



URALLA SHIRE COUNCIL BUSINESS PAPER

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

ORDINARY COUNCIL MEETING

28 March 2017

Andrew Hopkins
GENERAL MANAGER



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- BUSINESS AGENDA -
Ordinary Meeting of Council
28 MARCH 2017, 1:00pm

- 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**
Report 12 - Uralla Shire Council Caravan Park – Land Acquisition
- 11. Urgent Supplementary & Late Items of Business**
- 12. Presentations** – Speaker 1: Mr Richard Kaehler SUBJECT: Saumarez War Service Road
- 13. Deputations**
- 14. Written Reports from Delegates**
- 15. Mayoral Minute**
- 16. Reports to Council**
Report 1 – 2017 Bush Bursary/Country Women’s Association Scholarship Program
Report 2 - Engagement Breakfast
Report 3 - Cash at Bank and Investments
Report 4 - Development Approvals and Refusals for February 2017
Report 5 - Heritage Advisory Services Summary – March 2017
Report 6 - Works Progress Report as at 28 February 2017
Report 7 - Bundarra Sewerage Scheme Progress including appointment of a Project Manager
Report 8 - Related Party Disclosures
Report 9 - VIC and Library Survey
Report 10 - Community Grants 2016/17 – Combined Round 1 & Round 2
Report 11 – Development Application DA-55-2016 – 40 Bridge Street, Uralla – Staged
Development: Commercial building and four short term accommodation units
- 17. Motions on Notice**
- 18. Schedule of Actions – As at 21/03/2017**
- 19. Responses to Questions from Previous Meeting**
- 20. Questions for Next Meeting**
- 21. Confidential Business**
Report 12 - Report 11 - Uralla Shire Council Caravan Park – Land Acquisition
- 22. Meeting Close**

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT OF COUNTRY

4. APOLOGIES

5. REQUESTS FOR LEAVE OF ABSENCE

6. DISCLOSURES & DECLARATIONS OF INTEREST

7. CONFIRMATION OF MINUTES

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

- Council Meeting held 28 February 2017 (to be confirmed)
- Audit & Risk Committee Meeting Minutes 27 February 2017 (to be noted)



ORDINARY MEETING OF COUNCIL

Held at 1:00pm
On 28 February 2017

ROLL CALL

Councillors:

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

Staff:

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

MINUTES

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The Meeting Commenced at: 1:03pm

ATTENDANCE

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

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT TO COUNTRY

4. APOLOGIES

An apology was received from Cr K Ward.

MOTION

Apologies

01.02/17 MOVED (Crs M Dusting/I Strutt) CARRIED

That the apology be accepted from Cr K Ward.

5. REQUESTS FOR LEAVE OF ABSENCE

Requests for Leave of Absence were submitted by, Cr K Ward and Cr M Pearce.

MOTION

Leave of Absence

02.02/17 MOVED (Crs B Crouch/M Dusting) CARRIED

That the requests for Leave of Absences from Cr K Ward and Cr M Pearce be approved.

6. DISCLOSURES & DECLARATION OF INTERESTS

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

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
M Dusting	Report 8	Pecuniary	Trade delegation to China at no cost to Council.
M Dusting	Report 9	Non-pecuniary	Resident of John Street – referred to in this report.
M Dusting	Report 10	Non-pecuniary	Resident of John Street – referred to in this report.

7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at Council Meeting held on 22 December 2016

- Council Meeting held 22 December 2016
- Audit & Risk Meeting held 28 November 2016

03.02/17 MOVED (Crs I Strutt/L Sampson) CARRIED

8. ANNOUNCEMENTS

No announcements were made.

9. TABLING OF REPORTS & PETITIONS

1. New England Tablelands (Noxious Plants) County Council – Minutes from 25 October 2016
2. New England Tablelands (Noxious Plants) County Council – Minutes from 7 February 2017
3. Petition from Mr Williams Taylor re: Upgrade to level water causeway crossing on Terrible Vale Road
4. Petition from residents of Rocky River re: Request for 80km/hour maximum speed limit on Rocky River Road

MOTION

Items Tabled

04.02/17 **MOVED (Crs N Ledger/L Sampson) CARRIED**

Motion to accept the abovementioned items which were tabled.

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

There were no items recommended for the confidential section.

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

There were no urgent supplementary or late items of business.

12. PRESENTATIONS

Speaker 1:	Mr John Carlon
Subject:	1. King and Maitland Streets Intersection 2. Roadside Tree Trimming

13. DEPUTATIONS

There are no deputations registered for this meeting.

14. WRITTEN REPORTS FROM DELEGATES INSERT

Cr Mark Dusting		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
11 January 2017	Australia Day Committee	Uralla
25 Jan	Dinner with Australia Day Ambassador	Uralla
26 Jan	Australia Day Celebrations	Uralla
30 Jan	Weeds Conference Committee	Armidale
7 Feb	New England Tablelands Noxious Plants County Council	Armidale
12 Feb	National Servicemen Commemoration Day	Armidale
14 Feb	Walcha Council Weed Presentation	Walcha
23 Feb	Australian Transport Museum	Armidale

Cr Isabel Strutt		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
4 Feb	Uralla Show	Uralla
18 Feb	Znet Uralla – General Meeting	Uralla

12 Feb	Councillor's Strategic Planning Meeting	Uralla
28 Feb	Community Engagement Breakfast	Uralla
	Council Meeting	Uralla

Cr Tara Toomey		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
26 Jan	Australia Day Celebrations	Uralla
4 Feb	Uralla Show	Uralla
12 Feb	Councillor's Strategic Planning Meeting	Uralla
28 Feb	Community Engagement Breakfast	Uralla
	Council Meeting	Uralla

Cr Michael Pearce		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
21/12/2016	Mayor's Office - Admin	Uralla
22/12/2016	Funeral for former USC Councillor – Ken Brown.	Armidale
	Leave of Absence 23/12/2016 to 15/01/2017	
16/01/17	Mayor's Office - Admin	Uralla
17/01/17	Mayor's Office - Admin	Uralla
18/01/17	Mayor's Office – Admin	Uralla
19/01/17	Mayor's Office – Admin	Uralla
20/01/17	Mayor's Office – Admin Meeting with NAMOI Council CEO.	Uralla
23/01/17	Mayor's Office - Admin	Uralla
24/01/17	Mayor's Office - Admin	Uralla
25/01/17	Mayor's Office - Admin	Uralla
26/01/17	Community Breakfast – Balala Fire Shed. Morning tea – Uralla Library. Australia Day activities.	
30/01/17	Mayor's Office - Admin	Uralla
31/01/17	Mayor's Office - Admin	Uralla
2/02/17	Mayor's Office - Admin	Uralla
4/02/17	Official Opening – Uralla Show with Barnaby Joyce and Adam Marshall.	Uralla
6/02/17	Mayor's Office - Admin	Uralla
7/02/17	Meeting with Armidale Regional Council – CEO – Peter Dennis and Administrator – Ian Tiley.	Armidale
8/02/17	Mayor's Office - Admin	Uralla
Date	Committee/Meeting/Event	Location
9/02/17	Mayor's Office - Admin	Uralla
12/02/17	Selection Panel for Miss Armidale Showgirl Competition	Armidale
13/02/17	Mayor's Office - Admin	Uralla
14/02/17	Mayor's Office – Admin	Uralla
15/02/17	2AD Radio Interview Mayor's Office - Admin	Uralla
16/02/17	Mayor's Office - Admin	Uralla
20/02/17	Mayor's Office – Admin	Uralla
21/02/17	New England Bush Fire Management Committee Mayor's Office – Admin	Armidale Uralla

22/02/17	Mayor's Office – Admin	Uralla
23/02/17	New England Group of Councils meeting with	
24/02/17	General Manager.	Glen Innes
27/02/17	Mayor's Office – Admin	Uralla
	Audit & Risk Committee Meeting	Uralla
28/02/17	Business Engagement Breakfast	Uralla
	Mayor's Office – Admin	Uralla
	February Council Meeting	Uralla

Cr Bob Crouch		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
17-18 January	Pitch presentation and media skills training sponsored by Meat and Livestock Australia	North Sydney
20 January	Discussion with Adam Marshall re code of conduct reporting	Armidale
26 January	Australia Day Celebrations	Bundarra
14 February	Council workshops on Bundarra Sewage and Heritage	Uralla
18 February	Z-Net meeting	Uralla
20 February	Bundarra Hall Committee nomination meeting	Bundarra
27 February	Audit and Risk Committee	Uralla
28 February	Ordinary council meeting	Uralla
28 February	Business Engagement Breakfast	Uralla

Cr Robert Bell		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
26 Jan	Australia Day Morning Tea	Uralla Library
14 Feb	Councillors Strategic Planning Workshop	Uralla
28 Feb	Business Engagement Breakfast	Uralla

No reports submitted by Cr N Ledger, Cr L Sampson, Cr K Ward

15. MAYORAL MINUTE

There was no Mayoral Minute.

16. REPORTS FROM COUNCIL

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

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 31 December, 2016 consisting of cash and overnight funds of \$1,909,916, term deposits of \$9,500,000 totalling \$11,409,916 of readily convertible funds.

COUNCIL RESOLUTION:

That:

Council note the cash position as at 31 December, 2016 consisting of cash and overnight funds of \$1,909,916, term deposits of \$9,500,000 totalling \$11,409,916 of readily convertible funds.

05.02/17 MOVED (Crs M Dusting/B Crouch) CARRIED

Department: Organisational Services - Finance
Submitted by: Simon Paul – Chief Financial Officer
Reference/Subject: Report 2 - Cash at Bank and Investments

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 31 January, 2017 consisting of cash and overnight funds of \$1,705,139, term deposits of \$9,750,000 totalling \$11,455,139 of readily convertible funds.

COUNCIL RESOLUTION:

That:

Council note the cash position as at 31 January, 2017 consisting of cash and overnight funds of \$1,705,139, term deposits of \$9,750,000 totalling \$11,455,139 of readily convertible funds.

06.02/17 MOVED (Crs I Strutt/ N Ledger) CARRIED

Department: Finance
Submitted by: Chief Financial Officer
Reference/Subject: Report 3 - 2016/17 – 2nd Quarter Budget Review Statements

OFFICER'S RECOMMENDATION:

1. That the second quarter budget review summary for the 2016/17 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted;

PROCEDURAL MOTION TO MOVE INTO COMMITTEE

Motion

That Council move into committee to discuss Report 3- 2016/17 – 2nd Quarter Budget Review Statements

07.02/17 MOVED (Crs B Crouch/M Dusting) CARRIED

PROCEDURAL MOTION TO MOVE OUT OF COMMITTEE

Motion

That Council move out of committee and resume standing orders.

08.02/17 MOVED (CrsB Crouch/M Dusting) CARRIED

COUNCIL RESOLUTION:

1. That the second quarter budget review summary for the 2016/17 financial year be

- received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted;

09.02/17 MOVED (Crs B Crouch/ I Strutt) CARRIED

Department: Community and Culture
Submitted by: Manager Governance and Information | Community and Culture
Reference/Subject: Report 4 - International Women's Day Event

OFFICER'S RECOMMENDATION:

That:

1. Council note and approve the continued support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council;

COUNCIL RESOLUTION:

That:

1. Council note and approve the continued support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council;

10.02/17 MOVED (Crs I Strutt/N Ledger) CARRIED

Department: Governance and Information
Submitted by: Rechelle Leahy
Reference/Subject: Report 5 - Public Interest Disclosures Act 1994, Six Monthly Report - July to December 2016

OFFICER'S RECOMMENDATION:

That:

Council notes the Public Interest Disclosures Act 1994 report has been submitted to the New South Wales Ombudsman, as required by the Calendar of Compliance and Reporting Requirements 2016/17.

COUNCIL RESOLUTION:

That:

Council notes the Public Interest Disclosures Act 1994 report has been submitted to the New South Wales Ombudsman, as required by the Calendar of Compliance and Reporting Requirements 2016/17.

11.02/17 MOVED (Crs I Strutt/R Bell) CARRIED

Department: General Manager's Office
Submitted by: General Manager
Reference/Subject: Report 6 - 2016/17 Operational Plan Performance Report – Second Quarter Progress Report

OFFICER'S RECOMMENDATION:

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

COUNCIL RESOLUTION:

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

12.02/17 MOVED (Crs R Bell/L Sampson) CARRIED

Department: General Manager
Submitted by: Andrew Hopkins
Reference/Subject: Report 7 - Community Engagement

OFFICER'S RECOMMENDATION:

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 Breakfasts in the 2017 calendar year.
- c) Approve funds of \$1,500 to be allocated for each Engagement Breakfast.
- d) Approve the scope and schedule of dates outlined within the 'Report' (below).

PROCEDURAL MOTION TO MOVE INTO COMMITTEE

Motion

That Council move into committee to discuss Report 7 – Community Engagement.

13.02/17 MOVED (Crs N Ledger/B Crouch) CARRIED

PROCEDURAL MOTION TO MOVE OUT OF COMMITTEE

Motion

That Council move out of committee and resume standing orders.

14.02/17 MOVED (Crs M Dusting/ L Sampson) CARRIED

COUNCIL RESOLUTION:

That Council:

- a) Continue with the existing Community Engagement Strategy (2015) but remove reference to Strategic Community Consultative Panels.
- b) Host a minimum of three (3) Engagement functions in the 2017 calendar year.
- 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' (below).

15.02/17 MOVED (Crs M Dusting/L Sampson) CARRIED

Cr M Dusting left room having earlier declared an interest in Reports 8, 9 and 10.

Department: General Managers Office

Submitted by: Andrew Hopkins

Reference/Subject: Report 8 - Trade Delegation to China

OFFICER'S RECOMMENDATION:

That Council:

Authorise Councillor Dusting to represent Uralla Shire Council on trade missions to China, conditional upon Councillor Dusting providing written acknowledgement of the following:

Whilst a member of a trade delegation or mission:

- Council will not be held liable for any loss suffered by or caused by Councillor Dusting, either to himself or to his property or to others or to their property.
- Council will not be held liable for any costs or commitments associated with any trade missions to which Councillor Dusting is a party.

COUNCIL RESOLUTION:

That Council:

Authorise Councillor Dusting to represent Uralla Shire Council on trade missions to China, conditional upon Councillor Dusting providing written acknowledgement of the following:

Whilst a member of a trade delegation or mission:

- Council will not be held liable for any loss suffered by or caused by Councillor Dusting, either to himself or to his property or to others or to their property.
- Council will not be held liable for any costs or commitments associated with any trade missions to which Councillor Dusting is a party.
- Upon return, Cr Dusting will provide a report to Council about the trip.

16.02/17 MOVED (Crs R Bell/N Ledger) CARRIED

Cr M Dusting was absent from the room for the vote.

Department: Infrastructure & Regulation
Submitted by: Director of Infrastructure & Regulation
Reference/Subject: Report 9 - Development Approvals and Refusals for December 2016

OFFICER'S RECOMMENDATION:

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

COUNCIL RESOLUTION:

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

17.02/17 MOVED (Crs R Bell/I Strutt) CARRIED

Cr M Dusting was absent from the room for the vote.

Department: Infrastructure & Regulation
Submitted by: Director of Infrastructure & Regulation
Reference/Subject: Report 10 - Development Approvals and Refusals for January 2017

OFFICER'S RECOMMENDATION:

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

COUNCIL RESOLUTION:

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

18.02/17 MOVED (Crs R Bell/I Strutt) CARRIED

Cr M Dusting was absent from the room for the vote.

Cr M Dusting returned to the room at 2:35pm

Department: Infrastructure & Regulation
Submitted by: Acting Director Infrastructure & Regulation
Reference/Subject: Report 11 - Regulatory Statistics Ending 31 December 2016

OFFICER'S RECOMMENDATION:

That the Regulatory Function Statistics ending 31 December 2016 be received and noted.

COUNCIL RESOLUTION:

That the Regulatory Function Statistics ending 31 December 2016 be received and noted.

19.02/17 MOVED (Crs L Sampson/R Bell) CARRIED

Department: Infrastructure & Regulation
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Report 12 - Works Progress Report as at 31 January 2017

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during December 2016 and January 2017, and works programmed for February 2017.

COUNCIL RESOLUTION:

That the report be received and noted for the works completed or progressed during December 2016 and January 2017, and works programmed for February 2017.

20.02/17 MOVED (Crs R Bell/B Crouch) CARRIED

Department: Infrastructure and Regulation
Submitted by: Director Infrastructure and Regulation
Reference/Subject: Report 13 - Uralla Local Traffic Committee

OFFICER'S RECOMMENDATION:

That:

1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council.
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.

3. Council drafts a Road Closure policy for review by the LTC.

PROCEDURAL MOTION TO MOVE INTO COMMITTEE

Motion

That Council move into committee to discuss Report 13 – Uralla Local Traffic Committee.

