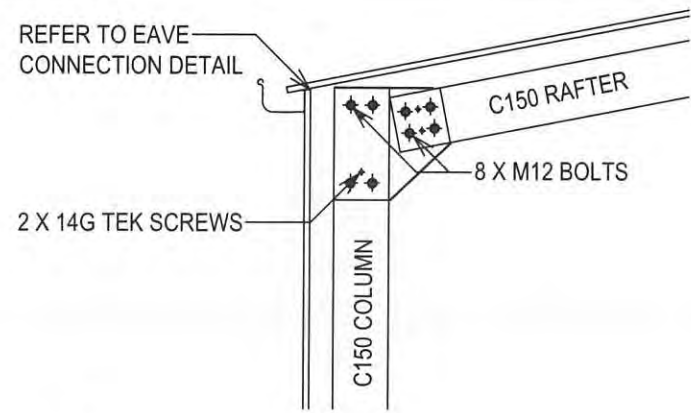
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Registered Civil Engineer - VIC Rgn. No. SC22990
Registered Civil & Structural Engineer - TAS Rgn. No. CC2789P

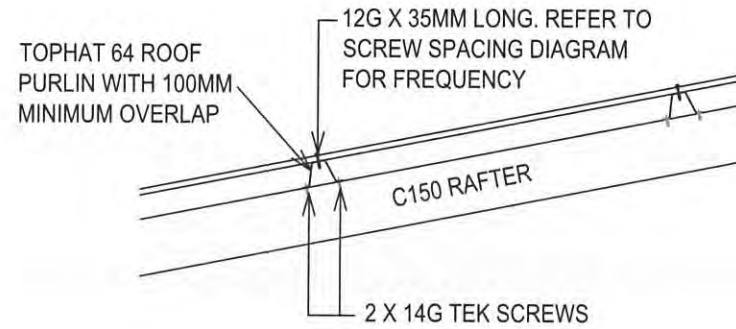
Registered Professional Engineer 349317
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Customer Name: Paul Burn
Site Address: 26 John St
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NSW, 2358

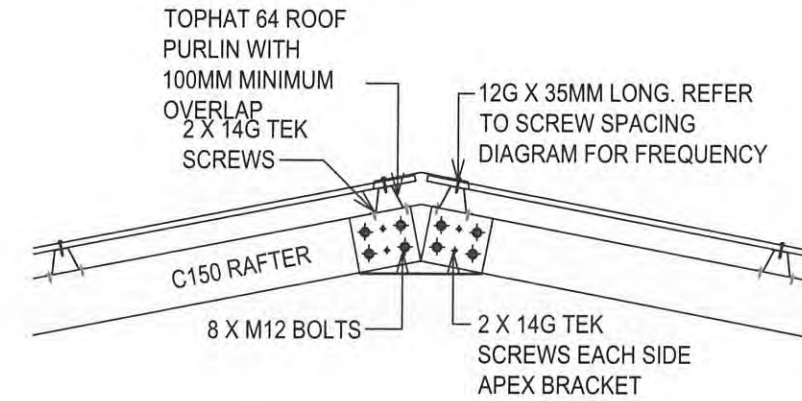
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Job Number: 501902
Page: 6 of 8



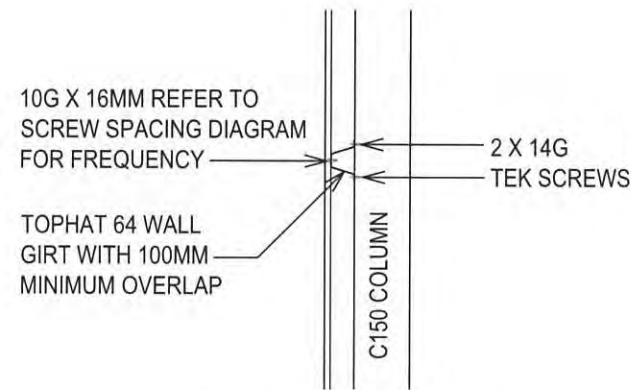
3 COLUMN AND EAVE DETAIL



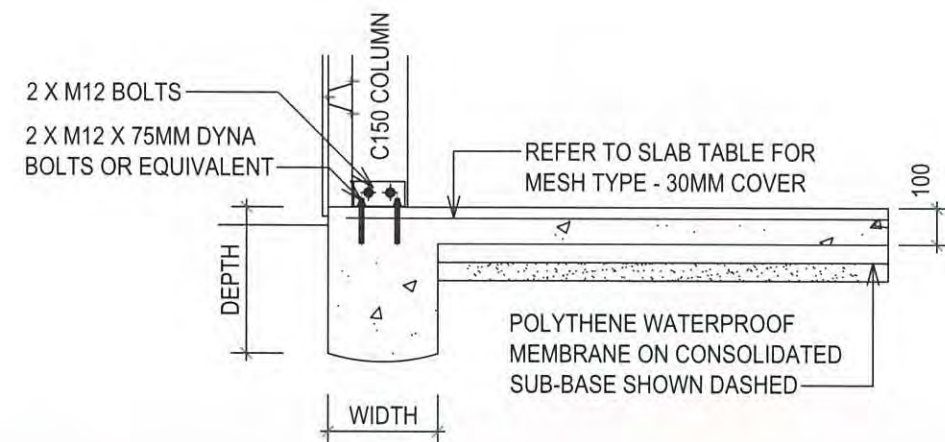
4 ROOF PURLIN DETAIL



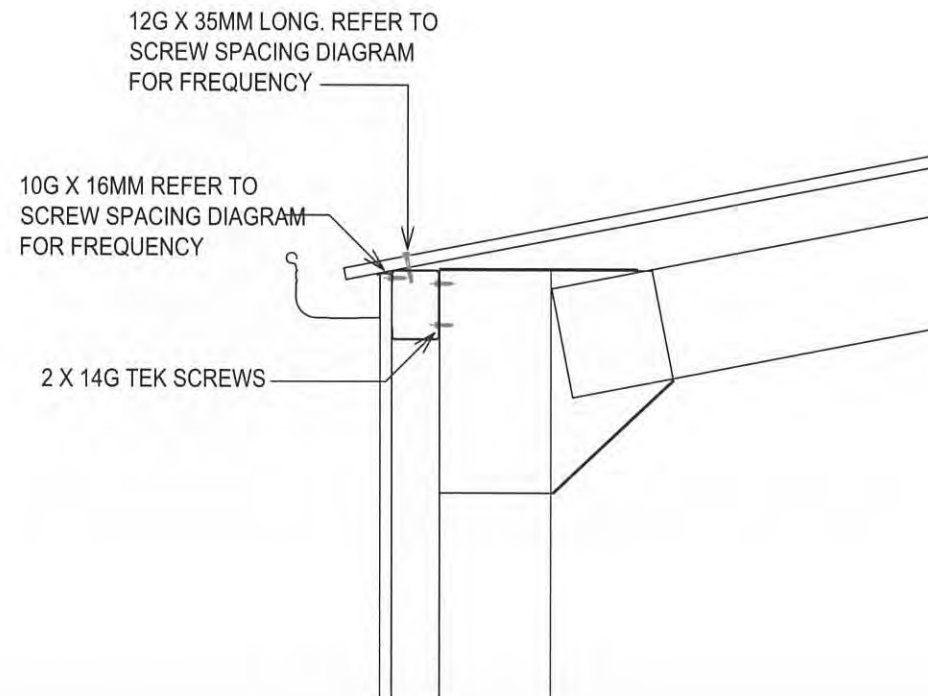
5 APEX DETAIL



2 WALL GIRT DETAIL



1 CONCRETE SLAB AND FOOTING DETAIL



10 EAVE CONNECTION DETAIL



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Registered Civil & Structural Engineer - TAS Reg. No. CC2709F

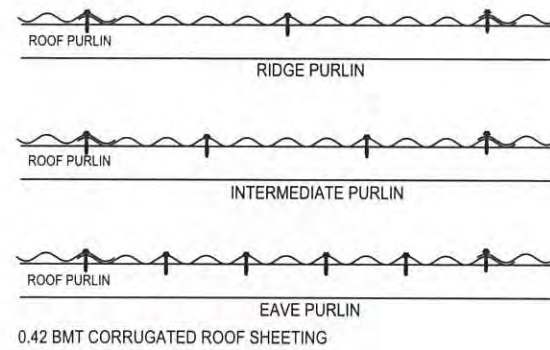
Registered Professional Engineer 349317
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Signature: [Signature] Date: 09/11/16
Registered on the NPER in the area of practice of Civil (General)
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Customer Name: Paul Burn
Site Address: 26 John St
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Drawing Title: Connection Details
Scale: 1:27.798
Date: 04-11-2016
Job Number: 501902
Page: 7 of 8

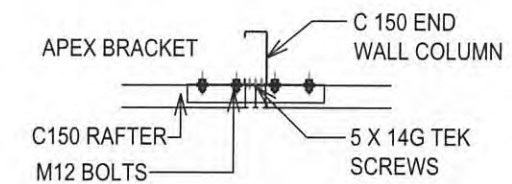
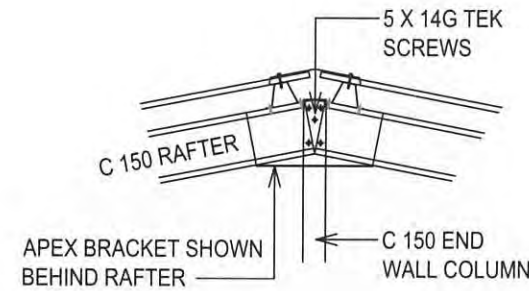
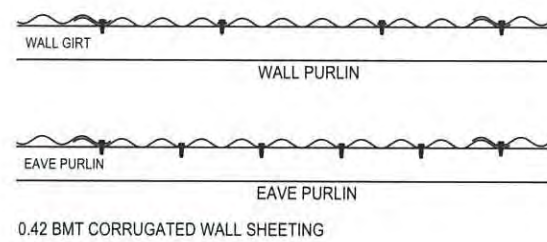
ROOF SCREW SPACING DIAGRAM

12g x14 x 35mm LONG ROOF SCREWS

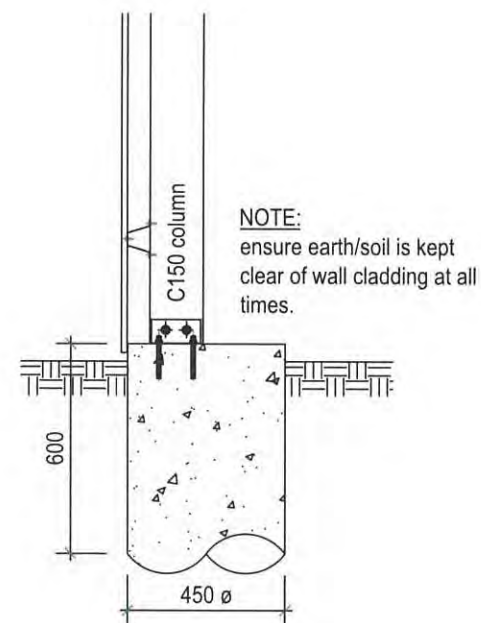


WALL SCREW SPACING DIAGRAM

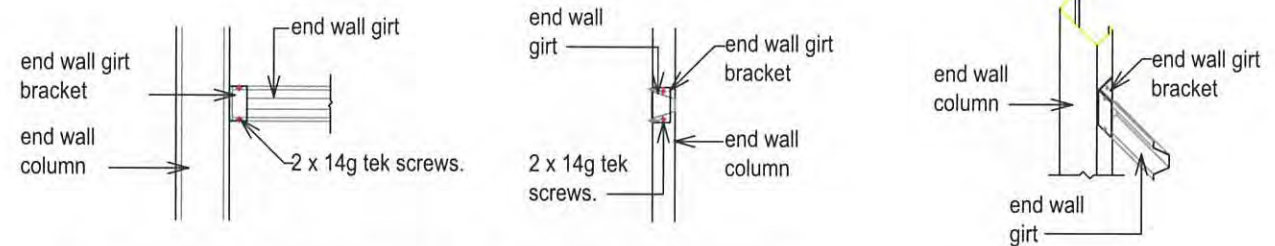
10g x 16mm LONG WALL SCREWS



CALDDING FIXING DETAILS



8 CENTER END WALL MULLION DETAIL



END WALL GIRT CONNECTION



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Smeaton Grange, NSW, 2567
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Fax: 02 4648 7700
Email: sales@bestsheds.com.au

ACAME 243 Princess Highway
Milton NSW 2538
ABN 28 002 465 072 Email: acame@bigpond.net.au
Consulting Civil, Structural
& Mechanical Engineers
Director: John N Hart Dip Tech (Civil Eng) MBE (Aust) CP Eng (NPER Civil) RPSO
Registered Chartered Professional Engineer Reg. No. 349317
Registered Professional Engineer (Civil) - QLD Reg. No. 7021
Registered Consulting Engineer (Structural) - N.T. Reg. No. 13811ES
Registered Civil Engineer - VIC Reg. No. SC33990
Registered Civil & Structural Engineer - TAS Reg. No. CC2799P

Registered Professional Engineer 349317
Mr John Raymond Hart
MIEAust CP Eng - Civil (General) NPER
Signature: [Signature] Date: 09/11/16
Registered on the NPER in the area of practice of
Civil (General)
National Professional Engineers Register

Customer Name: Paul Burn
Site Address: 26 John St
Uralla,
NSW, 2358

Drawing Title: Connection Details 2
Scale: 1:29.061
Date :04-11-2016
Job Number: 501902
Page: 8 of 8

ENGINEERING SCHEDULE



Best Sheds
151 Smeaton Grange Road,
Smeaton Grange, NSW, 2567

Ph: (02) 4648 7777
Fax: (02) 4648 7700

CERTIFIED STEEL PORTAL FRAME SHED DESIGN FOR "REGION A" TERRAIN CATEGORY 2.0, 2.5 & 3.0 – IMPORTANCE LEVEL 2.

Design Snow Load: 0 KPa, Roof Snow Load: 0 KPa, Ground Snow Load: 0 KPa

Customer: Paul Byrne

Site Address: 26 John St, Uralla, NSW, 2358

Main Building: Span: 6, Length: 6, Height: 2.4, Roof Pitch: 11 degrees

The length being comprised of 2 bays, the largest bay is 3m bays.

Left LeanTo: NA

Right LeanTo: NA

INTERNAL PORTALS	END PORTALS
Column: C15012	Column: C15012
Rafter: C15012	Rafter: C15012
Knee Brace: NA	Knee Brace: NA
Knee Brace Length: NA	Knee Brace Length: NA
Apex Brace: NA	Apex Brace: NA
Apex Brace Length: NA	Apex Brace Length: NA
	End Wall Mullion: C15012
LEFT LEAN TO PORTALS	RIGHT LEANTO PORTALS
Internal Column: NA	Internal Column: NA
Internal Rafter: NA	Internal Rafter: NA
End Column: NA	End Column: NA
End Rafter: NA	End Rafter: NA

NOTE: All unclad intermediate columns are back to back always back to back (refer to drawing: Floor Plan).

PURLINS AND GIRTS			
Eave Purlin: C10010			
Side Wall Girts: TH64075	Spacing: 1100	Overlap: 100mm	
Front End Wall Girts: TH64075	Spacing: 1231	Overlap: 100mm	
Back End Wall Girts: TH64075	Spacing: 1231	Overlap: 100mm	
Roof Purlins: TH64075	Spacing: 975	Overlap: 100mm	

Fasteners	
Sleeve Anchor Bolts:	M12x80 Sleeve Anchor Yellow Zinc
Frame Bolts:	M12x30 Purlin Assembly Zinc (Mild)
Frame Screws:	Frame Screw 14x14x22
Cross Bracing Strap:	NA
Open Bay Header Height:	NA

Mr Camilo Pineda Moreno
Beng MIEAust RPEng
RPEQ 15562 TBP EC41817 (VIC)

Signature:  Date 17/03/17





Best Sheds
151 Smeaton Grange Road,
Smeaton Grange, NSW, 2567

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DOMESTIC & LIGHT INDUSTRIAL STEEL PORTAL FRAME SHED STRUCTURES

This structure is designed in compliance with AS4600, AS3600 and AS1170 1 to 4 as Importance Level 2 with a Live Load of 0.25kPa as "Air Leaky Structures" providing stability when openings are prevalent.

The structures are clad with corrugated pre-painted finish, 0.42mm walls and 0.42mm roof over cold formed 450 to 550mPa galvanized steel C sections primary frames.

Primary framing is fastened together with 8.8 Class galvanized bolts adequately tensioned on ground prior to erection.

Secondary framing steel bracing, with purlins and girts lapped, are all tek fastened to primary steel with a minimum of two (2) teks per connection as specified in details.

ENGINEERING

The undersigning engineer has checked that the design of the structure complies with relevant current Australian Standards as stated above and the following i.e AS4671- 2001 Steel Reinforcing materials, AS3600 - Concrete structures. However, he will not be present during construction, neither will he conduct inspections nor construction supervision.

The class 10a buildings are designed for erection on pad footings or slab based on soil of classification "A"- "P" with minimum bearing capacity 100kPa (i.e. organic soil is to be removed to a suitable material below natural surface).

Where (suitable) fill is required to level the site, it should be placed and compacted in layers of 150mm maximum.

Concrete pad footings and slab supply and placement is to be in compliance with AS2870-2011 Residential Slabs & Footings, AS3600-2009 Concrete Structures for A2 and B2 exposure (i.e. 25mPa strength @ 28 days strength) with recommended slump 75 to 80mm for light pneumatic tyred traffic all trafficable floors.

For sites where these conditions are considered to be inadequate, a customized foundation design for the structure can be supplied to suit a specific purpose.

CONSTRUCTION

Erection of the structure is to be in compliance with local and state ordinances,

Occupational Health and Safety Regulations and with plans provided.

GENERAL

The designs as portrayed on the drawings remain the intellectual property of Best Sheds Pty Ltd and are provided for building approval and construction purposes only and are only valid when blue ink signed and dated by the engineer.

SNOW LOAD

Following conditions only apply to buildings with snow loading:

- No maintenance or roof traffic permitted on the roof while there is snow present.
- No other structure to be erected within 500mm of the gutters of this building.

Mr Camilo Pineda Moreno
Beng MIEAust RPEng
RPEQ 15562 TBP EC41817 (VIC)

Signature:  Date 17/03/17





Best Sheds
 151 Smeaton Grange Road,
 Smeaton Grange, NSW, 2567

Ph: (02) 4648 7777
 Fax: (02) 4648 7700

GENERAL SLAB DESIGN FOR DOMESTIC & LIGHT INDUSTRIAL USES

Thickness: 100mm with minimum 30mm cover. Refer to Slab Foundation table for reinforcing specification.

Strength: 25mPa

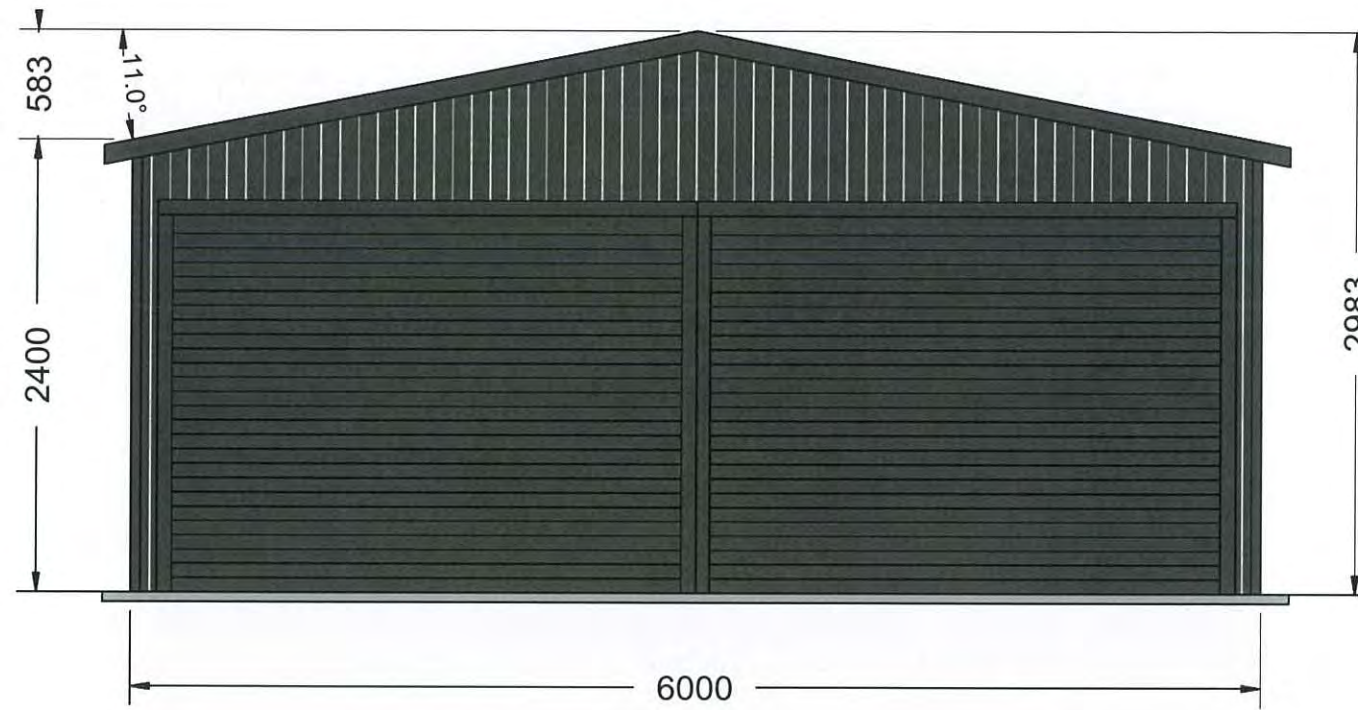
Thickened section under columns. Refer to Slab Foundation table for footing / pier specification.

SLAB FOUNDATIONS DOMESTIC / LIGHT INDUSTRIAL (100mm minimum concrete slab included)					
SOIL CLASSIFICATION (COMPACTED)	REINFORCING IN SLAB	EDGE BEAM	PIER	EDGE BEAM (slab thickness not included)	
	MESH REINFORCING	TRENCH MESH	Ø x DEPTH	DEPTH	WIDTH
A, S, & M	SL72	-	450 x 400	-	-
M - D	SL82	L11TM3	-	300	300
H TO H - D	SL82	L11TM3	-	400	300
E TO E - D	SL82	L11TM4	-	400	400
P (DROP EDGE BEAM OR STANDARD EDGE BEAM WITH PIERS UNDER COLUMNS 300 INTO FIRM GROUND)	SL82	L11TM4	450 Ø	400	400

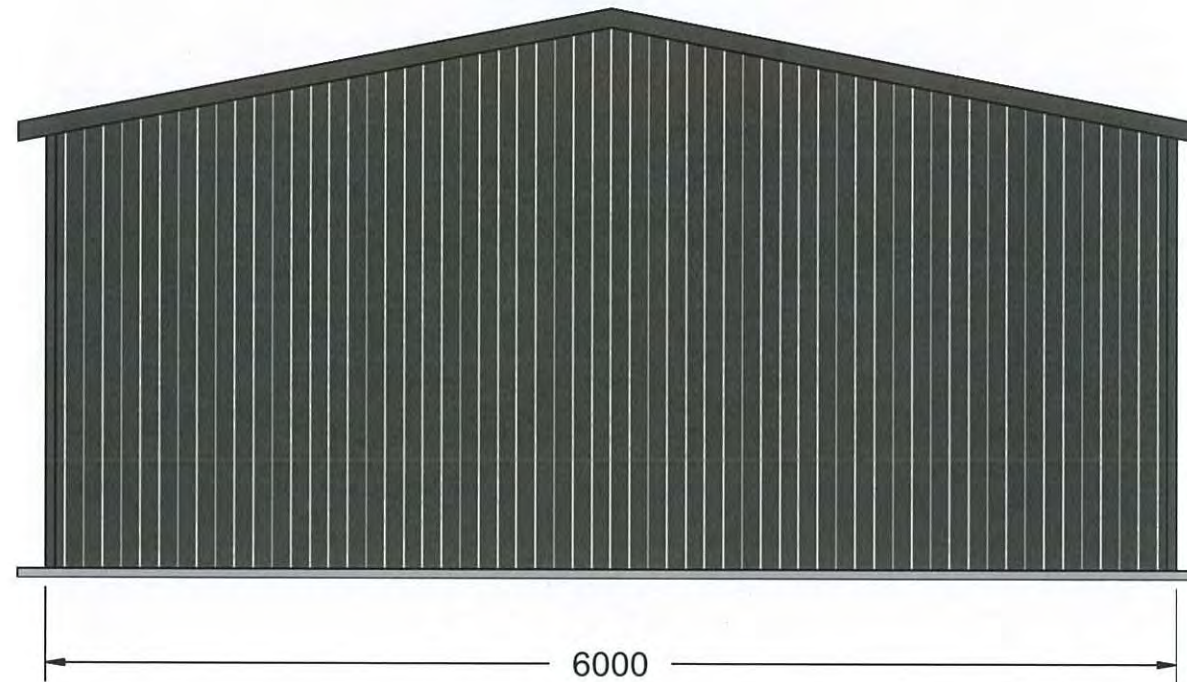
Mr Camilo Pineda Moreno
 Beng MIEAust RPEng
 RPEQ 15562 TBP EC41817 (VIC)

Signature:  Date 17/03/17





FRONT ELEVATION



REAR ELEVATION



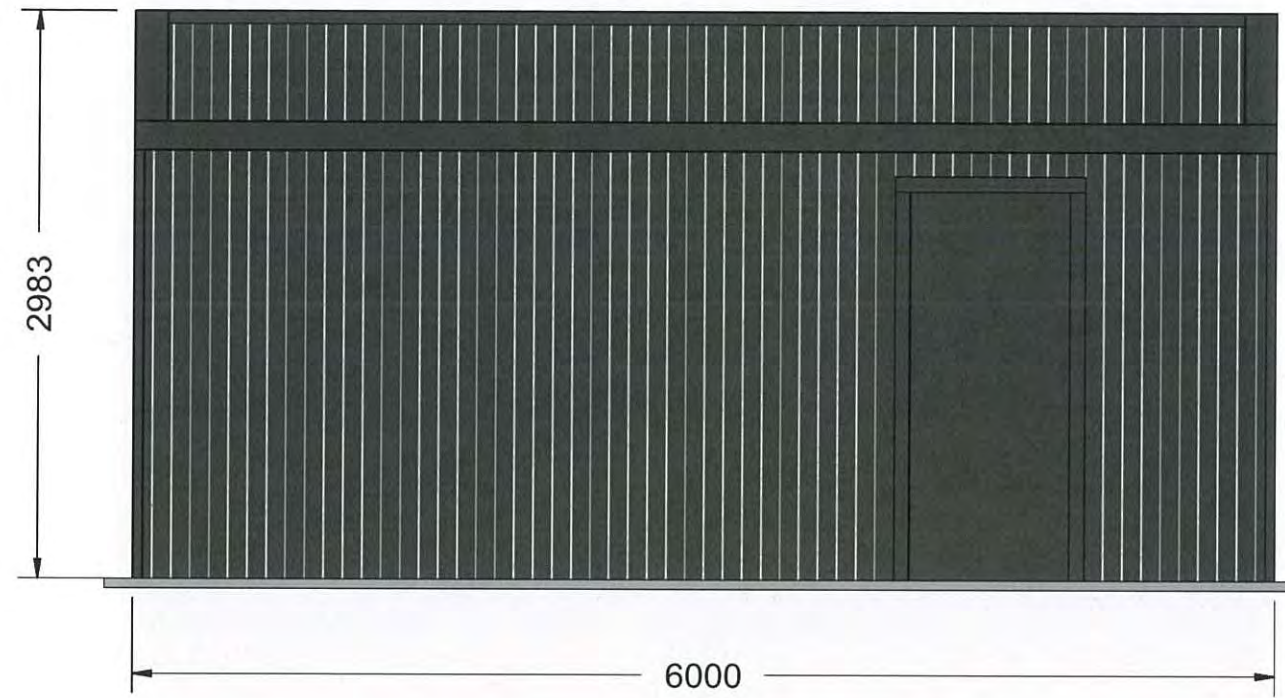
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Email: sales@bestsheds.com.au



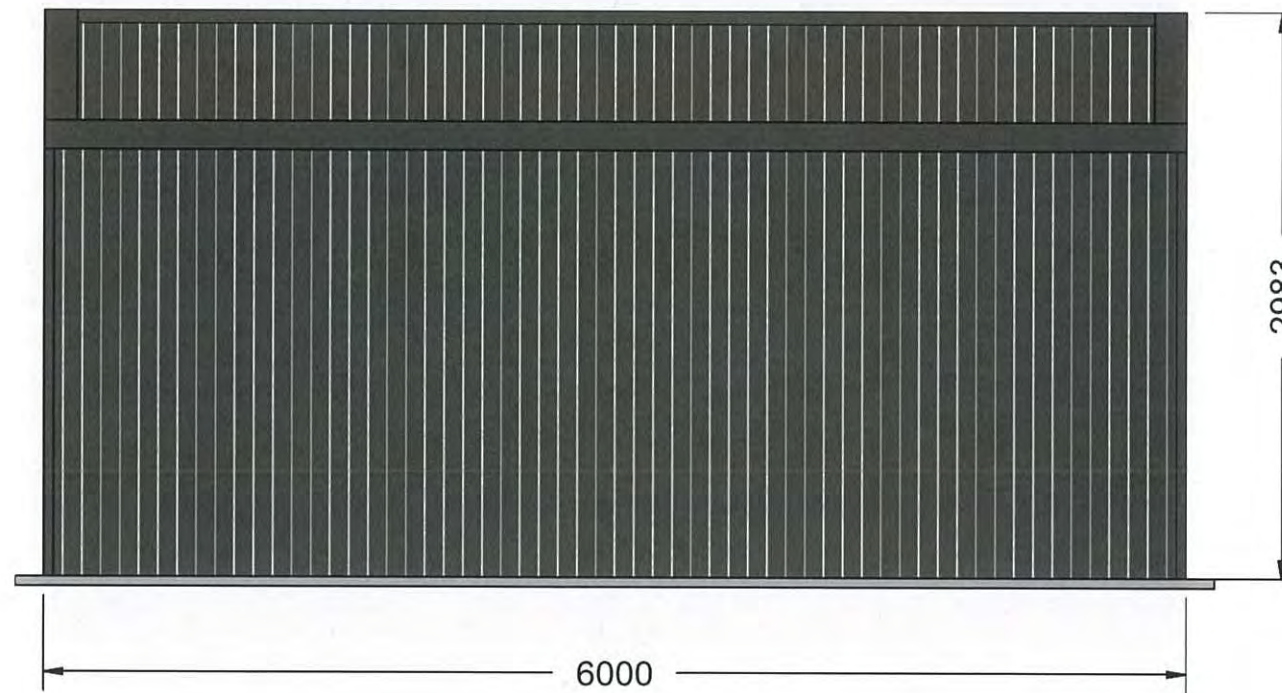
CIVIL & STRUCTURAL ENGINEERS
COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING
CAMILO PINEDA MORENO
Beng MIEAust RPEng
RPEQ 15562 TBP EC41817 (VIC)
Signature:  Date: 17/03/17

Customer Name: Paul Byrne
Site Address: 26 John St
Uralla,
NSW, 2358

Drawing Title: End Elevations
Scale: 1:53.978
Date :12-03-2017
Job Number: 502611
Page: 1 of 8



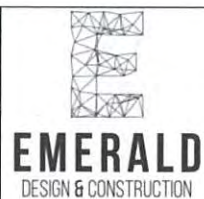
LEFT ELEVATION




RIGHT ELEVATION



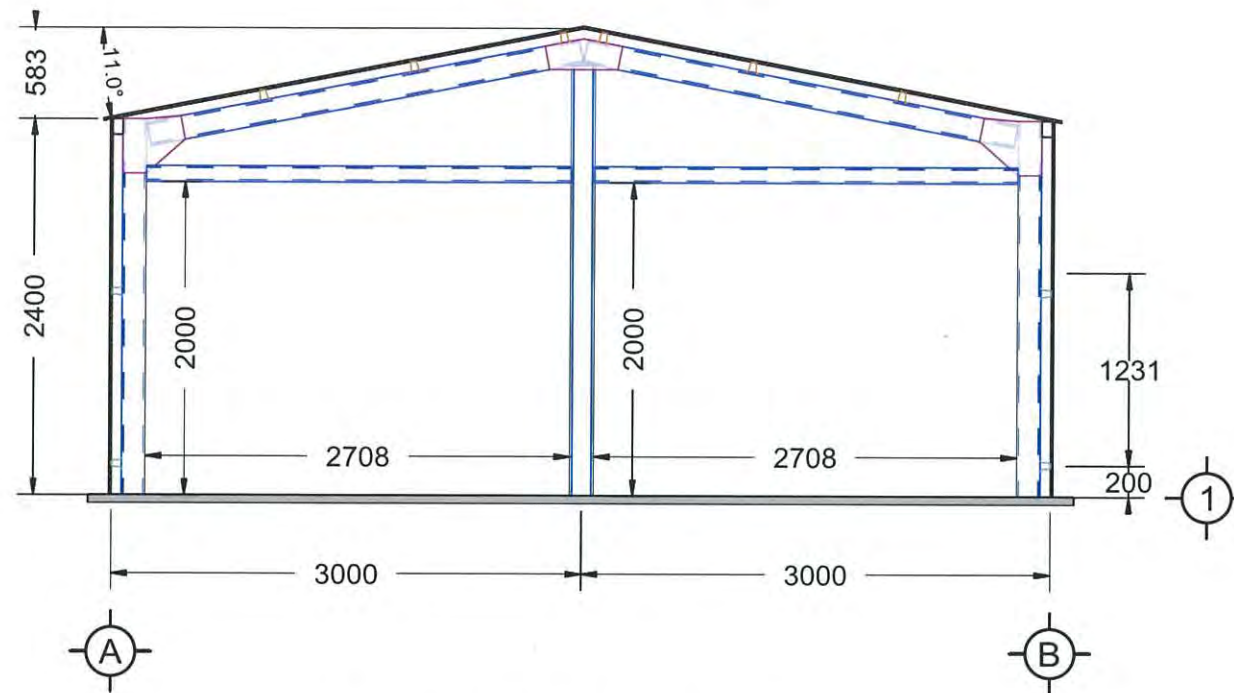
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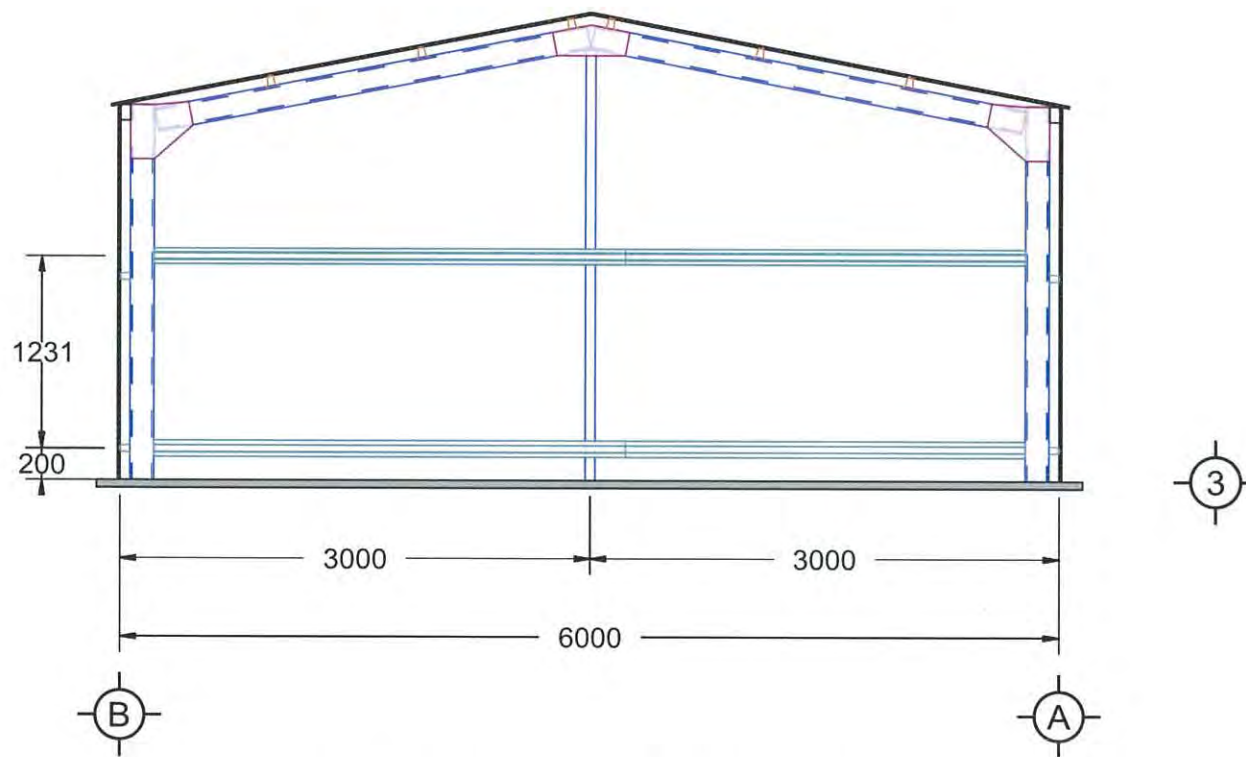
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CAMILO PINEDA MORENO
 BEng MIEAust RPEng
 RPEQ 15562 TBP EC41817 (VIC)
 Signature:  Date: 17/03/17

