



**Council Business Paper**  
**22 February 2016**



11 February 2016

**ORDINARY MEETING OF COUNCIL  
1.00pm Monday 22 February 2016**

Notice is hereby given that a meeting of the Council of Uralla will be held at Council Chambers, Salisbury Street, Uralla on **Monday, 22 February 2016 commencing at 1.00pm.**

**Annie Harris  
ACTING GENERAL MANAGER**

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**- BUSINESS AGENDA -**  
**Ordinary Meeting of Council**  
**22 February 2016, 1:00pm**

1. Opening & Welcome
2. Prayer
3. Acknowledgement of Country
4. Apologies/Requests for Leave of Absence
5. Disclosures & Declaration of Interests
6. Confirmation of Minutes of Previous Meeting
  - Ordinary Council Meeting held 21 December 2015 (to be confirmed)
  - Extraordinary Council Meeting held 28 January 2016 – CLOSED SESSION (to be confirmed)
  - Extraordinary Council Meeting held 2 February 2016 (to be confirmed)
7. Announcements
8. Tabling of Reports & Petitions
9. Presentations
10. Deputations
11. Urgent Supplementary & Late Items of Business
12. Written Reports from Delegates
13. Mayoral Minute

**14. Recommendations for Items to be Considered in Confidential Section**

Department:	Finance
Submitted by:	Chief Executive Officer
Reference:	1.22.02.05
Subject:	2015/16 – 2nd Quarter Budget Review Statements
Department:	Community and Culture
Submitted by:	Executive Manager – Community and Culture
Reference:	1.22.02.06
Subject:	Fire Sprinkler Tenders – Residential Aged Care Facility

**15. Reports from the General Manager**

Called:	Item 1	Half Yearly Report – Operational Plan Progress
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**16. Reports from the Corporate & Community Committee**

Called:	1.22.02.01	Seasons of New England 2016
Called:	1.22.02.02	Cash at Bank and Investments – 31 December 2015
Called:	1.22.02.03	Cash at Bank and Investments – 31 January 2015
Called:	1.22.02.04	Recoupment of Unpaid Rates

## **17. Reports from the Environment, Development & Infrastructure Committee**

Called:	2.22.02.01	Development Approvals & Refusals for December 2015
Called:	2.22.02.02	Development Approvals & Refusals for January 2016
Called:	2.22.02.03	Works Progress Report to 31 January 2016
Called:	2.22.02.04	Works Planning Report February 2016
Called:	2.22.02.05	Regulatory Statistics Ending 31 December 2015
Called:	2.22.02.06	Roads to Recovery Funding Priorities
Called:	2.22.02.07	NSW Container Deposit Scheme

## **18. Motions on Notice**

Nil

## **19. Schedule of Actions – As at 10 February 2016**

## **20. Confidential Business**

Called:	1.22.02.05	2015/16 – 2nd Quarter Budget Review Statements
Called:	1.22.02.06	Fire Sprinkler Tenders – Residential Aged Care Facility

## **21. Authority to Affix the Common Seal**

- **Item 1** - Application of Council Seal to Section 88b instrument – DA 74/2015 – Green Room Enterprises Pty Ltd – Division Decision
- **Item 2** - Application of Council Seal to Section 88b instrument – DA 69/2010-3– Mr P and Mrs F Forrest – Division Decision
- **Item 3** - Application of Council Seal to Section 88b instrument – DA 56/2015-3– Mr L Sim & Mrs H Moore – Division Decision

## **22. Meeting Close**

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



## **CONFIRMATION OF MINUTES**

**22 February 2016**

### **6. Confirmation of Minutes**

**CONFIRMATION OF MINUTES**

## **CONFIRMATION OF MINUTES**

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### **Minutes to be confirmed or received and noted at Council Meeting held on 21 December 2015**

- Council Meeting held 21 December 2015 (to be confirmed)
- Extraordinary Council Meeting held 28 January 2016 – Closed Session – (to be confirmed).
- Extraordinary Council Meeting held 2 February 2016 (to be confirmed).



## ORDINARY MEETING OF COUNCIL

Held at 1:00pm  
On 21 December 2015

### ROLL CALL

#### Councillors:

Cr M Pearce (Mayor)  
Cr B Crouch (Deputy Mayor)  
Cr L Cooper  
Cr K Dusting  
Cr M Dusting  
Cr D Field  
Cr F Geldof  
Cr I Strutt  
Cr K Ward

#### Staff:

Mr D Connor, General Manager  
Mrs O Wood, Executive Manager-Community & Culture  
Mr S Paul, Chief Financial Officer  
Mrs D Williams, Minute Clerk

# MINUTES



**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 1:00pm on 21 December 2015**

Resolution  
Number

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**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 1:00pm on 21 December 2015**

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*The Meeting Commenced at: 1:03pm*

**ATTENDANCE**

Present were the Chairperson Cr M Pearce (Mayor), Cr B Crouch (Deputy Mayor) and Councillors, L Cooper, K Dusting, M Dusting, D Field, I Strutt, K Ward, General Manager (Mr D Connor), Chief Financial Officer (Mr S Paul), Executive Manager-Community & Culture (Mrs O Wood), Minute Clerk (Mrs D Williams).

**1. OPENING & WELCOME**

**2. PRAYER**

**3. ACKNOWLEDGEMENT TO COUNTRY**

**4. APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE**

01.12/15 *An Apology was tabled for Cr F Geldof (M Dusting/B Crouch)*

02.12/15 *A Leave of Absence was requested for Cr L Cooper (I Strutt/D Field)*

**5. 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 21 December 2015 meeting.*

Submitted By:	Interest Declared:
<i>Crs M&amp;K Dusting</i>	<i>Report # 2.14.12.01 – DA 65.2013</i>

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Ordinary Meeting of 23 November 2015**

03.12/15 **MOVED/ CARRIED (Crs I Strutt/ M Dusting.)**

That the Minutes of the Ordinary Meeting held on 23 November 2015 (copies have been circulated to Members) and Minutes of Closed Session of same meeting, be adopted as a true and correct record of proceedings.

**7. ANNOUNCEMENTS**

**8. TABLING OF REPORTS & PETITIONS**

**9. PRESENTATIONS & DEPUTATIONS**

- High Country video clip presentation by EMCC, Mrs Olivia Wood.

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**WRITTEN REPORTS FROM DELEGATES**

*Councillors in turn provided a brief verbal summary of their Council related activities during the reporting period and submitted written Delegate Reports comprising details as follows:-*

<b>Cr B Crouch</b>		
3/12/2015	Bundarra Central School Presentation Night	Bundarra
10/12/2015	Kingstown Public School Presentation Night	Kingstown
14/12/2015	Councillor Briefing	Uralla
14/12/2015	Environment, Development and Infrastructure Committee	Uralla
14/12/2015	Corporate and Community Committee	Uralla
21/12/2015	Citizenship Ceremony	Uralla
21/12/2015	Ordinary meeting of Council	Uralla
<b>Cr D Field</b>		
23-11-2015	Ordinary Council Meeting,	USC Chambers
14-12-2015	Councillor Briefing Session,	USC Chambers
14-12-2015	Corporate & Community Standing Committee,	USC Chambers
14-12-2015	Environment, Development & Infrastructure,	USC Chambers
<b>Cr M Dusing</b>		
26-11-2015	Jobs Australia AGM	Tamworth
9-12-2015	Grace Munro Centre Xmas Party	Bundarra
10-12-2015	Barnaby Joyce Xmas Drinks	Armidale
14-12-2015	Councillor Briefing Session,	USC Chambers
14-12-2015	Corporate & Community Standing Committee,	USC Chambers
14-12-2015	Environment, Development & Infrastructure,	USC Chambers
15-12-2015	Local Land Services Weeds Advisory Committee	Armidale
	New England Weed County Council Staff Drinks	Armidale
<b>Cr K Ward</b>		
14-12-2015	Councillor Briefing Session,	USC Chambers
14-12-2015	Corporate & Community Standing Committee,	USC Chambers
15-12-2015	St Joseph's School Presentation	Uralla
<b>Cr T Strutt</b>		
27-11-2015	CWA Annual Christmas Luncheon	Uralla
2-12-2015	Rocky River Public School Presentation Night	Rocky River
9-12-2015	Christmas Carols	Uralla
10-12-2015	Barnaby Joyce Xmas Drinks	Armidale
14-12-2015	Councillor Briefing Session,	USC Chambers
14-12-2015	Corporate & Community Standing Committee,	USC Chambers
14-12-2015	Environment, Development & Infrastructure,	USC Chambers
15-12-2015	Kentucky School Presentation Night	Kentucky
21-12-2015	Citizenship Ceremony	Uralla
21-12-2015	Ordinary Council Meeting	USC, Uralla

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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<b>Cr K. Dunning</b>		
26-11-2015	Australia Day Committee	Uralla
9-12-2015	Grace Munro Centre Xmas Party	Bundarra
10-12-2015	Barnaby Joyce Xmas Drinks	Armidale
14-12-2015	Councillor Briefing Session,	USC Chambers
14-12-2015	Corporate & Community Standing Committee,	USC Chambers
<b>Cr L. Cooper</b>		
26-11-2015	Jobs Australia Tour of Backtrack	Uralla, Tamworth & Gunnedah
	Australia Day Committee	USC, Uralla
14-12-2015	Standing Committee Meeting	USC, Uralla
21-12-2015	Ordinary Council Meeting	USC, Uralla
<b>Cr M. Pearce</b>		
24/11/15	Mayors Office - Admin/Corro	Uralla
25/11/15	2AD Radio Interview. Mayor's Office - Admin/Corro	Uralla
26/11/15	Mayor's Office - Admin/Corro	Uralla
27/11/15	Namoi Councils Meeting AGM	Tamworth
30/11/15	Mayor's Office - Admin/Corro	Uralla
01/12/15	Mayor's Office - Admin/Corro	Uralla
02/12/15	LEMC meeting	Guyra
03/12/15	NIRW meeting	Quirindi
07/12/15	Mayor's Office	Uralla
08/12/15	Mayor's Office Uralla Central School Presentation re waste2art.	Uralla
09/12/15	2AD interview	Mayor's office
10/12/15	Namoi Council workshop on Road funding for JO's.	Tamworth
14/12/15	Abington bridge site visit with Barnaby Joyce.	Bundarra
14/12/15	Community and Culture Standing Committee meeting. Environment, Development and Infrastructure Committee meeting.	Uralla.
15/12/15	Mayor's Office Admin and meeting.	Uralla
16/12/15	Mayor's Office - Admin	Uralla.
17/12/15	Mayor's Office - Admin	Uralla.
18/12/15	Admin, speak with General Manager regarding current Reform process	Uralla.
21/12/15	Mayor's Office - Admin. Citizenship Ceremony. December Council Meeting.	Uralla.

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**12. MAYORAL MINUTE**

**Mayor, Michael Pearce**

Item 1

National Local Roads and Transport Congress

17-19 November, 2015, Ballarat, Victoria.

**04.12/15 Moved (Crs B Crouch/L Cooper)**

**Councillors Recommendation:**

**That the report title, National local Roads and Transport Congress, 17-19 November, 2015, Ballarat, Victoria, as presented by the Mayor, be received and noted.**

**13. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL  
SECTION - Nil**

**14. REPORTS FROM THE GENERAL MANAGER - Nil**

**15. REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE**

**Department: Community and Culture**

**Submitted by: Olivia Wood**

**Reference: 1.14.12.01**

**Subject: Inland NSW Annual Report**

**05.12/15 MOVED/ CARRIED (Crs D Field / L Cooper)**

**That:**

**That the Inland NSW Annual Report be received and noted.**

**Department: Organisational Services - Finance**

**Submitted by: Chief Financial Officer**

**Reference: 1.14.12..02**

**Subject: Cash at Bank and Investments**

**06.12/15 MOVED/ CARRIED (Crs M Disting / B Crouch)**

**That:**

**Council note the cash position as at 30 November, 2015 consisting of cash and overnight funds of \$2,183,098, term deposits of \$8,200,000 totalling \$10,383,098 of readily convertible funds.**

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**16. REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE  
COMMITTEE**

**Department:** Infrastructure & Regulation  
**Submitted by:** Director of Infrastructure & Regulation  
**Reference:** 2.14.12.01  
**Subject:** Development Approvals and Refusals for November 2015

Crs K & M Disting left room 1:44pm having earlier declared a non-pecuniary interest in this item.

- 07.12/15 MOVED/ CARRIED (Crs I Strutt / K Ward)**  
**That Council receive and note the development approvals and refusals for November 2015.**

Crs K & M Disting returned to room at 1:46pm.

**Department:** Infrastructure & Regulation  
**Submitted by:** Director Infrastructure & Regulation  
**Reference:** 2.14.12.02  
**Subject:** Works Progress Report to 30 November 2015

- 08.12/15 MOVED/ CARRIED (Crs B Crouch / K Ward)**  
**That the report be received and noted for the works completed or progressed during November 2015.**

**Department:** Infrastructure & Regulation  
**Submitted by:** Director Infrastructure & Regulation  
**Reference:** 2.14.12.03  
**Subject:** Works Planning Report December 2015

- 09.12/15 Procedural Motion to Move to Committee (Crs K Ward/M Disting)**  
**10.12/15 Procedural Motion to Resume Standing Orders – (Crs K Disting/M Disting)**

- 11.12/15 MOVED/ CARRIED (Crs M Disting / B Crouch)**  
**That the report be received and noted for the works planned for December 2015.**

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**Department:** Infrastructure and Regulation  
**Submitted by:** Director Infrastructure and Regulation  
**Reference:** 2.14.12.04  
**Subject:** Uralla Local Traffic Committee  
**12.12/15** **MOVED/ CARRIED (Crs I Strutt / L Cooper)**  
**That:**

1. The minutes of the Uralla Local Traffic Committee held 10 November 2015 be noted by Council.
2. Council writes to the Roads and Maritime Services seeking funding for a preliminary concept plan and support the creation of a 40km/hr High Pedestrian Activity area in Uralla's CBD.
3. Council seeks funding assistance to upgrade the section of Thunderbolts Way, including ensuring the new design improves sight distance at the Lookout Road intersection, meeting at least the 80 km/hr sight distance requirements.
4. Council approves the signposting of a "Disabled Parking" area at 94 Bridge Street, Uralla.

**Department:** Infrastructure and Regulation  
**Submitted by:** Director Infrastructure and Regulation  
**Reference:** 2.14.12.05  
**Subject:** Uralla Landfill Annual Return  
**13.12/15** **MOVED/ CARRIED (Crs K Dusting / L Cooper )**  
Uralla Shire Council receives and notes the Environmental Monitoring Uralla Landfill Annual Report for the reporting year ended 16 October 2015.

**17. MOTIONS ON NOTICE - Nil**

**18. SCHEDULE OF ACTIONS – as at 17 December 2015**

**19. CONFIDENTIAL BUSINESS - Nil**

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**20. AUTHORITY TO AFFIX THE COMMON SEAL**

**Item 1**

**Application of Council Seal to Section 88b instrument – DA-70-2015 –  
Mr M & Mrs D Batt and Mr M & Mrs V Atkinson**

**14.12/15 MOVED/ CARRIED (Crs M Disting / L Cooper)**

**That Council endorse the affixing of the Council Seal on the Section 88b  
Instrument relating to Development Application DA 70/2015 on land  
known 16A King Street and 30 Bridge Street Uralla, being Lots 1 & 2 DP  
134287.**

**FOR: Councillors, M Pearce (Mayor), B Crouch, K Disting, M Disting, D Field,  
I Strutt, K Ward, L Cooper**

**AGAINST: Nil**

**APOLOGY: F Geldof**

**21. CLOSURE OF MEETING**

*There being no further business, the Chair declared the meeting closed at: 2:12pm*





# MINUTES OF EXTRAORDINARY MEETING OF COUNCIL

**2 February 2016 – 10:30am**

**Extraordinary Meeting of Council**

**EXTRAORDINARY MEETING OF COUNCIL**

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**EXTRAORDINARY MEETING OF COUNCIL**

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**2 February 2016**

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# EXTRAORDINARY MEETING OF COUNCIL

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The Extraordinary Meeting Commenced at: 10:30am

## ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr B Crouch (Deputy Mayor) and Councillors, D Field, F Geldof, I Strutt, L Cooper, K Dusting, M Dusting, K Ward, Acting General Manager (Mrs A Harris) and Minute Clerk (Mrs D Williams).

## OPENING & WELCOME

## ACKNOWLEDGEMENT TO COUNTRY

## APOLOGIES

An apology was received by Mr D Connor, General Manager.

## MOTION

Apology

- X01.02/16** **MOVED/ CARRIED** (M Dusting/F Geldof)  
That the apology for Mr D Connor be accepted.

## PURPOSE OF THE EXTRAORDINARY MEETING

The Mayor advises that this Extraordinary Meeting of the Uralla Shire Council has been called for the purpose of determining the course of action Council will take in relation to the current proposed organisation restructure.

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

- X02.02/16** **PROCEDURAL MOTION: Move to the Committee of the Whole**

**MOVED/CARRIED**(Crs I Strutt/K Ward)

That Council moves to the Committee of the Whole to discuss the Report before them. *Councillors held a detail discussion in relation to the aforementioned Report and Recommendations.*

- X03. 02/16** **PROCEDURAL MOTION: Resumption of Standing Orders**

**MOVED/CARRIED** (Crs B Crouch/ M Dusting)

That Council resumes Standing Orders.

**Department:** Mayor's Office

**Submitted by:** Mayor, Cr Michael Pearce

**Reference:** X02/02.01

**Subject:** Proposed Organisation Restructure

# EXTRAORDINARY MEETING OF COUNCIL

## COUNCILLORS RECOMMENDATION

That Council cease implementation action in relation to the proposed Organisational Restructure until:

1. Formal confirmation can be obtained that Section 333 of the Local Government Act has been complied with in relation to proper process.
2. Confirmation has been obtained from Fair Work Australia (or similar body) that the implementation action taken to date complies with accepted industrial principles.