21.02/17 MOVED (Crs B Crouch/ M Dusting) CARRIED

PROCEDURAL MOTION TO MOVE OUT OF COMMITTEE

Motion

That Council move out of committee and resume standing orders.

22.02/17 MOVED (Crs B Crouch/L Sampson) CARRIED

COUNCIL RESOLUTION:

That:

1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council.
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.
3. Council drafts a Road Closure policy for review by the LTC.
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.

23.02/17 MOVED (Crs R Bell/T Toomey) CARRIED

Department: Infrastructure & Regulation

Submitted by: Director Infrastructure & Regulation

Reference/Subject: Report 14 - Heritage Advisory Services Summary – January and February 2017

OFFICER'S RECOMMENDATION:

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

COUNCIL RESOLUTION:

1. That the Heritage Advisory Services Summary for January and February 2017 be received and noted by Council.
2. That Council commend the General Manager and the staff for the workshop on Heritage and the role of the Heritage Advisor in Uralla Shire.

24.02/17 MOVED (Crs R Bell/ I Strutt) CARRIED

Cr I Strutt declared a non-pecuniary interest in the following item and left the room at 3:09pm.

Department: Infrastructure and Regulation

Submitted by: Manager Waste Water Sewer Services

Reference/Subject: Report 15 - Water and Sewer Charges Refund Policy

OFFICER'S RECOMMENDATION:

That:

- 1 Council adopt the Water and Sewer Charges Refund Policy.
- 2 Council resolve to write off 85% of water charges for a claim as per the provisions of Clause 3 given the financial burden imposed by repaying the debt to Council.

COUNCIL RESOLUTION:

That:

- 1 Council adopt the Water and Sewer Charges Refund Policy.
- 2 Council resolve to write off 85% of water charges for a claim as per the provisions of Clause 3.

25.02/17 MOVED (Crs M Dusting/R Bell) CARRIED

Cr I Strutt was absent from the room at the time of voting.

Department: Infrastructure and Regulation
Submitted by: Director Infrastructure and Regulation
Reference/Subject: Report 16 - Rowan Avenue Stormwater Drainage

OFFICER'S RECOMMENDATION:

That:

1. The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available.
2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue.
3. The residents of 21 and 23 Rowan Avenue be advised of Councils resolution.

COUNCIL RESOLUTION:

That:

1. The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available.
2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue.
3. The residents of 21 and 23 Rowan Avenue be advised of Councils resolution.

26.02/17 MOVED (Crs B Crouch/ R Bell) CARRIED

Department: Community and Culture
Submitted by: Manager Governance and Information | Community and Culture
Reference/Subject: Report 17 - Kamilaroi Ageing and Disability Services (KADS)

OFFICER'S RECOMMENDATION:

That:

1. Council note the information contained within this report and attachments; and
2. Council cease providing KADS services outside of the Uralla local government area by June 2017.

COUNCIL RESOLUTION:

That:

1. Council note the information contained within this report and attachments; and
2. Council cease providing KADS services outside of the Uralla local government area by June 2017.

27.02/17 MOVED (Crs R Bell/I Strutt) CARRIED

Department: General Manager
Submitted by: Andrew Hopkins
Reference/Subject: Report 18 - Bundarra School of Arts Hall Committee

OFFICER'S RECOMMENDATION:

That Council appoint the following nominees to the Bundarra School of Arts Hall Committee (a s355 Committee of Council) for term of this Council and in accordance with the Bundarra School of Arts Hall Committee Constitution:

John Layton.
Theresa Layton.
Dawn Hodgson.

Darrell Franklin.
Jeffrey Dezius.
David Lowell.
Mel Lowell.
Spencer Hall.

(All nominees are residents of Bundarra).

COUNCIL RESOLUTION:

That Council appoint the following nominees to the Bundarra School of Arts Hall Committee (a s355 Committee of Council) for term of this Council and in accordance with the Bundarra School of Arts Hall Committee Constitution:

John Layton.
Theresa Layton.
Dawn Hodgson.
Darrell Franklin.
Jeffrey Dezius.
David Lowell.
Mel Lowell.
Spencer Hall.

(All nominees are residents of Bundarra).

28.02/17 MOVED (Crs M Dusting/B Crouch) CARRIED

17. MOTIONS ON NOTICE

There were no motions on notice.

18. SCHEDULE OF COUNCIL RESOLUTIONS

As at 23 January 2017.

19. CONFIDENTIAL BUSINESS

There was no confidential business.

20. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

COUNCILLOR	QUESTION	RESPONSE
Cr K Ward	Are the KFC and Toyota signs along the New England Highway in Uralla Shire, permitted under our DCP (p77)?	<ul style="list-style-type: none">• We can confirm the KFC and Toyota signs were approved in 2000.• Advertising structures in rural zoned areas are prohibited under the current planning controls.• Where signage is permissible, Council regulates the signage structure and does not regulate the content within the structure.• With reference to the specific signs mentioned, the signage was approved by Council on 29/11/200 (Ref: DA.3176) <p style="text-align: right;">T. Seymour Director of Infrastructure & Regulation</p>

21. QUESTIONS FOR NEXT MEETING

There were no questions for the next meeting.

22. CLOSURE OF MEETING

The meeting was closed at 4:02pm.

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



MINUTES

Audit & Risk Committee

27 February 2017, 1:00pm

The Meeting Commenced at: 1:00pm

Members (voting):

Mr Michael O'Connor – Independent External Member

Mr Sean Johnston – Independent External Member

Cr Michael Pearce – Mayor

Cr Bob Crouch

Attendees (non-voting):

Mr Andrew Hopkins – General Manager, Uralla Shire Council

Mr Simon Paul – Chief Financial Officer

Mrs Rechelle Leahy – Acting Executive Manager Governance & Information/Community & Culture

Cr Natasha Ledger - observer

Mrs Desley Williams – Senior Executive Officer (Minutes)

Invitees (non-voting):

Nil

ATTENDANCE

Present were:

M O'Connor, M Pearce, B Crouch, S Paul, A Hopkins, D Williams

Absent were:

S Johnston, R Leahy

Welcome & Acknowledgement of Country

1. APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE

Apology from Mr Sean Johnston.

MOVED B Crouch/ M O'Connor CARRIED

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CONFIRMATION OF MINUTES

Minutes of previous meeting held 28 November 2016 were accepted as true and correct, with the following comments/business arising:

- S Paul to provide three reports to the committee, 2016 Interim Management Letter, 2015 USC SS7 Audit Report and the 2016 USC Year End governance Letter – signed.
- M O'Connor requested the meeting scheduled for 7 July be moved to 18 July. The committee agreed.
- A Hopkins reported on the matter of the Mayor being on the Audit & Risk Committee.

He advised that the OLG discouraged the Mayor from being involved in the Audit & Risk Committee and recommends limitations for the General Manager's involvement. The Mayor, M Pearce offered to remove himself from the committee. M O'Connor indicated his preference was for the Mayor to remain on the committee. B Crouch expressed the view that the committee should comply with the OLG Guidelines and as a consequence the Mayor not be a member of the committee.

The Committee agreed that the position of the Mayor on the Audit & Risk Committee be reviewed by Council in September when the annual review of committees for councillors is conducted.

- M O'Connor – Professional Development opportunities – on Friday 3 March M O'Connor would be attending a networking event with the Auditor General in Sydney.
- M O'Connor raised the discussion of Civica from the previous minutes. A Hopkins responded with details of recent Civica presentation to Council staff last week.

MOVED M O'Connor/M Pearce CARRIED

3. REPORTS

Item: 3.1 FRAUD AND CORRUPTION CONTROL PLAN AND POLICY

OFFICER'S RECOMMENDATION

That the Audit Committee note and agree to the attached Fraud and Corruption Control Plan and a Fraud and Corruption Prevention Policy as part of the integrity management framework being developed for Council.

A Hopkins reminded the committee that the General Manager's role in this committee should be minimal. He advised that he was unable to walk the committee through the Fraud and Corruption Control Plan and Policy as it was prepared by R Leahy.

A Hopkins told the committee that he had advised R Leahy that in his opinion the document was quite long and questioned the legibility of the document, suggesting an overview at the start of the document and re wording that would relay the key messages in a way the reader understands. He noted he requested a meeting with R Leahy regarding this document – the meeting never took place.

A Hopkins advised the committee that Council has issued an offer of employment in a Director role at USC. The proposed director is also, a governance specialist. Once this person commences employment R Leahy would have more time available to work on the Fraud and Corruption Control Plan and Policy as her workload has been inundated for the last eight months and when the new Director arrives this pressure will be relieved. R Leahy has done an excellent job looking at the policies of Council, what we do/don't have, but at the moment with her current workload she has been struggling to get to this project.

M O'Connor expressed the view that the report was very academic and very well referenced. He agreed with in principle the comments of A Hopkins and suggested that a detailed critique be prepared by both himself and Sean Johnston for the next meeting.

B Crouch commented that he had not had sufficient time to critique the document.

N Ledger commented that the contents of the document was excellent, however a summary/headings would be useful.

M Pearce commented that it was a heavy document to summarise.

M O'Connor made the following comments about the Fraud & Corruption Control Plan:

- a) Numbering system and index for referencing is necessary.
- b) The policy attempts to minimise any fraud, which is what it should do.
- c) Reference documents were very good and up-to-date
- d) Definitions are important
- e) Accountability Statements – there is some inconsistency with the mention of GM and internal audit.
- f) Internal/external communication has been well researched
- g) Staff induction should include signing off on this document – also for current staff – has to be in plain English – summary of no more than three pages.
- h) Bit light on in IT controls
- i) Councillors, management, employees – confirm in writing annually – this is an onerous requirement creating considerable administration.
- j) Consequences of vexatious claims and complaints and vexatious claims on social media need to be included in this document.
- k) Methodologies should be simplified into plain English
- l) Monitor and Review – good information although a lot of repeats.

M O'Connor commented that the Fraud & Corruption Prevention Policy is fine.

M O'Connor will make notes to be submitted to the committee for review.

5. DISCUSSION ITEMS

4.1 Review resourcing of Internal Audit

A Hopkins – with appropriate training and staff it is possible that USC and Walcha Shire Council will be able to conduct internal audit for each other.

M O'Connor suggested he would ask the question of the Auditor General this week when he meets with him (3 March)

4.2.. Fraud & Misconduct

No further discussion

4.3 Compliance Breaches

No discussion

4.4 Update on Council Developments

No discussion

5.0 Other Business

5.1 M O'Connor tabled the Agenda for meeting 3 March with Auditor General

5.2 S Paul – discussion with Audit Office – change of auditor from Paul Cornell to Geoff Azlue.

5.3 S Paul – Timelines for 2017 Audit of Financial reports has been set

5.4 S Paul – Related Party Disclosures Policy is being developed

5.5 S Paul – Procurement Policy is being developed to be presented at next Audit & Risk Meeting

5.6 M O'Connor – requested that IT Policy be included in the Agenda for the next meeting. – A Hopkins responded that this would be an appropriate item.

7. NEXT MEETING – 4 April 2017 at 1:00pm, Uralla.

8. CLOSURE OF MEETING

The Meeting concluded at: 2:25pm

8. ANNOUNCEMENTS

9. TABLING OF REPORTS & PETITIONS

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

11. Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 11 - Uralla Shire Council Caravan Park – Land Acquisition

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

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

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

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

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

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

Motion to hear in Confidential Business at item 19

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

12. PRESENTATIONS

Speaker 1:	Mr Richard Kaehler
Subject:	1. Saumarez War Service Road

13. DEPUTATIONS

There are no deputations registered for this meeting.

14. WRITTEN REPORTS FROM DELEGATES

There are no written reports from delegates.

15. MAYORAL MINUTE

There is no mayoral minute.

16. REPORTS TO COUNCIL



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	Andrew Hopkins
Reference/Subject:	Report 1 – 2017 Bush Bursary/Country Women’s Association Scholarship Program

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	2.1 <i>An attractive environment for business, tourism and industry</i>
Strategy:	2.1.2 <i>Promote the Uralla Shire to business and industry and increase recognition of the areas strategic advantages</i>
Action:	2.1.2.1 <i>Develop a New England business development prospectus in collaboration with New England Councils and Regional Development Australia.</i>

SUMMARY:

The NSW Rural Doctors Network has invited Council to participate in the Bush Bursary/CWA Scholarship program in 2017.

OFFICER’S RECOMMENDATION:

That:

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

BACKGROUND:

Previously Council has declined to participate in this program, as per resolution 11/07 January 2007.

REPORT:

Attached is correspondence from the NSW Rural Doctors Network which sets out the scholarship proposal to Council. The following is a summary.

The Bush Bursaries and CWA Scholarships are offered annually to selected medical students in NSW and the ACT and are financially supported by the rural councils of NSW, the Country Women's Association and the NSW Rural Doctors Network (RDN). This program has been operating since 1996, with over 300 medical students having received assistance.

With an increasing number of students studying medicine, there is more opportunity to expose this new generation of future doctors to rural medical practice and lifestyle. By participating in this program Uralla Shire Council would be able to take advantage of this opportunity with a student being placed in the local community with local medical practitioners for a two week period. The cost to Council of sponsoring the scholarship is \$3,000 (+GST) plus accommodation costs.

Studies conducted by the NSW Rural Doctors Network indicate that a high proportion of scholarship recipients begin their careers in non-metropolitan areas, spending two or three years as junior rural doctors.

KEY ISSUES:

Council's obligations should it accept participation in the scholarship program:

- Cost of \$3,000 (+ GST) for sponsored student
- Cost of up to \$1,600 for accommodation
- Nomination of a Placement Coordinator from within council or associated organisation
- Organisation of placement for sponsored Bush Bursary student, including liaising with local medical practitioners and community groups, accommodation and social aspects of the two-week placement.
- Liaise with NSW RDN and sponsored Bush Bursary student regarding placement arrangements.

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Nil

B. Policy and Regulation

Nil

C. Financial (LTFP)

\$3,000 (+GST) – not in current budget.

D. Asset Management (AMS)

Nil

E. Workforce (WMS)

Time of staff member to act as Placement Coordinator for sponsored student.

F. Legal and Risk Management

Nil

G. Performance Measures

Nil

H. Project Management
Placement Coordinator.

Andrew Hopkins
General Manager

Prepared by staff member: Andrew Hopkins

TRIM Reference Number:

Attachments:

- A. Letter from NSW Rural Doctors Network (3pp)



NSW RURAL DOCTORS NETWORK

1 February 2017

Uralla Shire Council
Mr Andrew Hopkins
PO Box 106
URALLA NSW 2358



Dear Mr Hopkins

Re: The 2017 Bush Bursary/Country Women's Association Scholarship Program

I am writing to invite Uralla Shire Council to participate in the Bush Bursary/CWA Scholarship program in 2017.

The Bush Bursaries and CWA Scholarships are offered annually to selected medical students in NSW and the ACT, and are financially supported by the rural councils of NSW, the Country Women's Association and the NSW Rural Doctors Network (RDN).

The number of students studying medicine is increasing, which means an increasing amount of students wishing to apply for the Bush Bursary/CWA scholarship. The more Councils that sponsor this scholarship the more opportunity there is to expose this new generation of future doctors to rural medical practice and lifestyle.

Below is an outline of the role that RDN and your Council would provide for the program:

NSW Rural Doctors Network's Role –

- Advertising and promotion of the Bush Bursary Scheme to eligible students studying at medical schools in NSW/ACT
- Recruitment and selection of Bush Bursary recipients
- Administration of funds from sponsoring shire councils to Bush Bursary recipients
- Matching recipients to sponsoring shire council
- Ongoing support and information for recipients and shire councils throughout the year
- Distribution of research and evaluation about the Bush Bursary to stakeholders and interested parties.

Sponsoring Shire Council's Role –

- Payment of \$3000 (+GST) for sponsored student
- Nomination of Placement Coordinator from within council or associated organisation
- Organisation of placement for sponsored Bush Bursary student, including liaising with local medical practitioners and community groups, accommodation and social aspects of the two-week placement.
- Liaise with NSW RDN and sponsored Bush Bursary student regarding placement arrangements

Outcomes from the Scholarships:

Since the BB/CWA Scholarships were first awarded in 1996, over 300 medical students have benefitted. In 2012 The NSW Rural Doctors Network completed a longitudinal study of students who received a scholarship from 1996 – 2006 to track their career choice and practice locations. The study found 41% of scholarship holders spent their first and second post-graduate years (PGY) in a non-metropolitan hospital and 35% for PGY3. This is significant as it indicates a high proportion of scholarship holders began their career in a non-metropolitan area, spending two or three years as junior rural doctors. These figures equate to 140 combined years spent in the rural and regional medical workforce. One quarter of previous scholarship recipients were currently working in a rural or regional area when surveyed.

