



## 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

**27 February 2018**

Andrew Hopkins  
**GENERAL MANAGER**



Uralla Shire Council  
Council Business Paper - 27 February 2018  
**Uralla Shire Council**  
**Council Business Paper – 27 February 2018**

---

1. OPENING & WELCOME .....	6
2. PRAYER.....	6
3. ACKNOWLEDGEMENT OF COUNTRY.....	6
4. APOLOGIES.....	6
5. REQUESTS FOR LEAVE OF ABSENCE .....	6
6. DISCLOSURES & DECLARATIONS OF INTEREST .....	6
7. CONFIRMATION OF MINUTES.....	7
8. ANNOUNCEMENTS .....	32
9. TABLING OF REPORTS & PETITIONS.....	32
10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION.....	32
11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS .....	32
12. PRESENTATIONS.....	32
13. DEPUTATIONS .....	32
14. WRITTEN REPORTS FROM DELEGATES .....	32
15. MAYORAL MINUTE.....	32
16. REPORTS TO COUNCIL.....	32
Report 1 – Cash at Bank and Investments - December .....	33
Report 2 – Cash at Bank and Investments - January.....	37
Report 3 – Uralla Historical Society Rates – Additional information to previous reports .....	41
Report 4 - Minister’s Awards for Women in Local Government .....	44
Report 5 -DIVISION DECISION – Development Application 2/2018 – 5 Bay Shed – 156 Bridge Street, Uralla.....	46
1. Development Assessment Report.....	52
2. Plans.....	52
3. Submissions.....	52
Report 6 - 2018 Audit and Risk Committee - Meeting Times .....	67
Report 7 - 2017/18 Operational Plan - Progress Report at 31 December 2017 .....	69
2017/18 Operational Plan Progress Report at 31 December 2017 .....	70
Report 8 - Community Services - Strategic Business Plans .....	137
Report 9 - Visitor Information Centre & Library Monthly Report.....	141
Report 10 - Visitor Information Centre and Library Monthly Report .....	144
Report 11 - Development Approvals and Refusals for December 2017.....	147
Report 12 - Development Approvals and Refusals for January 2018 .....	152

Uralla Shire Council  
Council Business Paper - 27 February 2018  
**Uralla Shire Council**  
**Council Business Paper – 27 February 2018**

---

Report 13 - Regulatory Statistics Ending 31 December 2017 .....	157
Report 14 - Uralla Shire Council Caravan Park – Interim management arrangements .....	174
Report 15 - Works Progress Report as at 31 January 2018 .....	177
Works Program .....	180
Report 16 - Bundarra Sewer Scheme Second Quarterly Report October - December 2017 .....	182
Bundarra Sewer Scheme Second Quarter Progress Report 2017 monthly progress reports from Public Works Advisory (PWA). .....	184
Report 17 - Bundarra water Treatment Plant - Lot 1 DP 815912 – Operational land classification .....	188
Report 18 - Visitor Information Centre - Improvement Project Funding Request .....	190
Report 19 - Submission regarding Uralla Community Consultative Group .....	193
Letters of support .....	194
Report 20 - 2018 Community Engagement Events.....	204
17. MOTIONS ON NOTICE .....	207
18. SCHEDULE OF COUNCIL RESOLUTIONS.....	207
19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING.....	229
20. QUESTIONS FOR NEXT MEETING .....	229
21. CONFIDENTIAL BUSINESS.....	229
Report 21 - Bundarra Tennis Courts - Lot 1 Sec 9 DP 758181.....	230



**- BUSINESS AGENDA -**  
**Ordinary Meeting of Council**  
**27 February 2018 at 12:30pm**

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Apologies**
- 5. Requests for Leave of Absence**
- 6. Disclosures & Declaration of Interests**
- 7. Confirmation of Minutes of Previous Meeting**
- 8. Announcements**
- 9. Tabling of Reports & Petitions**
- 10. Recommendations for Items to be Considered in Confidential Section**
- 11. Urgent Supplementary & Late Items of Business**
- 12. Presentations**
- 13. Deputations**
- 14. Written Reports from Delegates**
- 15. Mayoral Minute**
- 16. Reports to Council**
  - Report 1 December Cash at Bank and Investments
  - Report 2 January Cash at Bank and Investments
  - Report 3 Uralla Historical Society Rates – Additional information to previous reports
  - Report 4 Minister’s Awards for Women in Local Government

- Report 5 Development Application 2/2018 – 5 Bay Shed – 156 Bridge Street, Uralla
- Report 6 2018 Audit and Risk Committee – Meeting Times
- Report 7 2017/18 Operational Plan – Progress Report at 31 December 2017
- Report 8 Community Services – Strategic Business Plans
- Report 9 Visitor Information Centre & Library December Report
- Report 10 Visitor Information Centre & Library January Report
- Report 11 Development Approvals and Refusals for December 2017
- Report 12 Development Approvals and Refusals for January 2018
- Report 13 Regulatory Statistics Ending 31 December 2017
- Report 14 Uralla Shire Council Caravan Park – Interim management arrangements
- Report 15 Works Progress Report as at 31 January 2018
- Report 16 Bundarra Sewer Scheme Second Quarterly Report, October - December 2017
- Report 17 Bundarra Water Treatment Plant – Operational land classification
- Report 18 Visitor Information Centre – Improvement Project Funding Request
- Report 19 Submission regarding Uralla Community Consultative Group
- Report 20 2018 Community Engagement Activities

**17. Motions on Notice**

**18. Schedule of Council Resolutions as at 21 February 2018**

**19. Responses to Questions from Previous Meeting**

**20. Questions for Next Meeting**

**21. Confidential Business**

Report 21 – Confidential Report – Bundarra Tennis Courts

**22. Meeting Close**

---

[www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au)

**1. OPENING & WELCOME**

**2. PRAYER**

**3. ACKNOWLEDGEMENT OF COUNTRY**

**4. APOLOGIES**

**5. REQUESTS FOR LEAVE OF ABSENCE**

**Request for leave of absence**

- Councillor R Bell

**6. DISCLOSURES & DECLARATIONS OF INTEREST**

To be tabled at the Meeting.

## **7. CONFIRMATION OF MINUTES**

### **Minutes to be confirmed or received and noted at the 27 February 2018 Meeting of Council:**

- Ordinary Meeting of Council held 12 December 2017 (copy enclosed)
- Extraordinary meeting of Council held 13 February 2018 (copy enclosed)



## ORDINARY MEETING OF COUNCIL

Held at 12:30pm  
19 December 2017

### ROLL CALL

#### Councillors:

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

#### Staff:

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

# MINUTES



Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

---

**TABLE OF CONTENTS**

1. OPENING & WELCOME.....	3
2. PRAYER .....	3
3. ACKNOWLEDGEMENT TO COUNTRY .....	3
4. APOLOGIES .....	3
5. REQUESTS FOR LEAVE OF ABSENCE.....	3
6. DISCLOSURES & DECLARATION OF INTERESTS.....	3
7. CONFIRMATION OF MINUTES .....	3
8. ANNOUNCEMENTS.....	4
9. TABLING OF REPORTS & PETITIONS.....	4
10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION .....	4
11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS.....	4
12. PRESENTATIONS.....	4
13. DEPUTATIONS .....	4
14. WRITTEN REPORTS FROM DELEGATES (ACTIVITY SUMMARIES) .....	5
15. MAYORAL MINUTE.....	7
16. REPORTS TO COUNCIL (SCHEDULED REPORTS) .....	7
16. LATE REPORTS TO COUNCIL .....	12
17. MOTIONS ON NOTICE .....	14
18. SCHEDULE OF COUNCIL RESOLUTIONS .....	14
19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING.....	14
20. QUESTIONS FOR NEXT MEETING .....	14
21. CONFIDENTIAL BUSINESS .....	14
22. APPENDIX: ITEM 2 OF CLOSED ATTACHMENT TO REPORT 4 – HERITAGE ADVISORY SERVICES SUAMMARY FOR DECEMBER 2017.....	15

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

*The Meeting Commenced at: 12:30pm*

**ATTENDANCE**

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

**1. OPENING & WELCOME**

**2. PRAYER**

**3. ACKNOWLEDGEMENT TO COUNTRY**

**4. APOLOGIES**

*That an apology be received from Cr Strutt that she will leave the meeting at 1:15pm and a leave of absence granted.*

**5. REQUESTS FOR LEAVE OF ABSENCE**

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

**6. DISCLOSURES & DECLARATION OF INTERESTS**

There were no disclosures or declarations made.

**7. CONFIRMATION OF MINUTES**

Minutes to be confirmed or received and noted at the 19 December 2017 Meeting:

- Minutes of Ordinary Meeting held 28 November 2017 (to be confirmed)

**AMENDMENTS**

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

*Cr Bell made reference to assessment numbers being added to the resolutions in closed session.*

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

**To move to Committee of the Whole**

**1.12/17 CARRIED**

*Councillors held a detailed discussion in committee regarding the swimming pool fees. Cr Toomey expressed her concerns about the wording of Part 2 of resolution 48.11/17*

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

**To resume Standing Orders**

**2.12/17 CARRIED**

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

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

That;

Council adopt the Minutes, together with amendments as noted, as a true and correct record of the Ordinary Meeting held 28 November 2017.

Amendments:

Include the assessment numbers relevant to resolutions 53.11/17 & 54.11/17 of the confidential session.

**3.12/17 CARRIED**

---

This is Page 3 of the Minutes of the Uralla Shire Council at an Ordinary Meeting of Council held on 19 December 2017

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

## 8. ANNOUNCEMENTS

*The Chair advised there were no announcements.*

## 9. TABLING OF REPORTS & PETITIONS

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

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

*The Chair referred Councillors to the items of business which contain components recommended for consideration in the confidential section of the meeting.*

## 11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

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

Late Reports to Council:

- Uralla Local Traffic Committee
- Response to ARC Letter - Cooperation
- Expression of Interest – Panel of Conduct Reviewers

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

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

That;

The late items of business be heard following Report 9 in the Meeting Agenda as;

- Late Report 1 – Uralla Local Traffic Committee
- Late Report 2 – Response to ARC Letter - Cooperation
- Late Report 3 – Expression of Interest – Panel of Conduct Reviewers

**4.12/17 CARRIED**

## 12. PRESENTATIONS

Speaker 1:	Mr Adam Blakester & Mr Kevin Hartley
Subject:	Earth Funerals

*The Chair introduced the Speaker, Mr Adam Blakester and Mr Kevin Hartley.*

*The Speaker made a presentation to Council in relation to Earth Funerals.*

*The Chair invited questions from Councillors.*

*The Chair thanked the Speakers for their presentation to Council.*

*Cr I Strutt, having previously declared a need to leave early, left the meeting at 01:15pm, during the presentation.*

## 13. DEPUTATIONS

There were no deputations registered for the 19 December 2017 Meeting.

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017**

Resolution  
Number

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

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

<b>COUNCILLOR NAME:</b>		Mark Dusting
<b>COUNCIL MEETING DATE:</b>		19 December 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
	Weeds Council	
	19 <sup>th</sup> Weeds Conference	

<b>COUNCILLOR NAME:</b>		Bob Crouch
<b>COUNCIL MEETING DATE:</b>		19 December 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
29/11/17	Primary Producers Engagement event	Uralla
7/12/17	Bundarra School presentation	Bundarra
13/12/17	Grace Munro Christmas Party	Bundarra
12/12/17	Council Workshop	Uralla
14/12/17	Sewerage Workshops	Bundarra
19/12/17	Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>		Levi Sampson
<b>COUNCIL MEETING DATE:</b>		19 December 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
12/12/17	Strategic Workshop	Uralla
13/12/17	Rocky River School Presentation	Uralla
19/12/17	Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>		Natasha Ledger
<b>COUNCIL MEETING DATE:</b>		19 December 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
23/11/17	Wind Turbine meeting	Kentucky
28/11/17	Council meeting DA Visit	Uralla
29/11/17	Why worry wines	Uralla
30/11/17	Kingstown School Presentation night	Kingstown
7/12/17	Council Staff Christmas Party	Depot
14/12/17	Bundarra Sewerage Worskshops	Bundarra
19/12/17	Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>		Tara Toomey
<b>COUNCIL MEETING DATE:</b>		19 December 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
12/12/17	Council Workshop	Chambers
12/12/17	Kentucky School Presentation Night	Kentucky
19/12/17	Council Meeting	Chambers

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017**

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

<b>COUNCILLOR NAME:</b>		Robert Bell
<b>COUNCIL MEETING DATE:</b>		19 December 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
5/12/17	Uralla Local Traffic Committee	Uralla
12/12/17	Strategic Workshop	Uralla
14/12/17	Bundarra Sewer Meeting	Bundarra
19/12/17	Council December Meeting	Uralla

<b>COUNCILLOR NAME:</b>		Kevin Ward
<b>COUNCIL MEETING DATE:</b>		19 December 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
29/11/17	Primary Producers Engagement	Why Worry
12/12/17	St Josephs School Presentations	Uralla
12/12/17	Council Workshop	Council
14/12/17	Bundarra Sewerage – Public Meeting	Bundarra
19/12/17	Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>		Isabel Strutt
<b>COUNCIL MEETING DATE:</b>		19 December 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
29/11/17	Consultation Engagement with primary producers	WhyWorry - Uralla
6/12/17	Community Carols	Uralla
12/12/17	Strategic Planning Meeting	Uralla
13/12/17	Grace Munro Christmas Party	Bundarra
14/12/17	Public Meetings re Sewerage System	Bundarra
19/12/17	Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>		Michael Pearce
<b>COUNCIL MEETING DATE:</b>		19 December 2017
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
29/11/17	Mayor's Office – Admin Primary Producers Engagement	Uralla
30/11/17	Northern Inland Regional Waste (NIRW) AGM and Meeting	Moree
1/12/17	HMAS Armidale memorial Service – Central Park, Armidale	Armidale
4/12/17 – 6/12/17	Local Government NSW Annual Conference	Sydney
11/12/17	Mayor's Office – Admin Official Opening Armidale Airport interior extensions	Uralla
12/12/17	Mayor's Office – Admin Councillor Workshop	Uralla Armidale
13/12/17	Grace Munro Aged Care Centre Christmas Party	Bundarra
14/12/17	NAMOI JO Board meeting Community Consultation regarding Bundarra Sewage Scheme	Bingara Bundarra
18/12/17	Mayor's Office – Admin	Uralla
19/12/17	Mayor's Office – Admin December Council Meeting	Uralla

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

*Cr N Ledger, left the meeting at 1:35pm.  
Cr N Ledger returned to the meeting at 1:37pm.*

**15. MAYORAL MINUTE**

Submitted by: Mayor, Cr M Pearce  
Reference/Subject: Local Government NSW Annual Conference held in Sydney

**MAYOR'S RECOMMENDATION:**

That;  
The report on the LGNSW Conference be noted and accepted.

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

That;  
The report on the LGNSW Conference be noted and accepted.

**5.12/17 CARRIED**

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

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

**OFFICER'S RECOMMENDATION:**

That;  
Council note the cash position as at 30 November, 2017 consisting of cash and overnight funds of \$2,320,022, term deposits of \$12,450,000 totalling \$14,770,022 of readily convertible funds.

**MOTION (Crs L Sampson / N Ledger)**

That;  
Council note the cash position as at 30 November, 2017 consisting of cash and overnight funds of \$2,320,022, term deposits of \$12,450,000 totalling \$14,770,022 of readily convertible funds.

**6.12/17 CARRIED**

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

**OFFICER'S RECOMMENDATION:**

That;  
The report be received and noted for the works completed or progressed during November 2017, and works programmed for December 2017.

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

That;  
The report be received and noted for the works completed or progressed during November 2017, and works programmed for December 2017.

**7.12/17 CARRIED**

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

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

OFFICER'S RECOMMENDATION:

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

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

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

**8.12/17 CARRIED**

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

OFFICER'S RECOMMENDATION:

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

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

That;  
The Heritage Advisory Services Summary for December 2017 be received and noted by Council.  
With Item 1 to remain confidential and Item 2 to become a public document and appended to the minutes of this meeting.

**9.12/17 CARRIED**

Department: Corporate Services  
Submitted by: Payroll-Revenue Coordinator  
Reference/Subject: Report 5 – Uralla Historical Society Rates – Addendum to Report 19

*GM Andrew Hopkins, having declared a conflict of interest, left the meeting at this time 1:50pm.*

OFFICER'S RECOMMENDATION:

That Council;  
1. Take Report 19 Uralla Historical Society Rates from the Ordinary Meeting held 28 November from the table.  
2. That Council consider the original report in light of the information provided here

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

**To move to Committee of the Whole**

**10.12/17 CARRIED**

*Councillors held a detailed discussion in committee regarding rates*

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

**To resume Standing Orders**

**11.12/17 CARRIED**

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

As the Deputy Mayor was absent from the meeting and the Mayor having declared a conflict of interest and his intention to leave the meeting, Council voted on who would assume the Chair during the debate of Report 5 – Uralla Historical Society Rates – Addendum to Report 19.

The MOTION was put and CARRIED

That Cr Dusting assume the Chair during the debate of Report 5 – Uralla Historical Society Rates – Addendum to Report 19.

*Mayor Cr M Pearce, having declared a conflict of interest, left the meeting at this time 2:10pm.*

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

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

That;

Report 19 Uralla Historical Society Rates from the Ordinary Meeting held 28 November continue to lay on the table until further information is received.

**FORESHADOWED MOTION (Crs N Ledger / ):**

That;

Council resolves that both premises are recognised as separate entities and appropriate rates applied

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

**12.12/17 The MOTION was PUT and CARRIED without further debate.**

*Cr N Ledger requested that her vote against the motion be recorded.*

*Mayor Cr M Pearce returned to the meeting at 2:20pm.*

*General Manager Andrew Hopkins returned to the meeting at 2:20pm.*

*Simon Paul left the meeting at 2.20pm*

Department: General Manager's Office  
Submitted by: General Manager  
Reference/Subject: Report 6 - Joint Organisations

**OFFICER'S RECOMMENDATION:**

That;

Council resolve to hold an extraordinary meeting on Tuesday 13th February 2018 at 12:00 noon to:

- a) determine whether it will nominate to be a member of a Joint Organisation; and
- b) dependent upon a), determine which other councils Uralla Shire Council wishes to form a Joint Organisation with.

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

That;

Council resolve to hold an extraordinary meeting on Tuesday 13th February 2018 at 12:00 noon to:

- a) determine whether it will nominate to be a member of a Joint Organisation; and
- b) dependent upon a), determine which other councils Uralla Shire Council wishes to form a Joint Organisation with.

**13.12/17 CARRIED**



Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

Department: Community and Governance  
Submitted by: Coordinator Tourism & Community Development  
Reference/Subject: Report 7 - Monthly Report Visitor Information Centre and Library

**OFFICER'S RECOMMENDATION:**

That;  
The report be received and noted.

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

That;  
The report be received and noted.

**14.12/17 CARRIED**

Department: Community & Governance  
Submitted by: Director Community & Governance  
Reference/Subject: Report 8 - Report of the Audit and Risk Committee Meeting held on 21

**OFFICER'S RECOMMENDATION:**

That;  
1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017  
2. Council adopt the following Committee Recommendation:  
Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1  
Council:

- a) Set the meeting schedule for 2018 as follow:
  - 9am Tuesday, 10 April 2018
  - 9am Tuesday, 10 July 2018
  - 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements
  - 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm)
- b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.
- c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.
- d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.

Report No. 6.4 Procurement Policy Final Draft  
Committee Recommendation 6.4.1:

That:

- a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and
  - b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.
3. Council:
- a. note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.
  - b. as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

**MOTION (Crs B Crouch / N Ledger)**

That;

1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017
2. Council adopt the following Committee Recommendation:

Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1

Council:

- a) Set the meeting schedule for 2018 as follow:
  - 9am Tuesday, 10 April 2018
  - 9am Tuesday, 10 July 2018
  - 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements
  - 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm)
- b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.
- c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.
- d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.

Report No. 6.4 Procurement Policy Final Draft

Committee Recommendation 6.4.1:

That:

- a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and
  - b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.
3. Council:
    - a. note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.
    - b. as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.

**15.12/17 CARRIED**

Department: General Manager's Office  
Submitted by: General Manager  
Reference/Subject: Report 9 - International Women's Day Event

**OFFICER'S RECOMMENDATION:**

That Council;

Amend resolution 10.01/17 "That Council note and approve the continued support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council" by inserting 'annual' after 'continued' and before 'support' so that the resolution becomes "That Council note and approve the continued annual support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council".

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

**MOTION (Crs T Toomey / N Ledger)**

That Council;

Amend resolution 10.01/17 "That Council note and approve the continued support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council" by inserting 'annual' after 'continued' and before 'support' so that the resolution becomes "That Council note and approve the continued annual support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council".

**16.12/17 CARRIED**

**16. LATE REPORTS TO COUNCIL**

Department: **Infrastructure and Regulation**  
Submitted by: Director Infrastructure and Regulation  
Reference/Subject: Report 1 LATE REPORT  
Late Report 1 - Uralla Local Traffic Committee

OFFICER'S RECOMMENDATION:

That;

**That Council note the minutes of the Uralla Local Traffic Committee held on 5 December 2017.**

**PROCEDURAL MOTION (Crs N Ledger / B Crouch)**

**To move to Committee of the Whole**

**17.12/17 CARRIED**

*Councillors held a detailed discussion in committee regarding the Traffic Committee minutes.*

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

**To resume Standing Orders**

**18.12/17 CARRIED**

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

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

That;

1. Council note the minutes of the Uralla Local Traffic Committee held on 5 December 2017.
2. The King Street / Maitland Street intersection treatment option (2), attached, be implemented subject to funding approval by Council.
3. Disabled parking requirements for Uralla be accommodated subject to the approval, by Roads & Maritime Services, of funding for the PAMP study 2018/19.
4. The pedestrian crossing requirements in King Street for McMaugh Gardens be considered as part of the 40Km/hr pedestrian activity area concept plan.

**19.12/17 CARRIED**

Department: **General Manager's Office**  
Submitted by: General Manager  
Reference/Subject: Report 2 LATE REPORT  
Late Report 2 - Response to ARC Letter - Cooperation

OFFICER'S RECOMMENDATION:

**That;**

**The Mayor responds to Armidale Regional Council's correspondence dated 14<sup>th</sup> December 2017, reference ARC16/0607, noting as follows:**

- a) Council acknowledges the positive and cooperative sentiment contained within the letter; and
- b) Council reciprocates such sentiment and looks forward to working collaboratively with Armidale Regional Council for the benefit of the residents of our respective communities.

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

**MOTION (Crs M Dusting /K Ward)**

That;

The Mayor responds to Armidale Regional Council's correspondence dated 14<sup>th</sup> December 2017, reference ARC16/0607, noting as follows:

- a) Council acknowledges the positive and cooperative sentiment contained within the letter; and
- b) Council reciprocates such sentiment and looks forward to working collaboratively with Armidale Regional Council for the benefit of the residents of our respective communities.

**20.12/17 CARRIED**

**PROCEDURAL MOTION (Crs M Pearce / M Dusting)  
Meeting Adjournment (3:16pm to 3:25pm).**

**21.12/17 CARRIED**

Department: **Community and Governance**  
Submitted by: *Director Community and Governance*  
Reference/Subject: Report 3 LATE REPORT  
Late Report 3 Expression of Interest - Panel of Conduct Reviewers

OFFICER'S RECOMMENDATION:

That;

**Council**

- a. share a panel of conduct reviewers with the following other councils:
  - Tamworth Regional Council,
  - Gunnedah Shire Council,
  - Narrabri Shire Council, and
  - Walcha Shire Council.
- b. appoint the panel of conduct reviewers for a period of 4 years as set out below:
  - O'Connell Workplace Relations Pty Ltd
  - SINC Solutions Pty Ltd
  - Centium Group Pty Ltd
  - Locale Consulting Pty Ltd
  - Linda Pettersson Consulting Pty Ltd

**MOTION (Crs B Crouch / N Ledger)**

That;

**Council**

- a. share a panel of conduct reviewers with the following other councils:
  - Tamworth Regional Council,
  - Gunnedah Shire Council,
  - Narrabri Shire Council, and
  - Walcha Shire Council.
- b. appoint the panel of conduct reviewers for a period of 4 years as set out below:
  - O'Connell Workplace Relations Pty Ltd
  - SINC Solutions Pty Ltd
  - Centium Group Pty Ltd
  - Locale Consulting Pty Ltd
  - Linda Pettersson Consulting Pty Ltd

**22.12/17 CARRIED**

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 19 December 2017

Resolution  
Number

*Chief Financial Officer Simon Paul returned to the meeting at 3:47pm.*

**17. MOTIONS ON NOTICE**

There were no 'Notices of Motion' addressed to the 19 December Meeting.

**18. SCHEDULE OF COUNCIL RESOLUTIONS**

Schedule of Action Items as at: 13 December 2017

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

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

*That;*

*Council contact the local member, Hon. Adam Marshal MP and request that he approach the Minister for Local Government with a view to expedite the resolution of outstanding matters contained within the Schedule of Actions in this Business Paper that are currently before the Office of Local Government.*

**23.12/17 CARRIED**

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

**20. QUESTIONS FOR NEXT MEETING**

There were no Questions for February 2018 Ordinary Meeting of Council

**21. CONFIDENTIAL BUSINESS**

**CLOSURE OF MEETING**

*The meeting was closed at: 04:10pm*

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



research | interpretation | education | tours | project management

**HERITAGE ADVISORY MEMO**

**No. 60 date: 5 December 2017**

**ITEM 2: Heritage & Archaeological Assessment –  
Rocky River Goldmining Precinct, Uralla**

At its meeting of 25 November, 2013 Council considered the Uralla Community Based Heritage Study Stage 2. Part of the resolution was that a survey of the Rocky River Goldmining Precinct be carried out.

I have been requested by Matt Clarkson, Council's Manager of Planning and Regulation, to provide a DRAFT Project Scope for the preparation of a heritage and archaeological assessment for the Rocky River Goldmining Precinct.

**1. Study Site**

The site is located adjacent to the township of Uralla and covers an area of approximately 2,270 hectares.

The map at **Appendix A** shows the general locality.

**2. Background**

In 2012 Council engaged Susan Jackson-Stepowski, Heritage Planning Consultant, to complete Stage 2 of the Community Based Heritage Study. Stage 1 of the Study, a draft Historic Context Report, was completed by Sue Rosen in 2009.

The Jackson-Stepowski report made several recommendations for future strategy direction, additional heritage precincts, extensions and deletions to the Uralla commercial precinct and included the preparation of 276 State Heritage Inventory (SHI) sheets on individual properties and precincts for listing in the Study.

One of the recommendations from the Jackson-Stepowski report was that a separate study be undertaken for the Rocky River Goldmining Precinct – a site which adjoins the existing township of Uralla and has been identified as a Conservation Area within (Rocky River Goldmining Precinct "CO2" in Uralla Local Environmental Plan 2012.

The following information, although not exhaustive, provides an insight in to the early goldmining of the Rocky River area.

### 3. Project aims

The aims of the project are to:

- investigate the heritage nature of the Goldmining Precinct.
- prepare a list of items to be nominated under Council's Community Based Heritage Study, and for listing by way of a planning proposal under the Uralla Local Environmental Plan 2012.
- look at the possibility of reducing the Heritage Conservation Area.

### 4. Project objectives

The project objectives are to:

- identify what heritage features are important within the heritage Goldmining Precinct.
- investigate the reduction in size of the existing Conservation Area which is currently 2,270 hectares in size.

By reducing the size of the Conservation area, it will allow further exempt and complying development within the area, which currently are restrictive in nature and is causing community anxiety due to Council's inability to provide information on heritage specifics.

Currently there are approximately 400 properties affected under the Conservation area.

- have a proposed list of community heritage values that should be included on the Uralla Community Based Heritage Study and listing on the NSW State Heritage Inventory (web listing) to allow community access to that information.
- have a list of proposed items to include in a planning proposal to list within the Uralla local Environmental Plan.

Previous to the Template LEP Council had the conservation area listed as an item of environmental heritage, thus this was lost during the conversion, reducing the heritage protection on the area.

### 5. Project outputs

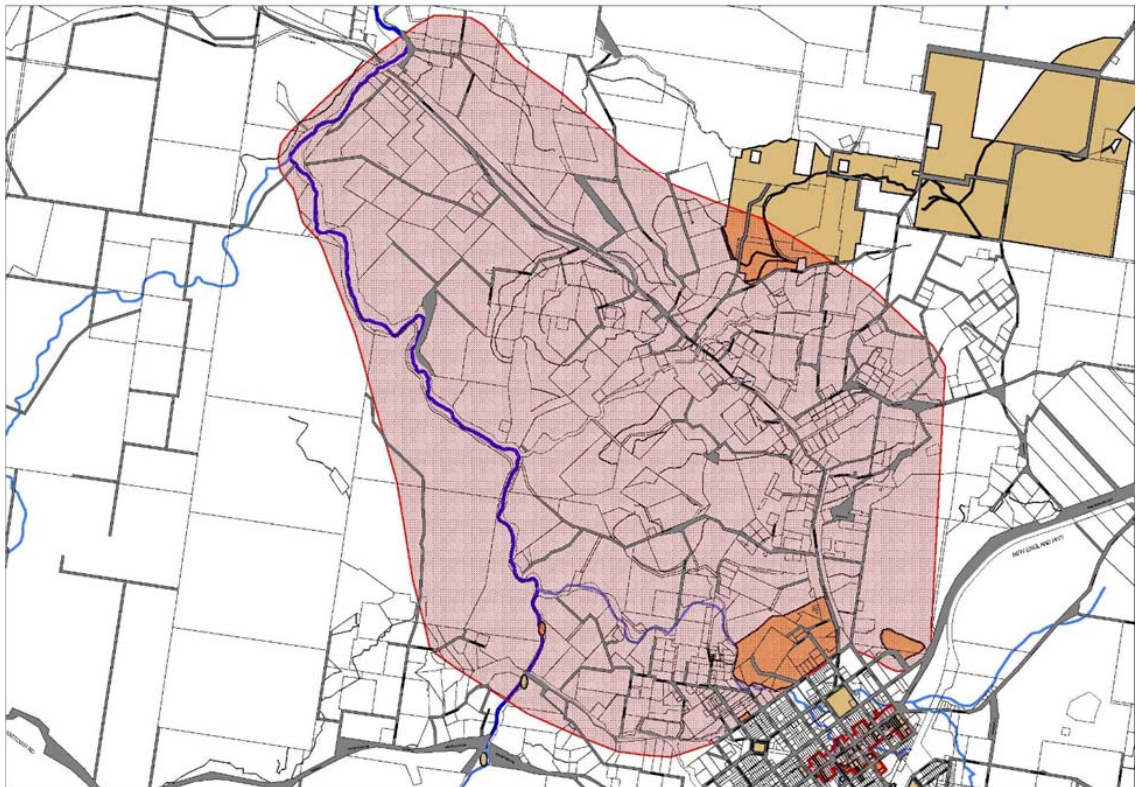
The project outputs are to:

- identify what is of importance and information on why it is important in relation to mining heritage.
- collate the relevant information about the mining precinct to pass on to the community.
- review the size of the Heritage Conservation area.
- identify items to be listed on the Uralla Community Based Heritage Study and inclusion in the NSW State Heritage Inventory.
- prepare a list of proposed items of environmental heritage to be included in Schedule 5 of the Uralla LEP by way of a planning proposal.



- consult with the community to help advise the community on what is the importance of the conservation area and what physical features should be protected by way of LEP listing.
- give Council direction as to how to include this area, and what features should be included in Council's heritage strategy, including LEP protection, tourism, social and cultural planning, owner and community education programs.

**Appendix A**  
MAP OF STUDY AREA



M. McKay





## EXTRAORDINARY MEETING OF COUNCIL

**Held at 12:00pm  
13 February 2018**

### **ROLL CALL**

#### **Councillors:**

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

#### **Staff:**

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

**MINUTES**

Minutes of the Uralla Shire Council at an Extraordinary Meeting  
held at 12:00pm on 13 February 2018

Resolution  
Number

---

**TABLE OF CONTENTS**

<b>1. OPENING &amp; WELCOME.....</b>	<b>3</b>
<b>2. PRAYER .....</b>	<b>3</b>
<b>3. ACKNOWLEDGEMENT TO COUNTRY .....</b>	<b>3</b>
<b>4. APOLOGIES .....</b>	<b>3</b>
<b>5. DISCLOSURES &amp; DECLARATION OF INTERESTS.....</b>	<b>3</b>
<b>6. PRESENTATIONS.....</b>	<b>3</b>
<b>7. REPORTS TO COUNCIL .....</b>	<b>3</b>
Report # 1 - Joint Organisation Nomination .....	3
Report # 2 - Proposed Financial Assistance to BlazeAid Incorporated .....	7

Minutes of the Uralla Shire Council at an Extraordinary Meeting  
held at 12:00pm on 13 February 2018

Resolution  
Number

The Meeting Commenced at: 12:00pm

**ATTENDANCE**

Present were the Chairperson Cr M Pearce (Mayor), Cr I Strutt (Deputy Mayor), and Councillors, B Crouch, M Dusting, N Ledger, L Sampson, T Toomey, R Bell, K Ward, General Manager (Mr A Hopkins), Director Infrastructure and Regulation (Mr T Seymour), Director Community and Governance (Ms P Kirkland), Community Development and Tourism Coordinator (Ms K Hastings), Minute Clerk.