Customer Name: Paul Byrne
 Site Address: 26 John St
 Uralla,
 NSW, 2358

Drawing Title: Side Elevations
 Scale: 1:53.428
 Date :12-03-2017
 Job Number: 502611
 Page: 2 of 8



FRONT ELEVATION



REAR ELEVATION



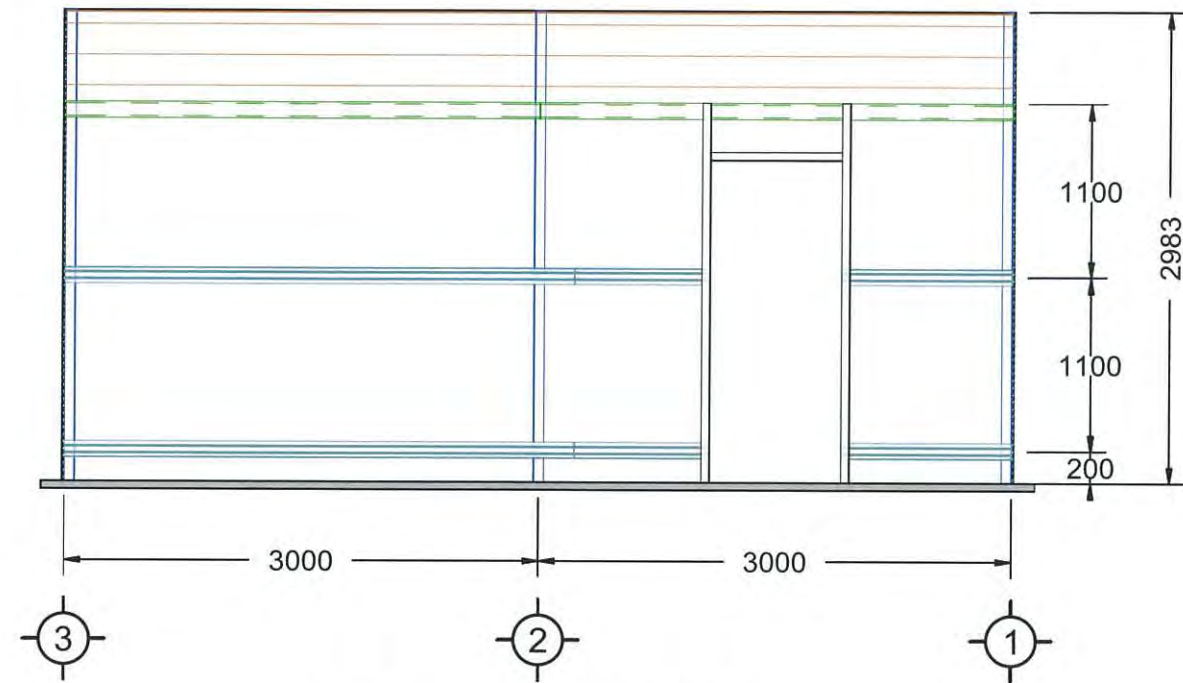
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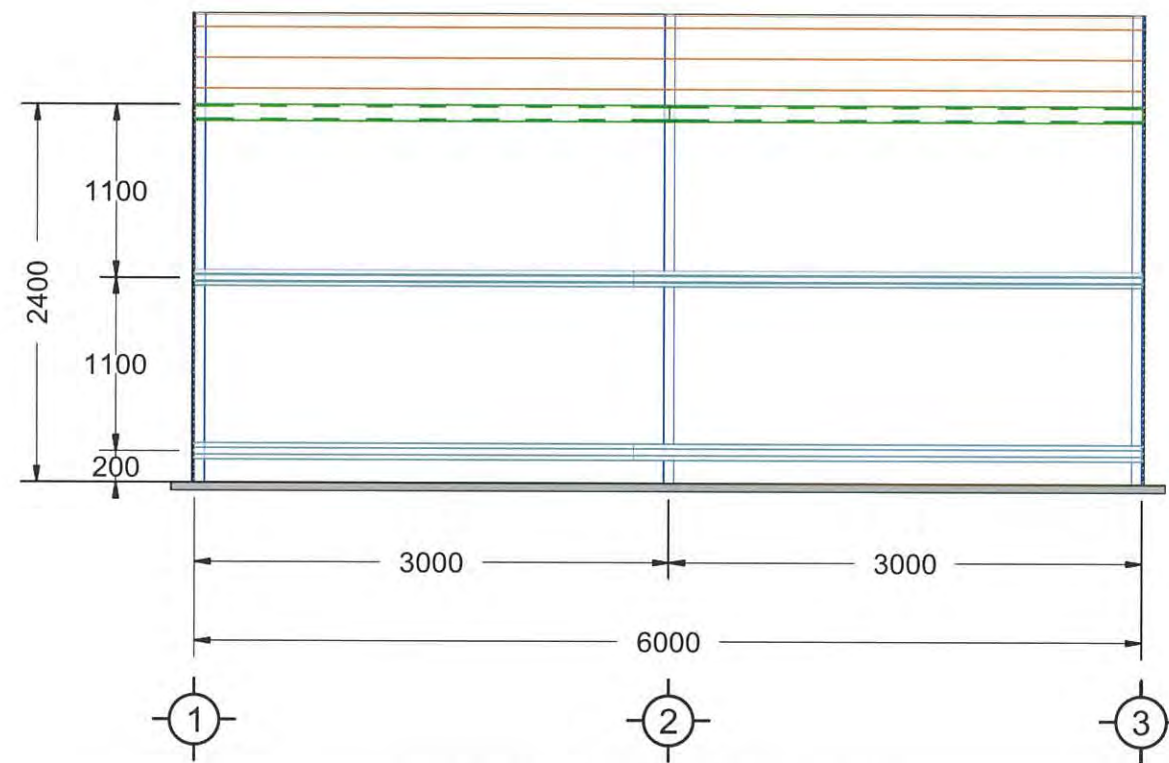
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 Beng MIEAust RPEng
 RPEQ 15562 TBP EC41817 (VIC)
 Signature: *[Signature]* Date: 17/03/17

Customer Name: Paul Byrne
 Site Address: 26 John St
 Uralla,
 NSW, 2358

Drawing Title: End Frame Elevations
 Scale: 1:64.971
 Date :12-03-2017
 Job Number: 502611
 Page: 3 of 8



LEFT ELEVATION




RIGHT ELEVATION



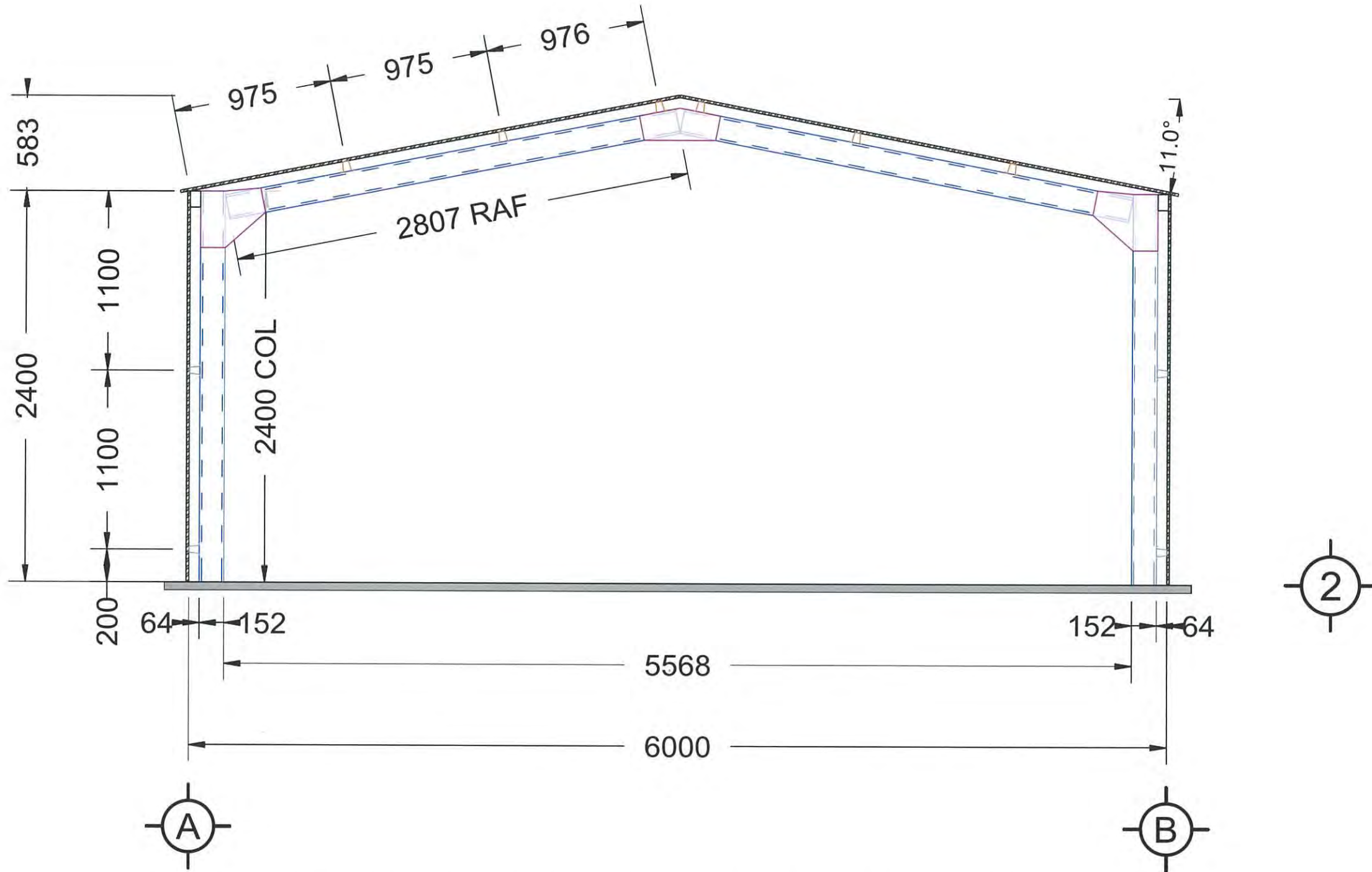
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 Beng MIEAust RPEng
 RPEQ 15562 TBP EC41817 (VIC)
 Signature:  Date: 17/03/17

Customer Name: Paul Byrne
 Site Address: 26 John St
 Uralla,
 NSW, 2358

Drawing Title: Side Frame Elevations
 Scale: 1:64.421
 Date :12-03-2017
 Job Number: 502611
 Page: 4 of 8



INTERMEDIATE ELEVATION

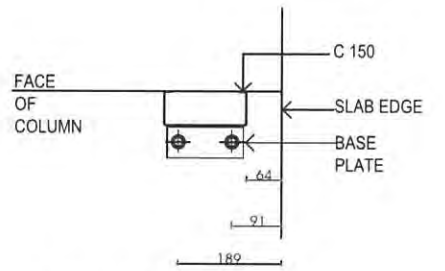
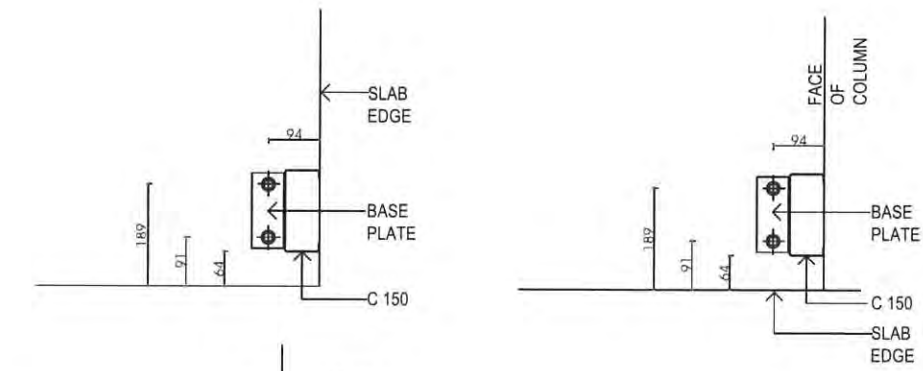


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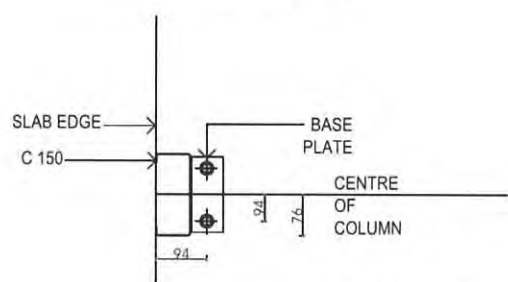
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 Beng MIEAust RPEng
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 Signature:  Date: 17/03/17

Customer Name: Paul Byrne
 Site Address: 26 John St
 Uralla,
 NSW, 2358

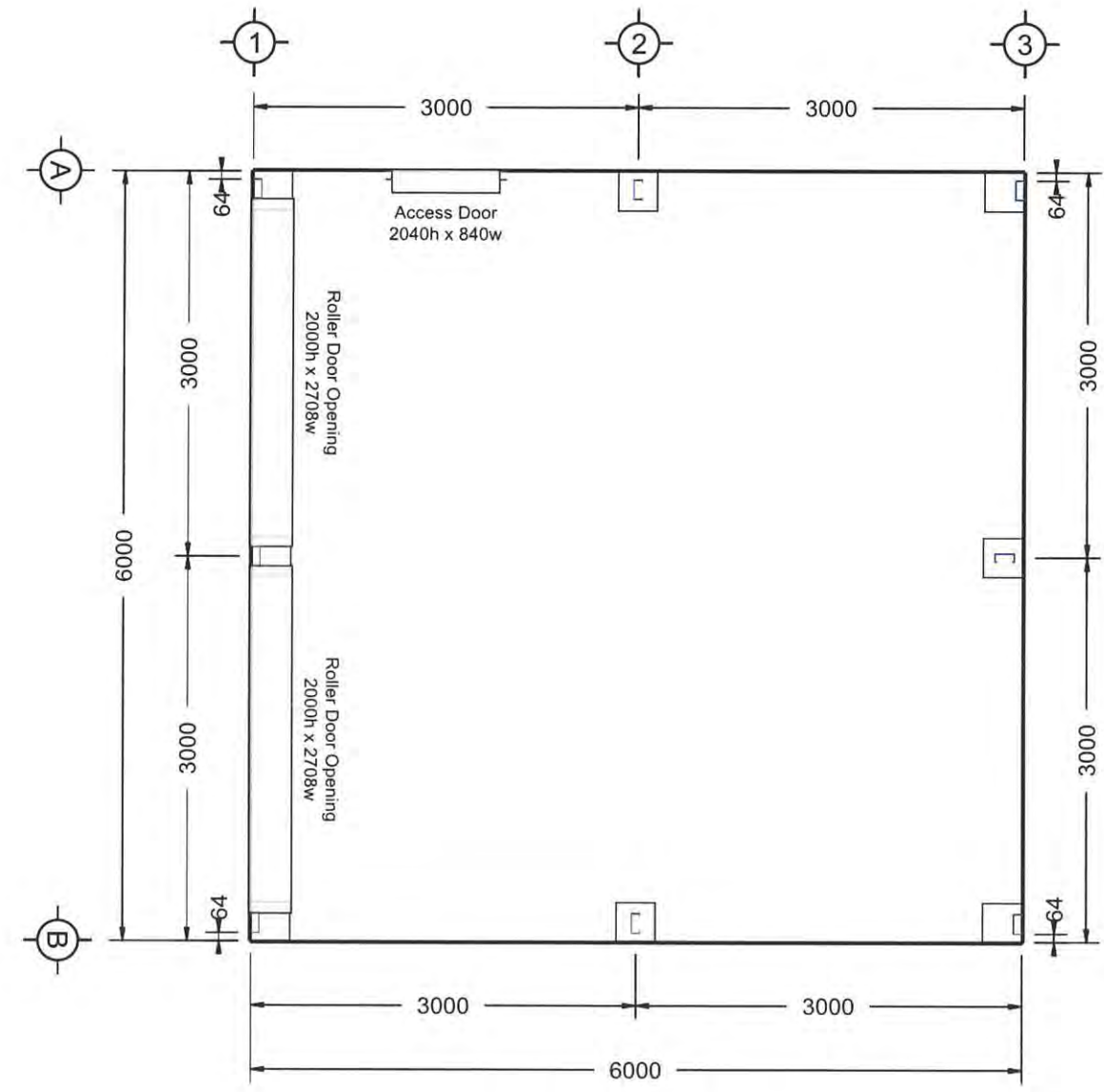
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 Job Number: 502611
 Page: 5 of 8



End Wall Mullion



End Wall Roller Door Post



FLOOR PLAN



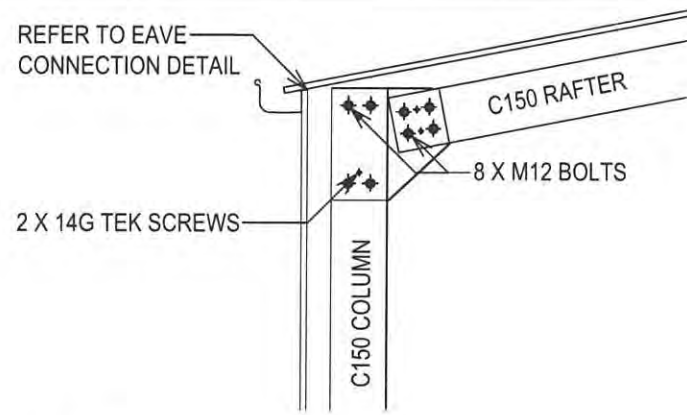
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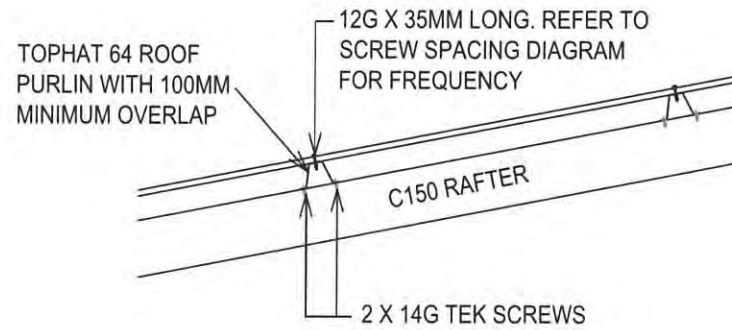
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 Beng MIEAust RPEng
 RPEQ 15562 TBP EC41817 (VIC)
 Signature:  Date: 17/03/17

Customer Name: Paul Byrne
 Site Address: 26 John St
 Uralla,
 NSW, 2358

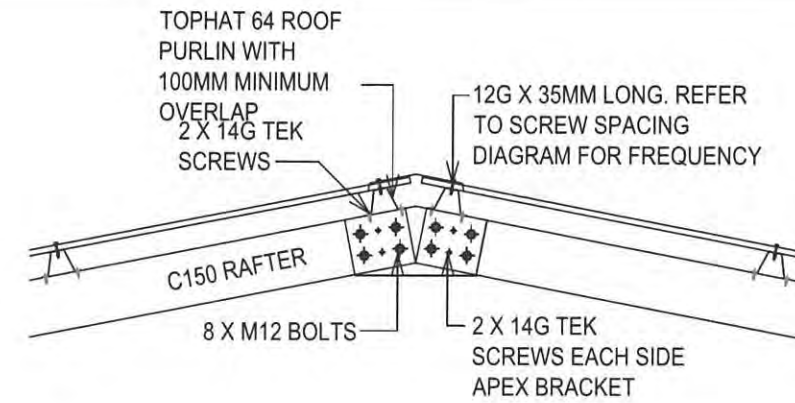
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 Page: 6 of 8



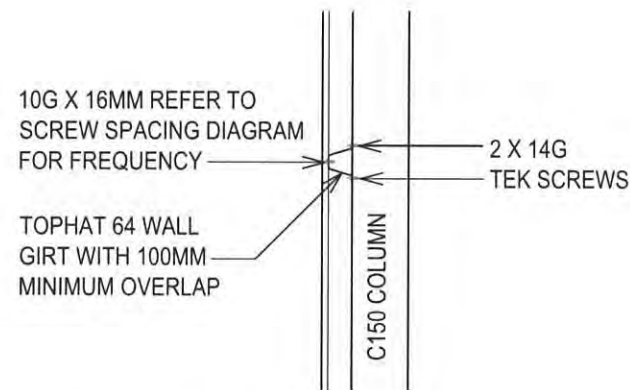
3 COLUMN AND EAVE DETAIL



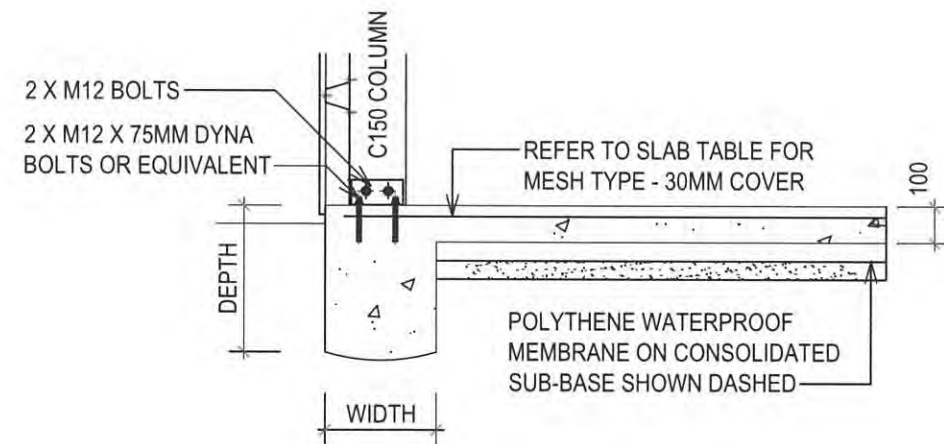
4 ROOF PURLIN DETAIL



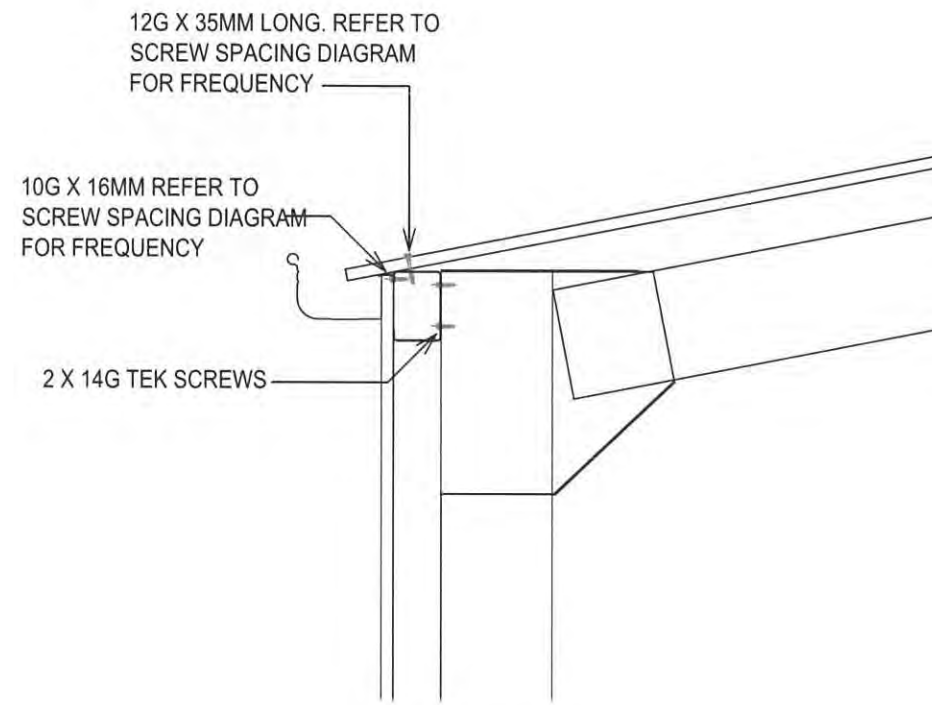
5 APEX DETAIL



2 WALL GIRT DETAIL



1 CONCRETE SLAB AND FOOTING DETAIL



10 EAVE CONNECTION DETAIL



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Email: sales@bestsheds.com.au

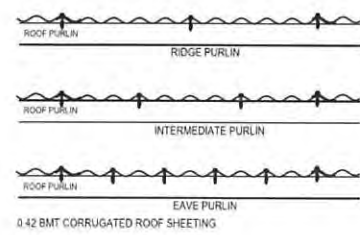


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COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING
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Beng MIEAust RPEng
RPEQ 15562 TBP EC41817 (VIC)
Signature:  Date: 17/03/17

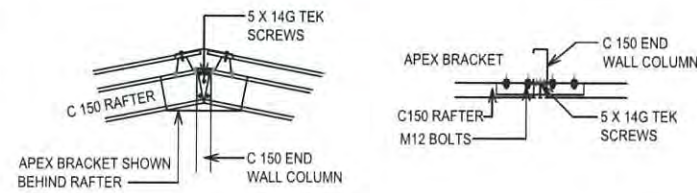
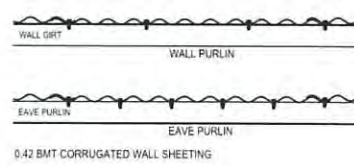
Customer Name: Paul Byrne
Site Address: 26 John St
Uralla,
NSW, 2358

Drawing Title: Connection Details
Scale: 1:27.798
Date: 12-03-2017
Job Number: 502611
Page: 7 of 8

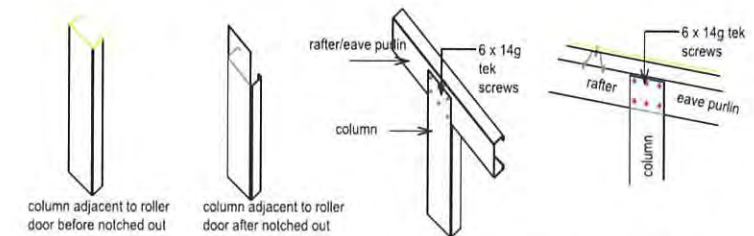
ROOF SCREW SPACING DIAGRAM
12g x 14 x 35mm LONG ROOF SCREWS



WALL SCREW SPACING DIAGRAM
10g x 16mm LONG WALL SCREWS

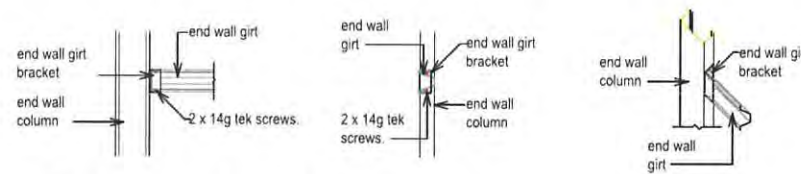
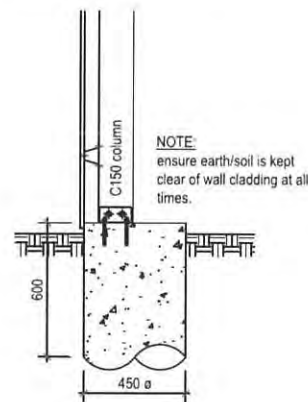


8 CENTER END WALL MULLION DETAIL

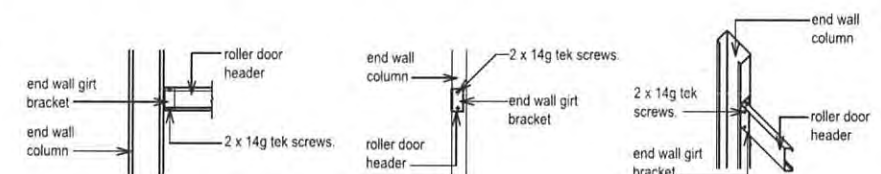


9 COLUMN ADJACENT TO END WALL ROLLER DOOR

10 CALDDING FIXING DETAILS



11 END WALL GIRT CONNECTION



12 ROLLER DOOR HEADER DETAILS



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COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING
CAMILO PINEDA MORENO
Beng MIEAust RPEng
RPEQ 15562 TBP EC41817 (VIC)

Signature:  Date: 17/03/17



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Phone: 02 4648 7777
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Customer Name: Paul Byrne
Site Address: 26 John St
Uralla,
NSW, 2358

Drawing Title: Connection Details 2
Scale: 1:45.388
Date :12-03-2017
Job Number: 502611
Page: 8 of 8



[Redacted] & [Redacted]

[Redacted]

Uralla 2358

To Whom It May Concern.

We are writing to express our concern with the purpose dwelling

Application No DA-8-2017

26 John Street Uralla

Construction of two sheds and Strata unit

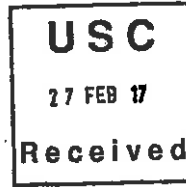
Our concerns are the run off of storm Water that run from the yards of Queen street through, [Redacted] [Redacted]

have a low lying property the water just runs through our place.

With the new sheds and unit going up this will impact more with the run off.

Sincerely

[Redacted] & [Redacted]



Uralla 2358

To Whom It May Concern.


I am Writing to express my concerns with the purpose dwelling

Application No DA-8-2017

26 John Street

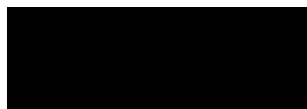
Construction of two sheds and Strata unit.

My concerns to this project are the excess rain water runoff and Privacy.

 I am concern with the runoff as I get a runoff from Queen street into my yard now with the new dwelling this will become greater. And there is only a wire fence between the two property's now.

I would like to propose that proper drainage be put in and a colour bond fence be erected between the 26 John Street and 28 John Street at the cost of the owner Mr Paul Byrne.

Sincerely



Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 6 - Transport Asset Management Plan

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.4	Communities that are well serviced with essential infrastructure
Strategy:	2.4.2	Implement Council's strategic asset management plans and continuing to develop asset systems, plans and practices for infrastructure assets to minimise whole of life costs
Action:	2.4.2.1	Complete all asset plans to update Councils Asset Management Strategy

SUMMARY:

The Council is required under Section 403(2) of the Local Government Act to adopt a long term Resourcing Strategy. It must include Asset Management Plans for the range of Assets owned by Council. An updated Transport Asset Management Plan - February 2017 (Version 6) has been prepared for consideration, exhibition and adoption.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Endorse the Transport Asset Management Plan - February 2017 (Version 6);**
- 2. Publicly exhibit the Transport Asset Management Plan for a period of 28 days in accordance with the provisions of the Local Government Act; and**
- 3. Give the General Manager delegated authority to adopt the Transport Asset Management Plan if no submissions are received.**

BACKGROUND:

The Transport Asset Management Plan is Council's major asset management plan and the assets considered therein accounts for the majority of the asset value of Council's total assets.

REPORT:

The Transport Asset Management Plan includes the maintenance and renewals of Council's roads, footpaths, kerb and gutters, bridges, footbridges, traffic furniture and ancillary other road related structures.

The content of the Plan is based on the 2011 IPWEA "Asset management for Small, Rural or Remote Communities" Practice Note.

The estimated cost of providing the service at the service levels identified in the plan provide for an estimated cost of approximately \$47,140,000, compared with the identified funding of \$42,300,500 over the 10 year life of the plan. This results in an estimated funding shortfall of approximately \$4,840,000.

This indicates that additional funding may be necessary or a reduction in service levels adopted.

KEY ISSUES:

The Transport Assets of Council are critical to the economic and environmental well being of the Shire, and region. The transport network provides the necessary access to properties and facilitates the movement of freight and people throughout the Shire. The network elements however, need to be maintained and upgraded in a planned fashion.

CONCLUSION:

The updated plan should be exhibited and considered for adoption.

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Advertise for 28 days

B. Policy and Regulation

In accordance with Asset Management Policy

C. Financial (LTFP)

Provides information for the LTFP

D. Asset Management (AMS)

Is the Transport AMS

E. Workforce (WMS)

Nil

F. Legal and Risk Management

Nil

G. Performance Measures

Nil

H. Project Management

Nil

Prepared by staff member:

Director Infrastructure & Regulation

Approved/Reviewed by Manager:

Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:



E. Transport Asset Management Plan – February 2017
(Version 6)



TRANSPORT

Asset Management Plan

February 2017 (Version 6)

Document Control		Asset Management for Small, Rural or Remote Communities			
Document ID: 59_280_111111 am4srrc amp word template v10.5					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1	3 July 2013	Original version	RD	DES	GM
2	3 January 2014	Revision of financial information	TOC		
3	July 2016	Reviewed and updated	JL	DIR	
4	August 2016	Timing of capital works revised	JL	DIR	
5	December 2016	Revision following peer review of draft	JL	ML	
6	February 2017	Appendix C and D updated	JL	DIR	

Asset Management for Small, Rural or Remote Communities Practice Note

The Institute of Public Works Engineering Australia.

www.ipwea.org.au/AM4SRRC

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1. EXECUTIVE SUMMARY

Uralla Shire

Uralla Shire is a medium sized NSW rural council with a population of 6,300 people and an area of 3,230 km² located approximately 545km Northwest of Sydney on the New England Highway. One of the major issues facing the Uralla Council is the provision of adequate funding for roads maintenance, renewals and upgrades to cope with increased traffic volume, population and higher community expectations.