### **X04.02/16 PROCEDURAL MOTION: Move to the Committee of the Whole**

MOVED/CARRIED(Crs F Geldof/M Dusing)

That Council moves to the Committee of the Whole to discuss the Report before them. *Councillors held a detail discussion in relation to the aforementioned Report and Recommendations.*

### **X05.02/16 PROCEDURAL MOTION: Resumption of Standing Orders**

MOVED/CARRIED (Crs B Crouch/ I Strutt)

That Council resumes Standing Orders.

### **X06.02/16 Moved/Carried ( B Crouch/ I Strutt)**

#### **RESOLUTION:**

That Council endorse the cessation of the implementation action in relation to the proposed Organisational Restructure and request:

1. Formal confirmation be obtained that Section 333 of the Local Government Act has been complied with in relation to proper process.
2. Confirmation be obtained from Fair Work Australia (or relevant body) that the implementation action taken to date complies with accepted industrial principles.

## CLOSURE OF MEETING

There being no further business, the Chair declared the Extraordinary meeting of Council closed at: 11:13am



## **REPORTS FROM THE GENERAL MANAGER**

**22 February 2016**

### **15. Reports from the General Manager**

**REPORTS FROM THE GENERAL MANAGER**

## REPORTS FROM THE GENERAL MANAGER

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22 February 2016

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# REPORTS FROM THE GENERAL MANAGER



## REPORT TO COUNCIL

<b>Department:</b>	General Managers Office
<b>Submitted by:</b>	Annie Harris
<b>Reference:</b>	Item 1
<b>Subject:</b>	Half Yearly Report – Operational Plan Progress

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	<i>Council is operated efficiently and effectively.</i>
<b>Strategy:</b>	<i>Comply with the requirements of the Local Government Act.</i>
<b>Action:</b>	<i>Provide appropriate leadership, direction and information to Council staff, management and executive.</i>

### SUMMARY:

The purpose of this report is to present Council with a summary of the progress with actions from the 2015/2016 Operational Plan to reflect Council's progress in achieving the objectives of the 2017 Delivery Program.

### OFFICER'S RECOMMENDATION:

That Council receive and note progress to date with actions from Council's Operational Plan 2015/2016 in delivering on Council's 2017 Delivery Program.

### BACKGROUND:

Section 404 (5) of the *Local Government Act 1993* requires that "the general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program". Progress reports must be provided at least every six months.

### REPORT:




*The Delivery Program is Council's commitment to the delivery of services and implementation of strategies over a four year period to achieve the community's goals in the Community Strategic Plan. It is the key accountability mechanism for Council as it addresses the full range of Council operations.*

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

*Responsibility for Operational Plan actions have been allocated to Council Managers and officers who have provided the relevant information in the attached Performance Report and rated their progress in relation to meeting performance indicators. The following status key has been applied:*

This is Page 2 of the Report referred to in the Minutes of the Ordinary Meeting held on 22 February 2016

## REPORTS FROM THE GENERAL MANAGER

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

			Total
88	12		100

### KEY ISSUES

Overall, the majority of the actions in the Operational Plan are either completed or on track to meet target. Some of the projects that have been identified as On Track and are expected to be completed in line with performance measures.

### COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**  
A copy of the report will be made available on Council's website for public viewing.
- 2. Policy and Regulation**  
*Local Government Act 1993*  
*Local Government Regulation (General) 2005*
- 3. Financial (LTFP)**  
N/A
- 4. Asset Management (AMS)**  
N/A
- 5. Workforce (WMS)**  
N/A
- 6. Legal and Risk Management**  
N/A



## REPORTS FROM THE GENERAL MANAGER

**7. Performance Measures**  
N/A

**8. Project Management**  
N/A

Prepared by staff member:

Annie Harris – Manager Human Services

Approved/Reviewed by Manager:

Annie Harris – Manager Human Services

Department:

General Manager

Attachments:

A. Operational Plan – Quarterly Progress Report -  
31 December 2015



# Operational Plan Quarterly Progress Report

2<sup>nd</sup> Quarter:

October - December 2015

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**COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –**

**Ageing & Disability Services**

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**Community Transport**

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**COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –**

**Aged Care Facilities**

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**INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT**

**Infrastructure & Regulation Management**

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**INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT**

**Plant & Equipment**

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**INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT**

**Depots**

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**INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT**

**Private Works**

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**INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT**

**Emergency Services**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL**

**Sealed Roads**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL**

**Unsealed Roads**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL**

**Transport Facilities**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL**

**Bridges & Causeways**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL**

**Kerb & Gutter**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL**

**Stormwater & Drainage**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL**

**Footpaths & Cycleways**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL**

**Quarries & Pits**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Swimming Complex**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Parks, Garden & Open Space**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Sporting Grounds & Facilities**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Public Buildings and Amenities**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Operational Buildings**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Cemeteries**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Land-Use Planning**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Development Control**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Public Health**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Regulation & Enforcement**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Waste Management**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Environmental Management**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Uralla Water Supply**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Bundarra Water Supply**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE**

**Sewerage Services**

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# RESPONSIBILITY LEGEND

<b>CIVIC BUSINESS</b>	<b>GENERAL MANAGERS OFFICE</b>	
	Civic Leadership	<b>General Manager</b>
	Organisation Leadership	
	Communication	

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

COMMUNITY & CULTURAL SERVICES	COMMUNITY SERVICES	
	Community & Culture Management	Executive Manager - Community & Culture
	Tourism & Promotion	
	Library Services	
	Community Development	
	COMMUNITY CARE & SUPPORT	
	Ageing & Disability Services	Executive Manager - Community & Culture
	Community Transport	
	Aged Care Facilities	

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

## STATUS KEY



Action or Program is progressing within budget, on-time, to the standard required



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



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














## CIVIC BUSINESS – Civic Leadership







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

**Strategies:**

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

ACTIONS & PROGRAMS		STATUS	COMMENTARY
		  	
1.	4.1.2.3 Deliver a Local Government Week Program.		Program successfully held in August. Councils Open Day Event and Mayor for a Day was a finalist in the LGNSW Community and Engagement Awards.
2.	4.1.2.4 Conduct regular Community Consultative Panel meetings.		Consultative Panels established and being conducted quarterly.
3.	4.1.2.5 Distribute monthly newsletter to residents.		Newsletter distributed every month. Quality of newsletter improved markedly.
4.	4.1.3.2 Develop and implement a Councillor training and development program.		Program constructed and quotations for service provision called for. The Institute of Company Directors selected to deliver 4 part development program. Modules 1 and 2 successfully delivered in November, modules 3 and 4 scheduled for January.
5.	4.1.3.3 Council and Standing Committee Meetings are conducted and open to the public.		Council and Standing Committees held every month to date.
6.	4.1.4.1 Advocate the needs of the shire to State and Federal Governments.		Various matters advocated to both the State and Federal Government. Most specifically the FFTF program.
7.	4.1.4.5 Business papers and minutes are distributed to Councillors and uploaded onto Councils website in a timely manner.		Business Papers distributed more than 5 full days before meetings and minutes distributed the day following meetings.
8.	4.1.5.1 Councillors understand and comply with the Code of Conduct.		Code of Conduct training undertaken and a copy of the Code of Conduct provided to all Councillors in their key strategy, codes and policies folders.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
					  
1. Council meetings conducted as scheduled	Meetings advertised and held in-line with parameters	100%	100%	100%	
2. Business Papers constructed and made public	Business papers constructed and distributed within timeframe parameters	>3 full days	>5 full days	>5 full days	
3. Policy review program	Review program completed	>95%	100%	100%	

4.	Public interest requirements met	All PID requirements met	100%	100%	100%	
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## CIVIC BUSINESS – Organisational Leadership

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

#### **Strategies:**

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

### **Goal: 4.2 An effective and efficient organisation**









#### **Strategies:**














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

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








#### **Strategies:**

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

ACTIONS & PROGRAMS		STATUS	COMMENTARY
1.	1.2.3.1 Lobby the State Government to delivery on the funding commitment for the Armidale Hospital		State Government confirmed funding towards the regional hospital. Design and approval stages underway.
2.	4.1.1.1 Review the Community Strategic Plan		CSP reviewed and adopted by Council
3.	4.1.1.2 Implement, monitor and review the Delivery Program		On track – on-going. Reported to Council quarterly.
4.	4.1.1.3 Construct Councils annual Operational Plan		16/17 Operational Plan to begin construction process in February.
5.	4.1.2.1 Develop, implement and review Council community engagement framework and community consultative panels		Community Engagement framework reviewed and being adhered to.
6.	4.1.2.2 Facilitate the delivery of community presentations to Council and deputations on business before them.		Deputations made to Council as requested.
7.	4.1.3.4 Council's Code of Meeting Practice and policies are maintained and reviewed.		Code of Meeting Practice reviewed and implemented.
8.	4.1.5.1 Annual pecuniary interest declarations are completed and updated as necessary.		Interest Declarations completed by all designated people and presented to Council. Register available for viewing at Council.

ACTIONS & PROGRAMS		STATUS	COMMENTARY
		  	
10.	4.2.1.1 Develop, implement and review Business Plans for all of Councils Service areas		Business Plans due for review in February/March
11.	4.2.7.1 Ensure that Council has in place a robust and adequate Governance framework		Conformance, controls and performance systems in place and reviewed regularly.
12.	4.2.7.2 Resource and administer Councils Audit and Risk Committee		Audit and Risk Committee meet quarterly.
13.	4.3.1.1 Implement and review Councils strategic resourcing strategies (LTFP, AMS & WMS)		Resourcing strategies reviewed as part of annual process in February/March
14.	4.3.1.2 Ensure Councils organisation structure is aligned to the most efficient and effective delivery of services		Organisation Structure review scheduled to commence in January. Focusing this round on Infrastructure, Facilities and Open Space, Planning, Community Services and Community Care.
15.	4.3.2.1 Develop and implement Councils Performance Management framework		Integrated performance management systems in development.
16.	4.3.2.2 Report on actions delivered and progress made in the implementation of Councils Delivery Program		Delivery program progress report presented to Council quarterly.
17.	4.3.2.3 Complete and lodge Councils Annual Report		Annual Report completed, adopted by Council and lodged with the OLG.
18.	4.3.2.4 Develop and implement a key reporting suite for regular review by the Executive Management team		Reporting suite implemented into Executive Business Paper. Further development of the outputs provided within such is on-going
19.	2.4.4.1 Partner with Armidale Council and other New England Councils to lobby for funding for the upgrade of the Armidale Regional Airport		Funding for the regional airport announced in early December.

## PERFORMANCE MEASURES














INDICATOR		MEASURE	BENCHMARK	TARGET	RESULT	STATUS
						  
1.	Integrated Plans reviewed and constructed	IP&R documents reviewed and operational plan constructed before 30 June	All met	All met	All met	
2.	Successful delivery of the Operational Plan	% of Actions completed	>90%	>95%	On-going	
3.	Senior Management meet regularly	Executive meet monthly	All met	All met	All met	
4.	Audit and Risk Committee operating successfully	Audit & Risk Committee administered to meet quarterly	All met	All met		

## ORGANISATIONAL SERVICES-FINANCIAL MANAGEMENT – Financial Management





### Goal: 4.2: An effective and efficient organisation

#### Strategies:

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

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 4.2.2.1 Review, revise and maintain Councils Long Term Financial Plan		Plans constantly being reviewed and used.
2. 4.2.2.2 Complete quarterly budget review statements in-line with statutory requirements		Reviews being undertaken in accordance with statutory requirements
3. 4.2.2.3 Provide financial reports to Management and staff to assist in budget control and decision making		Current year monthly and quarterly results have been held up due to year-end reporting, other reporting requirements and reporting set-up changes. Expect this to be addressed and on track within the next quarter & thereafter.
4. 4.2.2.4 Process payroll on a fortnightly basis in-line with the appropriate Awards and Council policy		Payroll being processed correctly and on a timely basis.
5. 4.2.2.5 Ensure adequate and effective internal controls are in place for all financial management and purchasing functions		During the last four months numerous internal controls were found to be weak or non-existent. Work has commenced on strengthening these but outcomes will not be realised until the end of the financial year.
6. 4.2.2.6 Process accounts payable in-line with Councils protocols and suppliers terms of trade		Accounts payable being processed correctly and on a timely basis.
7. 4.2.3.1 Develop funding models that ensure all of Councils infrastructure can be maintained and renewed as required.		Still awaiting finalisation of asset management plan upon which funding models can be based. Some deficiencies exist in current asset register set-up that will also need to be addressed to make the funding model process workable. Auditors are currently undertaking the special schedule 7 audit preparedness assessment and their report will help build and identify improvements required in this area.
8. 4.2.7.3 Complete and lodge annual Financial Statements in accordance with statutory requirements		Annual financial statements completed and lodged on time in accordance with statutory requirements.
9. 4.2.7.4 Complete all taxation returns and grant acquittals as required by external bodies		Taxation returns and grant acquittals completed and lodged on time in accordance with external requirements.
10. 4.2.7.5 Organise and manage the external audit of Council and address any management letter issues		External audit managed appropriately for 2014/15 with minimal issues being raised in audit management letter. Management items are being addressed as required.

PERFORMANCE MEASURES

INDICATOR		MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1.	Long Term Financial Plan constructed	Long Term Financial Plan revised and modelled to meet sustainability criteria by 30 June		All met	All met	
2.	Budget Management Reporting completed			All met	Behind schedule due to year-end and other reporting requirements but expect to be on track within the next quarter.	
3.	Statutory compliance			All met	All met	
4.	Payment obligations met			All met	All met	










## ORGANISATIONAL SERVICES-FINANCIAL MANAGEMENT – Rates & Revenue







**Goal:**            **4.2     An effective and efficient organisation**

**Strategy:**

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

ACTIONS & PROGRAMS		STATUS	COMMENTARY
		  	
1.	4.2.2.9     Invest surplus funds to maximize the return to Council whilst complying with Councils Investment Policy risk parameters		<b>New process developed for daily monitoring of cash requirements with surplus amounts invested in short to medium term deposits.</b>
2.	4.2.2.10    Model and adopt rate structures to maximize equity across the Council area and between categories		<b>Being undertaken.</b>
3.	4.2.2.11    Levy rates and charges in compliance with all regulatory requirements		<b>Rates levied as required.</b>
4.	4.2.2.12    Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts		<b>Rates collected in accordance with current policies. New policies being developed to streamline debt collection processes.</b>

### PERFORMANCE MEASURES

INDICATOR		MEASURE	BENCHMARK	TARGET	RESULT	STATUS
						  
1.	Rating statutory compliance	Rates levied in accordance with statutory requirements	Comply with legislative requirements	All met	All met	
2.	Collection of accounts	Outstanding collections percentage	Better than 5%	<6.5%	4.8%	
3.	Return on Investments	Average return on invested funds	Achieve target or better	>2.75%	Currently 3%	

## ORGANISATIONAL SERVICES-HUMAN SERVICES – Human Resources

### Goal: 4.2 An effective and efficient organisation









#### Strategies:

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




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

#### Strategy:

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

ACTIONS & PROGRAMS		STATUS	COMMENTARY
1.	4.2.4.1 Develop and implement a corporate staff induction program		Induction program is currently in DRAFT. Plan to review in February 2016.
2.	4.3.1.4 Develop a succession planning program		Succession Plan development has not yet commenced pending a decision on Fit for the Future reform. The program development will be recommenced post a final decision being determined.
3.	4.2.4.3 Review and implement a staff appraisal program		Staff appraisal program has been implemented with over 70% of reviews completed as at 11.11.15.
4.	4.2.4.4 Construct an integrated training plan across all Council		Corporate and Individual Training plan development has not yet commenced. Expected to be commenced by February 2016.
5.	4.2.4.5 Develop and implement reward and recognition protocol		Recognition protocol and procedures endorsed by Executive and is due to be reviewed by Consultative Committee in November 2015 before finalisation.
6.	4.2.6.5 Implement systems and procedures to manage risk associated with all Council activities and ensures a safe and healthy work environment		Draft documentation currently being reviewed. Workplace Health and Safety (WHS) action plan to be developed by end of February 2016.
7.	4.2.6.1 Oversee Return to Work and Workers Compensation processes		Continue review of current Return to Work processes. Review to be incorporated into WHS action plan.
8.	4.3.1.3 Implement volunteer management protocol and procedures		Draft documentation currently being reviewed. Expected delivery by February 2016.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Staff Appraisals completed for all staff by April 2016					
2. Regular Workplace Health and Safety Meetings held			>6	6	
3. Key HR policy, protocol and procedures reviewed and updated					







4. Workplace Health and Safety Management Plan completed					
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## ORGANISATIONAL SERVICES-HUMAN SERVICES – Customer Service




**Goal**            **4.2    An effective and efficient organisation**

**Strategy:**

**4.2.5            Provide customer service excellence**

ACTIONS & PROGRAMS		STATUS	COMMENTARY
1.	4.2.5.1    Implementation of Customer Service Charter		Customer Service Charter has been finalised. Further implementation required and expected
2.	4.2.5.2    Review of customer service procedures for better practice		All current Customer Service procedures for Council's administration have been reviewed.
3.	4.2.5.3    Implement bi-annual Customer Service survey		Customer Service survey has not yet commenced being drafted. Survey to be undertaken annually with an expected delivery of May 2016.
4.	4.2.5.4    Assist service areas to improve customer service practices.		Customer Service training is being sourced and schedule for completion by end of February 2016.