**1. OPENING & WELCOME**

**2. PRAYER**

**3. ACKNOWLEDGEMENT TO COUNTRY**

**4. APOLOGIES**

The Chair advised there were no apologies received.

**5. DISCLOSURES & DECLARATION OF INTERESTS**

There were no disclosures or declarations made.

**6. PRESENTATIONS**

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

**To include Dr Jan Karp as a speaker in Item 6 "Presentations".**

That;

Dr Jan Karp be permitted to address council.

**X1.02/18 CARRIED**

Presentation 1:	Dr Jan Karp
Subject:	Report 1: Joint Organisations

The Speaker made a presentation to Council in relation to the Joint Organisations.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for her presentation to Council.

**7. REPORTS TO COUNCIL**

Department: **General Manager's Office**  
Submitted by: *Andrew Hopkins*  
Reference/Subject: **Report # 1 - Joint Organisation Nomination**

**OFFICER'S RECOMMENDATION:**

That;

**Option One – New England**

***In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Uralla Shire Council resolves:***

- 1. That the council inform the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution.***
- 2. To approve the inclusion of the Council's area in the Joint Organisation's area.***
- 3. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:***
  - a. Armidale Regional.***
  - b. Inverell Shire.***
  - c. Glen Innes Severn Shire.***
  - d. Tenterfield Shire. And***

Minutes of the Uralla Shire Council at an Extraordinary Meeting  
held at 12:00pm on 13 February 2018

Resolution  
Number

- e. *Moree Shire.*
4. *That before 28 February 2018, the General Manager provide the Minister with a copy of this resolution including the date on which Council made this resolution.*
  5. *That, on the expiry of a period of 28 days from the making of this resolution, the General Manager inform the Minister that this resolution has not been rescinded.*
  6. *That Council's preferred name for the proposed Joint Organisation is the "New England Joint Organisation".*
  7. *That Council requests the State Government to provide ongoing financial support towards the operational costs of Joint Organisations, as the Government has established this governance mechanism to better facilitate consultation and coordination between State Agencies and Local Government into the future.*

**Option Two - NAMOI**

*In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Uralla Shire Council resolves:*

1. *That the council inform the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution.*
2. *To approve the inclusion of the Council's area in the Joint Organisation's area.*
3. *That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:*
  - a. *Tamworth Regional.*
  - b. *Walcha Shire.*
  - c. *Liverpool Plains Shire.*
  - d. *Narrabri Shire.*
  - e. *Gwydir Shire. And*
  - f. *Gunnedah Shire.*
4. *That before 28 February 2018, the General Manager provide the Minister with a copy of this resolution including the date on which Council made this resolution.*
5. *That, on the expiry of a period of 28 days from the making of this resolution, the General Manager inform the Minister that this resolution has not been rescinded.*
6. *That Council's preferred name for the proposed Joint Organisation is "NAMOI Unlimited".*
7. *That Council requests the State Government to provide ongoing financial support towards the operational costs of Joint Organisations, as the Government has established this governance mechanism to better facilitate consultation and coordination between State Agencies and Local Government into the future.*

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

**X2.02/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the two Joint Organisation options*

**PROCEDURAL MOTION (Crs K Ward / I Strutt )**  
**To resume Standing Orders**

**X3.02/18 CARRIED**

*Cr Bell left the meeting at 12.45pm*  
*Cr Bell returned to the meeting at 12.50pm.*

Minutes of the Uralla Shire Council at an Extraordinary Meeting  
held at 12:00pm on 13 February 2018

Resolution  
Number

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

That;

Council resolve to adopt Option One – New England

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Uralla Shire Council resolves:

1. That the council inform the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution.
2. To approve the inclusion of the Council's area in the Joint Organisation's area.
3. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:
  - a. Armidale Regional.
  - b. Inverell Shire.
  - c. Glen Innes Severn Shire.
  - d. Tenterfield Shire. And
  - e. Moree Shire.
4. That before 28 February 2018, the General Manager provide the Minister with a copy of this resolution including the date on which Council made this resolution.
5. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager inform the Minister that this resolution has not been rescinded.
6. That Council's preferred name for the proposed Joint Organisation is the "New England Joint Organisation".
7. That Council requests the State Government to provide ongoing financial support towards the operational costs of Joint Organisations, as the Government has established this governance mechanism to better facilitate consultation and coordination between State Agencies and Local Government into the future.

**FORESHADOWED MOTION (Crs T Toomey / )**

That Council;

advise the minister of Local Government of council's decision to not join a Joint Organisation.

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

**PROCEDURAL MOTION (Crs M Pearce / B Crouch)**

To move to Committee of the Whole

**X4.02/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the Joint Organisation options.*

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

To resume Standing Orders

**X5.02/18 CARRIED**

*The Chair made reference to the MOTION before Council, moved Cr R Crouch Seconded Cr K Ward .*

*Cr R Crouch made a Request to Withdraw the Motion*

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

That;

Minutes of the Uralla Shire Council at an Extraordinary Meeting  
held at 12:00pm on 13 February 2018

Resolution  
Number

Council grant the Request to Withdraw the Motion.

**X6.02/18 CARRIED**

*Cr Ledger left the room at 1pm.*

*Cr Ledger returned to the room at 1:04pm.*

**PROCEDURAL MOTION (Crs N Ledger / L Sampson)**  
**To move to Committee of the Whole**

**X7.02/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the Joint Organisation options.*

**PROCEDURAL MOTION (Crs L Sampson / I Strutt)**  
**To resume Standing Orders**

**X8.02/18 CARRIED**

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

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

That;

1. Uralla Shire Council elect to join a Joint Organisation.
2. In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Uralla Shire Council resolves:
  - A. That the council inform the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution.
  - B. To approve the inclusion of the Council's area in the Joint Organisation's area.
  - C. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:
    - a. Armidale Regional.
    - b. Inverell Shire.
    - c. Glen Innes Severn Shire.
    - d. Tenterfield Shire. And
    - e. Moree Shire.
  - D. That before 28 February 2018, the General Manager provide the Minister with a copy of this resolution including the date on which Council made this resolution.
  - E. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager inform the Minister that this resolution has not been rescinded.
  - F. That Council's preferred name for the proposed Joint Organisation is the "New England Joint Organisation".
  - G. That Council requests the State Government to provide ongoing financial support towards the operational costs of Joint Organisations, as the Government has established this governance mechanism to better facilitate consultation and coordination between State Agencies and Local Government into the future.

**Vote For: Crs Toomey, Bell, Ward, Dusting, Crouch & Sampson**

**Vote Against: Crs Pearce, Strutt & Ledger**

**X9.02/18 CARRIED**

Minutes of the Uralla Shire Council at an Extraordinary Meeting  
held at 12:00pm on 13 February 2018

Resolution  
Number

Department: **Community and Governance**  
Submitted by: *Trish Kirkland*  
Reference/Subject: **Report # 2 - Proposed Financial Assistance to BlazeAid Incorporated**

*Cr Dusting, having declared a conflict of interest, left the meeting at this time 1:27pm.*

**OFFICER'S RECOMMENDATION:**

That;

1. Council give 28-days public notice of the proposed \$18,630.00 in financial assistance to cover the cost of Council fees for the use of the Bundarra School of Arts Hall and kitchen and the Bundarra Caravan Park by BlazeAid Incorporated.
2. Council, subject to not receiving submissions opposing the proposal during the 28-day public notice period, contribute \$18,630.00 in financial assistance to BlazeAid Incorporated to cover the cost of Council fees for the use of the Bundarra School of Arts Hall and kitchen and the Bundarra Caravan Park.

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

That;

1. Council give 28-days public notice of the proposed \$18,630.00 in financial assistance to cover the cost of Council fees for the use of the Bundarra School of Arts Hall and kitchen and the Bundarra Caravan Park by BlazeAid Incorporated.
2. Council, subject to not receiving submissions opposing the proposal during the 28-day public notice period, contribute \$18,630.00 in financial assistance to BlazeAid Incorporated to cover the cost of Council fees for the use of the Bundarra School of Arts Hall and kitchen and the Bundarra Caravan Park.

**X10.02/18 CARRIED**

*Cr Dusting was absent during voting.*

**CLOSURE OF MEETING**

*The meeting was closed at: 1:30pm*

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

**8. ANNOUNCEMENTS**

**9. TABLING OF REPORTS & PETITIONS**

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

There are no Items recommended for the Confidential Section.

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

**12. PRESENTATIONS**

There are no Presentations scheduled for the Meeting.

**13. DEPUTATIONS**

There are no Deputations registered for the Meeting.

**14. WRITTEN REPORTS FROM DELEGATES**

To be received at the Meeting.

**15. MAYORAL MINUTE**

There is no Mayoral Minute to the 27 February 2018 Meeting

**16. REPORTS TO COUNCIL**





## REPORT TO COUNCIL

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

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.2 An effective and efficient organisation.
<b>Strategy:</b>	4.2.2 Operate in a financially responsible and sustainable manner.
<b>Activity:</b>	4.2.2.1 Maintain and control financial system and improve long-term sustainability
<b>Action:</b>	Maintain cash flow and maximise return on investment within risk parameters provided by the Office of Local Government

### 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 December, 2017 consisting of cash and overnight funds of \$1,970,862, term deposits of \$12,450,000 totalling \$14,420,862 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 \$12,450,000 spread over the next twelve months will receive a range of interest from 2.35% to 3.12% with an average rate of 2.58%. 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 December, 2017.

### KEY ISSUES:

Interest rates have again remained unchanged over the past month. The outlook for any increase in interest rates continues to be low with inflation now below the RBA target. With world economic starting to pick up, pundits are now predicting a rate increase in late 2018. The current low interest rates will continue to result in reduced investment returns over the coming year.

## COUNCIL

### 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:	Council's Investments as 31 December, 2017 Diary of Investment Maturity Dates and Amounts

<b>Uralla Shire Council</b>			
<b>Investments at 31 December, 2017</b>			
<b>Cash at Bank – Operating Accounts:</b>			
<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>	
National Australia Bank	Main Account	\$431,225.00	
National Australia Bank	Trust Account	\$31,296.33	
Community Mutual	Bundarra RTC	\$24,641.25	
<b>Total</b>		<b>\$487,162.58</b>	
<b>Business Investment (Cash Management) Account</b>			
<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>	
National Australia Bank	0.01%	\$0.00	
Professional Funds	0.15% above RBA cash rate	\$1,483,699.78	
<b>Total</b>		<b>\$1,483,699.78</b>	
<b>Term Deposits:</b>			
<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
National Australia Bank	2.43%	26/02/2018	\$1,000,000.00
National Australia Bank	2.50%	28/02/2018	\$600,000.00
National Australia Bank	2.50%	7/03/2018	\$500,000.00
Bank of Queensland	2.55%	12/03/2018	\$800,000.00
National Australia Bank	2.50%	9/04/2018	\$500,000.00
Westpac Banking Corporation	3.12%	24/01/2018	\$600,000.00
Bank of Queensland	2.60%	9/04/2018	\$500,000.00
National Australia Bank	2.50%	17/04/2018	\$500,000.00
Commonwealth Bank	2.61%	4/05/2018	\$600,000.00
ANZ	2.35%	17/05/2018	\$300,000.00
Commonwealth Bank	2.51%	15/01/2018	\$700,000.00
Bank of Queensland	2.55%	12/06/2018	\$800,000.00
Commonwealth Bank	2.53%	6/07/2018	\$500,000.00
Westpac Banking Corporation	2.75%	24/07/2018	\$1,000,000.00
Commonwealth Bank	2.55%	29/08/2018	\$800,000.00
ANZ	2.45%	10/10/2018	\$400,000.00
Westpac Banking Corporation	2.74%	18/10/2018	\$1,300,000.00
Commonwealth Bank	2.54%	20/11/2018	\$250,000.00
ANZ	2.45%	26/11/2018	\$800,000.00
<b>Total</b>			<b>\$12,450,000.00</b>

<b>Loans:</b>		
<b>Loan no.</b>	<b>Purpose</b>	<b>Balance</b>
165	MGH Property	\$56,420.18
167	Rear Service Lane Land	\$2,357.76
168	Community Centre	\$44,845.03
176	Library Extensions	\$220,644.53
177	Grace Munro Centre	\$176,536.96
181	Creative Village Works	\$10,993.70
185	Public Toilets Alma Park	\$11,362.84
186	Public Toilets Pioneer Park	\$18,590.90
187	Undergrounding Power and Mainstreet Upgrade	\$167,276.64
188	Paving and Power Undergrounding	\$39,820.89
189	Bridge Construction	\$228,647.62
190	Bridge construction & industrial land development	\$1,775,202.93
<b>Total</b>		<b>\$2,752,699.98</b>



## REPORT TO COUNCIL

<b>Department:</b>	<b>Organisational Services - Finance</b>
<b>Submitted by:</b>	<i>Chief Financial Officer</i>
<b>Subject:</b>	Report 2 - Cash at Bank and Investments

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.2 An effective and efficient organisation.
<b>Strategy:</b>	4.2.2 Operate in a financially responsible and sustainable manner.
<b>Activity:</b>	4.2.2.1 Maintain and control financial system and improve long-term sustainability
<b>Action:</b>	Maintain cash flow and maximise return on investment within risk parameters provided by the Office of Local Government

### 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 January, 2018 consisting of cash and overnight funds of \$1,168,356, term deposits of \$12,350,000 totalling \$13,518,356 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 \$12,350,000 spread over the next twelve months will receive a range of interest from 2.35% to 2.75% with an average rate of 2.56%. 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 January, 2018.

### KEY ISSUES:

Interest rates have remained unchanged over the past month. Despite market volatility, the outlook for any increase in interest rates continues to be low with inflation below the RBA target. Despite world economic activity starting to pick up, it is unlikely that we will see a rate increase until late 2018. The current low interest rates will continue to result in reduced investment returns over the coming year.

## COUNCIL

### 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:	Council's Investments as 31 January, 2018 Diary of Investment Maturity Dates and Amounts

<b>Uralla Shire Council</b>			
<b>Investments at 31 January, 2018</b>			
<b>Cash at Bank – Operating Accounts:</b>			
<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>	
National Australia Bank	Main Account	\$318,754.00	
National Australia Bank	Trust Account	\$31,296.33	
Community Mutual	Bundarra RTC	\$24,641.25	
<b>Total</b>		<b>\$374,691.58</b>	
<b>Business Investment (Cash Management) Account</b>			
<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>	
National Australia Bank	0.01%	\$0.00	
Professional Funds	0.15% above RBA cash rate	\$793,664.09	
<b>Total</b>		<b>\$793,664.09</b>	
<b>Term Deposits:</b>			
<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
National Australia Bank	2.50%	7/03/2018	\$500,000.00
Bank of Queensland	2.55%	12/03/2018	\$800,000.00
National Australia Bank	2.50%	9/04/2018	\$500,000.00
Bank of Queensland	2.60%	9/04/2018	\$500,000.00
National Australia Bank	2.50%	17/04/2018	\$500,000.00
National Australia Bank	2.50%	28/02/2018	\$600,000.00
Commonwealth Bank	2.61%	4/05/2018	\$600,000.00
ANZ	2.35%	17/05/2018	\$300,000.00
Bank of Queensland	2.55%	12/06/2018	\$800,000.00
Commonwealth Bank	2.53%	6/07/2018	\$500,000.00
National Australia Bank	2.43%	26/02/2018	\$1,000,000.00
Westpac Banking Corporation	2.75%	24/07/2018	\$1,000,000.00
Commonwealth Bank	2.55%	29/08/2018	\$800,000.00
ANZ	2.45%	10/10/2018	\$400,000.00
Westpac Banking Corporation	2.74%	18/10/2018	\$1,300,000.00
Commonwealth Bank	2.54%	20/11/2018	\$250,000.00
ANZ	2.45%	26/11/2018	\$800,000.00
Commonwealth Bank	2.51%	15/01/2019	\$700,000.00
Westpac Banking Corporation	2.55%	24/01/2019	\$500,000.00
<b>Total</b>			<b>\$12,350,000.00</b>

<b>Loans:</b>		
<b>Loan no.</b>	<b>Purpose</b>	<b>Balance</b>
165	MGH Property	\$56,066.06
167	Rear Service Lane Land	\$2,027.07
168	Community Centre	\$44,336.60
176	Library Extensions	\$214,513.87
177	Grace Munro Centre	\$171,632.85
181	Creative Village Works	\$10,272.48
185	Public Toilets Alma Park	\$10,773.45
186	Public Toilets Pioneer Park	\$17,381.04
187	Undergrounding Power and Mainstreet Upgrade	\$163,538.75
188	Paving and Power Undergrounding	\$39,581.78
189	Bridge Construction	\$227,821.65
190	Bridge construction & industrial land development	\$1,775,202.93
<b>Total</b>		<b>\$2,733,148.53</b>





## REPORT TO COUNCIL

<b>Department:</b>	<b>General Manager's Office</b>
<b>Submitted by:</b>	Payroll-Revenue Coordinator
<b>Reference/Subject:</b>	<b>Report 3 – Uralla Historical Society Rates – Additional information to previous reports</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.2 An effective and efficient organisation.
<b>Strategy:</b>	4.2.2 Operate in a financially responsible and sustainable manner.
<b>Activity:</b>	4.2.2.1 Maintain and control financial system and improve long term financial sustainability.
<b>Action:</b>	4.2.2.1.1 Model and adopt rate structures to maximise equity across the Council area and between categories; 4.2.2.1.2 Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts.

### SUMMARY:

Following a report to Council in relation to a request from the Uralla Historical Society for a reduction of rates, further investigation was undertaken to determine whether there were any circumstances which would allow amalgamation of properties at 29 and 31 Salisbury Street, Uralla thus allowing the Society the opportunity to reduce their rates. Nothing has come to light which would indicate that this is the case.

### OFFICER'S RECOMMENDATION:

#### That Council:

- 1. Take Report 19 Uralla Historical Society Rates from the Ordinary Meeting held 28 November from the table.**
- 2. Consider the original report in light of the information provided here.**

### BACKGROUND:

At the Ordinary Meeting held 11 November 2017, Council considered a report titled 'Report 19 Uralla Historical Society Rates' which was left on the table whilst further investigation be undertaken in regard to any agreement which may have been entered into in relation to rates following the Development Application (DA 3729) lodged in 2006 by the Uralla Historical Society. A copy of Report 19 can be viewed at:

<http://www.uralla.nsw.gov.au/files/uploaded/file/Your%20Council/Business%20Papers/2017%20Business%20Papers/Business%20Paper%20-%20website%20-%2028%20November%202017.pdf>

Further to this, at the Ordinary Meeting held 19 December 2017, Council considered a further report titled 'Report 5 – Uralla Historical Society Rates – Addendum to Report 19 of 28 November 2017 Council Meeting'. This resulted in a further request for investigation to ascertain if there were any other

circumstances under which the 2 properties may be amalgamated for rating purposes.

A copy of Report 5 can be viewed at:

[http://www.uralla.nsw.gov.au/files/uploaded/file/Your%20Council/Business%20Papers/2017%20Business%20Papers/Business%20Paper%20-%202019%20December%202017%20Final\(1\).pdf](http://www.uralla.nsw.gov.au/files/uploaded/file/Your%20Council/Business%20Papers/2017%20Business%20Papers/Business%20Paper%20-%202019%20December%202017%20Final(1).pdf)

**REPORT:**

Discussions were held on 22<sup>nd</sup> December, 2017 between the regional team leader for Valuation Services at Property NSW and Simon Paul. The following key points were noted:

- As properties are not contiguous, they cannot be amalgamated by Property NSW;
- Rating assessments for the two properties could be consolidated within Council's rating system under S548A of the Local Government Act, if Council was of the opinion that the rates applied to each parcel of land were applied unfairly and could cause hardship to the ratepayer;
- If the Uralla Historical Society were to purchase a portion of Lot 2 DP 1127831 to allow Lot 30 of DP801344 and lot 1 of DP3435543 to become contiguous, the amalgamation under one valuation would still not occur as the properties have separate uses. Conditions for amalgamation under one valuation are that the lots are contiguous and that they have a single development or use existing over them, which is not currently the case. There may be an opportunity for a part amalgamation based on use and applied on a percentage basis.

**KEY ISSUES:**

- There appears to be no current avenue for the amalgamation of the two lots into one assessment for the purposes of rating.

**CONCLUSION:**

Alternatives remain to rate the two properties as normal, or proceed with a s356 donation as contained in Report 19. The Officer's Recommendation from that report is reproduced below for Council's information:

***That Council:***

- 1. Determine whether to provide financial assistance in accordance with s356 of the Local Government Act to the Uralla Historical Society as follows:***
  - a. Give public notice for 28 days of the proposed \$1,460.00 s356 donation to the Uralla Historical Society.***
  - b. Subject to receiving no objection during the 28-day public notice period, contribute \$1,460.00 in financial assistance to the Uralla Historical Society.***
- 2. Provide recurring section 356 financial assistance, in future annual budgets, to Uralla Historical Society to the value of their annual rates.***

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement/ Communication (per engagement strategy)**  
Nil
- 2. Policy and Regulation**  
Nil
- 3. Financial (LTFP)**  
Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**Louise Waters**

**Payroll-Revenue Coordinator**

Prepared by staff member:	Louise Waters
TRIM Reference Number:	
Approved/Reviewed by Manager:	Simon Paul - CFO
Department:	Finance
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>General Manager</b>
<b>Submitted by:</b>	General Manager
<b>Reference/Subject:</b>	<b>Report 4 - Minister's Awards for Women in Local Government</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

Councillor Isabel Strutt was nominated in category one 'Elected Representative' for the Minister's Awards for Women in Local Government and has subsequently been selected to attend the conferring of the awards in Sydney on March the 7<sup>th</sup> at Parliament House.

This report seeks Council's approval to fund the travel costs for Councillor Strutt to attend the award ceremony.

### OFFICER'S RECOMMENDATION:

**That:**

**Council approve up to \$500.00 expenditure from the 'Elected Member Expenses Travel Costs (fares, accommodation, meals)' budget for airfares and ancillary expenses to and from Sydney to enable Councillor Isabel Strutt to attend the Ministers Awards for Women in Local Government.**

### REPORT:

In December 2017 Clr Strutt was nominated for the Minister's Awards for Women in Local Government. Clr Strutt was nominated in Category One – Elected Representatives.

The nomination required a demonstration of how the nominee has gone above and beyond their expected role to make a significant contribution to their council, their community and/or the local government sector in NSW.

The nomination also required statements against three specific criteria, which were:

- What outcomes were driven/achieved by the nominee?
- How has the nominee provided inspiration, innovation and/or lead by example?
- What has the nominee done to further the cause of women?

Subsequent to reviewing the nominations a state representative issued an invitation to Clr Strutt to attend the ceremony to confer the awards on 7<sup>th</sup> March, 2018 at Parliament House, Sydney.

The Minister's Awards for Women in Local Government is a high profile program of the state government

**COUNCIL IMPLICATIONS:**

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

Nil

**2. Policy and Regulation**

'Payment of Expenses and Provision of Facilities for Councillors Policy' governs Councillor travel and associated expenses. Relevant extracts are as follows:

***Travel – Intrastate***

*Travel expenses, including flights outside the Uralla Shire Council Local Government Area but within the State of NSW for Councillors carrying out their civic functions or attending a Council event as defined in this policy will be paid for or reimbursed in the same method as local travel, with the exception that they will require approval prior to travel, by the Mayor, Deputy Mayor and General Manager and where appropriate Council.*

***Council event:*** *A Council event for the purpose of this policy is one which the attending Councillors were authorised to attend by Council resolution, where appropriate, the authorisation of the Mayor and General Manager. These are in addition to Council's Ordinary and Extra-Ordinary meetings, and may include training and development events, civic events, conferences, dinners with visiting delegates and workshops. The purpose of this is to ensure that control exists over the number and type of events for which the Council may become exposed to expense claims and limits them to those which the attendee is a delegate or alternate appointed by Council resolution or at the request of the Mayor.*

**3. Financial (LTFP)**

Nil. The estimated cost of the travel and ancillary expenses, if any, is less than \$500.00. The balance of the Elected Member Expenses Travel Costs (fares, accommodation, meals) budget at the time this paper was prepared was \$1,734.00.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

Prepared by staff member: Andrew Hopkins



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	Manager Planning and Regulation
<b>Reference/Subject:</b>	<b>Report 5 -DIVISION DECISION – Development Application 2/2018 – 5 Bay Shed – 156 Bridge Street, Uralla</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### NOTE TO COUNCILLORS:

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

### SUMMARY:

<b>Proposal:</b>	Construct 5 bay shed
<b>Property description:</b>	Lot A DP 407571, Assessment 9267
<b>Applicant:</b>	Ponz Armidale Pty Ltd
<b>Owner:</b>	Vince Murray and Jane Walsh
<b>Zoning:</b>	B6 Enterprise Corridor
<b>Date received:</b>	16 January 2018
<b>Public notification or exhibition:</b>	Notification
<b>Exhibition period:</b>	17 January – 1 February 2018
<b>Submissions:</b>	Two
<b>Other approvals:</b>	Nil

**OFFICER'S RECOMMENDATION:**

**That Council approve Development Application 2/2018 submitted by Ponz Pty Ltd for a 5 bay shed on land known as 156 Bridge Street, Uralla, being Lot A DP 407571 subject to the following conditions of consent:**

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

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

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

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.

***Notification of Home Building Act 1989 requirements***

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.

## ***GENERAL CONDITIONS***

8. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

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

9. The owner of the property is to ensure that any structure is installed:
- (a) to meet the setback requirements of the approved plans,
  - (b) to be located within the confines of the lot, and;
  - (c) so that it does not interfere with any easements or covenants upon the land.

*Reason: To avoid any structures being erected in a location where it would be inappropriate.*

10. The structure is to be inspected at the following stages of construction:
- before the pouring of footings\*\*
  - before covering drainage (under hydrostatic test)
  - before pouring any reinforced concrete structure \*\*
  - before covering the framework for any wall, roof or other building element \*\*
  - before covering waterproofing in any wet area\*\*
  - before covering any stormwater drainage connections
  - when the building work is completed and all conditions of consent have been addressed\*\*
  - in the case of a swimming pool, after the construction of the swimming pool is completed and the barrier (if one is required under the Swimming Pools Act 1992) has been erected and before the pool is filled with water,

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

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

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

*Reason: To ensure compliance with appropriate standards.*

11. A Construction Certificate must be obtained from a Certifying Authority before work commences.

*Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*



12. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued.

*Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*

13. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:

- (a) By piping to the street gutter.
- (b) By piping to a rainwater tank and then via the overflow to the street gutter.

*Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.*

14. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

*Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.*

15. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.

*Reason: To prevent pollution from detrimentally affecting the public or environment.*

16. Any rainwater tank must be installed so that it is:

- (a) Not interconnected in any way with Council's water supply without a backflow prevention device.
- (b) If it is connected with Council's water supply, then it must have a backflow prevention device that is compliant with AS 3500 National Plumbing and Drainage Code - Compendium
- (c) The overflow is to be connected to the stormwater system.

*Reason: To prevent structural damage to buildings and protect public health.*

17. The shed is not to be used as a domicile or commercial / industrial premises without prior written approval from Council.

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

18. 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.

*Reason: To ensure pedestrian and vehicular safety during construction.*

**CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING**

19. 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.

*Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000*

**CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

20. The owner of the property is to ensure that any building is constructed:

- (a) to meet the setback requirements of the approved plans,
- (b) to be located within the confines of the lot, and;
- (c) so that it does not interfere with any easements or covenants upon the land.

*Reason: To avoid any buildings being erected in a location where it would be inappropriate.*

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

Monday to Saturday                      7.00 AM to 5.00 PM

Sunday & public Holidays              No construction activities are to take place.

*Reason: To ensure that public amenity is not unduly affected by noise.*

22. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

*Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.*

23. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

*Reason: To ensure compliance with approved plans.*

24. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the applicant and plumbing/drainage contractor shall ensure that the following procedures are adopted.

- (a) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (b) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
- (c) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (d) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.

*Reason: Requirement of Council as the Road Authority.*

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

1. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

*Reason: To ensure that public infrastructure is maintained.*

2. The developer is to meet the cost of and be responsible for the construction of vehicular entrances and exits in accordance with Council's requirements.

*Reason: To provide appropriate access to the site.*

### **BACKGROUND:**

Development application 2/2018 for a 5 bay shed was received on 16 January 2018.

### **REPORT:**

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

### **KEY ISSUES:**

**Stormwater:** The submissions noted concern that stormwater would not be piped to the street. This is effectively addressed by consent condition 13, which requires stormwater to be piped to the street gutter.

**Noise pollution:** Both submissions received queried as to whether the shed would be used for industrial purposes. In an email dated 19 January 2018, the applicant advised that no commercial activities would be undertaken on site. This is effectively addressed by consent condition 17, which prohibits commercial or industrial use without prior written approval from Council.

**Shed colour:** The submissions both expressed a desire for the shed colour to blend in with the surroundings. In an email dated 19 January 2018, the applicant advised that the shed would be Woodland Grey, which could reasonably be described as a neutral colour appropriate for the surroundings. No significant impact is expected.

### **CONCLUSION:**

The application has been assessed against the provisions of:

- The Environmental Planning & Assessment Act 1979,
- The Environmental Planning and Assessment Regulation 2000,
- The Uralla Local Environmental Plan 2012, and
- The Uralla Development Control Plan 2011.

No legal grounds have been identified which would enable refusal or modification of the development as proposed, and no significant adverse impacts are known or expected on the natural, social or economic environment as a result of approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement/ Communication (per engagement strategy)**  
Nil
- 2. Policy and Regulation**  
*Environmental Planning & Assessment Act 1979*  
*Environmental Planning and Assessment Regulation 2000*  
*Uralla Local Environmental Plan 2012*  
*Uralla Development Control Plan 2011*
- 3. Financial (LTFP)**  
Nil
- 4. Asset Management (AMS)**  
Nil
- 5. Workforce (WMS)**  
Nil
- 6. Legal and Risk Management**  
Nil
- 7. Performance Measures**  
Nil
- 8. Project Management**  
Nil
- 9. Disclosure of Political Donations and Gifts**  
Has a Political Donations disclosure statement been received in relation to this application?  
**No**  
Political Donation Disclosure Statement register details **N/A**  
Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed: **No**  
Gift and benefits register details **N/A**

Prepared by staff member: Matt Clarkson, Manager Planning & Regulation  
TRIM Reference Number: DA-2-2018  
Approved/Reviewed by Manager: Director Infrastructure & Regulation  
Department: Infrastructure & Regulation  
Attachments:

1. Development Assessment Report
2. Plans
3. Submissions

## Development Assessment Report

DA Number: DA-2-2018 Council: Uralla Shire Council  
Location: 156 Bridge Street URALLA  
Development Description: 5 Bay Shed  
Title Details: Lot: A DP: 407571

### Proposal Overview

#### Property Details/History

	Checked	Comments
File History	No	Not relevant to the application.
Title Plan	Yes	
Check Ownership	Yes	Checked in Authority

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

#### Concurrence/Referral

*Section 79b – EP & A Act*

Does this application require concurrence referral? No

Does this application require courtesy comment? No

Does this application require referral for decision by Council? Yes

#### Local Environmental Plan

*Section 79c(1)(a)(i) – EP & A Act*

This land is zoned: B6 Enterprise Corridor

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

Clause	Compliance	Comment
Land Use Table	No	Residential accommodation is not permitted in the B6 zone, however the dwelling has existing use rights, and the shed is permissible as it is ancillary to the dominant land use. No significant impact expected.

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

Do 'existing use' provisions apply to this development? Yes

### Development Control Plan

*Section 79c(1)(a)(iii) – EP & A Act*

Does Uralla DCP 2011 apply to this land/proposal?

Yes

Chapter	Compliance	Comment
3 Residential Development	Yes	The proposed development's setbacks are compliant.

Is there a draft DCP which may affect this proposal?

No

### Regional Environmental Plan

No provisions of the New England North West Regional Plan are inconsistent with the proposal.

### State Environmental Planning Policy

Is this proposal affected by a SEPP?

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

### Subdivision

Is this application for subdivision?

No

### Environmental Impacts

*Section 79c(1)(b) – EP & A Act*

Does this proposal have any potential impact on?