This Transport Asset Management Plan is one of eight proposed Asset Management Plans covering all community assets for which Council is responsible. These fall under the Asset Management Policy and the Asset Management Strategy (see figure below).

Council’s transport assets provide the community with roads, pathways, bridges and other traffic related services.

The critical issues facing Council’s transport assets have been identified and include:

- Provision of adequate funding to meet both maintenance and renewal costs
- Increasing age of assets
- Community pressure to extend the existing sealed road network

Transport Services.

The Transport network comprises:

ROADS

- local urban sealed roads 26.5 km
- local rural sealed roads 267.3 km
- local unsealed roads 497.6 km
- regional urban sealed roads 3.0 km
- regional rural sealed road 129.0 km
- regional rural unsealed roads 9.8 km
- total unsealed roads (54.4%) 507.4 km
- total sealed roads (45.6%) 425.8 km
- Bulk earthworks 933.2 km

FOOTPATHS

- footpaths 9,744m².

KERB AND GUTTERING

- kerb and guttering 28 km

BRIDGES

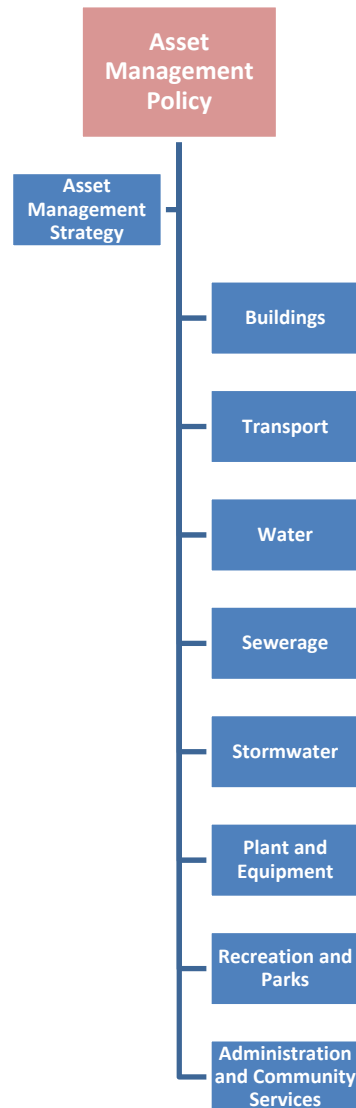
- regional road concrete/steel bridges 30
- regional road timber bridges 0
- local roads concrete/steel bridges 44
- local roads timber bridges 2

FOOTBRIDGES

- pedestrian footbridges 3

TRAFFIC FURNITURE

- items including median strips, refuges, blisters, ramps and speed bumps. 41



OTHER STRUCTURES

- items consisting of a taxi shelter, bicycle paths, community street store, lighting, car parks including motorcycle shelter, and paved footpaths. 21

These Transport infrastructure assets have a value of **\$226,978,000** or 77% of the total value of Council Infrastructure, Property, Plant and Equipment assets of **\$294,941,000** (values from 30 June 2016 financial statements).

What is Council's underlying philosophy in respect to Road Asset Maintenance?

Uralla Shire Council has budgeted in its 10 year financial plan and proposes to budget annually in its Operational Plan for a small surplus, thus fully funding its non-cash depreciation expense. The depreciation plus the small surplus will be utilised in the Transport sector to carry out maintenance of sealed, unsealed roads and bridges. In addition, provision is made to reseal between 5% (for local roads) and 6.7% (for Regional roads) of the sealed network, and to gravel resheet between 3.3% (class D roads) and 5% (class B and C roads) of the unsealed road network annually. These annual percentages represent a resealing cycle of between 15 and 20 years and a resheeting cycle of between 20 and 30 years, depending on the road class.

This philosophy is to be implemented concurrently with the outcomes of the 2015 roads revaluation which identified the timing of required surface treatments (i.e. reseals) and base treatments (i.e. pavement rehabilitation in the case of sealed roads and gravel resheeting in the case of unsealed roads) for the different road types e.g. regional, urban, rural local and unsealed.

So for reseals and resheeting, the long-term average annual allocation will be the amount required to meet the targets outlined above. In some years, depending upon the timing of renewal works resulting from the condition assessment in the 2015 roads revaluation, the allocation required for these treatments will be higher or lower than the amount required to meet the adopted cycle times.

Whilst this philosophy will drive the preparation of future budgets, the determination of actual projects to be included in annual Operations Plans will be verified by field inspection to cater for any local changes in traffic volumes or composition and/or unexpected impacts of weather or any other factor which may have led to accelerated deterioration of pavements or seals in particular segments.

The final program of works will be determined by an inspection of the current condition of the asset with renewals deferred as late as possible until the components reach their intervention level.

The following shows an example of a Condition Level 1 sealed road - Eastern Avenue, after rehabilitation:



This Asset Management Plan supports the goals of the adopted Community Strategic Plan 2015-2025 and in particular Community Goal 7:

“A safe and efficient network of arterial roads and supporting infrastructure, and town streets, footpaths and cycleways that are adequate, interconnected and maintained.”

What does it Cost?

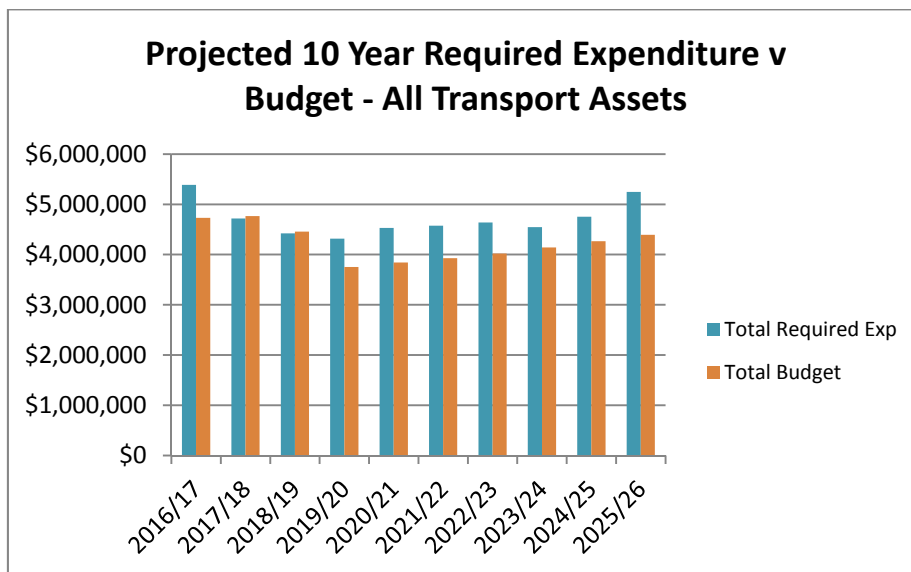
The projected cost to provide the services covered by this Asset Management Plan include \$22,172,402 for operations and maintenance (O&M) expenditure on existing assets with a current replacement value of \$226,978,000; together with capital renewal of transport assets of \$24,967,516 over the 10 year planning period. Adding these amounts gives a total of \$47,139,918 or \$4.71 million required average expenditure per year.

The breakdown of projected costs is set out in the table below:

Element	10 Year Projected costs to 2025/26	
	O&M	Capital
Bridges and culverts	\$1,344,406	\$1,320,000
Footpaths	\$672,203	\$524,140
K&G	\$268,881	\$628,000
Local Urban Streets	\$1,390,780	\$2,281,524
Unsealed Urban Streets	\$54,657	\$0
Regional Sealed Roads	\$4,570,980	\$6,740,311
Regional Unsealed Roads	\$380,140	\$151,929
Rural Sealed Roads	\$4,923,875	\$8,340,510
Rural Unsealed Roads	\$8,514,570	\$4,981,102
Parking Facilities	\$51,910	0
	\$22,172,402	\$24,967,516

Council’s projected funding from the LTFP and known additional income (excluding the non-cash expenditure of depreciation) for this period is \$18,475,033 for operations and maintenance and \$23,825,486 for capital renewals. These amounts give a total of \$42,300,519 or \$4.23 million per year; which is \$4,839,399 less than the cost of providing the service over 10 years. This represents an average shortfall of \$480,000 per year.

Figure 1-1 Projected 10 Year Required Expenditure v Proposed Budget (from LTFP) for all road assets



The chart demonstrates that Council's present funding levels are **not** sufficient to continue to provide existing services at current levels in the medium term.

What we will do? (Refer Appendix B for full details)

Council plans to provide transport services for the following within the 10 year planning period:

- Renew roads, bridges, footpaths, kerb and guttering, and footbridges before assets become unserviceable.
- Replace the two remaining timber bridges on local roads (Mihi Creek and Munsies Bridge) with concrete bridges in 2017/18.
- Construct 200m of new footpaths each year.
- Construct 210m of new kerb and gutter each year.
- Carry out upgrading works on unsealed roads previously approved by Council as follows: seal 0.64km of Jacksons Road, 0.35km of Saumarez War Service Road and 1.15km of Tulong Road and seal 2.0 km of the remaining 9.8km of Bingara Road. Other items may be added as approved by Council from time to time.

What we cannot do.

Council does not have enough funding to provide all services at the desired service levels or provide for all the new works desired by the community. The works and services that cannot be provided under present funding levels are:

- Complete the sealing of MR132 Barraba Road, particularly the "Barraba Gap" realignment of the road.
- Construct a bridge to replace the causeway over Bakers Creek on Barraba Road.
- Further extend the seal network beyond those sections of road identified above.
- Construct new paved footpaths in excess of 200m per year and kerb and gutter in excess of 210m per year unless developer funding or other grant income is received.

Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities and projects. In the case of the following critical assets, the major risks have been identified as:

- Public safety where reseal, resheeting and renewal cycle times cannot be met.
- Reduction in quality of service in the case of Bingara, Jacksons, Saumarez War Service, Tulong, Eastern Avenue, Leece and Retreat Roads.
- Public access denied or delayed in the case of Mihi and Munsies bridges and Bakers Creek on Barraba Road.

We will endeavour to manage these risks within available funding by:

- Prioritising maintenance and upgrades.
- Working efficiently to reduce delays.
- Carrying out regular inspections and monitoring.

The Next Steps

The actions resulting from this asset management plan are:

- Engage the community on service delivery and funding issues raised in this plan.
- Seek additional funding for the renewal of sealed roads. Note: Council has received advice of grant funding to enable the replacement of the Mihi Creek and Munsies timber bridges on local roads.
- Continually improve asset information, unit cost determination and fair value estimation of Council's road network.

Questions you may have

What is this plan about?

This asset management plan covers the infrastructure transport assets that serve the wider Uralla community. These assets include the roads, bridges, footbridges, footpaths and kerb and guttering throughout the Council area which enable people to move through and within the Uralla local government area to access work, education, businesses and facilities.

What is an Asset Management Plan?

Asset management planning is a comprehensive process to identify and then ensure that the delivery of services from infrastructure is provided in a financially sustainable manner, within the Community's capacity to pay for the service.

Asset Management Plans detail information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner. The Plan defines the services to be provided, how the services are provided and what funds are required to provide the services.

Why is there a funding squeeze?

Significant expenditure is required on Regional Roads namely Thunderbolts Way, Bundarra Road and Bundarra to Barraba Road that formerly were the responsibility of the State Government. Regional Roads maintenance is funded by the RMS to a level determined by formula; however renewal and upgrading works are funded 50% by the State and 50% by Council. Council's transport network has been constructed from a mixture of government grants and judicious application of fully funded non-cash depreciation. Even so, the cost of ongoing operations, maintenance and replacement exceeds the rate pegging percentages set by the Independent Pricing and Regulatory Tribunal (IPART).

Transport assets deteriorate with the passing of time and require maintenance, resurfacing, rehabilitation or replacement. Over time, the assets' service levels decrease and maintenance costs increase.

Community expectations are also increasing, particularly the heavy transport sector. Agricultural businesses need the transport cost economies that high mass vehicles can provide. B Doubles and the next generation of high mass vehicle require wider sealed roads to be at their most safe and efficient operation. While the Uralla Shire Council has around 45% of its road network sealed, many of the sealed sections are narrower than required by the higher mass vehicles.

What options do we have?

Resolving the funding squeeze involves several steps:

1. Improving asset knowledge so that data accurately records the asset inventory, how assets are performing and when assets are not able to provide the required service levels,
2. Establishing the fair value of the road asset and determining the appropriate rate of depreciation of these assets
3. While living within our means, continue to improve our efficiency in operating, maintaining, replacing existing and constructing new assets to optimise life cycle costs,
4. Identifying and managing risks associated with providing services from infrastructure,
5. Making trade-offs between service levels and costs to ensure that the community receives the best return from infrastructure,
6. Identifying assets surplus to needs for disposal to make saving in future operations and maintenance costs
7. Consulting with the community to ensure that transport services and costs meet community needs,
8. Developing partnership with other bodies, where available to provide services;
9. Seeking additional funding from governments and other bodies to better reflect a 'whole of government' funding approach to infrastructure services.

What happens if we don't manage the shortfall?

If the funding squeeze can not be managed, or new sources of revenue found, then it is possible that Council may have to reduce service levels, in some areas. For transport services, the service level reduction may include converting a sealed road to an unsealed surface, or a decrease in the ride quality of road pavements and seals, and a deterioration of footpaths and kerb and gutter throughout the area.

Currently, Council provides the following service levels (based on GRC of the assets):

Categories	Current Median Condition Level	Percentage at median or better
Sealed roads - surface	3	96.4%
Sealed roads - base	3	70.0%
Unsealed roads	3	66.0%
Kerb and guttering	2	52.0%
Footpaths	1	46.2%
Bridges – concrete	2	95.4%
Bridges – timber	4	100.0%

The effect of lowering the service level by one condition level is reflected in the following photographs:

Sealed road – Condition 3



Sealed road – Condition 4



What can Council do?

Council can develop options and priorities for future transport services with costs of providing the services, consult with the community to plan future services to match the community services needs with ability to pay for services and maximise benefit to the community for costs to the Community.

What can you do?

Council will be pleased to consider your thoughts on the issues raised in this asset management plan and suggestions on how Council may change or reduce its transport services mix to ensure that the appropriate level of service can be provided to the community within available funding.



Community Consultation

This 'core' asset management plan has been prepared to facilitate community consultation initially through feedback on public display of draft asset management plans prior to adoption by Council. Future revisions of the asset management plan will incorporate community consultation on service levels and costs of providing the service. This will assist Council and the Community in matching the level of service needed by the community, service risks and consequences with the community's ability to pay for the service.

The service levels and the Community capacity to pay will underline the funding, and therefore the Community contribution required, in the forward estimates within Council's ten year rolling financial plans.

2. INTRODUCTION

2.1 Background

This asset management plan is to demonstrate responsive management of assets (and services provided from assets), compliance with regulatory requirements, and to communicate funding needed to provide required levels of service.

The asset management plan is to be read with Council’s Asset Management Policy, Asset Management Strategy and the following associated planning documents:

- Uralla Shire Council Community Strategic Plan 2015-2025
- Uralla Shire Council Ten Year Financial Plan
- Uralla Shire Council Delivery Program
- Uralla Shire Council Operational Plan.

This transport asset management plan has a direct relationship with the following associated planning process and documents:

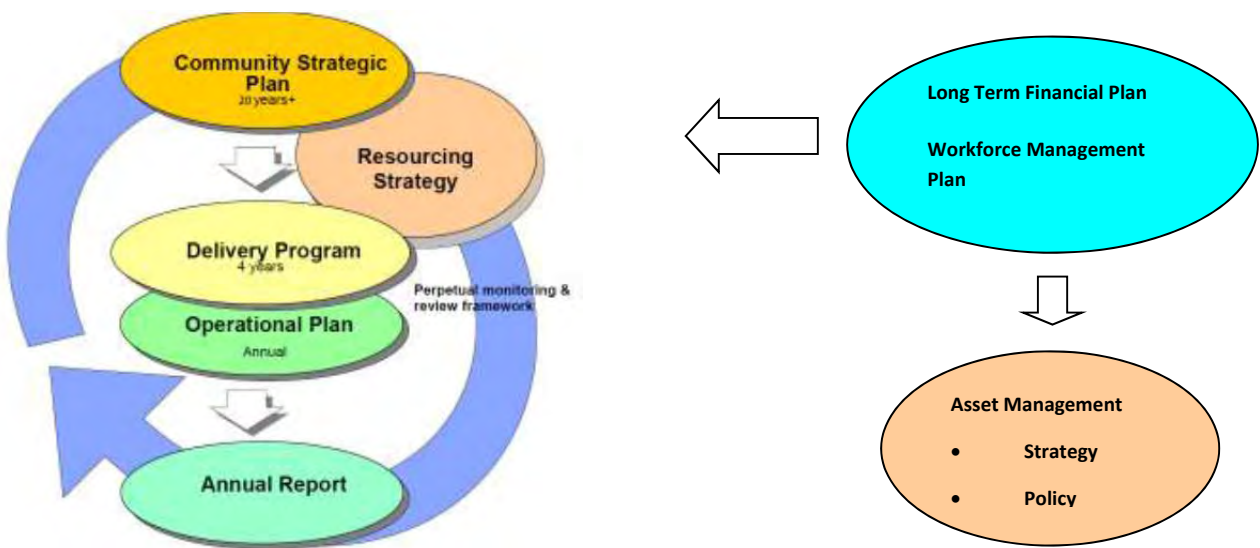
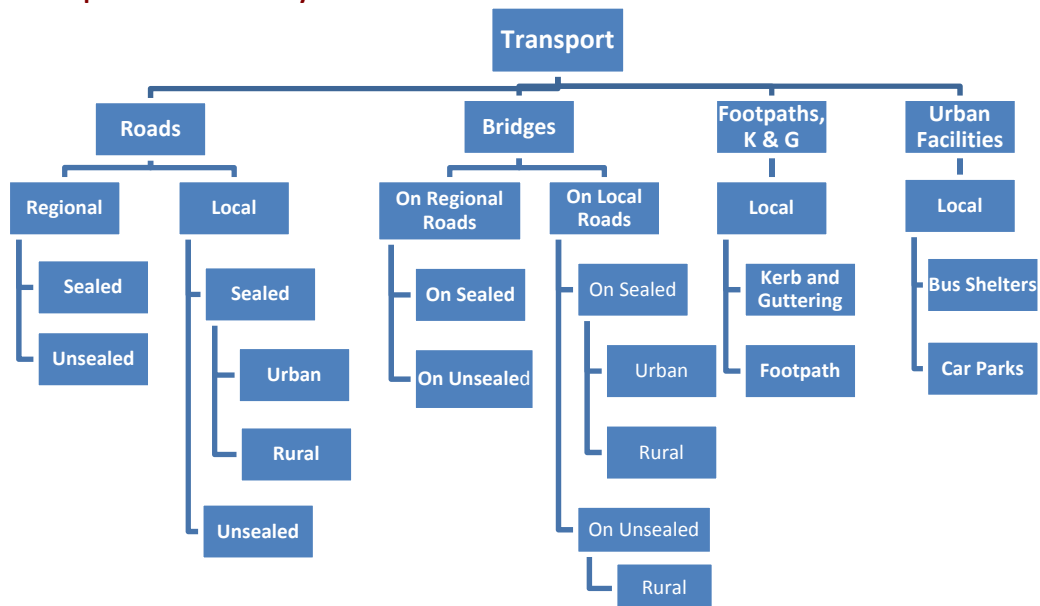


Figure 2.1: The Transport Asset Hierarchy



Council's infrastructure assets covered by this asset management plan are shown below in Table 2.1.

Table 2.1: Assets covered by this Plan

Individual Asset Categories	Dimension	Gross Replacement Cost (GRC) 2016	Accumulated Depreciation	Carrying Value
Local and Regional Sealed Roads	425.8 km	99,814,000	25,246,000	74,568,000
Unsealed roads	507.4 km	17,330,000	11,343,000	5,987,000
Bulk earthworks	933.2 km	75,894,000	0	75,894,000
Bridges	44 each	32,208,000	11,066,000	21,142,000
Footpaths	9,744m ²	1,732,000	226,000	1,506,000
Kerb and Gutter	27,972m			
Total transport Assets		226,978,000	47,878,000	179,100,000

2.2 Goals and Objectives of Asset Management

The Council exists to provide services to its Community and most of these services are provided by infrastructure assets. Council has acquired infrastructure assets by 'purchase', by contract, construction by council staff and by donation of assets constructed by developers and others to meet increased levels of service.

Council's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Taking a life cycle approach,
- Developing cost-effective management strategies for the long term,
- Providing a defined affordable level of service and monitoring performance,
- Understanding and meeting the demands of growth through demand management and infrastructure investment,
- Managing risks associated with asset failures,
- Sustainable use of physical resources,
- Continuous improvement in asset management practices.¹

The goal of this asset management plan is to:

- Document the services/service levels to be provided and the costs of providing the service,
- Communicate the consequences for service levels and risk, where desired funding is not available, and
- Provide information to assist decision makers in trading off service levels, costs and risks to provide services in a financially sustainable manner.

This Asset Management Plan is prepared under the direction of Council's Mission, Goals and Objectives.

Council's mission is:

The Uralla Shire Council is committed to creating a unique environment which offers an excellent quality of life and economic opportunities for its people.

Our values:

The Uralla Shire community strives to:

- enjoy a high quality of life;
- have thriving business centres;
- have educational and job opportunities available for people with a wide range of skills and aptitudes;
- have an innovative, adaptive and diverse economy;

¹ IPWEA, 2006, *IIMM* Sec 1.1.3, p 1.3.

- have access to good public services and relevant infrastructure;
- have a continuing improvement in its socio-economic status;
- treasure its natural and built heritage and continue to be progressive;
- ensure sustainability;
- provide security and safety for its residents;
- have a growing population and a sound demographic structure; and
- retain its own independent community-based local government authority.

Council’s adopted Community Strategic Plan 2015 -2025 (CSP) contains relevant Goals and Strategies which relate to the transport assets covered by this Asset Management Plan. The Plan is consistent with the following Goals and Strategies in the Community Strategic Plan.

Goal 1.1: A proud, unique and inviting community.

Strategy 1.1.2: Embellish our community with parks, paths, cycleways, facilities and meeting places.

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

Strategies:

- 2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation.
- 2.3.2 Maintain, renew and replace Council bridges and culverts as required.
- 2.3.3 Ensure road network supporting assets (signs, posts, lighting, guardrails etc) are maintained adequately and renewed as scheduled.
- 2.3.4 Provide a network of town and village streets that balances asset conditions with available resources and asset utilisation.
- 2.3.5 Maintain existing walking and cycling networks across the region.
- 2.3.6 Facilitate the enhancement and expansion of accessible walking and cycling networks and interconnect them with other transport and recreational facilities.
- 2.4.2 Implement Council’s strategic asset management plans and continue to develop asset systems, plans and practices for infrastructure assets to minimise whole of life costs.
- 2.4.5 Ensure adequate public car-parking and kerb and guttering infrastructure is provided, maintained and renewed.

Goal 4.2: An efficient and effective organisation.

- 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.

Transport networks are regarded as the lifeblood of economic and social interaction throughout the Shire. There is inadequate consistent funding from governments, State and Federal, to upgrade the roads into and through the Shire. That said however, the Federal Government through Round 4 of the Regional Development Fund has provided some much needed funding to the Uralla, Walcha and Gloucester Councils for improving Thunderbolts Way, the main east-west route through the region.

The Uralla Shire Council’s identified strategies detailed above and supporting target levels of service are outlined below in Table 2.2 and are addressed throughout this Transport Asset Management Plan.

Table 2.2: Target Levels of Service

CSP Strategies Supported	Target Levels of Service
<ul style="list-style-type: none"> 2.3.1 2.3.4 2.4.2 2.4.5 4.2.3 	<p>To renew pavements by intervention no later than when the base layer has reached the mid point of Condition Level 4. This occurs when the asset has approximately 17% of useful life remaining. So for rural pavements with 60, 80 and 100 years of useful life, intervention should occur when the remaining life of the pavement reaches 10.3, 13.6 and 17 years respectively. Similarly, for urban streets, intervention should occur not later than when pavements reach a remaining useful life of 12 years.</p>

CSP Strategies Supported	Target Levels of Service
	To grade all formed unsealed urban roads i.e. 1km, on average once per year.
	To reseal all urban sealed pavements on average once every 15 years, i.e. 1.8km average length per year.
	To continue to kerb and gutter all urban streets on a progressive basis by constructing an average of 210m of new kerb and gutter each year.
	To grade un-grassed shoulders of rural regional sealed roads shoulders on average once every two years.
	To reconstruct 31 kilometres of sealed road pavements by 2025 and extend the rural sealed network, both local and regional, to 46% of the total road length by 2021. See Appendix A for details of 8.59km of upgrading works previously approved by Council.
	To maintain the high quality of the rural sealed road network by resealing pavements on average once every 15 years (regional) and once every 20 years (local), i.e. 22.0km average length per year.
	To grade un-grassed shoulders of rural local sealed roads shoulders on average once every two years.
	To construct and reconstruct regional roads (Thunderbolts Way, Bundarra Road and Bundarra/Barraba Road) as RMS or special Federal funding becomes available as part of the sealed road extension by 2025 (local and regional).
2.3.1 2.3.4	To maintain the unsealed regional road network at a level that provides reasonable all weather access, subject to extreme weather events.
	To improve the rural unsealed road surfaces by applying gravel (re-sheeting) to the unsealed roads on a 15 year cycle for Class B roads (average 1.5km per year) , 20 year for C roads (i.e. 9.35km per year) and a 25 year cycle for Class D roads (i.e. 8.9km per year).
	To maintain the unsealed local road network at a level that provides reasonable all weather access, subject to extreme weather events. Target is to grade approximately 620km per year.
	To maintain the existing 1km of urban unsealed road surface by applying gravel (re-sheeting) on a 20 year frequency cycle.
2.3.2	To have an all-weather road network supported by appropriate bridges, major culverts and culverts.
	To replace the two remaining rural timber bridges by the end of the 2017/18 financial year.
	To have an all-weather regional road network supported by appropriate bridges, major culverts and culverts. To achieve this goal, the causeway on Barraba Road at Bakers Creek needs to be upgraded to a bridge structure at a cost of \$1.4m. This project is currently unfunded.
2.3.5 2.3.6	To provide the urban areas of Uralla and Bundarra with an interconnected and safe footpath and walking/cycling track network.
	To have cleared and maintained footpath areas in the villages and peri-urban areas.
	To annually extend the footpath and walking/cycling track network by an average of 200m to provide connectivity and access to historical and scenic areas.
	To increase patronage of the rear of CBD car park to lessen the pressure on Bridge Street rear to kerb parking by providing a well maintained and usable parking area at the rear of the CBD in Uralla.
	To restrict the occurrences of semi-trailer, B-Double and large trucks parking overnight within the urban areas.
2.3.3	To maintain road centreline markings where they are currently used and repaint other surface markings at least once every two years.
	To have all roads adequately signposted with nameplates and that direction and warning signposting is adequate for the needs of road users.

CSP Strategies Supported	Target Levels of Service
	To prevent unnecessary damage to road pavements caused by overloaded vehicles by continued membership of the Mid North Weight of Loads group.
	To maintain and/or replace damaged and dead street trees within the urban areas of the LGA.

Through the guidelines of this plan, assets are inspected, maintained, upgraded and renewed as necessary or as specified in specific works programs to ensure they reach their expected lifecycle, perform to their maximum capability, satisfy community expectations and needs, satisfy budget limitations and meet safety and regulatory requirements.

2.3 Plan Framework

Key elements of the plan are

- Levels of service – specifies the services and levels of service to be provided by council.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how the organisation will manage its existing and future assets to provide the required services
- Financial summary – what funds are required to provide the required services.
- Asset management practices
- Monitoring – how the plan will be monitored to ensure it is meeting the organisation’s objectives.
- Asset management improvement plan

2.4 Core and Advanced Asset Management

This asset management plan is prepared as a first cut ‘core’ asset management plan in accordance with the International Infrastructure Management Manual². It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a ‘top down’ approach where analysis is applied at the ‘system’ or ‘network’ level.

2.5 Community Consultation

This ‘core’ asset management plan has been prepared to facilitate community consultation initially through feedback on public display of draft asset management plans prior to adoption by Council. Future revisions of the asset management plan will incorporate community consultation on service levels and costs of providing the service. This will assist Council and the Community in matching the level of service needed by the community, service risks and consequences with the community’s ability to pay for the service.

² IPWEA, 2015.

3. LEVELS OF SERVICE

3.1 Customer Research and Expectations

This Asset Management Plan has been developed to assist Council in achieving the goals as set out in the adopted Community Strategic Plan which was adopted following a period of public exhibition and community consultation. Council has not carried out additional research on customer expectations, other than the recording of community requests made periodically to Councillors and staff. It is intended that formal assessment of community expectations will be investigated for future updates of this asset management plan.

However, during the Community Consultation for the Community Strategic Plan in the Kentucky area, residents lobbied strongly for the sealing of the final four kilometres of Bergen Road. This work was completed in April 2016. In March 2016, Council adopted a list of priority road and bridge works which included upgrade works to seal existing unsealed sections to be funded by the next 4 years of the Roads to Recovery Program to 2018/19 (see Appendix D for details). Provision for these upgrading works has been included in this plan. Sealing of 2.0km of Retreat Road and Bakers Lane were identified for inclusion in future R2R programs, should additional funding become available.

3.2 Legislative Requirements

Council has to meet the following relevant Federal and State legislation and regulations shown in Table 3.2.

Table 3.1: Legislative Requirements

Legislation	Requirement
Australian Road Rules	Sets the requirements for vehicles and operators using roads.
Australian Standards	Provides guidance for transport asset managers in use of transport services such as ASS 1742; Manual of Uniform Traffic Control Devices.
Civil Liability Act 2002 and Civil Liability Amendment (Personal Responsibility) Act 2002	Protects Council from civil action by requiring that the Courts recognise a level of personal responsibility for the actions of individuals.
Disability Discriminations Act 1992	Provides protection for everyone in Australia against discrimination based on disability. It protects people with a disability from being treated less fairly than people without a disability and promotes the contribution of people with a disability to the workforce and wider community.
Environmental Planning and Assessment Act 1979 (EP&A Act). Environmental Planning and Assessment Amendment Act 2008	Sets out the guidelines used by Council to provide sustainable and environmentally responsible planning, development and land use.
Local Government Act 1993	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Native Vegetation Act 2003	Regulates the clearing of native vegetation on land in NSW.
Protection of the Environment Operations Act	Sets environmental standards, goals, protocols and guidelines to reduce pollution and environmental harm.
Public Works Act 1912 No 45	Sets the conditions of proceeding with public works, and acquiring land for the purpose of public works.
Roads Act 1993	Provides authority to Council for administration and development of roads.
Road Transport Act 2005	Sets the requirements for vehicles and operators using roads.
Work Health and Safety Act 2011	Guides employers and employees on their roles and responsibilities to provide and maintain a safe workplace which protects against harm to health, safety and welfare from hazards and risks arising from work as is reasonably practicable.

3.3 Current Levels of Service

Council has defined service levels in two terms.

(a) Community Levels of Service

This relates to the service outcomes that the community wants in terms of safety, quality, quantity, reliability, responsiveness, cost effectiveness and legislative compliance.

Community levels of service measures used in the asset management plan are:

Quality	How good is the service?
Function	Does it meet users' needs?
Safety	Is the service safe?

(b) Technical Levels of Service

Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the council undertakes to best achieve the desired community outcomes.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as opening hours, cleansing frequency, mowing frequency, etc.
- Maintenance – the activities necessary to retain an assets as near as practicable to its original condition (e.g. road patching, unsealed road grading, building and structure repairs),
- Renewal – the activities that return the service capability of an asset up to that which it had originally (e.g. frequency and cost of road resurfacing and pavement reconstruction,
- Upgrade – Upgrade existing assets and providing new assets the activities to provide an higher level of service (e.g. widening a road, sealing an unsealed road, replacing a culvert with a larger size) or a new service that did not exist previously (e.g. construction of a new paved footpath).

Council's service levels are detailed in Table 3.3 on the following pages.

3.4 Desired Levels of Service

At present, indications of desired levels of service are obtained from various sources including residents' feedback to Councillors and staff, service requests and correspondence. More work to quantify desired levels of service will be done in future revisions of this asset management plan. This item has been noted in the Improvement Plan in Sec 8.2.

Table 3.2: Service Levels

(a) Community Levels of Service

Key Performance Measure	Level of Service Objective	Performance Measure Process	Desired Level of Service	Current Level of Service
Quality	Roads are smooth	Customer service complaints relating to roughness.	<5 per month	<10 per month
Function	Access is available at all times – other than necessary closures.	Customer service complaints relating to access.	<5 per month	<5 per month
Safety	Roads are safe to drive when driven responsibly and to conditions.	Total number of accidents and injuries.	<20 per year	20-30 per year

Table 3.2: Service Levels (Continued)

(b) Technical Levels of Service

Key Performance Measure	Level of Service Objective	Performance Measure Process	Desired Level of Service	Current Level of Service
Operations	Roads are adequately serviced and maintained.	Annual condition and defects inspection carried out.	A reduction in defects and an increase in serviceability.	Under review
Accessibility	Provide all weather access to all permanently occupied residences.	Level of accessibility	All weather access, all year	Being met.
Maintenance of existing assets.	Maintain the integrity of sealed road surfaces i.e. no stripping, cracking or potholing. Surface at Condition Level 3 or better across the network.	Compliance with adopted intervention levels.	At least 90% response to intervention level.	Being met.
	Unsealed roads are not uncomfortable or unsafe for drivers and are all-weather.	Grading frequency	Grade all roads at least once per year, and twice per year for busier Class B roads – 620kms graded per year. Average estimated cost \$834,000 per year.	Approximately 580km graded in 2015/16.
			Grade Bundarra to Barraba Road and Bingara Road 3 times per year.	Target met in 2016.
		Customer service complaints/enquiries	< 5 complaints per month.	Some not met during prolonged wet weather.
	Local sealed roads are free of hazards and defects	Frequency of inspections and response time of repairs.	Response times for repairs are met. 2016/17 estimated cost \$559,977.	Being met.
		Customer service complaints.	< 5 complaints per month	< 5 complaints per month
	Bridges are free of hazards and defects	Inspection and repair program.	Inspect bridges once per year and complete identified M&R in the program year. 2016/17 cost \$120,000.	Being met
		Customer service complaints.	<2 complaints per month	Being met
	Footpaths are maintained at Condition Level 3 or better.	Footpath maintenance program.	Paved and unpaved footpaths inspected and regularly maintained. 2016/17 cost \$76,000.	Current focus is on paved footpaths.
		Customer service complaints.	Complaints received on paved surface defects acted upon within 2 hours with barriers, and repairs made within 3 working days.	Currently being met with some exceptions.