### PERFORMANCE MEASURES









INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Customer service procedures reviewed and finalised				100%	
2. Customer service survey completed					
3. Customer Service Charter benchmarks met			>95%		

## ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION – Governance








### Goal: 4.2 An effective and efficient organisation

#### Strategies:

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

ACTIONS & PROGRAMS		STATUS	COMMENTARY
		  	
1.	4.2.2.7 Undertake review of procurement		Review of procurement is currently on hold until details of amalgamation are received, then project will be on track with manager again. Some preliminary drafting of RFT/RFQ/Eval Plan documentation has been completed.
2.	4.2.6.2 Implement Council's Audit and Risk Committee and facilitate regular meetings		Audit and Risk Committee implemented with two meetings having been held. Forward calendar complete next meeting is February 2016.
3.	4.2.6.3 Undertake Internal Audit program		Internal Audit needs to be planned with CFO – further discussion required regarding scope and outcomes.
4.	4.2.6.4 Further develop Council's risk practices and risk register		Risk Management training has been sourced and is to be implemented through Echelon – however is on hold currently due to awaiting amalgamation outcome.
5.	4.2.7.7 Ensure compliance with regulatory / statutory requirements as public officer		Statutory Reporting Calendar has been met as required.

### PERFORMANCE MEASURES










INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
					  
1. Governance framework implemented			100%	80%	
2. Central risk register implemented and populated			100%		
3. Procurement review completed.			100%		
4. Audit and Risk Committee met quarterly.			100%	100%	

## ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION – Technology




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

**Strategy:**

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

ACTIONS & PROGRAMS		STATUS	COMMENTARY
1.	4.3.1.5 Delivery of Council's IT rolling replacement program	  	
			New PC's have been sourced to replace all older versions of operating licences, including docking stations and laptops. New phones and printers have been sourced as required for TCSO business area and Waste Management.
2.	4.3.1.6 Develop Technology Strategic Plan		Review of IT Strategy is currently on hold until details of amalgamation are received, then project will be on track with manager again. Some preliminary drafting Asset Register has been completed and Allcom has provided details of the previous Audit conducted of systems.
3.	4.3.1.7 Solidify managed service arrangements to ensure Business Continuity		Managed services contracts have had a preliminary review however again due to awaiting amalgamation outcomes further development has been delayed. Business Continuity planning has been scheduled as part of this solidification but will not be started until after November 2015.
4.	4.3.1.8 Provide helpdesk support to all customers		Hot Ticket system was implemented and working, providing more settled and managed review of IT FAQ's and helpdesk requirements it will be re-started when the new IT Co-ordinator starts 16 November 2015.
5.	4.3.1.9 Implement wireless network over Administration building		Wireless has been finalised through Allcom site visit of 9-11 November. Passwords available for Staff and Visitors under a controlled provision.
6.	4.3.1.10 Implement monitors and cabling in Council Chambers		Monitors installed and cabling complete.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Technology Strategic Plan completed			100%		
2. Replacement program completed	Ongoing		100%		
3. Capital works completed/implemented successfully					









## ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION –

### Records & Information







**Goal: Goal: 4.2 An effective and efficient organization.**

Strategy:

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

ACTIONS & PROGRAMS		STATUS	COMMENTARY
		  	
1.	4.2.7.8 Review Councils GIPA/PID requirements – and associated plans and procedures		Completed and Statutory reporting including backlogged reports all submitted and USC up to date with all GIPA and PID requirements.
2.	4.2.7.9 Review Councils complaints management protocol and procedures		Completed – with Complaints Register implemented for monitor and reporting to Executive.
3.	4.2.7.10 Ensure records are kept in-line with the State Records Act, the PIPPA and GIPA Acts		Project has been put on hold due to Records Co-ordinator being on two months leave. This project will be re-initiated after amalgamation decision.
4.	4.2.7.11 Provide GIPA reports as required		GIPA reports and access have been completed and managed as required under Statutory Regulation.
5.	4.2.7.12 Provide correspondence management reports		This is in development and will be achieved with Complaints Handling report at the next Executive Meeting.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
  					
1.	Compliance with State Records Act, PIPPA & GIPA		100%	100%	
2.	Complaints Management procedures reviewed and implemented		100%	100%	
3.	Records Management reports to Executive monthly		100%	60%	





## COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

### Community & Culture Management






#### Goal: 4.2 An effective and efficient organisation

##### Strategies:

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

ACTIONS & PROGRAMS	STATUS	COMMENTARY
1. 4.2.1.9 Implement and maintain the Services Plans for Tourism and Promotion, Libraries, Aged & Disability Services, Community Transport, Community Development and Aged Care Facilities.		All plans written and being followed
2. 4.2.1.2 Develop an asset management plan for the McMaugh Gardens aged care facility.		Asset company contacted to discuss development of asset management strategy and plan
3. 4.2.2.8 Oversee management of the Community & Culture budgets in line with Councils Long Term Financial Plan.		Ongoing budget reviews with CFO
4. 4.2.7.7 Ensure compliance with the regulatory requirements of Councils grant agreements from State and Federal Government for all Community Care and Aged Care Facilities.		Ongoing Requirements met including financial, reporting, accreditation and client regulations

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Services plans reviewed annually	All plans reviewed	100% reviewed	100%	100%	
2. McMaugh Gardens asset management plan – completed	Asset plan completed	100% completed	100%	10%	
3. Community & Culture operational plan actions completed	All actions completed as per plans	85%	100%	100%	
4. Contracted obligations of grant funds met	All contractual obligations met	100%	100%	100%	
5. Community & Culture finances contained within budgets	All programs managed as per budgets	100%	100%	100%	



## COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

### Tourism & Promotion

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

**Strategy:**

1.1.4 Support, encourage and celebrate community participation and volunteerism

**Goal: 1.3 A diverse and creative culture**

**Strategy:**

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

**Goal: 1.4 Access to and equity of services**

**Strategy:**

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

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

**Strategy:**








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

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




**Strategies:**

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

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.1.4.1 Develop a volunteer strategy including an induction and support program		HR Manager leading and has sourced information from various departments
2. 1.3.2.1 Work with Councils consultative panels and other partners to encourage events in the Shire		5 Community panels operating. Next round meetings Q1 2016
3. 1.4.4.1 Promote community events through Councils Visitor Information Centre, digital and social media platforms		Promotion occurring on website, social media and print NEHC motorcycle touring campaign Focus article on Uralla January 2016
4. 2.1.1.1 Operate Councils Visitor Information Centre		Open 7 days a week
5. 2.2.4.1 Work with members of the New England Councils group and the New England high country to effectively market the entire region		2015-16 NEHC campaign currently in market. 2016-17 campaign in development with a focus on touring.
6. 2.2.5.1 Link events organisers with opportunities for grant funding		Underway

PERFORMANCE MEASURES

INDICATOR		MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1.	Volunteer program completed and adopted	Program completed and adopted	Completed	100%	10%	
2.	Tourism & Promotion panel meeting	Panel meets quarterly	Meeting held	100%	100%	
3.	VIC Visitor numbers quarterly	Visitor statistics reported against last year's quarter	Stats reported	100%	106%	










## COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

### Library Services







**Goal: 1.3 A diverse and creative culture**

**Strategy:**

**1.3.1 Provide enhanced and innovative library service that support and encourage lifelong learning**

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 1.3.1.1 Operate the Uralla Library 7 days a week and Bundarra Library		Open 7 days
2. 1.3.1.2 Host the Uralla History Hub		Hosted in Library
3. 1.3.1.3 Apply for grants to increase the range of services offered at Uralla Library		No grants applied for in 2015 – review of relevant grants underway Supported CNRL in grant
4. 1.3.1.4 Participate in the Central Northern Regional Libraries to deliver new and innovative services		Participating as an active member of CNRL

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Number of books circulated annually	Increase on 2014	100%		Unknown until end of year	
2. Number of DVDs circulated annually	Increase on 2014	100%		Unknown until end of year	
3. Number of library members	Increase on 2014	100%		Unknown until end of year	

## COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

### Community Development

#### Goal 1.2 A safe, active and healthy shire

##### Strategies:

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

#### Goal 1.3 A diverse and creative culture











##### Strategy:

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





#### Goal 1.4 Access to and equity of services

##### Strategies:

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

ACTIONS & PROGRAMS	STATUS	COMMENTARY
1. 1.2.4.1 Lobby for health services to meet the needs of our community		Lobbying to occur with development of Armidale Hospital;
2. 1.2.5.1 Develop grant applications for facilities to enable active participation in sport and other recreational activities		Grants for sporting complex received. Tender out for new sporting complex – closes 18 December 2015
3. 1.3.3.1 Lobbying government to encourage investment in Uralla Culture and creative areas		Review of grants available with Uralla Arts and other community groups
4. 1.3.3.2 Development of a cultural/community grant application assistance program to support events and community projects		First grant round opened 1 October 2015 Grant letters issued in November 2015
5. 1.4.3.1 Development of website content to promote understanding of the Council services available		Community Services website under development – to be launched in December
6. 1.4.6.1 Develop Access & Disability Plan		NSW government guidelines to be finalised – plan cannot be undertaken until guidelines known.
7. 1.4.6.2 Deliver Main Street Access Project		Underway with Access and Disability panel
8. 2.1.2.1 Develop a New England business development prospectus in collaboration with New England Councils and Regional Development Australia.		?? – Damien I will need to discuss with you as I am unsure on this action – OW
9. 2.1.5.1 Liaise with local businesses and government agencies to organise information workshops on New Technologies.		To be arranged when NBN comes to Uralla
10. 2.2.6.1 Develop a Cultural Plan for Uralla Shire and submit funding application to deliver on the identified events hosting infrastructure needs.		To be developed with the Cultural Panel - discussions had in cultural panel meeting however further work required in first part of 2016

PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
					
1. Community Development Strategy completed	Endorsed by Council	Completed	100%	5%	
2. Access & Disability Plan completed	Endorsed by Council and meets guidelines	Completed	100%	15%	
3. Number of funding applications submitted	% of successful applications	50% funded	50%	100%	







## COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

### Ageing & Disability Services








#### Goal: 1.4 Access to and Equity of Services

##### Strategy:

1.4.2 Provide Quality Community Support. Ageing and Disability Services

ACTIONS & PROGRAMS	STATUS	COMMENTARY
	  	
1. 1.4.2.1 Develop and implement a plan for the provision of Consumer Direct Care services through Direct Support Workers		15 DSW providing services to clients in the community (280 approx hours a week)
2. 1.4.2.2 Implement a new consumer focused database		New database to be finalised – decision December 2015
3. 1.4.2.3 Explore new opportunities to gain contracts for the provision of funded community support services		New contracts from FACS and brokered services arrangements

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
					  
1. Number of clients receiving consumer direct care packages	Packages 92 filled .	105 HCP	90%	87%	
2. Number of direct support worker services	Currently we are providing direct service to of our clients	75% clients receiving USC services	75%	50%	
3. New database incorporated across Community Support Services	New database implemented that is client focused	Implemented by June 2016	100% of clients on DB	20%	
4. Accreditation and NDS requirements are met	NDS Verification and Accreditation successfully completed,	Meeting funding bodies standards		Verified	

## COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

### Community Transport

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

##### Strategies:

1.1.4 Support, encourage and celebrate community participation and volunteerism

#### Goal 1.4 Access to and equity of services







##### Strategies:

1.4.2 Provide quality Community Care, Ageing and Disability services






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

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

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.1.4.3 Develop a program to attract more volunteer drivers for community transport		More volunteers used. Training made available .
2. 1.4.3.2 Promote community transport services to community members and other service providers		Promotion of service on track and ongoing.
3. 1.4.6.3 Contribute to the development of Councils Access and Disability Plan		Development yet to commence guidelines finalised Nov 2015
4. 1.4.2.4 Allocate Community Transport resources in an efficient and effective manner		Transport outputs meeting contractual arrangements.
5. 1.4.5.1 Lobby Government to maintain community transport funding levels		CTO (peak Community Transport body in NSW) continues to lobby government on behalf of CT providers in NSW.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of volunteer hours	Recorded volunteer hours	100%	100%	100%	
2. Number of transport trips provided	Have met contractual obligations (number of trips) for the quarter.	100%	100%	105%	
3. National Disability Scheme requirements met	Third Party Verification completed	100%	100%	100%	
4. Access and Disability Plan completed	Access and Disability Plan	100%	100%	15%	

## COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT

### Aged Care Facilities




**Goal:**

**Strategy:**





**Goal:** 1.4 Access to and equity of services

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS	COMMENTARY
1. 1.4.1.1 Operate the McMaugh Gardens facility in a financially sustainable manner		ACFI funding review and revision of services completed. On track with regular ACFI funding reviews on a monthly basis. Significant improvement in funding levels
2. 1.4.1.2 Develop an asset management plan for Aged Care Facilities		To be undertaken. Contact underway with organisation to support development. Completion scheduled for June 2016
3. 1.4.1.3 Maintain aged care facilities to a standard that meets all accreditation requirements		Accreditation met Unannounced visit from The Agency 18 <sup>th</sup> November 2015. Advised by agency pleased to see the improvements. Further required in the Activities area.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Operating result of McMaugh Gardens	Financially self sufficient	100%	100%	95%	
2. Accreditation requirements met	Met	100%	100%	95%	
3. Asset management plan completed	Plan approved by Executive	100%	100%	30%	
4. Resident satisfaction score	Annual survey completed	85%	80%	na	



Infrastructure & Regulation Management

**Goal 2.4: Communities that are well serviced with essential infrastructure**

**Strategy:**














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

**Goal 4.2: An effective and efficient organisation**







**Strategies:**

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

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

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1.  2.4.2.1 Complete all asset plans to update Councils Asset Management Strategy		Transport & Plant and Equipment completed. Need to update for 2015/16 by March 2016. Asset summary's complete
2.  2.4.2.2 Develop and implement an electronic asset management system for all Council assets		To be completed once asset management plans finalised by June 2016.
3. 4.2.1.3 Implement and maintain all Service Plans for the Infrastructure & Regulation Department		In progress
4. 4.2.1.4 Develop a training plan in consultation with Human Resources for all Infrastructure & Regulation staff		Draft plan with HR for review. 
5. 4.2.3.2 Participate in Regional and Local transport planning meetings		Ongoing
6. 4.2.3.3 Undertake the Council asset revaluation program		Roads, Bridges, footpaths and stormwater completed for 2014/2015 audit.
7. 2.1.3.2 Continue to lobby State & Federal Governments for funding for transport infrastructure.		Submissions made for a number of state and federal funded programs.

**PERFORMANCE MEASURES**







INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Complete all asset plans	Plans completed				
2. Funding obtained	Number of successful applications				
3. Asset valuations completed	Acceptance by Auditor			100%	

Plant & Equipment





**Goal:** 4.2 An effective and efficient organisation

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS			COMMENTARY
				
1. 4.2.1.5 All plant and equipment maintained to requirements				As per maintenance program
2. 4.2.1.6 Undertake the plant replacement program				Slightly delay. Water cart tender January 2016
3. 4.2.1.7 Plant Asset Management Plan completed and implemented				Needs to be updated. Current years programmed determined and budgeted

**PERFORMANCE MEASURES**

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS	
						
1. Plant replacement program completed						
2. Plant asset management plan completed						









# INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

## Depots







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

**Strategy:**

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

ACTIONS & PROGRAMS		STATUS	COMMENTARY
		  	
1.	4.3.1.11 Develop a Depot Asset Management Plan.		Asset summary completed by April 2016.
2.	4.3.1.12 Control stock effectively to enable service delivery		6 monthly review completed in November 2015
3.	4.3.1.13 Provide secure storage and garaging facilities for plant and equipment		Ongoing

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
  					
1. Stock write off	Stock write ups and write downs.		< \$1,500 per annum	<\$300.00 Write up	
2. Depot Asset Management Plan completed.					
3. Level of stock loss and write –off					

# INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT





## Private Works

### Goal:





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

### Strategy

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

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

### PERFORMANCE MEASURES





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

## Emergency Services





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

**Strategy**

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

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

### PERFORMANCE MEASURES

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

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Sealed Roads

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

**Strategy:**

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






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

**Strategies:**




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

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

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

ACTIONS & PROGRAMS	STATUS	COMMENTARY
1. 2.3.1.1 Undertake bitumen maintenance program in line with established service levels and intervention points.		Ongoing
2. 2.3.1.2 Undertake sealed roads capital renewal program		Works program on track
3. 2.3.4.1 Undertake town streets maintenance and resealing programs		Maintenance ongoing, reseal program March 2016. Streets have been selected for resealing.
4. 2.3.3.1 Undertake sealed road network supporting infrastructure replacement program		Ongoing
5. 2.1.3.3 Apply for funding for transport infrastructure expansion projects		Applications completed as per government timetables

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Sealed Road satisfactorily maintained	4 yearly roughness and rutting survey of all bitumen roads				
2. Bitumen Reseal Program completed	March 2016	20 kms / annum resealed			
3. MR73 Thunderbolts Way Rehabilitation 2.7 – 3.22km North of Bundarra completed within budget.	Work programmed	Work completed within budget.			