	Impact	Comment
Social	No	
Economic	No	
Siting & Configuration	No	
Setbacks	No	
Privacy	No	
Overshadowing	No	
Solar Access	No	

	Impact	Comment
Visual	No	
Significant Views	No	
Amenity	No	
Water	No	
Air	No	
Noise	No	
Land Degradation	No	
Tree Loss	Yes	Some trees were removed prior to the application being received.
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

### 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	

### Flooding

*Section 79c(1)(b) – EP & A Act*

Is this property flood affected? No

### Bush Fire Prone Land

*Section 79c(1)(b) – EP & A Act*

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

### Contaminated Land

*Section 79c(1)(b) – EP & A Act*

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

### Infrastructure

Has an engineering assessment been completed? No

Does this proposal have any potential impact on infrastructure? No

Does the development require any new easements? No

### Construction Assessment

Is a construction assessment required? No

Is a Construction Certificate Required? Yes

### Section 68 Assessment

*Section 68 – LGA Act*

What the type of assessment/approval required? Water, sewer, and stormwater.

What type of waste system is required? Reticulated sewer

Does this system require connection to a Council maintained system? Yes

### Developer Contributions

*Section 94 – EP & A Act*

Does this proposal require any Developer Contribution? No

### Signage

Does this proposal require signage? No

### Notification

*Section 79c(1)(d) – EP & A Act*

Was this application notified as per the provisions of Council's Notification Policy? Yes

Were there any written submissions received? Yes

If Yes, what was the number of submissions received? 2

Submission Maker	Issue	Comment
L. Lee.	Stormwater, colour, and commercial use / noise	These issues have been addressed through conditions of consent and directly by the applicant.
G.J. and D.M. Barnden.	As above	As above

### 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

**Site Suitability**

*Section 79c(1)(c) – EP & A Act*

**Is this a suitable site for this proposal**

Yes

**Assessing Officer General Comment**

**ASSESSMENT – KEY ISSUES**

No issues warranting further detailed consideration have been identified.

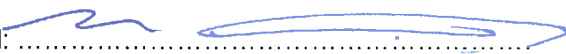
**Recommendation**

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

**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.

Signed: 

**Matt Clarkson, Manager of Planning and Regulation**

**Date: 15.2.2018**

## ***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.

---

### **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.

## ***GENERAL CONDITIONS***

8. The development shall be implemented in accordance with:
  - (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

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

9. The owner of the property is to ensure that any structure is installed:
  - (a) to meet the setback requirements of the approved plans,
  - (b) to be located within the confines of the lot, and;
  - (c) so that it does not interfere with any easements or covenants upon the land.

*Reason: To avoid any structures being erected in a location where it would be inappropriate.*

10. The structure is to be inspected at the following stages of construction:
- before the pouring of footings\*\*
  - before covering drainage (under hydrostatic test)
  - before pouring any reinforced concrete structure \*\*
  - before covering the framework for any wall, roof or other building element \*\*
  - before covering waterproofing in any wet area\*\*
  - before covering any stormwater drainage connections
  - when the building work is completed and all conditions of consent have been addressed\*\*
  - in the case of a swimming pool, after the construction of the swimming pool is completed and the barrier (if one is required under the Swimming Pools Act 1992) has been erected and before the pool is filled with water,

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

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

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

*Reason: To ensure compliance with appropriate standards.*

11. A Construction Certificate must be obtained from a Certifying Authority before work commences.
- Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*
12. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued.
- Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*
13. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:
- (a) By piping to the street gutter.
  - (b) By piping to a rainwater tank and then via the overflow to the street gutter.
- (Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.*
14. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
- Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.*
15. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.
- Reason: To prevent pollution from detrimentally affecting the public or environment.*

16. Any rainwater tank must be installed so that it is:
- (a) Not interconnected in any way with Council's water supply without a backflow prevention device.
  - (b) If it is connected with Council's water supply, then it must have a backflow prevention device that is compliant with AS 3500 National Plumbing and Drainage Code - Compendium
  - (c) The overflow is to be connected to the stormwater system.

*Reason: To prevent structural damage to buildings and protect public health.*

17. The shed is not to be used as a domicile or commercial / industrial premises without prior written approval from Council.

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

18. 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.

*Reason: To ensure pedestrian and vehicular safety during construction.*

### **CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING**

19. 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.

*Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000*

### **CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

20. The owner of the property is to ensure that any building is constructed:
- (a) to meet the setback requirements of the approved plans,
  - (b) to be located within the confines of the lot, and;
  - (c) so that it does not interfere with any easements or covenants upon the land.

*Reason: To avoid any buildings being erected in a location where it would be inappropriate.*

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

Monday to Saturday                      7.00 AM to 5.00 PM

Sunday & public Holidays              No construction activities are to take place.

*Reason: To ensure that public amenity is not unduly affected by noise.*

22. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

*Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.*

23. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

*Reason: To ensure compliance with approved plans.*

24. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the applicant and plumbing/drainage contractor shall ensure that the following procedures are adopted.
- (a) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
  - (b) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
  - (c) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
  - (d) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.

*Reason: Requirement of Council as the Road Authority.*

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

1. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

*Reason: To ensure that public infrastructure is maintained.*

2. The developer is to meet the cost of and be responsible for the construction of vehicular entrances and exits in accordance with Council's requirements.

*Reason: To provide appropriate access to the site.*

### **ADVISORY NOTES - GENERAL**

25. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
26. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
27. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
28. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s96 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
29. 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.





SITS PLAN  
156 BRIDGE ST  
URALLA



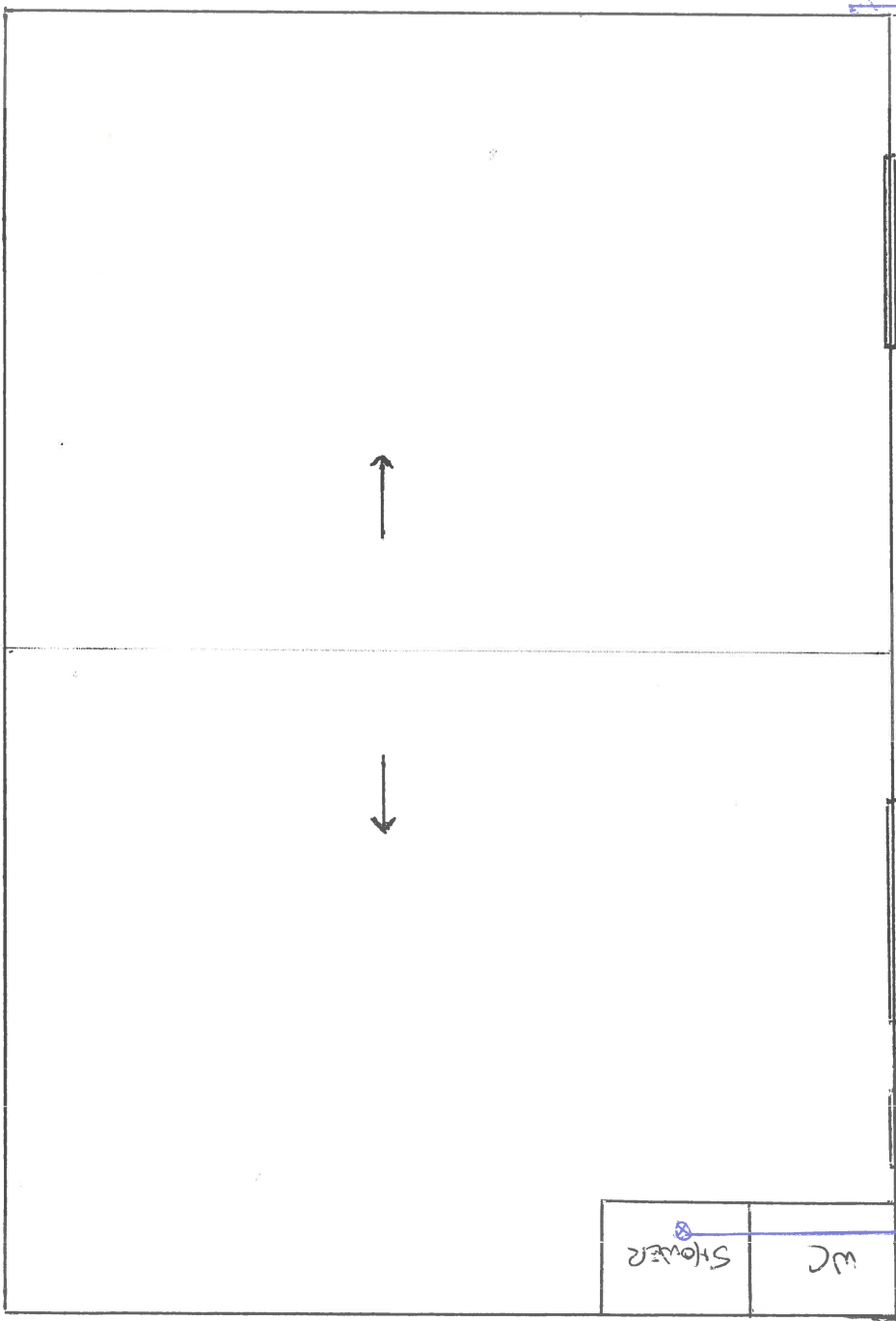
 = Proposed 18x12 x 3m 10A SHED  
 3m FROM SIDE & REAR  
 BOUNDARY.  
 TOTAL 77%

FLOOR PLAN  
156 BRIDGES ST  
URALLA



12000

18000



KEY:

-----  
STEAMWATER  
CONNECTED TO  
EXISTING  
STREETFRONT  
SYSTEM -

WC, SHOWER & HAND BASIN  
CONNECTED TO EXISTING  
SEWER SERVICES.





L. Lee,  
58 East Street,  
Uralla 2358

Uralla Shire Council,  
P O Box 106,  
Uralla 2358

22<sup>nd</sup> January, 2018

Attention: Matt Clarkson

Dear Sir,

Re Application No. DA-2-2018

The only concerns we have with this application are as follows:

1. Storm water. Will the storm water be piped to Bridge Street? At present there are a number of buildings in the vicinity that do not have guttering or guttering falling off. Run off from these buildings floods ours and the neighbours yards when it rains.
2. Noise. This application doesn't state whether it is industrial or domestic. It is our understanding that the shed will be used to service and repair motor bikes. The shed is sited three metres from our boundary.
3. Shed colour. Hopefully, it will be environmentally friendly and blend in with the surroundings.

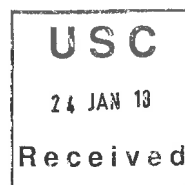
Trusting that you will consider our concerns when granting this application.

Yours Faithfully,

L. Lee

A handwritten signature in blue ink that reads "L. Lee".

G. J & D. M. Barnden,  
56 East Street,  
Uralla 2358



Uralla Shire Council,  
P O Box 106,  
Uralla 2358

22<sup>nd</sup> January, 2018

Attention: Matt Clarkson

Dear Sir,

Re Application No. DA-2-2018

The only concerns we have with this application are as follows:

1. Storm water. Will the storm water be piped to Bridge Street? At present there are a number of buildings in the vicinity that do not have guttering or guttering falling off. Run off from these buildings floods ours and the neighbours yards when it rains.
2. Noise. This application doesn't state whether it is industrial or domestic. It is our understanding that the shed will be used to service and repair motor bikes. The shed is sited three metres from our boundary.
3. Shed colour. Hopefully, it will be environmentally friendly and blend in with the surroundings.

Trusting that you will consider our concerns when granting this application.

Yours Faithfully,

A handwritten signature in blue ink that reads 'Barnden'.

G. J. & D. M. Barnden



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	Risk Management and Safety Officer
<b>Reference/Subject:</b>	<b>Report 6 - 2018 Audit and Risk Committee - Meeting Times</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.2 An effective and efficient organisation
<b>Strategy:</b>	4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce
<b>Activity:</b>	4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible
<b>Action:</b>	4.2.6.1.4 Facilitate regular meetings of the Audit and Risk Committee.

### SUMMARY:

Because of a conflict with Council's regular Strategic Planning Workshops, it is recommended to alter some of the scheduled meeting times for Council's Risk and Audit Committee for 2018.

### OFFICER'S RECOMMENDATION:

That Council change the 2018 Audit and Risk Committee scheduled meeting times, by replacing part 2 a) of resolution 15.12/17 with the following:

**(a) Set the Audit and Risk Committee meeting schedule for 2018 as:**

- **2pm Tuesday, 10 April 2018**
- **2pm Tuesday, 10 July 2018**
- **2pm Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements**
- **9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements (prior to Ordinary Council Meeting held at 12:30pm)**

### BACKGROUND:

Council considered 'Report 8 - Report of the Audit and Risk Committee' at the ordinary Meeting held 19 December 2017, and resolved [15.12/17] the recommended 2018 meeting dates and times for the Audit and Risk Committee.

### REPORT:

Councillors Strategic Planning Workshops conflict with the meeting times of the first three Audit and Risk Committee Meetings in 2018. As Councillors Crouch and Ward are members of Council's Audit and Risk Committee it is proposed that these meetings have their time changed from 9am to 2pm on these days.

**KEY ISSUES:**

Change of meeting times for the first three meetings of Council’s Risk and Audit Committee in 2018.

**CONCLUSION:**

The report recommends changing the meeting times from 9am to 2pm for the first three scheduled meetings of Council’s Risk and Audit Committee in 2018 as the 9am time conflicts with Council’s regular Strategic Planning Workshops.

**COUNCIL IMPLICATIONS:**

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

Nil

**2. Policy and Regulation**

Nil

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

Prepared by staff member:	Matthew Fletcher
TRIM Reference Number:	
Approved/Reviewed by Manager:	Trish Kirkland
Department:	Director Community and Governance
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Trish Kirkland</i>
<b>Reference/Subject:</b>	<b>Report 7 - 2017/18 Operational Plan - Progress Report at 31 December 2017</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

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

### OFFICER'S RECOMMENDATION:

**That Council receive and note the 2017/18 Operational Plan Progress Report at 31 December 2017**

### BACKGROUND:

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

### REPORT:




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

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

Responsibility for the delivery of Operational Plan actions is allocated to responsible officers who provide progress information. The Progress Report as at 31 December 2017 is contained at Attachment A.

A summary of the key Operational Plan actions delivered and progress achieved for the six month period to 31 December 2017 is set out in Table 1 – Action Status Summary, below:

**Table 1 – Action Status Summary**

Action Status at 30 September 2017		Our Society	Our Economy	Our Environment	Our Leadership	Total	%
	Achieved or on target	44	34	21	84	183	70%
	Not on target, being closely managed	11	11	8	41	71	27%
	Action cancelled or not able to be achieved	4	1	1	1	7	3%
<b>Total</b>		<b>59</b>	<b>46</b>	<b>30</b>	<b>126</b>	<b>261</b>	<b>100%</b>

70% of Council’s Operational Plan actions for the six months ending 31 December 2017 are on target or achieved, with 27% being closely managed and 3% being cancelled or not able to be achieved.

**COUNCIL IMPLICATIONS:**

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

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

**2. Policy and Regulation**

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

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

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

**8. Project**

Not Applicable

Prepared by staff member: Trish Kirkland  
TRIM Reference Number: U10/6484  
Approved/Reviewed by Manager: Andrew Hopkins  
Department: General Manager  
Attachments: 2017/18 Operational Plan Progress Report at 31 December 2017



# 2017-2021 Delivery Program

2017-2018 Operational Plan

Progress Report at 31 December 2017

## About this report

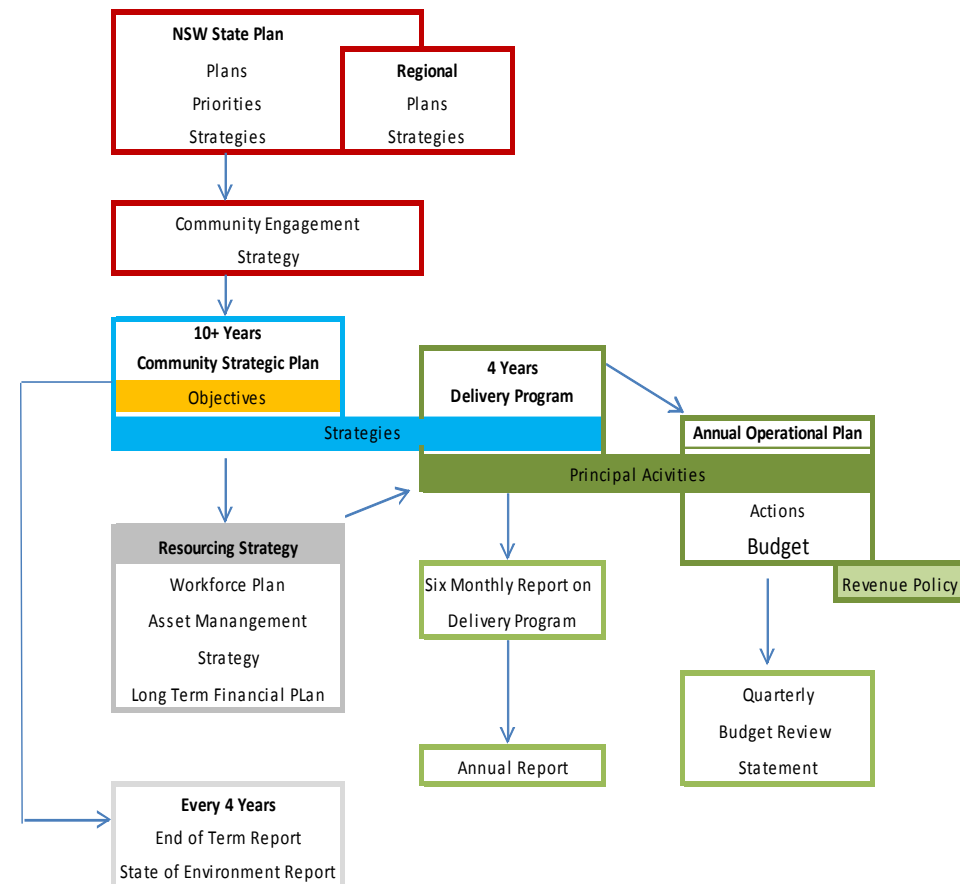
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

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

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

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

The attached report is a summary of our achievements during the September quarter of the combined 2017/21 Delivery Program and 2017/18 Operational Plan and covers the six month period ending 31 December 2017





## Contents

Measuring our progress .....	4
Organisational Performance .....	5
Detailed Performance Report .....	8
Our Society .....	8
Our Economy .....	22
Our Environment .....	36
Our Leadership .....	46

## Measuring our progress

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

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

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

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

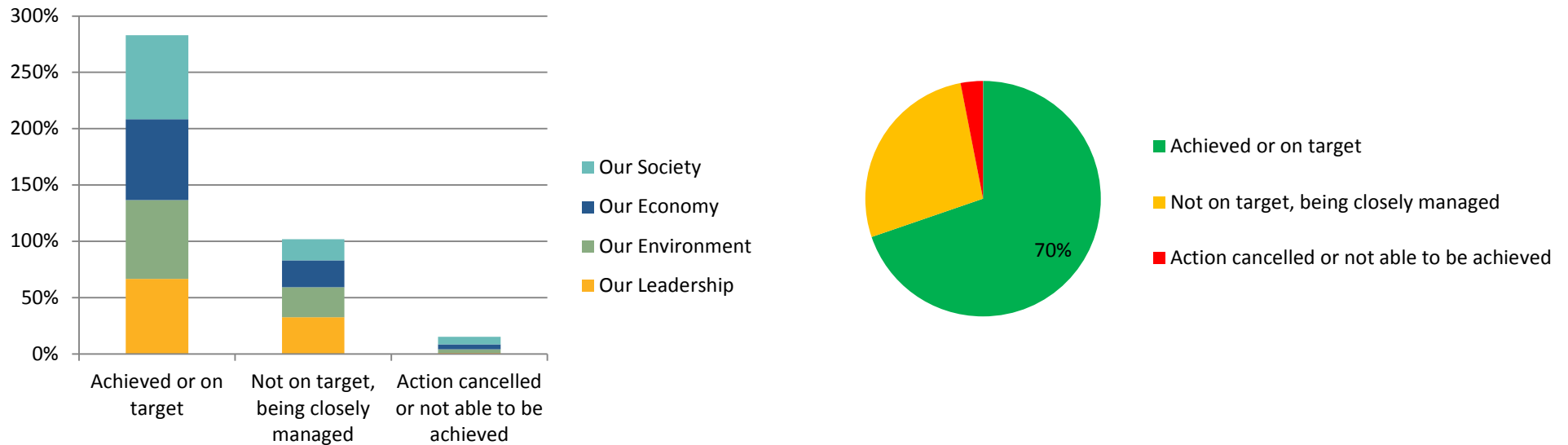
Each of the 261 actions is assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above. Set out below, is the responsibility legend.

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

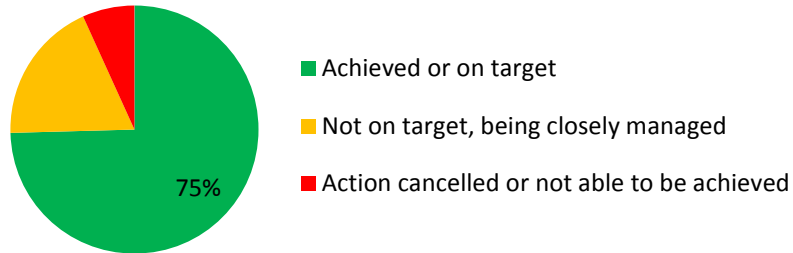
## Organisational Performance

### Delivery Program – 2017/18 Annual Action

Strategic Priority	Achieved or on target		Not on target, being closely managed		Action cancelled or not able to be achieved	
	No.	%	No.	%	No.	%
<b>Our Society</b>	44	75%	11	19%	4	7%
<b>Our Economy</b>	34	74%	11	24%	1	2%
<b>Our Environment</b>	21	70%	8	27%	1	3%
<b>Our Leadership</b>	84	67%	41	33%	1	1%
<b>Total</b>	<b>183</b>	<b>70%</b>	<b>71</b>	<b>27%</b>	<b>7</b>	<b>3%</b>

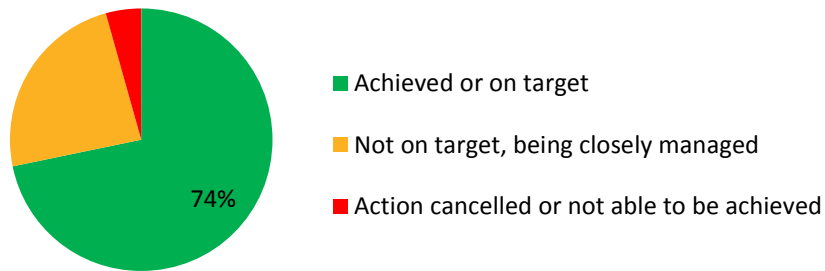


## Our Society



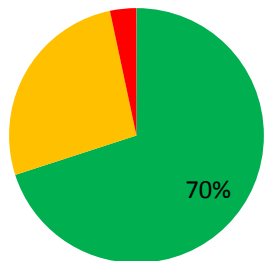
There are 59 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Society. In the six months to 31 December 2017, 75% of these actions are achieved or on target.

## Our Economy



There are 46 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Economy. In the six months to 31 December 2017, 74% of these actions are achieved or on target.

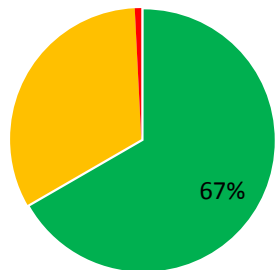
## Our Environment



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

There are 30 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Environment. In the six months to 31 December 2017, 70% of these actions are achieved or on target.

## Our Leadership



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

There are 126 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Leadership. In the six months to 31 December 2017, 67% of these actions are achieved or on target.

## Detailed Performance Report

### Our Society

OUR  
10 year  
PLAN

OUR SOCIETY  
Goal 1.1  
Strategy 1.1.1




**A proud, unique and inviting community**  
**Provide vibrant and welcoming town centre, streets and meeting places**

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





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

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


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

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

**Strategy 1.1.4 Support, encourage and celebrate community participation and volunteerism**

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

**Goal 1.1**      **A proud, unique and inviting community**

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

Principal Activity		Annual Action	Explanatory text
<b>1.1.3.1</b>	<b>Provide cemetery services</b>	Seek heritage funding to carry out restoration work at Uralla's Old Cemetery	Project to be re-scoped and costed.

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

Principal Activity	Other achievements obtained
<b>Nothing for the first six months</b>	




**A safe, active and healthy shire  
Provide accessible quality sport and recreation facilities that encourage participation**


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

**Strategy 1.2.2 Work with key partners and the community to lobby for adequate health services in our region**


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

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

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

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

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

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

Strategy 1.2.5


Provide effective regulatory, compliance and enforcement services for the community

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

**Goal 1.2**

**A safe, active and healthy shire**

Commentary on:

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

Principal Activity	Annual Action	Explanatory text
<b>Provide shared footpaths and cycleways</b>	Develop a shared footpath and cycleway plan including disability access provisions (DIAP 2.6)	Deferred to 18/19 pending approval of grant funding from RMS

Additional achievements:

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

Principal Activity	Other achievements obtained
<b>Nothing for the first six months</b>	

**A diverse and creative culture**  
**Provide enhanced and innovative library services that support and encourage lifelong learning**

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

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

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


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

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

**Goal 1.3**

**A diverse and creative culture**

Commentary on:

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

Principal Activity	Annual Action	Explanatory text
<b>Not applicable for the first six months</b>		

Additional achievements:

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

Principal Activity	Other achievements obtained
<b>Nothing for the first six months</b>	

**OUR  
10 year  
PLAN** **OUR SOCIETY  
Goal 1.4  
Strategy 1.4.1**

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

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

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

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




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

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




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

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

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

Strategy 1.4.5

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

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

Strategy 1.4.6


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

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

Goal 1.4

Access to and equity of services

Commentary on:

 Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
1.4.6.1 Develop and implement a range of strategies to improve access and inclusion to council facilities and services	Assess and audit disability parking locations, including ramps and kerb access (DIAP)	Deferred to 18/19 pending approved grant funding from the RMS
1.4.3.1 Promote Council's services and facilities	Deliver a local government week program to engage the community and show case services provided by Council.	2017 Local Government Week was held in August and unfortunately at that time all staff were 100% deployed. Conducting Local Government Week activities for 2018 is being planned as part of the 2018/19 Operational Plan and budget development cycle.

Additional achievements:

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

Principal Activity	Other achievements obtained
--------------------	-----------------------------

Nothing for the first six months

## Our Economy

OUR  
10 year  
PLAN

### OUR ECONOMY

#### Goal 2.1

#### Strategy 2.1.1




An attractive environment for business, tourism and industry

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

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

Strategy 2.1.2

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

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

**Strategy 2.1.3**

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

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



**Strategy 2.1.4**

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

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

**Strategy 2.1.5**


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

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

**Goal 2.1**

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

Commentary on:

 Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action	Explanatory text
2.1.4.1	Process building and development application	Assess online development application service options and determine preferred solution	This function is now being developed by State Agencies and will be centrally administered. No action required by Council at this time.

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


Principal Activity	Other achievements obtained
Nothing for the first six months	

OUR ECONOMY

Goal 2.2


Strategy 2.2.1

Growing diversified employment, education and tourism opportunities  
Provide land use planning that facilitates employment creation

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


Strategy 2.2.2

Support and encourage existing business and industry to develop and grow


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

Strategy 2.2.3

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


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



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


**Strategy 2.2.4**

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

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

**Strategy 2.2.5**


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

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

**Goal 2.2**

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

Commentary on:

 Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Not applicable for the first six months		

Additional achievements:

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

Principal Activity	Other achievements obtained
2.1.1.1 Promote Uralla Shire through the visitor information centre	The Visitor Information Improvement Project, as developed by the Project Reference Group, is being assessed for estimated implementation costs and timeframes for further reporting to Council.

OUR ECONOMY

Goal 2.3



Strategy 2.3.1

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



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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018					
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
2.3.1.1	Deliver road and drainage maintenance services and capital works programs	Provide	✓	✓	✓	✓	Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points	MI&W	Service levels/met	●
							Deliver sealed roads capital renewal program	MI&W	Works/completed	●
							Deliver sealed road network supporting infrastructure replacement program	MI&W	Works/completed	●
							Seek funding for transport infrastructure expansion projects	MI&W	Number of funding applications/maintained	●
							Deliver unsealed roads grading program in line with established service levels and intervention points	MI&W	Service levels/met	●
							Deliver unsealed roads re-sheeting program in line with established service levels	MI&W	Service levels/met	●


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

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

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

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

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

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

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

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

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


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

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

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

**Strategy 2.3.8**


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

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

**Goal 2.3**

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

Commentary on:

 Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Not applicable for the first six months		


Additional achievements:

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

Principal Activity	Other achievements obtained
Deliver walkways and cycle ways maintenance services and capital works programs	Upgrade the next stage Bundarra CBD footpath – Footpath in Court Street completed.


**OUR ECONOMY**  
**Goal 2.4**  
**Strategy 2.4.1**

**Communities that are well serviced with essential infrastructure**  
**Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed**


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

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


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

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

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

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

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


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



**Goal 2.4**

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

Commentary on:

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

Principal Activity	Annual Action	Explanatory text
Not applicable for the first six months		

Additional achievements:

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

Principal Activity	Other achievements obtained
Nothing for the first six months	


## Our Environment

OUR  
10 year  
PLAN



### OUR ENVIRONMENT

#### Goal 3.1 Strategy 3.1.1



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





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

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





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

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

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

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


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

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

**Goal 3.1**

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

Commentary on:

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

Principal Activity		Annual Action	Explanatory text
<b>3.1.2.1</b>	<b>Provide heritage services and support</b>	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund	Unable to meet the target - Value of funded assistance reduced as grant application not lodged in December 2016.