Benefits for rural communities and students:

All students have enjoyed their placements. They loved being engaged in the community, both professionally and socially. Students from the country enjoyed having the financial freedom to spend time back there as a professional rather than a resident, and those not from the country gained invaluable knowledge and familiarity with rural issues, which is likely to expand their thinking in terms of future career options. This group were much more likely to mention that the scholarship was considered as a 'trial' prior to deciding whether or not to apply to study at a rural clinical school and other rural medical opportunities. It is vital that these students have positive rural experiences while they are studying so that they are able to positively contribute to the medical workforce and the rural communities they serve.

How to participate:

Your financial contribution and support is significant in providing a positive experience of rural health, which is a known contributor to choosing a rural career. The evidence is mounting that this is the case.

Enclosed with this letter is a sponsorship form, if your council would like to participate in the program by sponsoring a student placement in 2017 please return the form by Friday 5th May 2017 by email, fax or post.

If you would like any further information about the Bush Bursary/CWA Scholarship scheme or the longitudinal evaluation please feel free to contact me – students@nswrdn.com.au or (02) 8337 8100. I look forward to hearing from you soon.

Yours sincerely,



Ms. Anna Dugdale
Project Officer – Education and Training

2017 BUSH BURSARY SPONSORSHIP RESPONSE FORM

Your council is invited to sponsor and host a Bush Bursary Scholarship holder during 2017. Please complete the following details if you wish to participate or alternatively, if you wish to obtain further information please contact the Sydney office of the NSW Rural Doctors Network (02) 8337 8100 or e-mail – students@nswrdn.com.au

Name of Council: _____
Name of Town for Rural Placement: _____
Name of General Manager: _____
Name of Placement Coordinator: _____
Job title of Placement Coordinator: _____
Mailing Address: _____ _____ _____
E-mail: _____
Telephone: _____

Thank you

Please return this form by **Friday 5 May 2017** to:

Melanie Lewis
Project Officer – Education and Training
PO Box 1111
Mascot NSW 1460
Fax: (02) 8337 8110
Email: students@nswrdn.com.au



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	Andrew Hopkins
Reference/Subject:	Report 2: - Engagement Breakfast

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.1	A strong, accountable and representative Council.
Strategy:	4.1.2	Engage with the community effectively and use community input to inform decision making
Action:	4.1.2.1	Develop, implement and review Council community engagement framework and community consultative panels.

SUMMARY:

Council conducted an Industry Engagement Breakfast as part of the Back to Business Week program funded by the NSW Government Department of Industry.

An informative key note address was given by the Hon Adam Marshall, Minister for Tourism and Major Events and Assistant Minister for Skills.

OFFICER'S RECOMMENDATION:

That Council

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

BACKGROUND:

At the Councillor Strategic Planning Workshop held on 12 December 2017, Councillors reached unanimous agreement that an opportunity for engaging (listening and communicating) with the community would be via Council initiated breakfasts. These could be with specific segments or sectors such as the town business communities (eg traders), the tourism and hospitality sector, farmers and volunteer groups/not for profit.

Subsequent to this workshop the NSW Department of Industry launched Back To Business Week, a program dedicated to encouraging business initiatives. The program invited appropriate organisations to host an event to facilitate the purpose of the program and offered funding to meet relevant costs.

Uralla Shire was the only council within the New England region to avail of the offer.

The initiative proposed by Uralla Shire was to activate the agreement reached at the Strategic Planning Workshop of 12 December 2017 by facilitating an industry engagement breakfast.

The engagement breakfast targeted the Tourism industry and invitations were issued to all known entities within Uralla which generate or benefit from tourism.

Forty eight industry representatives, councillors and staff attended the breakfast and a quality key note speech was delivered by the Hon Adam Marshall, Minister for Tourism and Major Events and Assistant Minister for Skills.

The breakfast menu, aspects of food preparation and service of the meals was undertaken by two students of the Uralla High School.

Positive verbal feedback about the format and proceedings of the breakfast were received.

It is noted that by resolution 15.02/17 of 28th February, 2017, Council has endorsed 'engagement functions' to be undertaken three times annually with the next event scheduled for on or about 13th June 2017.

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Satisfies the first of three engagement functions for 2017.

B. Policy and Regulation

Nil

C. Financial (LTFP)

Nil

D. Asset Management (AMS)

Nil

E. Workforce (WMS)

Nil

F. Legal and Risk Management

Nil

G. Performance Measures

Nil

H. Project Management

Nil

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



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That:

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

BACKGROUND:

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

REPORT:

Current term deposits of \$10,550,000 spread over the next six months will receive a range of interest from 2.4% to 3.12% with an average rate of 2.74%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 28 February, 2017.

KEY ISSUES:

Interest rates continue to remain low and future expectations based on the latest minutes released by the RBA are that interest rates are unlikely to fall below current levels. These low rates will result in reduced investment returns over the coming year.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Simon Paul

Chief Financial Officer

Prepared by staff member: Simon Paul

TRIM Reference Number: U15/287

Approved/Reviewed by Manager: Chief Financial Officer

Department: Organisational Services - Finance

Attachments: B. Council's Investments as 28
February, 2017

Diary of Investment Maturity Dates and Amounts

Uralla Shire Council
Investments at 28 February, 2017

Cash at Bank – Operating Accounts:

Institution	Account	Bank Statement
National Australia Bank	Main Account	\$557,847.29
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$24,153.95
Total		\$613,297.57

Business Investment (Cash Management) Account

Institution	Interest rate	Balance
National Australia Bank	0.01%	\$0.00
Professional Funds	0.15% above RBA cash rate	\$1,643,541.38
Total		\$1,643,541.38

Term Deposits:

Institution	Interest rate	Maturity	Balance
National Australia Bank	2.65%	7/03/2017	\$500,000.00
Commonwealth Bank	2.61%	24/04/2017	\$250,000.00
Newcastle Permanent	2.50%	24/04/2017	\$600,000.00
Commonwealth Bank	2.60%	4/05/2017	\$600,000.00
ANZ	2.67%	17/05/2017	\$300,000.00
ANZ	2.40%	24/05/2017	\$800,000.00
Commonwealth Bank	2.64%	13/06/2017	\$700,000.00
Newcastle Permanent	2.80%	4/07/2017	\$500,000.00
Regional Australia Bank	2.70%	25/07/2017	\$250,000.00
Newcastle Permanent	2.60%	25/07/2017	\$250,000.00
Westpac Banking Corporation	3.00%	26/07/2017	\$1,000,000.00
Regional Australia Bank	2.70%	23/08/2017	\$800,000.00
National Australia Bank	2.55%	28/08/2017	\$600,000.00
Regional Australia Bank	2.70%	15/09/2017	\$500,000.00
Westpac Banking Corporation	3.00%	18/10/2017	\$1,300,000.00
National Australia Bank	2.75%	28/11/2017	\$1,000,000.00
Westpac Banking Corporation	3.12%	24/01/2018	\$600,000.00
Total			\$10,550,000.00

Loans:

Loan no.	Purpose	Balance
165	MGH Property	\$60,150.37
167	Rear Service Lane Land	\$5,559.28
168	Community Centre	\$50,006.91
176	Library Extensions	\$241,793.22
177	Grace Munro Centre	\$193,453.54
181	Creative Village Works	\$13,742.17
185	Public Toilets Alma Park	\$17,108.85
186	Public Toilets Pioneer Park	\$23,180.88
187	Undergrounding Power and Mainstreet Upgrade	\$177,599.71
188	Paving and Power Undergrounding	\$42,363.40
189	Bridge Construction	\$238,011.62
190	Bridge construction & industrial land development	\$1,845,231.06
Total		\$2,908,201.01



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

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

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

OFFICER'S RECOMMENDATION:

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

REPORT:

Development Applications

Approvals:

Development Application Number	Applicant	Property	Development
DA-27-2012-4	Croft Surveying & Mapping	114 Barleyfields Road, Uralla	S96 (2) Modification – Staged 42 Lot Low Density Residential Subdivision
DA-6-2017	Mr R South	192 Dumaresq Road, Saumarez Ponds	Secondary Dwelling
DA-9-2017	Mr P Stoneham & Ms V Hartley	24 King Street, Uralla	Shed Workshop & 2 Bay Carport

Monthly Estimated Value of Approvals: \$110,000.00

Refusals: Nil

DAs Withdrawn: Nil

Comparison to February 2016:

February 2016:	\$289,430.00	February 2017:	\$110,000.00
Year to date: (Calendar Year)	\$313,094.00	Year to date: (Calendar Year)	\$137,100.00

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-55-2016	New England Architectural Studio	40 Bridge Street, Uralla	Staged – Commercial Building and 4 Short Term Accommodation Units	Under Assessment
DA-67-2016	Croft Surveying & Mapping	31 John Street, Uralla	4 Lot Subdivision	Under Assessment
DA-68-2016	Mr G & Mrs J Fletcher	5 Plane Avenue, Uralla	3 Lot Subdivision	Under Assessment
DA-1-2017	New England Surveying & Engineering	87 Dumaresq Road, Saumarez Ponds	4 Lot Subdivision	Under Assessment
DA-2-2017	Mr S Lovick	168 Kalinda Road, Invergowrie	Relocated Secondary Dwelling	Awaiting Applicant
DA-7-2017	Mr R & Mrs N Dasey	20 Baker Street, Bundarra	4 Bay Shed	Under Assessment
DA-8-2017	New England North West Planning Service Pty Ltd	26 John Street, Uralla	Staged – Dual Occupancy, Two Sheds & Strata Subdivision	Under Notification
DA-10-2017	Mr N Cullen	Lot 542 Leece Road, Uralla	Shed	Under Assessment

Development Applications Outstanding (continued)

Application Number	Applicant	Property	Development	Status
DA-11-2017	New England Surveying & Engineering	31 Bridge Street, Uralla	3 Lot Subdivision	Under Notification
DA-12-2017	New England Surveying & Engineering	253 Eastern Avenue, Kentucky South	Free Range Piggery	Under Notification
				Total: 10

Construction Certificates

Approved:

Application Number	Applicant	Property	Construction
CC-9-2017	Mr P Stoneham & Ms V Hartley	24 King Street, Uralla	Shed Workshop & 2 Bay Carport

Refused: Nil

Issued by Private Certifier: Nil

Total Monthly Estimated Value of Construction Certificate Approvals: \$20,000.00

Complying Development Certificate Applications

Approvals:

Application Number	Applicant	Property	Development
CDC-29-2016	Mr C Borger	16 Rosetta Court, Saumarez	Pergola
CDC-3-2017	Mr J & Mrs P Young	67 Wattle Drive, Saumarez	Barn-Style Farm Shed
CDC-4-2017	Mr R Willis	66 Amaroo Road, Invergowrie	Detached Garage

Refusals: Nil

Withdrawal: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-27-2013-2	Mr W Lulham	25 Eastern Avenue, Kentucky	Dwelling Modification

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$55,750.00

Comparison to February 2016:

February 2016:	\$7,000.00	February 2017:	\$55,750.00
Year to date: (Calendar Year)	\$17,500.00	Year to date: (Calendar Year)	\$110,250.00

Calendar Year Development Values

Year	Total Development	Average Development Value	Development Application	Complying Development
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	Value \$	\$	Value \$	Value \$
2006	6,310,059	42,349	6,310,059	-
2007	7,211,361	44,515	7,211,361	-
2008	9,155,533	50,030	7,393,239	1,762,294
2009	9,290,046	72,016	5,749,162	3,540,884
2010	10,586,972	86,073	5,958,887	4,628,085
2011	6,584,483	53,101	3,449,607	3,134,876
2012	11,390,780	102,620	6,158,718	5,232,062
2013	9,259,318	91,676	4,678,720	4,580,598
2014	8,246,689	70,485	5,657,845	2,588,844
2015	9,137,065	92,294	6,980,198	2,156,867
2016	5,958,716	94,583	3,997,389	1,961,327
2017	247,350	22,486	137,100	110,250

2017 to date

Financial Year Development Values

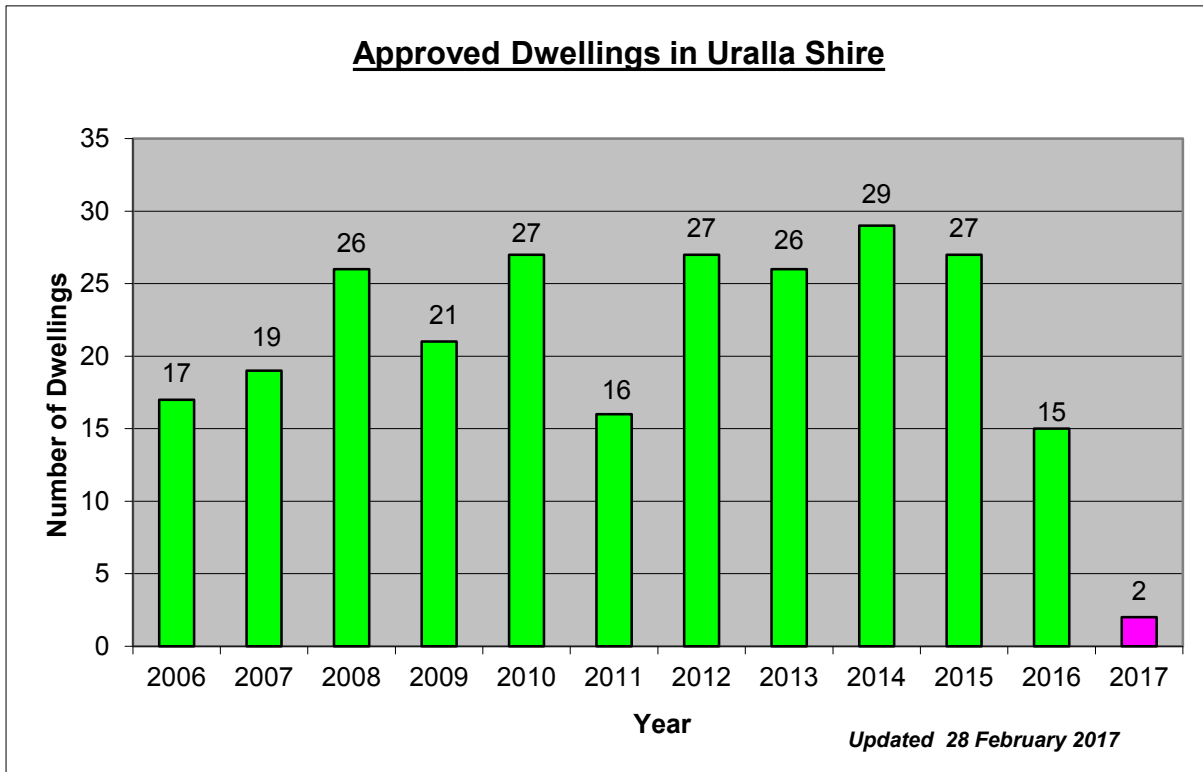
Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2005-2006	6,090,640	39,808	6,090,640	-
2006-2007	6,302,833	38,668	6,302,833	-
2007-2008	8,128,806	52,444	8,128,806	-
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	3,390,130	55,576	1,870,316	1,519,814

2016-2017 to date

Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during August 2017. In August 2012 twelve (12) applications were approved, with zero (0) applications identified as possibly not commencing as at the end of February 2017.

Approved Dwellings 2006-2017



KEY ISSUES:

- *Development Applications approved by Council for February 2017 – 3*
- *Development Applications refused by Council for February 2017 – 0*
- *Development Applications withdrawn by Applicant for February 2017 – 0*
- *Outstanding Development Applications as at 28 February 2017 – 10*
- *Construction Certificates approved by Council for February 2017 – 1*
- *Construction Certificates refused by Council for February 2017 – 0*
- *Construction Certificates issued by private certification for February 2017 – 0*
- *Complying Development Applications approved by Council for February 2017 – 3*
- *Complying Development Applications refused by Council for February 2017 – 0*
- *Complying Development Applications issued by private certification – 1*
- *Total Development Value for 2017 as at 28 February 2017 – \$247,350*
- *Average Development Value for 2017 as at 28 February 2017 – \$22,486*
- *Development Application Value for 2017 as at 28 February 2017 – \$137,100*
- *Complying Development Application Value for 2017 as at 28 February 2017 – \$110,250*
- *Applications lapsing in August 2017 that may not have commenced – 0*
- *Approved dwellings as at 28 February 2017 – 2*

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

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

B. Policy and Regulation

Environmental Planning & Assessment Act, 1979.

Environmental Planning & Assessment Regulations, 2000.

C. Financial (LTFP)

Nil

D. Asset Management (AMS)

Nil

E. Workforce (WMS)

Nil

F. Legal and Risk Management

Nil

G. Performance Measures

Nil

H. Project Management

Nil

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



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report summarises the consultations undertaken by Council's Heritage Advisor, Mr Mitch McKay, of his monthly visit undertaken for March 2017. His next visit will be 11 April 2017.