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL





### Unsealed Roads

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




**Strategies:**

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

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

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

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Unsealed roads satisfactorily maintained	Number of road condition complaints	<2/ month		3	
2. Gravel resheeting program completed	Resheeting program completed	10 kms/annum	10km/ annum	11.2 km completed	

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Transport Facilities

**Goal:** 1.4 Access to and equity of services







**Strategy:**

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





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

**Strategy:**

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

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

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
					  
1. Transport Facilities satisfactorily maintained.	Number of complaints received	<2/ month	<2/ month	1 received	



## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Bridges & Causeways

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

**Strategy:**

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

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





**Strategy:**

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




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

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS	COMMENTARY
1. 2.3.2.1 Inspect all bridges and carry out the required maintenance programs		Timber bridge inspections completed
2. 2.3.2.2 Replace Abington Creek Bridge		Work on site has commenced
3. s2.1.3.1 Lobby government for the funding of timber bridge replacement on local roads.		Further funding application for Mihi Bridge sent to Federal and State government.
4. 2.4.2.3 Implement and maintain Councils Bridges Asset Management Plan		Ongoing

### PERFORMANCE MEASURES

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








## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Kerb & Gutter





**Goal:** 2.4 Communities that are well serviced with essential infrastructure

**Strategy:**

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

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

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Kerb and gutter inspection and repair program completed	Number of repairs identified and repaired	<2/month	<2/month	1	  
					

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Stormwater & Drainage

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








**Strategy:**

3.1.4 Protect and maintain a healthy catchment and waterways.






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

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS	COMMENTARY
	  	
1. 3.4.3.1 Maintain and renew stormwater and drainage infrastructure		Ongoing
2. 3.1.4.1 Maintain and renew gross pollution traps		Cleaned twice this year
3. 3.4.3.2 Stormwater Drainage Management Plan to be completed		To be completed by March 2016. Asset valuation and summary completed.
4. 3.4.3.3 Implement and maintain a Stormwater Asset Management Plan		To be implemented.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
					  
1. Number of times Gross Pollutant serviced	Traps cleaned out.	3/ annum	3/ annum	2	
2. Stormwater Asset Management Plan implemented	Plan completed.				

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Footpaths & Cycleways

**Goal:** 1.2 A safe, active and healthy shire






**Strategy:**

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





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

**Strategy:**

2.3.5 Maintain existing walking and cycling networks across the region.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.3.5.1 Undertake annual inspections of all footpaths and the required maintenance and repair program		Inspection and revaluation completed
2. 2.3.5.2 Construction of the next stage of the Bundarra CBD footpath		Work completed.
3. 1.2.1.1 Apply for funding for the extension of Councils cycle-way network		Application submitted and approved for 50/ 50 funding
4. 2.3.6.1. Submit funding applications to the RMS for extension of the cycleway network.		Application submitted and approved.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of footpaths / cycleways complaints received - per month	CRM	<1 /month	<1/month	1	
2. Construction of Bundarra CBD footpath completed	Footpath completed.			100%	
3. Annual cycleway / footpath inspections completed.	Inspection has been carried out August 2015	100%	100%	100%	



## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Quarries & Pits



**Goal:** 4.2 An effective and efficient organisation

**Strategy:**

4.2.1 Provide a range of services

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

### PERFORMANCE MEASURES

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







## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Swimming Complex




**Goal:** 1.2 A safe, active and healthy shire

**Strategies:**

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.1.2 Maintain the Swimming Complex and surrounds in accordance with established service levels.		Pool opened 17/10/2015
2. 1.2.1.3 Test and maintain pool water quality in compliance with Department of Health guidelines.		
3. 1.2.1.4 Implement and maintain a Swimming Complex Asset Management Plan.		Asset summary completed. Asset Management Plan to be prepared by April 2016.
4. 1.2.2.1 Promote the Uralla Swimming complex and encourage participation in aquatic recreation.		Utilising Newsletter and encouraging school and learn to swim groups.
5. 2.4.3.1 Undertake the maintenance and renewal program for Council's parks, gardens & open space facilities.		Ongoing

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Water testing meets Department of Health standards.	Number of compliant results	100%	100%	100%	
2. Asset Management Plan implemented and maintained.	Completed and up to date				









## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Parks, Garden & Open Space






**Goal:** 1.2 A safe, active and healthy shire

**Strategies:**

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

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 1.2.6.1 Maintain and renew all parks, gardens and public open spaces in accordance with established service levels.		Ongoing
2. 1.1.2.1 Develop an overarching Open Spaces Strategy for the Uralla Shire guided by consultation with the community and key stakeholders.		Strategy being prepared to be completed by May 2016. 2 Community meetings have been held.
3. 1.1.1.1 Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens and open spaces.		Council working with a number of individuals and groups
4. 1.2.5.1 Seek external funding partnerships for the renewal and upgrade of parks, play equipment and public spaces as identified in the Open Spaces Strategy.		Applications submitted
5. 3.1.2.1 Develop an Open Space Strategy for the ongoing improvement of Councils parks, gardens, town entrances, street scapes and open spaces.		Strategy being prepared. Completion date by May 2016.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Open Space Strategy completed	Strategy completed				
2. Parks, gardens and open spaces satisfactorily maintained	Number of complaints received		<2 / month	Nil to date	








## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Sporting Grounds & Facilities




**Goal:** 1.2 A safe, active and healthy shire

**Strategies:**

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

ACTIONS & PROGRAMS	STATUS	COMMENTARY
1. 1.2.5.3 Construct a changeroom and canteen facility at the Uralla Sporting Complex.		Final plans completed. Tenders close 18/12/2015
2. 1.2.5.4 Construction of all weather court for basketball / netball at the Uralla Sporting Complex.		Testing completed. Stabilising completed.
3. 1.2.1.5 Seek external funding partnerships for the renewal and upgrade of sporting fields and facilities of identified in the Open Space Strategy.		Ongoing
4. 1.2.1.6 Engage with the community and key stakeholders in order to guide the development of an overarching Open Space Strategy.		Positive community feedback to current development. Overarching Strategy to be prepared by May 2016.
5. 1.2.1.7 Maintain and renew all sporting fields and facilities in accordance with established service levels.		Ongoing

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Construction of canteen / change room completed within budget.	Change rooms / canteen completed within budget		March 2016		
2. Sporting fields and facilities maintained in accordance with established service levels - < 1 complaint / month.			<1 /month	Nil to date	
3. Open Space Strategy completed.			May 2016		







## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Public Buildings and Amenities




**Goal:** 1.4 Access to and equity of services

**Strategy:**

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

ACTIONS & PROGRAMS		STATUS 	COMMENTARY
1.	1.4.4.2 Implement and maintain a Buildings Asset Management Plan.		Asset summary completed. Asset Management Plans to be prepared. Consultant to be engaged early 2016
2.	1.4.4.3 Undertake the Buildings Maintenance and Renewal Program.		Ongoing
3.	2.4.1.1 Undertake the maintenance and renewal program for Councils public amenities.		Ongoing

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Public buildings and amenities maintained in line with established service plans.					
2. Public Buildings renewal program completed.					






## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Operational Buildings





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

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 4.3.1.15 Undertake the Operational Buildings maintenance and renewal program.		Ongoing
2. 4.3.1.16 Maintain Councils Buildings Asset Management Plan.		Asset summary completed, Asset management Plan to be prepared. Consultant to be engaged early 2016.

### PERFORMANCE MEASURES

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








## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Cemeteries






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

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 1.1.3.1 Undertake maintenance of all cemeteries in accordance with established service levels		Ongoing
2. 1.1.3.2 Seek heritage funding to carry out restoration work at Uralla's Old Cemetery		Application prepared if suitable funding opportunity arises
3. 1.1.3.3 Provide family history information		Information supplied on request
4. 1.1.3.4 Undertake grave digging and interment services		Satisfactory interment carried out

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Cemeteries satisfactorily maintained	Number of complaints	2 / annum	0	0	
2. Number of interments	11 plus one private cemetery approved.	100%			

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Land-Use Planning

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

**Strategy:**

2.2.1 Provide land use planning that facilitates employment creation.

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

**Strategy:**







3.2.1 Retain open space and greenbelts.

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




**Strategies:**

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

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

ACTIONS & PROGRAMS	STATUS	COMMENTARY
1. 2.2.1.1 Monitor and review Council's Local Environment Plan and other strategic and supporting planning documents.		Recent updates to Council
2. 2.2.2.1 Assess and maintain a sufficient supply of residential, lifestyle, agricultural, commercial and industrial zoned land.		Council has adopted Local Environment Plan
3. 3.2.1.1 Review and monitor environmental protection measures for sensitive land.		Panhandle Road subdivision completed.
4. 3.1.1.1 Continue to implement the recommendations of Council's Heritage Strategy within budget allocations.		Heritage Officer continues to be employed by Council Funding application for 2016 forwarded for approval.
5. 3.1.3.1 Administer a Heritage Advisory Service and Local Heritage Assistance Fund.		Consultant continues to supply high quality advice to Council and developers.
6. 2.2.3.1 Provide consultation with potential new business operators and pre-development application assistance.		Number of formal and informal meetings held

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Heritage funding reports lodged by due date	Completed				
2. LEP maintained satisfactorily				100%	
3. DCP current and maintained				100%	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Development Control

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







**Strategy:**

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








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

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 2.1.4.1 Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates, Bushfire Attack Level (BAL) Certificates, and Conveyancing Certificates.		Qualified consultants continue to provide applications as required
2. 3.2.2.1 Promote and provide pre-lodgement advice on all aspects of development.		Council staff and consultants, on behalf of Council, continue to provide assistance.
3. 2.1.4.2 Ensure that building certification and inspection is carried out as per National Construction and the requirements of the Building Professionals Board.		Qualified consultant and Council staff continue to provide appropriate certification and compliance.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Control plans and policies for local development and regulatory functions are reviewed.	Flood Plan mapping and Rowan Avenue DCP expected before end of 2015 from Dept. of Planning. Awaiting PC sign off.				
2. Approvals and inspections completed within statutory time frames		100%		100%	
3. Compliance matters are enforced per the relevant Acts		100%		100%	
4. NSW Department of Planning annual benchmarking reports					







# INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

## Public Health







**Goal:** 1.2 A safe, active and healthy shire

**Strategy**

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

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 1.2.8.1 Carry out food premises inspections to ensure compliance with the Food Act.		Inspections completed as per Food Act. Commence annual inspection in February 2016.
2. 1.2.8.2 Orders to be issued or served where necessary as per the Local Government Act, EP&A Act and POEO Act and Associated Regulations		
3. 1.2.8.3 Register, license and inspect on site sewerage treatment systems.		All High Risk sites inspected

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Food premises inspected annually	Number inspected	100%			
2. Annual food premises return submitted to Food Authority	Return submitted on time				
3. Number of registrations and inspections of sewerage treatment services	Number of inspections carried out	All High risk sites inspected		85	









## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Regulation & Enforcement






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

**Strategy:**

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

ACTIONS & PROGRAMS		STATUS   	COMMENTARY
1.	1.2.8.4 Undertake animal registrations		Ongoing
2.	1.2.8.5 Undertake remedial action for animal noise complaints		Ongoing
3.	1.2.8.6 Undertake impounding of animals and stray stock		Ongoing

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Number of animals registered		.30/ quarter		77	
2. Number of animals impounded				69	








## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Waste Management




**Goal:** 3.3 Reuse, recycle and reduce wastage.


**Strategies:**

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

ACTIONS & PROGRAMS	STATUS	COMMENTARY
1. 3.3.1.1 Provide waste collection services in an efficient and effective manner		Services are being provided as required. Budgets not available. Additional information required for asset plan.
2. 3.3.1.2 Manage Councils Waste Management facility, landfill sites and transfer station		Management and Services are being provided as required
3. 3.3.2.1 Undertake the Waste avoidance, waste reduction and recycling program		Waste education messages undertaken on regular basis and recycling contamination program commenced (minimum of 200 recycling bins inspected each month). Services are being provided as required
4. 3.3.2.2 Operate Councils community recycling centre		Services are being provided as required
5. 3.3.3.1 Develop and implement a waste education program		Council program being developed inline with State and Regional programs

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Litter and illegal dumping compliance program approved by Executive Dec 2015	Completion of report and submission to Executive	Completion and submission	Completion and submission	In progress, waiting on NIRW report. Expected to be reported to executive by March 2016	
2. Implement waste management asset plan	Implementation	Completion and implementation	Completion and implementation	Waiting on additional information internally. Expected to be completed by June 2016	
3. Kerbside service review	Undertake and complete	Completion	Completion	Working with external consultant on this project. Project budget to be report to executive.	

4. Waste diversion rates and targets	Data recorded , rates and targets identified	Report to executive	Targets identified	Targets identified, report to executive in progress	
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## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Environmental Management

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

**Strategies:**

3.1.4 Protect and maintain a healthy catchment and waterways.

3.1.5 Raise community awareness of environmental and biodiversity issues.

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











**Strategy:**

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







**Goal:** 3.3 Reuse, recycle and reduce wastage

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.1.5.1 Create a Bush Regeneration Strategy and Action Plan		Will begin in February 2016. This will be an overarching strategy linking all existing plans and strategies:
2. 3.1.5.2 Complete the Management Plan for Roadside Vegetation. 2015/16		Complete in draft form: consultation with internal staff continues. Project will be complete by the end of October 2015.
3. 3.1.5.3 Redevelop website information on Environmental Management in line with planned website development. 2016/17		Website development timeline has not been advised. EMC continues to add new material to the website and revise old material as project and management needs require. This is a continuous process.
4. 3.1.5.4 Implement priority strategies as identified by the Sustainability Action Plan.		EMC is currently reviewing the Sustainability Action Plan to revise, in the context of the ZNET project and other recent developments, what those priorities should be.
5. 3.1.4.2 Develop a Management Plan for Wooldridge Fossicking Area. 2015/16		Draft plan complete. Consideration of a more comprehensive plan will begin in November 2015.
6. 3.2.2.2 Engage and collaborate with the Uralla ZNET project through participation on the Community reference panel.		Ongoing. Currently the Community Reference Group is scoping the best governance structures for the project going forward.
7. 3.3.5.1 Develop grants and projects in partnership with the Uralla ZNET project.		Ongoing: projects are continuously in development and lodged as funding opportunities allow.
8. 3.3.5.2 Develop sound criteria to assess Environmental Management in infrastructure projects.		Ongoing. Active process with engineers and works crews. Use and application of Review of Environmental Factors as part of due diligence and best practice management of certain projects, along with the development of sensitive grading techniques on high conservation value road sides has advanced.
9. 3.2.2.3 Develop appropriate Environmental Management Policy, protocols and procedures.		Ongoing. A number of policies are in development: Urban Tree Management, Clean Air Regulations and Clearing On Boundary Fences with Council Land. These will be presented to the October executive meeting.






### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Bush Regeneration Strategy completed.	Not complete.	Completion.	One plan completed.	Will begin in February 2016.	  
2. Management Plans for the Wooldridge Fossicking Area and Roadside Vegetation Reserves completed.	Not complete	Completion.	Two plans completed.	In process.	
3. Information on the Uralla Shire Council website.	Not complete.	Completion.	All relevant information available on the website.	Ongoing.	
4. Number of grants and projects developed	3 ZNET: Northern Tablelands Local Lands Services (August 2015). ZNET: Northern Tablelands Local Lands Services (September 2015). ZNET: Community services Biodiversity management: Save our Species partnership with Northern Tablelands Local Lands Services (September 2015).	None prescribed.	2 per quarter as funding opportunities allow	No applications have been successful.	




## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Uralla Water Supply

- Goal:** 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure services  
**Strategy:** 3.4.1 Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies.
- Goal:** 3.1 To preserve, protect and renew our beautiful natural environment  
**Strategy:** 3.1.4 Protect and maintain a healthy catchment and waterways.
- Goal:** 3.3 Reuse, recycle and reduce waste  
**Strategy:** 3.3.4 Identifying and implementing water conservation and sustainable water usage practices in Council operations.

ACTIONS & PROGRAMS	STATUS	COMMENTARY
1. 3.4.1.1 Uralla Water supply is provided and maintained in compliance with the Drinking Water Quality Management Plan.		Ongoing compliance
2. 3.4.1.2 Review Councils Service Yield Study and Demand Management Plan.		Yield study adopted. Demand Management Plan being prepared.
3. 3.4.1.3 Complete annual water main replacement program.		Uralla Street completed
4. 3.1.4.3 Review Dam Safety Plan.		Awaiting new guidelines. Visual inspection completed July 2015. No major concerns identified.
5. 3.3.4.1 Inspect Councils water network to minimise water loss		

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Department of Health standards met.	Meet current standards	100%	100%	100%	
2. Main Replacement Program completed.	Replacement completed	100 metres	100 metres	120 metres	
3. Water main breaks	Number of breaks and causes identified.	<2/month	<2/month	2	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE





### Bundarra Water Supply

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





**Strategies:**

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

3.1.4 Protect and maintain a healthy catchment and waterways.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.1.4 Bundarra water supply is provided and maintained in compliance with the Drinking Water Quality Management Plan.		Ongoing compliance
2. 3.4.1.5 Complete annual water main replacement program for Bundarra water.		Need to identify any replacement needed
3. 3.1.4.4 Review Councils Service Yield Study and Demand Management Plan for Bundarra water.		Yield Study adopted. Demand management plan being prepared.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Department of Health standards met.	Meet current standards	100%	100%	100%	
2. Main Replacement Program completed.	Replacement completed	Mains replaced as required	20 metres		
3. Water main breaks	Number of breaks	<1/ month	<1/month	0	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Sewerage Services

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







**Strategy:**

3.1.4 Protect and maintain a healthy catchment and waterways.






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

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 3.4.2.1 Operate the sewer treatment plant in an efficient and effective manner		Ongoing
2. 3.4.2.2 Maintain and renew the sewer infrastructure network in-line with established programs		Sewer main maintenance in progress
3. 3.1.4.5 Undertake environment and health testing of treated effluent.		Meeting current standards

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. EPA Licence conditions met		100%	100%	100%	
2. Number of blockages per km of main		<4/month	<4/month	3	





## **COPORATE & COMMUNITY REPORTS**

**22 February 2016**

**16. Corporate & Community Reports**

**C O R P O R A T E & C O M M U N I T Y R E P O R T S**

# CORPORATE & COMMUNITY REPORTS

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22 February 2016

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# CORPORATE & COMMUNITY REPORTS

22 February 2016



## REPORT TO COUNCIL

<b>Department:</b>	Community and Culture
<b>Submitted by:</b>	Executive Manager Community & Culture
<b>Reference:</b>	1.22.02.01
<b>Subject:</b>	Seasons of New England 2016

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal</b>	1.3 A diverse and creative culture
<b>Strategy:</b>	1.3.2 Work with community and other partners to develop major community events and festivals
<b>Action:</b>	1.3.2.1 Work with Councils consultative panels to encourage events for the Shire

### SUMMARY:

Seasons of New England has written requesting that Uralla Shire Council for in-kind support for the 19 March Season of New England Festival.