Additional achievements:

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


Principal Activity	Other achievements obtained
<b>Nothing for the first six months</b>	

**OUR ENVIRONMENT**  
**Goal 3.2**  
**Strategy 3.2.1**


**Maintain a healthy balance between development and the environment**  
**Retain open space and greenbelts that are accessible to everyone**

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

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

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


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

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

**Goal 3.2**

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

Commentary on:

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

Principal Activity	Annual Action	Explanatory text
Not applicable for the first six months		

Additional achievements:

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

Principal Activity	Other achievements obtained
Nothing for the first six months	

**OUR  
10 year  
PLAN** **OUR ENVIRONMENT**  
**Goal 3.3**  
**Strategy 3.3.1**


**Reuse, recycle and reduce wastage**  
**Promoting recycling, reusing and providing regular and efficient waste and recycling services**

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018					
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
3.3.1.1	Provide waste removal and recycling services within the Shire	Provide	✓	✓	✓	✓	Providing waste collection services in an efficient and effective manner	MWW&SS	Service levels/met	●
							Manage Waste Management facility, landfill sites and transfer station	MWW&SS	Income/increasing Expenditure/reducing Licence requirements/met	●


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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018					
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
3.3.2.1	Enhance community awareness of household waste minimisation	Provide	✓	✓	✓	✓	Deliver the waste avoidance, waste reduction, and recycling program	MWW&SS	Program/delivered	●
							Operate the community recycling centre	MWW&SS	Service levels/met	●



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

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

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

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

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


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



**Goal 3.3**

**Reuse, recycle and reduce wastage**

Commentary on:

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

Principal Activity	Annual Action	Explanatory text
Not applicable for the first six months		

Additional achievements:

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

Principal Activity	Other achievements obtained
Nothing for the first six months	

**OUR  
10 year  
PLAN** **OUR ENVIRONMENT**  
**Goal 3.4**  
**Strategy 3.4.1**




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

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

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


**Strategy 3.4.2**

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


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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
								milestones met	

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

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

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

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

Principal Activity	Annual Action	Explanatory text
<b>Not applicable for the first six months</b>		

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

Principal Activity	Other achievements obtained
<b>Nothing for the first six months</b>	

## Our Leadership

OUR  
10 year  
PLAN






### OUR LEADERSHIP



#### Goal 4.1

#### Strategy 4.1.1






**A strong, accountable and representative Council**


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

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







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

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

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

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

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

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









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

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

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

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

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


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



**Goal 4.1**

**A strong, accountable and representative Council**

Commentary on:

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

Principal Activity		Annual Action	Explanatory text
4.1.2.1	<b>Incorporate inclusive community consultation and stakeholder engagement in Council decision making</b>	Establish an Access & Inclusion Committee to focus on Disability Inclusion and Access planning and promotion (DIAP)	Action is not resourced for implementation, planning and promotion activities for the Shire are occurring through reviews of the DCP, development of the Open Space Strategy and Parking Studies, and with ongoing TCT and TCS aged and disability services. This action to be reviewed as part of the ongoing implementation of the Disability Inclusion Plan in 2018/19

Additional achievements:

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

Principal Activity	Other achievements obtained
<b>Nothing for the first six months</b>	

OUR LEADERSHIP



Goal 4.2

Strategy 4.2.1

An effective and efficient organisation

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







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

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

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

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018					
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
							Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts	CFO	Outstanding debts/ =<6.5%	●
							Develop and implement a procurement Policy	CFO	Policy/ adopted	●
							Develop and implement a procurement guide and toolkit	CFO	Guidelines and toolkit/ implemented	●
							Provide staff workshop session on the procurement guide and toolkit	CFO	Staff workshops/ =>2	●
							Implement strategies to achieve annual expenditure reduction dividend (FFTF)	CFO	Expenditure reduction =>\$62,500 per annum/ achieved	●
							Review all fees and charges for full cost recovery where appropriate (FFTF)	CFO	Review/ completed	●
							Review asset valuations and depreciation methodology for all asset classes (FFTF)	CFO	Reviews/ completed 50%	●
							Review Council's borrowing policy and capital expenditure guidelines (FFTF)	CFO	Review/ completed	●
							Determine asset maintenance backlog based on asset management plans (FFTF)	DI&R	Asset maintenance backlog/ determined	●
							Develop asset management strategy, including determined asset maintenance backlog (FFTF)	DI&R	Strategy/ commenced	●
							Review building and land assets to identify surplus assets for disposal (FFTF)	CFO	Disposal program/ established	●

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

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

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

**Strategy 4.2.3**

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







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


**Strategy 4.2.4**

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





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



DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
						Provide a health and wellbeing program (WMP 1.3)	MHR	Number of programs/ =>2	
						Review recruitment process to focus on attracting the right people, with the right skills and to improve recruitment timeframes (WFP 4.1)	MHR	Days technical & professional positions vacant =<45 days	
						Improve the leadership capability of the current and future leaders (WMP 5.1)	GM	Leadership training program/ commenced	
						Proactively manage the return to work and workers compensation processes (WMP 1.2)	MHR	Number of absentee days/ maintained or reducing	
						Develop and implement clear communication strategies for organisation leaders (WMP 5.3)	GM	Staff communication strategy/ developed  Number of strategies implemented/ => 2	
						Develop inclusive recruitment processes and job design which enhance opportunities for employment of people with a disability (DIAP)	MHR	Inclusive principles embedded in recruitment processes / commenced	

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Audit operational facilities and plan improvements to enhance disability access to support employment of people with a disability (DIAP)	DI&R	Audit/ completed  Plan/ commenced	


**Strategy 4.2.5 Provide customer service excellence**

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

Strategy 4.2.6









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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2017-2018				
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
4.2.6.1	Develop and incorporate a risk management framework which is effective and accessible.	Provide	✓	✓	✓	✓	Resource Council to achieve legislative compliance and an integrated approach to workplace safety, enterprise risk management, and the internal audit program	GM	Resource/established	●
							Develop a workplace safety system	CG&R	Workplace Health and Safety System/commenced	●
							Develop an enterprise wide risk management framework	CG&R	Risk management framework/commenced	●
							Facilitate regular meetings of the Audit and Risk Committee	DC&G	Committee meetings held/=>6	●
							Establish and coordinate internal audit program and provide support to the Audit and Risk Committee	CG&R	Audit program/commenced	●
							Coordinate and report on the status of internal audit action recommendations to the executive	CG&R	Report action status/monthly	●
							Improve staff risk awareness, and risk management and reporting practices	CG&R	Risk training workshops/=>2	●
							Facilitate regular meetings of the Work Health and Safety Committee	CG&R	Workplace Health and Safety Committee Meetings held/=>6	●
							Coordinate and report the status of the Work Health and Safety system to the executive	CG&R	Status report provided/Monthly	●

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018					
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
							Complete the organisation's Business Continuity Plan	CG&R	Plan/completed	

**Strategy 4.2.7**

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


DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018					
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
<b>4.2.7.1</b>	<b>Improve the corporate governance framework</b>	Provide	✓	✓	✓	✓	Undertake a corporate governance gap analysis and develop an improvement action plan	CG&R	Gap analysis/completed	
							Establish a compliance and reporting register in accordance with statutory requirements	CG&R	Improvement action plan/completed	
							Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive	CG&R	Compliance register/established	
							Develop a gifts and benefits register	CG&R	Compliance status reports/monthly	
							Develop a secondary employment register	MHR	Register/established	
							Develop customer complaints management protocols and procedures	CD&TC	Register/established	
							Report customer complaints status to the executive	CD&TC	Protocols and procedures/completed	
									Status reports/monthly	

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018					
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
							Develop a records management system and access to information improvement plan	TLT&I	Plan/completed	●
							Implement records management and access to information improvement action plan	TLT&I	implementation/commenced	●
							Complete and lodge annual Financial Statements in accordance with statutory requirements	CFO	Statutory requirements/met	●
							Complete all taxation returns and grant acquittals as required by external bodies	CFO	Returns and acquittals/provided	●
							Organise and manage the external audit of Council and address any management letter recommendations	CFO	External audit/completed  Management letter actions/addressed	●
							Develop an e-based Delegations Register	CG&R	Register/implemented	●
							Implement the Office of Local Government's Local Government Act reform program.	CG&R	Reforms/implemented	●

**Goal 4.2**

**An effective and efficient organisation**

Commentary on:

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

Principal Activity	Annual Action	Explanatory text
<b>Not applicable for the first six months</b>		

Additional achievements:

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

Principal Activity	Other achievements obtained
<b>4.2.2.4 Achieve efficiency gains for internal services with a program of continuous improvement</b>	Successful Office of Local Government Innovation Fund grant application to deliver a raft of internal programs, referred to as the Virtuous Circle Project, designed to improve efficiency, transparency, compliance and reporting.








OUR LEADERSHIP

Goal 4.3

Strategy 4.3.1

Deliver the goals and strategies of the Community Strategic Plan

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

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

**Goal 4.3**

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

Commentary on:

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

Principal Activity	Annual Action	Explanatory text
Not applicable for the first six months		

Additional achievements:

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

Principal Activity	Other achievements obtained
Nothing for the first six months	

***END OF REPORT***





## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Director Community and Governance</i>
<b>Reference/Subject:</b>	<b>Report 8 - Community Services - Strategic Business Plans</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	An effective and efficient organisation
<b>Strategy:</b>	Provide a range of services that meet benchmarks determined with the community, having regard to quality and cost
<b>Activity:</b>	Develop and implement business plans for all council business areas
<b>Action:</b>	Develop and implement a business plan for McMaugh Gardens Develop and implement a business plan for Tablelands Community Support Develop and implement a business plan for Tablelands Community Transport

### SUMMARY:

This report provides the background regarding the need for Council to develop and implement Strategic Business Plans for its three Community Services – McMaugh Gardens, Tablelands Community Support and Tablelands Community Transport. The report advises the omission of budget funding to progress these key actions, and the corrective steps taken for Council to consider a vote of necessary money as part of the Quarter Budget Review at 31 December to provide for the engagement of a suitably qualified consultant/s to progress the actions to satisfactory completion.

### OFFICER'S RECOMMENDATION:

**That Council receive and note this report.**

### BACKGROUND:

In 2012 Council partnered with the Office of Local Government to undertake a Promoting Better Practice Review of Council (Review), which resulted in a range of improvement recommendations.

The Review Report identified that Council operated three (3) Category 2 Business Activities, as defined in accordance with Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality where gross operating turnover is less than \$2m per annum, being McMaugh Gardens Aged Care Centre, Council Combined Water Supplies, and Uralla Local Sewerage Fund.

The Review Report contained Recommendation 31 - develop and implement a business plan for each of the businesses that Council operates.

Since the Review Report:





The \$10,000 for Tablelands Community Transport will reduce the 2017-18 estimated operating surpluses but still accommodated within the 2017-18 block funding provided from Transport for NSW.

The \$35,000 for McMaugh Gardens may have otherwise reduced the 2017-18 estimated operating surpluses, however, other expenditure areas within the budget have been closely monitored and adjusted to provide a full off-set to the new expenditure item for the Strategic Business Plan.

These are one off expenditure items for the 2017/18 budget year that are cost neutral to Council and that have no Long Term Financial Plan impacts.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

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



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Kim-Trieste Hastings</i>
<b>Reference/Subject:</b>	<b>Report 9 - Visitor Information Centre &amp; Library Monthly Report</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	2.1 An attractive environment for business, tourism and industry.
<b>Strategy:</b>	2.1.1 Promote Uralla Shire and the region as a place to live, visit and invest 1.3.1 Provide enhanced and innovative library services that support & encourage lifelong learning.
<b>Activity:</b>	2.1.1.1 Promote Uralla Shire through the Visitor Information Centre
<b>Action:</b>	1.3.1.1, 2.1.1.1 Staffing the Visitor Information Centre and the Library with Council employees and volunteers to provide Tourism & Library services seven days a week.

### SUMMARY:

This report provides an outline of activities at the Visitor Information Centre & the Library for the month of December 2017.

### OFFICER'S RECOMMENDATION:

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

### BACKGROUND:

Not applicable.

### REPORT:

#### Visitor Information Centre

- Sales for the month of December 2017 totalled \$2,281.80. This represents a 50% increase on previous month's sales and a 56.11% increase in December sales for 2016.
- December 2017 has shown a slight increase in visitor numbers, up from 753 to 788, an increase of 4.64% on the previous month. The visitor numbers are down on December 2016 figures by 6.4%.
- The month of December includes a 5 week period, school holidays and the Christmas break.
- The majority of travellers who came through the Visitor Information Centre in December resided in New South Wales, followed by Queensland then Victoria
- Fifty-three visitors came from overseas, from countries including Holland, the United States, Germany, Canada, China, the United Kingdom and Norway
- It is interesting to note that even though visitor numbers are down, sales in the Visitor Information Centre were up over 50% from last year's figures. The installation of the EFTPOS machine has assisted in this regard.

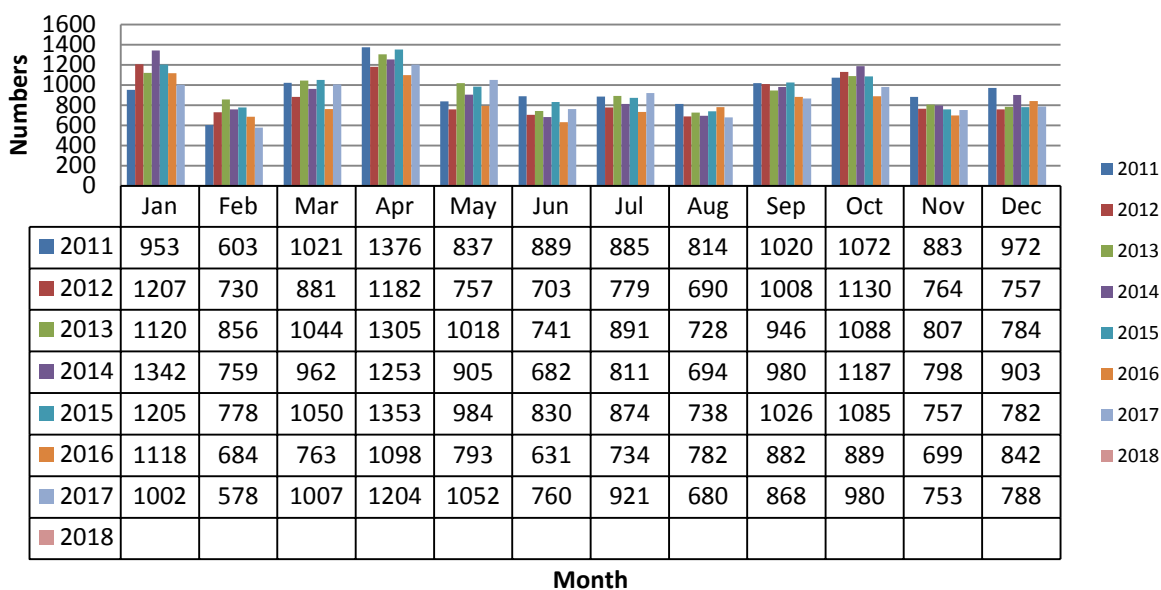
**Sales to-date for 2017-18 Financial Year**

Month	Total
July	\$1,522.00
August	\$1,187.50
September	\$1,810.40
October	\$2,542.20
November	\$1,516.90
December	\$2,281.80
<b>YTD Total</b>	<b>\$10,860.80</b>

**Annual December Sales**

Year	Total
2014/15	\$2,514.60
2015/16	\$1,014.55
2016/17	\$1,461.60
2017/18	\$2,281.80

**Uralla Visitor Information Centre Visitor Numbers**



**Uralla Library**

- The number of books loaned by the Library for month of December was 1,272. This represents a decrease from November of 16.97%
- Uralla placed third highest for the number of books loaned in the Central Northern Regional Library Group, out of 15 libraries for the month
- Five new members joined in December, placing Uralla equal sixth with Barraba and Walcha, out of 15 libraries in the group.

**Library Figures to-date for 2017-18 Financial Year**

<b>Month</b>	<b>Books Loaned</b>	<b>New Members</b>
July	1,578	19
August	1,561	17
September	1,510	12
October	1,922	22
November	1,532	11
December	1,272	5
<b>Total</b>	<b>9,375</b>	<b>86</b>

**KEY ISSUES:**

- Whilst Visitor Information Centre visitor numbers are down, sales were up over 50% from December 2016 figures, with improved sales assisted by the EFTPOS machine installation.

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



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Kim-Trieste Hastings</i>
<b>Reference/Subject:</b>	<b>Report 10 - Visitor Information Centre and Library Monthly Report</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	2.1 An attractive environment for business, tourism and industry.
<b>Strategy:</b>	2.1.1 Promote Uralla Shire and the region as a place to live, visit and invest 1.3.1 Provide enhanced and innovative library services that support & encourage lifelong learning.
<b>Activity:</b>	2.1.1.1 Promote Uralla Shire through the Visitor Information Centre
<b>Action:</b>	1.3.1.1, 2.1.1.1 Staffing the Visitor Information Centre and the Library with Council employees and volunteers to provide Tourism & Library services seven days a week.

### SUMMARY:

This report provides an outline of activities at the Visitor Information Centre the Library for the month of January 2018.

### OFFICER'S RECOMMENDATION:

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

### BACKGROUND:

Not applicable.

### REPORT:

#### Visitor Information Centre

- Sales for the month of January 2018 totalled \$1,757.20. This represents a 22% decrease from last month's sales and a 15.59% increase in January sales for 2017.
- January 2018 has shown a strong increase in visitor numbers up from 788 to 987, an increase of 25.25% from the previous month. The visitor numbers are slightly down on January 2017 figures, just under a 1.5% decrease.
- The month of January includes 4 weeks of school holidays and New Year travellers.
- The majority of travellers who came through the Visitor Information Centre in January resided in New South Wales, followed by Queensland then Victoria.
- Thirty-six visitors came from overseas including the United States, Germany, Canada, China, the United Kingdom and the Netherlands.

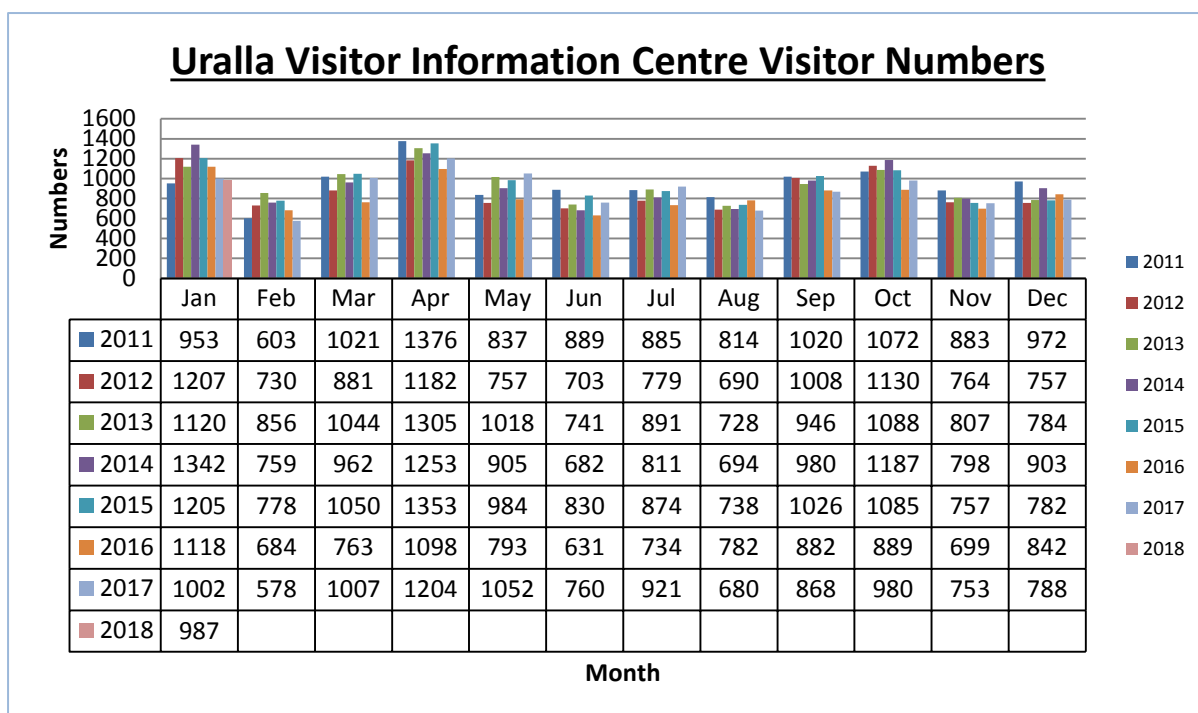
### **Sales to-date for 2017-18 Financial Year**



Month	Total
July	<b>\$1,522.00</b>
August	<b>\$1,187.50</b>
September	<b>\$1,810.40</b>
October	<b>\$2,542.20</b>
November	<b>\$1,516.90</b>
December	<b>\$2,281.80</b>
January	<b>\$1,757.20</b>
<b>Total (\$)</b>	<b>\$12,618.00</b>

**Annual January Sales**

Year	Total
2014/15	\$2,294.90
2015/16	\$1,840.35
2016/17	\$1,483.15
2017/18	\$1,757.20



**Uralla Library**

- The number of books loaned by the Library for month of January was 1,935. This represents an increase from December of 52.12%
- Uralla placed fourth highest for the number of books loaned in the Central Northern Regional Library Group, out of 15 libraries for the month
- Fourteen new members joined in January, placing Uralla fourth out of 15 libraries in the group.

**Library Figures to-date for 2017-18 Financial Year**

Uralla Shire Council  
Council Business Paper - 27 February 2018  
**Uralla Shire Council**  
Council Business Paper – 27 February 2018

---

<b>Month</b>	<b>Books Loaned</b>	<b>New Members</b>
July	1,578	19
August	1,561	17
September	1,510	12
October	1,922	22
November	1,532	11
December	1,272	5
January	1,935	14
<b>Total</b>	<b>11,310</b>	<b>100</b>

**KEY ISSUES:**

Nil

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



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director of Infrastructure & Regulation
<b>Reference/Subject::</b>	<b>Report 11 - Development Approvals and Refusals for December 2017</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

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

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

### OFFICER'S RECOMMENDATION:

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

### REPORT:

Uralla Shire Council  
Council Business Paper - 27 February 2018  
**Uralla Shire Council**  
Council Business Paper – 27 February 2018

**Development Applications**

**Approvals:**

Application Number	Applicant	Property	Development
DA-51-2017	Mr N & Mrs M Porter	23 Stringybark Ridge Road, Invergowrie	Dwelling
DA-60-2017	Dr J Gray	55 King Street, Uralla	Dwelling Additions & Alterations
DA-61-2017	Mr M Crawford	52 Budumba Road, Invergowrie	Secondary Dwelling
DA-62-2017	Mr T & Mrs B Barrett	21 Moffatt Road, Invergowrie	Workshed & Carport
DA-64-2017	Mr A & Mrs L McFarlane	19 Dangar Street, Uralla	2 Lot Subdivision & Relocate Sewer
DA-65-2017	Cr R Crouch	3 McDonald's Lane, Rocky River	Demolition of Existing Dwelling & New Dwelling
DA-67-2017	Mr P Doyle	1 Park Street, Uralla	Verandah Additions & Alterations
<b>Monthly Estimated Value of Approvals: \$1,128,458.00</b>			

**Refusals:** Nil

**DAs Withdrawn:** Nil

**Comparison to December 2016:**

December 2016:	\$509,000.00	December 2017:	\$1,128,458.00
Year to date: (Calendar Year)	\$3,997,389.00	Year to date: (Calendar Year)	\$5,953,666.00

**Development Applications Outstanding**

Application Number	Applicant	Property	Development	Status
DA-78-2013-2	Mr M Batt	16A King Street, Uralla	Modification Staged 7x1 Bedroom Strata Title Units	Awaiting Applicant
DA-14-2017-2	Mr D & Mrs J Ayre	6 McCrossin Street, Uralla	Modification – Dwelling & Shed	Under Assessment
DA-21-2017	Mr V Hudson	19 Karava Place, Uralla	Dual Occupancy & Conversion of Shed to Dwelling	Awaiting Applicant
DA-35-2017	Mr C & Mrs K Cooper	36 Uralla Street, Uralla	Dwelling	Awaiting Applicant
DA-40-2017	Mr L & Mrs C Seccombe	22 Baker Road, Invergowrie	2 Lot Subdivision	Awaiting Applicant
DA-66-2017	Cr R Crouch	35 Maitland Street, Uralla	Tourist & Visitor Accommodation and Signage	Under Notification
DA-68-2017	Ms L Cooper	223 Thunderbolts Way, Rocky River	Verandah	Under Assessment
DA-69-2017	Mr J Bell	66 Hill Street, Uralla	2 Lot Subdivision	Awaiting Applicant
<b>Total: 8</b>				

### Construction Certificates

Approvals: Nil

Refusals: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-53-2017	Mr M Doran	22 East Street, Uralla	Dwelling Alterations & Additions

**Total Monthly Estimated Value of Construction Certificate Approvals: \$75,000.00**

### Complying Development Certificate Applications

Approvals: Nil

Refusals: Nil

CDCs Withdrawn: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-11-2016-2	Mr O Ward	18 Queen Street, Uralla	Additions & Outdoor Covered Area
CDC-31-2017	Service Stream	150 Retreat Road, Balala	Telecommunications Facility – 40m Monopole
CDC-32-2017	Mr C & Mrs G Burgess	3 Elizabeth Avenue, Uralla	Garage
CDC-33-2017	Mr P Dawson	30 Dumaresq Street, Uralla	Double Garage

**Total Monthly Estimated Value of Complying Development Certificate Approvals: \$282,653.00**

### Comparison to December 2016:

December 2016:	\$350,000.00	December 2017:	\$282,653.00
Year to date:	\$1,961,327.00	Year to date:	\$2,178,293.00
(Calendar Year)		(Calendar Year)	

### Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008	9,155,533	56,169	7,393,239	1,762,294
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	8,131,959	82,979	5,953,666	2,178,293

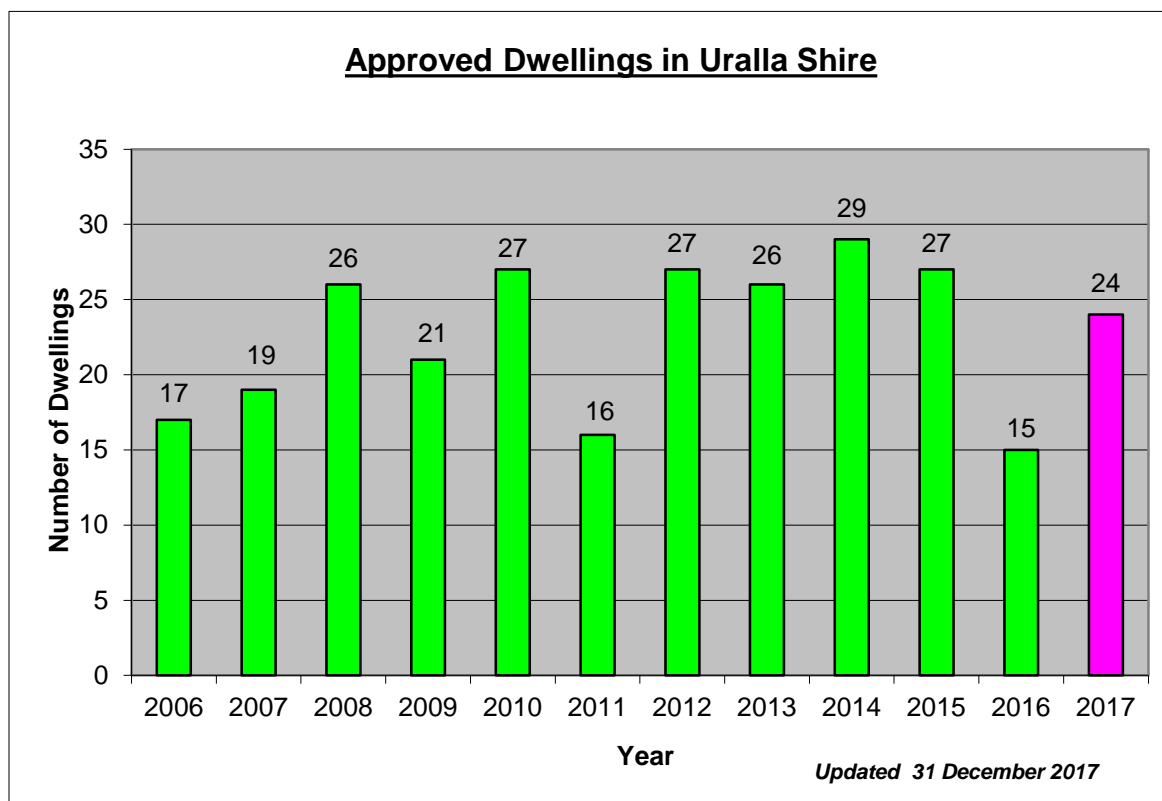
2017 to date

**Financial Year Development Values**

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	4,730,652	90,974	3,500,369	1,230,283

2017-2018 to date

**Approved Dwellings 2006-2017**



**KEY ISSUES:**

- *Development Applications approved by Council for December 2017 – 7*
- *Development Applications refused by Council for December 2017 – 0*
- *Development Applications withdrawn by Applicant for December 2017 – 0*
- *Outstanding Development Applications as at 31 December 2017 – 8*
- *Construction Certificates approved by Council for December 2017 – 0*
- *Construction Certificates refused by Council for December 2017 – 0*
- *Construction Certificates issued by private certification for December 2017 – 1*
- *Complying Development Applications approved by Council for December 2017 – 0*
- *Complying Development Applications refused by Council for December 2017 – 0*
- *Complying Development Applications issued by private certification – 4*
- *Total Development Value for 2017 as at 31 December 2017 – \$8,131,959*
- *Average Development Value for 2017 as at 31 December 2017 – \$82,979*
- *Development Application Value for 2017 as at 31 December 2017 – \$5,953,666*
- *Complying Development Application Value for 2017 as at 31 December 2017 – \$2,178,293*
- *Approved dwellings as at 31 December 2017 – 24*

**COUNCIL IMPLICATIONS:**

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

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

**2. Policy and Regulation**

*Environmental Planning & Assessment Act, 1979.*

*Environmental Planning & Assessment Regulations, 2000.*

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

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



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director of Infrastructure & Regulation
<b>Reference/Subject::</b>	<b>Report 12 - Development Approvals and Refusals for January 2018</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

The following details the development approvals issued by Council and by private certification for January 2018 for the entire local government area. A listing of development applications outstanding with a status as at the end of January 2018 has also been provided.

For information purposes a summary of the development values is provided from January 2008 until the end of January 2018. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of January 2018 is provided.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the development approvals and refusals for January 2018.**

### REPORT:

#### Development Applications

**Approvals:** Nil

Development Application Number	Applicant	Property	Development
DA-66-2017	Cr R Crouch	35 Maitland Street, Uralla	Change of Use – Tourist and Visitor Accommodation with Signage

**Monthly Estimated Value of Approvals: \$400.00**



Uralla Shire Council  
Council Business Paper - 27 February 2018  
**Uralla Shire Council**  
Council Business Paper – 27 February 2018

**Refusals:** Nil

**DAs Withdrawn:** Nil

**Comparison to December 2016:**

January 2017:	\$27,100.00	January 2018:	\$400.00
Year to date: (Calendar Year)	\$27,100.00	Year to date: (Calendar Year)	\$400.00

**Development Applications Outstanding**

Application Number	Applicant	Property	Development	Status
DA-78-2013-2	Mr M Batt	16A King Street, Uralla	Modification Staged 7x1 Bedroom Strata Title Units	Awaiting Applicant
DA-14-2017-2	Mr D & Mrs J Ayre	6 McCrossin Street, Uralla	Modification – Dwelling & Shed	Under Assessment
DA-21-2017	Mr V Hudson	19 Karava Place, Uralla	Dual Occupancy & Conversion of Shed to Dwelling	Awaiting Applicant
DA-35-2017	Mr C & Mrs K Cooper	36 Uralla Street, Uralla	Dwelling	Awaiting Applicant
DA-40-2017	Mr L & Mrs C Seccombe	22 Baker Road, Invergowrie	2 Lot Subdivision	Awaiting Applicant
DA-68-2017	Ms L Cooper	223 Thunderbolts Way, Rocky River	Verandah	Under Assessment
DA-69-2017	Mr J Bell	66 Hill Street, Uralla	2 Lot Subdivision	Awaiting Applicant
DA-1-2018	Natural Matters Design	69 Rocklea Road, Invergowrie	Demolition of Existing Dwelling & New Dwelling	Under Assessment
DA-2-2018	Ponz Armidale Pty Ltd	156 Bridge Street, Uralla	5 Bay Shed	Under Assessment
DA-3-2018	Mr T & Mrs M O'Connor	21 Hill Street, Uralla	Demolition of Dwelling	Under Assessment
DA-4-2018	Mr J Kirkwood	11 Kalinda Road, Invergowrie	Sunroom Addition	Under Assessment
DA-5-2018	Mr R & Mrs D Wallace	66 Bridge Street, Uralla	Disabled Access to Bakery	Under Assessment
DA-6-2018	Mr D & Mrs S Barnden	32 Devoncourt Road, Uralla	Subdivision of 2 Rural Lots to create 6 Rural Lots	Awaiting Applicant
DA-7-2018	Uralla Golf Club	33 Plane Avenue, Uralla	Primitive Camping	Under Assessment
<b>Total:</b>				<b>14</b>

**Construction Certificates**

**Approvals:** Nil

**Refusals:** Nil

**Issued by Private Certifier:**

Uralla Shire Council  
Council Business Paper - 27 February 2018  
**Uralla Shire Council**  
Council Business Paper – 27 February 2018

Application Number	Applicant	Property	Construction
CC-47-2017	Mr A & Mrs D Hoogen	24 McDonalds Lane, Rocky River	5 Bay Shed
CC-58-2016-2	Mrs J Byrne	1 Bligh Avenue, Uralla	Conversion of Shed to Dwelling

**Total Monthly Estimated Value of Construction Certificate Approvals: \$106,000.00**

**Complying Development Certificate Applications**

Approvals:

Application Number	Applicant	Property	Development
CDC-2-2018	North West Pools	108 Kendall Road, Invergowrie	Inground Fibreglass Swimming Pool

Refusals: Nil

CDCs Withdrawn: CDC-1-2018

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-4-2018	Mr C Robertson	1717 Kingstown Road, Balala	Garage & Carport

**Total Monthly Estimated Value of Complying Development Certificate Approvals: \$67,040.00**

Comparison to December 2016:

January 2017:	\$54,500.00	January 2018:	\$67,040.00
Year to date: (Calendar Year)	\$54,500.00	Year to date: (Calendar Year)	\$67,040.00

**Calendar Year Development Values**

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008	9,155,533	56,169	7,393,239	1,762,294
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	8,131,959	82,979	5,953,666	2,178,293
2018	67,440	22,480	400	67,040