OFFICER'S RECOMMENDATION:

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

BACKGROUND:

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

REPORT:

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

Item 1: St Mary's Roman Catholic Church + Presbytery – 5 Oliver Street, Bundarra

Met with Dawn Hodgson, parishioner. The purpose of the visit was to discuss funding opportunities for conservation works to the church and presbytery. St Mary's Roman Catholic Church is listed as a heritage item of local heritage significance in Uralla LEP 2012, (I07), and has been identified in Stage 2 of the Uralla Community Based Heritage Study (SHI 2540038). The presbytery is not listed as a heritage item in Uralla LEP 2012 but has been identified as a heritage item in Stage 2 of the Uralla Community Based Heritage Study (SHI2540386).

Item 2: Veterinary Clinic – 116 Bridge St, Uralla

Met with Mrs. Hoad, owner, on site. The property, which is a Vet clinic, is listed as a heritage item of local significance in Uralla LEP 2012 (I32). The property has also been identified as a heritage item in Stage 2 of the Uralla Community Based Heritage Study (SHI2540011). It is also located in the Uralla Commercial Precinct Conservation Area (C03). The purpose of the meeting was to discuss the installation of solar panels on the roof and air conditioning units.

Item 3: Community War Memorials Fund

Investigated whether the creation/publication of a War Memorial booklet, that had previously been commenced by Council, would be eligible for funding under this program. This fund is administered by the NSW Department of Premier and Cabinet - Veteran Affairs and the eligibility criteria clearly states that applications must be for the repair, protection and/or conservation of existing war memorials. However, this department also administers the Anzac Community Grants and eligible projects include those that will educate the community about the service and sacrifices of current and former servicemen and women in all wars and conflicts eg. research, exhibitions, lectures. While applications have closed for this program it would be one to keep in mind for 2018 as it may be worthy of an application. Another fund is the Saluting their Service Commemorative Grants Programme – Community Commemorative Grants. This fund is administered by the Commonwealth Department of Veteran Affairs and eligible projects include publications. A sample of the publication, synopsis, chapter or content would be required to be submitted with any application under this program. This program has no closing date and the maximum available funding for a publication is \$3,000.

Item 4: Proposed subdivision – 31 John Street, Uralla (DA-67-2016)

Reviewed the proposed subdivision application and provided comments to Council's Planner for consideration. This property, the house and garden, is listed as a heritage item of local significance in Uralla LEP 2012 (I38).

COUNCIL IMPLICATIONS:

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

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



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

OFFICER'S RECOMMENDATION:

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

BACKGROUND:

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

REPORT:

A. Works Undertaken in February 2017

1. **Main Road Maintenance**

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

2. **Sealed Roads Maintenance**

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

- | | | |
|-----------|-----------------------------------|---|
| 3. | Unsealed Roads Maintenance | |
| | Grading | |
| | Mihi Road | Graded |
| | Linfield Road | Graded |
| | Johnsons Road | Graded |
| | Dwyers Range Road | Graded, gravelled 320m |
| | Baldersleigh Road | Graded |
| | Gostwyck Road | Graded |
| | Gostwyck War Service Road | Graded, |
| | Athol Road | Graded |
| 4. | Construction Crew | |
| | Bingara Road | Continue reconstruction and bitumen sealing of 2km section |
| 5. | Bridge / Sign Crew | |
| | Uralla | Completed installation of Liberty swing in Alma Park
Line marking
Guard rail maintenance
Install combined net ball, basketball posts at sporting complex |
| 6. | Town Area | |
| | Uralla | Maintenance and signs, mowing and weed spraying as necessary |

B. Works to be continued/undertaken in March 2017

- | | | |
|-----------|-----------------------------------|---|
| 1. | Main Road Maintenance | |
| | Bitumen patching | |
| | Guide posting | |
| | Sign maintenance | |
| 2. | Sealed Roads Maintenance | |
| | Bitumen patching | |
| | Guide posting | |
| 3. | Unsealed Roads Maintenance | |
| | Barraba and Bingara Road | Grade |
| | Kingstown and Retreat Areas | Grade |
| 4. | Bridge/Sign Crew | |
| | Uralla | Sporting complex line mark and fence basketball and net ball area
Line marking |
| | Bridges | Maintenance |
| 5. | Construction | |
| | Bingara Road | Continue reconstruction and bitumen sealing of 2km section |
| 6. | Town Area | |
| | Routine maintenance | |

KEY ISSUES:

NIL

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Nil

B. Policy and Regulation

Nil

C. Financial (LTFP)

In accordance with budget

D. Asset Management (AMS)

In accordance with draft Asset Management Plan

E. Workforce (WMS)

Council staff and contractors

F. Legal and Risk Management

Maintaining Council assets to minimise legal and risk exposure.

G. Performance Measures

Works completed to appropriate standards

H. Project Management

Works Manager and Overseer

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



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.4	Secure, sustainable and environmentally sound water-cycle infrastructure and services.
Strategy:	3.4.2	Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services.
Action:	3.4.2.2	Maintain and renew the sewer infrastructure network in-line with established programs.

SUMMARY:

In January, Council accepted a Restart NSW funding offer of \$3.675m toward the cost of a sewage treatment plant for Bundarra. A letter from NSW Treasury confirming execution of the funding deed was received by Council on 21 February 2017. Council can now progress the scheme by: approving the project budget; confirming the preferred mechanism to meet the funding shortfall; accepting a proposal for project management and contract administration services from Public Works Australia; and convening a public meeting with the Bundarra community.

OFFICER'S RECOMMENDATION:

That:

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

BACKGROUND:

The Bundarra village is currently unsewered and has 217 assessments which could be connected to a sewerage system. The village currently relies on onsite treatment and disposal of wastewater. The construction of a reticulated sewage treatment system will have significant beneficial improvements for public health, amenity and the Gwydir River water quality. Completion of the project would meet a key objective of the Community Strategic Plan (2015 – 2025).

The preferred option for development is a low pressure sewer system, pump station and rising main delivering to a sewage treatment plant (STP) comprising of oxidation ponds and land disposal, valued at \$5.447m.

REPORT:

Council executed a draft funding deed from Restart NSW in January 2017, through the Regional Water Supply and Sewerage Backlog Program 2015 -2016. The grant is \$3.675m, or 67% of the total estimated costs of the sewerage system and sewage treatment plant with oxidation pond and land disposal (the preferred scheme option). The funding deed was finalised and a letter from NSW Treasury confirming execution of the deed was received by Council on 21 February 2017.

The recommended mechanism to provide the shortfall funds is to utilise the current sewerage reserve with internal borrowings from the Water Supply Reserve. Due to the substantial nature of the reserve, there will be negligible impact. This advice is based on 217 assessments in Bundarra and is subject to the scheme coming in at current projected costs. It is proposed to operate a single sewerage program across Uralla Shire Council with unified charges.

Council sought expressions of interest for supply of project management and contract administration services to oversee design, construction and commissioning of the scheme from Public Works Australia (PWA). A tender process was not necessary as per the Local Government Act 1993 where service is sought from another NSW Government Agency.

Public Works Australia's response included a lump sump fee of \$47,705 for the design and development stages with two construction phase options depending on the construction delivery contract arrangements:

- A single construction contract with an upper limit fee of \$142,295 or
- Two construction contracts with an upper fee limit of \$170,020.

KEY ISSUES:

- The budget required for the scheme is \$5.447m, of which \$3.675m is provided as grant funding and \$1.772m is to be provided by Council.
- The recommended mechanism to meet the funding shortfall is a single sewerage charge for the Uralla Shire, and utilising the current sewerage reserve with internal borrowings from the Water Supply Reserve.
- Council accept the proposal for project management and contract administration services from Public Works Australia to oversee the construction and commissioning of the scheme.
- A public meeting with the Bundarra community is needed to provide information and take questions from the public about the scheme.

CONCLUSION:

That Council note the update and progress made with this project and resolve to accept the services of Public Works Australia for project management and contract administration services to oversee the construction and commissioning of the plant.

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Community consultation is required.

B. Policy and Regulation

The project implements key Community Strategic Plan objectives.

C. Financial (LTFP)

Balance of funding of \$1.772m is to be sourced by Council.

D. Asset Management (AMS)

Creates a new asset that will require management.

E. Workforce (WMS)

Day-to-day maintenance, operation and supervision of the plant, along with maintenance and supervision of the reticulation system will be needed. Additional capacity to support customers is also required.

F. Legal and Risk Management

A Risk Management Plan is required.

G. Performance Measures

Are included in Funding Agreement with the NSW Government and will be included in the project plan and contracts with external project managers.

H. Project Management

To be provided by an external third party.

Prepared by staff member:	Manager Waste, Water and Sewer Services
Approved/Reviewed by Manager:	Director Infrastructure and Regulation
Department:	Infrastructure and Regulation
Attachments:	Nil



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.2 Council is operated efficiently and effectively
Strategy:	4.2.7 Compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance
Action:	4.2.7.3 Complete and lodge annual Financial Statements in accordance with statutory requirements

SUMMARY:

From 2016/17, councils must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements. This disclosure requirement has arisen because AASB 124 has been extended to include not-for-profit public sector entities.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. KMP are likely to include the mayor, councillors, chief executive officers (CEO), senior executives, their close family members and any entities that they control or jointly control. Any transactions between council and these parties, whether monetary or not, may need to be identified and disclosed. Generally, disclosure will only be made where a transaction has occurred between council and a related party of council. In addition the transaction must be material in nature or size, when considered individually or collectively.

This information will be audited as part of the annual external audit by the Audit Office of NSW.

OFFICER'S RECOMMENDATION:

1. That Council adopt the Related Party Disclosure Policy.

BACKGROUND:

It is a statutory requirement that all councils adopt AASB 124 – Related Party Disclosures from 1 July 2016. The private sector have adopted this standard for annual reporting periods beginning on or after 1 January 2011.

REPORT:

The attached Policy is based on a review of similar policies from other Local Governments in NSW and Queensland with amendments to suit Uralla Shire Council's circumstances.

Some of the main considerations in relation to the related party disclosures policy include:

- Key Management Personnel (KMP): do they have the capacity to direct or control activities?
- Aggregated disclosures: AASB 124 requires KMP disclosure in aggregate for each of the following categories: (a) short-term employee benefits (b) post-employment benefits (c) other long-term benefits and (d) termination benefits.
- Materiality: Council will need to consider both qualitative and quantitative aspects in determining whether a related party transaction is material.

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A related Party relationship could influence the normal business operations of Council. In some instances, Council may enter into transactions with a Related Party that unrelated parties would not. For example, goods are supplied to Council on terms that might not be offered to other customers. Also, transactions between Related Parties may not be made on the same terms as between unrelated parties.

The normal business operations of Council may be affected by a Related Party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another—for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations by users of financial statements, including assessments of the risks and opportunities facing the Council.

Issues

All councils in New South Wales must produce annual financial statements that comply with Australian Accounting Standards.

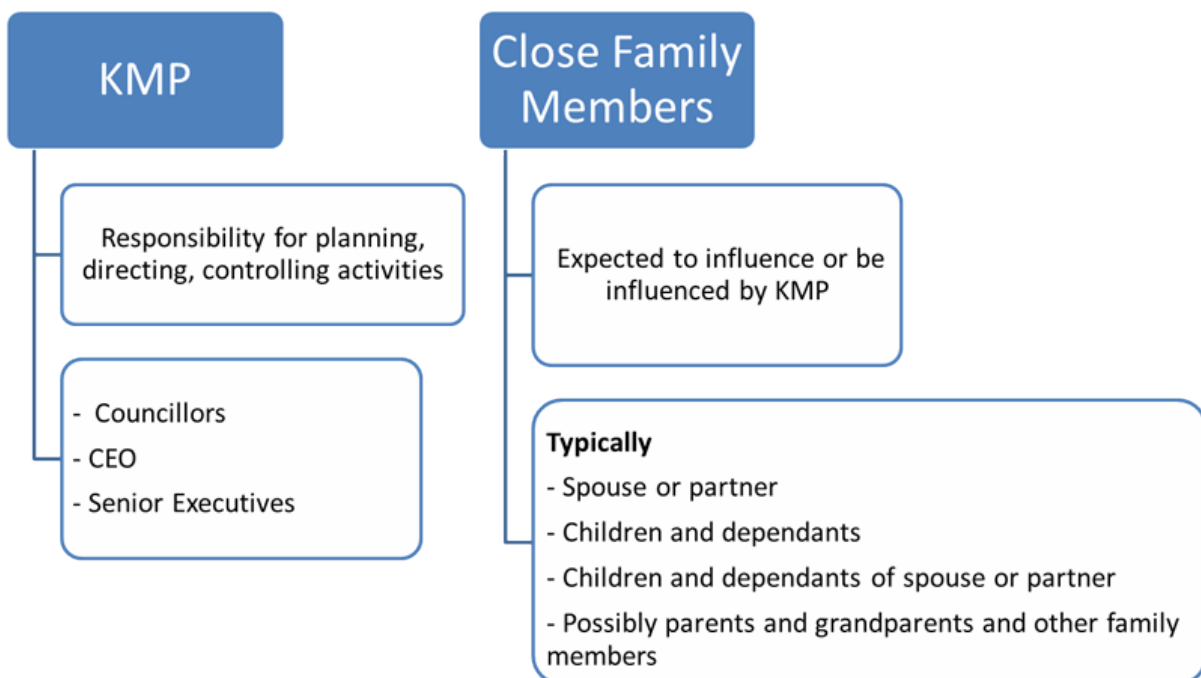
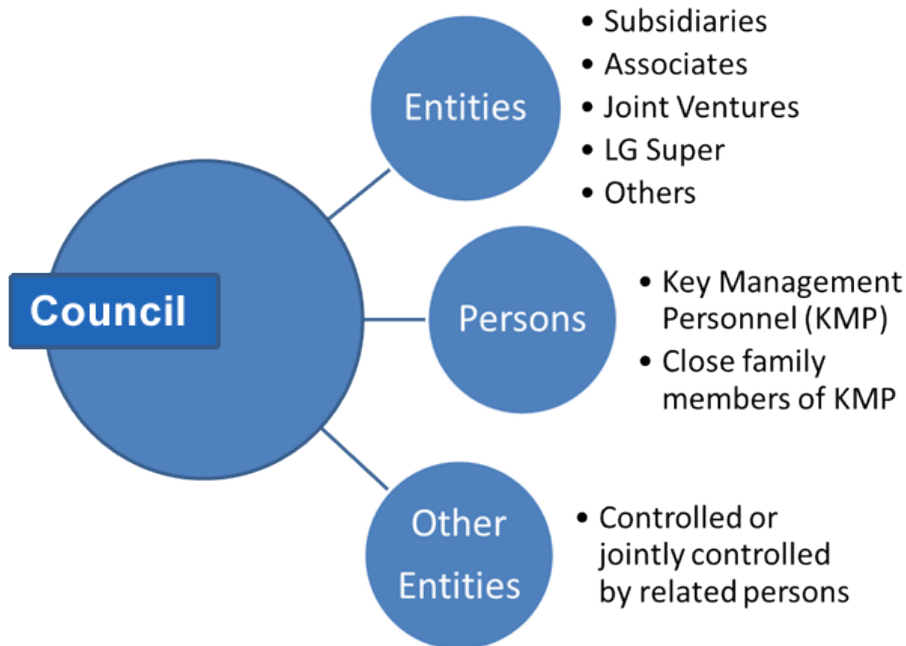
From 1 July 2016, the Australian Accounting Standards Board has determined that AASB 124 Related Party Disclosures will apply to government entities, including local governments.

The objective of the accounting standard is to ensure that annual financial statements contain disclosures necessary for stakeholders to draw attention to the possibility that the financial position and financial performance may have been affected by transactions and outstanding balances with related parties.

Council recognises that related party transactions can present potential or actual conflicts of interest and may raise questions about whether they are in the best interests of the organisation.

It is therefore important that Key Management Personnel act honestly and with reasonable care and diligence whilst avoiding improper use of their position and information.

The following diagram gives an overview of common related parties that a council will have:



What will be disclosed?

Councils must disclose related party relationships, transactions and outstanding balances, including commitments.

COUNCIL IMPLICATIONS:

- A. Community Engagement/ Communication**
Not required.

B. Policy and Regulation

- Local Government Act 1993;
- Local Government Regulations (General) 2005;
- Local Government Code of Accounting Practice and Financial Reporting; and
- Australian Accounting Standards.

C. Financial (LTFFP)

The adoption of this policy will allow for the correct disclosure of related party transactions as required by AASB 124.

D. Asset Management (AMS)

N/A

E. Workforce (WMS)

N/A

F. Legal and Risk Management

Compliance with AASB 124 allows Council to meet its regulatory reporting requirements whilst also implementing a review of related party transactions and relationships.