### OFFICER'S RECOMMENDATION:

1. That Uralla Shire Council provide in-kind support for the Seasons of New England in the form of:
  - Use of Hampden Park with fees for use waived
  - Provision of 3 council marquees and staff to assist with marquee erection/removal. Seasons to provide support with erection and removal of marquees.
  - Provision of 6 garbage and 2 recycling bins, which will be removed by Council on Monday 20th March
  - Loan of 140m of orange barrier mesh and 40 steel posts to erect the last metres of fencing to secure the licensed area
2. That Season of New England be written to and informed that all future requests for in-kind or other support must be applied for as part of the Community Grants twice yearly funding rounds.

## CORPORATE & COMMUNITY REPORTS

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22 February 2016

### BACKGROUND:

Seasons of New England describes the event as follows :-

"Seasons of New England was established in May 2013 and our vision is to provide a platform for New England based producers and makers, small and large, across a range of handmade products, food and wine - to connect with their customers and potential retailers. We provide that connection in 3 key ways – through our twice yearly Market + Fair Days, through our Dining Experiences (at least twice a year to coincide with our Market + Fair Days), and through our website and social media presence. Our reach is much broader than food and wine, by including a range of high quality hand made products we have a significant point of difference and appeal. By keeping our stallholder fees reasonable and by inviting a diverse range of New England based producers, we also draw a range of stalls that are not seen collected in one place anywhere else in the New England."

### REPORT:

The Seasons of New England event is planned for 19 March 2016. Seasons of New England has written to Council requesting the following support:

- Use of Hampden Park with fees for use waived
- Provision of 3 council marquees and staff to assist with marquee erection/removal. Seasons to provide support with erection and removal of marquees.
- Provision of 6 garbage and 2 recycling bins, which will be removed by Council on Monday 20th March
- Loan of 140m of orange barrier mesh and 40 steel posts to erect the last metres of fencing to secure the licensed area

The following costs are associated with the requests:

#### **Kerbside Collection of waste and recycling bins**

- 8 x \$3.75/lift = \$30 ( includes the cost of waste disposal)
- Any waste delivered by the event organiser to the landfill is charged at \$190/tonne
- Provision of waste bins – no charge assigned to this

#### **Outdoor staff time ( erection of marquee , delivery of bins etc.)**

- 16 hours @ \$40/hr = \$640
- Hire of marquees - no charge assigned
- Cost of Council plant for transport – no cost assigned.

**Hampden Park** – fee of \$50.00 – request for fee to be waived

This request can be supported by the Infrastructure and Regulation Staff

### KEY ISSUES:

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This is Page 3 of the Report referred to in the Minutes of the Ordinary Meeting held on 22 February 2016

## CORPORATE & COMMUNITY REPORTS

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22 February 2016

- Request for event support - the request for event support can be facilitated by Council and should be supported as this is a major event held in Uralla Shire.
- The new Community Grants program provides an avenue for events and community groups to apply for support including in-kind and groups should be encouraged to use this.

### CONCLUSION:

Seasons of New England is an event that boosts the Tourism and economy of Uralla Shire and Council should provide support requested.

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Supporting events in the Shire
2. **Policy and Regulation**  
NA
3. **Financial (LTFP)**  
In-kind costs
4. **Asset Management (AMS)**  
NA
5. **Workforce (WMS)**  
*Staffing support for waste management, and set up*
6. **Legal and Risk Management**  
NA
7. **Performance Measures**  
NA
8. **Project Management**  
NA

Olivia Wood

Executive Manager Community and Culture

Prepared by staff member: Olivia Wood

TRIM Reference:

Approved/Reviewed by Manager: Executive Manager Community & Culture

Department: Community & Culture

Attachments: Nil

# CORPORATE & COMMUNITY REPORTS

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22 February 2016



## REPORT TO COUNCIL

<b>Department:</b>	<b>Organisational Services - Finance</b>
<b>Submitted by:</b>	Simon Paul – Chief Financial Officer
<b>Reference:</b>	1.22.02.02
<b>Subject:</b>	Cash at Bank and Investments

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	<i>Council is operating efficiently and effectively.</i>
<b>Strategy:</b>	<i>To invest surplus funds for the best advantage of Council, within Council's Policies and Local Government Guidelines.</i>
<b>Action:</b>	<i>Invest surplus funds principally in term deposits with a spread of risk.</i>

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### 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 actual Investment Policy.

### OFFICER'S RECOMMENDATION:

**That:**

**Council note the cash position as at 31 December, 2015 consisting of cash and overnight funds of \$1,942,031, term deposits of \$9,000,000 totalling \$10,942,031 of readily convertible funds.**

### BACKGROUND:

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

# CORPORATE & COMMUNITY REPORTS

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22 February 2016

## **REPORT:**

Current Term Deposits of \$9,000,000 spread over the next six months will receive a range of interest from 2.9% to 3.12% with an average rate of 3.02%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 December, 2015.

## **KEY ISSUES:**

The new Everyday Business Account is providing some improvement to the total returns from Council investments. Continual assessment of excess funds has allowed additional funds to be invested at nominal interest rates instead of leaving the funds in non-interest bearing accounts. However, continuing low interest rates will result in loss of investment income compared to prior years with a likely plateau in investment funds by the end of the 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**

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This is Page 6 of the Report referred to in the Minutes of the Ordinary Meeting held on 22 February 2016



## **CORPORATE & COMMUNITY REPORTS**

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**22 February 2016**

N/A

### **8. Project Management**

N/A

Prepared by staff member: Simon Paul

TRIM Reference Number: U15/287

Approved/Reviewed by  
Manager: Chief Financial Officer

Department: Organisational Services - Finance

Attachments:

- A. Council's Investments as 31 December, 2015
- B. Diary of Investment Maturity Dates and Amounts

URALLA SHIRE COUNCIL

URALLA SHIRE COUNCIL  
CASH & INVESTMENTS  
AS AT 31 DECEMBER 2015

Data Block  
Period end date is:  
Month

31-December-2015  
12

All Bank Accounts & Term Deposits have been checked against the General Ledger Balances

Date  
15/01/2016

By who  
L Frazier

Financial Institution	Type	Bank Balance
National Australia Bank	General	270,528.61
National Australia Bank	Everyday Business	1,617,462.42
National Australia Bank	Business Cash Maximiser	0.00
National Australia Bank	Business Investment	278.72
National Australia Bank	Trust	31,286.33
National Australia Bank	Bundarra RTC	22,364.45
		<u>1,942,030.53</u>

GL Account Name	GL Number	Balance per GL	Discrepancy	Error Checking
General Fund	19001.8000.8000	270,528.61	0.00	Report in Balance
Everyday Business	19006.8201.8201	1,617,462.42	0.00	Report in Balance
Business Cash Maximiser	19006.8201.8202	0	0.00	Report in Balance
Business Investment	19006.8000.8000	278.72	0.00	Report in Balance
Trust	19001.8001.8000	31,286.33	0.00	Report in Balance
Bundarra RTC	19005.8004.8000	22,364.45	0.00	Report in Balance
Term Deposits	19010.8200.8200	900,000.00	0.00	Report in Balance

Term Deposits

Financial Institution	Start Date	Maturing	Term	Reference	Amount	Rate	Interest	Days	Total	Annualised Interest	Months to maturity
National Australia Bank	15/07/2015	15/01/2016	6 months	77-247-8231	500,000.00	2.95%	7,435.62	184	507,435.62	14,750.00	1
Westpac Banking Corporation	24/09/2015	24/01/2016	4 months	032807 - 333887	1,000,000.00	3.10%	10,361.64	122	1,010,361.64	31,000.00	1
Westpac Banking Corporation	17/08/2015	17/02/2016	6 months	032807 - 333721	1,300,000.00	3.00%	16,347.95	153	1,316,347.95	39,000.00	2
National Australia Bank	19/08/2015	19/02/2016	6 months	77-378-4126	800,000.00	2.95%	11,896.99	184	811,896.99	23,600.00	2
Westpac Banking Corporation	24/11/2015	24/02/2016	3 months	032807 - 335719	2,400,000.00	3.00%	18,147.95	92	2,418,147.95	72,000.00	2
National Australia Bank	29/08/2015	29/02/2016	6 months	94-378-8138	500,000.00	2.90%	7,309.59	184	507,309.59	14,500.00	2
Westpac Banking Corporation	24/09/2015	24/03/2016	6 months	032807 - 333885	1,000,000.00	3.10%	15,457.53	182	1,015,457.53	31,000.00	3
ANZ	1/01/2016	31/03/2016	3 months	8749-34485	500,000.00	2.95%	3,673.97	90	503,673.97	14,900.00	3
Westpac Banking Corporation	24/12/2015	24/04/2016	4 months	032807 - 333878	1,000,000.00	3.12%	10,428.49	122	1,010,428.49	31,200.00	4
					<u>9,000,000.00</u>		<u>101,059.73</u>		<u>9,101,059.73</u>	<u>271,950.00</u>	
								146			

Institution Name

National Australia Bank  
Community Mutual  
Newcastle Permanent  
Westpac Banking Corporation  
ANZ

Current month  
1 month  
2 months  
3 months  
4 months  
5 months  
6 months & over

1,500,000.00
5,000,000.00
1,500,000.00
1,000,000.00
0.00
0.00
<u>9,000,000.00</u>

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**Uralla Shire Council**  
**Investments at 31 December, 2015**

**Cash at Bank – Operating Accounts:**

<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>
National Australia Bank	Main Account	\$270,628.61
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$22,364.45
<b>Total</b>		<b>\$324,289.39</b>

**Business Investment (Cash Management) Account**

<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>
National Australia Bank	0.10%	\$278.72
Everyday Business	2.00%	\$1,617,462.42
Business Cash Maximiser	1.50%	\$0.00
<b>Total</b>		<b>\$1,617,741.14</b>

**Term Deposits:**

<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
National Australia Bank	2.95%	15/01/2016	\$500,000.00
Westpac Banking Corporation	3.10%	24/01/2016	\$1,000,000.00
Westpac Banking Corporation	3.00%	17/02/2016	\$1,300,000.00
National Australia Bank	2.95%	19/02/2016	\$800,000.00
Westpac Banking Corporation	3.00%	24/02/2016	\$2,400,000.00
National Australia Bank	2.90%	29/02/2016	\$500,000.00
Westpac Banking Corporation	3.10%	24/03/2016	\$1,000,000.00
ANZ	2.98%	31/03/2016	\$500,000.00
Westpac Banking Corporation	3.12%	24/04/2016	\$1,000,000.00
<b>Total</b>			<b>\$9,000,000.00</b>

**Financial Instruments through Lehman Brothers Australia:**

<b>Structured Credit</b>	<b>Maturity Date</b>	<b>Face Value at Acquisition</b>	<b>Current Book Value at 30 June 2015</b>
Parkes 1A AAA	Jun-15	\$250,000.00	\$0.00
<b>Total</b>		<b>\$250,000.00</b>	<b>\$0.00</b>

## CORPORATE & COMMUNITY REPORTS

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22 February 2016



### REPORT TO COUNCIL

<b>Department:</b>	<b>Organisational Services - Finance</b>
<b>Submitted by:</b>	Simon Paul – Chief Financial Officer
<b>Reference:</b>	1.22.02.03
<b>Subject:</b>	Cash at Bank and Investments

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	<i>Council is operating efficiently and effectively. To invest surplus funds for the best advantage of Council, within Council's Policies and Local</i>
<b>Strategy:</b>	<i>Government Guidelines.</i>
<b>Action:</b>	<i>Invest surplus funds principally in term deposits with a spread of risk.</i>

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#### 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 actual Investment Policy.

#### OFFICER'S RECOMMENDATION:

**That:**

Council note the cash position as at 31 January, 2016 consisting of cash and overnight funds of \$2,665,657, term deposits of \$9,000,000 totalling \$11,665,657 of readily convertible funds.

#### BACKGROUND:

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

## CORPORATE & COMMUNITY REPORTS

---

22 February 2016

### REPORT:

Current Term Deposits of \$9,000,000 spread over the next six months will receive a range of interest from 2.9% to 3.12% with an average rate of 3.01%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 January, 2016.

### KEY ISSUES:

The new Everyday Business Account is providing some improvement to the total returns from Council investments. Continual assessment of excess funds has allowed additional funds to be invested at nominal interest rates instead of leaving the funds in non-interest bearing accounts. However, continuing low interest rates will result in loss of investment income compared to prior years with a likely plateau in investment funds by the end of the 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

## **CORPORATE & COMMUNITY REPORTS**

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**22 February 2016**

N/A

### **8. Project Management**

N/A

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U15/287
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services Finance
Attachments:	C. Council's Investments as 31 January, 2016 D. Diary of Investment Maturity Dates and Amounts

URALLA SHIRE COUNCIL

URALLA SHIRE COUNCIL  
CASH & INVESTMENTS  
AS AT 31 JANUARY 2016

Data Block

Period end date is:  
Month

31-January-2016

All Bank Accounts & Term Deposits have been checked against the General Ledger Balances

Date  
5/02/2016

By who  
L Frazier

Bank Accounts

Financial Institution	Type	Bank Balance
National Australia Bank	General	1,278,416.30
National Australia Bank	Everyday Business	1,333,321.40
National Australia Bank	Business Cash Maximiser	0.00
National Australia Bank	Business Investment	258.72
National Australia Bank	Trust	31,296.33
National Australia Bank	Bundarra RTC	22,364.45
		<u>2,665,657.20</u>

GL Account Name	GL Number	Discrepancy	Error Checking
General Fund	19001.8000.8000	1278416.3	0.00 Report in Balance
Everyday Business	19006.8201.8201	1333321.4	0.00 Report in Balance
Business Cash Maximiser	19008.8201.8202	0	0.00 Report in Balance
Business Investment	19008.8000.8000	258.72	0.00 Report in Balance
Trust	19001.8001.8000	31,296.33	0.00 Report in Balance
Bundarra RTC	19005.8004.8000	22,364.45	0.00 Report in Balance
Term Deposits	19010.8200.8200	9000000	0.00 Report in Balance

Term Deposits

Financial Institution	Start Date	Maturing	Term	Reference	Amount	Rate	Interest	Days	Total	Annualised Interest	Months to maturity
Westpac Banking Corporation	17/09/2015	17/02/2016	5 months	032607-333721	1,300,000.00	3.00%	16,347.95	153	1,316,347.95	38,000.00	1
National Australia Bank	19/08/2015	19/02/2016	6 months	77-378-4126	800,000.00	2.85%	11,896.99	184	811,896.99	23,600.00	1
Westpac Banking Corporation	24/11/2015	24/02/2016	3 months	032607 - 335719	2,400,000.00	3.00%	18,147.95	92	2,418,147.95	72,000.00	1
National Australia Bank	29/08/2015	29/02/2016	5 months	94-376-8138	500,000.00	2.80%	7,309.59	184	507,309.59	14,500.00	1
Westpac Banking Corporation	24/09/2015	24/03/2016	5 months	032607 - 333895	1,000,000.00	3.10%	15,457.53	182	1,015,457.53	31,000.00	2
ANZ	1/01/2016	31/03/2016	3 months	9749-34485	500,000.00	2.98%	3,673.97	90	503,673.97	14,900.00	2
National Australia Bank	15/01/2016	14/04/2016	3 months	77-247-8231	500,000.00	3.03%	3,735.82	90	503,735.82	15,150.00	3
Westpac Banking Corporation	24/12/2015	24/04/2016	3 months	032607 - 333879	1,000,000.00	3.12%	10,428.49	122	1,010,428.49	31,200.00	3
National Australia Bank	29/01/2016	29/05/2016	4 months	34-766-2144	1,000,000.00	2.99%	9,912.05	121	1,009,912.05	29,900.00	4
					<u>9,000,000.00</u>		<u>96,910.14</u>		<u>9,096,910.14</u>	<u>271,250.00</u>	
								135			

Institution Name

National Australia Bank  
Community Mutual  
Newcastle Permanent  
Westpac Banking Corporation  
ANZ

Current month  
1 month  
2 months  
3 months  
4 months  
5 months  
6 months & over

5,000,000.00
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<u>9,000,000.00</u>

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**Uralla Shire Council**  
**Investments at 31 January, 2016**

**Cash at Bank – Operating Accounts:**

<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>
National Australia Bank	Main Account	\$1,278,416.30
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$22,364.45
<b>Total</b>		<b>\$1,332,077.08</b>

**Business Investment (Cash Management) Account**

<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>
National Australia Bank	0.10%	\$258.72
Everyday Business	2.00%	\$1,333,321.40
Business Cash Maximiser	1.50%	\$0.00
<b>Total</b>		<b>\$1,333,580.12</b>

**Term Deposits:**

<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
Westpac Banking Corporation	3.00%	17/02/2016	\$1,300,000.00
National Australia Bank	2.95%	19/02/2016	\$800,000.00
Westpac Banking Corporation	3.00%	24/02/2016	\$2,400,000.00
National Australia Bank	2.90%	29/02/2016	\$500,000.00
Westpac Banking Corporation	3.10%	24/03/2016	\$1,000,000.00
ANZ	2.98%	31/03/2016	\$500,000.00
National Australia Bank	3.03%	14/04/2016	\$500,000.00
Westpac Banking Corporation	3.12%	24/04/2016	\$1,000,000.00
National Australia Bank	2.99%	29/05/2016	\$1,000,000.00
<b>Total</b>			<b>\$9,000,000.00</b>

**Financial Instruments through Lehman Brothers Australia:**

<b>Structured Credit</b>	<b>Maturity Date</b>	<b>Face Value at Acquisition</b>	<b>Current Book Value at 30 June 2015</b>
Parkes 1A AAA	Jun-15	\$250,000.00	\$0.00
<b>Total</b>		<b>\$250,000.00</b>	<b>\$0.00</b>

# CORPORATE & COMMUNITY REPORTS

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22 February 2016



## REPORT TO COUNCIL

<b>Department:</b>	Organisational Services - Finance
<b>Submitted by:</b>	Chief Financial Officer
<b>Reference:</b>	1.22.02.04
<b>Subject:</b>	Sale of Land for Recoupment of Outstanding Rates

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### 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:** 4.2.2.12 Undertake debt recovery action for outstanding accounts

---

### SUMMARY:

*Under Part 5 Section 715 of the Local Government Act, Council proposes to offer for sale properties which have outstanding rates, charges and interest for over five years.*

### OFFICER'S RECOMMENDATION:

**That:**

***Council put to auction nine assessments (as tabled), totalling \$76,576.80 in unpaid rates, charges and interest which are now at the stage of processing recovery by sale of the property.***

### BACKGROUND:

*The last sale of land for unpaid rates held by Council was in August 2012.*

### REPORT:

*The nine assessments (as tabled), all have outstanding rates, charges and interest for periods greater than five years. Under Part 5 Section 715 of the Local Government Act, Council plans to offer these assessments for sale by public auction in June 2016.*

## CORPORATE & COMMUNITY REPORTS

---

22 February 2016

### CONCLUSION:

*Under Part 5 Section 715 of the Local Government Act, Council is planning to recoup outstanding rates on nine assessments, totalling \$76,576.80.*

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Notice in Government Gazette, local newspaper and Council Newsletter.
2. **Policy and Regulation**  
Part 5 Section 715 of the Local Government Act.
3. **Financial (LTFP)**  
Recoup \$76,576.80 in unpaid rates.
4. **Asset Management (AMS)**  
Nil
5. **Workforce (WMS)**  
Nil
6. **Legal and Risk Management**  
There is some risk that costs may be incurred that will not be recouped because the sale fails to find a buyer.  
All legal work will be carried out by legal firms engaged by Council.
7. **Performance Measures**  
Nil
8. **Project Management**  
Nil

**Simon Paul**  
**Chief Financial Officer**

Prepared by staff member:	Debbie Rhodes
TRIM Reference Number:	
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Finance
Document to be tabled:	Summary of Assessments to be sold.