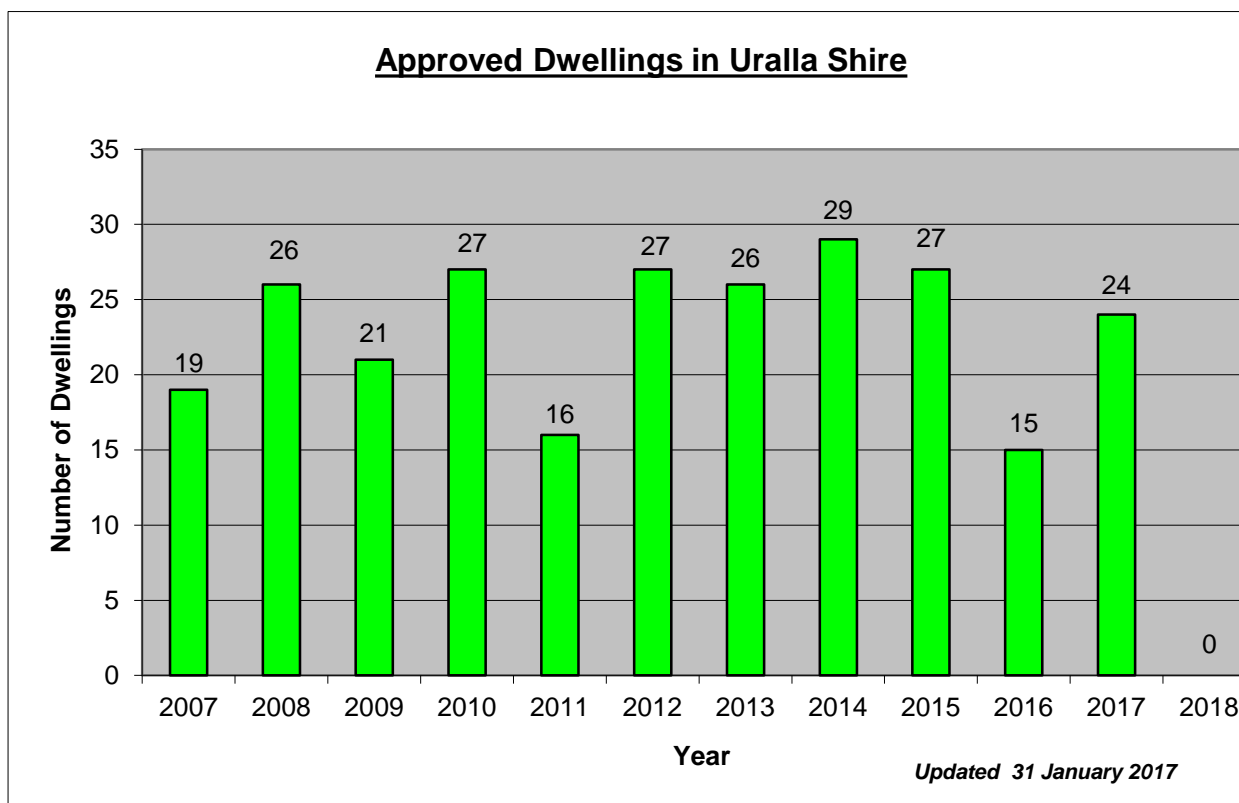
2018 to date

**Financial Year Development Values**

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	4,798,092	87,238	3,500,769	1,297,323

2017-2018 to date

**Approved Dwellings 2006-2018**



**KEY ISSUES:**

- *Development Applications approved by Council for January 2018 – 1*
- *Development Applications refused by Council for January 2018 – 0*
- *Development Applications withdrawn by Applicant for January 2018 – 0*
- *Outstanding Development Applications as at 31 January 2018 – 14*
- *Construction Certificates approved by Council for January 2018 – 0*
- *Construction Certificates refused by Council for January 2018 – 0*
- *Construction Certificates issued by private certification for January 2018 – 2*
- *Complying Development Applications approved by Council for January 2018 – 1*
- *Complying Development Applications refused by Council for January 2018 – 0*
- *Complying Development Applications withdrawn by Applicant for January 2018 – 1*
- *Complying Development Applications issued by private certification – 1*
- *Total Development Value for 2017 as at 31 January 2018 – \$67,440.00*
- *Average Development Value for 2017 as at 31 January 2018 – \$22,480.00*
- *Development Application Value for 2017 as at 31 January 2018 – \$400.00*
- *Complying Development Application Value for 2017 as at 31 January 2018 – \$67,040.00*
- *Approved dwellings as at 31 January 2018 – 0*

**COUNCIL IMPLICATIONS:**

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

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

**2. Policy and Regulation**

*Environmental Planning & Assessment Act, 1979.*

*Environmental Planning & Assessment Regulations, 2000.*

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

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



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director Infrastructure & Regulation
<b>Reference/Subject:</b>	<b>Report 13 - Regulatory Statistics Ending 31 December 2017</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

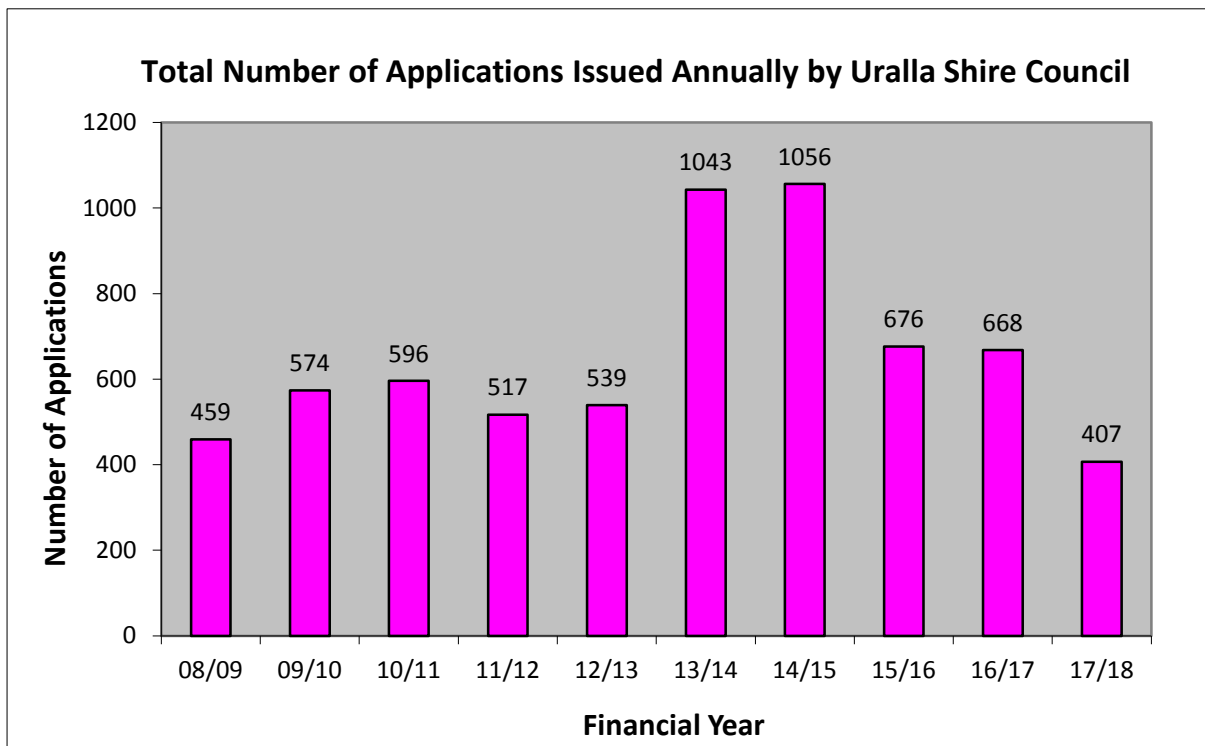
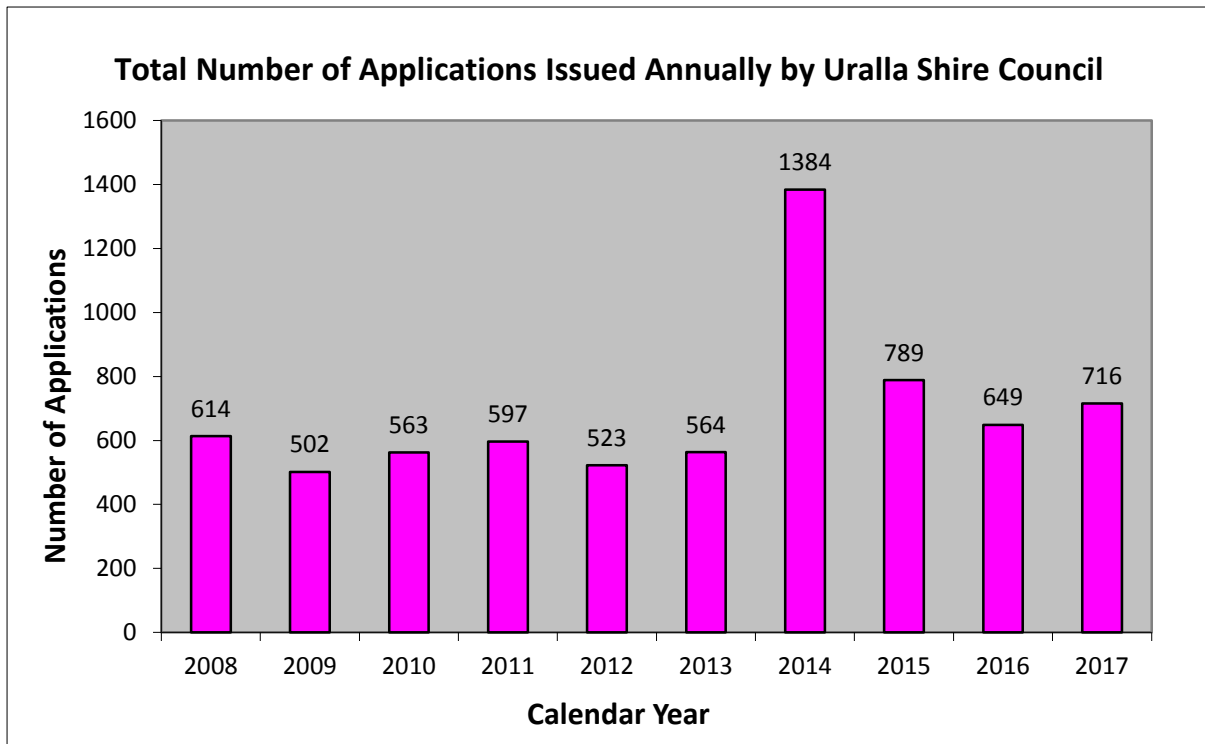
### SUMMARY:

The following contains the Statistical Reporting on the Processed Regulatory Applications for Uralla Shire Council ending 31 December 2017. It also provides a six-monthly check on the financial year figures.

### OFFICER'S RECOMMENDATION:

That the Regulatory Function Statistics ending 31 December 2017 be received and noted.

**REPORT:**



Please note, the current financial year details only contain six months of records.

**Comparison of Applications Issued by Calendar Year**

	Development Applications	Complying Development Applications	Section 96 Applications	Construction Certificates	Occupation Certificates	Section 68 Applications	Subdivision Certificates	Section 149(2) & (5) Certificates	Drainage Diagrams	Bushfire Attack Level Certificates	OSSM Licences	Totals
<b>2008</b>	124	39	11	82	-	35	15	209	99	-	-	614
<b>2009</b>	69	59	5	33	10	34	8	210	74	-	-	502
<b>2010</b>	71	60	6	30	45	37	17	221	76	-	-	563
<b>2011</b>	75	52	0	40	39	42	13	244	92	-	-	597
<b>2012</b>	60	49	4	28	69	33	8	192	71	9	-	523
<b>2013</b>	70	51	9	50	82	26	11	180	69	4	12	564
<b>2014</b>	88	31	3	40	78	46	8	208	101	3	778	1384
<b>2015</b>	78	29	19	53	83	51	13	195	88	5	175	789
<b>2016</b>	66	29	11	43	42	31	13	213	109	2	90	649
<b>2017</b>	61	37	8	43	62	37	10	208	104	6	140	716

**Uralla Shire Total Development Value**

Note: Total Development Value includes Complying Development

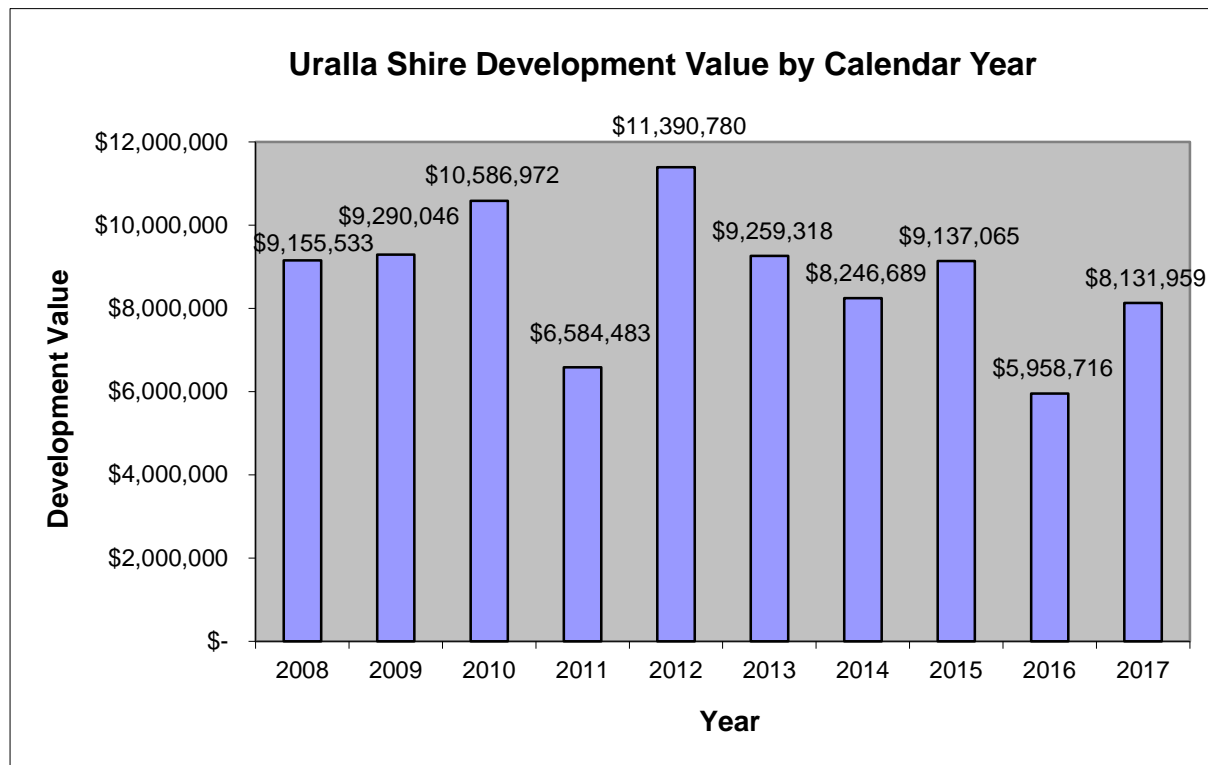
**Calendar Year Totals**

	Total Development Value	Average Development Value	Development Application Value	Complying Development Value
<b>2008</b>	\$ 9,155,533	\$ 56,169	\$ 7,393,239	\$ 1,762,294
<b>2009</b>	\$ 9,290,046	\$ 72,578	\$ 5,749,162	\$ 3,540,884
<b>2010</b>	\$ 10,586,972	\$ 80,817	\$ 5,958,887	\$ 4,628,085
<b>2011</b>	\$ 6,584,483	\$ 51,846	\$ 3,449,607	\$ 3,134,876
<b>2012</b>	\$ 11,390,780	\$ 104,503	\$ 6,158,718	\$ 5,232,062
<b>2013</b>	\$ 9,259,318	\$ 76,523	\$ 4,678,720	\$ 4,580,598
<b>2014</b>	\$ 8,246,689	\$ 69,300	\$ 5,657,845	\$ 2,588,844
<b>2015</b>	\$ 9,137,065	\$ 85,393	\$ 6,980,198	\$ 2,156,867
<b>2016</b>	\$ 5,958,716	\$ 62,723	\$ 3,997,389	\$ 1,961,327
<b>2017</b>	\$ 8,131,959	\$ 82,979	\$ 5,953,666	\$ 2,178,293

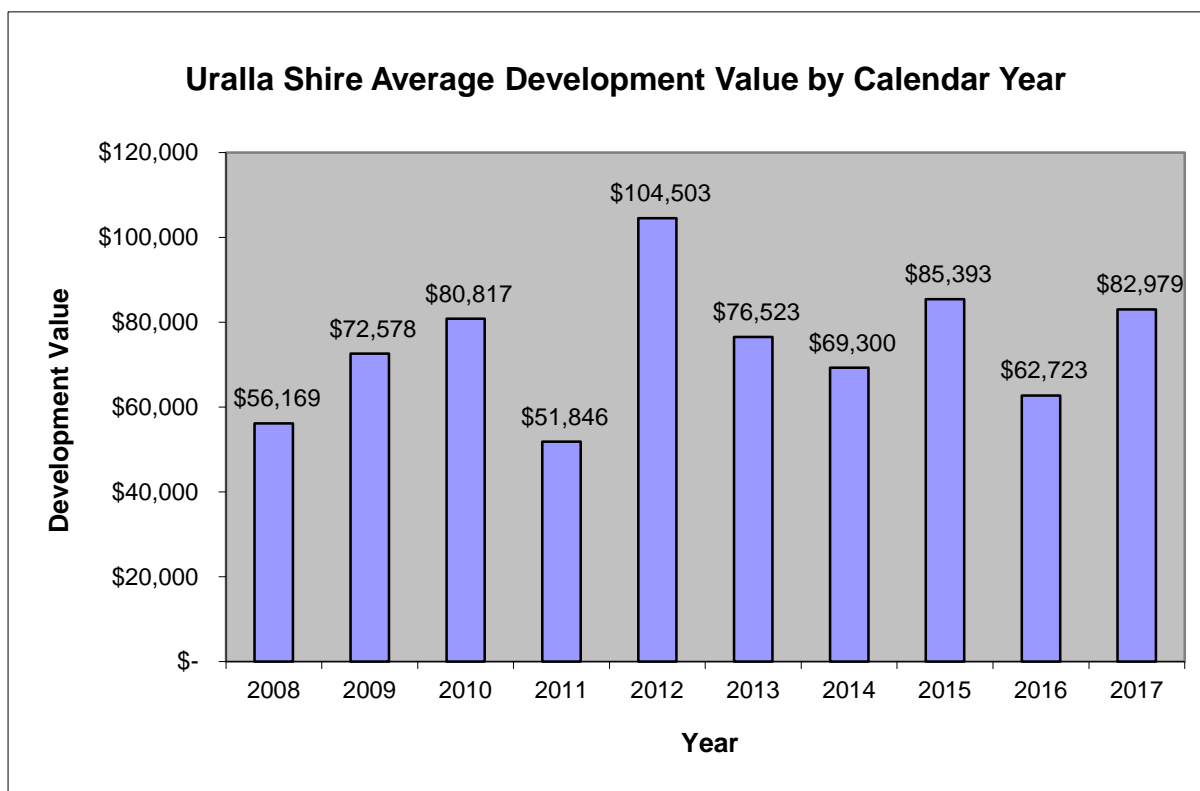
**Financial Year Totals**

	Total Development Value	Average Development Value	Development Application Value	Complying Development Value
<b>2007/2008</b>	\$ 8,128,806	\$ 52,444	\$ 8,128,806	\$ -
<b>2008/2009</b>	\$ 8,095,812	\$ 61,332	\$ 4,588,050	\$ 3,507,762
<b>2009/2010</b>	\$ 12,395,113	\$ 77,469	\$ 7,121,590	\$ 5,273,523
<b>2010/2011</b>	\$ 8,212,500	\$ 73,986	\$ 5,023,347	\$ 3,189,153
<b>2011/2012</b>	\$ 5,986,330	\$ 53,449	\$ 3,667,764	\$ 2,318,566
<b>2012/2013</b>	\$ 12,339,996	\$ 101,983	\$ 6,100,857	\$ 6,239,139
<b>2013/2014</b>	\$ 7,791,911	\$ 71,485	\$ 4,697,885	\$ 3,094,026
<b>2014/2015</b>	\$ 9,779,535	\$ 109,917	\$ 6,392,260	\$ 3,387,274
<b>2015/2016</b>	\$ 7,560,263	\$ 76,366	\$ 6,393,433	\$ 1,166,830
<b>2016/2017</b>	\$ 6,544,087	\$ 68,168	\$ 4,186,513	\$ 2,357,574
<b>2017/2018</b>	\$ 4,730,652	\$ 90,974	\$ 3,500,369	\$ 1,230,283

Please note, the current financial year details only contain six months of records.



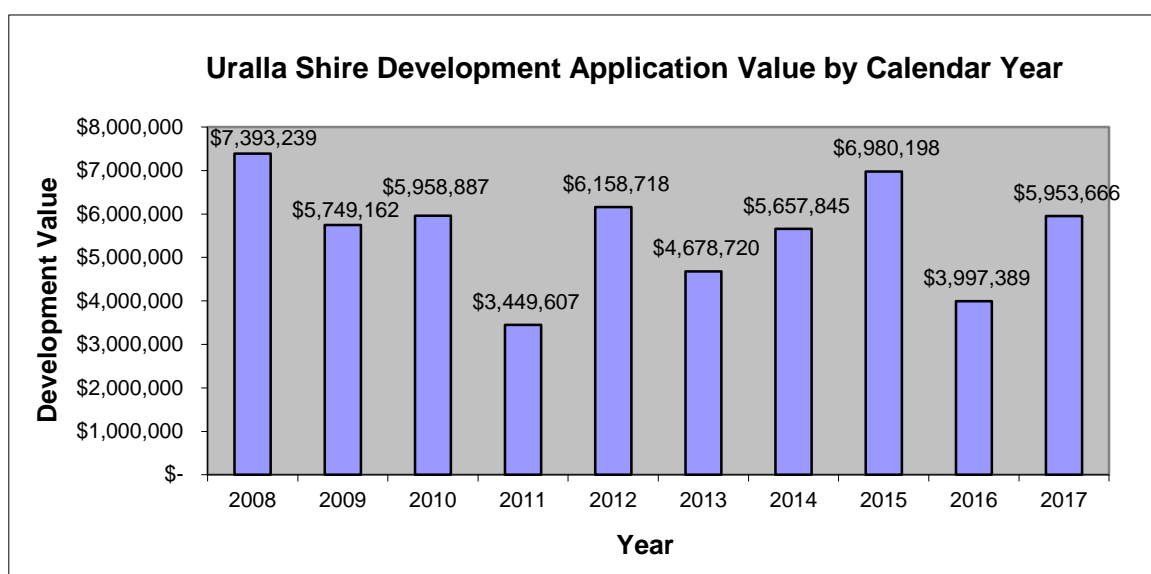
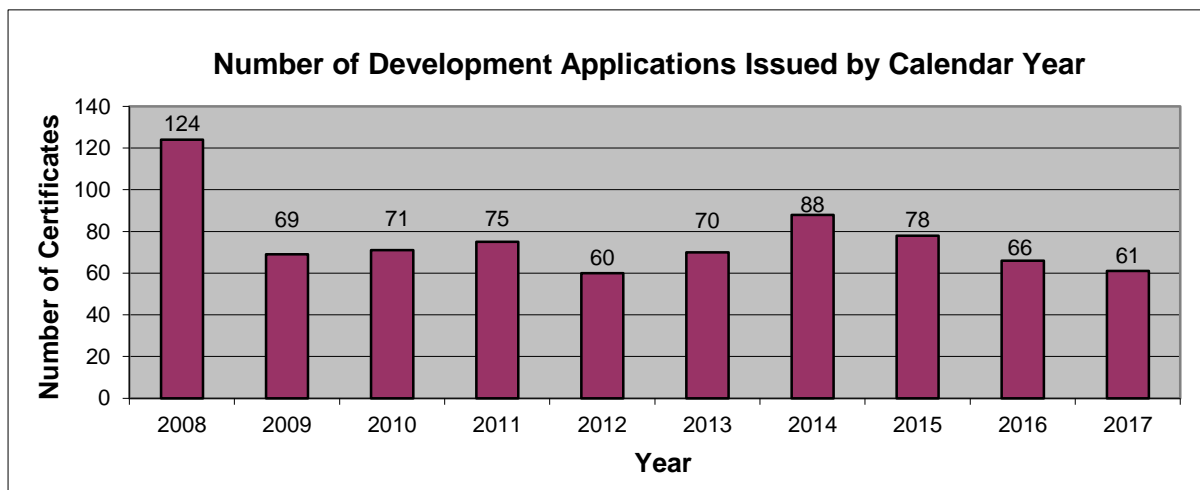




### Development Applications

Calendar Year			Financial Year		
	Number of Applications	Value of Application		Number of Applications	Value of Application
<b>2008</b>	124	\$ 7,393,239	<b>2008/2009</b>	69	\$ 4,588,050
<b>2009</b>	69	\$ 5,749,162	<b>2009/2010</b>	81	\$ 7,121,590
<b>2010</b>	71	\$ 5,958,887	<b>2010/2011</b>	67	\$ 5,023,347
<b>2011</b>	75	\$ 3,449,607	<b>2011/2012</b>	68	\$ 3,667,764
<b>2012</b>	60	\$ 6,158,718	<b>2012/2013</b>	67	\$ 6,100,857
<b>2013</b>	70	\$ 4,678,720	<b>2013/2014</b>	71	\$ 4,697,885
<b>2014</b>	88	\$ 5,657,845	<b>2014/2015</b>	89	\$ 6,392,260
<b>2015</b>	78	\$ 6,980,198	<b>2015/2016</b>	73	\$ 6,393,433
<b>2016</b>	66	\$ 3,997,389	<b>2016/2017</b>	61	\$ 4,186,513
<b>2017</b>	61	\$ 5,953,666	<b>2017/2018</b>	34	\$ 3,500,369

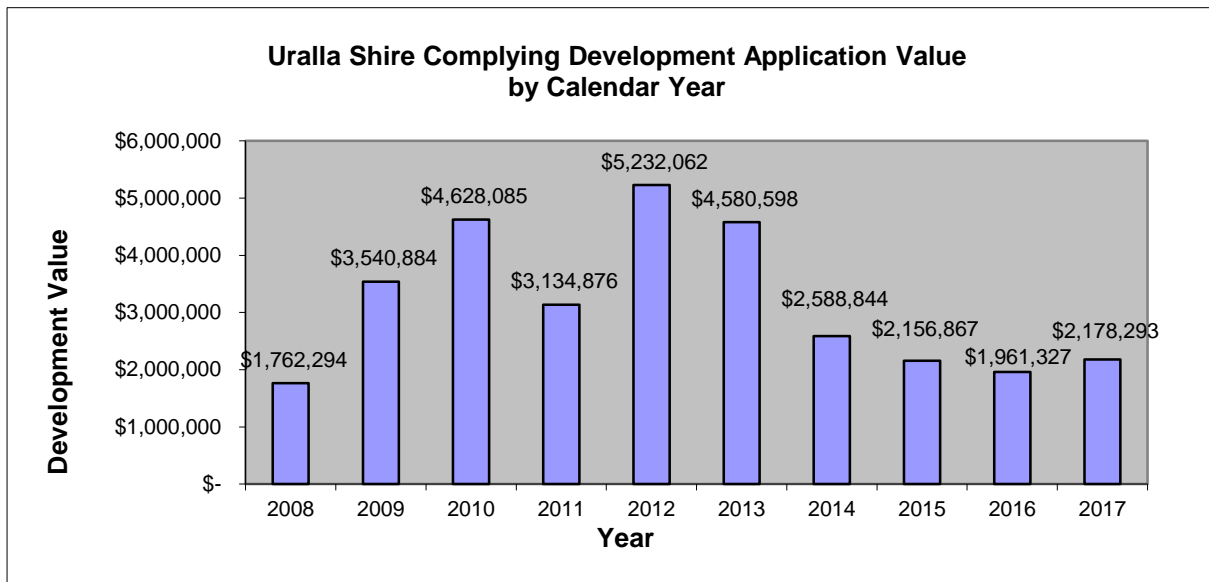
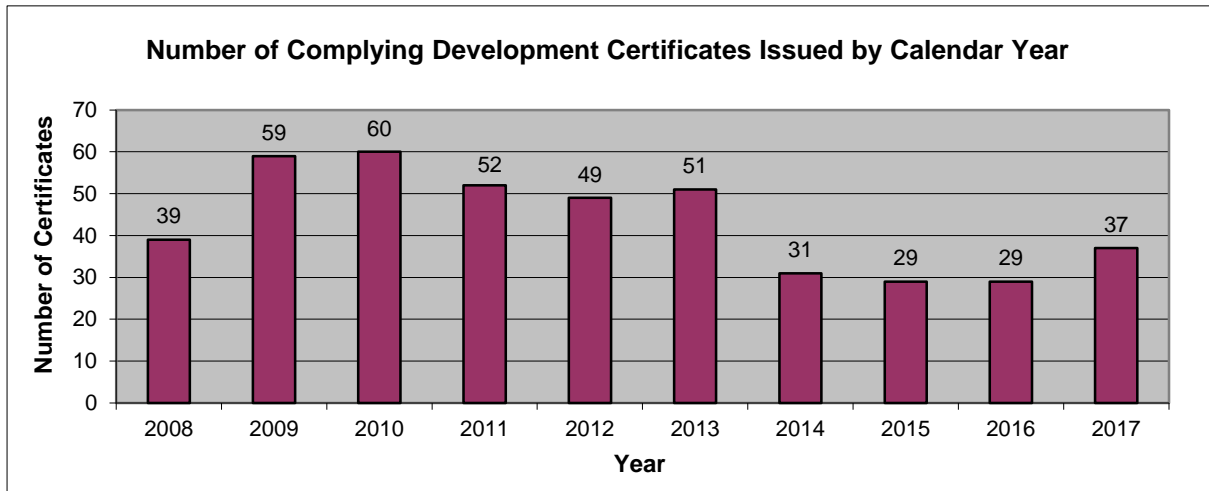
Please note, the current financial year details only contain six months of records.