(b) Technical Levels of Service (Continued)

Key Performance Measure	Level of Service Objective	Performance Measure Process	Desired Level of Service	Current Level of Service
Maintenance (Continued)	Maintain all kerb and guttering at Condition Level 3 or better.	K&G maintenance program.	Complaints acted upon within 1 month. 2016/17 cost \$34,000.	Being met.
	Maintain road centreline markings	Program of line markings	Re-mark lines when necessary or at least once every two years.	Being met
		Customer service complaints.	Less than 3 complaints per year	Being met
	Maintain traffic furniture in good condition	Maintenance program	Replace warning signs on annual basis. 2016/17 cost \$10,000.	Review condition of signs. Inventory required.
		Customer service enquiries	< 2 enquiries per month.	Being met
Renewal of deteriorating assets	Reseal all rural sealed roads on average once every 15 years (regional) and 20 years (local)	Frequency of resealing.	Reseal the network by completing 6.7% (for Regional roads i.e. 8.8km) and 5% (for local roads i.e. 13.4km) annually. Average cost \$655,000 per year over 10 years. 2016/17 allocation \$629,403.	8.0km of regional and 13.9km of local roads completed in 2015/16.
	Renew the pavements of all road types before they reach the end of economic life.	Compliance with rehabilitation program	Renew road pavements no later than mid point of Condition level 4.	Works program depends on level of available grant funding.
		Renewal Budget	2016/17 proposals are: Regional = \$400,000 Urban Local = \$212,000 Rural local = \$531,000 Total = \$1.14m	
	Improve gravel roads through re-sheeting. Roads at average Condition Level 3 across the network.	Compliance with re-sheeting program.	Re-sheeting of local Class B and C roads at 5% each year (i.e. 10.5km), Class D at 3.3% per year (i.e. 10.0km) and regional gravel roads at 5% per year (i.e. 0.5km). Total of 21.0km per year.	<5% of network re-sheeted annually.
		Re-sheeting budget	Regional: 0.5km/year = \$15k Local: 19.8km/year = \$498k Total average exp = \$513k per year over 10 years.	
	Upgrade existing assets and provide new assets.	Provide sealed roads where feasible and affordable.	Percentage of network sealed.	Only those rural roads approved by Council. Urban Class A, B and C streets sealed by 2030.
Kerb and guttering is provided to all Class B,		Kerb and guttering program	Progressive kerb and guttering of all streets by	200m in some years but mostly

Key Performance Measure	Level of Service Objective	Performance Measure Process	Desired Level of Service	Current Level of Service
	C and D street segments which have 6 or more occupied residences with frontages to the segment.		construction of 210m per year.	provided by developers.
		Customer service enquiries.	<2 enquiries per month.	Being met
		Budget		O&M - \$22,669 Capital - \$50,000
	Replace timber bridges with concrete/steel bridges	Replacement program.	Replace 2 existing timber bridges by the 2017/2018 financial year.	Program on track
		Budget	2017/18 Capital budget \$1.32m.	

3.5 Level of Service Options

Whilst Levels of Service have been adopted in the preparation of this Plan, these may be subject to review from time to time. As the adopted level of service has a direct impact on the required funding levels, Council may adopt levels of service which are higher or lower than those in the Plan.

For example, if the reseal cycle time for rural roads was reduced from 20 years to 15 years, the impact on the annual budget would be to require an additional \$111,000 per year. Similarly, if the intervention point for pavement renewals was moved from the mid-point to the end-point of Condition Level 4, this would defer the requirement to rehabilitate pavements earlier and save an estimated \$319,000 average per year over the 10 year life of this Plan.

If both the above options were implemented concurrently, the shortfall would reduce from the proposed \$480,000 to \$272,000 annually.

3.6 Condition Assessment and Service Potential – Roads

The following road classifications have been used in the Asset Management Plan to distinguish road functionality:

Rural Road Class	Description of Class
A – Regional Roads	Regional roads form part of the State-wide Regional network of roads, providing transport links between major towns and cities. They are roads classified in accordance with the NSW State Government’s classification.
B – Primary Rural	Primary Rural roads are the highest priority rural local roads and carry higher traffic volumes greater than 75 vehicles per day. Historically continuous school bus routes and roads which carry 50 to 75 vehicles per day and carry greater than 3% heavy vehicles are eligible for classification as Primary Rural.
C – Secondary Rural	Secondary Rural roads are mid priority rural local roads and carry traffic volumes less than 75 vehicles per day but which service more than 10 different property owners and have an average traffic volume greater than 20 vehicles per day. Secondary rural roads may also serve as bus routes.
D – Local Access	Local access roads are the lowest priority local roads servicing less than 10 different property owners or have average traffic volumes of 20 vehicles or less per day.

The urban streets hierarchy has been based on the AUSTRROADS publication “Guide to Traffic Engineering Practice” and provides for five classifications of street as follows:

Urban Class	Street Description
A	Arterial
B	Sub-arterial
C	Collector
D	Local access
E	Lanes

Class A – Arterial

Arterial Streets provide principal avenues of communication and links between parts of large cities or between major towns and cities. Within the towns and villages of Uralla Shire, only the New England Highway performs this function. This road is classified as National in accordance with the State Government’s classification system. Maintenance on the central portion of the road is the responsibility of State and Federal Governments. However, Council has a maintenance responsibility for the parking lanes, footpaths and road reserve of this road.

Class B – Sub – Arterial Streets

Sub-Arterial Streets are those streets which connect arterial streets to areas of development and other major areas of the town or shire. These streets carry high traffic volumes with a broad range of vehicle types. In the towns and villages of Uralla Shire, only the Regional Roads meet these requirements.

Class C – Collector Streets

Collector streets are those streets which provide a link for traffic from the residential street system, some rural areas, industrial areas and other trip generators to other collector streets, sub-arterial or arterial streets.

Class D – Local Access Streets

Local Access Streets are streets which principally provide access to and from property. These streets generally carry low traffic volumes and form the bulk of streets within Uralla and Bundarra.

Class E – Lanes

These streets generally provide alternative access to properties. They are narrower than Class D streets and generally have very low traffic volumes.

Useful Life

The useful life of an asset is the estimated length of time during which the asset is able to deliver a given level of service. The useful life of an asset is not necessarily equivalent to its physical life or economic life, a number of other factors may result in an assets useful life being reduced, including:

- Obsolescence
- Weather
- Construction techniques
- Overloaded vehicles
- Changes in community expectations
- Increased demand on capacity
- New legal requirements

The Asset Useful Lives Report was prepared by Tonkin Consulting in March 2009 for the Local Government Association of South Australia. The full title of the report is “Infrastructure Asset Useful Lives – SA Council’s Current Practices” and it collates asset useful life data contributed by 14 South Australian councils. The results were presented as the Lowest, Highest and Median. This data was considered along with the local experience of USC staff and following consultation with adjoining councils, the following useful life of assets was adopted:

Table 3.3:- Summary of adopted surface and pavement life for various classes of roads.

Road Type	Class	Surface life (years)	Pavement Life (years)
Regional	A	15	60
Urban	B, C	15	70
	D, E	15	80
Rural	B	20	80
	C	20	80
	D	20	100
Unsealed	B	na	15
	C	na	20
	D	na	25

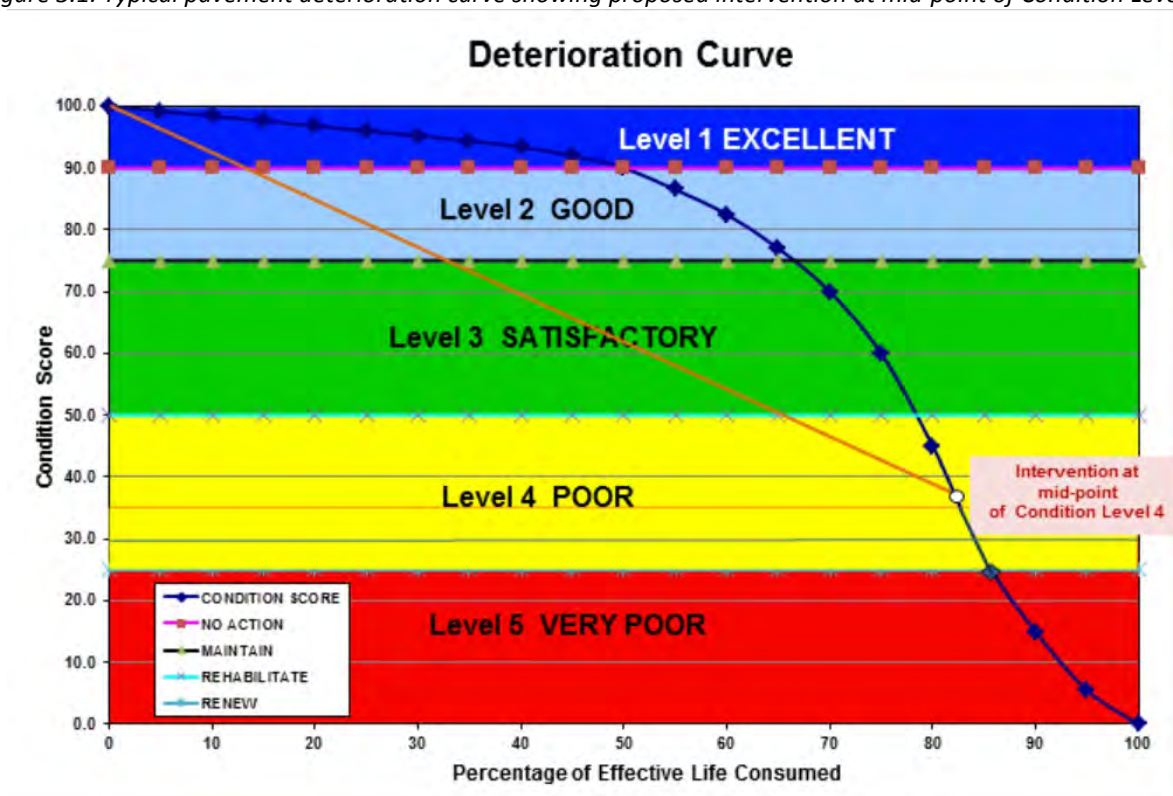
Consumption Curves

Council has adopted the asset condition rankings as set out in the table contained in the IPR Manual for local government in NSW with the exception that the description applying to Level 3 has been changed from “average” to “satisfactory. This level has been adopted as the agreed satisfactory service level.

The following typical pavement deterioration curve has been adopted as being representative of the rate of deterioration of road pavements and IPR Condition Levels have been assigned as follows:

IPR Condition Level	Condition Score
1. Excellent	90 to 100
2. Good	75 to 89
3. Average	50 to 74
4. Poor	25 to 49
5. Very Poor	less than 25

Figure 3.1: Typical pavement deterioration curve showing proposed intervention at mid-point of Condition Level 4.



4. FUTURE DEMAND

4.1 Demand Forecast

Factors affecting demand include population change, changes in demographics, seasonal factors, vehicle ownership, consumer preferences and expectations, economic factors, agricultural practices, environmental awareness, etc.

Demand factor trends and impacts on service delivery are summarised in Table 4.1.

Table 4.1: Demand Factors, Projections and Impact on Services

Demand factor	Present position	Projection	Impact on services
Population	Uralla LGA population is 6,300 with the population of Uralla estimated at 2460 by the ABS in 2014.	2016 Department of Planning Projections predict minor increases annually over the next 15 years to 6550 in 2031.	Uralla urban population is expected to remain relatively stable as residents move from rural areas to town. Impact is considered to be marginal.
Demographics	Median age of population is 43 years.	There will be a concentration of older residents in the next two decades.	As the population ages there is greater pressure on Council to provide additional services e.g. pathways suitable for use by gophers.
Environmental awareness	The Community and Council are more environmentally aware and responsible.	Council will be required to implement further sustainability measures.	This will require a greater allocation of funds towards improving facilities and services to meet environmental standards and regulations.
Vehicle mass limits	9t single axle limit with some HML routes	Increase of 10% included in axle limits.	Potential increase in damage to pavement. Increased demand for upgraded local roads (wider and stronger) to accept the higher mass vehicles.
Fuel costs	Fuel costs are currently high	Costs are expected to continue to rise.	Council will need to progressively increase budget allocations to cover fuel costs.
	Any future carbon tax or ETS could be added to the cost of diesel.	Diesel costs will continue to rise in line with tax increases.	This will increase the costs of service provision.

4.2 Changes in Technology

Technology changes forecast to affect the delivery of services covered by this plan are detailed in Table 4.2.

Table 4.2: Changes in Technology and Forecast effect on Service Delivery

Technology Change	Effect on Service Delivery
Material stabilisation for gravel	positive - improved quality and useful life of pavements.
Development of new bitumen products	positive - improved quality, reduced environmental impact.
	negative -increased costs.

4.3 Demand Management Plan

The Council’s strategic objectives are to have greater than 46% of the road network sealed by 2021 and to have all timber bridges replaced with concrete structures by 2018. These objectives are designed to meet the direction provided during the Community Strategic Plan community engagement meetings. The meetings indicated specific roads that were identified for sealing and these are listed in Appendix C, “Planned upgrade or new Transport Infrastructure in the 10 year Capital Works Program”.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this asset management plan.

Table 4.3: Demand Management Plan Summary

Service Activity	Demand Management Plan
Maintenance	Conduct routine inspections and repairs to assets according to work plans and community enquiries.
Upgrades	Monitor the condition and lifespan of assets and plan upgrades accordingly.
Customer Service requests	Record all customer service requests relating to transport assets and analyse the data collected to identify shortfalls in assets or services, and implement solutions.

4.4 New Assets for Growth

The new assets required to meet growth will be acquired free of cost from land developments and constructed/acquired by Council. Recently contributed and constructed asset values are summarised in Figure 1.

Table 4.4: New Assets for Growth

Road Name	Length km	Value
MacLeay Way	0.76	\$260,000
Welbourn Close	0.10	\$80,000
Lighthorse Parade ‘Satinvale’ Estate	1.25	\$375,000
Tobruk Road ‘Satinvale’ Estate	0.25	\$75,000
Panhandle Road	0.65	\$160,000

Acquiring these new assets will commit Council to fund ongoing operations and maintenance costs for the period that the service provided from the assets is required. These future costs have been identified and considered in developing forecasts of future operations and maintenance costs.

5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how Council plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs. To understand the management of infrastructure assets there is a need to understand that a level of service provided primarily depends upon the condition of the asset that provides the service. Condition is a suitable assessment for assets with a direct relation of the long term surface condition to service, such as sealed roads, bridges, kerb and guttering and footpaths. Therefore these council assets are reviewed from time to time for their condition using the following Condition rating System. The Asset Condition is measured using a 1 – 5 rating system³ as detailed in Table 5.1.

Table 5.1: IIMM Description of Condition

Condition Rating	Description
1	Excellent condition: Only planned maintenance required.
2	Very good: Minor maintenance required plus planned maintenance.
3	Good: Significant maintenance required.
4	Fair: Significant renewal/upgrade required.
5	Poor: Unserviceable.

Another rating used is the age of the asset or date from which rehabilitation has been carried out on that asset. This is most appropriately used where the surface condition of the asset may change over a short period of time, while the underlying asset has a longer maintainable condition. This is applicable to unsealed roads. The level of service for unsealed roads is dependent principally upon the grading frequency applied to that asset. Uralla Shire Council historically has had a high frequency of grading over its 507 kilometres of unsealed roads and this plan makes provision for the frequency of grading to be further improved.

5.1 Background Data

5.1.1 Physical parameters

The breakdown of Council's current road network is shown in Table 5.2:

Table 5.2: Road network by surface type

Road Type	Type of Surface		Total km
	Sealed km	Unsealed km	
Urban Local	26.5	1.0	27.5
Rural Local	267.3	496.6	763.9
Sub total Local Roads	293.8	497.6	791.4
Urban Regional	3.0	0.0	3.0
Rural Regional	129.0	9.8	138.8
Total All Roads	425.8	507.4	933.2
Percentage	45.6%	54.4%	100.0%

The Technical Levels of Service Section 3.3 (b) indicated that there were measures linked to the compilation of the annual budget that determines whether the activity and resultant expenditure is an Operational or a Capital Activity. The following table (courtesy of Dubbo Regional Council) provides definitions of the various activities.

³ IIMM 2006, Appendix B, p B:1-3 ('cyclic' modified to 'planned', 'average' changed to 'fair')

5.1.2 Work Category Definitions

Maintenance

Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life and provides the required level of service. Examples include: repairing a pothole in a road, repairing the decking on a timber bridge, repairing a single pipe in a drainage network, repair work to prevent early failure of an asset.

Capital – Renewal

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. As it reinstates existing service potential, it may reduce future operating and maintenance expenditure if completed at the optimum time. Examples include: pavement rehabilitation on a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resealing an existing sealed road, etc.

Capital – Upgrade

Expenditure which enhances an existing asset to provide a higher level of service. Upgrade expenditure is discretionary. It will increase operating and maintenance expenditure in the future because of the increase in the organisation's asset base. Examples include: sealing an existing unsealed road or widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

Capital – New

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it will increase future operating and maintenance. Examples include: extending a drainage or road networks, constructing a new public toilet.

Operating Expenditure

For Asset Management purposes, it is recurrent expenditure which is continuously required to provide a service. Examples include: power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation.

Planned regular maintenance, if fully funded and carried out to plan, will preserve our assets. Council has maintained a commitment to fully funding maintenance of its road asset as demonstrated in Table 6.1.1.

The age profile of the assets include in this Asset Management Plan is described below.

5.1.3 Asset Age Profile

A sealed road consists of "surface", with a maximum life of 15 years for Regional and urban roads and 20 years for rural local roads, "base" with a maximum life of 60 years for Regional Roads, 70 years for urban streets and between 80 and 100 years for rural local roads, depending on the road class. The pavement sub-base layer (i.e. the lower section of the pavement under the base) and "bulk earthworks" have an indefinite life. The surface is the observable bitumen and aggregate coating of a sealed road and the pavement is the compacted gravel base support for the traffic loads. For unsealed roads, the pavement has a life of between 20 and 30 years depending on the road class.

The 2016 replacement values of the road asset group categories are shown in Table 2.1.

The Accumulated Depreciation, in the revaluation, was calculated on the basis of age and condition for sealed roads and bridges and condition for unsealed roads, kerb and guttering and footpaths.

Pie charts showing the condition assessment of assets based on the percentage of replacement cost in each condition level for the two components of the sealed road network are at Figures 5.1. and 5.2 below, for unsealed roads at

Figure 5.4 and bridges at Figure 5.6 together with footpaths at Figure 5.8 and kerb and gutter at Figure 5.10 on subsequent pages.

The condition of the road surface is dependent on the remaining life of the seal. Table 5.3 below shows the relationship between remaining seal life and IPR Condition Level for seals with a nominal useful life of 15 years and 20 years.

Table 5.3: Relationship of remaining seal life to IPR Condition Level

SEAL HEALTH		
Nominal Life (years)	Remaining Life (years)	IPR Condition level
15	>=13.5	1
	<13.5	2
	<11	3
	<4.5	4
	<1	5
20	>=18	1
	<18	2
	<15	3
	<6	4
	<1	5

The condition of Council’s transport assets based on the current replacement cost in each condition level is shown below in Figures 5.3, 5.5, 5.7, 5.9 and 5.11.

The condition of the road pavement or base is dependent on the governing distress of either roughness or rutting which are measured by the calculated indices PHNI for roughness and PHRI for rutting from the field assessment data. The relationship between these indices and IPR Condition Levels are shown below in Table 5.4.

Table 5.4: Relationship of PHNI/PHRI pavement indices to IPR Condition Level

PAVEMENT HEALTH	
PHNI or PHRI	IPR Condition Level
>90	1
76 to 90	2
51 to 75	3
25 to 50	4
<25	5

The condition of unsealed road pavements is dependent on the percentage effective life of the gravel base compared to a default thickness of 100mm. The relationship between remaining effective life and IPR Condition Level is shown below in Table 5.5. It should be noted that whilst some unsealed roads have nil gravel remaining, none were deemed to be “unserviceable”. These are generally Class D roads at the ends of the network which are built on natural subgrade material of sufficient quality to provide all-weather access.

Table 5.5: Relationship between % effective life and IPR Condition Level

UNSEALED HEALTH	
% Effective Life	IPR Condition level
>75	1
<=75	2
<=50	3
<25	4
0	5

Age profile information is not currently available for all transport assets. An age profile will be developed in future revisions of the asset management plan.

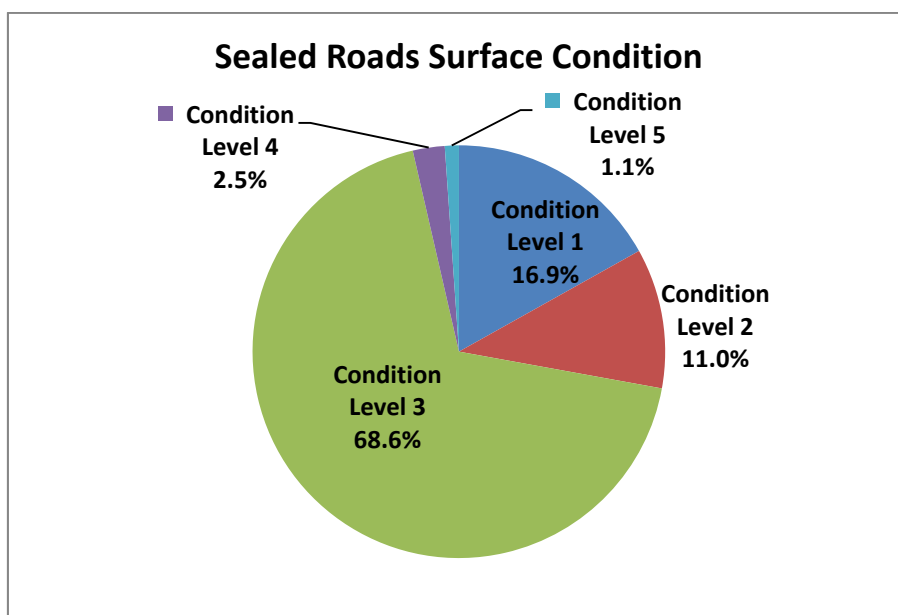
5.1.4 Asset capacity and performance

Council’s services are generally provided to meet design standards where these are available.

5.1.5 Asset condition

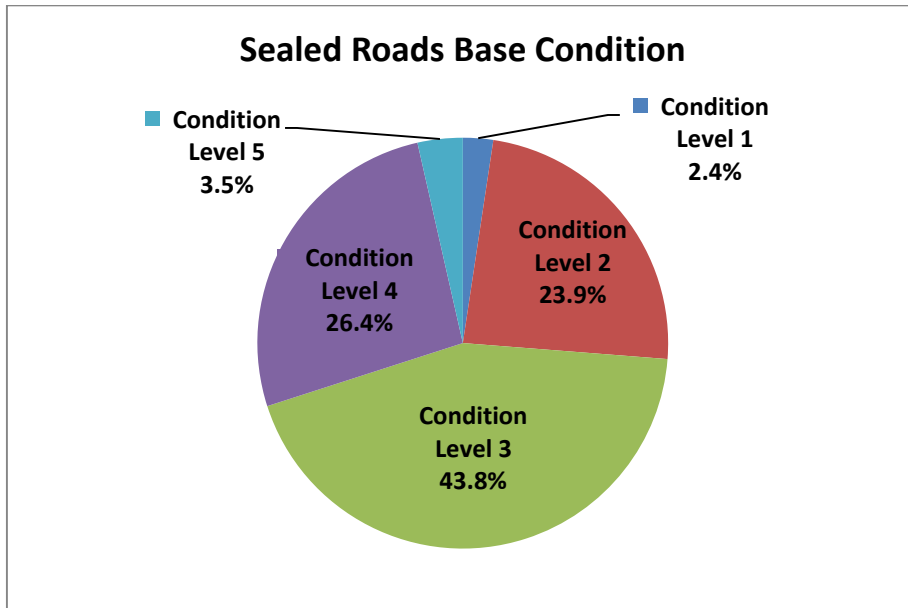
The condition profile of transport assets based on current replacement cost, using the Condition Assessment as per Table 5.1, is shown in Figures 5.1 to 5.11 below.

Figure 5.1: Condition of the surface of Sealed Roads (based on GRC)



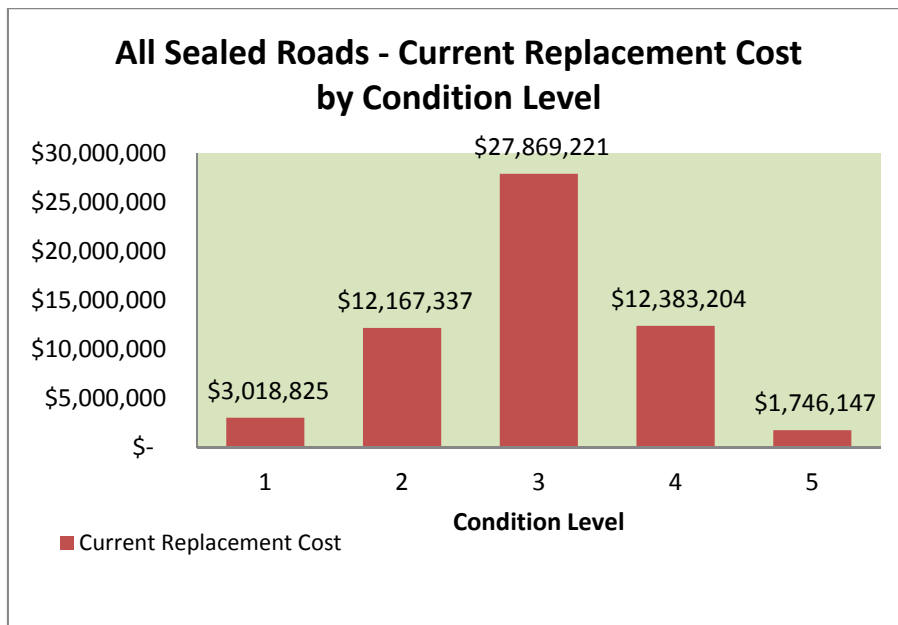
2015 data

Figure 5.2: Condition of the Base of Sealed Roads (based on GRC)



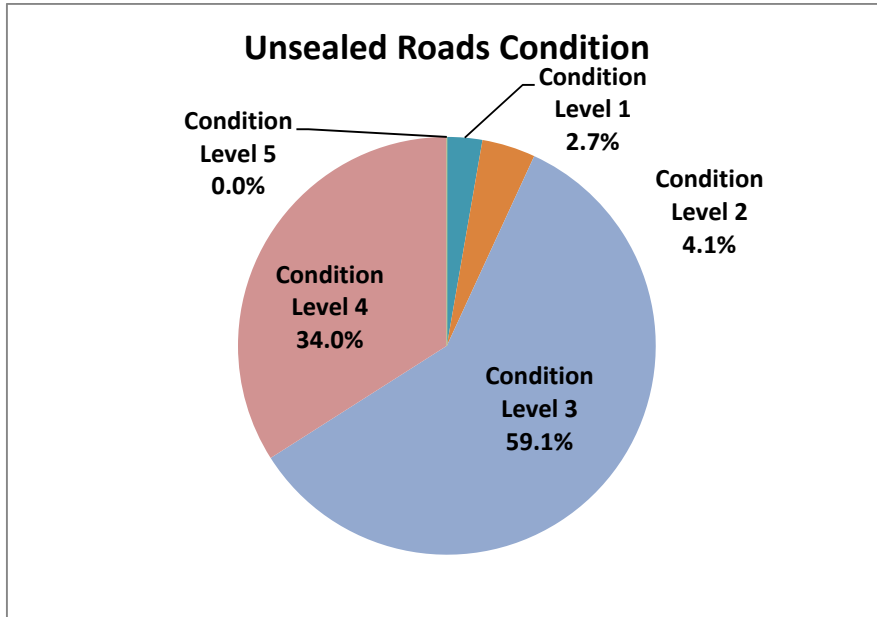
2015 data

Figure 5.3: Asset Condition Profile – Sealed Roads



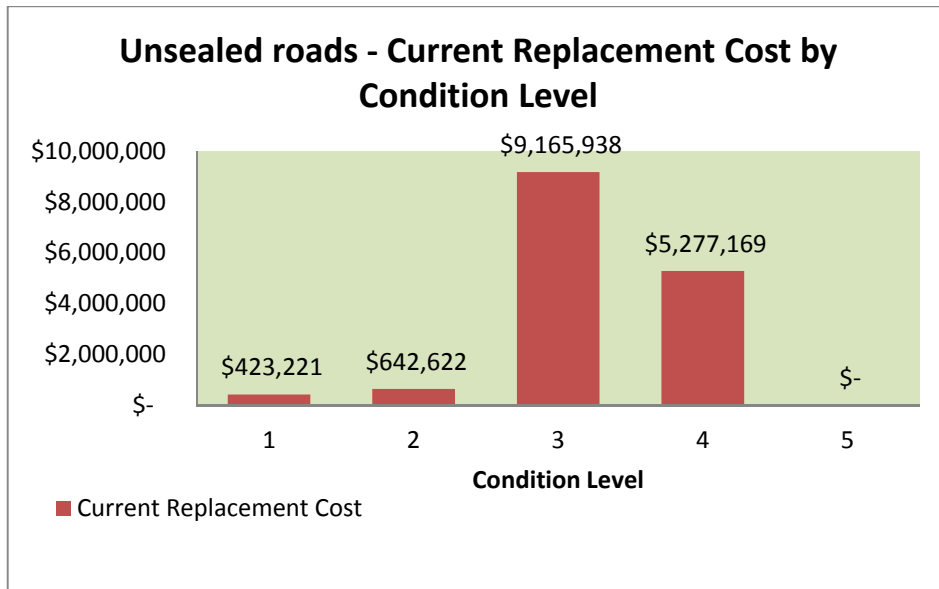
Condition rating and replacement figures (2015 data)

Figure 5.4 Condition of Unsealed Roads (based on GRC)



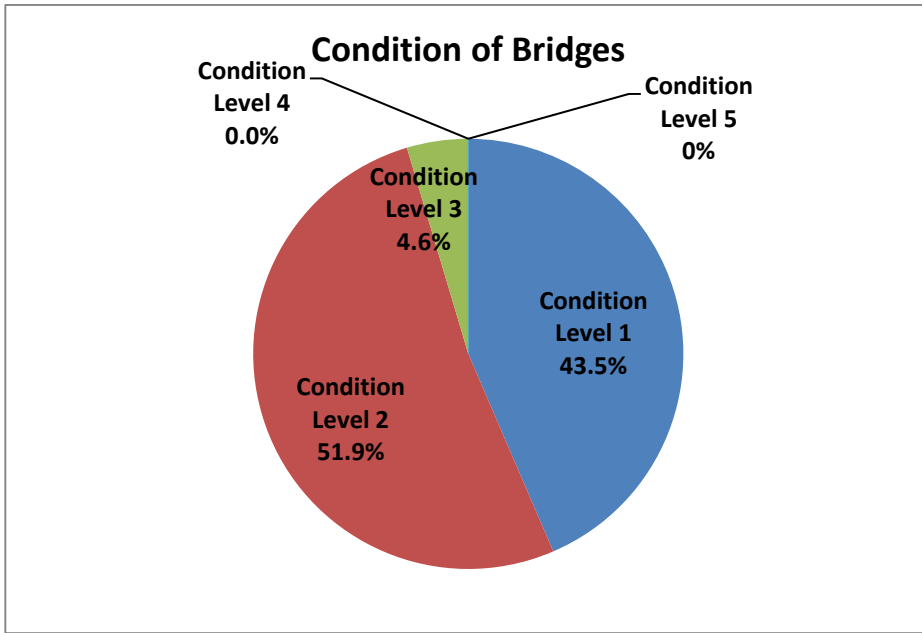
2015 data

Figure 5.5: Asset Condition Profile – Unsealed Roads



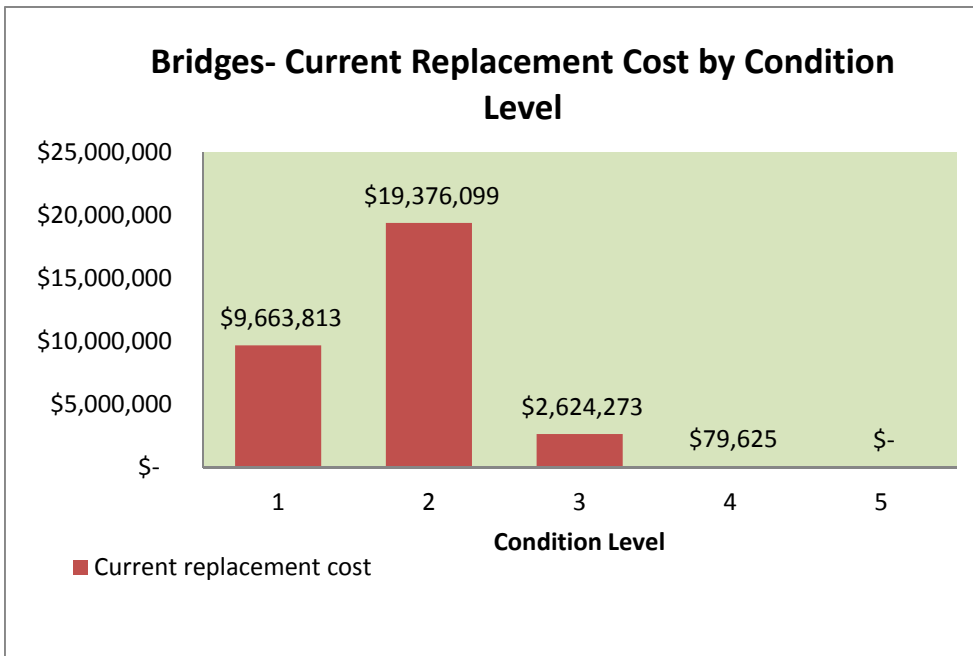
Condition rating and replacement figures (2015 data)

Figure 5.6 Condition of Council's Bridges (based on GRC)