## **ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS**

**22 February 2016**

### **17. Environment, Development & Infrastructure Reports**

# REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

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22 February 2016

<b>Infrastructure &amp; Regulation</b>	<b>2</b>
2.22.02.01	2
Development Approvals and Refusals for December 2015	2
Attachments:	7
Nil	7
<b>Infrastructure &amp; Regulation</b>	<b>8</b>
2.22.02.02	8
Development Approvals and Refusals for January 2016	8
Attachments:	12
Nil	12
<b>Infrastructure &amp; Regulation</b>	<b>13</b>
2.22.02.03	13
Works Progress Report to 31 January 2016	13
Attachments:	15
Nil	15
<b>Infrastructure &amp; Regulation</b>	<b>16</b>
2.22.02.04	16
Works Planning Report February 2016	16
Attachments:	18
Nil	18
<b>Infrastructure &amp; Regulation</b>	<b>19</b>
2.22.02.05	19
Regulatory Statistics Ending 31 December 2015	19
Attachments:	34
Nil	34
<b>Infrastructure &amp; Regulation</b>	<b>35</b>
2.22.02.06	35
Roads to Recovery Funding Priorities	35
<b>Infrastructure and Regulation</b>	<b>39</b>
2.22.02.07	39
NSW Container Deposit Scheme	39
Attachments:	42
Nil	42

# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

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## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	<b>Interim Director of Infrastructure &amp; Regulation</b>
<b>Reference:</b>	<b>2.22.02.01</b>
<b>Subject:</b>	<b>Development Approvals and Refusals for December 2015</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1 An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
<b>Action:</b>	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 December 2015 for the entire local government area. A listing of development applications outstanding with a status as at the end of December 2015 has also been provided.

For information purposes a summary of the development values is provided from January 2006 until the end of December 2015. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2000 until the end of December 2015 is provided.

The number of applications lapsing in June 2016 is also listed for information purposes.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the development approvals and refusals for December 2015.**



## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

### REPORT:

#### Development Applications

#### Approvals:

Development Application Number	Applicant	Property	Development
DA-69-2010-3	New England Surveying & Engineering	33 Queen Street, Uralla	Stage 1 Boundary Adjustment Subdivision Stage 2 5 Lot Residential Subdivision Modification
DA-69-2014-3	Boresch Project Services	28 Stringybark Ridge Road, Invergowrie	3 Lot Subdivision Minor Modification
DA-71-2014-3	Mr G Swilks	1921 Thunderbolts Way, Yarrowyck	Proposed Blast Attenuation Enclosure to be Constructed at Blast Site for Approved Explosive Depth Hardening Process – Modification
DA-46-2015-2	Mr P & Mrs C Crago	4 Muirhead Street, Uralla	Part Demolish & Additions to Dwelling Modification
DA-8-2015-2	Mr J Peirce	9 Depot Road, Uralla	Enclose Carport
DA-57-2015	Mr & Mrs Taylor	50 Budumba Road, Invergowrie	2 Lot Subdivision
DA-70-2015	New England Surveying & Engineering	16A King Street & 30 Bridge Street, Uralla	Boundary Adjustment
DA-71-2015	Mr D & Mrs A Shirlaw	68 Marble Hill Road, Saumarez Ponds	Carport Conversion to Secondary Dwelling
DA-72-2015	Mr R Anderson	6 Thunderbolts Way, Uralla	Dwelling and Garage
DA-74-2015	New England Surveying & Engineering	18 McCrossin Street, Uralla	2 Lot Strata Subdivision of Dual Occupancy
DA-75-2015	Mr E & Mrs K Steadman	14 Torryburn Road, Yarrowyck	Carport & Covered Patio Area
Monthly Estimated Value of Approvals: \$513,670.00			

**Refusals:** Nil

**DAs Withdrawn:** DA-73-2015

#### Comparison to December 2014:

December 2014:	\$1,487,731.00	December 2015:	\$513,670.00
Year to date:	\$5,657,844.00	Year to date:	\$6,980,198.00
(Calendar Year)		(Calendar Year)	

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

### Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-69-2015	Mr C & Mrs S Ritchie	41 Rock Abbey Road, Uralla	2 Lot Subdivision	Awaiting RFS
DA-66-2015	Mr M & Mrs A Harrison	68 Quartz Gully Road, Uralla	Dwelling and Garage	Awaiting Applicant
DA-76-2015	Uralla Bowling & Recreation Club	52 Hill Street, Uralla	Signage	Under Assessment
				Total: 3

### Construction Certificates

#### Approved:

Application Number	Applicant	Property	Construction
CC-46-2015-2	Mr P & Mrs C Crago	4 Muirhead Street, Uralla	Part Demolish & Additions to Dwelling Modification
CC-75-2015	Mr E & Mrs K Steadman	14 Torryburn Road, Yarrowyck	Carport & Covered Patio Area
Monthly Estimated Value of Approvals: \$75,000.00			

**Refused: Nil**

#### Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-48-2014	Yartand Pty Ltd	1 Faulkner Street, Uralla	Verandah and Piers for Manufactured Home & Carport
CC-58-2015	Rosbuild Constructions	7B Salisbury Street, Uralla	Dual Occupancy – 2 Units
CC-65-2015	New England North West Planning Services	23B John Street, Uralla	Additions to Childcare Centre
Monthly Estimated Value of Approvals: \$486,000.00			

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

### Complying Development Applications

**Approvals:** Nil

**Refusals:** Nil

**Withdrawal:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Development
CDC-27-2015	Mr P & Mrs C Oxley	61 Maitland Street, Uralla	Bathroom Addition
CDC-28-2015	Mr D Gooch	26 Macleay Way, Saumarez Ponds	Carport & Cabana
CDC-29-2015	Mr D Broadbent & Ms A Kelly	36 Panhandle Road, Uralla	Additions – Rear Outdoor Area
Monthly Estimated Value of Approvals: \$65,000.00			

### Comparison to December 2014:

December 2014: \$227,000.00  
Year to date: \$2,103,844.00  
(Calendar Year)

December 2015: \$65,000.00  
Year to date: \$2,156,867.00  
(Calendar Year)

### Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2006	6,310,059	42,349	6,310,059	-
2007	7,211,361	44,515	7,211,361	-
2008	9,155,533	*50,030	7,393,239	1,762,294
2009	9,290,046	*72,016	5,749,162	3,540,884
2010	10,586,972	*86,073	5,958,887	4,628,085
2011	6,584,483	*53,101	3,449,607	3,134,876
2012	11,390,780	*102,620	6,158,718	5,232,062
2013	9,259,318	*91,676	4,678,720	4,580,598
2014	8,246,689	*70,485	5,657,845	2,588,844
2015	9,137,065	**115,659	6,980,198	2,156,867

\* Average Development Value adjusted back to 2008 as total number of developments on spreadsheet were out of alignment, including details of incorrect year.

\*\* Average Development Value for 2015 adjusted as total number of developments were not included for last six months

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

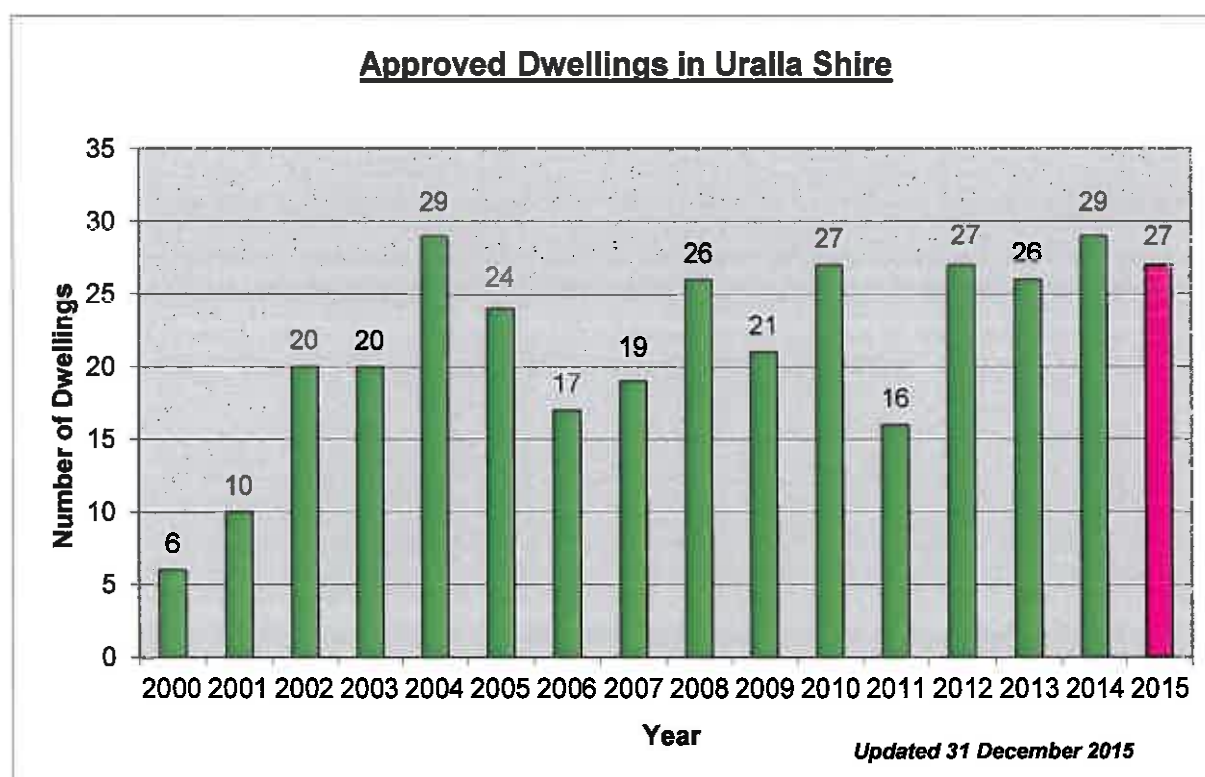
### Financial Year Development Values

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	4,774,327	81,799	4,129,260	615,067

2015-2016 to date

### Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during June 2016. In June 2011 nine (9) applications were approved, with zero (0) applications identified as possibly not commencing as at the end of December 2015.



#### KEY ISSUES:

- *Development Applications approved by Council for December 2015 – 11*

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

- *Development Applications refused by Council for December 2015 – 0*
- *Development Applications withdrawn by Applicant for December 2015 – 1*
- *Outstanding Development Applications as at 31 December 2015 – 3*
- *Construction Certificates approved by Council for December 2015 – 2*
- *Construction Certificates refused by Council for December 2015 – 0*
- *Construction Certificates issued by private certification for December 2015 – 3*
- *Complying Development Applications approved by Council for December 2015 – 0*
- *Complying Development Applications refused by Council for December 2015 – 0*
- *Complying Development Applications issued by private certification – 3*
- *Total Development Value for 2015 as at 31 December 2015 – \$9,137,065*
- *Average Development Value for 2015 as at 31 December 2015 – \$85,393*
- *Development Application Value for 2015 as at 31 December 2015 – \$6,980,198*
- *Complying Development Application Value for 2015 as at 31 December 2015 – \$2,156,867*
- *Applications lapsing in April 2016 that may not have commenced – 0*
- *Approved dwellings as at 31 December 2015 – 27*

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
The Development Approvals and Refusals for December will be placed in the next available newsletter and uploaded to the Uralla Shire Council website.
2. **Policy and Regulation**  
*Environmental Planning & Assessment Act, 1979.*  
*Environmental Planning & Assessment Regulations, 2000.*
3. **Financial (LTFP)**  
Nil
4. **Asset Management (AMS)**  
Nil
5. **Workforce (WMS)**  
Nil
6. **Legal and Risk Management**  
Nil
7. **Performance Measures**  
Nil
8. **Project Management**  
Nil

Owen Johns  
Interim Director Infrastructure and Regulation

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

# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Interim Director of Infrastructure & Regulation
<b>Reference:</b>	2.22.02.02
<b>Subject:</b>	Development Approvals and Refusals for January 2016

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1 An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
<b>Action:</b>	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 January 2016 for the entire local government area. A listing of development applications outstanding with a status as at the end of January 2016 has also been provided.

For information purposes a summary of the development values is provided from January 2006 until the end of January 2016. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2000 until the end of January 2016 is provided.

The number of applications lapsing in July 2016 is also listed for information purposes.

### OFFICER'S RECOMMENDATION:

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



## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

### REPORT:

#### Development Applications

##### Approvals:

Development Application Number	Applicant	Property	Development
DA-56-2015-2	Mr L Sim & Mrs H Moore	31 John Street, Uralla	2 Lot Subdivision Modification
DA-69-2015	Mr C & Mrs S Ritchie	41 Rock Abbey Road, Uralla	2 Lot Subdivision
DA-76-2015	Uralla Bowling & Recreation Club	52 Hill Street, Uralla	External Signage
DA-2-2016	Uralla Pharmacy	72-74 Bridge Street Uralla	Signage Replacement
Monthly Estimated Value of Approvals: \$14,664.00			

**Refusals:** Nil

**DAs Withdrawn:** DA-73-2015

##### Comparison to January 2015:

January 2015:	\$751,000.00	January 2016:	\$14,664.00
Year to date:	\$751,000.00	Year to date:	\$14,664.00
(Calendar Year)		(Calendar Year)	

#### Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-66-2015	Mr M & Mrs A Harrison	68 Quartz Gully Road, Uralla	Dwelling and Garage	Awaiting Applicant
DA-1-2016	Uralla Shire Council	106 Bridge Street, Uralla	Relocation of Visitor Information Centre	Under Assessment
DA-3-2016	New England North West Planning Services	14 Salisbury Street, Uralla	Stage 1 – 3 Units Multi-Dwelling Housing, Stage 2 – Strata	Under Notification
				Total: 3

#### Construction Certificates

**Approved:** Nil

**Refused:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Construction
CC-72-2015	Mr R & Mrs W Anderson	6 Thunderbolts Way, Uralla	Dwelling & Garage
Monthly Estimated Value of Approvals: \$439,000.00			

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

### Complying Development Applications

#### Approvals:

Application Number	Applicant	Property	Development
CDC-1-2016	Mr & Mrs Morris	14 Bowline Street, Bundarra	New Carport & Garage
Monthly Estimated Value of Approvals: \$10,500.00			

**Refusals:** Nil

**Withdrawal:** Nil

**Issued by Private Certifier:** Nil

#### Comparison to January 2015:

January 2015:	\$844,000.00	January 2016:	\$10,500.00
Year to date:	\$844,000.00	Year to date:	\$10,500.00
(Calendar Year)		(Calendar Year)	

### Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2006	6,310,059	42,349	6,310,059	-
2007	7,211,361	44,515	7,211,361	-
2008	9,155,533	50,030	7,393,239	1,762,294
2009	9,290,046	72,016	5,749,162	3,540,884
2010	10,586,972	86,073	5,958,887	4,628,085
2011	6,584,483	53,101	3,449,607	3,134,876
2012	11,390,780	102,620	6,158,718	5,232,062
2013	9,259,318	91,676	4,678,720	4,580,598
2014	8,246,689	61,542	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	25,164	6,291	14,664	10,500