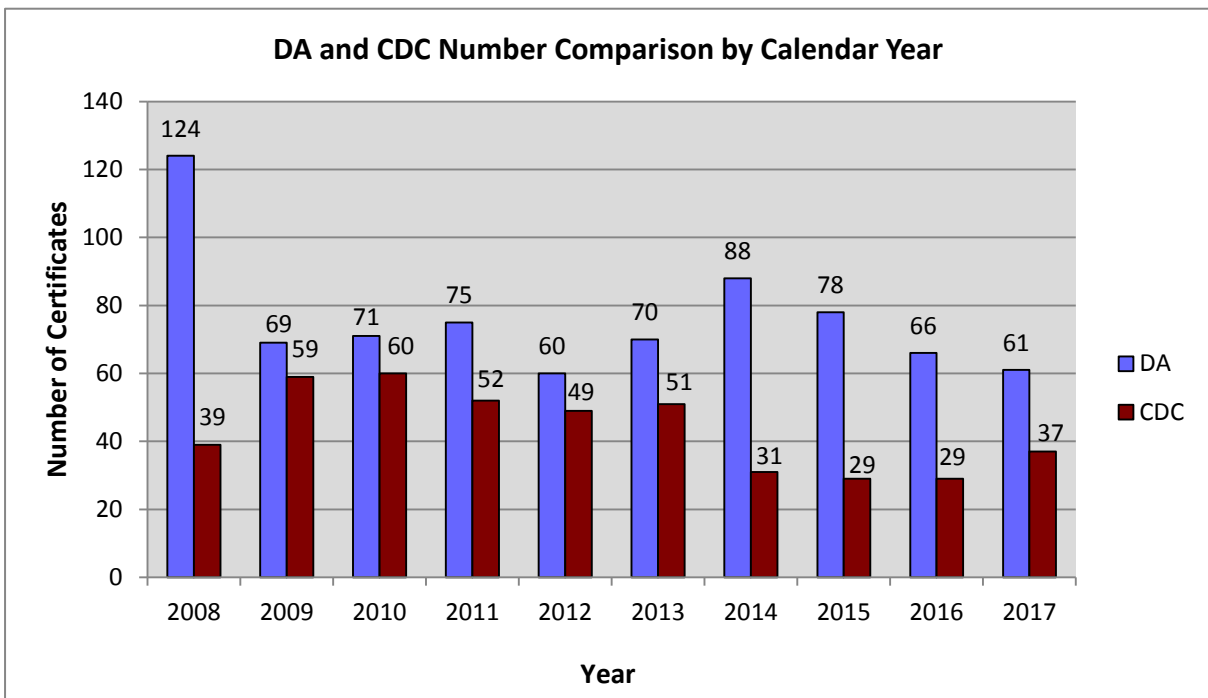
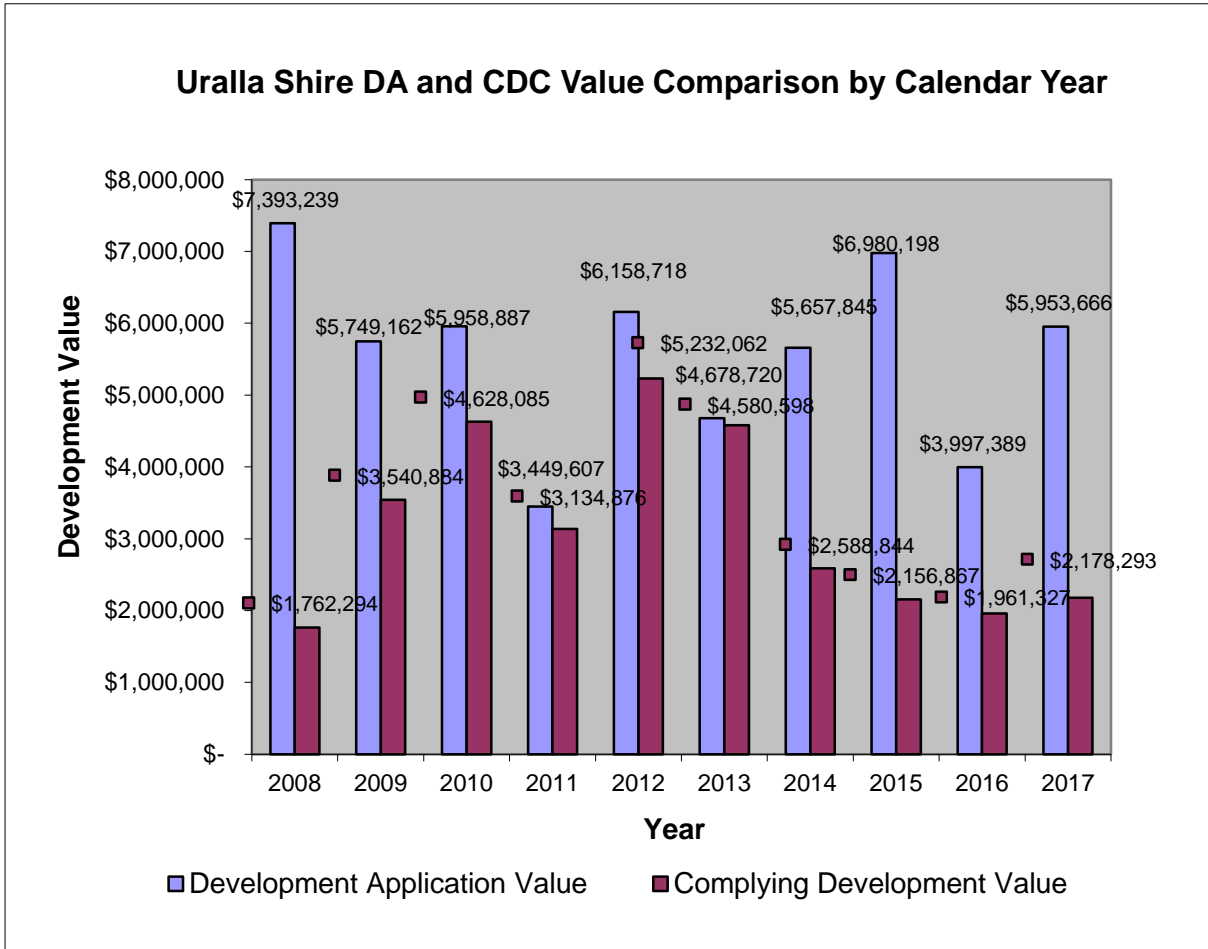
### Complying Development Applications

	Calendar Year			Financial Year	
	Number of Applications	Value of Application		Number of Applications	Value of Application
<b>2008</b>	39	\$ 1,762,294	<b>2008/2009</b>	63	\$ 3,507,762
<b>2009</b>	59	\$ 3,540,884	<b>2009/2010</b>	79	\$ 5,273,523
<b>2010</b>	60	\$ 4,628,085	<b>2010/2011</b>	44	\$ 3,189,153
<b>2011</b>	52	\$ 3,134,876	<b>2011/2012</b>	44	\$ 2,318,566
<b>2012</b>	49	\$ 5,232,062	<b>2012/2013</b>	54	\$ 6,239,139
<b>2013</b>	51	\$ 4,580,598	<b>2013/2014</b>	38	\$ 3,094,026
<b>2014</b>	31	\$ 2,588,844	<b>2014/2015</b>	35	\$ 3,387,274
<b>2015</b>	29	\$ 2,156,867	<b>2015/2016</b>	26	\$ 1,166,830
<b>2016</b>	29	\$ 1,961,327	<b>2016/2017</b>	35	\$ 2,357,574
<b>2017</b>	37	\$ 2,178,293	<b>2017/2018</b>	18	\$ 1,230,283

Please note, the current financial year details only contain six months of records.



**Comparison of Development and Complying Development Applications**

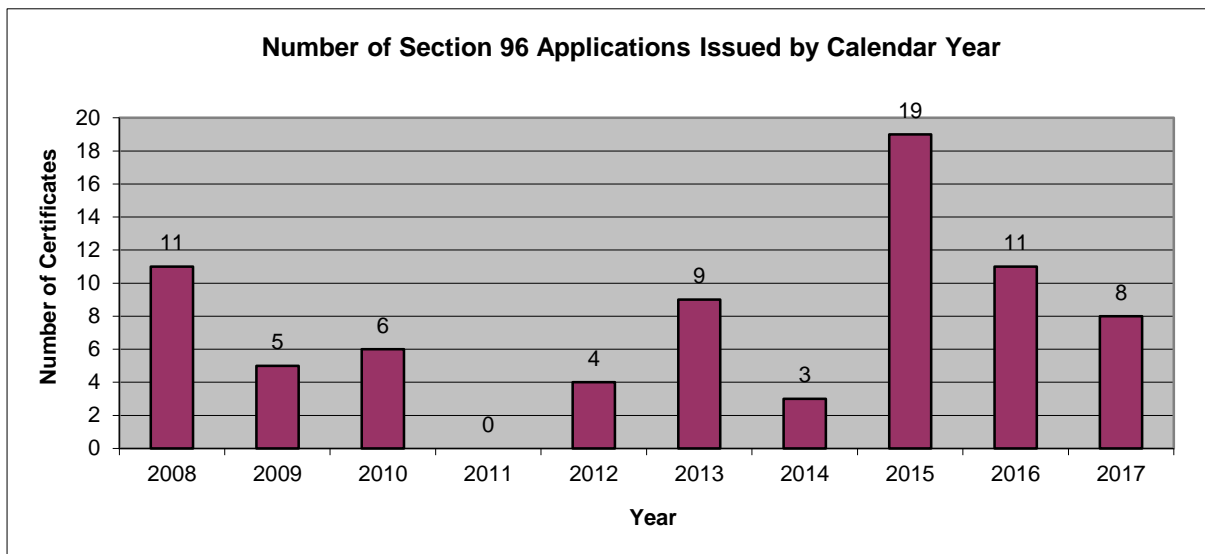


**Section 96 Applications**

Note: Being Development Application Amendments

Financial Year Totals		Calendar Year Totals	
	Number of Applications		Number of Applications
2008/2009	7	2008	11
2009/2010	4	2009	5
2010/2011	4	2010	6
2011/2012	0	2011	0
2012/2013	8	2012	4
2013/2014	7	2013	9
2014/2015	4	2014	3
2015/2016	21	2015	19
2016/2017	13	2016	11
2017/2018	1	2017	8

Please note, the current financial year details only contain six months of records.



**Construction Certificates**

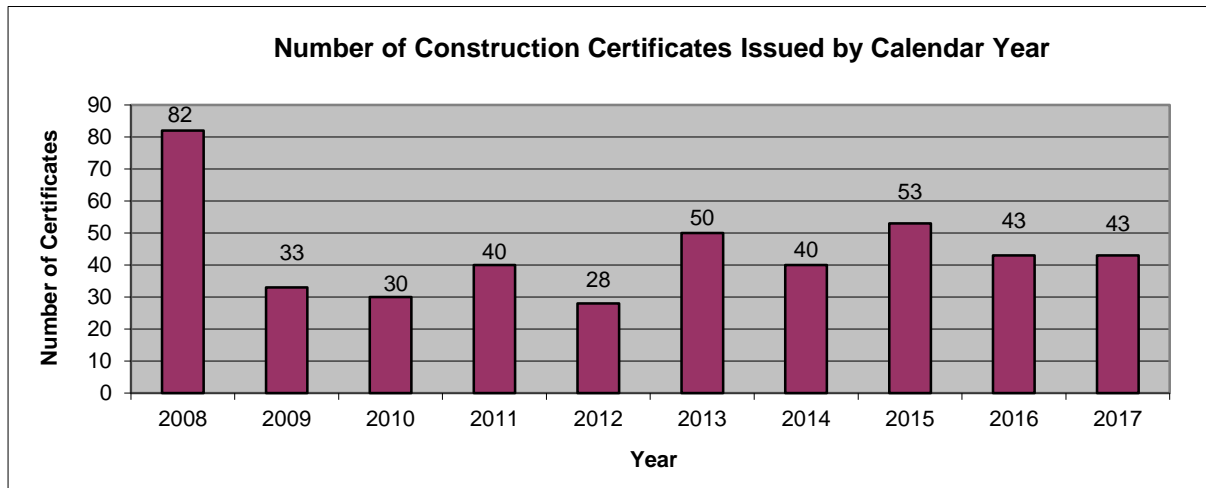
**Financial Year Totals**

	Number of Applications
2008/2009	35
2009/2010	38
2010/2011	41
2011/2012	27
2012/2013	38
2013/2014	42
2014/2015	44
2015/2016	53
2016/2017	49
2017/2018	18

**Calender Year Totals**

	Number of Applications
2008	82
2009	33
2010	30
2011	40
2012	28
2013	50
2014	40
2015	53
2016	43
2017	43

Please note, the current financial year details only contain six months of records.



**Occupation Certificates**

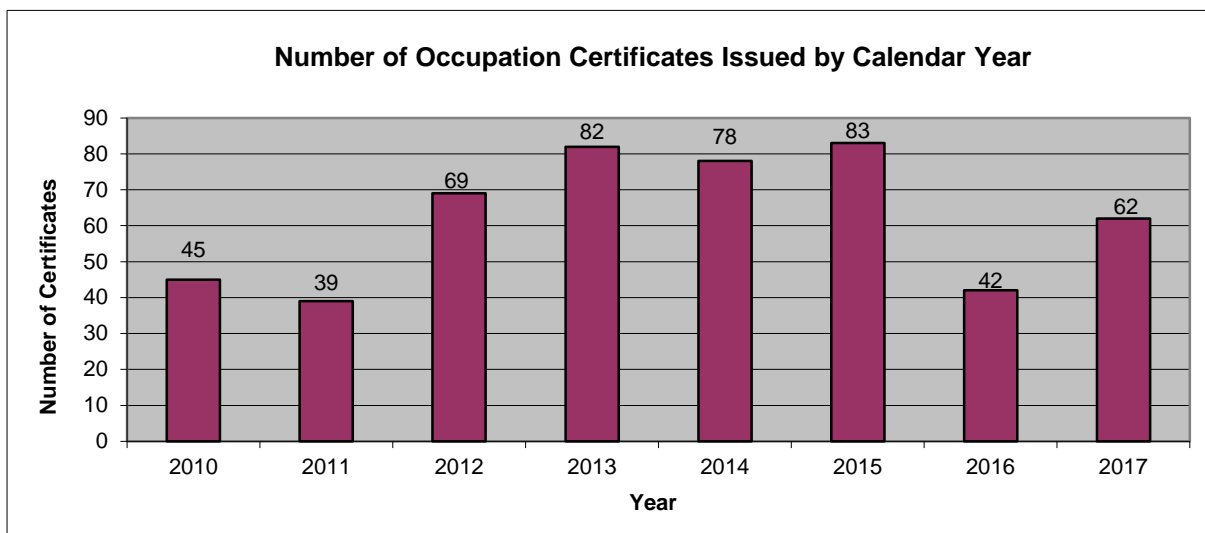
**Financial Year Totals**

	Number of Applications
2009/2010	27
2010/2011	48
2011/2012	57
2012/2013	63
2013/2014	86
2014/2015	96
2015/2016	50
2016/2017	47
2017/2018	36

**Calendar Year Totals**

	Number of Applications
2009	10
2010	45
2011	39
2012	69
2013	82
2014	78
2015	83
2016	42
2017	62

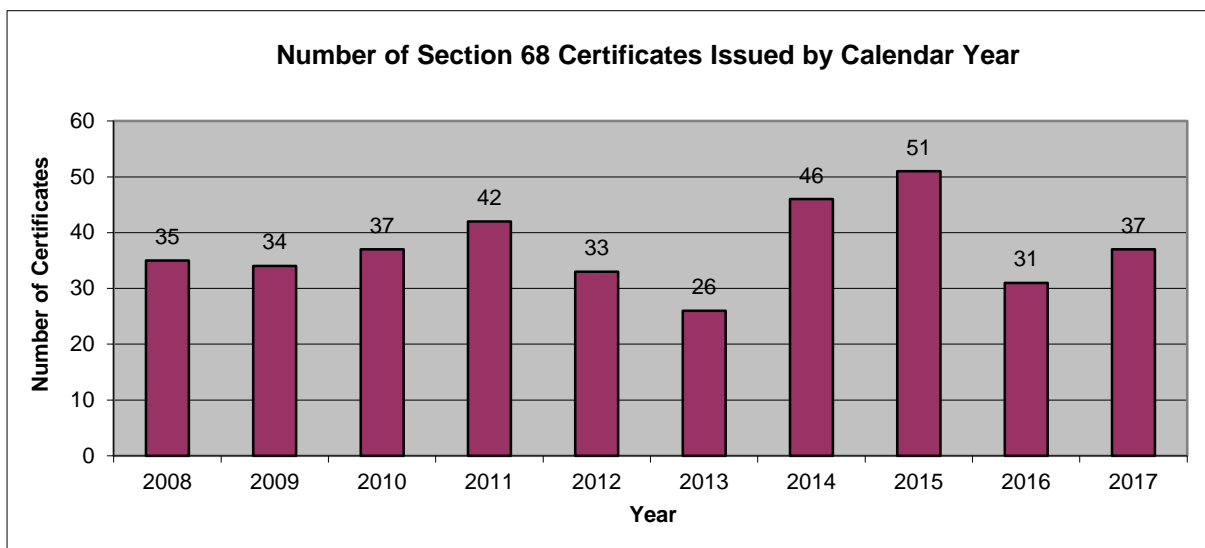
Please note, the current financial year details only contain six months of records.



**Section 68 Certificates**

Financial Year Totals		Calendar Year Totals	
	Number of Applications		Number of Applications
2008/2009	18	2008	35
2009/2010	45	2009	34
2010/2011	42	2010	37
2011/2012	25	2011	42
2012/2013	39	2012	33
2013/2014	24	2013	26
2014/2015	51	2014	46
2015/2016	43	2015	51
2016/2017	33	2016	31
2017/2018	22	2017	37

Please note, the current financial year details only contain six months of records.

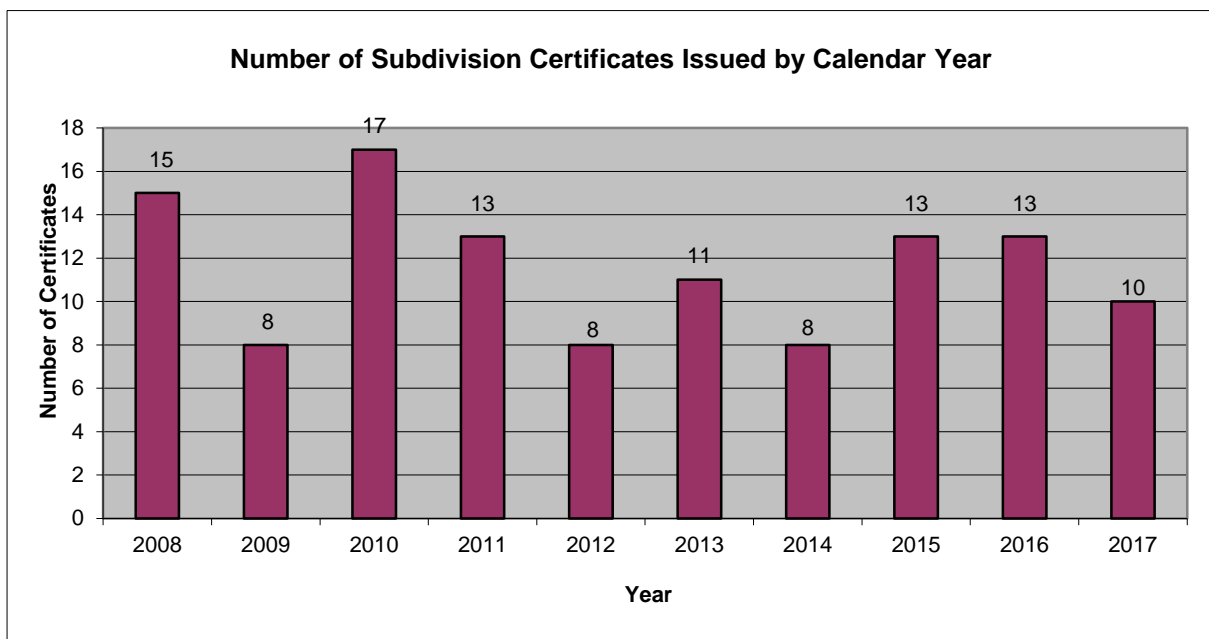




**Subdivision Certificates**

Financial Year Totals		Calendar Year Totals	
	Number of Applications		Number of Applications
2008/2009	13	2008	15
2009/2010	11	2009	8
2010/2011	18	2010	17
2011/2012	10	2011	13
2012/2013	8	2012	8
2013/2014	9	2013	11
2014/2015	10	2014	8
2015/2016	14	2015	13
2016/2017	12	2016	13
2017/2018	5	2017	10

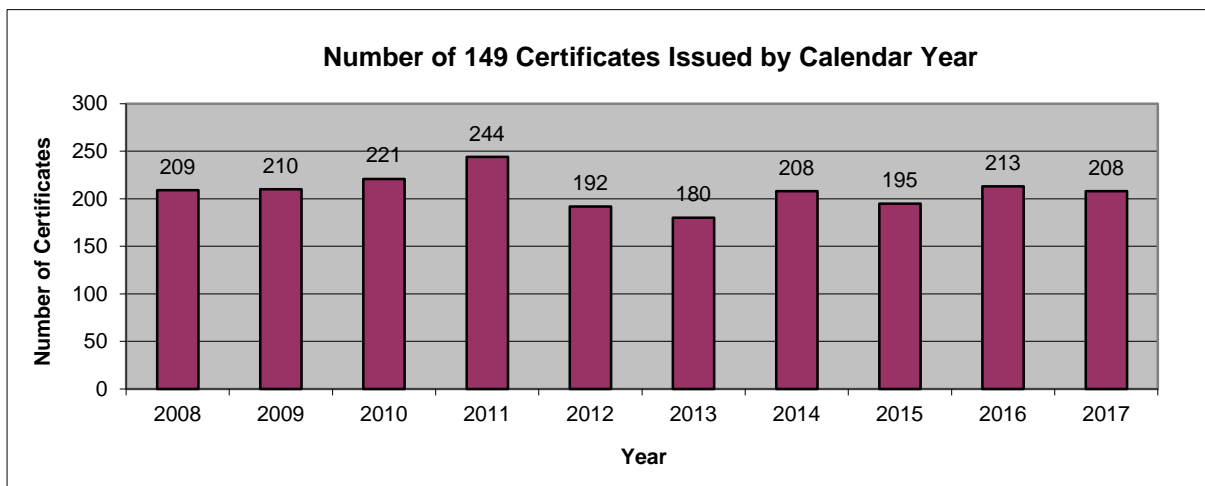
Please note, the current financial year details only contain six months of records.



**Section 149 Certificates**

Financial Year Totals		Calendar Year Totals	
	Number of Applications		Number of Applications
2008/2009	176	2008	209
2009/2010	219	2009	210
2010/2011	244	2010	221
2011/2012	204	2011	244
2012/2013	193	2012	192
2013/2014	208	2013	180
2014/2015	189	2014	208
2015/2016	207	2015	195
2016/2017	206	2016	213
2017/2018	112	2017	208

Please note, the current financial year details only contain six months of records.



**Drainage Diagrams**

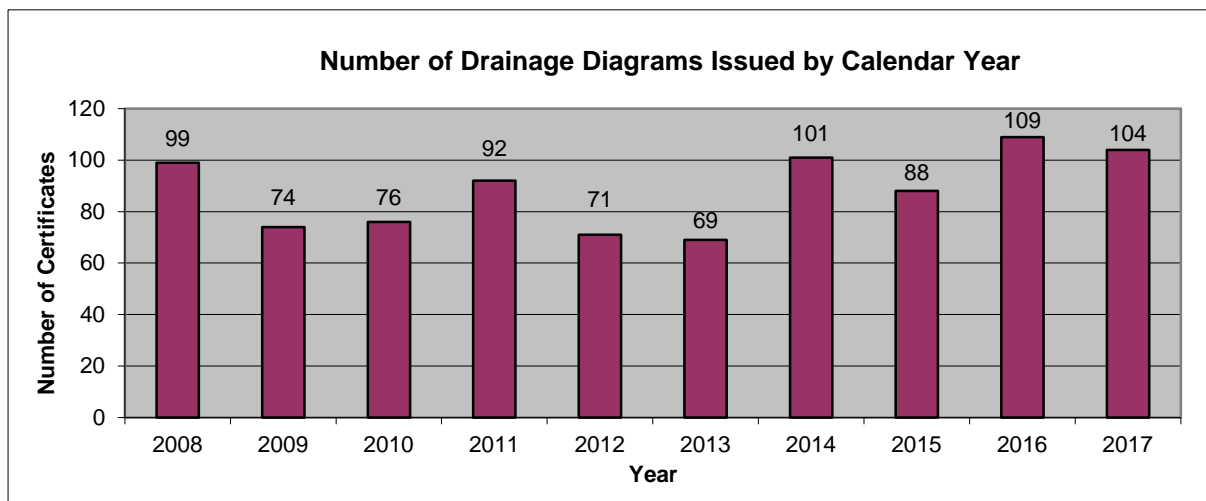
**Financial Year Totals**

	Number of Applications
2008/2009	78
2009/2010	70
2010/2011	88
2011/2012	82
2012/2013	70
2013/2014	81
2014/2015	90
2015/2016	96
2016/2017	98
2017/2018	61

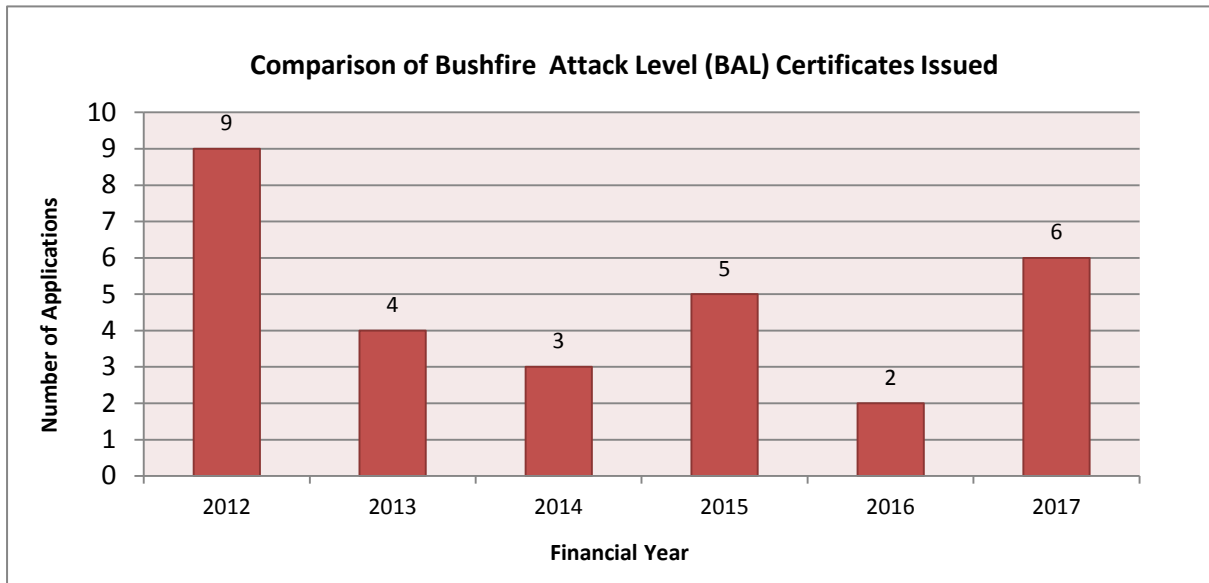
**Calendar Year Totals**

	Number of Applications
2008	99
2009	74
2010	76
2011	92
2012	71
2013	69
2014	101
2015	88
2016	109
2017	104

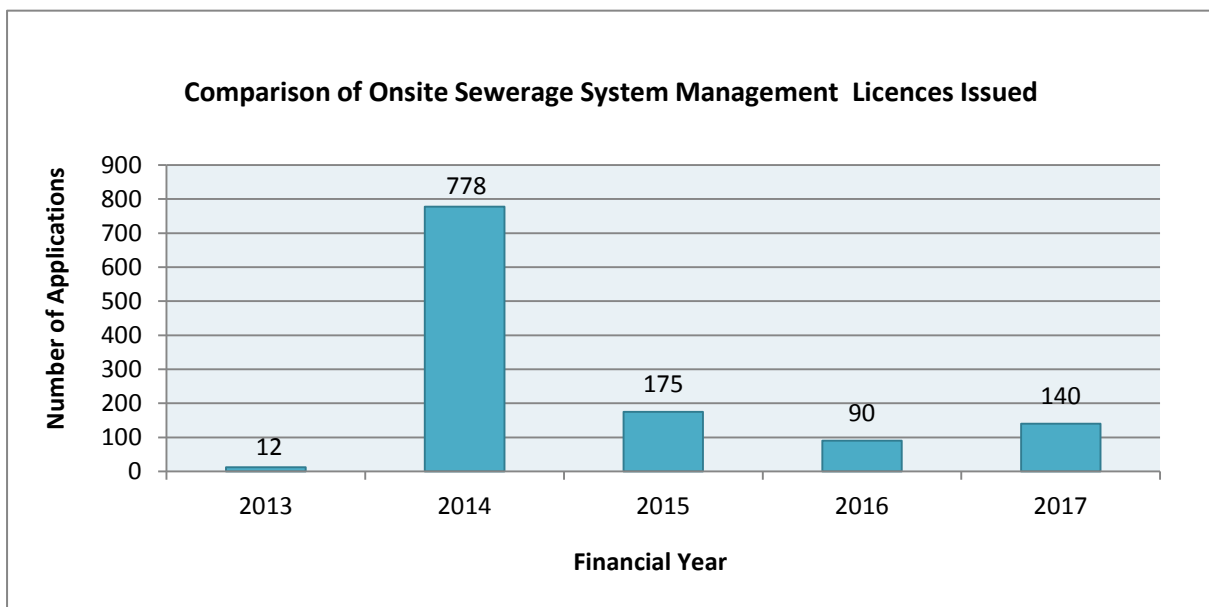
Please note, the current financial year details only contain six months of records.



### Bushfire Attack Level (BAL) Certificates



### Onsite Sewerage Management Licences Issued



**KEY ISSUES:**

Please note: These figures are calendar year 2017 only. Any increases or decreases relate to the 2016 year. The term processed means either approved or refused. Applications not determined have not been accounted for.

- Total Number of Applications Issued – 716 – a 10.32% increase
- Total Development Value – \$8,131,959 – a 36.47% increase
- Average Total Development Value – \$82,979 – a 32.29% increase
- Number of Development Applications Processed – 61 – a 7.6% decrease
- Total Development Application Value – \$5,953,666 – a 48.94% increase
- Number of Complying Development Certificates Processed (including Private Certifier Applications) – 37 – a 27.59% increase
- Total Complying Development Certificate Value – \$2,178,293 – a 11.06% increase
- Number of Section 96 Applications Processed – 8 – a 27.27% decrease
- Number of Construction Certificates Processed (including Private Certifier Certificates) – 43 – no increase or decrease
- Number of Occupation Certificates Processed – 62 – a 47.62% increase
- Number of Section 68 Certificates Processed – 37 – a 19.35% increase
- Number of Subdivision Certificates Processed – 10 – a 23.07% decrease
- Number of Section 149 Certificates Processed – 208 – a 2.35% decrease
- Number of Drainage Diagram Requests Processed – 104 – a 4.58% decrease
- Number of Bushfire Attack Level Certificates Processed – 6 – a 200% increase
- Number of Onsite Sewerage Management System Licences Processed – 140 – a 55.55% increase

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



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director Infrastructure & Regulation
<b>Reference/Subject:</b>	<b>Report 14 - Uralla Shire Council Caravan Park – Interim management arrangements</b>

---

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.2	An effective and efficient organisation
<b>Strategy:</b>	4.2.2	Operate in a financially responsible and sustainable manner
<b>Activity:</b>	4.2.2.2	Develop and implement business plans for all business areas
<b>Action:</b>		Develop and implement a business plan for caravan parks

---

### SUMMARY:

The purpose of this report is to recommend to Council a way forward to continue the operation of the caravan park in Queen Street, Uralla.

### OFFICER'S RECOMMENDATION:

#### That Council:

- 1. Rename the caravan park, the "Queen Street Uralla Caravan Park".**
- 2. Vote \$22,000 from Council's reserves;**
  - Purchase and install two (2) new heat pumps.**
  - Make safe the sites which previously had cabins.**
  - Install new signage at the front of the facility.**
  - Fit out the kitchenette in the caretaker's residence for suitability as a workplace.**
  - Purchase and install one (1) coin operated washing machines and one (1) dryer.**
  - Fund other additional items not yet identified.**
- 3. Monitor the financial performance of the undertaking.**
- 4. Receive a report at or before the June 2018 meeting regarding future management options for the caravan park.**

### BACKGROUND:

At the end of 2017 the then lessee of the Caravan Park in Queen Street advised that the property would be vacated on the 30 January 2018 and operations on the site would cease. Interim arrangements have been put in place to continue the operations of the caravan park utilising Council staff.

**REPORT:**

Council has historically engaged a third party to operate the Council Caravan Park at Queen Street, Uralla under a lease arrangement which has now ended. This report is to request approval for:

- An interim name for the facility, and
- Additional expenditure to be approved to continue the caravan park operations.

**Naming of the facility**

The Uralla Caravan Park business name is registered to the previous lessee. Alternative names could include but are not limited to;

- The Alma Park Caravan Park;
- The Queen Street Uralla Caravan Park; or
- The Uralla Shire Council Caravan Park.

**Future Viability and Leasing Issues**

The caravan park is located on lands owned by Council, and Crown Lands occupied under a Permissive Occupancy. The Permissive Occupancy has expired and NSW Department of Industry – Land’s staff have more recently advised that they are preparing a licence in favour of Council over the previous permissive occupancy area that will allow Council to operate, or lease, the area for the purposes of a caravan park.

Apart from the caretaker’s residence most of the sites and fixed infrastructure is located on the Council owned site at Lot 30 DP 793510. If Council does not wish to continue to occupy the Crown Lands area to be covered by the licence, the caretaker’s residence can be readily relocated.

The caravan park also requires some expenditure to provide an appropriate level of service. Proposed estimated expenditure includes:

- Purchase and install two (2) new heat pumps. - \$11,000
- Make safe the sites which previously had cabins - \$1,000
- Install new signage at the front of the facility - \$500
- Fit out the kitchenette in the caretakers residence for suitability as a workplace - \$500
- Purchase and install one (1) coin operated washing machines and one (1) dryer - \$6,000
- Other additional items not yet identified – \$3,000

The estimated costs for the items above are in the order of \$22,000. This is in addition to the direct labour costs associated with the operations of the park, and utility costs. These costs will be offset to some degree by resident and visitor charges, but at this point in time the profitability of the undertaking is unknown.

**KEY ISSUES:**

- The value of the business cannot be readily determined given the absence of any historical financial information and guest records.
- Hot water, signage, laundry facilities, workplace needs and safety are key issues that need to be promptly addressed.
- The business name “Uralla Caravan Park” is registered with the previous lessee.
- The Permissive Occupancy expired in 2008, however, NSW Department of Industry – Lands is preparing a licence over the land covered by the previous Permissive Occupancy which will allow Council to continue to operate the park or lease to an operator.
- The caravan park provides an important function in terms of long and short term affordable accommodation with residents contributing to the local economy.
- Council has previously expressed a desire to continue with the operations of the Uralla Shire Council caravan park in Queen Street. **Res 20.03/17**

**COUNCIL IMPLICATIONS:**

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

Permanent residents to be kept informed of Council's interim and long term plans.

**2. Policy and Regulation**

N/A

**3. Financial (LTFP)**

Financial modelling to be undertaken to determine the viability of the facility.