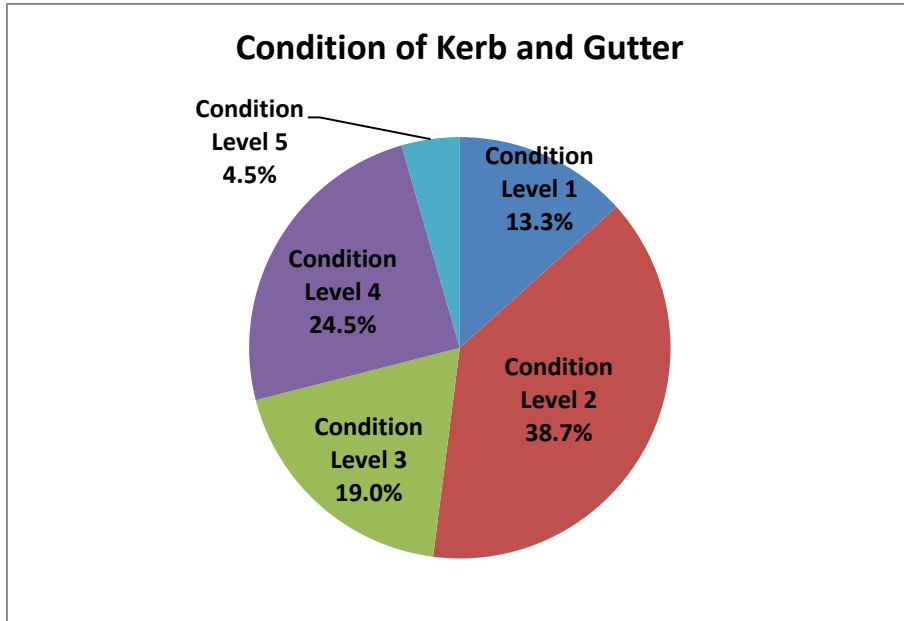
2013 data

Figure 5.7: Asset Condition Profile – Bridges



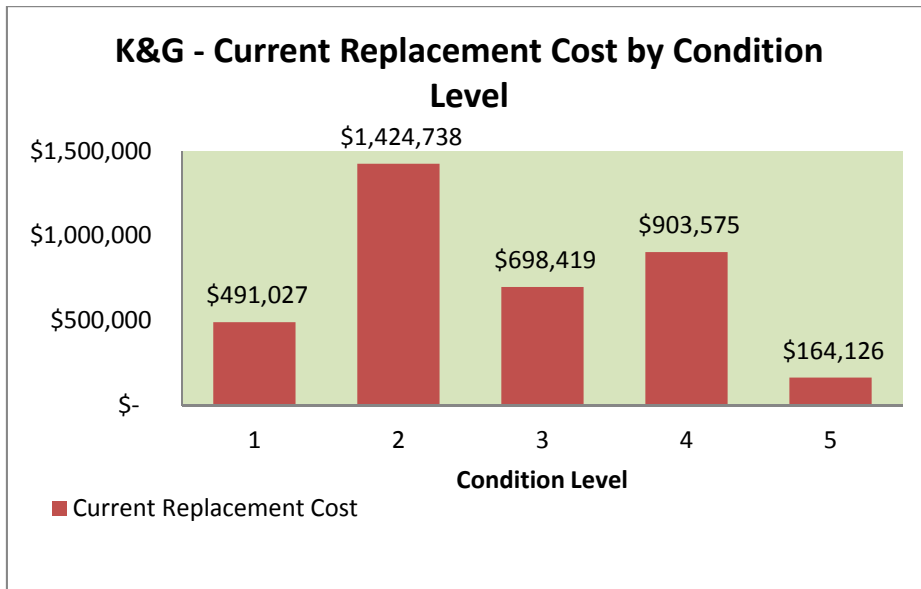
Condition rating (2013 data), replacement figures (2015 data)

Figure 5.8 Condition of Council's Kerb and Gutter (based on GRC)



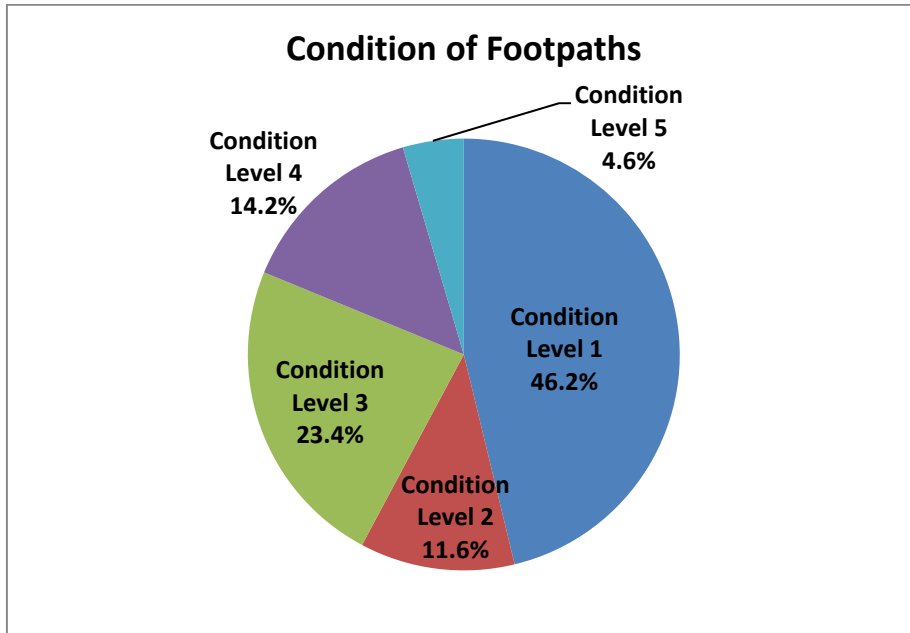
2013 data

Figure 5.9: Asset Condition Profile – Kerb and Gutter



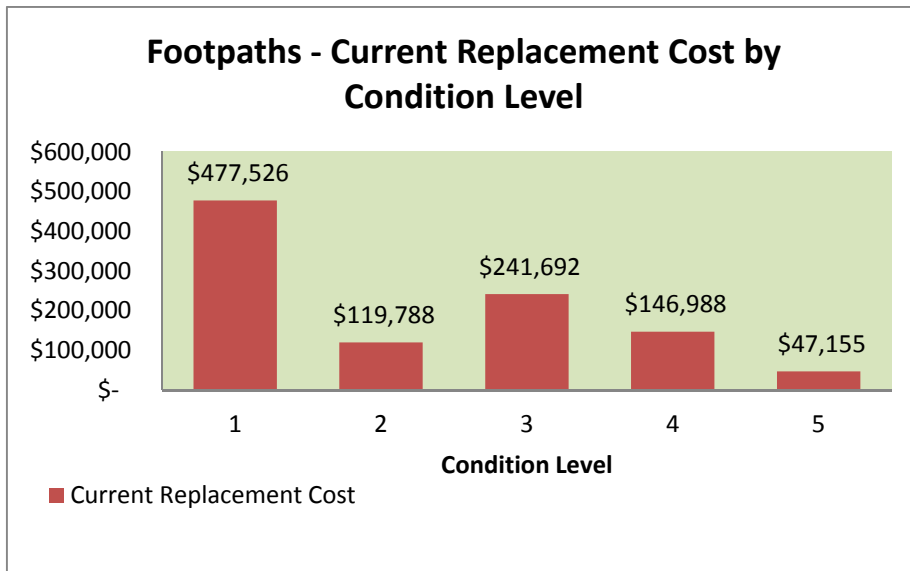
Condition rating (2013 data), replacement figures (2015 data)

Figure 5.10 Condition of Council's Footpaths (based on GRC)



2013 data

Figure 5.11: Asset Condition Profile – Footpaths



Condition rating (2013 data), replacement figures (2015 data)

Currently, Council is providing the following service levels:

Table 5.6: Current Asset Conditions based on GRC

Categories	Current Median Condition Level	Percentage at Median Level or better	Current Condition
Sealed roads - surface	3	96.4%	Very Good
Sealed roads - base	3	70.0%	Good
Unsealed roads	3	66.0%	Good
Bridges – concrete	2	95.4%	Very Good
Bridges – timber	4	100.0%	Poor
Kerb and guttering	2	52.0%	Good
Footpaths	1	46.2%	Good

The current asset condition levels are being met or exceeded for sealed roads, unsealed roads, concrete bridges, kerb and guttering and footpaths; whereas the service level for the remaining two timber bridges is below the satisfactory mean service level (Condition Level 3). These bridges are programmed for replacement in 2017/18.

5.1.6 Asset valuations

The value of assets recorded in the asset register as at June 2016 covered by this asset management plan is shown below. Assets were last revalued as at June 2015.

Table 5.7: Value of Transport Assets at 30 June 2016

Asset category	Replacement Cost	Depreciated replacement cost	Annual depreciated expense
Roads, bridges, footpaths	\$151,085,444	\$103,203,729	\$2,262,275
Bulk earthworks	\$75,893,851	0	0

Council’s sustainability reporting reports the rate of annual asset consumption and compares this to asset renewal and asset upgrade and expansion.

Asset Consumption (Depreciation/Depreciable Amount)	\$2,262,275 / \$151,085,444	1.5%
Asset renewal (Capital renewal exp/Depreciable amount)	\$1,907,073 / \$151,085,444	1.3%
Asset renewal (Capital renewal exp/Depreciable amount, including bulk earthworks)	\$3,101,665 / \$226,979,295	1.4%
Asset renewal/depreciation (Capital renewal exp/Depreciable amount, including bulk earthworks)	\$3,101,665 / \$2,262,275	137.1%
Annual Upgrade/New (Capital upgrade exp/Depreciable amount)	\$600,000 / \$151,085,444	0.4%

Council is currently renewing assets at 1.37:1 of the rate they are being consumed and increasing its asset stock by 0.4% each year.

To provide services in a financially sustainable manner, Council will need to ensure that it is continuing to renew assets at the rate they are being consumed over the medium-long term and funding the life cycle costs for all new assets and services in its long term financial plan.

5.1.7 Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery. Council’s service hierarchy is shown in Table 5.1.5.

Table 5.8: Asset Service Hierarchy

Service Hierarchy	Service Level Objective
Sealed Roads	Roughness < 140/ counts per 100m. Rutting < 20mm.
Unsealed Roads	Bus Routes remain open. Maintain all-weather access to permanently occupied residences.
Bridges	No load restrictions. Last two timber bridges replaced.
Footpaths	Pedestrian traffic comfort and safety. Separation > 25 mm repaired promptly.

Priorities also include consideration of school bus routes, traffic volumes, accident history, all-weather access and cost of maintenance level required.

5.2 Risk Management Plan

Council staff are working with Statewide Insurance to develop a formal process for asset assessment and updating the Council’s “Road Inspection and Operational Risk Management Manual” to incorporate assessments of risks associated with service delivery from infrastructure assets that will result in loss or reduction in service from infrastructure assets or a ‘financial shock’ to the organisation. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks. Critical risks, being those assessed as ‘Very High’ - requiring immediate corrective action and ‘High’ – requiring prioritised corrective action identified in the Infrastructure Risk Management Plan are summarised in Table 5.2 below.

Table 5.9: Critical Risks and Treatment Plans

Service or Critical Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Associated Costs (proposed average annual expend)
Sealed Roads	Ride Quality decreases	M	Programmed resealing on a cyclic basis is completed annually.	\$655,000 / year
	Costs of treatment to bring back to a satisfactory condition escalate.	H	Higher level of inspections required; at least twice per year. Intervention to rehabilitate road pavements occurs not later than mid point of Condition 4.	\$1,579,000 / year
Thunderbolts Way	Failures which deny or delay access.	M	As above.	
Unsealed Roads, Barraba Road	Roads become untrafficable in wet weather.	M	Programmed gravel re-sheeting. Some upgrade works to extend the sealed network.	\$513,000/ year

Service or Critical Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Associated Costs (proposed average annual expend)
Timber Bridges – Mihi Creek and Munsies.	Bridge failure	H	Inspections to be undertaken at least annually to assess structural capacity.	\$5,000/ year
Kerb and Guttering	Minor flooding of adjoining properties	L	Annual extension of Kerb and Guttering with 50% contribution from adjoining owners	\$26,000/ year
	Trips and Falls	L	Annual preventative maintenance and reactive response to complaints	\$15,000/ year
Concrete Footpaths	Trips and Falls	M	Annual preventative maintenance and reactive response to complaints	\$85,150/ year
Unpaved Footpaths	Unightly and overgrown	L	Annual preventative maintenance and reactive response to complaints	

5.3 Routine Maintenance Plan

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

5.3.1 Maintenance plan

Maintenance includes reactive, planned and specific maintenance work activities. Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including heavy patching, replacing protection fencing with guardrail etc. This work generally falls below the capital/maintenance threshold but may require a specific budget allocation. Actual past maintenance expenditure is shown in Table 5.3.1.

Table 5.10: Operations and Maintenance Expenditure Trends

Year	Maintenance Expenditure including Administration
2010/11	\$2,975,000
2011/12	\$3,140,000
2012/13	\$3,087,000
2013/14	\$2,051,000
2014/15	\$2,550,000
2015/16	\$3,157,000

Expenditure in 2015/16 was not typical and included one-off allocations for specific maintenance works. Current maintenance expenditure levels (except for 2015/16 year) are considered to be insufficient to meet required service levels over the period covered by this plan. Future revision of this asset management plan will include linking required maintenance expenditures with required service levels.

Reactive maintenance is carried out in accordance with adopted response levels of service.

The Uralla Shire Council in its Ten Year Financial Plan provides funding for maintenance, listed in Table 6.1.2. The comparison between the planned maintenance, based upon estimate of costs to maintain the condition level of 3 for road assets, is shown on Figure 4 below.

Figure 5.12: Comparison of Projected and Required Operations and Maintenance Expenditures for Regional Roads

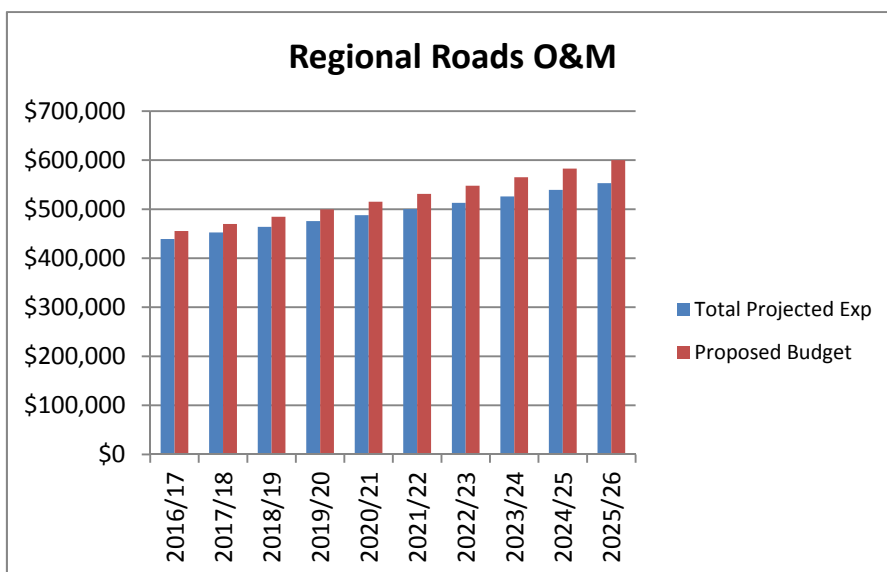
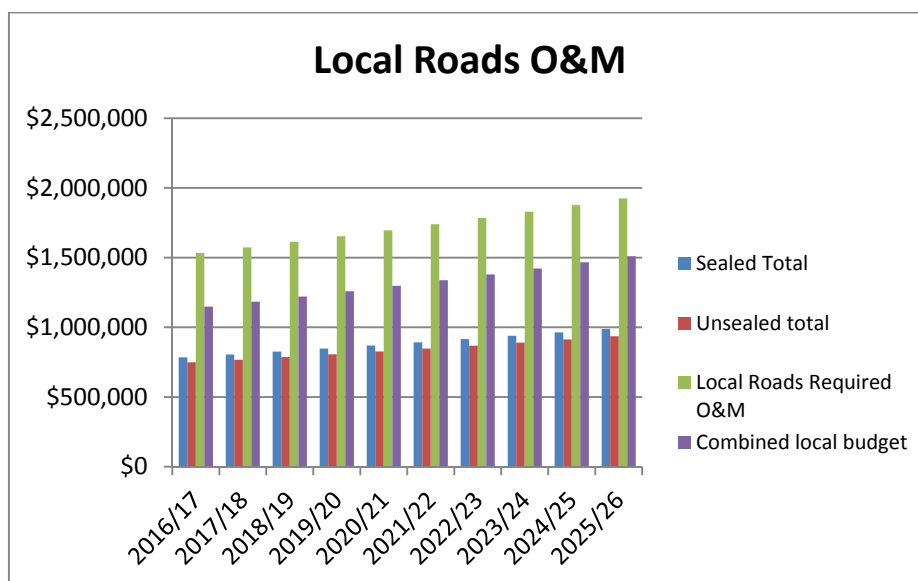


Figure 5.13: Comparison of Projected and Required Operations and Maintenance Expenditures for Local Roads



5.3.2 Standards and specifications

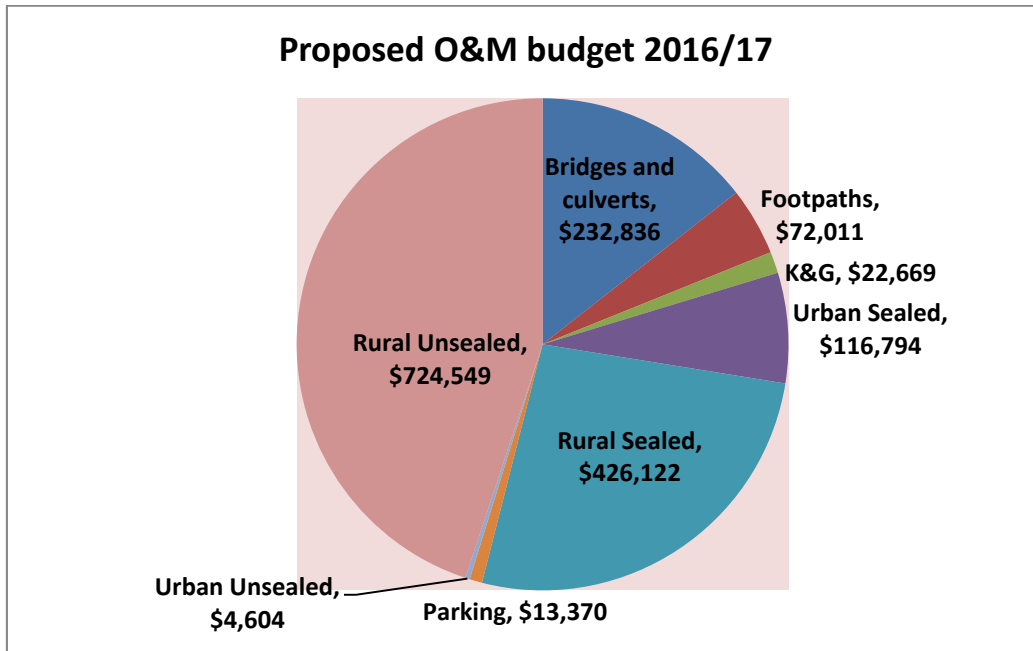
Maintenance work is carried out in accordance with the following Standards and Specifications.

- Unsealed Roads Maintenance – Guidelines to Good Practice ARRB 1993
- Sealed Local Roads Manual – Guidelines to Good Practice for the Construction, Maintenance and Rehabilitation of Pavements 1995
- Local Roads Bridge Maintenance Manual – Guidelines to Good Practice

5.3.3 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditures are forecast to generally trend in line with the asset categories shown in Figure 6. The figures indicate the allocations for the year 2016/17.

Figure 5.14: Projected Operations and Maintenance Expenditure by Category for 2016/17



Deferred maintenance, i.e. works that are identified for maintenance and unable to be funded are to be included in the risk assessment process in the infrastructure risk management plan. Maintenance is funded from the operating budget and grants where available. This is further discussed in Section 6.2.

5.4 Renewal/Replacement Plan

Renewal expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

5.4.1 Renewal plan

Assets requiring renewal are identified from one of three methods:

- Method 1 uses Asset Register data to project the renewal costs for renewal years using acquisition year and useful life, or
- Method 2 uses capital renewal expenditure projections from external condition modelling systems (such as Pavement Management Systems), or
- Method 3 uses a combination of average *network renewals* plus *defect repairs* in the *Renewal Plan* and *Defect Repair Plan* worksheets on the 'Expenditure template'.

Method 2 was used for this asset management plan. The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 5.11.

Table 5.11: Renewal Priority Ranking Criteria

Criteria	Weighting
Traffic volume	30
Accident History	20
Bus Route	20
Maintenance cost above average	20
All weather access	10
Total	100%

Renewal will be undertaken using 'low-cost' renewal methods where practical. The aim of 'low-cost' renewals is to restore the service potential or future economic benefits of the asset by renewing the assets at a cost less than replacement cost.

An example of a low cost renewal is the in-situ rehabilitation of local sealed road pavements in the Kentucky area.

5.4.2 Renewal standards

Renewal work is carried out in accordance with the following Standards and Specifications.

- Roads and Maritime Services
 - Roadworks Specifications
 - Bridgeworks Specifications
 - Materials Specifications
- www.rta.nsw.gov.au/doingbusinesswithus/guidelines
- Engineering Contract Documents

5.4.3 Summary of projected renewal expenditure

Projected future renewal expenditures are forecast to increase over time as the asset stock ages. The costs are summarised in Figure 6. Note that all costs are shown in 2015/16 dollar values.

The projected capital renewal program is shown in Appendix C.

Figure 5.15: Projected Capital Renewal Expenditure v Proposed Budget for Regional Roads

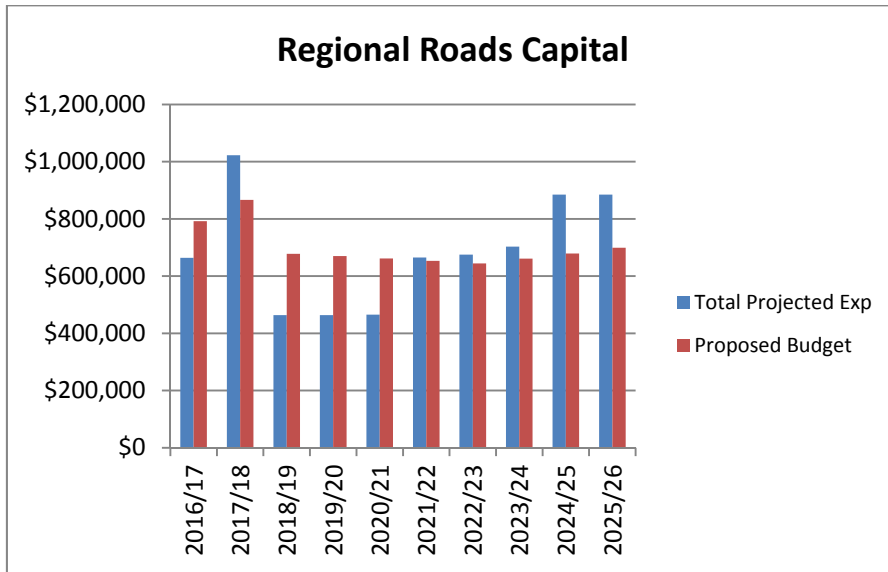
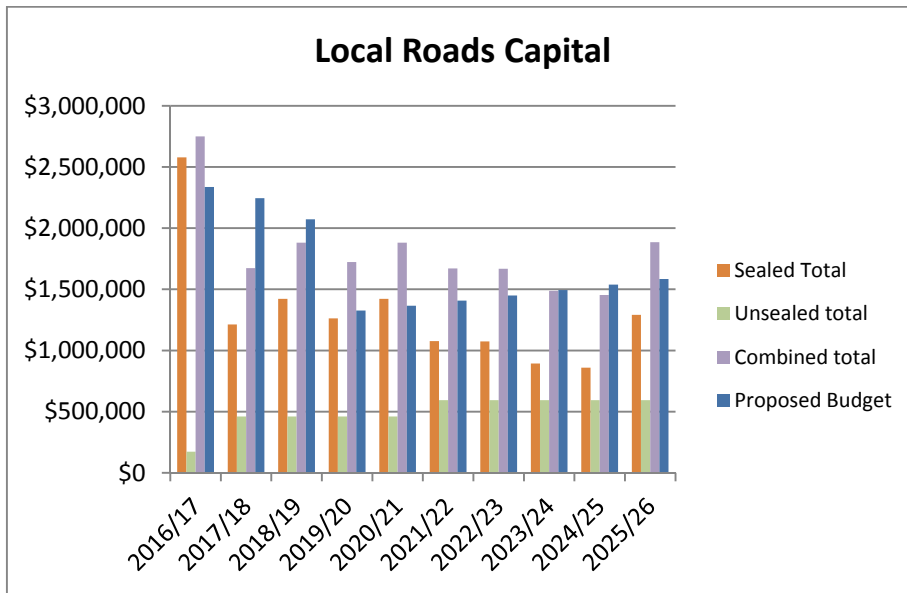


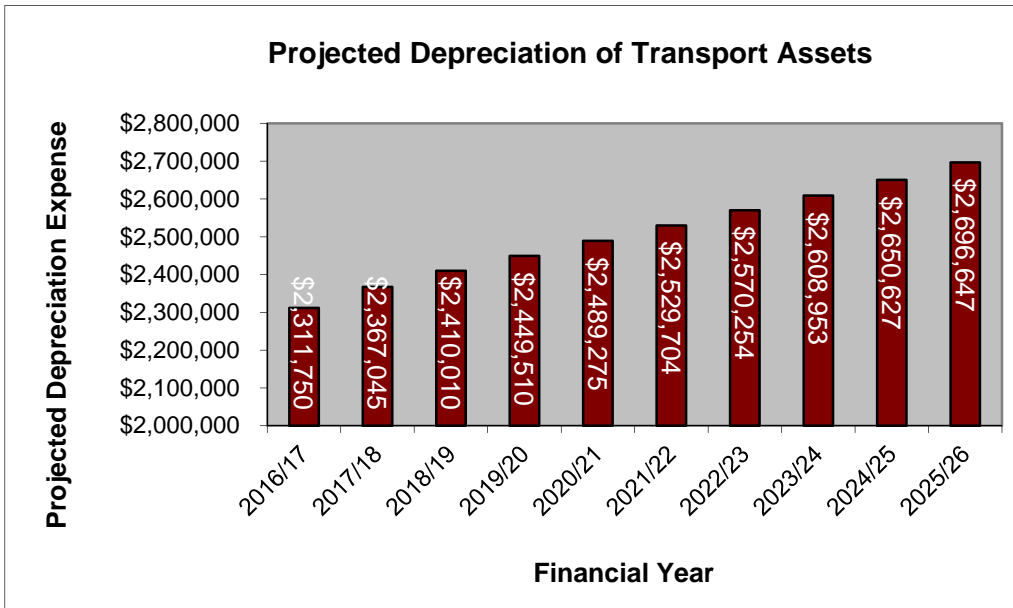
Figure 5.16: Projected Capital Renewal Expenditure v Proposed Budget for Local Roads



Previously, \$545,816 progress expenditure from R2R was allocated in 2015/16 for Mihi Creek and Munsie bridge replacements and an amount of \$774,184, being the balance of funds for the replacement of these bridges, was programmed from R2R for the 2016/17 year. However in late June 2016, Council received advice of grants of \$260k for Mihi Creek and \$800k for Munsie Bridge replacements which meant that \$1.06m from R2R was available to be redirected to road renewal works in 2016/17. The two bridges are now programmed to be replaced in 2017/18, hence the spike in capital expenditure in that year.

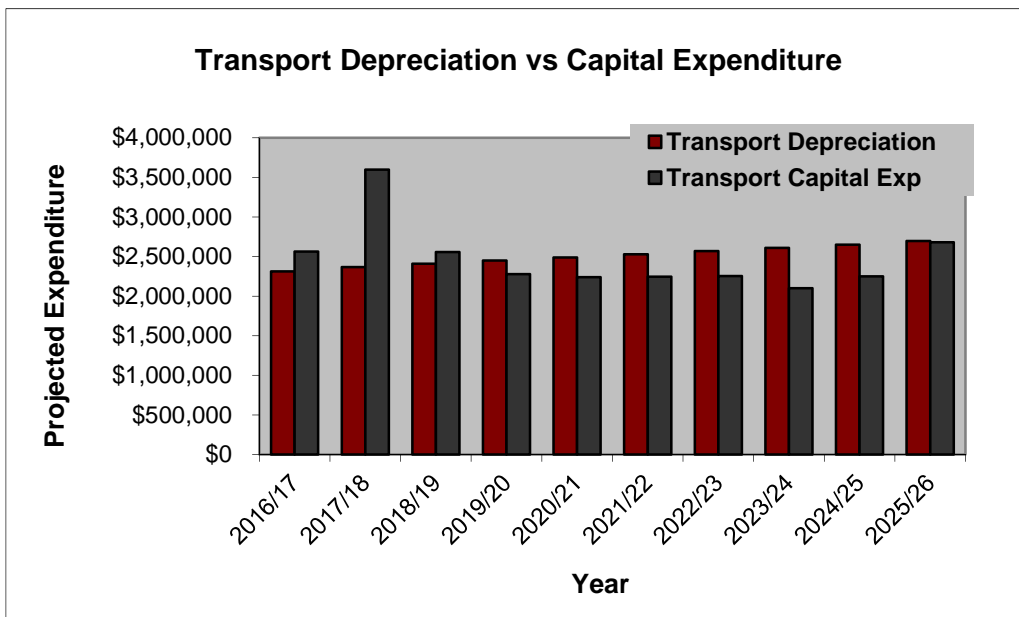
As stated in various Sections of this Asset Management Plan; the funding of Capital improvements is from fully funded non-cash depreciation plus Capital Grants and budget appropriations of own-source income. The depreciation in the Ten Year Financial Plan takes into consideration the increases in value of assets due to revaluation increments and renewed, rehabilitated and new assets. The growth of the depreciation cost is demonstrated in Figure 5.17 below.

Figure 5.17: Projected Depreciation Expenditure



Capital expenditure v the annual depreciation of transport assets is shown below in Figure 5.18.

Figure 5.18: Yearly Expenditure comparison of Depreciation and Capital Expenditure



Deferred renewal, i.e. those assets identified for renewal and not scheduled for renewal in capital works programs are to be included in the risk assessment process in the risk management plan.

Renewals are to be funded from capital works programs and grants where available. This is further discussed in Section 6.2.

5.5 Creation/Acquisition/Upgrade Plan

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost to the Council from land development. These assets from growth are considered in Section 4.4.

5.5.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as councillor or community requests, proposals identified by strategic plans or partnerships with other organisations. Candidate proposals are inspected to verify need and to develop a preliminary estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria, similar to that for renewal in Table 5.4.1, is detailed below in Table 5.5.1.

Table 5.12: Upgrade/New Assets Priority Ranking Criteria

Criteria For Bridges	Weighting
Timber Bridges – weight restrictions	100%
Criteria for Sealing of Roads	Weighting
Traffic volume	40
Bus Route	20
Accident history	20
Maintenance cost above average	20
Total	100%

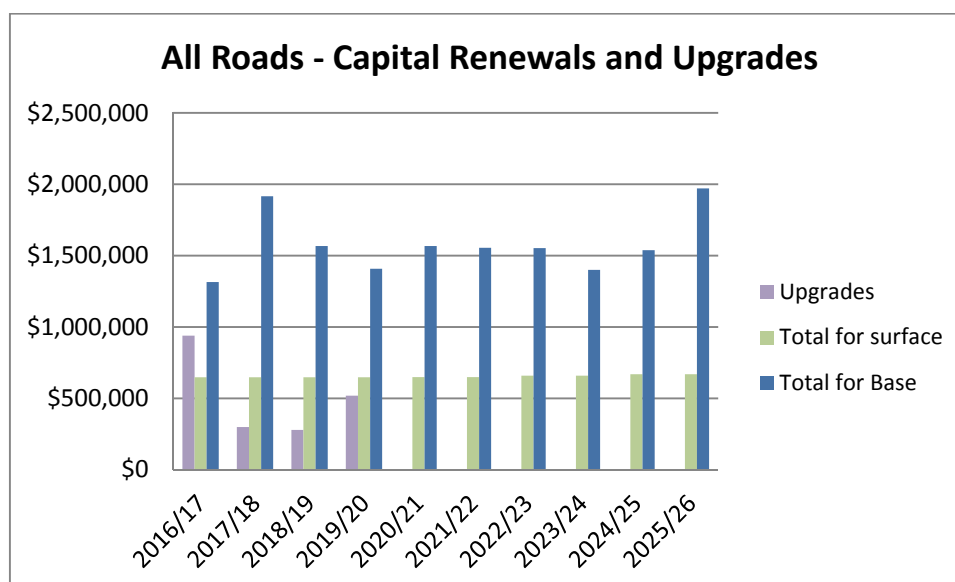
5.5.2 Standards and specifications

Standards and specifications for new assets and for upgrade/expansion of existing assets are the same as those for renewal shown in Section 5.4.2.

5.5.3 Summary of projected upgrade/new assets expenditure

Projected upgrade/new asset expenditures are summarised in Figure 9. The projected upgrade/new capital works program is shown in Appendix C. All costs are shown in 2016 dollar values.

Figure 5.19: Projected Capital Renewals and Upgrades – All Roads



New assets and services are acquired through the capital works program taking into consideration the Priority Ranking Criteria outlined in Table 5.12. This is further discussed in Section 6.2.

6. FINANCIAL SUMMARY

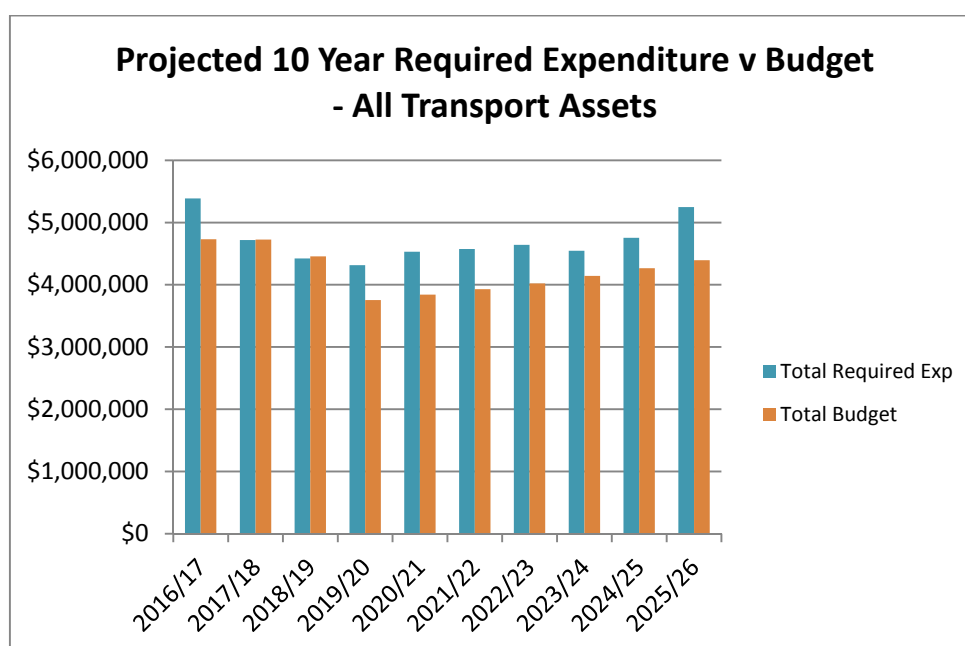
This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

6.1 Financial Statements and Projections

The financial projections for all Transport assets (i.e. Regional and local roads, bridges, kerb and gutter, footpaths and traffic facilities) are shown in Figure 6.1 for projected operating and maintenance (O&M) plus capital renewal expenditure compared to estimated total budget funding.