G. Performance Measures


N/A

H. Project Management

N/A

Simon Paul
Chief Financial Officer

Prepared by staff member:	Simon Paul
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	Finance
Attachments:	C. Related Party Disclosures Policy

	<h2>Related Party Disclosures Policy</h2>		

Policy Number	
Document Version	V1.0
Adoption Date	
Endorsed By	
Approved By	
Minute Number	
Consultation Period	
Review Due Date	March 2017
Policy Custodian	Chief Operating Officer
Superseded Documents	NA
Related Documents	
Delegations of Authority	

Purpose and Scope

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures. It is important to emphasise that AASB 124 Related Party Disclosures (AASB 124) is not designed to detect and report fraud.

This policy shall be applied by Uralla Shire Council (Council) in:

- a) identifying related party relationships and transactions;
- b) identifying outstanding balances, including commitments, between Council and its related parties;
- c) identifying the circumstances in which disclosure of the items in paragraphs (a) and (b) are required; and
- d) determining the disclosures to be made about the items in paragraphs (a) and (b).

This policy applies to Related Parties of Council and their Related Party Transactions with Council (as defined in the Definitions section of this policy).

Legislation, Standards and Guidelines

- *NSW Treasury Circular TC 16-12: Related party disclosures*
- *NSW Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *AASB 124 Related Party Disclosures*
- *AASB 10 Consolidated Financial Statements*
- *AASB 11 Joint Arrangements*
- *AASB 128 Investments in Associates and Joint Ventures*
- *Code of Conduct*
- *Uralla Shire Council Operating Policies*

Definitions

"AASB 124" - means the Australian Accounting Standards Board, Related Party Disclosures Standard.

"Act" - means the NSW Local Government Act 1993.

"Close members of the family of a person" - are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

"Control" - is the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.

"Entity" - can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.

"Key management personnel" -are those persons having authority and responsibility for planning, directing and controlling the activities of the Council, directly or indirectly, including any director (whether executive or otherwise) of that Council.

"KMP Compensation" - means all forms of consideration paid, payable, or provided in exchange for services rendered to the Council, and may include:

- Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees;
- Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;

- Other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation;
- Termination benefits; and
- Share-based payment.

"Material" (materiality) - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of Council's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

"Ordinary Citizen Transaction" - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

"Possible Close members of the family of a person" - are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- (a) that person's brothers and sisters;
- (b) aunts, uncles, and cousins of that person's spouse or domestic partner;
- (c) dependants of those persons or that person's spouse or domestic partner as stated in (b); and
- (d) that person's or that person's spouse or domestic partners, parents and grandparents.

"Related Party" - is a person or entity that is related to the Council (which is preparing its financial statements).

- (a) A person or a close member of that person's family is related to Council if that person:
 - (i) has control or joint control over the Council;
 - (ii) has significant influence over the Council; or
 - (iii) is a member of the key management personnel of the Council.
- (b) An entity is related to Council if any of the following conditions applies:
 - (i) The entity and the Council are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - (iii) Both entities are joint ventures of the same third party.
 - (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - (v) The entity is a post-employment benefit plan for the benefit of employees of either the

Council or an entity related to the Council. If the reporting entity is itself such a plan, the sponsoring employers are also related to the Council.

(vi) The entity is controlled or jointly controlled by a person identified in (a).

(vii) A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

“Related party transaction” - is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged. In considering each possible related party relationship, attention is directed to the substance of the relationship and not merely the legal form.

Policy Statement

Related party relationships are a normal feature of commerce and can affect the profit or loss and financial position of an entity. Related parties may enter into transactions that unrelated parties would not. For example, an entity that sells goods to its parent at cost might not sell on those terms to another customer. Therefore, knowledge of an entity’s transactions, outstanding balances (including commitments, and relationships with related parties) may affect assessments of its operations by users of the financial statements.

In addition, the profit or loss and financial position of an entity may be affected by a related party relationship even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the entity with other parties.

Council is committed to responsible corporate governance, including compliance with the laws and regulations governing related party transactions.

Identification of Key Management Personnel (KMP)

KMP's for the Council are considered to include:

- Councillors (including the Mayor);
- General Manager;
- Senior Executive Officers (including Directors and the General Manager)
- Public Officer;
- Responsible Accounting Officer; and
- Any other person that may fall within the definition of KMP.

Identification of Related Parties

For the purposes of this Policy, related parties of Council are considered to include:

- Entities related to Council;
- Key Management Personnel (KMP) of Council
- Close family members of KMP;
- Possible close family members of KMP's;
- Entities or persons that are controlled or jointly controlled by KMP, or their close family members,

- or their possible close family members; and
- o Any other entity that would fall within the definition of related party.

Systems for Identification of KMP's and Related Parties

Council management shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. A review of related parties will be undertaken at twelve monthly intervals or sooner if required. KMP have a responsibility to identify and report any changes to their related parties as they occur. Prior to the commencement of this policy taking effect an initial identification process will be undertaken and recorded.

Disclosures

in accordance with AASB 124 – Related Party Disclosures Council shall, in its financial statements disclose:

a) Key management personnel compensation in total and for each of the following categories:

- Short-term employee benefits;
- Post-employment benefits;
- Other long-term benefits;
- Termination benefits; and

b) Where Council has related party transactions it shall disclose the nature of the related party relationship as well as information about those transactions and outstanding balances, including commitments. As a minimum the disclosures shall include:

- The amount of the transactions;
- The amount of outstanding balances, including commitments and their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlements;
- Details of any guarantees given or received;
- Provisions for doubtful debts related to the amount of outstanding balances; and
- The expense recognised during the period in respect of bad or doubtful debts due from related parties.

c) Disclosures made under (b) shall be made separately for each of the following categories:

- Subsidiaries of Council;
- Associates of Council;

- Joint ventures in which Council is a joint venturer;
- Key management personnel; and
- Other related parties.

d) Items of a similar nature shall be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of Council.

e) Transactions not considered material (as defined in AASB 101 Presentation of Financial Statements, 101.7) shall not be disclosed. Assessing transactions for materiality shall be undertaken in conjunction with Council's external auditor and audit committee.

Identification and Recording of Related Party Transactions

Council management shall identify suitable methodology and procedures for identifying and reporting on related party transactions. Identification and reporting methods shall consider;

- Transactions occurring via Council's accounting and electronic records management systems;
- Other transactions not passing through Council's electronic accounting / management systems; and
- The identification of the associated terms and conditions of the related party transactions.

If any elected member or employee believes a transaction may constitute a related party transaction they must notify the General Manager who will, in consultation with the Chief Financial Officer, make a determination on the matter.

Ordinary Citizen Transactions (OCT)

Transactions with related parties of Council which are of a nature that any ordinary citizen would undertake will not be captured and reported. These transactions are not material transactions because of their nature. However, if the OCT occurs on terms and conditions that are different to those offered to the general public the transaction may become material and subsequently disclosed.

Ordinary Citizen Transactions shall include:

- Use of Council facilities, equipment and services in accordance with Council's fees, charges and policies;
- Payment of rates and charges;
- Attendance at Council functions and activities that are open to the public;
- Payment of fines and other penalties on normal terms and conditions; and
- Related party transactions occurring during the course of delivering Council's public service objectives and which occur on no different terms to that of the general public.

Amendments to transactions classified as Ordinary Citizen Transactions may be identified from time to time and this policy will be amended accordingly.

Privacy

Collection and storage of personal information is governed by the Privacy Act 1988 and the Privacy and Personal Information Protection Act 1998. Information provided by Council’s Key Management Personnel and other related parties shall be held for the purpose of compliance with Council’s legal obligations and shall be disclosed where required for compliance or legal reasons only.

Responsibility

The Chief Financial Officer is responsible for the day to day management of the Related Party Disclosures Policy.

Accountability, Roles and Responsibility

It is important that Key Management Personnel of the Council are subject to a high level of accountability, including appropriate disclosure of their transactions with the Council in the annual financial statements in accordance with AASB 124.

Attachments

Nil

Version	Review Date	Reviewer	Approved



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Tourism opportunities are promoted and supported to attract visitors to the Shire and ensure its economic strength and viability.
Strategy:	Develop a comprehensive project plan on Visitor Information Centre redevelopment.
Action:	Visitor Information Centre redevelopment.

SUMMARY:

In October 2016 Council determined to conduct a survey of the community to ascertain its views about the Visitor Information Centre (VIC) and the library.

The survey was launched on 10 November 2016 with an original closing date of 21 December 2016, however, due to requests received the closing date was extended to 31 January 2017.

There were 255 surveys completed. Of those, 117 were completed on-line (via Survey Monkey) and 138 were paper based.

OFFICER'S RECOMMENDATION:

That Council

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

BACKGROUND:

On 10 October 2016 Council held a Strategic Planning Workshop to discuss future plans for the Visitor Information Centre (VIC) and what relationship, if any, those plans might have to the library.

In light of feedback from the community, Council determined to conduct a survey to seek the views of the community regarding its views about both the VIC and the library.

At the October 2016 Ordinary meeting, Council determined a sub committee, consisting of Councillors T Toomey, L Sampson, B Crouch and I Strutt, finalise the survey questions for distribution.

At the same meeting, Council determined the survey should be circulated as follows:

- (a) Online – Uralla Shire Council Website, Uralla Tourism Website, Uralla Community Services Website, Bundarra Community Website.
- (b) Facebook.
- (c) Hard copy – Library, Visitor Information Centre, Council Office Admin Building, TCSO, main street distribution.
- (d) Email.
- (e) Mailout with council newsletter.

And, that a public meeting be held in January/February 2017 to:

- (i) Brief our community on the survey results. And.
- (ii) Provide a forum for our community to put their views forward via a brief presentation and individual discussion with Councillors.

REPORT:

Since the October 2016 Ordinary meeting, the sub-committee has met (together with the General Manager and Manager of Governance and Information) to finalise the survey and the survey was distributed as determined at the October 2016 Ordinary meeting.

The survey was launched on 10 November 2016 with an original closing date of 21 December 2016, however, due to requests received the closing date was extended to 31 January 2017.

There were 255 surveys completed. Of those, 117 were completed on-line (via Survey Monkey) and 138 were paper based.

The paper based surveys were uploaded by Council staff into Survey Monkey. This was undertaken to make use of Survey Monkey's inbuilt analytical tools which tally results and provide percentage breakdowns for each question.

Because the survey provided for 'free text' responses to some of the questions, the paper based free text also required uploading to the Survey Monkey program.

The results of the survey (including a summary of the free text) are attached. In summary:

Total responses = 255. Of those:

- 154 (63%) are users of the VIC
- 191 (75%) are users of the library.

253 responded to the "what is your postcode" question. Top 3 postcodes were:

- 211 were from Uralla.
- 20 were from Armidale.

33 (13%) of 255 respondents were businesses. Top three groups were:

- 11 from farming.
- 10 from retail.
- 8 from service businesses.

The top three services provided by the library (as rated by 231 respondents) include:

- 201 (87%) – wide selection of books, magazines, CDs, and DVDs.
- 149 (65%) – opening hours
- 145 (63%) – internet access.

The top three themes/comments raised in the free text about the library include:

- Relocation of VIC into library. 18 comments. 1 for and 17 against.
- Library hours – (increase - 6 for), adjust - 7 for) and keep current – 2 for).
- Quiet space (4 comments).

The top three services provided by the VIC (as rated by 231 respondents) include:

- 201 (87%) – knowledgeable staff – local area experience.
- 200 (86.5%) – public toilets – disabled access – infants change room.
- 191 (86%) – paper based information – pamphlets, tourist guides, brochures, advertising.

The top three themes/comments raised in the free text about the VIC include:

- Relocation of VIC into library. 41 comments. 3 for and 38 against (which includes 7 comments about keeping highway frontage).
- Café/Restaurant. 25 comments. 18 in favour (including 6 which state reinstate café services) and 7 against.
- Improvements. 6 comments (toilets, playground, gardens).

Council should now determine when and where it will hold the public meeting to discuss these results with the community.