2016 to date

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

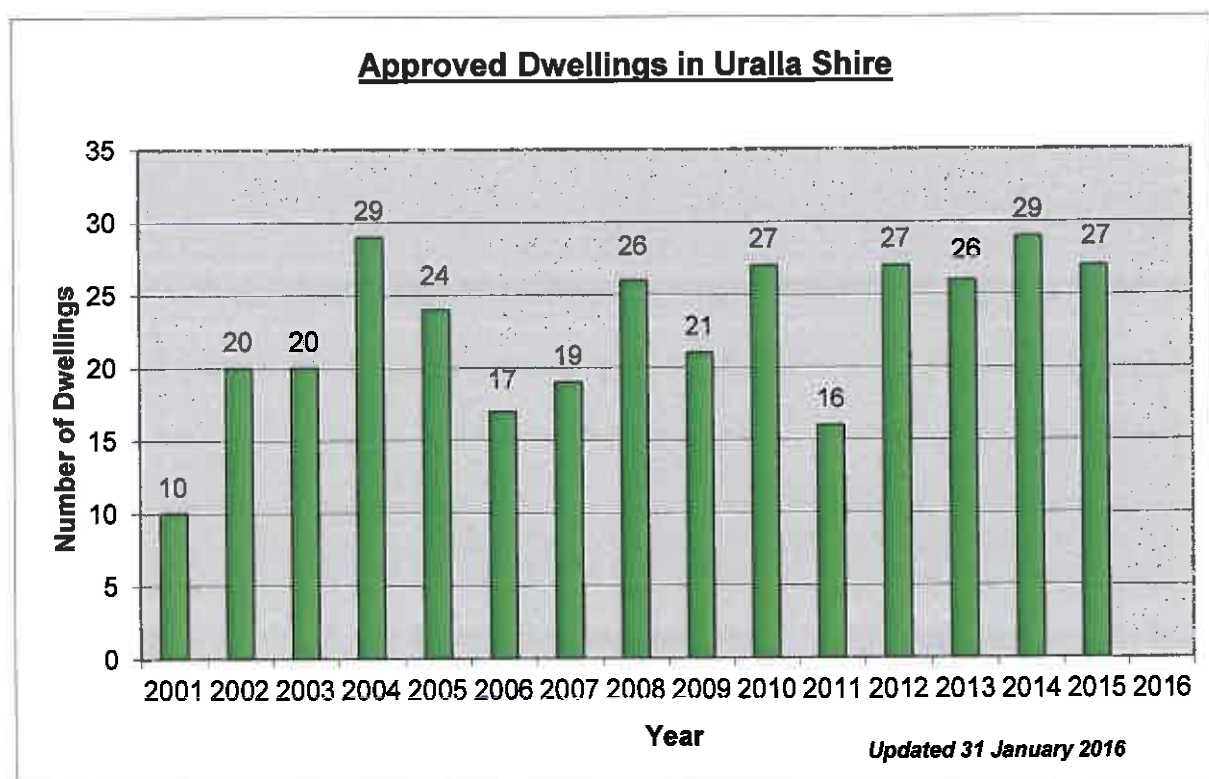
### Financial Year Development Values

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	4,769,491	82,233	4,143,924	625,567

2015-2016 to date

### Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during July 2016. In July 2011 five (5) applications were approved, with zero (0) applications identified as possibly not commencing as at the end of January 2016.



# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

## KEY ISSUES:

- *Development Applications approved by Council for January 2015 – 4*
- *Development Applications refused by Council for January 2015 – 0*
- *Development Applications withdrawn by Applicant for January 2015 – 0*
- *Outstanding Development Applications as at 31 January 2015 – 3*
- *Construction Certificates approved by Council for January 2015 – 0*
- *Construction Certificates refused by Council for January 2015 – 0*
- *Construction Certificates issued by private certification for January 2015 – 1*
- *Complying Development Applications approved by Council for January 2015 – 1*
- *Complying Development Applications refused by Council for January 2015 – 0*
- *Complying Development Applications issued by private certification – 0*
- *Total Development Value for 2015 as at 31 January 2015 – \$25,164*
- *Average Development Value for 2015 as at 31 January 2015 – \$6,291*
- *Development Application Value for 2015 as at 31 January 2015 – \$14,664*
- *Complying Development Application Value for 2015 as at 31 January 2015 – \$10,500*
- *Applications lapsing in April 2016 that may not have commenced – 0*
- *Approved dwellings as at 31 January 2015 – 0*

## COUNCIL IMPLICATIONS:

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

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

### 2. Policy and Regulation

*Environmental Planning & Assessment Act, 1979.*

*Environmental Planning & Assessment Regulations, 2000.*

### 3. Financial (LTFP)

Nil

### 4. Asset Management (AMS)

Nil

### 5. Workforce (WMS)

Nil

### 6. Legal and Risk Management

Nil

### 7. Performance Measures

Nil

### 8. Project Management

Nil

Owen Johns  
Interim Director Infrastructure and Regulation

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

# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS



## REPORT TO COUNCIL

<b>Department:</b>	Infrastructure & Regulation
<b>Submitted by:</b>	Interim Director Infrastructure & Regulation
<b>Reference:</b>	2.22.02.03
<b>Subject:</b>	Works Progress Report to 31 January 2016

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during December 2015 and January 2016.

### BACKGROUND:

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

### REPORT:

<b>1. Main Road Maintenance</b>	
MR73 Thunderbolts Way North and South	Patching, Heavy Shoulder Mowing
MR124 Bundarra Road	Patching, Heavy Shoulder Mowing
MR132 Barraba Road	Patching, Guide posts, Maintenance

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

- |  |  |
|--|--|
| <b>2. Sealed Roads Maintenance</b>       |  |
| Uralla Streets                           | Patching   |
| Bundarra Town Area                       | Patching   |
| Invergowrie Area                         | Patching, Shoulder Mowing  |
| Kentucky/Wollun Area                     | Patching, Shoulder Mowing  |
| Sealed Rural Roads                       | Patching, Shoulder Mowing  |
| <br><b>3. Unsealed Roads Maintenance</b> |  |
| <b>Grading</b>                           |  |
| Old Kingstown Road                       | Re-gravelled 5.1km   |
| Old Kingstown Road                       | Grading  |
| Yarrowyck Crossing Road                  | Graded   |
| Reids Road                               | Graded   |
| Blue Mountains Road                      | Graded   |
| Lana Road                                | Graded   |
| Hillview Road                            | Graded   |
| Gills Road                               | Graded   |
| Karingal Road                            | Graded   |
| Gostwyck War Service Road                | Graded   |
| Gostwyck Road                            | Commence Re-gravelling   |
| Waterworks Road                          | Graded   |
| Green Gully Road                         | Graded   |
| Race Course Lagoon Road                  | Graded   |
| Barraba Road MR132                       | Graded   |
| <br><b>4. Construction Crew</b>          |  |
| MR73 Thunderbolts Way                    | Abington Creek Bridge. Contractor continuing bridge construction |
| Bergen Road                              | Continue reconstruction 3.1km to 5.1km                           |
| <br><b>5. Bridge / Sign Crew</b>         |  |
| Glenburnie Road                          | Install pipes  |
| Walcha Council                           | Timber bridge maintenance  |
| <br><b>6. Town Area</b>                  |  |
| Uralla                                   | General maintenance  |

### COUNCIL IMPLICATIONS:

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

## **ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS**

**5. Workforce (WMS)**

Council staff and contractors

**6. Legal and Risk Management**

Maintaining Council assets to minimise legal and risk exposure.

**7. Performance Measures**

Works completed to appropriate standards

**8. Project Management**

Manager Infrastructure and Works and Overseer

Owen Johns

Interim Director Infrastructure and Regulation

Prepared by staff member:

Manager Infrastructure & Works

Approved/Reviewed by Manager:

Interim Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil



# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS



## REPORT TO COUNCIL

<b>Department:</b>	Infrastructure & Regulation
<b>Submitted by:</b>	Interim Director Infrastructure & Regulation
<b>Reference:</b>	2.22.02.04
<b>Subject:</b>	Works Planning Report February 2016

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained
<b>Strategy:</b>	2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation
<b>Action:</b>	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 following works are proposed to be carried out or continued in the next month.

### OFFICER'S RECOMMENDATION:

That the report be received and noted for the works planned for February 2016.

### BACKGROUND:

Council is informed of the planned maintenance and construction works within the Shire.

### REPORT:

- 1. Main Road Maintenance**
  - Bitumen patching
  - Guide posting
  - Sign maintenance
  - Heavy patching
  - Shoulder mowing

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

- |   |  |
|---|--|
| <b>2. Sealed Roads Maintenance</b><br>Bitumen patching<br>Guide posting<br>Terrible Vale Road shoulder grading<br>Shoulder mowing |  |
| <b>3. Unsealed Roads Maintenance</b><br>Gostwyck Area<br>Kingstown Area<br>Retreat Road   | Grade and gravel resheeting sections<br>Grade<br>Grade                                 |
| <b>4. Bridge/Sign Crew</b><br>Bridge Street<br>King Street<br>Woodlands Road  | Footpath maintenance<br>Shared path Maitland Street to Railway<br>Install pipe culvert |
| <b>5. Construction</b><br>Bergen Road   | Continue reconstruction 3.1km to 5.1km   |
| <b>6. Town Works</b><br>Routine maintenance   |  |

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Nil
2. **Policy and Regulation**  
Nil
3. **Financial (LTFFP)**  
In accordance with budget
4. **Asset Management (AMS)**  
In accordance with asset management plan
5. **Workforce (WMS)**  
Council staff and contractors
6. **Legal and Risk Management**  
Maintaining Council assets to minimise legal and risk exposure.
7. **Performance Measures**  
Works completed to appropriate standards
8. **Project Management**  
Manager Infrastructure and Works and Overseer

## **ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS**

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

# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS



## REPORT TO COUNCIL

<b>Department:</b>	Infrastructure & Regulation
<b>Submitted by:</b>	Acting Director Infrastructure & Regulation
<b>Reference:</b>	2.22.02.05
<b>Subject:</b>	Regulatory Statistics Ending 31 December 2015

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1 An attractive environment for business, tourism and industry.
<b>Strategy:</b>	2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial and residential development.
<b>Action:</b>	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:

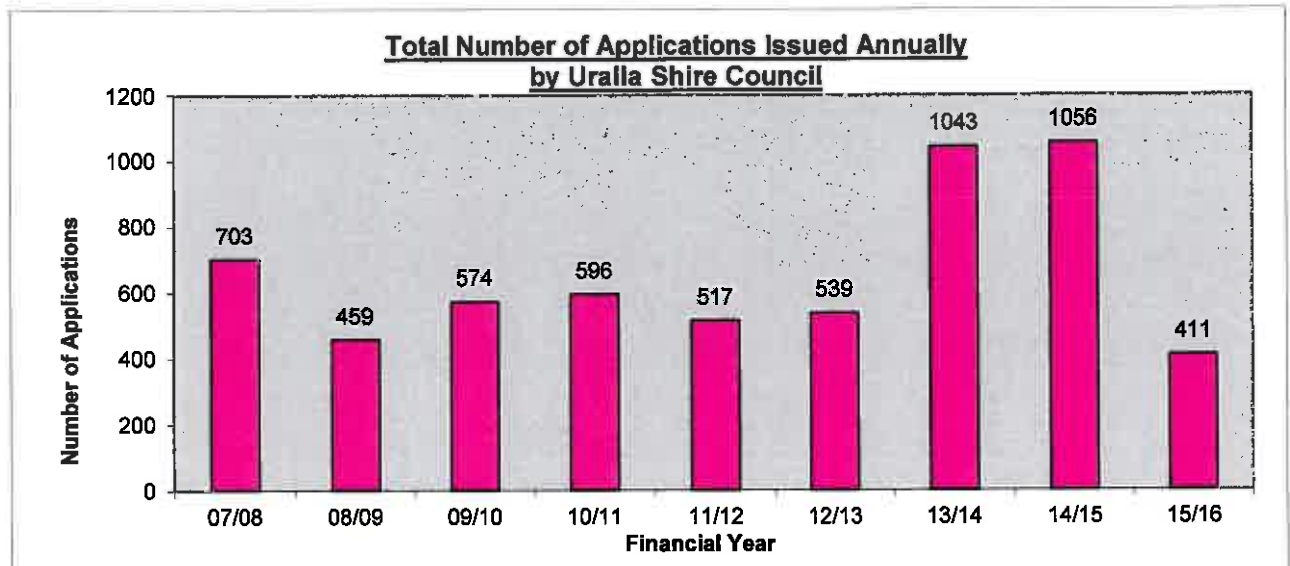
The following contains the Statistical Reporting on the Processed Regulatory Applications for Uralla Shire Council ending 31 December 2015. It also gives a six-monthly check on the financial year figures.

### OFFICER'S RECOMMENDATION:

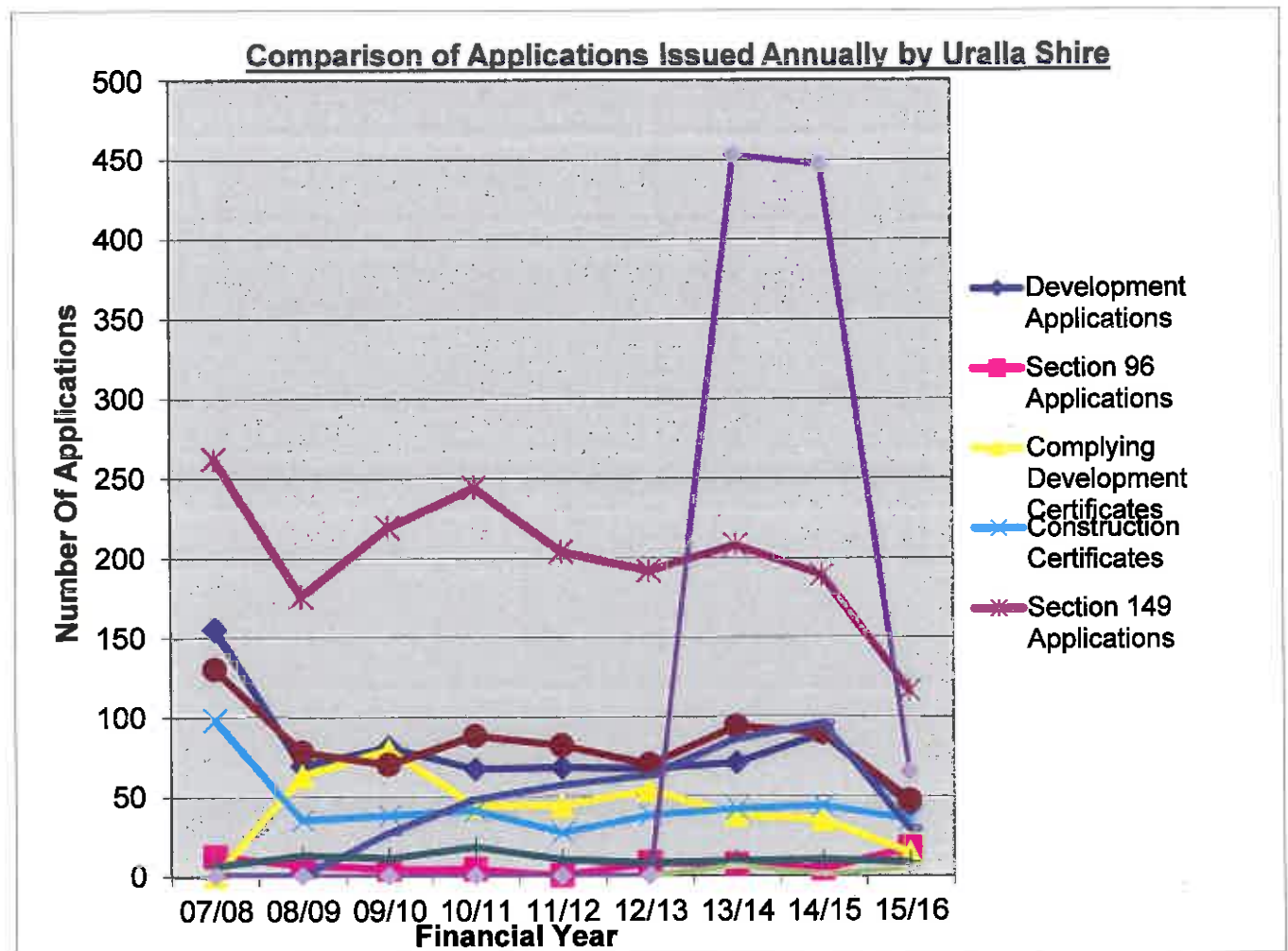
That the Regulatory Function Statistics ending 31 December 2015 be received and noted.

# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

## REPORT:



Please note current year shows only 6 months records.