Note that all costs are shown in 2016 dollar values.

Figure 6.1: Projected Operating and Capital Renewal Expenditure and Forward Estimates Budget for all Transport Assets

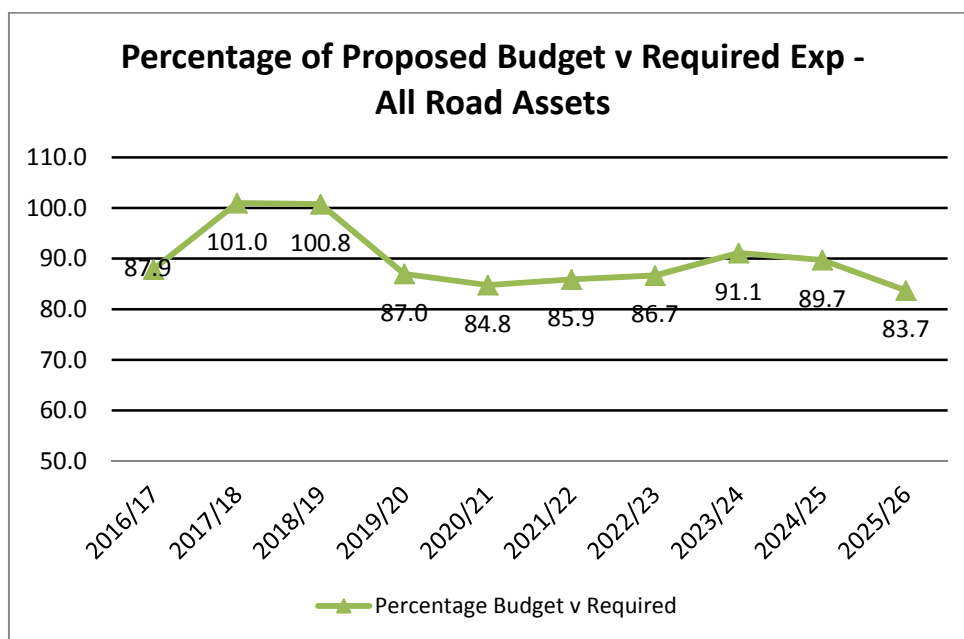


The forward estimates in the Uralla Shire Council Ten Year Financial Plan make funding provision for the projected capital expenditure (renewal, rehabilitation and replacement) in addition to the continued level of maintenance.

The Council identifies properly funded and managed targeted maintenance as the fundamental principle in preserving the condition of its assets and thereby maintaining the high level of Service Delivery expected by our Community.

Ideally, the forward estimates should provide more funds than are projected to be required, so that reasonable unforeseen eventualities can be met. Such eventualities include matching funding from State and Federal Government for road improvements. Two recent examples are: Round 4 of the Regional Australia Development Fund required \$321,500 (\$236,000 cash and \$85,500 in-kind) to match the Federal Government’s \$818,500 grant towards a total of \$1,140,000 for rehabilitation work on Thunderbolts Way and a Council contribution of \$550,306 to match the State Government’s grant of \$3,500,000 for the replacement of the low level crossing with a new bridge at Emu Crossing.

Figure 6.2: Comparison of the Projected Total Operating and Capital Expenditure and Forward Estimates Budget



6.1.1 Financial sustainability in service delivery

There are three key indicators for financial sustainability that have been considered in the analysis of the services provided by this asset category, these being long term life cycle costs/expenditures and medium term projected/budgeted expenditures over 5 and 10 years of the planning period. The capacity to meet the projected/budgeted expenditures is dependent upon the capacity of the organisation to provide sufficient funding from its own resources to sustain the ongoing maintenance cost. In other words, Council must have a capacity to pay.

Whilst having fully funded Capital Expenditure for the renewal, rehabilitation and new Road, Street, Bridges, Kerb and Guttering and Footpaths; it is imperative for the long term sustainability of the Council’s Transport Assets for those assets to be fully maintained. The Council has to be able to afford to fund the maintenance life cycle cost of holding assets.

The Uralla Shire Council has a history of fully funding its maintenance program being the allocation of an appropriate amount of maintenance, funded from its own resources.

The Federally funded Roads to Recovery (R2R) Program currently provides \$430,153 per annum towards Road Capital costs. The quantum of funding was established by using the formulae for the distribution of the Roads component of the Financial Assistance Grant. The Federal Government has confirmed its commitment to funding the next four-year funding round. This program has an “own source expenditure on Construction and Maintenance” test to ensure that councils maintain their level of commitment and funding from their own General Fund sources (and excluding FAG funding) and do not use the R2R funding to reduce their effort.

The Uralla Shire Council has met this test in every year since its inception in the year 2005/2006. In fact, the reference amount, over the ten years of Rounds 1, 2 and 3 has collectively been exceeded by \$4,011,000 or just over \$400,000 per annum. The details of Council’s own source funding of Road Maintenance and Construction are listed in Table 6.1. below.

Table 6.1: Summary of the Roads to Recovery funding Council own source expenditure

Year	Own Source Expenditure Construction and Maintenance	Reference Amount
First Round		
2005/2006	\$1,714,000	\$1,551,000
2006/2007	\$1,877,480	\$1,551,000
2007/2008	\$1,115,896	\$1,551,000
2008/2009	\$2,088,401	\$1,551,000
Second Round		
2009/2010	\$1,913,826	\$1,671,355
2010/2011	\$1,486,168	\$1,671,355
2011/2012	\$2,188,334	\$1,671,355
2012/2013	\$3,713,190	\$1,671,355
Third Round		
2013/14	\$2,294,523	\$1,671,355
2014/15	\$1,651,312	\$1,671,355
	\$20,043,130	\$16,232,130
Additional Expenditure	\$4,011,000	

The Uralla Shire Council has an established capacity to own source fund its maintenance within the operational budget of Council. The Ten Year Financial Plan continues on the base established in the years 2005/06 to 2012/13 which saw a growth of own source funding of 116.6%.

Long term - Life Cycle Cost

Life cycle costs (or whole of life costs) are the average annual costs that are required to sustain the service levels over the longest asset life. Life cycle costs include the original purchase, operations and maintenance expenditure to hold the asset and the asset consumption (depreciation expense).

Life cycle costs (required expenditure) are compared to life cycle (forward estimates) expenditures in Figure 6.2. The sustainability of Council requires the fully funding of the life cycle cost by the life cycle expenditure.

The estimated annual life cycle cost for the services covered in this asset management plan is \$5,386,591 for 2016/17 and \$5,247,986 for 2025/26 for the operation, maintenance and engineering administration costs plus depreciation expenditure. The life cycle proposed budget in the Council’s Ten Year Financial Plan is \$4,732,353 for 2016/17 and \$4,393,626 in 2025/26 . Life cycle expenditure will vary depending on the timing of asset renewals.

A shortfall between life cycle cost and life cycle expenditure is the life cycle gap.

The life cycle gap for services covered by this asset management plan is \$4,839,399 for the ten year period or an average of \$480,000 per year.

Medium term – 10 year financial planning period

The Life Cycle proposed expenditure is \$42,300,519 for the ten years to 2025/26 and the life cycle costs are \$47,139,918 giving a life cycle sustainability index of 0.897. The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that funding will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan. The Uralla Shire Council's Ten Year Financial Plan is a 3,000 line individually calculated interactive spreadsheet that is based upon meeting a small increase in population and expansion of its road network to achieve 50% sealed road proportion within the 10 years to 2025/26.

This asset management plan therefore identifies the projected operations, maintenance and capital renewal expenditures required to provide that level of service to the Community over a 10 year period. This plan provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

The projected required expenditures may be compared to budgeted expenditures in the 10 year period. Figure 6.2 indicates that Council's Ten Year Financial Plan provides sufficient funds over the short term to meet the life cycle costs of its Transport Assets but not over the full 10 year period.

Uralla Shire Council's long term practice of relying principally on maintenance of its road network, rather than making adequate provision for scheduled rehabilitation works, may need to be reviewed. In addition, the funding of renewal of a road asset (such as resealing sealed roads within the 15 year life of the surface) is a 'low-cost' renewal method as discussed in Section 5.4.1.

Financial Sustainability Indicators

Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and funding to achieve a financial sustainability indicator of 1.0 for the first years of the asset management plan and ideally over the 10 year life of the Asset Management Plan.

Table 6.2 below shows the total projected operation and maintenance (O&M) and capital renewals expenditures required for all transport assets in the 10 year planning period. This projected total required expenditure is compared to the total O&M and capital renewal budgets in the Ten Year Financial Plan 2016/17 to 2025/26.

Table 6.2: Projected and Budgeted total expenditures and Funding Shortfall

Year	Total Exp Required	Total Proposed Budget	Shortfall (-ve gap, +ve surplus)	Cumulative Shortfall
2016/17	\$5,386,591	\$4,732,353	-\$654,238	-\$654,238
2017/18	\$4,719,900	\$4,765,187	\$45,287	-\$608,951
2018/19	\$4,422,182	\$4,455,768	\$33,586	-\$575,366
2019/20	\$4,316,203	\$3,754,481	-\$561,722	-\$1,137,087
2020/21	\$4,531,083	\$3,840,793	-\$690,290	-\$1,827,377
2021/22	\$4,575,418	\$3,929,708	-\$645,710	-\$2,473,087
2022/23	\$4,640,320	\$4,021,304	-\$619,016	-\$3,092,104
2023/24	\$4,545,686	\$4,141,645	-\$404,041	-\$3,496,145
2024/25	\$4,754,548	\$4,265,654	-\$488,894	-\$3,985,039
2025/26	\$5,247,986	\$4,393,626	-\$854,360	-\$4,839,399
Totals	\$47,139,918	\$42,300,519	-\$4,839,399	

Note: An negative shortfall indicates a funding gap, a positive shortfall indicates a surplus for that year.

Providing services in a sustainable manner will require matching of projected asset renewals to meet agreed service levels with planned capital works programs and available revenue.

A gap between projected asset renewals, planned asset renewals and funding indicates that further work is required to manage required service levels and funding to eliminate any funding gap. Uralla Shire Council will need to manage the gap in the year 2016/2017 and onwards.

This asset management plan will provide guidance on future service levels and resources required to provide these services, and review future services, service levels and costs with the community. The impact of adopting different levels of service on the available funding has been discussed earlier in Section 3.5.

6.1.2 Expenditure projections for the 10 year term

Table 6.3 shows the projected expenditures for the Ten Year Financial Plan. Expenditure projections are in current (non-inflated) values. In the normal course of operation Council does not dispose of Road, Street, Bridges, Kerb and Guttering and Footpath assets.

From time to time there will be an impairment of one of these assets due to natural disaster. However these are unforeseen events and not included in forward projection. Additionally such natural events are accompanied by State and Federal Funding to replace the asset with a fraction of the cost to be matched by Council. Consequently such projections are not included in this Asset Management Plan.

The funds required for Operation and Maintenance and Capital Renewals in Council’s long term plan are listed below for the ten years 2016/17 to 2025/26.

Table 6.3: Expenditure Projections for the 10 year term

Year	Projected Capital Exp for Renewals – All Roads	Projected Exp for Operations and Maintenance	Proposed Upgrades (funded)
2016/17	\$3,414,291	\$1,972,300	\$940,000
2017/18	\$2,695,056	\$2,024,843	\$300,000
2018/19	\$2,345,646	\$2,076,536	\$280,000
2019/20	\$2,186,646	\$2,129,556	\$520,000
2020/21	\$2,347,146	\$2,183,937	
2021/22	\$2,335,704	\$2,239,714	
2022/23	\$2,343,400	\$2,296,920	
2023/24	\$2,190,089	\$2,355,597	
2024/25	\$2,338,768	\$2,415,780	
2025/26	\$2,770,768	\$2,477,218	
	\$24,967,516	\$22,172,402	\$2,040,000

Upgrade works, other than those included in Table 6.3 which have been approved by Council to be funded out of the current R2R programme, are not included in this section. These desired but unfunded upgrade works totalling \$5.86m are detailed in Appendix D. In order to carry out these upgrade works Council will need obtain further grant funding as the current funding levels are insufficient to carry out the necessary maintenance **and** scheduled renewal works.

6.2 Funding Strategy

Projected expenditure identified in Section 6.1 is to be funded from future operating and capital budgets. The funding strategy is detailed in Council’s Ten Year Financial Plan and detailed in Section 6.1.1 as stated:

Maintenance and capital expenditure for the renewal, rehabilitation of Roads, Bridges, Kerb and Guttering and Footpaths is underfunded by \$4.8m over the next ten years when compared with the Long Term Financial Plan and it is imperative that Council sources further funding to close the projected shortfall. A possible source of funding is through a special rate variation. The Council has to be able to afford to fund the maintenance life cycle cost of holding assets.

6.3 Valuation Forecasts

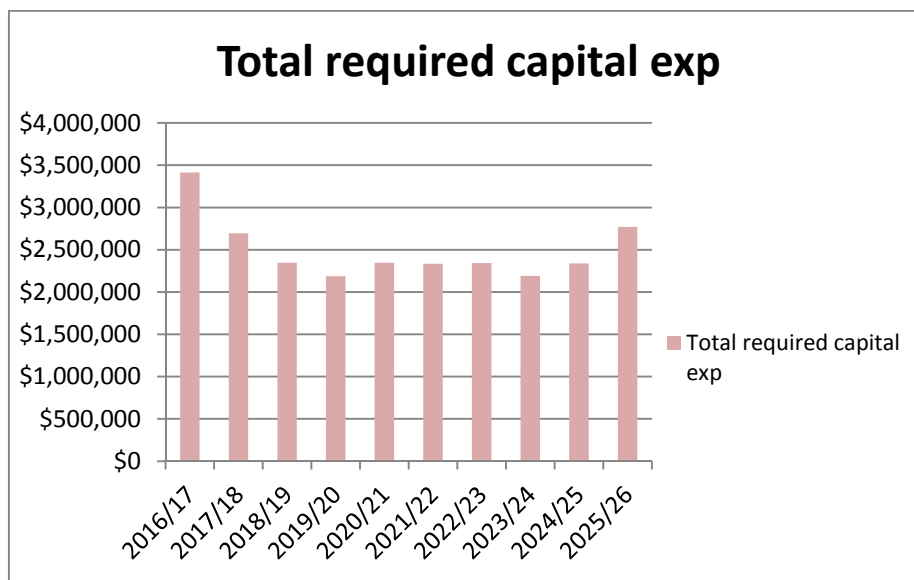
Asset values are forecast to increase as additional assets are added to the asset stock principally from construction and acquisition by Council and also from assets constructed by land developers and others donated to Council. Uralla Shire Council annually reviews the replacement cost of its Infrastructure Assets by incremental increases based upon the IPWEA (NSW) Roads and Transport Directorate Road and Bridge Construction Cost Indexes. This index, produced periodically, is also used to project future revaluation percentages for Transport Assets.

The projected value of the asset and the estimated revaluation increment is calculated in the Non-Current Asset and Depreciation spreadsheet (in the statutory form Projected Income, Cash Flow and Financial Position Statements years 2016/17 to 2025/26) for revaluation increment and depreciation.

The annual incremental increase smooths out the increase flowing from the periodic five year revaluation cycle of Council’s assets. The next revaluation and assessment of asset condition of Road Assets is due in the year ended 30 June 2019.

The projected value of Non-current Transport asset depends also on the projection and funding in the forward estimates of renewals and upgrades expenditure. These expenditures are listed for the period 2016/17 to 2025/26 in Figure 6.3 below:

Figure 6.3:- All Road Assets – Total Required Capital Expenditure



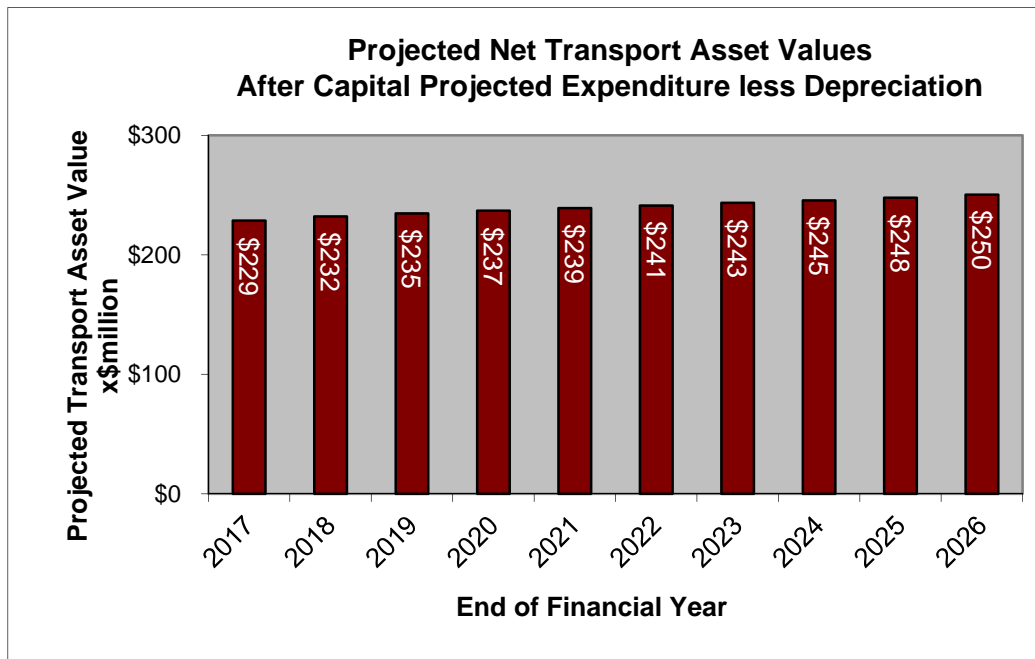
Depreciation expense values are forecast in line with asset values as shown in Figure 5.18.

The following Figure 6.4 shows the projected net replacement asset values, after adding construction and deducting Depreciation over the planning period in 2016 dollar values.

The Net Transport Asset values is the net result of the Carried/Forward Net value plus revaluation increments and renewed, rehabilitated and new assets less depreciation and impairment, if any. The above projected depreciated replacement cost (current replacement cost less accumulated depreciation) will steadily increase over the forecast period as Council is planning on increasing the sealed network and replacing the balance of the timber bridges.

Figure 5.17 shows the projected annual depreciation of transport assets. The projected total asset value movement for Council’s roads, streets, bridges, kerb and gutter and footpaths over the next 10 years is shown in Figure 6.4.

Figure 6.4: Projected Asset Values



6.4 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- All costs are in 2016 dollars.
- RMS Block Grant funding continuing for regional roads
- Roads to Recovery grant funding continuing for local roads
- Roads and bridges component of the Financial Assistance Grants (FAGs) continuing from the Federal Government Budget.

7. ASSET MANAGEMENT PRACTICES

7.1 Accounting/Financial Systems

7.1.1 Accounting and financial systems

The financial system used by the Uralla Shire Council is Authority 6.6, through a Managed Service Provider contract with Civica Australia. The system is managed by Council's Finance Section producing monthly financial reports, for management and the Council's Finance Committee and annual financial statements for audit and production to the Uralla Community and other interested parties.

7.1.2 Accountabilities for financial systems

Council's Significant Accounting Policies are set out in the annual financial statements Note 1. Section I is applicable specifically to Infrastructure.

7.1.3 Accounting standards and regulations

Council currently complies with the following standards and regulations with respect to asset accounting

- AASB116 – Property, Plant and Equipment
- The Australian Equivalents to International Financial Reporting Standards, to the extent that the Australian Accounting Standards and the New south Wales Local Government Act Regulations and Local Government Code of Accounting Practice and Financial Reporting require.
- The Local Government Code of Accounting and financial reporting
- The Local Government Act 1993 requires Council to prepare an annual report as to its achievements with respect to the objectives and performance targets set out in its management plan for that year.
- Australian Accounting Standard (AAS) 27 is applicable to financial reporting by local governments, and provides guidelines for accounting methods and procedures.

7.1.4 Capital/maintenance threshold

The determination of expenditure as capital or maintenance is a combination of purpose, value and economic life of the asset received from the expenditure. The guidelines for the determination are set out in Note 1 of the Annual Financial Statements as adopted annually by Council.

7.1.5 Required changes to accounting financial systems arising from this AM Plan

Currently infrastructure values, current replacement costs and written down values, are calculated from desktop audits and field condition surveys. With the development and improvement of this asset management plan the infrastructure values will be more accurate and will be reflected in the financial system.

7.2 Asset Management Systems

7.2.1 Asset management system and registers:

A number of systems and registers are used by the Uralla Shire Council for the purpose of this asset management:

- MapInfo® (Intramaps® from January 2014) - For the Geographical Information System (GIS). These systems hold the spatial information on the majority of asset groups
- Microsoft® Excel spreadsheets are used to manipulate and interrogate asset data
- Financial system: Civica® "Authority" software – customer billing, water meter register and customer water consumption information. Maintains the capital value register and manages depreciation.
- document management and customer requests system is TRIM (© (HP Software Division)

- Council's current maintenance management system used for transport assets is via field work sheets and using Microsoft® Excel spreadsheets. Council is working, with Statewide Mutual Risk Officers, towards implementing a robust modern system based upon Risk Assessment tools. Other maintenance is undertaken on a reactive basis under direction from the Director Engineering Services and Works Manager.
- The Points Score System is responsible for producing annual capital works programs.

7.2.2 Accountabilities for asset management system and data

The responsibility for operating and maintaining the core Asset Management systems is with the Director Engineering Services. The development of an annual transport budget allocation within the Council budget is between the Director Engineering Services and the General Manager based upon the ten year financial plan forward estimates. The annual production of capital works and maintenance programs is by the Director Engineering Services through the Works Planning Advisory Unit.

7.2.3 Linkage from asset management to financial system

Council utilises Civica Authority to link asset management to the financial system by managing the asset values including depreciation and revaluations. However, there are no direct links with operations and maintenance expenses and the individual asset.

7.2.4 Required changes to asset management system arising from this Asset Management Plan

A system which provides a direct linkage between operations and maintenance expenditure and individual assets is required. The ongoing maintenance of this system should then become a core function within Council's operations.

7.3 Information Flow Requirements and Processes

The key information flows *into* this asset management plan are:

- Council strategic and operational plans,
- Service requests from the community,
- Network assets information,
- The unit rates for categories of work/materials,
- Current levels of service, expenditures, service deficiencies and service risks,
- Projections of various factors affecting future demand for services and new assets acquired by Council,
- Future capital works programs,
- Financial asset values.

The key information flows *from* this asset management plan are:

- The projected Works Program and trends,
- The resulting budget and long term financial plan expenditure projections,
- Financial sustainability indicators.

These will impact the Long Term Financial Plan, Strategic Longer-Term Plan, annual budget and departmental business plans and budgets.

7.4 Standards and Guidelines

Standards, guidelines and policy documents referenced in this asset management plan are:

- Council's Significant Accounting Policy (Note 1 to Annual Financial Statements)
- Roads and Maritime Services –Roadworks, Bridgeworks and Materials Specifications
- Unsealed Roads Manual – Guidelines to Good Practice ARRB 1993
- Sealed Local Roads Manual – Guidelines to Good Practice for the Construction, Maintenance and Rehabilitation of Pavements. ARRB 1995
- Local Roads Bridge Maintenance - Guidelines to Good Practice ARRB 2000
- Department of Housing Road Manual 1987 (urban works)

8. PLAN IMPROVEMENT AND MONITORING

8.1 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required cashflows identified in this asset management plan are incorporated into the organisation’s long term financial plan and Community/Strategic Planning processes and documents,
- The degree to which 1-5 year detailed works programs, budgets, business plans and organisational structures take into account the ‘global’ works program trends provided by the asset management plan;

8.2 Improvement Plan

The following tasks in Table 8.1 have been identified to be included in future revisions of the asset management plan.

Table 8.1: Improvement Plan

Task No	Task	Responsibility	Timeline
1	Quantify desired levels of service	DIR	By next revision
2	Develop an Age Profile for all transport assets	DIR	By next revision
3	Develop a formal process for asset assessment	DIR	By next revision
4	Improve financial projections as further information becomes available on desired levels of service.	DIR	After completion of Task 1.
5			
6			
7			
8			
9			
10			

8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget preparation and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of the budget decision process.

This Plan has a life of 4 years and is due for revision and updating within twelve months of each Council election.

REFERENCES

Uralla Shire Council – Ten Year Financial Plan 2015/16 to 2024/25

Uralla Shire Council – 2015/2016 Operational Plan

DVC, 2006, *Asset Investment Guidelines*, Glossary, Department for Victorian Communities, Local Government Victoria, Melbourne, <http://www.dpcd.vic.gov.au/localgovernment/publications-and-research/asset-management-and-financial>.

IPWEA, 2006, *International Infrastructure Management Manual*, Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au.

IPWEA, 2008, *NAMS.PLUS Asset Management* Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au/namsplus.

IPWEA, 2009, *Australian Infrastructure Financial Management Guidelines*, Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au/AIFMG.

IPWEA, 2011, *Asset Management for Small, Rural or Remote Communities* Practice Note, Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au/AM4SRRC.

APPENDICES

Appendix A Examples of Road Conditions; refer Table 5.1.3 IIMM Descriptions of Condition

Appendix B Projected 10 Year Capital Renewal Works Program (reseals and re-sheeting)

Appendix C Planned upgrade, rehabilitation or new Transport Infrastructure in the 10 year Capital Works Program

Appendix D Glossary

Appendix E Abbreviations

Appendix A – Examples of Road Conditions refer Table 5.1.3 IIMM Descriptions of Condition

Sealed Road – Condition 1 (Eastern Avenue)



Sealed Road – Condition 2 (Torryburn Road)



Sealed Road – Condition 3 (Fitzroy Street)



Sealed Road – Condition 4 (Burttons Lane)



Unsealed Road – service level (Big Ridge Road)



Unsealed Road – grade intervention level (Balala Road)



Kerb and Guttering – condition 1 (Fitzroy Street)



Kerb and Guttering – Condition 3 (Salisbury Street)



Footpath – Condition 1 (John street)



Footpath – Condition 3 (Salisbury Street)



Concrete Bridge replacing a timber bridge – Enmore Road,



Timber Bridge due for replacement



Appendix B – Projected 10 year Capital Renewal Works Program (reseals and re-sheeting)

Regional Sealed Roads

Resealing of sealed roads at 6.7% of length each year i.e. cycle time of 15 years.

10 Year Proposed Capital Program	
Year	Forward Estimates
2016/17	\$248,500
2017/18	\$248,500
2018/19	\$248,500
2019/20	\$248,500
2020/21	\$250,000
2021/22	\$250,000
2022/23	\$260,000
2023/24	\$260,000
2024/25	\$270,000
2025/26	\$270,000

The 10 year forward estimates of \$2,554,000 will reseal approximately 90 kilometres of the 129 kilometres of regional rural sealed road. This is 70% of the length in 67% of the time to achieve a resealing cycle of 15 years (or 6.7% annually).

Rural Local Sealed Roads

Resealing of sealed roads at 5.0% of length each year i.e. cycle time of 20 years.

10 Year Proposed Capital Program	
Year	Forward Estimates
2016/17	\$335,733
2017/18	\$335,733
2018/19	\$335,733
2019/20	\$335,733
2020/21	\$335,733
2021/22	\$335,733
2022/23	\$335,733
2023/24	\$335,733
2024/25	\$335,733
2025/26	\$335,733

The 10 year forward estimates of \$3,357,330 will re-seal approximately 132 kilometres of the 273km rural local road network. This represents 48.3% of the length in 50% of the time to achieve a resealing cycle of 20 years (or 5% annually).

Urban Local Sealed Roads

Resealing of sealed roads at 6.7% of length each year i.e. cycle time of 15 years.

10 Year Proposed Capital Program	
Year	Forward Estimates
2016/17	\$63,997
2017/18	\$63,997
2018/19	\$63,997
2019/20	\$63,997
2020/21	\$63,997
2021/22	\$63,997
2022/23	\$63,997
2023/24	\$63,997
2024/25	\$63,997
2025/26	\$63,997

The 10 year forward estimates of \$639,973 will re-seal approximately 17.8 kilometres of the 26.5km urban local road network. This represents 67% of the length in 67% of the time to achieve a resealing cycle of 15 years (or 6.7% annually).

Gravel re-sheeting – Regional Roads

Re-sheeting of unsealed roads at 5.0% of length each year i.e. cycle time of 20 years.

10 Year Proposed Capital Program	
Year	Forward Estimates
2016/17	\$18,336
2017/18	\$18,902
2018/19	\$19,484
2019/20	\$20,085
2020/21	\$20,705
2021/22	\$21,344
2022/23	\$22,000
2023/24	\$22,661
2024/25	\$23,341
2025/26	\$24,041

The ten year forward estimates total of \$210,899 will re-sheet the 9.75 kilometres of the Bundarra to Barraba Road prior to its sealing in the program outlined in Appendix D. The sealing of the regional road before 2025/2026 will then release annual funding allocated for re-sheeting to other works.

Gravel re-sheeting –Local Roads

Note: Re-sheeting cycle varies from 4% to 3.3% of total length annually i.e. 25 to 30 years cycle time, depending on Road Class.

10 Year Proposed Capital Program	
Year	Forward Estimates
2016/17	\$172,654
2017/18	\$482,668
2018/19	\$482,668
2019/20	\$482,668
2020/21	\$482,668
2021/22	\$634,769
2022/23	\$634,769
2023/24	\$634,769
2024/25	\$634,769
2025/26	\$634,769

The ten year total of \$5,277,170 will re-sheet approximately 156 kilometres on the 511 kilometres of local rural unsealed roads. This represents 30.5 percent of the length during the ten year period which achieves the re-sheeting rate required to maintain the intervention target of Condition Level 3.

Appendix C – Planned upgrade, or new Transport Infrastructure in the 10 year Capital Works Program.

The following are the planned upgrades and new capital works for the 10 years from 2016/17 to 2025/26:

Bridges

Mihi Bridge on Enmore Road, replace timber superstructure with \$260,000 of R2R funding and \$260,000 special grant funding from the State Government Fixing Country Roads program.

Munsies Bridge on Gostwyck Road, it is proposed to replace the timber superstructure with precast concrete. The new bridge will continue to be one lane so work is not upgrade. The project is scheduled for 2017/18 and is fully funded by a special Federal Government grant of \$800,000.

Sealed Roads

See attached spreadsheet **Appendix D** for details of renewals projects on regional, rural local and urban roads.

Roads to be upgraded:

The road projects previously approved by Council to be upgraded from unsealed to sealed is as follows:

2016/17	2.0 km Bingara Road, \$420,000
2017/18	0.64 km Jacksons Road, \$150,000
2017/18	0.35 km Saumarez War Service Road, \$150,000
2018/19	1.15 km Tulong Road, \$200,000
2018/19	2.1 km Eastern Avenue rehab and widen to two lanes (note: upgrade cost to widen is \$80k of total cost of \$320k)
2019/20	0.35 km Leece Road, \$120,000
2019/20	2.0 km Retreat Road, \$400,000

The combined length of these projects is 8.59km.

Identified transport projects that are **currently unfunded** and are not included in the 10 year Capital Works Program:

Regional Roads:

MR132 Barraba Road – complete sealing of remaining unsealed length 9.75km at an estimated cost of \$3.8m.

Note: 1.86km of sealing works at the western end was funded from the Blackspot program in 2014/15.

Council plans to spend \$48,686 in 2018/19 on upgrading works. This is the balance of funds remaining at the end of the current REPAIR program. A new REPAIR program will commence from 2019/20 however individual Council funding is not guaranteed as projects will be prioritised on a regional point score basis.

When the next round of blackspot funding applications is invited it is intended to propose the 2km unsealed section remaining on the western end hill section.

Regional Bridges

Tolleys Gully Bridge on MR73 needs replacing due to poor alignment and width. Estimated cost \$1.0m. Replacement is proposed for 2019/2020 and is expected to be funded by special grant, however no provision has been made for funding in this plan.

Upgrade causeway on Barraba Road at Bakers Creek to a bridge structure at a cost of \$1.4m. This project is currently unfunded.

Rural Local:

Identified road sealing projects:

- 8.4 km Bingara Road complete sealing of remaining unsealed length \$3.3m
- 1.0 km Bakers Lane \$100,000
- 7.35 km Retreat Road \$1,420,000
- 7.6 km Bendemeer Road \$2,280,000
- 1.8 km Mount Mitchell Road \$540,000
- 1.4 km Fossickers Reserve access and Camping Area \$540,000

Urban Local:

- Rowan Avenue plus new stormwater drainage
- Extension of Uralla shared cycleway path

90 m Bridge Street, Top Pub to King Street - western side

200 m per year Shared footpath Maitland Street from Hill Street south to Sports Complex

Causeways to be upgraded:

Bingara Road at 2 locations
 Maitland Street
 Queen Street
 Gostwyck Road (on gravel Section)
 Kingstown Road near Balala
 Terrible Vale Road

Kerb and Gutter: Renew all sections at Condition level 5 over the next 10 years and extend the network by 210m per year.

Safety Issues to be addressed:

Bundarra Road guardrail/ wire barrier in 3 locations on Pinnacle
 Gwydir River Road – guardrail/ wire barrier on two bridge approaches
 Baldersleigh Road/ Thunderbolts Way intersection upgrade
 Eastern Avenue – realign corner near Wards
 Retreat Road - crest realignment

10 Year Financial Plan Capital Program	
Year	Forward Estimates
2016/17	\$70,600
2017/18	\$70,600
2018/19	\$70,600
2019/20	\$70,600
2020/21	\$70,600
2021/22	\$70,600
2022/23	\$70,600
2023/24	\$70,600
2024/25	\$70,600
2025/26	\$70,600
Total	\$706,000

Footpaths: Renew sections at Condition Levels 4 and 5 over the next 10 years and extend the network by 200 metres per year.

10 Year Financial Plan Capital Program	
Year	Forward Estimates
2016/17	\$57,570
2017/18	\$58,212
2018/19	\$58,873
2019/20	\$59,554
2020/21	\$60,256
2021/22	\$60,978
2022/23	\$61,723
2023/24	\$62,489
2024/25	\$63,279
2025/26	\$64,092
Total	\$607,026

The 10 year allocation of \$607,000 will enable construction of approximately 2,000 metres of footpath, thus achieving the 200 metres per annum target.

The desired footpath construction is as follows:

800 m Bundarra CBD

The 10 year allocation of \$706,000 will enable construction of approximately 2,100 metres of kerb and guttering, thus achieving the 210 metres per annum target.

The desired kerb and guttering construction works are as follows:

- King Street, McMahon to Everett, 210m
- Rowan Avenue, northern side Bridge Street west, 100m
- Queen Street, from East Street 60m both sides north, i.e. 120m
- Bowline Street opposite the Bundarra Central School
- Roman Street, 140m both sides i.e. 280m
- Warwick Street, from McCrossin Street both sides north.