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

N/A

**7. Performance Measures**

N/A

**8. Project Management**

N/A

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





## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director Infrastructure & Regulation
<b>Reference/Subject:</b>	<b>Report 15 - Works Progress Report as at 31 January 2018</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.3	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained
<b>Strategy:</b>	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation
<b>Activity:</b>	2.3.1.1	Deliver road and drainage maintenance services and capital works programs

### SUMMARY:

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

### OFFICER'S RECOMMENDATION:

**That the report be received and noted for the works completed or progressed during December 2017 and January 2018, and works programmed for February 2018.**

### BACKGROUND:

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

### REPORT:

#### A. Works Undertaken in December 2017 and January 2018

- 1. Main Road Maintenance**

MR73 Thunderbolts Way	Slashing, general maintenance
MR124 Bundarra Road	Slashing, general maintenance
MR132 Barraba Road	Maintenance, Grading
  
- 2. Sealed Roads Maintenance**

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

**3. Unsealed Roads Maintenance**

**Grading**

Bingara Road	Graded
Barraba Road	Graded
Gowings Road	Graded
Karingal Road	Graded and 1.8km regravelled
Old Kingstown Road	Commenced grading
Athol Road	Commenced grading
Balala Road	Graded
Danehurst Road	Graded
Looanga Road	Graded
Lana Road	Graded
Rowena Road	Graded
Lindon Road	Graded
Retreat Road	Graded
Stanley Vales Road	Graded
Big Ridge Road	Graded
Munsies Road	Graded

**4. Construction**

Tulong Road	Completed construction and bitumen sealed
Saumarez War Services Road	Electricity stay pole installed
Mihi Creek Bridge Enmore Road	Contractor has completed placing precast concrete units. Open to single lane traffic on 15 December 2017. Council constructed wing walls.
Munsie Bridge, Gostwyck Road	Side track constructed by Council. Contractor removed timber superstructure in January 2018.

**5. Bridge / Sign**

Uralla	Continued Maitland Street shared footpath from Salisbury Street to Park Street. Completed surrounds for Sporting Complex stormwater pits.
Main and Rural Roads	Sign maintenance, bridge maintenance

**6. Town Area**

Uralla	Park maintenance, Recreational area maintenance, Cemetery maintenance, Sporting Field maintenance, Australia Day parade and activities.
--------	---

**B. Works to be continued/undertaken in February 2018**

**1. Main Road Maintenance**

- Bitumen patching
- Guide posting
- Sign maintenance

- 2. Sealed Roads Maintenance**  
Bitumen patching  
Guide posting
  
- 3. Unsealed Roads Maintenance**  
Old Gostwyck, Enmore and Old Kingstown areas subject to available water supplies.
  
- 4. Bridge/Sign**  
Uralla  
Mihi Creek bridge, install guard rails.  
Continue Maitland Street shared footpath  
Bridge maintenance works
  
- 5. Construction**  
Mihi Bridge Enmore Road      Council to complete reconstruction of approach road to two lanes wide.  
Munsie Bridge Gostwyck Road      Contractor to install precast concrete superstructure.  
Saumarez War Service Road      Commence construction and bitumen seal of 350m length.
  
- 6. Town Area**  
Routine maintenance

**KEY ISSUES:**

Nil

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement/ Communication (per engagement strategy)**  
Nil
  
- 2. Policy and Regulation**  
Nil
  
- 3. Financial (LTFFP)**  
In accordance with budget
  
- 4. Asset Management (AMS)**  
In accordance with Asset Management Plan
  
- 5. Workforce (WMS)**  
Council staff and contractors
  
- 6. Legal and Risk Management**  
Maintaining Council assets to minimise legal and risk exposure.

**7. Performance Measures**

Works completed to appropriate standards

**8. Project Management**

Works Manager and Overseer

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

Capital Works Program 31 January 2018

ID	Task Name	Text1	Cost	Estimate	December		January		February		March		April		May		June		July		August		
					20/11	4/12	18/12	1/01	15/01	29/01	12/02	26/02	12/03	26/03	9/04	23/04	7/05	21/05	4/06	18/06	2/07	16/07	30/07
1	<b>Upgrades</b>		\$950,758.00	\$2,490,000.00																			
2	<b>Jacksons Road</b>	<b>Completed</b>	\$163,268.00	\$150,000.00																			
13	<b>Munsie Bridge</b>	Bridge closure deferred until 8 January 2018	\$109,540.00	\$800,000.00																			
30	<b>Saumarez War services Road</b>	Delayed pending relocation of power pole stay conflicting with traffic lane	\$18,773.00	\$150,000.00																			
42	<b>Mihi Bridge</b>	<b>Open to Traffic</b>	\$342,351.00	\$520,000.00																			
55	<b>Tulong Road</b>	<b>Completed</b>	\$307,605.00	\$200,000.00																			
66	<b>Eastern Avenue</b>	<b>Design underway</b>	\$2,242.00	\$320,000.00																			
77	<b>Bundarra Road - Barloo road</b>	Design underway. Some delays in design. Private property interface issues to be resolved. Power pole bollards to be relocated.	\$6,979.00	\$350,000.00																			
89																							
90	<b>Footpaths</b>		\$75,537.00	\$87,160.00																			
91	<b>Liberty Swing path</b>	<b>Completed</b>	\$4,353.00	\$5,560.00																			
94	<b>Shared path Maitland Street 200m</b>	<b>Under construction</b>	\$44,294.00	\$56,000.00																			
100	<b>Bundarra 110m</b>	<b>Completed</b>	\$26,890.00	\$25,600.00																			
105																							
106	<b>Stormwater</b>		\$0.00	\$45,000.00																			
107	<b>Rowan Avenue Stormwater</b>	<b>Design pending</b>	\$0.00	\$45,000.00																			
117																							
118	<b>Sports Complex</b>	<b>Completed. Opening scheduled for 5th March 2018.</b>	\$251,098.00	\$280,000.00																			

Project: Works Program 1718 31 J Date: Tue 20/02/18	Task		External Tasks		Manual Task		Finish-only		Progress	
	Split		External Milestone		Duration-only		Deadline			
	Milestone		Inactive Task		Manual Summary Rollup		Baseline			
	Summary		Inactive Milestone		Manual Summary		Baseline Milestone			
	Project Summary		Inactive Summary		Start-only		Baseline Summary			



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Manager Waste, Water and Sewer Services
<b>Reference/Subject:</b>	<b>Report 16 - Bundarra Sewer Scheme Second Quarterly Report October - December 2017</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

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

### OFFICER'S RECOMMENDATION:

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

### BACKGROUND:

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

Approximately 70% of the capital expenditure of the scheme is funded via a grant with Restart NSW, Water Security for Regions. Council is funding approximately 30% of the scheme.

**REPORT:**

The quarter was dominated by the development of the Options Study, Concept and Detailed Design.

1. In October an initiation meeting was held with design consultant GHD. The meeting included a site visit and inspection of potential pump station and sewerage treatment plant sites in Bundarra.
2. A draft Options Study, Concept and Detailed Design was delivered by GHD in December. This final version of this report is under review.
3. A second Bundarra Community meeting was held on 14 December to update property owners on progress with the Options Study, Concept and Detailed Design, introduce the GHD project team and provide some explanation in regard to the on site inspections of each property.
4. Public Works Advisory undertook a review of program timeline, cash flow, and risk management.

Key activities for the current quarter:

1. Finalise the Options Study, Concept and Detailed Design.
2. Commence land acquisition process.

By 30 December 2017 the design component was approximately 30% complete in respect to the total time allocated for this phase of the project. Overall, the project is 25% complete in respect to the total time allocated for delivery.

**KEY ISSUES:**

- Acquisition of land for the sewerage treatment plant site will commence upon acceptance of the Options Study, Concept and Detailed Design.

**COUNCIL IMPLICATIONS:**

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

As above

**2. Policy and Regulation**

Nil

**3. Financial (LTFP)**

Project remains within budget

**4. Asset Management (AMS)**

Future Asset Management implications as the scheme will see the development of new reticulation network, pump station and sewerage treatment plant

**5. Workforce (WMS)**

Involves Council staff and contractors

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**



Director Infrastructure and Regulation, Manager Waste, Water and Sewer Services

Uralla Shire Council  
Council Business Paper - 27 February 2018  
**Uralla Shire Council**  
**Council Business Paper – 27 February 2018**

---

Prepared by staff member:           Manager Waste, Water and Sewer Services.  
Approved/Reviewed by Manager:    Director Infrastructure & Regulation  
Department:                            Infrastructure & Regulation  
Attachments:                            Bundarra Sewer Scheme Second Quarter Progress Report  
  2017 monthly progress reports from Public Works Advisory  
  (PWA).



	<p><b>BUNDARRA SEWERAGE</b></p> <p><b>CONCEPT, DESIGN AND CONSTRUCTION</b></p>	<p>Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
<p><b>Project Report</b></p>		<p><b>October 2017</b></p>
<p><b>Scope of Work</b></p>	<p>The project consists of the provision of a reticulated sewerage system to a previously un-sewered village</p>	
<p><b>Project Program</b></p>	<p>Project Start Date : 14/2/2017 Target Completion Date : 30/6/2019 Forecast Completion Date : 25/11/2019</p>	

**PROGRAM MILESTONES**

**Project Initiation:** 100%  
**Concept Development:** 25%  
  
**Overall Project % Complete:** 12%

**PROGRESS**

- The following key activities were undertaken during October 2017:
- Initiation meeting held with design consultant including site inspection of potential PS and STP sites
  - Options Study initial tasks undertaken including Services Delivery Plan, review of available information and determination of service area discussions
  - Review detailed program, cash flow & risk register

- The following key activities are anticipated during November 2017:
- Continue with Options Study tasks
  - Preparation of draft Options Study Report
  - Initial consultation with agencies

**BUDGET (excl. GST)**

**Project Value:** \$5,447,000  
**RestartNSW Grant Value:** \$3,675,000  
**Co-contribution Value:** \$1,772,000  
**RestartNSW Total Exp:** \$30,000  
**Co-contribution Exp:** \$20,000  
**Contingency Spent:** \$0  
**Contingency Remaining:** \$710,000

**WHS / ENVIRONMENTAL**

- Nil issues this period





Gwydir River Bridge linking North and South Bundarra



**KEY ISSUES**

- Obtain community support for project
- Discussions with Essential Energy, EPA
- Early confirmation of project estimate
- Determine preferred option from Concept Development phase. Acquisition of STP site can then commence.

	<p><b>BUNDARRA SEWERAGE</b></p> <p><b>CONCEPT, DESIGN AND CONSTRUCTION</b></p>	<p>Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
<p><b>Project Report</b></p>		<p><b>November 2017</b></p>
<p><b>Scope of Work</b></p>	<p>The project consists of the provision of a reticulated sewerage system to a previously un-sewered village</p>	
<p><b>Project Program</b></p>	<p>Project Start Date : 14/2/2017 Target Completion Date : 30/6/2019 Forecast Completion Date : 25/11/2019</p>	

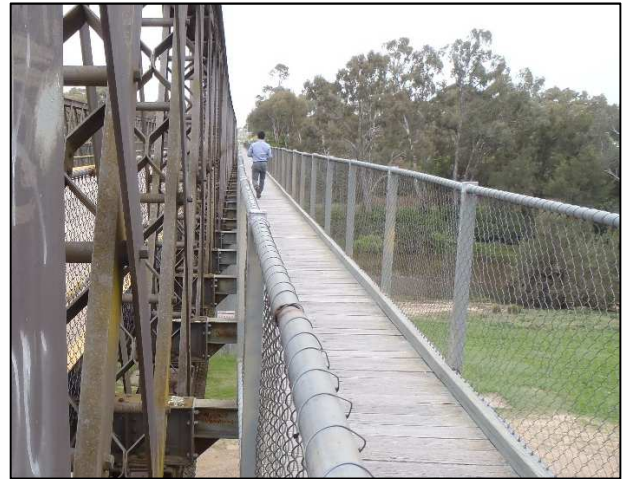
**PROGRAM MILESTONES**

**Project Initiation:** 100%  
**Design and Approvals:** 13%  
  
**Overall Project % Complete:** 15%

**PROGRESS**

The following key activities were undertaken during November 2017:

- o Draft Options Study Report completed
- o Initial consultation with agencies commenced
- o Review detailed program, cash flow & risk register



Gwydir River Bridge linking North and South Bundarra

The following key activities are anticipated during December 2017:

- o Hold meeting to discuss Draft Options Report
- o Determine preferred option
- o Complete Options Study Report
- o Hold community information meeting
- o Commence Concept Design activities
- o Commence initial land acquisition processes
- o Continue consultation with agencies

**KEY ISSUES**

- o Obtain community support for project
- o Discussions with Essential Energy, EPA, RMS
- o Early confirmation of project estimate
- o Determine preferred option from Concept Development phase. Acquisition of STP site can then commence.



**BUDGET (excl. GST)**

**Project Value:** \$5,447,000  
**RestartNSW Grant Value:** \$3,675,000  
**Co-contribution Value:** \$1,772,000  
**RestartNSW Total Exp:** \$83,520  
**Co-contribution Exp:** \$55,960  
**Contingency Spent:** \$0  
**Contingency Remaining:** \$710,000

**WHS / ENVIRONMENTAL**

- o Nil issues this period



	<p><b>BUNDARRA SEWERAGE</b></p> <p><b>CONCEPT, DESIGN AND CONSTRUCTION</b></p>	<p>Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
<p><b>Project Report</b></p>		<p><b>December 2017</b></p>
<p><b>Scope of Work</b></p>	<p>The project consists of the provision of a reticulated sewerage system to a previously un-sewered village</p>	
<p><b>Project Program</b></p>	<p>Project Start Date : 14/2/2017 Target Completion Date : 30/6/2019 Forecast Completion Date : 25/11/2019</p>	

**PROGRAM MILESTONES**

**Project Initiation:** 100%  
**Design and Approvals:** 30%

**Overall Project % Complete:** 25%

**PROGRESS**

The following key activities were undertaken during December 2017:

- o Draft Options Study Report review meeting held
- o Community information meeting held
- o Further refinement of options continuing

The following key activities are anticipated during January 2018:

- o Complete Final Draft Options Study Report
- o Determine preferred option
- o Commence initial land acquisition processes
- o Continue consultation with agencies

**BUDGET (excl. GST)**

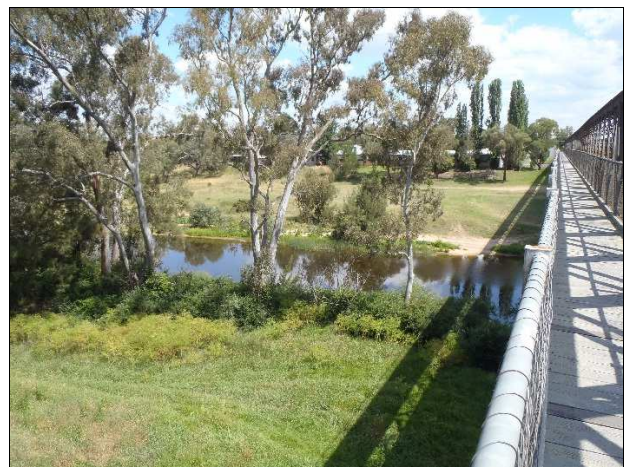
**Project Value:** \$5,447,000  
**RestartNSW Grant Value:** \$3,675,000  
**Co-contribution Value:** \$1,772,000  
**Total Project Expenditure to Date:** \$95,666  
**RestartNSW Total Exp:** \$64,100  
**Co-contribution Total Exp:** \$31,566  
**Contingency Spent:** \$0  
**Contingency Remaining:** \$710,000

**WHS / ENVIRONMENTAL**

- o Nil issues this period



Gwydir River east of bridge



Gwydir River bridge

**KEY ISSUES**

- o Determine appropriate and affordable allowances for population growth and servicing of vacant blocks
- o Obtain community support for project
- o Discussions with Essential Energy, EPA, RMS
- o Early confirmation of project estimate
- o Determine preferred option from Options phase. Acquisition of STP site can then commence.



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Manager Planning and Regulation
<b>Reference:</b>	<i>(Administrative Use Only)</i>
<b>Subject:</b>	<b>Report 17 - Bundarra water Treatment Plant - Lot 1 DP 815912 – Operational land classification</b>

---

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	3.4	Secure sustainable and environmentally sound water-cycle infrastructure and services
<b>Strategy:</b>	3.4.1	Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies
<b>Principal Activity:</b>	3.4.1.1	Provide water supply

---

### SUMMARY:

The purpose of this report is to recommend to Council to resolve to classify land purchased for the Bundarra Water Treatment Plant as operational.

### OFFICER'S RECOMMENDATION:

**That Council resolve to classify Lot 1 DP 815912, being location of the Bundarra water treatment plant, as operational land.**

### BACKGROUND:

Council resolved to purchase the land on which the Bundarra Water Treatment Plant is located, being 100 Goldfinch Drive (**Lot 1 DP 815912**), at an ordinary council meeting on 22 August 2017.

The sale of the land was completed on 24 January 2018.

### REPORT:

All public land must be classified in accordance with Section 25 of the Local Government Act 1993. It is necessary for Council to classify the land purchased for the Bundarra Water Treatment Plant as operational prior to 24 April 2018 so that it does not automatically become classified as community land.

Section 31 of the Local Government Act 1993 states:

(2) Before a council acquires land, or within 3 months after it acquires land, a council may resolve (in accordance with this Part) that the land be classified as community land or operational land.

(2A) Any land acquired by a council that is not classified under subsection (2) is, at the end of the period of 3 months referred to in that subsection, taken to have been classified under a local environmental plan as community land.

**COUNCIL IMPLICATIONS:**

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

N/A

**2. Policy and Regulation**

N/A

**3. Financial (LTFP)**

N/A.

**4. Asset Management (AMS)**

N/A.

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

N/A.

**7. Performance Measures**

N/A

**8. Project Management**

N/A

Prepared by staff member:	Matt Clarkson, Manager of Planning and Regulation
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil.



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Kim-Trieste Hastings and Trish Kirkland</i>
<b>Reference/Subject:</b>	<b>Report 18 - Visitor Information Centre - Improvement Project Funding Request</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1 An attractive environment for business, tourism and industry.
<b>Strategy:</b>	2.1.1 Promote Uralla Shire and the region as a place to live, visit and invest
<b>Activity:</b>	2.1.1.1 Promote Uralla Shire through the Visitor Information Centre
<b>Action:</b>	2.1.1.1.1 Operate the Visitor Information Centre to optimise service 2.1.1.1.3 Finalise usage options for the vacant space within the visitor information building

### SUMMARY:

This report seeks a vote of money to the value of \$5,000 to enable the engagement of a suitability qualified consultant to provide concept design options, estimated costs and timeframes for implementation in accordance with Council resolution 38.11/17, part 1, for the Visitor Information Centre Improvement Project.

### OFFICER'S RECOMMENDATION:

**That Council vote \$5,000 to the Tourism Budget Program account 03920.0350.603 Sundry Expenses and reduce the Visitor Information Centre Internal Restricted Funds by \$5,000 to enable the engagement of a suitably qualified consultant to provide concept design options, estimated costs and timeframes for implementation in accordance with Council resolution 38.11/17, part 1.**

### BACKGROUND:

At the Ordinary Council meeting held 28 November 2017, Council considered a range of recommendations from the Project Reference Group – Visitor Information Centre Improvement, and resolved in part [ 38.11/17]:

Council note and commit to progressing the recommendations provided in this report from the Visitor Information Centre Improvement Project Reference Group and receive a timeline and estimated budget for items 1, 2 & 3 below for:

1. Establishing the necessary approvals, progressing concept designs, establishing estimated implementation costs, and receiving a further a report for:
  - a. Improving the interior design and exterior visual aspects of the Visitor Information Centre facilities and associated external signage by engaging an appropriate consultant to provide a concept design to

- i. Integrate the current vacant space into the visitor services area
- ii. Open up the interior spaces including removal of unnecessary internal walls
- iii. Provide flexible interior spaces to accommodate retail, static and “pop-up” promotional displays and activities
- iv. Upgrade the kitchen for compliance to operate as fully self-contained, separately secured (with roller-door or similar) and suitable for casual rental for “pop-up” and other operator promotions
- v. Improve the appearance of from the street including signage and refresh the exterior
- vi. Improve the outside connection at the rear to Porter Park and the library.

**REPORT:**

In order to provide Council with a timeline and estimated budget for part 1 of Council resolution 38.11/17, a vote of money to the value of \$5,000 will enable the engagement of a suitably qualified consultant to provide concept design options, estimated costs and implementation timeframes. Once the funding has been voted by Council, in accordance with Clause 211 of the Local Government (General) Regulations, a request for quotation will be called to attract suitably qualified consultants.

**KEY ISSUES:**

To progress part 1 of the adopted resolution, 38.11/17, a vote of money from Council is required of \$5,000

**CONCLUSION:**

This report recommends that Council vote \$5,000 in money to progress part 1 of Council resolution 38.11/17..

**COUNCIL IMPLICATIONS:**

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

Council conducted significant industry engagement with the formation of a Project Reference Group, who provided a set of recommendations to Council for consideration in November 2017, which led to the Council resolution 38.11/17 referenced in this report.

**2. Policy and Regulation**

Clause 211, Authorisation of expenditure, Local Government (General) Regulations 2005, states:

- (1) A council, or a person purporting to act on behalf of a council, must not incur a liability for the expenditure of money unless the council at the annual meeting held in accordance with subclause (2) or at a later ordinary meeting:
  - (a) has approved the expenditure, and
  - (b) has voted the money necessary to meet the expenditure.

**3. Financial (LTFP)**

Should Council resolve to vote the money, as recommended by this report, it will reduce the Visitor Information Centre Redevelopment Internal Restriction by \$5,000, leaving a total balance of \$294,775.48.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Manager Planning and Regulation

Prepared by staff member: Kim-Trieste Hastings and Trish Kirkland

TRIM Reference Number:

Approved/Reviewed by Manager: Andrew Hopkins

Department: General Manager

Attachments: Nil





## REPORT TO COUNCIL

<b>Department:</b>	<b>General Managers Office</b>
<b>Submitted by:</b>	<i>General Manager</i>
<b>Reference/Subject:</b>	<b>Report 19 - Submission regarding Uralla Community Consultative Group</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.1	<i>A strong, accountable and representative Council</i>
<b>Strategy:</b>	4.1.2	<i>Engage with the community effectively and use community input to inform decision making</i>
<b>Action:</b>	4.1.2.1	<i>Incorporate inclusive community consultation and stakeholder engagement in Council decision making</i>

### SUMMARY:

The purpose of this report is to present a document from Mr Kent Mayo and letters from within the community supporting his document and also his suggestion that a Uralla Community Consultative Group be established to function as a s355 Committee of council.

### OFFICER'S RECOMMENDATION:

**That:**

- a) **The document titled "A Case for the Formation of U-Watch", by Kent Mayo, be received and noted.**

### REPORT:

Council received a document from Mr Kent Mayo in January titled "A Case for the Formation of U-Watch".

The document states U-Watch has the following purposes:

- To establish a structure for genuine ongoing community consultation.
- To provide council with the invaluable resource of a team of local people keen to lend their expertise, flair, and passion.
- To provide a conduit to Council for creative ideas from the community.
- To protect, enhance and promote the special assets of Uralla.

The "U-Watch" document makes observations about the development and/or treatment of public areas and other matters within Uralla and outlines numerous suggestions, old and new, about how further development and/or treatment of public areas and other areas might progress.

The U-Watch document references the Creative Village Committee (CVC) which was created in 1995 but ceased to function some 10 years later and suggests the creation of a similar committee to, effectively, assist decision making and strategic thinking around matters associated with Uralla's 'town image' and liveability. Specifically Mr Mayo is proposing the creation of a specific s355 committee for this purpose.

Numerous letters of support for Mr Mayo's document have been received.

A copy of the U-Watch document will be tabled at the meeting.

Prepared by staff member:	Christine Gerard
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	Office of General Manager
Attachments:	Letters of support

**From:** [REDACTED]  
**Sent:** Wednesday, 24 January 2018 5:44 PM  
**Subject:** Re-instatement of a Uralla Community Consultative Group

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Attention: Mr Andrew Hopkins  
General Manager  
Uralla Shire Council.

Good afternoon Mr Hopkins,

I will not take up too much of your valuable time, but I felt compelled to write to you on behalf of my wife [REDACTED] and I. When I explain my reasons for drafting this email to you and the source of my information on the subject, you may feel that I have been strongly urged rather than self compelled into this action. I can assure you, however that at my stage of life, and with my lifetime of experiences I am not easily influenced.

In 2013 following a 26 year career in the [REDACTED] retired with [REDACTED] the NSW North Coast, with the strong desire that this was where we would see out our days. I can't explain how disappointed we were over the ensuing years to see what used to be a beautiful piece of Australia destroyed by poor management, self interested, and non-appreciative visitors, and wealth seekers. By 2017 it became increasingly clear that this was not to be our retirement home.

In early 2017 whilst travelling the 'Inland route' to escape the coastal highway our eyes were opened to the beauty of the New England. By June, 2017 we had made the decision to sell our [REDACTED] home, and commence the search for our new home. We scoured real estate listings from Stanthorpe, Tenterfield, Glen Innes, Dorrigo, Armidale, and Tamworth. Its was on one of these travelling searches that we stopped in Uralla for a cup of coffee.

Believe me I am not a man taken by whims, but I have to say that the effect Uralla had on both of us in that thirty to forty minute stop over was quite profound. I think it was the quaint beauty of the town, and friendliness of the few people we encountered on that occasion that convinced us we had to explore Uralla further. Over the subsequent months we made several more visits to the town, and in September purchased our current home here. You'd have to appreciate that at 60 years of age, and with the closest friends, and relatives a five to six hour drive away, this was in fact a huge leap of faith on our part, a leap I am very happy to say, we certainly have not regretted.

I apologise for the volume of my introduction, but perhaps it will explain our sincerity in contributing to this beautiful little town and its inhabitants. We have sought out participation with local volunteer groups since our arrival, and importantly wherever possible confined our spending within the town.

Whilst we have personally endeavoured to glean as much as we can of the history of the town, I have been fortunate in that I have been able to read documentation in respect to the distant, and more recent developments within the town. I have just finished reading a document titled U-WATCH, prepared by Mr Kent Mayo. Whilst I am happy to openly disagree with some of his observations, and suggestions, I feel that the overall his push for the reformation of a consultative group such as the former Creative Village Committee is paramount to the health, and ongoing respectful progress, and growth of the Uralla Community.

Given my past career I am intimately familiar with the value of Community consultation as a respectful means of progress, with a minimum of obstruction by maximising transparency in decision making.

I hope you seriously consider our thoughts, as a couple of community minded people with more than a hope that Uralla will never make the mistakes of our former town's Management Team.

Thank you for your time.

Yours Sincerely

A black rectangular redaction box covering the signature of the sender.

---

**From:** [REDACTED]  
**Sent:** Wednesday, 31 January 2018 9:42 PM  
**Subject:** "U-Watch" document

Dear Sir,

I am writing in support of the proposal by Kent Mayo for the Uralla Shire Council to form a 355 Committee for the purpose of consultation regarding the maintenance, enhancement and promotion of Uralla.

(I'm not sure about the proposed name - "U-Watch", but I strongly support the intent).

For several years I was a participant in Uralla's Climate Change Consultative Forum (U3CF): a group of local residents who met regularly, and, using a consensus model, liaised with Council regarding mitigation and adaptation projects for the Shire. There were over 40 "actions" that we oversaw the implementation of by USC over a 3 year period. While we chose NOT to be a 355 Committee, the USC Environmental Officer acted as our secretary and was our conduit to Council.

Like the *Creative Village Committee*, and the *Destination Committee*, U3CF had it's time.

I strongly believe that it is time again for USC to have a consultative committee to act as both a source of creative ideas and a sounding board for Council ideas.

Kind regards,

[REDACTED]  
[REDACTED]  
Uralla resident [REDACTED]  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Tuesday, 6 February 2018 9:21 AM  
**Subject:** To the General Manager

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**The General Manager Uralla Shire Council**  
Council Chambers and Administration Centre  
32 Salisbury Street  
Uralla NSW 2358

Dear Mr Hopkins,

We are writing in support of Kent Mayo and his call for community consultation to support the protection and promotion of Uralla.

In 2014, my wife and I have made a considerable investment in the purchase and renovation of [REDACTED]  
[REDACTED] We were investing in a town which we intend to make our future home. A town which we believe has rare charm and a bright future.

The passion, dedication and affection that Kent Mayo has put into his ideas for Uralla in his "U-Watch" proposal, deserve to be heard. We fully support the notion of formalising community consultation on ascetic and cultural issues which will impact our future home, community and investment.

We strongly believe that for the preservation and enhancement of Uralla, the spirit of "U-Watch" needs to be embraced.

Yours sincerely,

[REDACTED]  
[REDACTED]

Mr Andrew Hopkins  
General Manager  
Uralla Shire Council  
32 Salisbury Street  
URALLA NSW 2358



URALLA NSW 2358

8 February, 2018.

Dear Mr Hopkins,

**RE MR KENT MAYO'S U WATCH DOCUMENT**

Further to my letter to you of 1 December, 2017 in support of Mr Kent Mayo's response to Uralla Council's allocation of funds from the Stronger Country Communities Fund, I would like to reiterate some of my earlier comments with regard to his recent excellent & very comprehensive U Watch document.

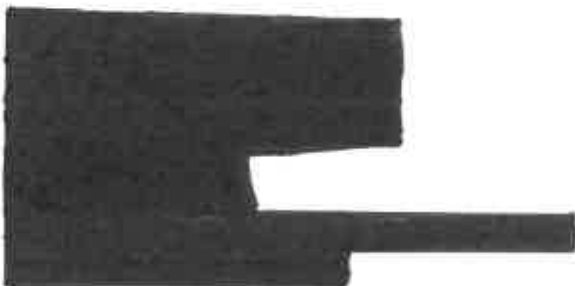
I feel his proposal for a Creative Village Committee has considerable merit as I have witnessed the benefits to both local Council & communities of constructive input & involvement from community members/key stakeholder representatives with relevant skills/experience/interest/passion to make recommendations to & liaise with Council for projects affecting their local areas & communities.

These types of committees provide a wonderful opportunity for local Councils & the people they represent to work together towards the best outcomes. Sceptics might suggest this could create an opportunity to meddle in & impede Council decisions, but undertaken in a genuine spirit of collaboration with a shared 'Yes We Can' approach, the potential benefits outweigh any perceived deficits.

The re-formation of a Creative Village Committee, truly representative of our wonderfully diverse community would go a long way towards redressing the balance for past mistakes, heralding a new chapter of meaningful dialogue & engagement between Uralla Council & its community for a wide range of projects.

Council's Community Consultation sessions for Uralla's Open Space Strategy, provide an excellent opportunity to address a key feature of Mr Mayo's U Watch document-how we can enhance our parks & open spaces through a shared holistic approach, with Council & the community working together. I look forward to contributing at the Uralla session next Tuesday night.

Sincerely,




Andrew Hopkins  
General Manager  
Uralla Shire Council




Uralla 2358

Friday 9<sup>th</sup> Feb. 2018

Dear Andrew,

 and I write to you to lend our support for the document prepared by Kent Mayo entitled, *A Case for the Formation of U-Watch*. Kent has championed an holistic, long term approach to the development of Uralla. This document is a most valuable resource with many creative ideas and we would encourage the Uralla Council to make use of it as one of its sources of reference when planning future development in Uralla.

In terms of a Uralla Shire Council Section 355 Committee Operation it is highly desirable that as many interested local groups as possible be represented. Ideally, this group would be flexible in representation, depending on the type of development under discussion. (For example, a sporting based proposal might reasonably expect to see a higher proportion of sporting bodies represented. A street beautification project might invite higher levels of input from clubs with a creative focus.) We suggest that this approach might help ensure an effective, dynamic and legitimate community consultation group, giving a strong, widespread sense of pride and ownership to any decisions made.

Both  and I are very appreciative of the work done by Council on our behalf. A collaborative approach between Council and community will ensure that Uralla continues to be a truly wonderful place in which to live.

Yours sincerely,





Armidale 2350

Friday 9<sup>th</sup> February 2018

Andrew Hopkins,  
General Manager,  
Uralla Shire Council,  
32 Salisbury St.,  
Uralla 2358



Dear Sir,

Kent Mayo has handed you a clear and compelling case for the formation of U-Watch and suggested many ways to improve and beautify Uralla. It is full of good easily implementable ideas. It demonstrates Uralla is indeed "A Community with a Heart" (page 30).

He has kindly given me a copy which I have read avidly as I am a proud Patron of McCrossin's Mill and admirer of Uralla as a place and a community. Its many advantages include Thunderbolt's statue and grave, Alma Park, Phoenix Foundry and Burnet's Bookshop.

Kent's submission is positive and practical with many proposals which can be implemented without great cost, but with lots of benefits for the town's ethos and for visitors. The suggestions are all temperate and realistic, and sometimes expressed colourfully as you would expect from the spring of enthusiasm feeding it. I especially applaud the theme of using local talent on the improvements, such as Fay Porter the artist.