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Nil

B. Policy and Regulation

Nil

C. Financial (LTFP)

Nil

D. Asset Management (AMS)

Nil

E. Workforce (WMS)

Nil

F. Legal and Risk Management

Nil

G. Performance Measures

Nil

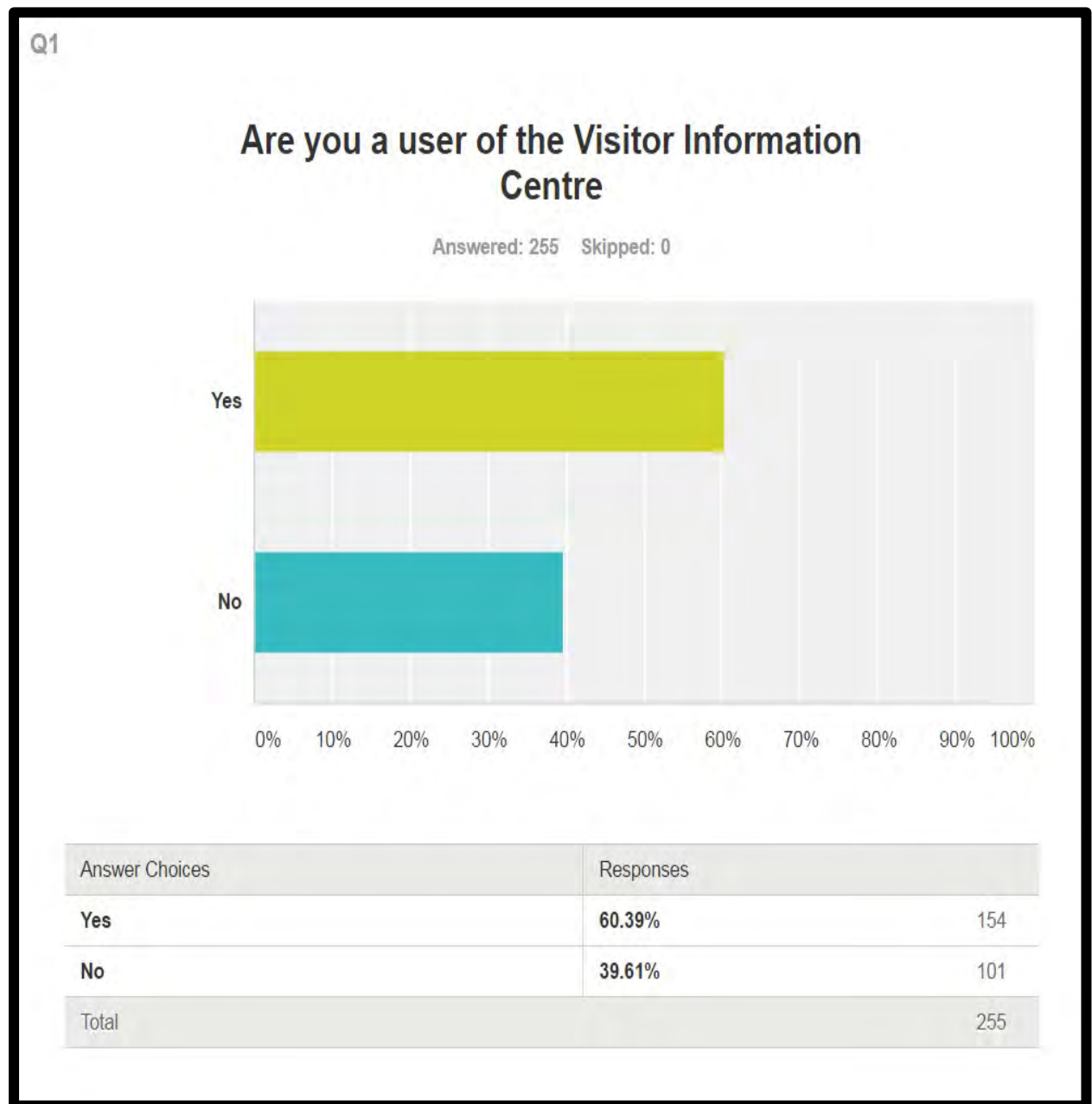
H. Project Management

Nil

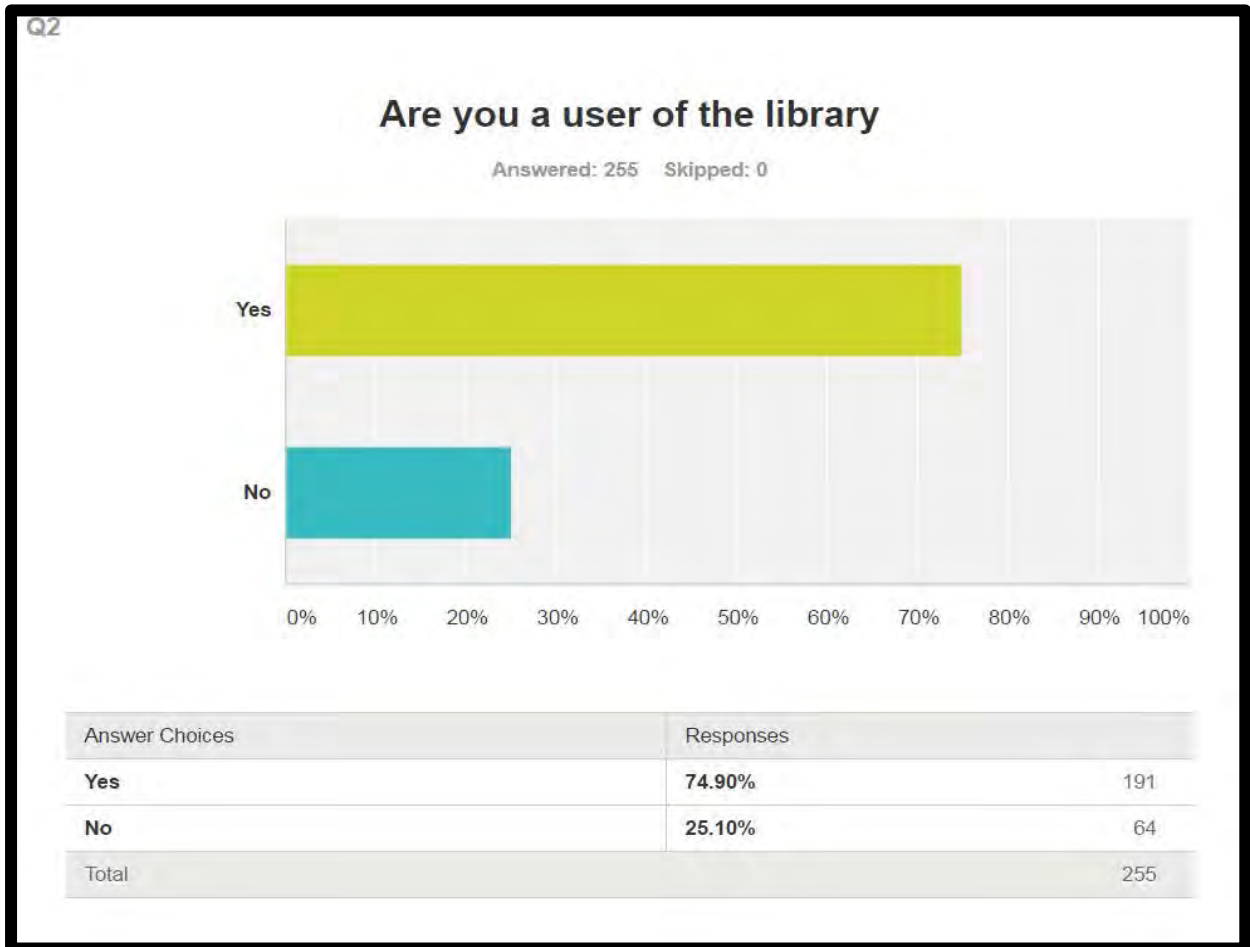
Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager
Attachments:	D. Survey Results

Library And Visitor Information Centre Survey Results

Q1. Are you a user of the Visitor Information Centre?



Q2. Are you a user of the library?



Q3. What is your postcode?

253 responses

Postcode	Town	No.
2358	Uralla	211
2350	Armidale	20
2354	Walcha	8
2359	Bundarra	6
2340	Tamworth	2
2041	Balmain	1
2287	Wallsend	1
2357	Coonabarabran	1
2422	Barrington	1
2227	Gymea	1
4055	Bunya	1

Q4. Are you a business?

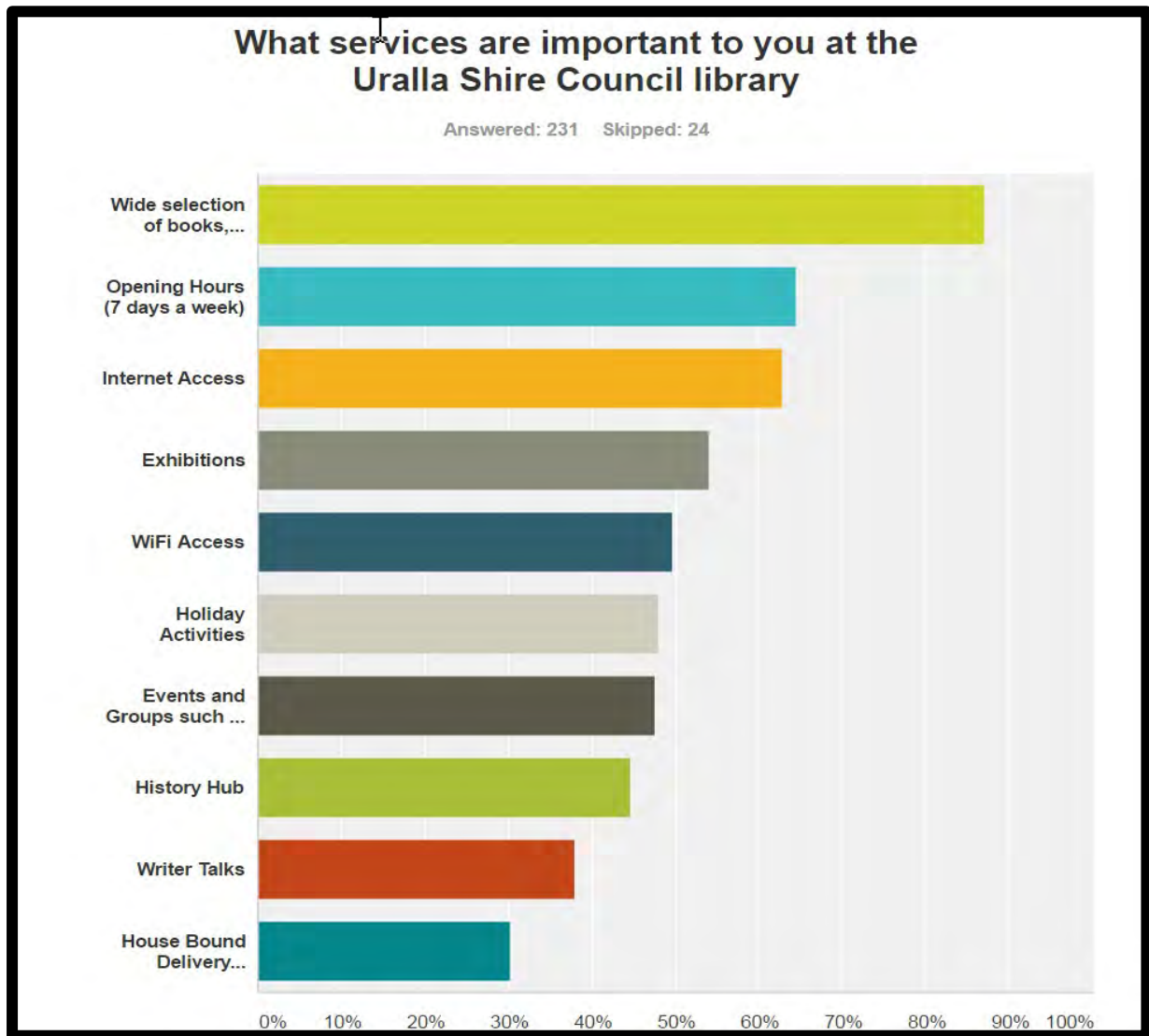


33 responses

Type of business/service	No.
Farming	11
Retail	10
Services	8
Community Services	2
Tourism	1
Distillery	1
Restaurant	1
Winery	1
Bread & Breakfast	1
Trade	1

* Total exceeds 33 as some respondents have more than 1 business

Q5. What services are important to you at the Uralla Shire Council library?



Answer Choices	Responses
Wide selection of books, magazines, CD's, DVD's	87.01% 201
Opening Hours (7 days a week)	64.50% 149
Internet Access	62.77% 145
Exhibitions	54.11% 125
WiFi Access	49.78% 115
Holiday Activities	48.05% 111
Events and Groups such as Book Club, Nattering Knitters	47.62% 110
History Hub	44.59% 103
Writer Talks	38.10% 88
House Bound Delivery Service	30.30% 70
Total Respondents: 231	

Question 5 - Key themes and comments - USC Library

Key theme 1 - Relocation of VIC into Library foyer

For relocation of VIC x 1

- Information hub is good.

Against relocation of VIC x 17

- Uralla library should remain as a separate identity to the VIC. They are very different businesses each requiring specialised training. It would be wrong to expect experts like Uralla has in both library and tourism to combine just to save a few thousand dollars for Council.
- Please don't stick the Information Centre in the Library! We have a wonderful library facility and a terrific Information Centre. Cramming them together will do no one any good. Just open a cafe in the side of the information centre if you want more business there!
- Please leave the library as it is - purpose built - librarians are not meant to be tourism guides while on library duties. Not enough room to combine VIC and library in the space allocated. Travellers would be able to find the VIC if it was relocated. How many VIC's are found tucked away, out of sight, in a town library? Why change something that has worked for 25 years to the detriment of our wonderful library.
- Keep it a library...not some sort of media hub or some other weasel word for less than we have now.
- Keep each facility separate please. Think of the benefits of good tourism not the dollar savings.
- More people would take away from the quietness of the library's atmosphere.
- Do not impinge on library services with VIC .
- Please leave as purpose built library. Why change something that works well.
- Please do not spoil our library and its parking facilities.
- Keep library as it is; works well, no need for change.
- Remain separate from VIC.
- Retain exhibition space.
- The library and VIC should be separate.
- Don't move the info centre.
- Keep it as it is now - works well.
- Please keep the library separate from the VIC.

Key theme 2 - Library Opening Hours:

Extend Library Hours x 6

- Opening 7 days a week is important. If additional hours are being considered I suggest Saturday and Sunday.

- The 7 day a week opening should be maintained. If additional hours are to be considered then an extension by 1 hour each Tuesday and Sunday to 6pm would be appreciated and used.
- Open for longer hours 7 days a week.
- Longer opening hours.
- Lunchtime opening.
- Don't close at lunchtime.

Adjust library hours x 7

- More consistent hours throughout the week. Close on Sundays if it means increased hours through the week.
- Opening Hours - not necessarily 7 days a week but most importantly open times that are not totally biased to school children.
- I don't think it's essential for the library to be open 7 days a week, Mon-Fri would be sufficient.
- I am not sure opening 7 days a week is necessary - 6 is sufficient.
- Opening 5 days a week is sufficient: Tuesday to Saturday.
- Opening 6 days is okay.
- Not necessarily 7 days a week.

Keep current library hours x 2

- Opening hours are adequate.
- Like the Sunday hours.

Key theme 3 - Quiet space

- Quiet areas for reading and writing are important.
- Student study quiet area.
- Quiet environment to read.
- The computer space to remain secluded / separate for more focused / concentrated study privacy.

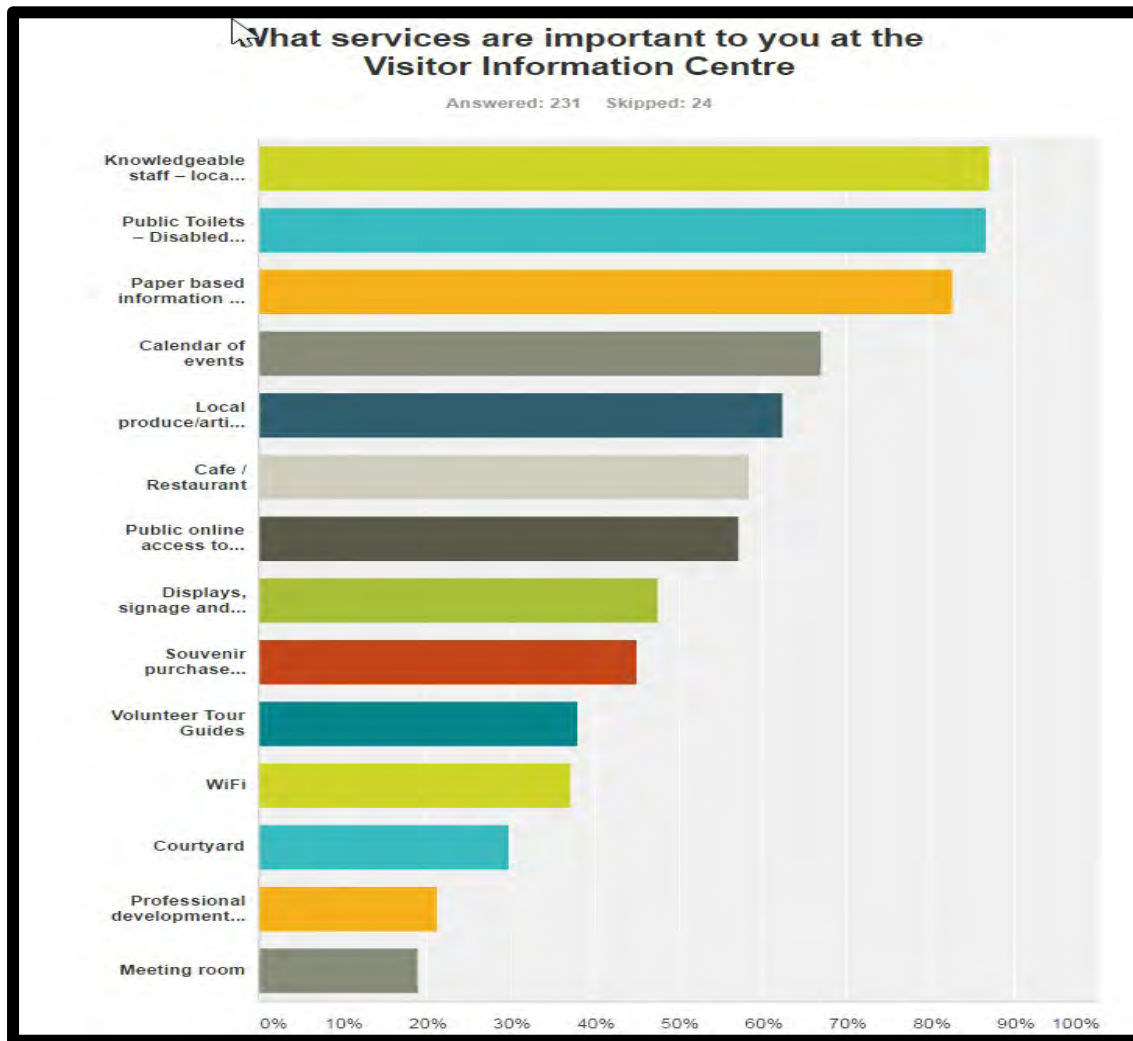
Key theme 4 - Library Services

- Commendations and positive feedback for library staff and library services

Other suggestions

- I feel plenty of grassy areas around the VIC and Library would be beneficial, plus a gated playground upgrade is vital due to access to the creek which is currently unsafe for small children.
- Upgrade exterior.
- The whole complex should be developed into a community hub for exhibitions, meetings, conferences, club activities etc.

Q6. What services are important to you at the Visitor Information Centre?



Answer Choices	Responses
Knowledgeable staff – local area experienced	87.01% 201
Public Toilets – Disabled Access - Infants Change room	86.58% 200
Paper based information – pamphlets, tourist guides, brochures, advertising	82.68% 191
Calendar of events	67.10% 155
Local produce/artisan goods displayed and for sale	62.34% 144
Cafe / Restaurant	58.44% 135
Public online access to information and local websites	57.14% 132
Displays, signage and event banners	47.62% 110
Souvenir purchase options	45.02% 104
Volunteer Tour Guides	38.10% 88
WiFi	37.23% 86
Courtyard	29.87% 69
Professional development workshops for local tourism and hospitality operators	21.21% 49
Meeting room	19.05% 44
Total Respondents: 231	

Question 6 - Key themes and comments - VIC

Key theme 1 - Relocation of VIC into Library foyer

For Relocation of VIC x 3

- I have heard of the idea that the VIC could be moved into the library. I feel that this is a good idea as the VIC building could then be put to better use e.g. a restaurant that is open in the evenings perhaps. I feel that as long as there is clear signage from the roadside to indicate the presence of the VIC in the library that visitors will still go there. Most park in the car park anyway. An advantage for the locals would be the possibility of extended library hours and a bigger staff pool. If it saves Council money then that is another plus. Important to keep the 'rocks and crystals' collection on display.
- I would be happy to see the visitor centre move into the library and be a more modern building. I like the idea of a cafe and courtyard being incorporated into this area.
- Library and VIC could be combined provided the signage was aimed at visitors.