Appendix D - Program of proposed Capital Works 2016/17 to 2025/26

Road Type	Road Name	Location	Work Type	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
Regional	MR73 C	00 to 1.0km (part 300m)	Rehab	\$120,000										
	MR73 C	23.0 to 24.0km (part 650m)	Rehab		\$260,000									
	MR73 C	1.0 to 2.0km (part 700m)	Rehab	\$280,000										
	MR124	6.0 to 7.0km (part 110m)	Rehab		\$83,840									
	MR124	4.0 to 5.0km (part 560m)	Rehab		\$196,000									
	MR124	8.0 to 9.0km (part)	Rehab		\$78,846									
	MR124	8.0 to 9.0km (complete)	Rehab			\$201,314								
	MR73 C	15.0 to 16.0km (part 350m)	Rehab		\$140,000									
	MR73 N	52.0 to 53.0km	Rehab				\$198,686	\$200,000						
	MR73 C	21.0 to 22.0km (all)	Rehab						\$400,000					
	MR73 N	48.0 to 49.0 (all)	Rehab							\$400,000				
	MR73 C	14.0 to 15.0km (all)	Rehab								\$400,000			
	MR124	4.0 to 5.0km (part 560m)	Rehab											
	MR73 N	50.0 to 51.0 (part 520m)	Rehab										\$400,000	
	MR73 S	19.0 to 20.0km (all)	Rehab											\$400,000
	MR73 N	51.0 to 52.0km (all)	Rehab										\$400,000	
	MR73 C	13.0 to 14.0km (all)	Rehab											\$200,000
	MR73 N	50.0 to 51.0 (bal 480m)	Rehab										\$227,625	
			Sub total =	\$400,000	\$758,686	\$201,314	\$198,686	\$200,000	\$400,000	\$400,000	\$400,000	\$627,625	\$600,000	
Rural Local	Bingara Road	Seal 4.68 to 6.68km	Upgrade	\$420,000										
	Mihi Creek Bridge	Replace bridge	Upgrade	\$520,000										
	Jacksons Road	Seal 00 to 0.64km	Upgrade		\$150,000									
	Saumarez War Serv	Seal 350m	Upgrade		\$150,000									
	Tulong Road	00 to 1.15km	Upgrade			\$200,000								
	Eastern Avenue	Cost to widen to 2 lanes	Upgrade			\$80,000								
	Leece Road	Seal 350m	Upgrade				\$120,000							

	Retreat Road	Seal 2.0 km	Upgrade				\$400,000						
			Sub total for upgrade=	\$940,000	\$300,000	\$280,000	\$520,000	\$0	\$0	\$0	\$0	\$0	
	Munsies Bridge	Replace bridge	Renewal	\$800,000									
	Eastern Avenue	2.0 to 3.0km (all)	Rehab			\$265,000							
	Reeves Road	1.0 to 2.0km (all)	Rehab		\$186,000								
	Burtons Lane	1.0 to 2.0km	Rehab		\$186,000								
	Sawpit Gully Loop	00 to 0.38km	Rehab										
	Reeves Road	00 to 1.0km	Rehab	\$186,000									
	Noalimba Avenue	4.0 to 5.0km	Rehab	\$345,000									
	Kingstown Road	35.0 to 36.0km	Rehab			\$345,000							
	Gostwyck Road	4.0 to 5.0km	Rehab					\$345,000					
	Hawthorne Drive	00 to 1.0km	Rehab				\$345,000						
	Hawthorne Drive	4.0 to 5.0km	Rehab				\$345,000						
	Reeves Road	2.0 to 2.56km	Rehab		\$103,788								
	Noalimba Avenue	5.0 to 6.0km	Rehab				\$345,000						
	Plug Lane	00 to 0.1km	Rehab										
	Burtons Lane	00 to 1.0km	Rehab			\$80,000	\$106,000						
	Traceys Road	2.0 to 3.0km	Rehab						\$186,000				
	Barleyfields Road	3.0 to 3.22km	Rehab						\$75,900				
	Eastern Avenue	0.77 to 2.0km	Rehab						\$80,796	\$342,696			
	Hawthorne Drive	1.0 to 2.0km	Rehab								\$345,000		
	Terrible Vale Road	6.0 to 7.0km	Rehab									\$345,000	
	Hawthorne Drive	6.0 to 7.0km	Rehab									\$345,000	
	Traceys Road	3.0 to 3.422km	Rehab				\$80,000						
			Sub totals	\$1,331,000	\$475,788	\$690,000	\$531,000	\$690,000	\$345,000	\$342,696	\$342,696	\$345,000	\$690,000
			Total for capital renewal and upgrade	\$2,271,000	\$775,788	\$970,000	\$1,051,000	\$690,000	\$345,000	\$342,696	\$342,696	\$345,000	\$690,000
Urban Local	Bligh Avenue	John to Park 220m	Rehab	\$44,000									
	John Street	Queen to Phillip Ave	Rehab	\$6,000									
	Duke Street	Salisbury to end 240m	Rehab	\$162,000									
	Maitland Street	Plane to Salisbury	Rehab			\$207,808	\$91,192						

Park Street	440 to 660m	Rehab	\$154,000										
Uralla Square	John to Uralla Rd 120m	Rehab				\$42,000							
Gilmore Place	AC overlay 00 to 140m	Rehab	\$67,872	\$9,128									
Hill Street	Duke to Bridge 460m (part)	Rehab				\$83,744	\$216,936						
Salisbury Street	Bridge to Queen 210m	Rehab							\$105,000				
Queen Street	Kingstown Rd to end K&G	Rehab							\$34,800				
Hill Street	Duke to Bridge St complete	Rehab						\$216,936					
Salisbury Street	Queen to Uralla 220m	Rehab							\$77,000				
Queen Street	Salisbury to creek 100m	Rehab								\$45,000			
Munro Avenue	Uralla to Fitzroy 200m	Rehab											
Warwick Street	McCrossin to McKenzie 280m	Rehab										\$78,000	
Sub totals			\$212,000	\$221,872	\$216,936	\$216,936	\$216,936	\$216,936	\$216,936	\$216,800	\$45,000	\$0	\$78,000
Annual totals for capital works \$k			\$2,883	\$1,756	\$1,388	\$1,467	\$1,107	\$962	\$959	\$788	\$973	\$1,368	

Appendix D – Glossary

Annual service cost (ASC)

- 1) Reporting actual cost
The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.
- 2) For investment analysis and budgeting
An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

Asset

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

Asset class

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

Asset condition assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

Asset management (AM)

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Average annual asset consumption (AAAC)*

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.

Borrowings

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

Capital expenditure

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

Capital expenditure - expansion

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, eg. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

Capital expenditure - new

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

Capital expenditure - renewal

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, eg. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

Capital expenditure - upgrade

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, eg. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

Capital funding

Funding to pay for capital expenditure.

Capital grants

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

Capital investment expenditure

See capital expenditure definition

Capitalisation threshold

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

Carrying amount

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

Class of assets

See asset class definition

Component

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

Cost of an asset

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.

Current replacement cost (CRC)

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

Depreciable amount

The cost of an asset, or other amount substituted for its cost, less its residual value.

Depreciated replacement cost (DRC)

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Depreciation / amortisation

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.

Economic life

See useful life definition.

Expenditure

The spending of money on goods and services. Expenditure includes recurrent and capital.

Fair value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms length transaction.

Funding gap

A funding gap exists whenever an entity has insufficient capacity to fund asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current funding gap means service levels have already or are currently falling. A projected funding gap if not addressed will result in a future diminution of existing service levels.

Heritage asset

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

Impairment Loss

The amount by which the carrying amount of an asset exceeds its recoverable amount.

Infrastructure assets

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, eg. roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

Investment property

Property held to earn rentals or for capital appreciation or both, rather than for:

- (a) use in the production or supply of goods or services or for administrative purposes; or
- (b) sale in the ordinary course of business.

Key performance indicator

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

Level of service

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

Life Cycle Cost

1. **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
2. **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises annual operations, maintenance and asset consumption expense, represented by depreciation expense. The Life

Cycle Cost does not indicate the funds required to provide the service in a particular year.

Life Cycle Expenditure

The Life Cycle Expenditure (LCE) is the actual or planned annual operations, maintenance and capital renewal expenditure incurred in providing the service in a particular year. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of life cycle sustainability.

Loans / borrowings

See borrowings.

Maintenance

All actions necessary for retaining an asset as near as practicable to its original condition, including regular ongoing day-to-day work necessary to keep assets operating, eg road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

- **Planned maintenance**

Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

- **Reactive maintenance**

Unplanned repair work that is carried out in response to service requests and management/supervisory directions.

- **Significant maintenance**

Maintenance work to repair components or replace sub-components that needs to be identified as a specific maintenance item in the maintenance budget.

- **Unplanned maintenance**

Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

Maintenance and renewal gap

Difference between estimated budgets and projected required expenditures for maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. 5, 10 and 15 years).

Maintenance and renewal sustainability index

Ratio of estimated budget to projected expenditure for maintenance and renewal of assets over a defined time (eg 5, 10 and 15 years).

Maintenance expenditure

Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

Materiality

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, misstatement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

Modern equivalent asset

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques

Net present value (NPV)

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from eg the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

Non-revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, eg. parks and playgrounds, footpaths, roads and bridges, libraries, etc.

Operations expenditure

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, eg power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

Operating expense

The gross outflow of economic benefits, being cash and non cash items, during the period arising in the

course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.

Pavement

The layer below the sealed surface which provides the strength to support the traffic loads. Usually made up of two layers: a base and a sub-base.

Pavement management system

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.

PMS Score

A measure of condition of a road segment determined from a Pavement Management System.

Rate of annual asset consumption

A measure of average annual consumption of assets (AAAC) expressed as a percentage of the depreciable amount (AAAC/DA). Depreciation may be used for AAAC.

Rate of annual asset renewal

A measure of the rate at which assets are being renewed per annum expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

Rate of annual asset upgrade

A measure of the rate at which assets are being upgraded and expanded per annum expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

Recoverable amount

The higher of an asset's fair value, less costs to sell and its value in use.

Recurrent expenditure

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

Recurrent funding

Funding to pay for recurrent expenditure.

Rehabilitation

See capital renewal expenditure definition above.

Remaining useful life

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

Renewal

See capital renewal expenditure definition above.

Reseal

A coating of bitumen and aggregate applied over an existing seal to restore the service potential of the road surface.

Resheet

A layer of gravel pavement material applied over an existing unsealed road to restore the service potential of the road surface.

Residual value

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

Revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, eg public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

Risk management

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

Seal

The surface or uppermost layer of a road. Usually consists of a thin layer of bitumen and crushed aggregate up to 20mm diameter or a thin layer of asphalt.

Section or segment

A self-contained part or piece of an infrastructure asset.

Service potential

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

Service potential remaining

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that are still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

Strategic Longer-Term Plan

A plan covering the term of office of councillors (4 years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

Specific Maintenance

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, cycle, replacement of air conditioning equipment, etc. This work generally falls below the capital/maintenance threshold and needs to be identified in a specific maintenance budget allocation.

Sub-component

Smaller individual parts that make up a component part.

Useful life

Either:

- (a) the period over which an asset is expected to be available for use by an entity, or
- (b) the number of production or similar units expected to be obtained from the asset by the entity.

It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the council.

Value in Use

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets, whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, 2009, Glossary

Appendix E – Abbreviations

AAAC	Average annual asset consumption
AMP	Asset management plan
ARI	Average recurrence interval
BOD	Biochemical (biological) oxygen demand
CRC	Current replacement cost
CWMS	Community wastewater management systems
DA	Depreciable amount
EF	Earthworks/formation
IRMP	Infrastructure risk management plan
LCC	Life Cycle cost
LCE	Life cycle expenditure
MMS	Maintenance management system
PCI	Pavement condition index
RV	Residual value
SS	Suspended solids
vph	Vehicles per hour

For further information



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Department:	General Manager's Office
Submitted by:	General Manager
Reference/Subject:	Report 7 - 2016/17 Operational Plan Performance Report – Third Quarter Progress Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is to present Council with a summary of the actions delivered from within the 2016/2017 Operational Plan and to reflect the progress made in achieving the goals of Council's Delivery Program.

OFFICER'S RECOMMENDATION:

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

BACKGROUND:

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

REPORT:

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

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

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

SUMMARY:

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

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

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

B. Policy and Regulation

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

C. Financial (LTFP)

No change

D. Asset Management (AMS)

No change

E. Workforce (WMS)

No change

F. Legal and Risk Management

Nil

G. Performance Measures

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

H. Project Management

N/A

Andrew Hopkins
General Manager

Attachments:	F. Operational Plan Update 3 rd Quarter Report, Jan-March 2016/17.



Operational Plan Quarterly Progress Report

3rd Quarter:

January to March 2017

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COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

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Infrastructure & Regulation Management

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INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

Plant & Equipment

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INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

Depots

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INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

Private Works

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INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

Emergency Services

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Sealed Roads

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Unsealed Roads

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Transport Facilities

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Bridges & Culverts

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Kerb & Gutter

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Stormwater & Drainage

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Footpaths & Cycleways

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INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Quarries & Pits

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Swimming Complex

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Parks, Garden & Open Space

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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

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Sewerage Services

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RESPONSIBILITY LEGEND




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

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

COMMUNITY & CULTURAL SERVICES	COMMUNITY SERVICES	
	Community & Culture Management	Executive Manager - Community & Culture
	Tourism & Promotion	
	Library Services	
	Community Development	
	COMMUNITY CARE & SUPPORT	
	Ageing & Disability Services	Executive Manager - Community & Culture
	Community Transport	
Aged Care Facilities		

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

STATUS KEY










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

CIVIC BUSINESS – Civic Leadership






Goal: 4.1 A strong, accountable and representative Council

Strategies:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.1.2.3 Deliver a Local Government Week Program.	✓ 	Program held in August.
2. 4.1.2.4 Conduct regular Community Consultative Panel meetings.		Consultative Panels are to be reviewed to determine their effectiveness as a consultation tool.
3. 4.1.2.5 Distribute monthly newsletter to residents.		Newsletter distributed every month.
4. 4.1.3.2 Develop and implement a Councillor training and development program.		Training completed through LGNSW and with external consultants. Additional training to be identified on a needs basis.
5. 4.1.3.3 Council and Standing Committee Meetings are conducted and open to the public.		All meetings held to calendar, Standing Committees no longer apply and have been replaced with Councillor Strategic Planning Workshops held monthly.
6. 4.1.4.1 Advocate the needs of the shire to State and Federal Governments.		Ongoing advocacy to Government as required.
7. 4.1.4.5 Business papers and minutes are distributed to Councillors and uploaded onto Councils website in a timely manner.		Business Papers meet legislative requirements for circulation and Minutes distributed in a timely manner.
8. 4.1.5.1 Councillors understand and comply with the Code of Conduct.		Code of Conduct training undertaken as part of new Councillor induction.

PERFORMANCE MEASURES

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

CIVIC BUSINESS – Organisational Leadership

Goal: 4.1 A strong, accountable and representative Council

Strategies:

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

Goal: 4.2 An effective and efficient organisation











Strategies:

















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

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


Strategies:








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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.3.1 Lobby the State Government to delivery on the funding commitment for the Armidale Hospital		Funding achieved, build started.
2. 4.1.1.1 Review the Community Strategic Plan		Not yet commenced.
3. 4.1.1.2 Implement, monitor and review the Delivery Program		On-going – reporting to Council quarterly.
4. 4.1.1.3 Construct Councils annual Operational Plan		16/17 Operational Plan current.
5. 4.1.2.1 Develop, implement and review Council community engagement framework and community consultative panels		Ongoing engagement plan. Communication strategy to form part of future Strategic Planning Workshop.
5. 4.1.2.2 Facilitate the delivery of community presentations to Council and deputations on business before them.		Deputations made to Council as requested.
7. 4.1.3.4 Council’s Code of Meeting Practice and policies are maintained and reviewed.		Ongoing monitoring program.
3. 4.1.5.1 Annual pecuniary interest declarations are completed and updated as necessary.		Completed and reported.
9. 4.3.2.1 Develop and implement a Councillor training and development program.		Training completed through LGNSW and with external consultants. Further training to be identified on an as needed basis.

ACTIONS & PROGRAMS		STATUS	COMMENTARY
10.	4.2.1.1 Develop, implement and review Business Plans for all of Councils Service areas		Business Plans due for review. Software currently being purchased to facilitate reviews.
11.	4.2.7.1 Ensure that Council has in place a robust and adequate Governance framework		Conformance, controls and performance systems in place and being reviewed regularly.
12.	4.2.7.2 Resource and administer Councils Audit and Risk Committee		Audit and Risk Committee forward calendar planned and next meeting in November 16.
13.	4.3.1.1 Implement and review Councils strategic resourcing strategies (LTFP, AMS & WMS)		AMPs currently being prepared. Once AMPs finished they will be integrated with LTFP and WMS.
14.	4.3.1.2 Ensure Councils organisation structure is aligned to the most efficient and effective delivery of services		Current organisation structure generally meets needs of current operational plan and resourcing plans. Further review is to take place once AMPs are completed.
15.	4.3.2.1 Develop and implement Councils Performance Management framework		Many of the elements which comprise the framework are currently in place or soon to be in place. The framework will be progressed in the new year.
16.	4.3.2.2 Report on actions delivered and progress made in the implementation of Councils Delivery Program		Legislative requirements met.
17.	4.3.2.3 Complete and lodge Councils Annual Report		Annual Report being compiled and will be adopted by Council and lodged with the OLG by end November 16.
18.	4.3.2.4 Develop and implement a key reporting suite for regular review by the Executive Management team		Implemented.
19.	2.4.4.1 Partner with Armidale Council and other New England Councils to lobby for funding for the upgrade of the Armidale Regional Airport		Funding for airport received. Build plans to start shortly.
20.	PBPR – Develop and adopt a Resourcing Strategy that complies with the IP&R Framework.		AMPs currently being prepared. WMS prepared and awaiting update.
21.	PBPR – Develop a Business Continuity Plan based on the worldwide CIVICA recovery plan.		Initial BCP training completed and CIVICA Recovery Plan being incorporated into IT component with IT Strategy draft.
22..	FFTF – Community education and engagement program undertaken for special rate variation application.		Not yet commenced. Completion of AMPs, updated WMS and LTFP to be integrated and interrogated first.
23.	FFTF – Examine further opportunities for resource sharing and joint tendering.		Local Government Procurement and Namoi Joint Organisation have provided forums and information sessions on Joint Procurement opportunities that will be incorporated into the procurement review.
24..	FFTF – Implement Councils organisation development strategy and action plan		Components complete but strategy and action plan still to be undertaken.
25..	FFTF – Implement a rolling service review program.		Once Revu Map program (IT) is implemented this will be underway.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Integrated Plans reviewed and constructed	IP&R documents reviewed and operational plan constructed before 30 June	All met	All met		















2.	Successful delivery of the Operational Plan	% of Actions completed	>90%	>95%		
3.	Senior Management meet regularly	Executive meet monthly	All met	All met		
4.	Audit and Risk Committee operating successfully	Audit & Risk Committee administered to meet quarterly	All met	All met		
5.	Special Rate Variation lodged and successful					
6.	Opportunities for resource sharing and joint tendering identified and implemented					
7.	Organisation development strategy and action plan milestones met					
8.	Rolling service review program implemented	Once Revuu Map program (IT) is implemented this will be underway.				



ORGANISATIONAL SERVICES-FINANCIAL MANAGEMENT – Financial Management

Goal: 4.2: An effective and efficient organisation











Strategies:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.2.1 Review, revise and maintain Councils Long Term Financial Plan		LTFP updated for the ten year period ended June 2026 and new LTFP for the ten year period ended June 2027 due for adoption prior to 30 June 2017.
2. 4.2.2.2 Complete quarterly budget review statements in-line with statutory requirements		The second quarterly budget review has been presented to Council and the third quarterly review is currently being prepared.
3. 4.2.2.3 Provide financial reports to Management and staff to assist in budget control and decision making		Quarterly reports are reviewed as part of the quarterly budget review process. Monthly reports are provided to management and staff within ten business days from the end of the previous month.
4. 4.2.2.4 Process payroll on a fortnightly basis in-line with the appropriate Awards and Council policy		Payroll processing completed fortnightly in accordance with appropriate awards and council policies.
5. 4.2.2.5 Ensure adequate and effective internal controls are in place for all financial management and purchasing functions		Internal controls are constantly monitored and improvements integrated when weaknesses or areas for improvement are identified.
6. 4.2.2.6 Process accounts payable in-line with Councils protocols and suppliers terms of trade		Accounts payable processed in line with terms of trade and council protocols.
7. 4.2.3.1 Develop funding models that ensure all of Councils infrastructure can be maintained and renewed as required.		LTFP updated for the ten year period ended 30 June 2026 which includes costing for the maintenance of Councils infrastructure based on prior year expenditure. The new LTFP will include the integration of asset management plans for transport and building.
8. 4.2.7.3 Complete and lodge annual Financial Statements in accordance with statutory requirements		Annual financial statements completed and lodged four days after due date.
9. 4.2.7.4 Complete all taxation returns and grant acquittals as required by external bodies		All taxation and grant acquittals completed as required.
10. 4.2.7.5 Organise and manage the external audit of Council and address any management letter issues		External audit completed with no issues arising therefrom.
11. FFTF – Annual expenditure reduction dividend determined and achieved.		An annual expenditure reduction has been built into the LTFP which is monitored throughout the financial year. An expenditure reduction of over \$78,600 achieved in the first half of the financial year compared to a full year budget of \$126,500.
12. FFTF – Review of all fees and charges completed.		All fees and charges reviewed as part of the completion of the annual operational plan for 2016/17.
13. FFTF – Review of asset valuations and depreciation methodology completed for all asset classes.		Assets are valued on a five year rotational basis. Land and other structures were revalued during the year ended 30 June 2016. Depreciation rates, residual values and carrying values were also reviewed as part of normal year-end

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






PERFORMANCE MEASURES

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





Goal: 4.2 An effective and efficient organisation

Strategy:

Operate in a financially responsible and sustainable manner

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

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Rating statutory compliance	Rates levied in accordance with statutory requirements	Comply with legislative requirements	All met	All met	
2. Collection of accounts	Outstanding collections percentage	Better than 5%	<6.5%	5.0%	
3. Return on Investments	Average return on invested funds	Achieve target or better	>2.75%	Currently 2.74%	

ORGANISATIONAL SERVICES-HUMAN SERVICES – Human Resources

Goal: 4.2 An effective and efficient organisation











Strategies:

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







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

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.4.1 Develop and implement a corporate staff induction program		Existing program under review.
2. 4.3.1.4 Develop a succession planning program		Ongoing development.
3. 4.2.4.3 Review and implement a staff appraisal program		Existing program under review.
4. 4.2.4.4 Construct an integrated training plan across all Council		Under development.
5. 4.2.4.5 Develop and implement reward and recognition protocol		In place and in accordance with Award provisions.
6. 4.2.6.5 Implement systems and procedures to manage risk associated with all Council activities and ensures a safe and healthy work environment		WHS management system under review.
7. 4.2.6.1 Oversee Return to Work and Workers Compensation processes		Program in place and current.
8. 4.3.1.3 Implement volunteer management protocol and procedures		Under development in line with WHS management system.
9. FFTF – Implementation of the Workforce Management Strategy		In progress.

PERFORMANCE MEASURES






INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Staff Appraisals completed for all staff by April 2016	Appraisals completed	100%	100%	80%	
2. Regular Workplace Health and Safety Meetings held	Frequency of meetings held	100%	100%	100%	
3. Key HR policy, protocol and procedures reviewed and updated	Policies/procedures regularly reviewed	100%	100%	60%	
4. Workplace Health and Safety Management Plan completed	Plan in place and functioning in accordance with protocols	100%	100%	50%	
5. Staff induction program adopted and implemented	Inductions held in a timely manner	100%	100%	100%	
6. Workforce Management Strategy implemented and organisation capacity and management skills improved.	Strategy implemented and functioning effectively	100%	100%	80%	

ORGANISATIONAL SERVICES-HUMAN SERVICES – Customer Service





Goal 4.2 An effective and efficient organisation

Strategy:

4.2.5 Provide customer service excellence

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.5.1 Implementation of Customer Service Charter		In progress.
2. 4.2.5.2 Review of customer service procedures for better practice		Ongoing.
3. 4.2.5.3 Implement bi-annual Customer Service survey		Under development.
4. 4.2.5.4 Assist service areas to improve customer service practices.		In place and functioning.

PERFORMANCE MEASURES








INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Customer service procedures reviewed and finalised	Effective customer service	100%	100%	90%	
2. Customer service survey completed	Survey completed and results tabulated	100%	100%	70%	
3. Customer Service Charter benchmarks met	Level of service provided	100%	100%	75%	

ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION – Governance






Goal: 4.2 An effective and efficient organisation

Strategies:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.2.7 Undertake review of procurement		Procurement review commenced with preliminary drafting of policy and guidelines. IT Business System changes required to implement purchasing delegations and approval hierarchy.
2. 4.2.6.2 Implement Council's Audit and Risk Committee and facilitate regular meetings		Regular meetings facilitated
3. 4.2.6.3 Undertake Internal Audit program		Internal audit program brief to be prepared
4. 4.2.6.4 Further develop Council's risk practices and risk register		Ongoing development – Business Continuity Planning training has been completed, draft BCP in place.
5. 4.2.7.7 Ensure compliance with regulatory / statutory requirements as public officer		Statutory reporting calendar met.
6. FFTF – Major review of procurement completed		Refer 1. Above.

PERFORMANCE MEASURES








INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Governance framework implemented	Framework implemented		100%	80%	
2. Central risk register implemented and populated	Register implemented		100%	50%	
3. Procurement review completed.	Review completed		100%	50%	
4. Audit and Risk Committee met quarterly.	Meeting Quarterly		100%	100%	

ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION – Technology





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

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.3.1.5 Delivery of Council's IT rolling replacement program		New PC's replaced all older versions including operating licences (docking stations/laptops). New phones and printers sourced on as needs basis.
2. 4.3.1.6 Develop Technology Strategic Plan		Asset managed plan drafted, strategic plan yet to commence
3. 4.3.1.7 Solidify managed service arrangements to ensure Business Continuity		Managed service contracts reviewed and changes made as required. IT Disaster Recover Plan to be commenced once th Business Continuity Plan is finalised
4. 4.3.1.8 Provide helpdesk support to all customers		IT Support email and hot ticket system implemented. IT assistance has become more settled and more strategic focus on forward IT needs of the business being planned.
5. 4.3.1.9 Implement wireless network over Administration building		Wireless network installed and operating.
6. 4.3.1.10 Implement monitors and cabling in Council Chambers		Monitors installed and cabling complete. Also provide with a tele-conferencing facility from Namoi Joint Organisation.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Technology Strategic Plan completed	Plan completed		100%	75%	
2. Replacement program completed	Replacement program implemented		100%	100%	
3. Capital works completed/implemented successfully	Capital works program completed		100%	100%	







ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION –

Records & Information





Goal: Goal: 4.2 An effective and efficient organization.

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.7.8 Review Councils GIPA/PID requirements – and associated plans and procedures		GIPA/PID reviewed and updated as required.
2. 4.2.7.9 Review Councils complaints management protocol and procedures		Review commenced
3. 4.2.7.10 Ensure records are kept in-line with the State Records Act, the PIPPA and GIPA Acts		Review completed and action plan for compliance to be developed
4. 4.2.7.11 Provide GIPA reports as required		Reports provided as required.
5. 4.2.7.12 Provide correspondence management reports		Reports provided as required.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Compliance with State Records Act, PIPPA & GIPA	Compliance reporting completed.		100%	100%	
2. Complaints Management procedures reviewed and implemented	Procedures reviewed		100%	100%	
3. Records Management reports to Executive monthly	Monthly reports to Executive		100%	20%	







COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

Community & Culture Management








Goal: 4.2 An effective and efficient organisation



Strategies:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.1.9 Implement and maintain the Services Plans for Tourism and Promotion, Libraries, Aged & Disability Services, Community Transport, Community Development and Aged Care Facilities.		All plans completed and implemented.
2. 4.2.1.2 Develop an asset management plan for the McMaugh Gardens aged care facility.		Building Asset Management Plan including McMaugh Garden’s completed by Infrastructure and Regulation to draft stage.
3. 4.2.2.8 Oversee management of the Community & Culture budgets in line with Councils Long Term Financial Plan.		Budget review program in place with CFO.
4. 4.2.7.7 Ensure compliance with the regulatory requirements of Councils grant agreements from State and Federal Government for all Community Care and Aged Care Facilities.		Financial, reporting, accreditation and client regulation requirements met consistently.
5. PBPR: Develop and implement a business plan for McMaugh Gardens		Business Plan for 2016 completed.

PERFORMANCE MEASURES

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

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

COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

Tourism & Promotion

Goal: 1.1 A proud, unique and inviting community

Strategy:

1.1.4 Support, encourage and celebrate community participation and volunteerism

Goal: 1.3 A diverse and creative culture

Strategy:

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

Goal: 1.4 Access to and equity of services

Strategy:

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

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

Strategy:









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

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






Strategies:

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

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

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

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Volunteer program completed and adopted	Program completed and adopted		100%	100%	
2. Tourism & Promotion panel meeting	Panel meets quarterly		100%	100%	
3. VIC Visitor numbers quarterly	Visitor statistics reported against last year's quarter		100%	100%	
4. Review of service levels undertaken and recommendations implemented.	Review completed and recommendations implemented		100%	10%	







COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

Library Services






Goal: 1.3 A diverse and creative culture

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.3.1.1 Operate the Uralla Library 7 days a week and Bundarra Library		Uralla Open 7 days, Bundarra open Mon, Wed & Fri 3.00pm – 5.00pm Sat 9.30-11.00am
2. 1.3.1.2 Host the Uralla History Hub		History Hub operational. Well utilised by locals and visitors. Volunteers offer One2One training in Family Research, Ancestry.com and photo/document scanning.
3. 1.3.1.3 Apply for grants to increase the range of services offered at Uralla Library		Support of CNRL through grant.
4. 1.3.1.4 Participate in the Central Northern Regional Libraries to deliver new and innovative services		Signatory to CNRL
5. FFTF – Undertake library service level reviews		Revu Mapp service review underway

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of books circulated annually	Increase on 2014	100%	100%	16,744 YTD	
2. Number of DVDs circulated annually	Increase on 2014	100%	100%	No longer recorded	
3. Number of library members	Increase on 2014	100%	100%	2905	
4. Service level review undertaken and recommendations implemented		100%	25%		

COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

Community Development

Goal 1.2 A safe, active and healthy shire

Strategies:

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

Goal 1.3 A diverse and creative culture












Strategy:

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




Goal 1.4 Access to and equity of services

Strategies:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.4.1 Lobby for health services to meet the needs of our community		Lobbying to occur with the development of the Armidale Hospital.
2. 1.2.5.1 Develop grant applications for facilities to enable active participation in sport and other recreational activities		Sporting complex – new grant considered through Infrastructure and Regulation.
3. 1.3.3.1 Lobbying government to encourage investment in Uralla Culture and creative areas		Ongoing Grant application procedures in place.
4. 1.3.3.2 Development of a cultural/community grant application assistance program to support events and community projects		Community Grants Program now in second year of activity.
5. 1.4.3.1 Development of website content to promote understanding of the Council services available		Community Services website launched.
6. 1.4.6.1 Develop Access & Disability Plan		Scoping has started for the project.
7. 1.4.6.2 Deliver Main Street Access Project		Completed and delivered.
8. 2.1.2.1 Develop a New England business development prospectus in collaboration with New England Councils and Regional Development Australia.		Yet to start.
9. 2.1.5.1 Liaise with local businesses and government agencies to organise information workshops on New Technologies.		Liaison to commence
10. 2.2.6.1 Develop a Cultural Plan for Uralla Shire and submit funding application to deliver on the identified events hosting infrastructure needs.		Not yet commenced

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Access & Disability Plan completed	Endorsed by Council and meets guidelines		100%	15%	
2. Number of funding applications submitted	% of successful applications		50%	100%	
3. Community Development Strategy Completed	In scoping.		100%	50%	





COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

Ageing & Disability Services






Goal: 1.4 Access to and Equity of Services

Strategy:

1.4.2 Provide Quality Community Support. Ageing and Disability Services

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.4.2.1 Develop and implement a plan for the provision of Consumer Direct Care services through Direct Support Workers		Plan established with 17 Direct Support Workers in place
2. 1.4.2.2 Implement a new consumer focused database		Two products reviewed but not progressed due to technical complexity with hosted services. To be reviewed again in 2017/18.
3. 1.4.2.3 Explore new opportunities to gain contracts for the provision of funded community support services		Grant funding application lodged to support consumer directed care promotion and advertising campaign.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of clients receiving consumer direct care packages	Packages 92 filled .	105 HCP	90%	95%	
2. Number of direct support worker services	% of clients receiving direct services	75% clients receiving USC services	75%	80%	
3. New database incorporated across Community Support Services	Database implemented	Implemented by June 2016	100%	0	
4. Accreditation and NDS requirements are met	NDS Accreditations achieved	Meeting funding bodies standards	Achieved	Achieved	

COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

Community Transport

Goal 1.1 A proud, unique and inviting community

Strategies:

1.1.4 Support, encourage and celebrate community participation and volunteerism

Goal 1.4 Access to and equity of services







Strategies:

1.4.2 Provide quality Community Care, Ageing and Disability services






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

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

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.1.4.3 Develop a program to attract more volunteer drivers for community transport		More volunteers used. Training provided. 2x new volunteers have started with TCT
2. 1.4.3.2 Promote community transport services to community members and other service providers		Promotion of service ongoing.
3. 1.4.6.3 Contribute to the development of Councils Access and Disability Plan		Scheduled for April/May
4. 1.4.2.4 Allocate Community Transport resources in an efficient and effective manner		Contractual outputs (trips) have been met for this quarter.
5. 1.4.5.1 Lobby Government to maintain community transport funding levels		CTO (peak Community Transport body in NSW) continues to lobby government on behalf of CT providers in NSW. Recent announcement of transitional funding valued at \$30,000 for auspiced services. Up until recently Council auspiced services were unable to access this transitional funding.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of volunteer hours	Recorded volunteer hours		100%	75%	
2. Number of transport trips provided	Have met contractual obligations (number of trips) for the quarter.		100%	100%	
3. National Disability Scheme requirements met	Third Party Verification completed		100%	100% TPV-awarded March 2017	
4. Access and Disability Plan completed	Access and Disability Plan, completed		100%	25%	

COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

Aged Care Facilities





Goal:

Strategy:






Goal: 1.4 Access to and equity of services

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.4.1.1 Operate the McMaugh Gardens facility in a financially sustainable manner		On track with regular ACFI funding reviews on a monthly basis. Significant improvement in funding levels.
2. 1.4.1.2 Develop an asset management plan for Aged Care Facilities		Funding for 2017/18 budget requested
3. 1.4.1.3 Maintain aged care facilities to a standard that meets all accreditation requirements		Accreditation met.