The Fibonacci Park (pages 19 and 28) is a brilliant suggestion. No other town has a post code which embodies nature's favourite number series...adding each time the total of the two previous numbers...which is how many plants grow and arrange their seeds...and which is the basis for the golden ratio, which is used in much architectural design...sizes of windows and doors for instance...and the size of many consumer goods such as some book sizes. This park concept alone would attract visitors because of its uniqueness and intriguing maths origin.

I commend the U-Watch proposal to you. It is a valuable gift to Council. I do hope it is as positively received as it is positive in its intent.

Enthusiastically,

---

**From:** [REDACTED]  
**Sent:** Sunday, 11 February 2018 1:36 PM  
**Subject:** Fwd: U-Watch

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Attention: Andrew Hopkins  
General Manager

Andrew - firstly let me welcome you to Uralla  
If a little late!

I sent this email to Kent Mayo and he recommended that I send you a copy FYI.

Regards,

[REDACTED]

-----Original Message-----

[REDACTED]

Sent: Sun, Feb 11, 2018 11:49 AM  
Subject: U-Watch

Kent:

My sister [REDACTED] has shown me this publication by you and I want to thank you for all the time and energy and concern for the possibilities this documents.

After 44 years of a career in [REDACTED] - I have returned to Australia and chosen to live in Uralla. So, all you had to say was relevant to my own views about Uralla which I have observed annually on my visits over the years. The town sign 'URALLA' at the entrance at the town suggests we are entering a 'crematorium' and maybe it is for all the good ideas your book contains.

I have misgivings about the proposed meeting called by the Council for 'ideas' for Uralla - just because people want things - it doesn't mean they are the right thing? America is now suffering from this view of Democracy.

Professionalism and education (and dare I say intelligence) seem to me to be the key to making the right decisions? Uralla's assets seem to go unrecognized still. I frequently ask 'why is Uralla here'?

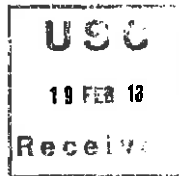
My thanks to you for your relevant publication.

Regards,

[REDACTED]

Amidale NSW 2350  
12.2.18

Mr Andrew Hopkins  
General Manager  
Uralla Shire Council



Dear Sir

Several days ago I received a copy of a "Case for information of U Watch". I have read this document and I see it not as a criticism of Council, but as an exciting and practical blue print for the future development of the Uralla Council.

I have a very close association with Uralla, am presently a Patron of the Historical Society and as NSW Government Deputy Chair of the Bi Centennial Council I vigorously supported your application for the Thunderbolt statue.

Not to mention the fact that with my two daughters and friends we come to brunch on Sundays regularly at your many wonderful cafes!

This paper, produced by Kent Mayo and a team of local people, I feel confident will be given careful consideration.

I have known Kent since 1978 when he and others worked with my late husband to obtain a grant of \$35,000 to begin the restoration of McCrossin's Mill.

Kent has given many years of hard work due to his genuine love and dedication to Uralla as a citizen and teacher. I envy you his expertise, flair and passion.

As an ex service woman from WWII, I find the plan for the rationalisation of all War Memorials to a site close to the memorial gates a very worthy plan; also the renaming of Apex Park to Hundred Sons Park to mark the beginning of Hundred Sons Memorial Avenue is a worthy move.

To conclude, I do hope you will not find this letter impertinent. I have very close contacts with the Uralla Community, friendships I highly value.

Wishing you and your Council success in future deliberations.

Yours sincerely



## REPORT TO COUNCIL

<b>Department:</b>	<b>General Manager's Office</b>
<b>Submitted by:</b>	General Manager
<b>Reference/Subject:</b>	<b>Report 20 - 2018 Community Engagement Events</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.1	A strong, accountable and representative Council
<b>Strategy:</b>	4.1.2	Engage with the community effectively and use community input to inform decision making
<b>Activity:</b>	4.1.2.1	Incorporate inclusive community consultation and stakeholder engagement in Council decision making
<b>Action:</b>	4.1.2.1.1	Conduct community engagement and consultation activities

### SUMMARY:

This report provides the background to council's current community engagement events, and recommends a continued program of three (3) engagement events for 2018.

### OFFICER'S RECOMMENDATION:

#### *That Council:*

- a) Conduct three engagement events for the 2018 calendar year.*
- b) Host an engagement event with owners/operators of businesses within and adjacent the Uralla Bridge Street Central Business District from 5pm to 7pm Tuesday 3<sup>rd</sup> April and provide guests with pre-dinner refreshments.*
- c) Participate in the Youth Week program by inviting youth representatives from the Shires school community and other relevant youth groups to meet with councillors in Council chambers during Youth Week 2018.*

### BACKGROUND:

At its Ordinary meeting held 28 February 2017, after considering a report titled "Report 7 - Community Engagement" Council resolved [15.02.17]:

#### *That Council:*

- a) Continue with the existing Community Engagement Strategy (2015) but remove reference to Strategic Community Consultative Panels.*
- b) Host a minimum of three (3) Engagement functions in the 2017 calendar year.*
- c) Approve funds of \$1,500 to be allocated for each Engagement functions.*
- d) Approve the scope and schedule of dates outlined within the 'Report'.*

Council's updated Community Engagement Strategy can be viewed at:  
<http://www.uralla.nsw.gov.au/files/uploaded/file/Your%20Council/Community%20Strategic%20Plan/Community%20Engagement%20Strategy%20February%202017.pdf>

During 2017, Council held the following three community engagement events :

1. Back to Business Week breakfast February 28 2017
2. Volunteers Morning Tea 25 July 2017
3. Primary Producers Event 29 November 2017

#### **REPORT:**

There are multiple industry sector and/or activity/interest groups within the shire and each make a contribution to the it. Examples of identifiable groups (some with further sub-sets) are:

- Primary producers.
- Retail (CBD, micro, etc).
- Tourism and hospitality inc' accommodation.
- Service - commercially based (eg professional services).
- Service - community based (eg religion, health, education).
- Volunteer (extensive sub-sets, including health, assisted living, town beautification, environment management etc).
- Aged.
- Youth.
- Sport.
- Recreation.
- Emergency.
- Industrial.
- Land development and building.
- Others.

It is possible to group some of these sectors/interest groups into sets of relative homogeneity insofar as the type of contribution they make to the Shire is concerned, however care should be taken not to group too many together and potentially cause small voices to be lost.

Further, there are identified national awareness programs for some groups which present themselves as appropriate opportunities for council to either formally engage with these groups as part of this specific Community Engagement Event program or outside of this program. Examples of these are:

- Youth Week 13 -22 April Friday.
- Volunteers Week 21-27 May.
- Carer's Week 15-21 October.

It is not necessary at this stage to identify all the sector/interest groups for the 2018 program as the events scheduled for mid year and end of year can be identified as the year progresses, however the sector/group for the first event and the date of the first event need to now be resolved.

**CONCLUSION:**

Council currently has a number of high profile projects which predominately impact upon the CBD of Uralla and Uralla open spaces. These are the Open Space Strategy, the Bridge Street High Pedestrian Activity concept planning and the VIC Improvement Project.

It may be prudent to conduct the first engagement activity with the businesses (retail, commercial, accommodation, hospitality and service) within an adjacent the Bridge St, Uralla CBD.

The time for this activity will not be convenient for all businesses as some have different peak business periods from others. This is an unfortunate reality and one which cannot be avoided.

It is suggested this engagement activity be conducted in the early evening and could potentially take on a similar format to the Primary Producers event conducted in 2017.

It is recommended that this event be conducted on Tuesday 3<sup>rd</sup> April from 5pm to 7pm and include pre-dinner refreshments eg canapes (but not include dinner).

It is also recommended that Council undertake an engagement session with youth from the shire as part of Youth Week 2018 (13<sup>th</sup> -22<sup>nd</sup> April) similar to previous years.

**COUNCIL IMPLICATIONS:**

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

In line with Council resolution 15.02.17

**2. Policy and Regulation**

Nil

**3. Financial (LTFP)**

Budget for Community Engagement events is \$4,500.00, with \$2,664.00 still available for this financial year.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

Prepared by staff member: Andrew Hopkins with input from Kim Hastings

TRIM Reference Number:

Approved/Reviewed by Manager: General Manager

Department: General Manager's Office

Attachments: Nil

**17. MOTIONS ON NOTICE**

**18. SCHEDULE OF COUNCIL RESOLUTIONS**

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER as @ 21 February 2018**

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
	26.06/15	<b>Uralla Local Traffic Committee</b> That: (i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee	DIR	March 2017	Draft Concept Plan prepared and placed on public exhibition. Consultant presentation scheduled for the 27 <sup>th</sup> February. Submissions close on the 16 <sup>th</sup> March	C
23 March 2015	26.03/15	<b>Land Disposal - Karava Place, Uralla</b>  That Council: 3. Give the General Manager delegation to negotiate payment options; and 4. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MPR/DIR	2/6/15  27/5/15 2/6/15  20/7/15  5/8/15  18/9/15 2/6/15 4/9/15 30/10/15	Negotiations between all parties not yet completed.  Contract of Sales  Titles have been received and forward to solicitors. Title transfers signed and forwarded to solicitors.  Stage up to: Lot 100 – Agreement in place (2018 completion date) Lot 103 – No agreement made Lot 102 – Agreement in place 2018 completion date) Lot 104 – Agreement in place 2018 completion date) Lot 101 – completed Lot 105 – completed  November 2017: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.	B       C C C C C



**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 NOV 15	24.11/15	<b>Bergen Road Land Acquisition and Exchange For Road Works</b> That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DIR	May 2017	Survey plans completed. Awaiting result of other like applicants.  May require new Council resolution depending on advice from Office of Local Government on other applications being processed.	B
25 July 2016	17.07/16	2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way Realignment  COUNCIL RESOLUTION: That Council:  1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.  2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the Roads Act 1993.	DIR          DIR	Feb 2017	Application has been sent to Office of Local Government by solicitors (Nov 16) for approval.  Letter drafted to Local Member regarding delays in processing from OLG.	old



**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 July 2016	19.07/16	<p>2.18.06.11 Road Closure Request – Lot 32 DP 813093</p> <p>COUNCIL RESOLUTION: That Council:</p> <p>2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A &amp; 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. Public exhibition has finished. Forwarded to Dept of Lands for processing.</p> <p>3. Future action once closure has been undertaken</p> <p>4. Future action once closure has been undertaken</p> <p>November 2017: Acknowledgement of application was received by Council on Monday 13 Nov. Department of Industry Lands is seeking further information. Council is in correspondence with relevant parties about this matter.</p>	<p>B</p> <p>A</p> <p>A</p> <p>B</p>

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 October 2016	21.10/16	<p>2.25.10.07 Industrial Land Purchase</p> <p>COUNCILS RESOLUTION: That Council:</p> <ol style="list-style-type: none"> <li>1. Note the settlement of the purchase of Lot 14 DP 787477 being industrial zoned land fronting Rowan Avenue and the New England Highway, Uralla.</li> <li>2. Receive a further report setting out a strategy and detailed costing for the future development and sales of the land.</li> </ol>	DIR/DC&G		<ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Alternatives layouts and costs and associated risks presented to Council at a workshop in March 2017. Preferred consultant engaged to provide services to determine the demand, optimum subdivision design, marketing strategy and cost/benefit projection.  Stage iii – 3 x concept design being progressed for costings and marketing strategy development.</li> </ol>	<p>C</p> <p>B</p>

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
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"> <li>1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council.</li> <li>2. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history.</li> <li>3. Council drafts a Road Closure policy for review by the LTC.</li> <li>4. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting.</li> </ol>	<p>DIR</p> <p>DIR</p>		<ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Completed</li> <li>3. Under preparation</li> <li>4. Completed</li> </ol>	<p>B</p> <p>B</p> <p>B</p>

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	26.02/17	<p>Department: Infrastructure and Regulation Submitted by: Director Infrastructure and Regulation Reference/Subject: Report 16 - Rowan Avenue Stormwater Drainage</p> <p>COUNCIL RESOLUTION: That:</p> <ol style="list-style-type: none"> <li>The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available.</li> <li>A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue.</li> <li>The residents of 21 and 23 Rowan Avenue be advised of Councils resolution.</li> </ol>	DIR			
			DIIR	April 18	1. Budgeted for construction in 17/18. Scheduled to be completed by April 2018. Design pending.	B
			DIR	Dec 17	2. Trash rack / screen scheduled for installation in December.	A
					3. Completed	C

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 MARCH 2017	20.03/17	<p>Report 12 - Uralla Shire Council Caravan Park – Land Acquisition</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Seek legal advice as to Council’s position in continuing with the current arrangements for the occupancy and leasing of the Uralla Shire Council Caravan Park in Queen Street,</li> <li>2. Acquire the necessary lands being the closed road now registered as Lot 1 DP 1216127, Lot 1 DP 1131765 and Lot 7033 DP 1057499 covered by Permissive Occupancy #1988/2 at a reasonable value via negotiation,</li> <li>3. Delegate to the General Manager the authority to negotiate the purchase of the lands up to an amount of \$25,000, and</li> <li>4. Offer a 12 month lease over Lot 30 on DP 793510 as per the previous lease arrangements appropriately indexed.</li> </ol>	<p style="text-align: center;">DIR</p> <p style="text-align: center;">DIR</p> <p style="text-align: center;">DIR</p> <p style="text-align: center;">DIR</p>		<ol style="list-style-type: none"> <li>1. Further advice received from Crown lands that they will provide a licence enabling the caravan park operations over the previous Permissive Occupancy lands.</li> <li>2. Just terms valuation received.</li> <li>3. Noted. Costs of land in excess of \$25,000.</li> <li>4. Lease document prepared. Presented to the lessee. Current Owner Relinquished Lease with Council to take over on the 31<sup>st</sup> January 2018.</li> </ol>	<p style="text-align: center;">C</p> <p style="text-align: center;">C</p> <p style="text-align: center;">C</p> <p style="text-align: center;">C</p>

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 July 2017	22.07/17	<p>Department: Infrastructure &amp; Regulation Submitted by: Director Infrastructure &amp; Regulation Reference/Subject: Report 11 - Uralla Sporting Complex</p> <p>That; Council</p> <p>(a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access, (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and (c) develop a plan of management for the sharing of the facilities among the user groups, (d) staff investigate relocation and redevelopment of the playground area.</p>	DIR		<p>a) Progressing utilizing internal project management and local contractors. Minor outstanding works. Facilities suitable for use.</p> <p>b) Pending finalisation of construction.</p> <p>c) Pending finalisation of construction</p> <p>d) Location identified and funding requested under Stronger Country Communities Grants Program.</p>	<p>C</p> <p>A</p> <p>A</p> <p>B</p>
22 August 2017	14.08/17	<p>Department: General Manager Submitted by: General Manager</p> <p>That; Council be represented at the 2017 Local Government NSW Annual Conference by the Mayor, or his alternate delegate and the General Manager, or his alternate delegate.</p>	GM		Noted GM & Mayor both attended	C



**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017	20.08/17	<p>Department: Infrastructure &amp; Regulation Submitted by: Director of Infrastructure &amp; Regulation Reference: Report 13 – Development Application 25/2017 M Smith &amp; L Ducat That Council;</p> <p>a) Support the Clause 4.6 Development Application 25/2017 being for a variation of minimum lot size on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 under the ownership of PJ &amp; CM Ducat subject to conditions.</p> <p>b) Request concurrence from the Director General of the NSW Office of Planning &amp; Environment.</p> <p>c) Upon receipt of concurrence from the Director General of the NSW Office of Planning &amp; Environment, delegate the General Manager to approve Development Application 25/2017 submitted by M Smith and L Ducat for a staged development being:</p> <ul style="list-style-type: none"> <li>• Stage 1 - Subdivision of two lots being Lots 3 and 4 with building envelopes, and the construction of a dwelling in the E4 zoned land</li> <li>• Stage 2 - Subdivision of two lots being Lot 1 and 2 along the zone boundary with a building envelope on Lot 2</li> </ul> <p>on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 subject to the following conditions</p>				
			MTP&R	Sept 2017	a) Noted	C
			MTP&R		b) Requested from DG	C
					c) Pending	B

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
		<p>d) Amend Uralla Local Environmental Plan 2012 to:</p> <ul style="list-style-type: none"> <li>• Alter the zone boundary on Lot 13 DP 875212 between the E4 and R5 zone to be 50 metres from the edge of the working face of the quarry, and</li> <li>• Amend Clause 4.1A by modifying the wording to reflect the current model clause and one that would better suit the subdivision of split zoned land circumstance and be clearer in its intent.</li> </ul>	MTPR		d) <a href="#">Stage 1 determination issued</a>	B
22 August 2017 – Closed session	30.08/17	<p>Department: General Manager Submitted by: Andrew Hopkins Reference/Subject: Uralla Historical Society Inc. 'Raise the Roof' Project.</p> <ol style="list-style-type: none"> <li>1. Council rescind Part 2 of resolution 272/14.</li> <li>2. Council replace Part 2 of resolution 272/14 with "Provide \$25,000 to the Uralla Historical Society Inc. as a contribution towards the replacement of the roofs to the McCrossin's Mill and the adjoining Chaff Shed. In the event that the project to replace the roofs to the McCrossin's Mill or the Chaff Shed does not physically commence within the 2017/2018 financial year Council may require the full \$25,000 to be returned".</li> <li>3. The commercial in confidence content in the Report be redacted and the redacted version of the Report be included in the Minutes of the Meeting.</li> </ol>	GM GM  GM		<ol style="list-style-type: none"> <li>1. Rescinded</li> <li>2. We will provide funds once work commences.</li> <li>3. Complete</li> </ol>	C B  C

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 September 2017	11.09/17	<p>Department: Community &amp; Governance Submitted by: Trish Kirkland Reference/Subject: Report 5 - Report of the Audit and Risk Committee Meeting held on 29 August 2017</p> <p>That;</p> <p>1. Council note the minutes of the Audit and Risk Committee Meeting held on 29 August 2017</p> <p>2. Council adopt the following Committee Recommendation: Report No. 7.1 Report Draft Procurement Policy Committee Recommendation 7.1.1: The Committee note the draft Procurement Policy and receive a final draft to the next Committee Meeting scheduled for 21 November 2017.</p> <p>3. Council adopt the following Committee Recommendation: Report No. 7.2 Report Draft Fraud and Corruption Control Plan Committee Recommendation 7.2.1: The Committee note the draft Fraud and Corruption Policy and Control Plan and receive a final draft to the next Committee Meeting scheduled for 21 November 2017.</p>	CFO	9/11	1. Noted	C
					2. Final draft presented to November 2017 Committee meeting. Now distributed to staff for comment before going on public display.	C
			CG&R	9/11	3. Replaced by part 2 d) of resolution 15.12/17	C
26 September 2017	12.09/17	<p>Department: Community &amp; Governance Submitted by: Trish Kirkland Reference/Subject: Report 6 - Annual Code of Conduct Statistical Return 2017</p> <p>That;</p> <p>The Code of Conduct Annual Statistical Report for the period 1 September 2016 to 31 August 2017 be:</p> <p>a) received and noted, and b) provided to the Office of Local Government by 31 December 2017.</p>	DC&G	31/12	Return lodged with the OLG	C

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 September 2017	30.09/17	<p>Department: Office of the General Manager Submitted by: General Manager Reference/Subject: Report 19 - NAMOI JO – International Engagement Activity That Council;</p> <ol style="list-style-type: none"> <li>1. Endorse Uralla Shire Council participating in the NAMOI Joint Organisation (NAMOI JO) international trade mission to China in 2018.</li> <li>2. Endorse the Mayor participating in a NAMOI Joint Organisation (NAMOI JO) Mission to China in 2018.</li> <li>3. Acknowledge the travel and accommodation costs associated with the Mission will be met by the NAMOI JO.</li> <li>4. The Mayor to convene a group of potential business beneficiaries to advise council on perceived value adding opportunities related to commercial engagement with China.</li> </ol>	GM	1/11	<ol style="list-style-type: none"> <li>1. Complete</li> <li>2. Complete</li> <li>3. Complete</li> <li>4. Direct targeting to attend the Tony Zhang event where we were able to engage directly with the members of the community in the Primary Producers sector and present them with opportunities. Discussions can continue with this group.</li> </ol>	C  C  C  B
26 September 2017	37.09/17	<p>Submitted by: Cr. Crouch Reference/Subject: Notice of Motion #1 - Bundarra Tennis Courts That; Council investigate the purchase of the Bundarra Tennis Courts from the Anglican Diocese of Armidale at a minimal price plus costs.</p>	DI&R		Advice received from the Anglican Diocese of Armidale.	B

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 September 2017	39.09/17	<p>Department: Infrastructure and Regulation Submitted by: Terry Seymour – Director Infrastructure and Regulation Reference/Subject: Response to Questions # 1 -Response to Question from 22 August Ordinary Meeting – Cr R Bell That; Council note the response to Cr R Bell’s question from the 22 August 2017 Ordinary Meeting, and add this to Schedule of actions for regular follow-up. Please advise progress made in securing the \$800,000 announced by Hon. Barnaby Joyce in June 2016 for the upgrade of Munsie Bridge?</p>	DI&R	Ongoing	Funding instrument signed off by the Minister. Grant to be administered by the RMS.	C
24 October 2017	14.10/17	<p>Department: Community and Governance Submitted by: Trish Kirkland Reference/Subject: Report 4 -Tabling of Disclosure of Interest Returns That; 1. Council note the tabling of the Disclosure of Interests Returns as required by Section 450A of the Local Government Act 1993 2. The Office of Local Government be advised that one designated person (employee) failed to lodge their return due to being on extended leave.</p>	CG&R	31/11	<p>1. Noted 2. Letter sent to the OLG</p>	C C
28 November 2017	13.11/17	<p>That; That Council review its development control plans to consider set backs and other issues for RU2 &amp; RU1 zoning.</p>	MPR	July 2018	DCP review commenced.	
28 November 2017	30.11/17	<p>Department: Community and Governance Submitted by: Community Development and Tourism Coordinator Reference/Subject: Report 13 - Community Grant for Council Fees under S356 That; 1. Council give public notice for 28 days of the proposed \$40.00 section 356 donation, from the budgeted Community Grants Program, to Grace Munroe Aged Care Auxiliary. 2. Council, subject to receiving no objections during the 28-day public notice period, contribute \$40.00 in financial assistance to Grace Munroe Aged Care Auxiliary.</p>	CG&R  CD&TC		After 28 days on public exhibition with no objections GMACA was given a cheque for \$40	C

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**

**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 November 2017	38.11/17	<p>Department: Community and Governance Submitted by: Community Development and Tourism Coordinator Director Community and Governance</p> <p>Reference/Subject: Report 18 - Report of the Visitor Information Centre Improvement Project Reference Group</p> <p>That; Council note and commit to progressing the recommendations provided in this report from the Visitor Information Centre Improvement Project Reference Group and receive a timeline and estimated budget for items 1, 2 &amp; 3 below for;</p> <p>1. Establishing the necessary approvals, progressing concept designs, establishing estimated implementation costs, and receiving a further report for:</p> <p>a. Improving the interior design and exterior visual aspects of the Visitor Information Centre facilities and associated external signage by engaging an appropriate consultant to provide a concept design to:</p> <p>i. Integrate the current vacant space into the visitor services area;</p> <p>ii. Open up the interior spaces including removal of unnecessary internal walls;</p> <p>iii. Provide flexible interior spaces to accommodate retail, static and “pop-up” promotional displays and activities;</p> <p>iv. Upgrade the kitchen for compliance to operate as fully self-contained, separately secured (with roller-door or similar) and suitable for casual rental for “pop-up” and other operator promotions;</p> <p>v. Improve the appearance from the street including signage and refresh the exterior;</p> <p>vi. Improve the outside connection at the rear to Porter Park and the library.</p> <p>2. Establishing the requirements, options, implementation costs, and receiving a further report for:</p> <p>a. Better alignment of the Visitor Information Centre offerings with the Shire’s tourism assets by engaging an appropriate consultant(s) for:</p>	<p>DIR/DC&amp;G</p> <p>MTP&amp;R</p> <p>CD&amp;TC</p>	30/04/2018	<p>As below, work is underway to establish estimated costs and timeframes for items 1, 2 and 3.</p> <p>1 a) A request for quotation is being development to engage suitably qualified consultant to provide concept designs that will enable a budget and timeline estimate to be established. Report requesting the allocation of \$3,000 in funding for the consultant services prepared for Feb 2018 meeting.</p> <p>2 a) A request for quotation is being development to engage a suitably qualified consultant, once costs and timeframes have been</p>	B



**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 November 2017	41.11/17	Department: Corporate Services Submitted by: Payroll-Revenue Coordinator Reference/Subject: Report 19 – Uralla Historical Society Rates That; Council lay the report on the table, pending further information.	CFO	29/11/17	Additional information being reviewed to ascertain if special conditions were placed on the rating of the block following subdivision.  Additional information report is ready for February meeting.	B
28 November 2017	48.11/17	Submitted by: Cr Tara Toomey Reference/Subject: Uralla Swimming Pool That; 1. Council set the fee for the Uralla Swimming Pool for 2017/2018 season to \$2 for children and \$3 for adults, additionally that the sliding scale of discounted ticket books be offered at a rate of 20% for a book of 10, 30% for a book of 20 and 40% for a book of 50, off the entry price and place on public exhibition for 28 days. 2. Council adopt the new swimming pool entry fees for children at \$2 and adults at \$3, additionally that the sliding scale of discounted ticket books be offered at a rate of 20% for a book of 10, 30% for a book of 20 and 40% for a book of 50, off the entry price and place on public exhibition for 28 days, subject to no objections or unsupportive submissions being received during the public exhibition period. 3. Maintenance and repair funding be considered for 2018/19 budget preparation. 4. Seeking expressions of interest for street art on the exterior and/or interior.	CFO/CG&R	28/11/17	Was on public exhibition for 28 days  Adopted new entry fees in January	C
			CFO/CG&R	28/11/17	Adopted new entry fees in January	C
			CFO	29/11/17	Item noted for consideration during preparation of 2018/19 budget	C
			DI&R	March 2017	Pending	



<b>SCHEDULE OF ACTIONS – RESOLUTION REGISTER</b>						
<b>Key A: Action B: Being processed C: Completed</b>						
<b>MEETING DATE</b>	<b>RESOLUTION NO.</b>	<b>REPORT TITLE AND COUNCIL RESOLUTION</b>	<b>RESPONSIBLE OFFICER</b>	<b>ACTION DATE</b>	<b>COMMENTS</b>	<b>STATUS</b>
28 November 2017	51.11/17	Department: Finance Submitted by: Chief Financial Officer Reference/Subject: Report 1 LATE REPORT 2017/18 – 1st Quarter Budget Review Statements				
		That;				
		1. The first quarter budget review summary for the 2017/18 financial year be received and noted; and 2. The adjustments to budget allocations, including transfers to and from reserves, be adopted; 3. Expenditure to be revoked from 2016/17 be adopted;	CFO	28/11/17	Noted	C
			CFO	7/12/17	Adjustments to be processed	C
			CFO	29/11/17	Noted in relevant documents	C
19 December 2017	13.12/17	Department: General Manager's Office Submitted by: General Manager Reference/Subject: Report 6 - Joint Organisations				
		That; Council resolve to hold an extraordinary meeting on Tuesday 13th February 2018 at 12:00 noon to: a) determine whether it will nominate to be a member of a Joint Organisation; and b) dependent upon a), determine which other councils Uralla Shire Council wishes to form a Joint Organisation with.	GM	13/02/18	a) Yes b) New England	C C

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**

**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 December 2017	15.12/17	Department: Community & Governance Submitted by: Director Community & Governance Reference/Subject: Report 8 - Report of the Audit and Risk Committee Meeting held on 21 November 2017				
		That; 1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017 2. Council adopt the following Committee Recommendation: Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1 Council: a) Set the meeting schedule for 2018 as follow: • 9am Tuesday, 10 April 2018 • 9am Tuesday, 10 July 2018 • 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements • 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm	RM&SO		Noted	C
		b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.	RM&SO		Noted	C
		c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.	RM&SO	28/2/18	Call for Expression of Interests being prepared	B
		d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.	RM&SO	31/1/2018	Noted for inclusion in 2018 Audit & Risk Committee Forward Plan.	C
		Report No. 6.4 Procurement Policy Final Draft Committee Recommendation 6.4.1: That: a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.	CFO	27/11/17	Email sent to senior staff seeking feedback	C
		3. Council: a. note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.	CFO	5/1/18	Prepare Council paper to put policy on public exhibition for 28 days	B
		b. as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.	CFO	21/11/17	Noted	C
	RM&SO	31/1/2018	Noted for inclusion in 2018 Audit & Risk Committee Forward Plan	C		

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 December 2017	16.12/17	<p>Department: General Manager’s Office Submitted by: General Manager Reference/Subject: Report 9 - International Women’s Day Event That Council;</p> <p>Amend resolution 10.01/17 “That Council note and approve the continued support of the International Women’s Day event as hosted by the female Councillors of Uralla Shire Council” by inserting ‘annual’ after ‘continued’ and before ‘support’ so that the resolution becomes “That Council note and approve the continued annual support of the International Women’s Day event as hosted by the female Councillors of Uralla Shire Council”.</p>	GM	19.12.17	Council agreed to “Continued annual support”	C
19 December 2017	19.12/17	<p>Department: <b>Infrastructure and Regulation</b> Submitted by: Director Infrastructure and Regulation Reference/Subject: Report 1 LATE REPORT Late Report 1 - Uralla Local Traffic Committee</p> <p>That;</p> <ol style="list-style-type: none"> <li>1. Council note the minutes of the Uralla Local Traffic Committee held on 5 December 2017.</li> <li>2. The King Street / Maitland Street intersection treatment option (2), attached, be implemented subject to funding approval by Council.</li> <li>3. Disabled parking requirements for Uralla be accommodated subject to the approval, by Roads &amp; Maritime Services, of funding for the PAMP study 2018/19.</li> <li>4. The pedestrian crossing requirements in King Street for McMaugh Gardens be considered as part of the 40Km/hr pedestrian activity area concept plan.</li> </ol>	DI&R		<ol style="list-style-type: none"> <li>1. Noted</li> <li>2. To be considered in the 18/19 budget</li> <li>3. Pending funding approval</li> <li>4. Incorporated in Draft Concept Plan</li> </ol>	C B B B
19 December 2017	20.12/17	<p>Department: <b>General Manager’s Office</b> Submitted by: General Manager Reference/Subject: Report 2 LATE REPORT Late Report 2 - Response to ARC Letter - Cooperation</p> <p>That;</p> <p>The Mayor responds to Armidale Regional Council’s correspondence dated 14<sup>th</sup> December 2017, reference ARC16/0607, noting as follows:</p> <ol style="list-style-type: none"> <li>a) Council acknowledges the positive and cooperative sentiment contained within the letter; and</li> <li>b) Council reciprocates such sentiment and looks forward to working collaboratively with Armidale Regional Council for the benefit of the residents of our respective communities.</li> </ol>	GM	02.12.17	Letter sent to ARC	C

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 December 2017	22.12/17	<p>Department: <b>Community and Governance</b> Submitted by: <i>Director Community and Governance</i> Reference/Subject: Report 3 LATE REPORT Late Report 3 Expression of Interest - Panel of Conduct Reviewers</p> <p>That; Council</p> <p>a. share a panel of conduct reviewers with the following other councils:</p> <ul style="list-style-type: none"> <li>• Tamworth Regional Council,</li> <li>• Gunnedah Shire Council,</li> <li>• Narrabri Shire Council, and</li> <li>• Walcha Shire Council.</li> </ul> <p>b. appoint the panel of conduct reviewers for a period of 4 years as set out below:</p> <ul style="list-style-type: none"> <li>• O'Connell Workplace Relations Pty Ltd</li> <li>• SINC Solutions Pty Ltd</li> <li>• Centium Group Pty Ltd</li> <li>• Locale Consulting Pty Ltd</li> <li>• Linda Pettersson Consulting Pty Ltd</li> </ul>	DC&G	20/12/2017	Noted, participating Councils advised	C
			DC&G	28/02/2018	Tamworth Regional Council advised, appointment of the panel of conduct reviewers is pending resolutions from other participating Councils	B
19 December 2017	23.12/17	<p><b>MOTION (Crs B Crouch / T Toomey)</b> <b>That;</b> <i>Council contact the local member, Hon. Adam Marshal MP and request that he approach the Minister for Local Government with a view to expedite the resolution of outstanding matters contained within the Schedule of Actions in this Business Paper that are currently before the Office of Local Government.</i></p>	DI&R		Letter drafted and forwarded.	C

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

There are no Questions from the previous Meeting

**20. QUESTIONS FOR NEXT MEETING**

Questions will be received at the Meeting.

**21. CONFIDENTIAL BUSINESS**

**END OF BUSINESS PAPER**