Against x 38

- I think Council made a grave error when it closed the cafe and decided to move the VIC into the library. No doubt budget was the motive. The VIC was praised by locals and visitors alike and the cafe had a fine reputation. I've been to VICs that have been situated in a library or other council building and they don't work. Staff, voluntary or paid, feel like an afterthought. They don't feel valued and their attitude demonstrates this. Tourism is really important to Uralla. Visitors are coming here in increasing numbers because of: a) the attractive heritage main street with the poles and wires gone b) the charm of the village especially its fine collection of Victorian buildings c) McCrossin's Mill Museum and function centre d) Art & Craft shops and galleries e) The Top Pub f) Regular events such as the art show, thunderbolt festival, seasons of new England g) It's 4 seasons, friendliness and it's parks. Therefore I think Council should revamp the current VIC, re-open the cafe, upgrade the Woolridge Rock Collection. I should also allow more space for the sale of local products because visitors love buying local stuff. Visitors are hugely appreciative of the face to face service Uralla VIC has offered for so long and so well. Council should view any expenditure on this facility as a **very sound investment** in Uralla's future because tourism benefits **everybody**
- Keep the VIC in the current building... and for a change listen to the stakeholders you just might learn something about tourism.. This egotistic council has called meetings and wasted our time by not implementing any of our suggestions...there was no business plan for the movement of the VIC therefore it looks like another waste of money, by our illustrious councillors. The lack of anything approaching management skills is breathtaking.
- I heard that council wanted to move the VIC to the library. I thought that very strange. The important tourist thing about Uralla is that the highway runs through

the town. and its important to have a VIC that is easily noticed and easy to stop at. Only yesterday I was looking for the VIC in Tenterfield. It was on the main road and easy to access. I wouldn't have stopped if I had to turn off. In addition it had very good displays and plenty of local art and craft. I bought a couple of Christmas presents.

- I used to enjoy meeting friends for a cuppa/meal at the VIC and check out the local goods available. I am surprised you have not asked what people think about using the Library (or a section of the Library) as an information centre. The Library is a space for families, young children, groups and quiet time. The VIC sells liquor and it is in no way quiet when it comes to people coming and going and asking questions. The VIC, with the adjoining cafe, enabled travellers to stop and rest where they could also seek needed information for their journey and they do not have to be concerned with library quiet.
- I believe that the Tourist Information Centre was built purposely for this an Information Centre and should stay as a separate building from the Library, the two building should be operated as what they were built for.
- Keeping the library and VIC separate, council has received very negative feedback regarding this...wouldn't like to see Uralla council going the way of Armidale's previous councillors who made decisions to suit themselves not the community they represent.
- The VIC must stay where it is - south bound travellers step out of their car and walk straight in the door. If moved then what would this purpose built building be used for. It is unsuitable for a shop. Please leave things as they are.
- Maintain highway frontage to attract travellers and visitors to the area by appearing to be easily accessible and highly visible. Tourism and local library services are two different businesses and should be provided by the appropriate trained staff. They are both individual assets to the town.
- The above services may not all be important to me but I'm sure each and every one of them is important to someone. I prefer to interact with a real person so "knowledgeable staff" and "Paper based information" is what I'd be after. But all above services are very important. Definitely to be considered what is important to our town what is important to the area what is important to the visitors to our town attracting visitors to Uralla as a destination (for a few days).
- Do not change location. The VIC must be on the main road through Uralla. Otherwise the travelling public will just drive past no matter what good signage is erected. It would be a very unwise move to relocate the VIC from its present position. Our town needs the VIC for it's survival.
- When passing through Uralla we stopped at the VIC (visible on the highway) en route to Armidale for the night. Having heard at the VIC a bit about the town we chose to stay here for the night and have a look around the next day. 3 years later we are residents of Uralla. Possibly, if we hadn't seen the VIC we may have stuck to our original plan and passed straight through.

- Whoever thought of moving the VIC into the library appears to have given no thought of effects on staff tourists in the long term. The Library is not big enough for the VIC. The VIC should not be moved from the main road as tourists must have easy access.
- I picked up the survey hoping I could register my disapproval at the idea of putting the VIC in the library. Why don't you ask this? Everyone I know dislikes the idea. Are you just going to do it even though the community doesn't want it? If so, do you actually represent the community?
- Maintain the current VIC. Update the interior - Paint , Air Conditioning - both for Staff and Visitor comfort.
- Leave the VIC where it is! Easily spotted by people travelling along the highway. Purpose built and easily accessible by anyone. Staffed by people trained in tourism - a number of whom are very capable volunteers.
- Can't emphasise enough the local knowledgeable staff devoted to tourists. Library staff also need to devote themselves to library matters.
- Under no circumstances should these two services be amalgamated. An ill-thought and backward step by Council.
- Leave the VIC where it is. Have you realised the amount of cafe rent you have lost?

Keep VIC highway frontage x 7

Keep the library and VIC separate x 6

Retain VIC at current location x 7

Key theme 2 - Café/Restaurant

For a café or a restaurant x 18

As a local I regularly drop into the VIC to pick up information and souvenirs: sometimes for me, and often for for visitors I have staying with me, or to take with me when I travel - having the cafe in the same precinct as both the VIC and the library, means that I can turn my trip to either the library or the VIC into an outing. I was a regular customer at the cafe before it closed.

- Turn the coffee shop in to an internet cafe for tourists to contact loved ones have a quick rest and if emergency road conditions, fires etc. get up to date info. Use local produce in the cafe, local art works, local photos screen saver, local directory of services. Give an apprenticeship to a local - chef hospitality or IT.
- A cafe is extremely important. The courtyard is not being used to its full capacity now that the cafe is defunct.
- Cafe serving tea/coffee with light refreshments. Not necessary for a restaurant.
- Reopen the cafe and make it even more desirable for locals and the travelling public.
- Reopen cafe as an internet cafe using local produce. Keep tourist in town longer.
- Nice to have a cafe and/or pop-up shops showcasing local works by artists and produce.
- Cafe/restaurant must also be reopened as it would complement the VIC.
- I miss the cafe and hope it will reopen.

- Have a cafe for tourists to have a quick drink and food.
- Keep the visitor centre and reopen the café.
- Cafe closure was very disappointing. Please re-lease.

Reinstate cafe services x **6**

Against a café or a restaurant x 7

- I think there are sufficient coffee shops within a very short walking distance and the space could be used for options above.
- I don't think a cafe is needed as there are several in town within walking distance.
- Do not reopen the cafe. Encourage visitors to walk up the street.

Please no cafe - Uralla has enough x **4**

Key theme 3 - Meeting room

- I had not thought of a meeting room, but a small meeting room in what was the cafe would be a logical idea that I am sure would have a lot of benefits.
- Only a small meeting room is required. There should be an area where local films can be shown.
- Use the empty cafe space for community groups to meet & plan.

Key theme 4 - Suggestions for maintenance and improvement

VIC toilets x **3** comments

Playground area x **2** comments

Garden and flowers



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

- Objective:** A diverse and creative culture.
- Strategy:** Lobby government, companies and other individuals to secure funding for cultural and creative expression fields.
- Action:** Development of a cultural/community grant application assistance program to support events and community projects.

SUMMARY:

The purpose of this report is to inform Council of the outcome of combined rounds one and two of the 2016/17 Uralla Shire Community Grants Program.

OFFICER'S RECOMMENDATION:

That:

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

BACKGROUND:

Due to the local government elections, in September 2016, rounds one and two of the Community Grants Program were combined and any grant application received in round one (August 2016) was combined with grant applications received in February 2017 (round two).

REPORT:

Council received a total of five submissions to the 16/17 program.

The Committee members assessing the applications included:

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

No pecuniary interests were declared at the meeting.

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

Table 1

Applicant	Amount requested (\$)	Purpose
Individual category		
S. Rowbottom	\$300	Travel and accommodation expenses for H. Rowbottom to attend the Australian Futsol Association Tour of Italy.
T. O'Connor	\$300	To purchase mulch, fertiliser and plants for main street gardens – Uralla.
Group/Organisation category		
Rotary Club Uralla	\$3,000	Storage unit at rear of Uralla Memorial Hall to accommodate material used in the Rotary Annual Art Exhibition.
Uralla & District Pony Club Inc.	3,000	Upgrade Pavillion F at showground – canteen/kitchen (insulate and line).
Kentucky Association	3,000	Construction of crushed stone children's bike track (430mx3m) on Kentucky Park Reserve.
Total Requested	\$9,600	

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

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

Table 2

Applicant	Assessment
S. Rowbottom	H. Rowbottom (via S. Rowbottom as applicant) has previously received a \$300 grant for representing Australia at Futsol. However, being selected in another Australian touring team and subsequent qualification for another \$300 grant is not considered as "recurrent" funding in terms of the grant guidelines and should therefore be approved.
T. O'Connor	The provision of mulch, fertiliser and plants should be funded from Council's operations/maintenance budget and not this program. Funding to be made available from maintenance budget. Applicant is to receive WHS induction and wear high visible attire when working in the road corridor.
Rotary Club Uralla	Application was considered meritorious. However the applicant is to demonstrate where the proposed storage facility is to be located and that the site is capable of accommodating the facility.
Uralla & District Pony Club Inc.	There is conflict between the application details and the letter of support from the Show Trust. The applicant needs to

	demonstrate why the existing kitchen in the main pavilion (adjacent the dining room) cannot be used for the purpose of the Pony Club before Council funds will be allocated to facilitate an upgrade to a second kitchen at this facility.
Kentucky Progress Association	The proposed facility is on land owned by State Rail. Council has maintained it for community benefit. The approval of State Rail would be required before the facility could be installed. The committee acknowledges the intended community benefit of the proposal but has concerns regarding child safety, facility maintenance and enduring benefit to the community of the proposed facility.

RECOMMENDATIONS OF THE COMMITTEE

1) Successful Applicants

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

Table 3

Grant category	Amount	Special Conditions
Individuals		
S. Rowbottom	\$300	nil
Group/Organisation		
Rotary Club Uralla	\$2,000	Applicant is to demonstrate where the proposed storage facility is to be located and that the site is capable of accommodating the facility.
Total	2,300	

2) Unsuccessful Applicants.

The Committee agreed the General Manager write to the unsuccessful applicants as follows:

- T. O'Connor. The provision of mulch, fertiliser and plants should be funded from Council's operations/maintenance budget and not this program. Funding (\$300) will be made available from the maintenance budget and materials are to be purchased locally. The applicant is to receive work place, health and safety induction and wear high visible attire (to be provided by Council) when working in the road corridor.
- Uralla & District Pony Club Inc. There is conflict between the application details and the letter of support from the Uralla Showground Reserve Trust. The applicant needs to demonstrate why the existing kitchen in the main pavilion (adjacent the dining room) cannot be used for the purpose of the Pony Club before Council funds will be allocated to facilitate an upgrade to a second kitchen at this facility.

- Kentucky Progress Association. The committee acknowledges the intended community benefit of the proposal but has concerns regarding child safety, facility maintenance and enduring benefit to the community of the proposed facility. Council funds might be better directed toward another project initiated by the association. Additionally, the land is not owned by Council. It is owned by the State Rail Authority and their approval would be required.

Once the funding allocation is approved and a resolution is passed by Council approving the grants, letters of grant will be forwarded to the successful applicants along with conditions and offer acceptance documentation to be signed and returned to Council.

Should Council endorse the Committee's recommendations, a balance of \$12,700 will remain available for Community Grants for the 16/17 financial year.

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication

Nil

B. Policy and Regulation

Nil

C. Financial (LTFP)

Nil

D. Asset Management (AMS)

Nil

E. Workforce (WMS)

Nil

F. Legal and Risk Management

Nil

G. Performance Measures

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

H. Project Management

Manager of Governance and Information

Andrew Hopkins
General Manager

Prepared by staff member: Andrew Hopkins
Approved/Reviewed by Manager:
Department: General Manager's Office
Attachments: Nil



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	Uralla Shire's natural beauty and distinct natural environment are protected for future generations
Strategy:	2.1.4	Provide balanced and environmentally sensitive development
Action:	2.1.4.1	Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates, Bushfire Attack Level (BAL) Certificates, and Conveyancing Certificates

SUMMARY:

Development Application DA-55-2016 was lodged with Council on 16 September 2016. The proposal seeks consent for a Staged Development: Commercial building and four short term accommodation units at 40 Bridge Street, Uralla. This application is before Council following the receipt of one submission.

A detailed assessment under the provisions of Section 79C of the *Environmental Planning & Assessment Act 1979 (EP&A Act)* has been prepared for the proposal and is provided in the attachments.

After consideration of relevant matters, this report recommends that Council grant conditional approval to the proposed development.

OFFICER'S RECOMMENDATION:

That:

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

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

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

Erection of signs

Please Note: This does not apply in relation to:

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

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

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

Shoring and adequacy of adjoining property

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

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

GENERAL CONDITIONS

7. The development must take place in accordance with the approved documents submitted with the application and subject to the conditions below to ensure the development is consistent with Council's consent.
8. A Construction Certificate must be obtained, for each stage, from a Certifying Authority before work commences, in accordance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.
9. Approval must be obtained, for each stage, from the Council as the Local Water Supply and Sewer Authority for any potable water supply or sewerage system serving the site, pursuant to Chapter 7 of the Local Government Act 1993 with all relevant work completed in accordance with such approval.
10. All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer.
11. A Section 138 Roads Act Approval is required.
12. In keeping with the intent of the Main Street Study the paint colour for above the awning and side walls should be either Raffia, Biscuit, Sandstone or Light Stone.

13. All Engineering works to be designed by an appropriately qualified person and carried out in accordance with Council's Engineering Code, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
14. All vehicles are to enter and leave the site in a forward direction. The driveway, car parking, manoeuvring and service areas are to be designed and constructed in accordance with AS2890 and Council's engineering requirements.
15. All works in Bridge Street will need to be designed and constructed in accordance with the current Austroads Guidelines, Australian Standards and RMS Supplements.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

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

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

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

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

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

21. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The Application must be approved prior to the issue of a Construction Certificate, to ensure pedestrian and vehicular safety during construction.
22. All civil engineering and utility service works undertaken pursuant to this consent, including:
 - Water supply work,
 - Sewer drainage work,
 - Stormwater drainage work,are to be inspected and tested upon completion of each stage, and details of works which will become public assets provided to Council's Director of Engineering or nominee, before the issue of a final occupation certificate for the development.

One set of print film copies and an electronic copy of "work as executed" plans are to be provided to Council for works affecting Council property or benefiting Council. Each plan is to have a scale adjacent to the title block showing the scale used on that plan. The location of any fill introduced, by both plan limit and depth, together with relevant classifications shall be shown on the "work as executed" plans to be submitted to Council.
23. Connection to the water main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$958.00 per connection.
24. Connection to the sewer main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$540.00 per connection.
25. All stormwater is to be designed and catered for. All design plans, drainage calculations and soil testing is to be provided for approval by Council prior to construction, alternatively interallotment drainage and drainage easements are to be provided for is the existing drainage flows are to be utilised.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

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

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

27. Before construction commences on the site and throughout the construction phase of each stage of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

- divert contaminated run-off away from disturbed areas,
- erect silt fencing along the downhill side of the property boundary,
- prevent tracking of sediment by vehicles onto roads by limiting access to the site and, where necessary, installing a temporary driveway and
- stockpile all topsoil, excavated material and construction debris on the site, erecting silt fencing around the pile where appropriate.

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

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

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

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

31. Any building work must be carried out between 7.00am and 6.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
32. *The structure is to be inspected at the following stages of construction:
 - before the pouring of footings**
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**

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

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

33. Toilet facilities are to be provided at, or in the vicinity of the work site, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be connected to an accredited sewage management facility approved by the council or some other sewage management facility approved by the council.
34. A garbage receptacle must be provided at the work site before works begin and must be maintained until the works are completed. The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers. Materials must not be burned on site. All waste generated on site must be disposed of at Council's Waste Disposal Depot or Waste Transfer Station, to protect the amenity of the area and avoid the potential of air pollution.
35. Effective dust control measures are to be maintained during construction to maintain public safety/amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
36. Run-off and erosion controls must be implemented to prevent soil erosion, water pollution or the discharge of loose sediment on the surrounding land by:
 - (a) diverting uncontaminated run-off around cleared or disturbed areas, and
 - (b) erecting a silt fence and providing any other necessary sediment control measures that will prevent debris escaping into drainage systems, waterways or adjoining properties, and
 - (c) preventing the tracking of sediment by vehicles onto roads, and
 - (d) stockpiling top soil, excavated materials, construction and landscaping supplies and debris within the lot.