PERFORMANCE MEASURES

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

Infrastructure & Regulation Management

Goal 2.4: Communities that are well serviced with essential infrastructure

Strategy:













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

Goal 4.2: An effective and efficient organisation


Strategies:

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

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.4.2.1 Complete all asset plans to update Councils Asset Management Strategy		Transport plan updated. Plant and Equipment completed. Water and sewer SBP and Buildings AMP completed to Final draft status. Waste, Stormwater and Parks and Open spaces to be commenced.
2. 2.4.2.2 Develop and implement an electronic asset management system for all Council assets		To be completed once asset management plans finalised.
3. 4.2.1.3 Implement and maintain all Service Plans for the Infrastructure & Regulation Department		In progress
4. 4.2.1.4 Develop a training plan in consultation with Human Resources for all Infrastructure & Regulation staff		Draft plan with HR for review.
5. 4.2.3.2 Participate in Regional and Local transport planning meetings		Ongoing
6. 4.2.3.3 Undertake the Council asset revaluation program		Water and sewer revaluations underway.
7. 2.1.3.2 Continue to lobby State & Federal Governments for funding for transport infrastructure.		Submissions made for a number of state and federal funded programs.
8. PBPR – Develop and adopt Asset Management Plans for Caravan Parks		Buildings included in Buildings AMP.
9. FFTF – Review of asset valuations and depreciation methodology completed for all asset classes		Water and Sewer Asset Revaluation underway.
10. FFTF – Backlog is documented in the AMS and is evidence based		Pending completion of AMPs.
11. FFTF – A catalogue of assets not to be replaced at the end of their useful life is constructed and adopted.		Pending completion of AMPs

PERFORMANCE MEASURES






INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Asset Management Plans for all classes of assets developed and adopted	Asset management plans completed	N/A			

Plant & Equipment





Goal: 4.2 An effective and efficient organisation

Strategy:

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

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

PERFORMANCE MEASURES





INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Plant replacement program completed					
2. Plant asset management plan completed					
3. Review of plant fleet completed and recommendations implemented					

Depots





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

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.3.1.11 Develop a Depot Asset Management Plan.		Not yet commenced. Buildings included in Buildings AMP.
2. 4.3.1.12 Control stock effectively to enable service delivery		6 monthly review completed in December 2016
3. 4.3.1.13 Provide secure storage and garaging facilities for plant and equipment		Ongoing

PERFORMANCE MEASURES



INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Stock write off	Stock write ups and write downs.		< \$1,500 per annum	<\$300.00 Write up	
2. Depot Asset Management Plan completed.					
3. Level of stock loss and write –off					

Private Works



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

Strategy

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

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

PERFORMANCE MEASURES



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

Emergency Services



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

Strategy

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

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

PERFORMANCE MEASURES

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

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Sealed Roads

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

Strategy:

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

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

Strategies:

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

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

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

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

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Sealed Road satisfactorily maintained	4 yearly roughness and rutting survey of all bitumen roads				
2. Bitumen Reseal Program completed		20 kms /annum resealed			
3. Capital works completed within budget	Work programmed	Work completed within budget.			





INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Unsealed Roads




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

Strategies:

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

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

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Unsealed roads satisfactorily maintained	Number of road condition complaints	<2/ month			
2. Gravel resheeting program completed	Resheeting program completed	10 kms/annum	10km/ annum		

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Transport Facilities

Goal: 1.4 Access to and equity of services






Strategy:

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




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

Strategy:

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

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

PERFORMANCE MEASURES

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

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Bridges & Culverts

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

Strategy:

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

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






Strategy:

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





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

Strategy:

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

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

PERFORMANCE MEASURES

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




INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Kerb & Gutter



Goal: 2.4 Communities that are well serviced with essential infrastructure

Strategy:

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

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

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Kerb and gutter inspection and repair program completed	Number of repairs identified and repaired	<2/month	<2/month		

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Stormwater & Drainage

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








Strategy:

3.1.4 Protect and maintain a healthy catchment and waterways.






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

Strategy:

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

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 3.4.3.1 Maintain and renew stormwater and drainage infrastructure		Ongoing
2. 3.1.4.1 Maintain and renew gross pollution traps		Cleaned twice this year
3. 3.4.3.2 Stormwater Drainage Management Plan to be completed		Yet to be commenced. Anticipated completion in 2017/18
4. 3.4.3.3 Implement and maintain a Stormwater Asset Management Plan		To be implemented.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Number of times Gross Pollutant serviced	Traps cleaned out.	2/ annum	2/ annum	2	
2. Stormwater Asset Management Plan implemented	Plan completed.				

INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Footpaths & Cycleways

Goal: 1.2 A safe, active and healthy shire






Strategy:

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





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

Strategy:

2.3.5 Maintain existing walking and cycling networks across the region.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.3.5.1 Undertake annual inspections of all footpaths and the required maintenance and repair program		Inspection and revaluation completed
2. 2.3.5.2 Construction of the next stage of the Bundarra CBD footpath		Not funded for 2016/17
3. 1.2.1.1 Apply for funding for the extension of Councils cycle-way network		Applications submitted for funding in 2017/18
4. 2.3.6.1. Submit funding applications to the RMS for extension of the cycleway network.		As above.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of footpaths / cycleways complaints received - per month	CRM	<1 /month	<1/month	0	
2. Construction of Bundarra CBD footpath completed	Footpath completed.			Not funded 2016/17	
3. Annual cycleway / footpath inspections completed.	Inspection has been carried out	100%	100%		



INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

Quarries & Pits



Goal: 4.2 An effective and efficient organisation

Strategy:

4.2.1 Provide a range of services

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

PERFORMANCE MEASURES

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








INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Swimming Complex




Goal: 1.2 A safe, active and healthy shire

Strategies:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.1.2 Maintain the Swimming Complex and surrounds in accordance with established service levels.		Pool opened from 22/10/2016 to 10 March 2017. 10,635 patrons.
2. 1.2.1.3 Test and maintain pool water quality in compliance with Department of Health guidelines.		
3. 1.2.1.4 Implement and maintain a Swimming Complex Asset Management Plan.		Asset summary completed. Asset Management Plan to be prepared.
4. 1.2.2.1 Promote the Uralla Swimming complex and encourage participation in aquatic recreation.		Utilising Newsletter and encouraging school and learn to swim groups.
5. 2.4.3.1 Undertake the maintenance and renewal program for Council's parks, gardens & open space facilities.		Ongoing
6. PBPR – Develop and adopt parks services, sporting facilities and open space Asset Management Plan		

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Water testing meets Department of Health standards.	Number of compliant results	100%	100%	100%	
2. Asset Management Plan implemented and maintained.	Completed and up to date				








INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Parks, Garden & Open Space





Goal: 1.2 A safe, active and healthy shire

Strategies:

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

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

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Open Space Strategy completed	Strategy completed				
2. Parks, gardens and open spaces satisfactorily maintained	Number of complaints received		<2 / month	2	
3. Parks, Reserves, Sporting Facilities and Open Spaces Asset Management Plan developed and adopted.	Completed and up to date				







INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Sporting Grounds & Facilities





Goal: 1.2 A safe, active and healthy shire

Strategies:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.5.3 Construct a changeroom and canteen facility at the Uralla Sporting Complex.		Final plans completed. No tenders accepted. Further meetings to held with user groups.
2. 1.2.5.4 Construction of all weather court for basketball / netball at the Uralla Sporting Complex.		Completed.
3. 1.2.1.5 Seek external funding partnerships for the renewal and upgrade of sporting fields and facilities of identified in the Open Space Strategy.		Ongoing
4. 1.2.1.6 Engage with the community and key stakeholders in order to guide the development of an overarching Open Space Strategy.		Positive community feedback to current development.
5. 1.2.1.7 Maintain and renew all sporting fields and facilities in accordance with established service levels.		Ongoing

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Construction of canteen / change room completed within budget.	Change rooms / canteen completed within budget		March 2016		
2. Sporting fields and facilities maintained in accordance with established service levels - < 1 complaint / month.			<1 /month	0	
3. Open Space Strategy completed.					





INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Public Buildings and Amenities





Goal: 1.4 Access to and equity of services

Strategy:

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

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

PERFORMANCE MEASURES

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




INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Operational Buildings



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

Strategy:

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

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

PERFORMANCE MEASURES

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







INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Cemeteries





Goal: 1.1 A proud, unique and inviting community

Strategy:

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

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

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Cemeteries satisfactorily maintained	Number of complaints	2 / annum	0	1 complaint regarding needing to top fill a sunken grave	
2. Number of interments	Interments: There were 3 interments of human remains in two council cemeteries in quarter 3 of 2016/2017. 4 reservations were also made.	100%		2016/17 year, 16 Interments. 13 Burials, 3 Ashes placement	
3.. Asset Management Plan completed and adopted	Plan completed and adopted by Council			Final draft.	

INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Land-Use Planning

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

Strategy:

2.2.1 Provide land use planning that facilitates employment creation.

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

Strategy:








3.2.1 Retain open space and greenbelts.

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



Strategies:



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

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

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

PERFORMANCE MEASURES

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

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

INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Development Control

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





Strategy:

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






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

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.1.4.1 Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates, Bushfire Attack Level (BAL) Certificates, and Conveyancing Certificates.		Council officers continue to assess applications as required.
2. 3.2.2.1 Promote and provide pre-lodgement advice on all aspects of development.		Council officers continue to provide assistance. The public can also access development advice through the Electronic Housing Code (EHC).
3. 2.1.4.2 Ensure that building certification and inspection is carried out as per National Construction and the requirements of the Building Professionals Board.		Council officers continue to provide appropriate certification and compliance.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Control plans and policies for local development and regulatory functions are reviewed.	Planning Proposals completed and LEP amendments reflected in DCP along with associated and non associated legislative changes	As Required	Reactive to issue or legislative change	No amendments required at present.	
2. Approvals and inspections completed within statutory time frames	Average application assessment time is 40 days.	Net 40 days	Net 40 days	Average DA approval time for year to date: 29 days	
3. Compliance matters are enforced per the relevant Acts	All compliance matters actioned and resolved.	100%	Action as required	Council is attending to three land use and development compliance matters	
4. NSW Department of Planning annual benchmarking	Performance Monitoring, Clause 4.6 Reporting, Affordable Housing and Political Gifts and	Regulatory Due Dates	30 July	100%	

reports	Donation reporting all completed and lodged as required.				
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INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Public Health






Goal: 1.2 A safe, active and healthy shire

Strategy

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

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

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Food premises inspected annually	All required premises inspected annually. Existing 29 businesses and 4 childcare centres to be inspected.	100%	100%	Two inspections during quarter	
2. Annual food premises return submitted to Food Authority	Annual Food Authority Return submitted on time.	Reports returned in July 2017	100%	Inspections results are recorded for inclusion in Annual report	
3. Number of registrations and inspections of sewerage treatment services	<ul style="list-style-type: none"> • 1661 systems recorded as of 30 June 2016. • 985 inspections carried out as of 30 June 2016. • 468 Medium systems, and 312 Low systems to be inspected in future by 2019/20 	100%	100%	Programmed Inspections: 0 high risk systems 20 medium risk systems 0 low risk systems. 10 property sale inspections.	
4. Risk compliance strategy developed and adopted by Council	Strategy adopted and implemented	100%	0%	Not commenced	





INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Regulation & Enforcement




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

Strategy:

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

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

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of animals registered	All registration requests actioned	As required	As required	10 companion animals registered during quarter	
2. Number of animals impounded	All animals impounded when owners can not be identified.	As required	As required	8 companion animals and 2 pigs impounded during quarter	









INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Waste Management



Goal: 3.3 Reuse, recycle and reduce wastage.





Strategies:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.3.1.1 Provide waste collection services in an efficient and effective manner		<p>Services continue to be provided to the community. Individual collection of waste, recycling and optional greenwaste occur in the major centres of the shire.</p> <p>Fees and operating hours of the public landfill sites have been re-aligned to improve operational efficiency.</p> <p>Uralla Shire is contracted by Walcha Council to provided waste collection services to Walcha Shire. Waste collected in Walcha Shire is deposited into Walcha's landfill. Recycling is taken to Uralla's recycling centre.</p>
2. 3.3.1.2 Manage Councils Waste Management facility, landfill sites and transfer station		<p>Management focussed on providing services to the community. Annual licencing landfill reports completed and lodged as required.</p> <p>Council has received an Environmental Improvement Grant in 2016 to improve Uralla's landfill with secure fencing and site environmental controls.</p>
3. 3.3.2.1 Undertake the Waste avoidance, waste reduction and recycling program		The 2016 year Garage Sale Trail programmed for October 2016. Completed.
4. 3.3.2.2 Operate Councils community recycling centre		Recycling services continue to be provided to the community.
5. 3.3.3.1 Develop and implement a waste education program		Waste education messages undertaken on regular basis and recycling contamination program commenced. On average, 200 recycling bins inspected each month.
6. PBPR – Develop and adopt the Waste Asset Management Plan		Not yet commenced. Expected completion early 2017/18.
7. FFTF – Develop and implement a waste business plan		Not yet commenced. Expected completion early 2017/18.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Litter and illegal dumping compliance program approved by Executive Dec 2015	Completion of report and submission to Executive	Completion and submission	Completion and submission	Actions taken and litter and illegal dumping has reduced the number of	

				reports received on average to one a month. Action taken quickly to clean up has aided the reduction of issues.	
2. Implement waste management asset plan	Implementation	Completion and implementation	Completion and implementation	Ongoing. Completion delayed. Expected Feb 2017.	
3. Kerbside service review	Undertake and complete	Completion	Completion	Action not yet progressed.	
4. Waste diversion rates and targets	Data recorded , rates and targets identified	Report to executive	Targets identified	Targets identified.	
5. Revenue increased and real expenditure reduced.	Budget review.			Budget review underway	

INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Environmental Management

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

Strategies:

3.1.4 Protect and maintain a healthy catchment and waterways.

3.1.5 Raise community awareness of environmental and biodiversity issues.

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






Strategy:






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

Goal: 3.3 Reuse, recycle and reduce wastage





Strategy:



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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.1.5.1 Create a Bush Regeneration Strategy and Action Plan		The Bush Regeneration program has been in place from 2011. Initially a part-time and grant funded activity, the program has established the need for continuing bush regeneration projects and is now funded as part of the Environmental Levy. Bush Regeneration 'Action Plans' are given by individual site Management Plans; a Bush Regeneration policy is however needed to outline the philosophy and future direction of the program. A Draft version of this policy has been prepared and will be presented at Council following peer review.
2. 3.1.5.2 Complete the Management Plan for Roadside Vegetation. 2015/16		Council has 20 high conservation value road side vegetation sites (on both sealed and unsealed roads) that require special, or modified, practices either during maintenance or construction work. As the expert practitioners in road maintenance it is vital that all road maintenance crews are involved in the management of vegetation on these sites. Internal consultation continues as improved management requires a long term behavioural change approach. The Roadside Management approach is a blend of bush regeneration and engineering practice. The Draft Management Plan requires continual reappraisal for its suitability and usefulness. The Bush Regeneration staff network with other road side vegetation practitioners around the state. The NSW Council for Roadside Reserves has released a document "Council Roadside Environmental Management Framework" which will support the USC RVMP.
3. 3.1.5.3 Redevelop website information on Environmental Management in line with planned website development. 2016/17		A website redevelopment timeline has not been advised. The Environmental Management Coordinator continues to add new material to the website and revise old material as project and management needs require. Material has been regularly posted to the Uralla Shire Council Facebook page from its initiation.
4. 3.1.5.4 Implement priority strategies as identified by the Sustainability Action Plan.		Electricity data shows that year on year our energy consumption is increasing: 3 of Councils sites account for approximately 64% of that consumption; the next 6 largest sites account for a further 20%. A combination of energy efficiency gains (through lighting retrofits, insulation, behavioural change) and alternative energy generation

		(solar PV systems) will be used to reduce our energy consumption and then shift the remaining demand to alternative sources. A 14.64 kWh PV system for the Council Administration Building has been ordered with other projects in development.
5. 3.1.4.2	Develop a Management Plan for Wooldridge Fossicking Area. 2015/16	
6. 3.2.2.2	Engage and collaborate with the Uralla ZNET project through participation on the Community reference panel.	
7. 3.3.5.1	Develop grants and projects in partnership with the Uralla ZNET project.	
8. 3.3.5.2	Develop sound criteria to assess Environmental Management in infrastructure projects.	
9. 3.2.2.3	Develop appropriate Environmental Management Policy, protocols and procedures.	
		The Plan was developed to outline how best to accommodate the increasing number of visitors with out need to protect the site and to address some long standing issues around vandalism. The Plan was adopted by Council after a period of community consultation in June 2016.
		The Z-NET Uralla implementation phase began in earnest in March 2016 with the election and establishment of the project Executive. From March the project has been awarded funds with which two part time staff have been hired, the project office is now housed in the Uralla Community Centre on Hill Street. Z-NET Uralla has launched two major project streams with a series of activities focused on the energy efficiency of our local business and householders. 34 home energy reviews were completed to the end of reporting period, 16 education and engagement events for residents and businesses. Partnerships developed to promote uptake of solar PV and solar hot water systems.
		Ongoing: Projects are continuously in development and lodged as funding opportunities allow. Projects are normally based on partnerships with other agencies or groups (for example Southern New England Landcare, Z-NET Uralla). Example grant sources include the Environmental Trust and Crown Lands. Council is currently engaged in developing a funding application to promote Practice change for firewood collecting, use and efficiency with Z NET through the Education funding stream.
		This is ongoing and that involves working with engineers and works crews. Use and application of Review of Environmental Factors as part of due diligence and best practice management of certain projects, along with the development of sensitive grading techniques on high conservation value road sides has advanced. Rehabilitation planning and practice is also advancing well.
		Other environmental management developments include: urban forestry and in addition Council hosts an Environmental Consultative Panel.

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Bush Regeneration Strategy completed.	Not complete.	Completion.	One plan completed.	In process.	  
2. Management Plans for the Wooldridge Fossicking Area and Roadside Vegetation Reserves completed.	Not complete	Completion.	Two plans completed.	Complete	

3. Information on the Uralla Shire Council website.	Not complete.	Completion.	All relevant information available on the website.	Ongoing.	
4. Number of grants and projects developed	3 ZNET: Northern Tablelands Local Lands Services (August 2015). ZNET: Northern Tablelands Local Lands Services (September 2015). ZNET: Community services Biodiversity management: Save our Species partnership with Northern Tablelands Local Lands Services (September 2015).	None prescribed.	2 per quarter as funding opportunities allow	Await notification of award.	









INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Uralla Water Supply








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

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

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.1.1 Uralla Water supply is provided and maintained in compliance with the Drinking Water Quality Management Plan.		Ongoing compliance
2. 3.4.1.2 Review Councils Service Yield Study and Demand Management Plan.		Yield study adopted. Demand Management Plan being prepared.
3. 3.4.1.3 Complete annual water main replacement program.		Ongoing.
4. 3.1.4.3 Review Dam Safety Plan.		Awaiting new guidelines. Visual inspection completed July 2015. No major concerns identified.
5. 3.3.4.1 Inspect Councils water network to minimise water loss		Ongoing.
6. PBPR – Develop and implement Water Supply Asset Management Plan		Complete.
7. PBPR – Develop and implement Water Supply business plans		Ongoing. Plans complete.

PERFORMANCE MEASURES

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

margins improved.					

INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE





Bundarra Water Supply

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





Strategies:

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

3.1.4 Protect and maintain a healthy catchment and waterways.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.1.4 Bundarra water supply is provided and maintained in compliance with the Drinking Water Quality Management Plan.		Ongoing compliance.
2. 3.4.1.5 Complete annual water main replacement program for Bundarra water.		Need to identify any replacement needed.
3. 3.1.4.4 Review Councils Service Yield Study and Demand Management Plan for Bundarra water.		Yield Study adopted.

PERFORMANCE MEASURES

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

INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

Sewerage Services

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







Strategy:

3.1.4 Protect and maintain a healthy catchment and waterways.







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

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.2.1 Operate the sewer treatment plant in an efficient and effective manner.		Ongoing.
2. 3.4.2.2 Maintain and renew the sewer infrastructure network in-line with established programs.		Sewer main maintenance in progress.
3. 3.1.4.5 Undertake environment and health testing of treated effluent.		Meeting current standards.
4. Develop and adopt a Sewer Asset Management Plan.		Complete.
5. Develop and implement Sewer Asset Management Plan.		Ongoing.

PERFORMANCE MEASURES

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

END OF REPORT

17. MOTIONS ON NOTICE

There are no motions on notice.

18. SCHEDULE OF COUNCIL RESOLUTIONS

As at 19 April 2017.

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	26.06/15	Uralla Local Traffic Committee That: (i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee	DIR	March 2017	Application for funding support to design traffic calming and 40 KPH signage in CBD sent September 2016. Funding offer provided to Council for \$20,000 towards study. Needs to be expended by 30 June.	B
24 AUGUST 2015	6.08/15	Bridge Naming: New Bridges Over The Gwydir River and Abington Creek That Council 3. Places a plaque/s to honour the work of Nurse May Yarrowyck at a location to be determined.	DIR	Feb 2017	Location to be determined Plaque inscription drafted and under review.	B B
	37.02/16	Uralla Sporting Complex That the report be received and noted, and further that: (i) The capital budget be reviewed to include all projected costs and that additional grant funding be sought to complete the construction of the Uralla Sporting Complex and that the building be delayed until adequate funding is sourced; and further that (ii) 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. Open space and Recreational Panel no longer exists. Additional grant funding application was unsuccessful. Contact details for sports user groups have been collated. Consultation to be undertaken with these users to determine other suitable options given the available funds. Principal stakeholders include cricket, football and rugby league clubs. Initial consultation meeting held on the 12 April attended by cricket and junior rugby representatives. Soccer rep to be consulted with on 20 April.	B B

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
					during early April..	
23 MAR	26.03/15	<p>Land Disposal - Karava Place, Uralla</p> <p>That Council:</p> <p>3. Give the General Manager delegation to negotiate payment options; and</p> <p>4 .Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.</p>	MTPR/DIR	<p>2/6/15</p> <p>27/5/15 2/6/15</p> <p>20/7/15</p> <p>5/8/15</p> <p>18/9/15 2/6/15 4/9/15 30/10/15</p>	<p>Negotiations between all parties not yet completed.</p> <p>Contract of Sales</p> <p>Titles have been received and forward to solicitors. Title transfers signed and forwarded to solicitors.</p> <p>Stage up to: Lot 100 – Agreement in place Lot 103 – No agreement made Lot 102 – Agreement in place Lot 104 – Agreement in place</p>	<p>B</p> <p>B A B B</p>
23 NOV 15	24.11/15	<p>Bergen Road Land Acquisition and Exchange For Road Works</p> <p>That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.</p>	DIR / GM	May 2017	<p>Survey plans completed.</p> <p>May require new Council resolution depending on advice from Council.</p>	A

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
25 July 2016	17.07/16	<p>2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way Realignment COUNCIL RESOLUTION: That Council:</p> <ol style="list-style-type: none"> 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. 	<p>DIR</p> <p>DIR</p>	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.	<p>B</p> <p>B</p>

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
25 July 2016	18.07/16	<p>2.18.06.10</p> <p>Gazetting of Land Acquired for approaches to new Emu Crossing Bridge</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <p>1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.</p>	<p>DIR</p> <p>DIR</p>	Feb 17.	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.	B

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
25 July 2016	19.07/16	<p>2.18.06.11 Road Closure Request – Lot 32 DP 813093</p> <p>COUNCIL RESOLUTION: That Council:</p> <p>2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A & L McLean upon completion of the road closure on the basis that the purchase price is based on the value of the land plus the full cost of the road closure application; and</p> <p>3. Delegation be given to the General Manager to:</p> <p>a. Complete the road closure, and</p> <p>b. Undertake any necessary negotiations to complete the sale.</p> <p>4. Approve the fixing of the Council Seal to all necessary documents.</p>	DIR	Feb 17	<p>2. Road closure application to occur. – Advertising campaign being undertaken per Crown Lands requirement.</p> <p>3. Future action once closure has been undertaken</p> <p>4. Future action once closure has been undertaken</p>	<p>A</p> <p>A</p> <p>A</p>

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
25 October 2016	10.10/16	<p>1.25.10.03 Subject: Visitor Information Centre - Survey</p> <p>COUNCIL RESOLUTION: That:</p> <ol style="list-style-type: none"> 1. Council note the draft survey; 2. Council appoint a sub committee consisting of Councillor T Toomey, L Sampson, B Crouch, I Strutt to finalise the survey questions for distribution. 3. Council agree to circulation of survey in the following manner, subject to General Manager’s approval: <ol style="list-style-type: none"> (a) Online – Uralla Shire Council Website, Uralla Tourism Website, Uralla Community Services Website, Bundarra Community Website; (b) Facebook; (c) Hard copy – Library, Visitor Information Centre, Council Office Admin Building, TCSO, main street distribution; (d) Email (e) Mailout with council newsletter. 4. A public meeting to be held in January/February 2017 to: <ol style="list-style-type: none"> (i) Brief our community on the survey results (ii) Provide a forum for our community to put their views forward via a brief presentation and individual discussion with Councillors. 5. Staff invite expressions of interest for upgrade of VIC toilet. 	DIR	Feb 17	<ol style="list-style-type: none"> 1. Noted 2. Complete 3. Agreed 4. Community Forum arranged for Tuesday 26 April at 6pm. Refer 14.03/17 <p>Inspection of VIC toilets has identified that only minor maintenance works are warranted in the short term to address the issue of odour and amenity. Access to a more modern disabled toilet is available close by at the library. Major works as per the design drawings to increase the size of the disabled toilets, reduce the size of the public toilets, and provide for internal toilets for staff are not considered appropriate while the future use and layout of the building is not yet determined.</p>	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	13.12/16	<p>Payment of outstanding rates and charges by the Anglican Special District of Bundarra</p> <p>COUNCIL RESOLUTION:</p> <p>1. That Council reverse the allocations of \$3,612.91 and \$425.94 in costs against assessment 52903 as these costs can only be recovered from the proceeds from the sale of unpaid rates;</p> <p>2. That Council makes no reduction to the amount of interest charged on outstanding rates and charges payable by the owner of Lot 2 Section 31 DP 758181.</p>	CFO			C C
28 Feb 2017	15.02/17	<p>Department: General Manager</p> <p>Submitted by: Andrew Hopkins</p> <p>Reference/Subject: Report 7 - Community Engagement</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <p>a) Continue with the existing Community Engagement Strategy (2015) but remove reference to Strategic Community Consultative Panels.</p> <p>b) Host a minimum of three (3) Engagement functions in the 2017 calendar year.</p> <p>c) Approve funds of \$1,500 to be allocated for each Engagement functions.</p> <p>d) Approve the scope and schedule of dates outlined within the 'Report'..</p>	GM GM CFO GM		1 completed, 2 remaining	A B C C

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
28 Feb 2017	23.02/17	<p>Department: Infrastructure and Regulation Submitted by: Director Infrastructure and Regulation Reference/Subject: Report 13 - Uralla Local Traffic Committee</p> <p>COUNCIL RESOLUTION: That:</p> <ol style="list-style-type: none"> The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history. Council drafts a Road Closure policy for review by the LTC. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting. 	<p>DIR</p> <p>DIR</p> <p>DIR</p>		<ol style="list-style-type: none"> Completed Pending next LTC meeting Under preparation Under investigation with RMS and Council staff 	<p>C</p> <p>B</p> <p>A</p> <p>A</p>
28 Feb 2017	25.02/17	<p>Department: Infrastructure and Regulation Submitted by: Manager Waste Water Sewer Services Reference/Subject: Report 15 - Water and Sewer Charges Refund Policy</p> <p>COUNCIL RESOLUTION: That:</p> <ol style="list-style-type: none"> Council adopt the Water and Sewer Charges Refund Policy. Council resolve to write off 85% of water charges for a claim as per the provisions of Clause 3. 	CFO			C

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	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"> 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. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. The residents of 21 and 23 Rowan Avenue be advised of Councils resolution. 	<p>DIR</p> <p>DIIR</p> <p>DIR</p>		<p>To be considered in developing the 17/18 budget</p> <p>Scheduled for April</p> <p>3. Letter has been sent to residents</p>	C
28 Feb 2017	27.02/17	<p>Department: Community and Culture</p> <p>Submitted by: Manager Governance and Information Community and Culture</p> <p>Reference/Subject: Report 17 - Kamilaroi Ageing and Disability Services (KADS)</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <ol style="list-style-type: none"> Council note the information contained within this report and attachments; and Council cease providing KADS services outside of the Uralla local government area by June 2017. 	Comm & Culture			

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
28 MARCH 2017	4.03/17	<p>Report 1 – 2017 Bush Bursary/Country Women’s Association Scholarship Program</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <p>The General Manager approach the two medical practices in Uralla to determine their support for this scholarship program (including their financial assistance), prior to Council determining its support or otherwise for this program.</p>	GM		Letters sent to medical practices.	B
	5.03/17	<p>Report 2: - Engagement Breakfast</p> <p>COUNCIL RESOLUTION:</p> <p>That Council</p> <p>1) Advise the NSW Department of Industry that the Industry Engagement Breakfast initiated by Council was a successful event as part of Back to Business Week.</p> <p>2) Formally thank, by way of Mayoral letter, the Hon Adam Marshall, Minister for Tourism and Major Events and Assistant Minister for Skills for his attendance and for delivering the key note address.</p>	GM GM			

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	10.03/17	<p>Report 7 - Bundarra Sewerage Scheme Progress including appointment of a Project Manager</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <p>1 Council approve a project budget of \$5.447m for the Bundarra Sewerage Scheme, of which \$3.675m is provided as grant funding and \$1.772m is provided by Council via the current sewerage reserve with internal borrowings from the Water Supply Reserve.</p> <p>2 Council adopt a single sewerage charge across the Uralla Shire with charging to commence in 2017/18.</p> <p>3 Council accept a proposal for project management and contract administration services from Public Works Australia to oversee the construction and commissioning of the scheme.</p> <p>4 Council convene a public meeting with the Bundarra Community on 9 May 2017 to provide information and take questions from the public about the scheme.</p>	<p>DIR</p> <p>DIR</p>		<p>To be incorporated in the budget</p> <p>To be included in charges for 17/18</p> <p>Public Works engaged as per resolution</p> <p>Invitation letter and fact sheet prepared and under review by Restart NSW</p>	
	18.03/17	<p>Report 11 - Development Application DA-55-2016 – 40 Bridge Street, Uralla – Staged Development: Commercial building and four short term accommodation units</p> <p>That:</p> <p>(a) Council approve DA-55-2016 on land titled Lots 31 & 32 DP 813093 known as 40 Bridge Street, Uralla subject to the following conditions. (listed in minutes)</p> <p>(b) Those persons that made a submission in relation to the Application be notified of the determination in writing as per the provisions of the Environmental Planning & Assessment Act 1979 and Regulations.</p>	DIR			C

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	13.03/17	Report 8 - Related Party Disclosures COUNCIL RESOLUTION: 1. That Council adopt the Related Party Disclosure Policy.	GM			
	14.03/17	Report 9 - VIC and Library Survey COUNCIL RESOLUTION: That Council a) Note the results of the community survey regarding the Visitor Information Centre (VIC) and the library. b) Hold a public meeting on 26 April at 6:00pm in the Council Chambers, to brief the community on the survey results and to provide the community with a forum to put their views forward.	GOV. DIRECTOR		Public meeting has been scheduled and advertised.	B
	15.03/17	Report 10 – Community Grants 2016/17 – Combined Round 1 & Round 2 COUNCIL RESOLUTION: That: 1) Council approve the Community Grants, combined rounds one and two 2016/17 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report: • S. Rowbottom - \$300 • Rotary Club Uralla - \$2,000 2) Correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee {2 Unsuccessful Applicants} section of the Report.	GOV DIRECTOR CFO GOV DIRECTOR		Letters notifying applicants of determinations have been sent out. Requires Rotary Club to advise where storage facility is to be located and that it is capable of accommodating the facility. Payment to successful applicants is yet to be made.	B

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	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"> 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, 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, 3. Delegate to the General Manager the authority to negotiate the purchase of the lands up to an amount of \$25,000, and 4. Offer a 12 month lease over Lot 30 on DP 793510 as per the previous lease arrangements appropriately indexed. 	<p>GOV DIRECTOR</p> <p>DIR</p> <p>DIR/GM</p> <p>GOV DIRECTOR</p>		Legal review is underway. Advice is pending.	B

OTHER ITEMS/ACTIONS REQUIRED						
Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
28 MARCH 2017		<p>QUESTIONS FOR NEXT MEETING</p> <p>Cr T Toomey</p> <p>1. Has Council applied for Black Spot funding for Maitland and King Streets intersection as it appears to meet the criteria?</p> <p>2. Can you please advise if the Heritage Advisor is currently liaising with property owners in the Shire, other than those presented in the report to Council?</p> <p>Cr I Strutt</p> <p>1. Can Councillors please have a schedule of future actions in relation to the industrial land development provided to them?</p> <p>Mayor Pearce</p> <p>1. Uralla Sporting Complex request from Mr Ritchie to meet with the Mayor, Deputy Mayor, General Manager and Director of Infrastructure and Regulation.</p> <p>Cr N Ledger</p> <p>1. Request that future Council Meetings be held earlier, the suggestion being lunch at 12noon with meeting commencing at 12:30pm.</p>	<p>DIR</p> <p>DIR</p> <p>DIR</p> <p>GM/DIR</p> <p>GM</p>		<p>1.No. Nominations for project proposals will be called for in May 2017. Staff will attend workshop on this. Additional signage and linemarking has been provided to the intersection on the King St approach from the SE.</p> <p>2.In addition to the property owners in the report, the Heritage Officer met with a representative of the Masonic Lodge to take some before photos where works are proposed under the Councils Heritage Assistance Fund.</p> <p>1.Under development</p> <p>Consultation meeting was undertaken with representatives from junior rugby and cricket clubs. Mr Ritchie was unable to attend. Meeting with soccer representative on 20/4/17</p> <p>Extraordinary Council meeting held. Meeting time amended to 12:30pm.</p>	

19. CONFIDENTIAL BUSINESS

There is no confidential business.

20. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

Cr T Toomey

1. Has Council applied for Black Spot funding for Maitland and King Streets intersection as it appears to meet the criteria?

RESPONSE: No. Nominations for project proposals will be called for in May 2017. Staff will attend workshop on this. Additional signage and linemarking has been provided to the intersection on the King St approach from the SE.

2. Can you please advise if the Heritage Advisor is currently liaising with property owners in the Shire, other than those presented in the report to Council?

RESPONSE: In addition to the property owners in the report, the Heritage Officer met with a representative of the Masonic Lodge to take some before photos where works are proposed under the Councils Heritage Assistance Fund.

Cr I Strutt

1. Can Councillors please have a schedule of future actions in relation to the industrial land development provided to them?

RESPONSE: Under development.

Mayor Pearce

1. Uralla Sporting Complex request from Mr Ritchie to meet with the Mayor, Deputy Mayor, General Manager and Director of Infrastructure and Regulation.

RESPONSE: A consultation meeting was undertaken with representatives from junior rugby and cricket clubs. Mr Ritchie was unable to attend. Meeting with soccer representative is to be held on 20/4/17

Cr N Ledger

1. Request that future Council Meetings be held earlier, the suggestion being lunch at 12noon with meeting commencing at 12:30pm.

RESPONSE: Extraordinary Council Meeting has been held, with meeting commencement time being changed to 12:30pm.

21. QUESTIONS FOR NEXT MEETING

END OF BUSINESS PAPER