37. Earthworks, retaining walls and structural support
- (1) Any earthworks (including any structural support or other related structure for the purposes of the development):
 - (a) must not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot, and
 - (b) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
 - (c) that is fill brought to the site—must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the Protection of the Environment Operations Act 1997, and
 - (d) that is excavated soil to be removed from the site—must be disposed of in accordance with any requirements under the Protection of the Environment Operations (Waste) Regulation 2005.
 - (2) Any excavation must be carried out in accordance with Excavation Work: Code of Practice (ISBN 978-0-642-785442 [PDF] and ISBN 978-0-642-785459 [DOCX]), published in July 2012 by Safe Work Australia.
 - (3) Notice of intention to do so must be given to the owner of the adjoining land at least seven days before the commencement of excavation work. The owner of the adjoining allotment of land is not liable for any part of the cost of work, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.
38. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
39. Retaining walls associated with the erection of the building or other approved methods for preventing the movement of the soil must be provided where soil conditions are inadequate, ensuring adequate provision is made for drainage.
40. A temporary hoarding or temporary construction site fence must be erected between the work site and adjoining lands before the works begin and must be kept in place until after the completion of the works:
- (a) could cause a danger, obstruction or inconvenience to pedestrian or vehicular traffic,
or
 - (b) could cause damage to adjoining lands by falling objects, or
 - (c) involve the enclosure of a public place or part of a public place

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

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

53. Internal signage is to be provided limiting the vehicle speed to 5 kms per hour when approaching the entry/exit. This is to be located at the southern end of the retail building.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

54. Prior to the issue of a Subdivision Certificate, an Application for a Subdivision Certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.
55. Prior to the issue of a Subdivision Certificate, the applicants shall provide evidence to the effect that all utility services, i.e water, sewer, electricity, telecommunications, connected to or used in each of the buildings within the development site is wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.

CONDITIONS RELATING TO ONGOING OPERATIONS

56. The commercial uses must not be operated outside the hours of 7.00 am to 7.00 pm Monday to Saturday and 9.00 am to 6.00 pm on a Sunday or a public holiday.
57. The development must comply with the requirements for industrial premises contained in the Noise Policy.

Noise emitted by the development:

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

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

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

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

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

COUNCIL ADVICE ONLY

63. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display/erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under the Exempt and Complying Development State Environmental Planning Policy).
64. **Compliance with the National Construction Code:** All building work must be carried out in the following manner to ensure compliance with the National Construction.
Covenant/s: The applicant/owner has the responsibility of being aware of any covenant which may affect the proposal.
65. **Dial Before You Dig:** Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.

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

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

BACKGROUND:

Development Application DA-55-2016 for a Staged Development: Commercial building and four short term accommodation units was lodged with Council on 16 September 2016 and publicly notified between 6 October and 21 October 2016, with one submission received by Council. A request for further information was sought by Council on 29 November 2016 and the Applicant provided further information on 13 January 2017.

REPORT:

The proposed development relates to Lot 31 DP 813093, known as 40 Bridge Street, Uralla. The development application was lodged proposing a Staged Development: Commercial building and four short term accommodation units.

The proposal was publicly notified in accordance with Council’s Development Control Plan (DCP) including written notification to the owners of adjoining properties. At the close of the notification period, one written submission was received by Council.

The key planning matters raised in the submission can be summarised as:

<i>Issue</i>	<i>Submitter Concern</i>	<i>Assessor Response</i>
Privacy concerns	Concerns about privacy impacts on adjoining land. Believe vegetation/plantings will assist in providing privacy if the right species are selected. Prefer large shrubs up to 3m as tall trees may create a future danger. Request plantings along the fence line of the north-eastern end of the development site.	It is recommended that a condition of consent require a detailed landscape plan that includes screening treatment to prevent direct views into the adjoining properties.

<i>Issue</i>	<i>Submitter Concern</i>	<i>Assessor Response</i>
Water Drainage concerns	Concerns that the onsite septic tank may fail and cause discharge into the immediate environment. Concerns that the site contains a natural drainage valley that receives stormwater from upstream areas that flows through the site along the rear of properties along Bridge Street towards the old Trickett's shed.	The applicant has provided a concept stormwater drainage plan that has been considered as part of Council's engineering assessment which is attached. The drainage calculations and soil testing results have not been provided to support the plans, therefore if provided and they are approved by Council's Engineers, this concept will be accepted. Alternatively, interallotment drainage and creation of easements will be required for any stormwater flow that is not able to reach the existing stormwater system in Bridge Street.

The proposal is permissible in the zone with consent, subject to compliance with the *EP&A Act* and its regulation, relevant Environmental Planning Instruments and Council Policies.

An assessment of this Development Application, under the provisions of Section 79C of the *EP&A Act*, has been undertaken and the Assessment Report is provided in the attachments.

As a result of this assessment the proposed development complies or can be conditioned to comply with the relevant provisions of Council's LEP and DCP.

It is recommended that the proposal be granted conditional approval.

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Nil

B. Policy and Regulation

The relevant Council Policies applicable to this Application have been considered as part of the detailed assessment under the provisions of Section 79C of the *EP&A Act*, within the attachment.

C. Financial (LTFP)

Nil

D. Asset Management (AMS)

Nil

E. Workforce (WMS)

Nil

F. Legal and Risk Management

The assessment of Development Applications is governed by the *EP&A Act* and Regulation. The assessment process has been undertaken having regard to this legislation.

Merit appeal rights exist for the Applicant under the *EP&A Act*. Third parties can appeal on a point of law.

G. Performance Measures

Nil

H. Project Management

Nil

Prepared by staff member: Manager of Town Planning & Regulation
Approved/Reviewed by Manager: Director Infrastructure & Regulation
Department: Infrastructure & Regulation
Attachments:

Under Separate Cover:

- E. Assessment Report**
- F. Supporting Documentation**
- G. Submission**
- H. Engineering Assessment**

17. MOTIONS ON NOTICE

There are no motions on notice.

18. SCHEDULE OF COUNCIL RESOLUTIONS

SCHEDULE OF ACTIONS – COUNCIL MEETINGS						
Key A: Action Required B: Being Processed C: Completed						
Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	26.06/15	Uralla Local Traffic Committee That: (i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee	DIR	March 2017	Application for funding support to design traffic calming and 40 KPH signage in CBD sent September 2016. Commencement of Report pending funding application response.	B
24 AUGUST 2015	6.08/15	Bridge Naming: New Bridges Over The Gwydir River and Abington Creek That Council 3. Places a plaque/s to honour the work of Nurse May Yarrowyck at a location to be determined.	DIR	Feb 2017	Location to be determined Plaque inscription drafted and under review.	B B
	37.02/16	Uralla Sporting Complex That the report be received and noted, and further that: (i) The capital budget be reviewed to include all projected costs and that additional grant funding be sought to complete the construction of the Uralla Sporting Complex and that the building be delayed until adequate funding is sourced; and further that (ii) Consultation be undertaken with the Open Space and Recreation Panel on other suitable options if additional grant funding is unable to be sourced.	DIR	Sept 2016 Feb 2017	Build delayed pending available grants. Grant EOI application for \$500k grant unsuccessful. Open space and Recreational Panel no longer exists. Additional grant funding application was unsuccessful. Contact details for sports user groups have been collated. Consultation to be undertaken with these users to determine other suitable options given the available funds. Principle stakeholders include cricket, football and rugby league clubs. Letter requesting discussions has been forwarded. Initial meeting to be arranged during early April..	B B

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
23 MAR	26.03/15	<p>Land Disposal - Karava Place, Uralla</p> <p>That Council:</p> <p>3. Give the General Manager delegation to negotiate payment options; and</p> <p>4 .Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.</p>	MTPR/DIR	<p>2/6/15</p> <p>27/5/15</p> <p>2/6/15</p> <p>20/7/15</p> <p>5/8/15</p> <p>18/9/15</p> <p>2/6/15</p> <p>4/9/15</p> <p>30/10/15</p>	<p>Negotiations between all parties not yet completed.</p> <p>Contract of Sales</p> <p>Titles have been received and forward to solicitors.</p> <p>Title transfers signed and forwarded to solicitors.</p> <p>Stage up to: Lot 100 – Agreement in place Lot 103 – No agreement made Lot 102 – Agreement in place Lot 104 – Agreement in place</p>	<p>B</p> <p>B</p> <p>A</p> <p>B</p> <p>B</p>
23 NOV 15	24.11/15	<p>Bergen Road Land Acquisition and Exchange For Road Works</p> <p>That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.</p>	DIR / GM	May 2017	<p>Survey plans completed.</p> <p>May require new Council resolution depending on advice from Council.</p>	A

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
25 July 2016	18.07/16	<p>2.18.06.10</p> <p>Gazetting of Land Acquired for approaches to new Emu Crossing Bridge</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <p>1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.</p>	<p>DIR</p> <p>DIR</p>	Feb 17.	Application has been sent to Office of Local Government by solicitors (Nov 16) for approval. No advice received yet. Delays due to changes in gazettal requirements.	B

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
25 July 2016	19.07/16	<p>2.18.06.11 Road Closure Request – Lot 32 DP 813093 COUNCIL RESOLUTION: That Council:</p> <p>2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A & L McLean upon completion of the road closure on the basis that the purchase price is based on the value of the land plus the full cost of the road closure application; and</p> <p>3. Delegation be given to the General Manager to:</p> <p>a. Complete the road closure, and</p> <p>b. Undertake any necessary negotiations to complete the sale.</p> <p>4. Approve the fixing of the Council Seal to all necessary documents.</p>	DIR	Feb 17	<p>2. Road closure application to occur. – Advertising campaign being undertaken per Crow Lands requirement.</p> <p>3. Future action once closure has been undertaken</p> <p>4. Future action once closure has been undertaken</p>	<p>A</p> <p>A</p> <p>A</p>
	08.11/16	<p>New England Weeds Authority – Annual Report COUNCIL RESOLUTION:</p> <p>1. That the New England Weeds Authority Annual Report be received and noted.</p> <p>2. That the NEWA staff be commended on their work over the last twelve months.</p>	GM		Letter sent	C

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
25 October 2016	10.10/16	<p>1.25.10.03 Subject: Visitor Information Centre - Survey COUNCIL RESOLUTION: That:</p> <ol style="list-style-type: none"> 1. Council note the draft survey; 2. Council appoint a sub committee consisting of Councillor T Toomey, L Sampson, B Crouch, I Strutt to finalise the survey questions for distribution. 3. Council agree to circulation of survey in the following manner, subject to General Manager's approval: <ol style="list-style-type: none"> (a) Online – Uralla Shire Council Website, Uralla Tourism Website, Uralla Community Services Website, Bundarra Community Website; (b) Facebook; (c) Hard copy – Library, Visitor Information Centre, Council Office Admin Building, TCSO, main street distribution; (d) Email (e) Mailout with council newsletter. 4. A public meeting to be held in January/February 2017 to: <ol style="list-style-type: none"> (i) Brief our community on the survey results (ii) Provide a forum for our community to put their views forward via a brief presentation and individual discussion with Councillors. 5. Staff invite expressions of interest for upgrade of VIC toilet. 	DIR	Feb 17	<ol style="list-style-type: none"> 1. Noted 2. Complete 3. Agreed 4. TBD <p>Inspection of VIC toilets has identified that only minor maintenance works are warranted in the short term to address the issue of odour and amenity. Access to a more modern disabled toilet is available close by at the library. Major works as per the design drawings to increase the size of the disabled toilets, reduce the size of the public toilets, and provide for internal toilets for staff are not considered appropriate while the future use and layout of the building is not yet determined.</p>	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	19.11/16	<p>Green Waste Processing</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <ol style="list-style-type: none"> Accept the offer from Davis Earthmoving and Contracting for the RFT for Green Waste Processing as contained in the report from NIRW; The General Manager be authorised to proceed and sign the necessary documentation. 	DIR		Contract executed	C
	13.12/16	<p>Payment of outstanding rates and charges by the Anglican Special District of Bundarra</p> <p>COUNCIL RESOLUTION:</p> <ol style="list-style-type: none"> That Council reverse the allocations of \$3,612.91 and \$425.94 in costs against assessment 52903 as these costs can only be recovered from the proceeds from the sale of unpaid rates; That Council makes no reduction to the amount of interest charged on outstanding rates and charges payable by the owner of Lot 2 Section 31 DP 758181. 	CFO		Rates Clerk attending to adjustment.	B

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
28 Feb 2017	15.02/17	<p>Department: General Manager Submitted by: Andrew Hopkins Reference/Subject: Report 7 - Community Engagement COUNCIL RESOLUTION: That Council:</p> <p>a) Continue with the existing Community Engagement Strategy (2015) but remove reference to Strategic Community Consultative Panels.</p> <p>b) Host a minimum of three (3) Engagement functions in the 2017 calendar year.</p> <p>c) Approve funds of \$1,500 to be allocated for each Engagement functions.</p> <p>d) Approve the scope and schedule of dates outlined within the 'Report' (below).</p>	<p>GM</p> <p>GM</p> <p>CFO</p> <p>GM</p>		1 completed, 2 remaining	<p>A</p> <p>B</p> <p>C</p> <p>C</p>

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
28 Feb 2017	16.02/17	<p>Department: General Managers Office Submitted by: Andrew Hopkins Reference/Subject: Report 8 - Trade Delegation to China COUNCIL RESOLUTION: That Council: Authorise Councillor Dusting to represent Uralla Shire Council on trade missions to China, conditional upon Councillor Dusting providing written acknowledgement of the following:</p> <p>Whilst a member of a trade delegation or mission:</p> <ul style="list-style-type: none"> • Council will not be held liable for any loss suffered by or caused by Councillor Dusting, either to himself or to his property or to others or to their property. • Council will not be held liable for any costs or commitments associated with any trade missions to which Councillor Dusting is a party. • Upon return, Cr Dusting will provide a report to Council about the trip. 	GM		Trip cancelled by Cr Dusting.	C

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
28 Feb 2017	23.02/17	<p>Department: Infrastructure and Regulation Submitted by: Director Infrastructure and Regulation Reference/Subject: Report 13 - Uralla Local Traffic Committee</p> <p>COUNCIL RESOLUTION: That:</p> <ol style="list-style-type: none"> 1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council. 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. 3. Council drafts a Road Closure policy for review by the LTC. 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. 	<p>DIR</p> <p>DIR</p> <p>DIR</p>		<ol style="list-style-type: none"> 1. Completed 2. Pending next LTC meeting 3. Under preparation 4. Under investigation with RMS and Council staff 	<p>C</p> <p>B</p> <p>A</p> <p>A</p>
28 Feb 2017	25.02/17	<p>Department: Infrastructure and Regulation Submitted by: Manager Waste Water Sewer Services Reference/Subject: Report 15 - Water and Sewer Charges Refund Policy</p> <p>COUNCIL RESOLUTION: That:</p> <ol style="list-style-type: none"> 1 Council adopt the Water and Sewer Charges Refund Policy. 2 Council resolve to write off 85% of water charges for a claim as per the provisions of Clause 3. 	CFO		Rates Clerk attending to adjustment.	B

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
28 Feb 2017	26.02/17	<p>Department: Infrastructure and Regulation</p> <p>Submitted by: Director Infrastructure and Regulation</p> <p>Reference/Subject: Report 16 - Rowan Avenue Stormwater Drainage</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <ol style="list-style-type: none"> The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. The residents of 21 and 23 Rowan Avenue be advised of Councils resolution. 	<p>DIR</p> <p>DIIR</p> <p>DIR</p>		<p>Scheduled for April</p> <p>3. Letter has been sent to residents</p>	C
28 Feb 2017	27.02/17	<p>Department: Community and Culture</p> <p>Submitted by: Manager Governance and Information Community and Culture</p> <p>Reference/Subject: Report 17 - Kamilaroi Ageing and Disability Services (KADS)</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <ol style="list-style-type: none"> Council note the information contained within this report and attachments; and Council cease providing KADS services outside of the Uralla local government area by June 2017. 	Comm & Culture			

OTHER ITEMS/ACTIONS REQUIRED						
Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
28 February 2017		<p>QUESTIONS FOR NEXT MEETING REPORT 10 Proceedings In Brief</p> <p>Cr I Strutt asked about the number of approvals that would lapse 6 months from now – DIR took the question on notice.</p> <p>Also – letter to be written to Barnaby Joyce from Council – re Telstra issue.</p>	<p>DIR</p> <p>Comm & Culture</p>		Addressed	C
28 Feb 2017		<p>PRESENTATIONS TO COUNCIL REQUIRING ACTION</p> <p>Speaker 1: Mr John Carlon</p> <p>Subject:</p> <p>1. King and Maitland Streets Intersection</p> <p>2. Roadside Tree Trimming</p>	<p>DIR</p> <p>DIR</p>		<p>1. Pending LTC outcomes</p> <p>2. Noted – no action proposed. The presenter requested a 9m clearance in 100km/hour zones from the edge of the road. This is not realistic or affordable.</p>	<p>A, B</p> <p>C</p>

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

Question:

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

– DIR took the question on notice.

Response:

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

20. QUESTIONS FOR NEXT MEETING

END OF BUSINESS PAPER