### Uralla Shire Total Development Value

Note: Total Development Value includes Complying Development

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

### Calendar Year Totals

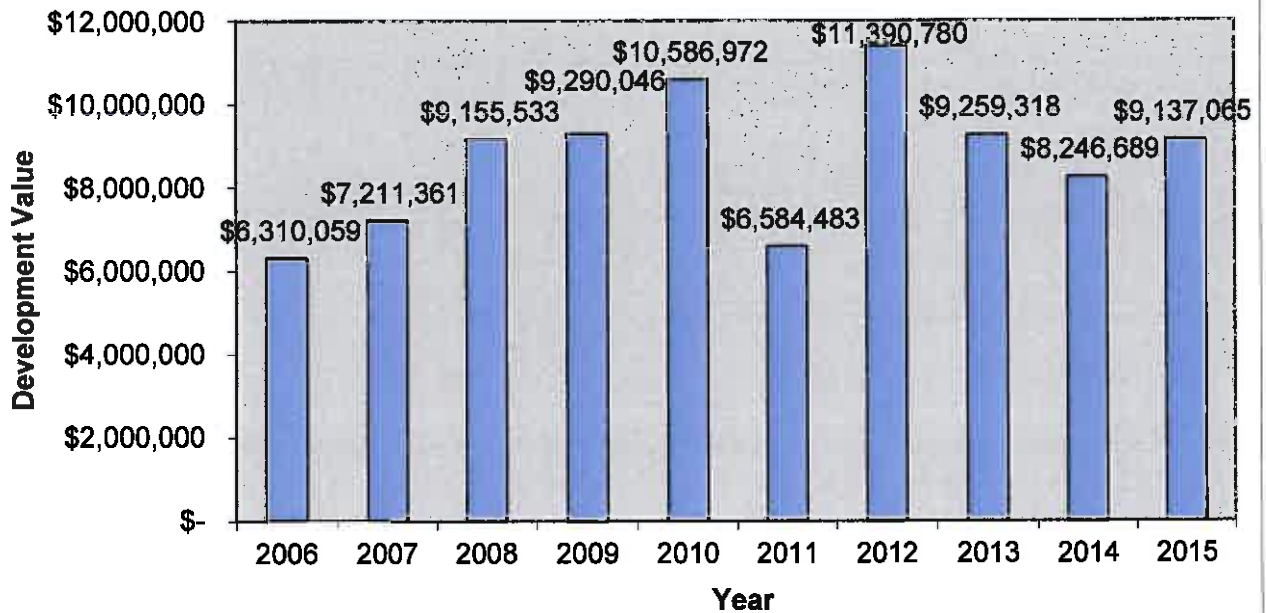
	<b>Total Development Value</b>	<b>Average Development Value</b>	<b>Development Application Value</b>	<b>Complying Development Value</b>
<b>2006</b>	\$ 6,310,059	\$ 42,349	\$ 6,310,059	\$ -
<b>2007</b>	\$ 7,211,361	\$ 44,515	\$ 7,211,361	\$ -
<b>2008</b>	\$ 9,155,533	\$ 50,030	\$ 7,393,239	\$ 1,762,294
<b>2009</b>	\$ 9,290,046	\$ 72,016	\$ 5,749,162	\$ 3,540,884
<b>2010</b>	\$ 10,586,972	\$ 86,073	\$ 5,958,887	\$ 4,628,085
<b>2011</b>	\$ 6,584,483	\$ 53,101	\$ 3,449,607	\$ 3,134,876
<b>2012</b>	\$ 11,390,780	\$ 102,620	\$ 6,158,718	\$ 5,232,062
<b>2013</b>	\$ 9,259,318	\$ 91,676	\$ 4,678,720	\$ 4,580,598
<b>2014</b>	\$ 8,246,689	\$ 61,542	\$ 5,657,845	\$ 2,588,844
<b>2015</b>	\$ 9,137,065	\$ 85,393	\$ 6,980,198	\$ 2,156,867

### Financial Year Totals

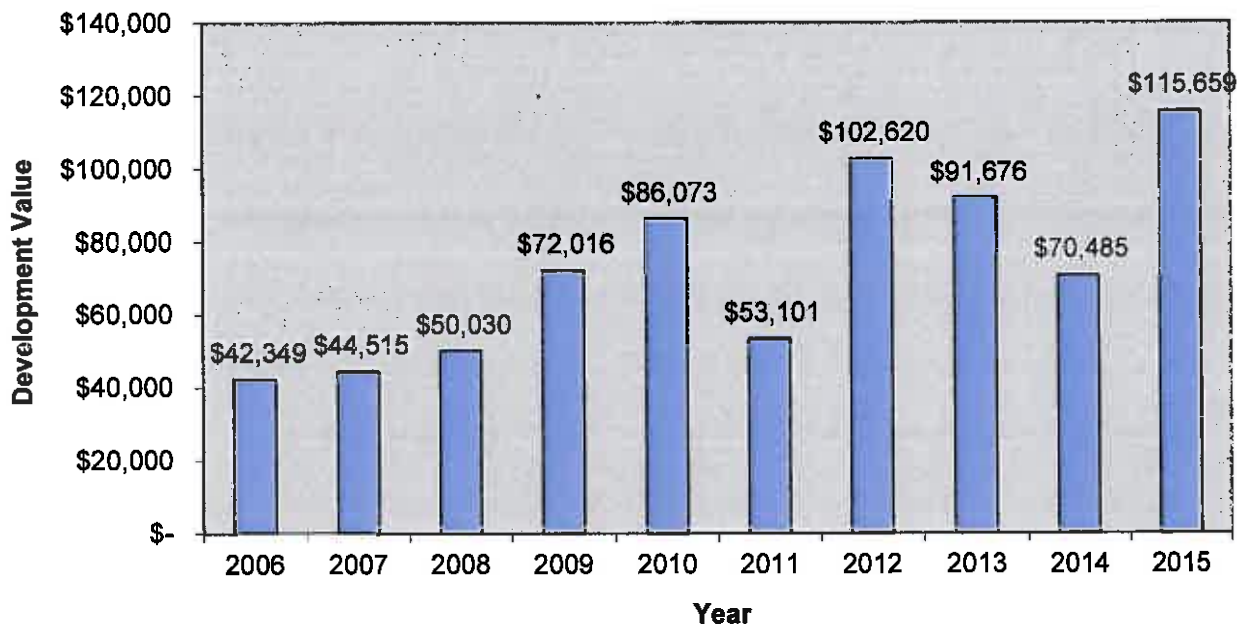
	<b>Total Development Value</b>	<b>Average Development Value</b>	<b>Development Application Value</b>	<b>Complying Development Value</b>
<b>05/06</b>	\$ 6,090,640	\$ 39,808	\$ 6,090,640	\$ -
<b>06/07</b>	\$ 6,302,833	\$ 38,668	\$ 6,302,833	\$ -
<b>07/08</b>	\$ 8,128,806	\$ 52,444	\$ 8,128,806	\$ -
<b>08/09</b>	\$ 8,095,812	\$ 61,332	\$ 4,588,050	\$ 3,507,762
<b>09/10</b>	\$ 12,395,113	\$ 77,469	\$ 7,121,590	\$ 5,273,523
<b>10/11</b>	\$ 8,212,500	\$ 73,986	\$ 5,023,347	\$ 3,189,153
<b>11/12</b>	\$ 5,986,330	\$ 53,449	\$ 3,667,764	\$ 2,318,566
<b>12/13</b>	\$ 12,339,996	\$ 101,983	\$ 6,100,857	\$ 6,239,139
<b>13/14</b>	\$ 7,791,911	\$ 71,485	\$ 4,697,885	\$ 3,094,026
<b>14/15</b>	\$ 9,779,535	\$ 109,917	\$ 6,392,261	\$ 3,387,274
<b>15/16</b>	\$ 4,769,491	\$ 82,233	\$ 4,143,924	\$ 625,567

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

**Uralla Shire Development Value by Calendar Year**



**Uralla Shire Average Development Value by Calendar Year**



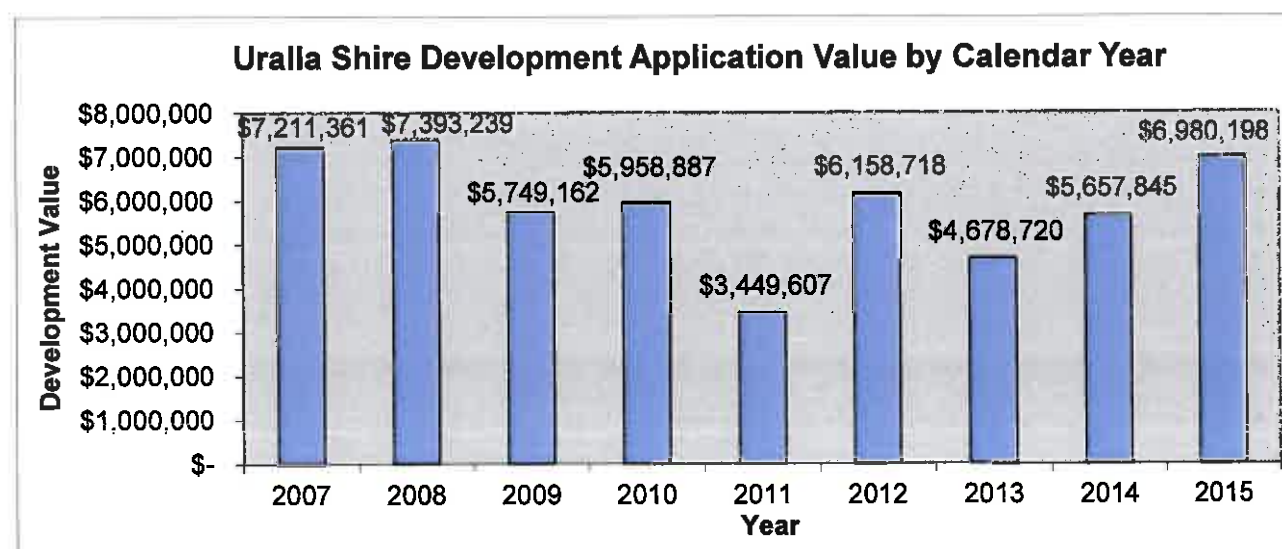
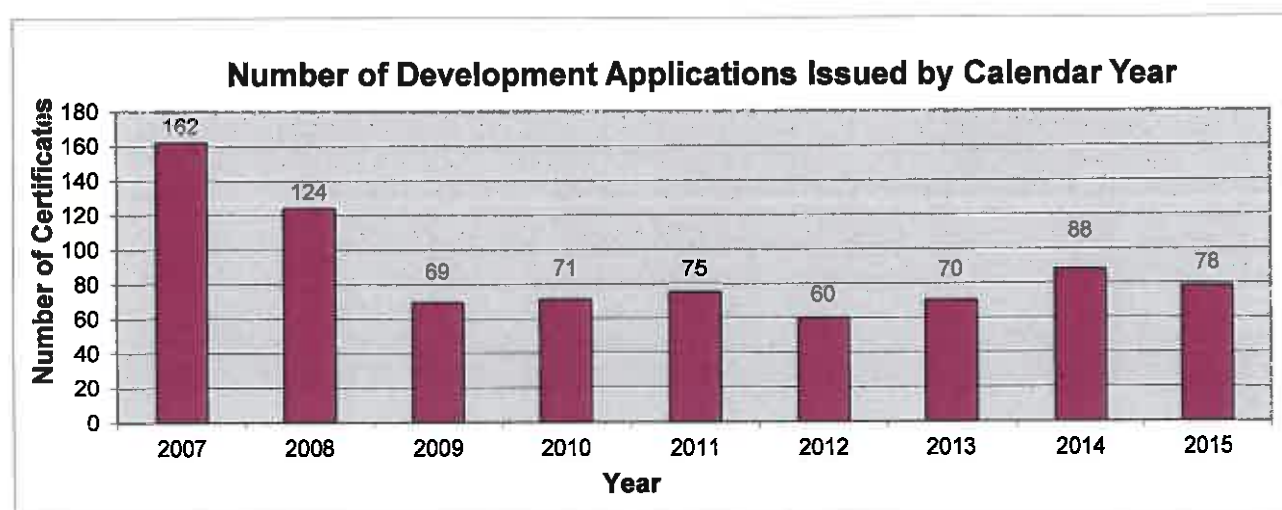


# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

## Development Applications

Calendar Year			Financial Year		
	Number of Applications	Value of Application		Number of Applications	Value of Application
2006	149	\$ 6,310,059	2005/2006	153	\$ 6,090,640
2007	162	\$ 7,211,361	2006/2007	163	\$ 6,302,833
2008	124	\$ 7,393,239	2007/2008	155	\$ 8,128,806
2009	69	\$ 5,749,162	2008/2009	69	\$ 4,588,050
2010	71	\$ 5,958,887	2009/2010	81	\$ 7,121,590
2011	75	\$ 3,449,607	2010/2011	67	\$ 5,023,347
2012	60	\$ 6,158,718	2011/2012	68	\$ 3,667,764
2013	70	\$ 4,678,720	2012/2013	67	\$ 6,100,857
2014	88	\$ 5,657,845	2013/2014	71	\$ 4,697,885
2015	78	\$ 6,980,198	2014/2015	89	\$ 6,392,260
			2015/2016	41	\$ 4,143,924

Please note, the financial year details only contain 6 months records

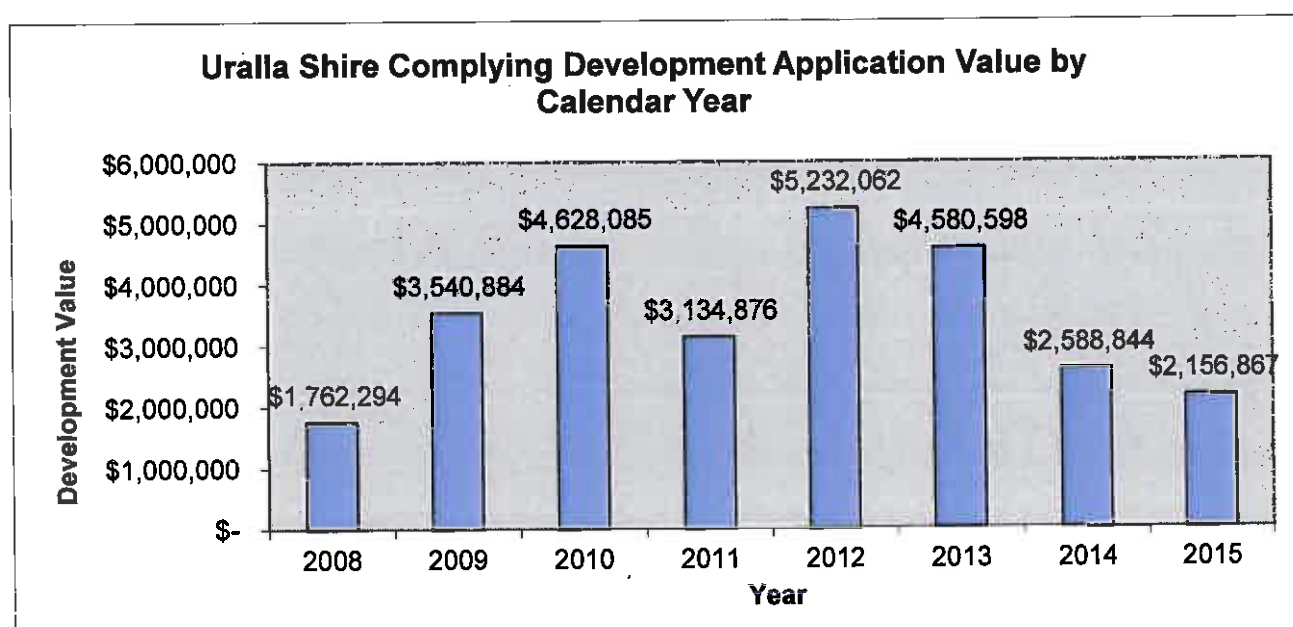
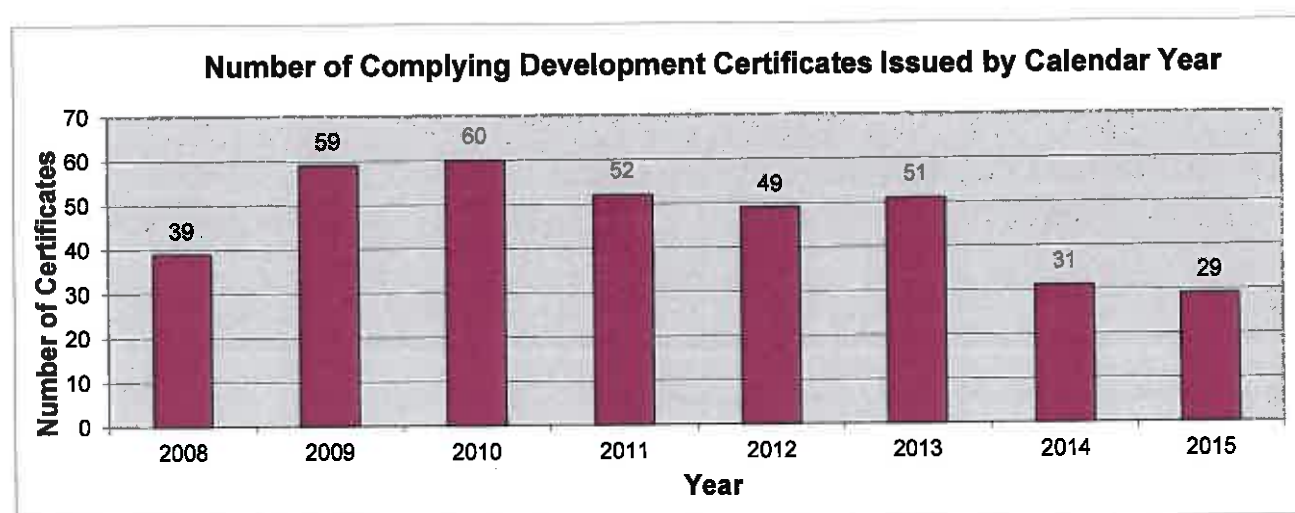


## Complying Development Applications

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

Calendar Year			Financial Year		
	Number of Applications	Value of Application		Number of Applications	Value of Application
2008	39	\$ 1,762,294	2007/2008		
2009	59	\$ 3,540,884	2008/2009	63	\$ 3,507,762
2010	60	\$ 4,628,085	2009/2010	79	\$ 5,273,523
2011	52	\$ 3,134,876	2010/2011	44	\$ 3,189,153
2012	49	\$ 5,232,062	2011/2012	44	\$ 2,318,566
2013	51	\$ 4,580,598	2012/2013	54	\$ 6,239,139
2014	31	\$ 2,588,844	2013/2014	38	\$ 3,094,026
2015	29	\$ 2,156,867	2014/2015	35	\$ 3,387,274
			2015/2016	13	\$ 625,567

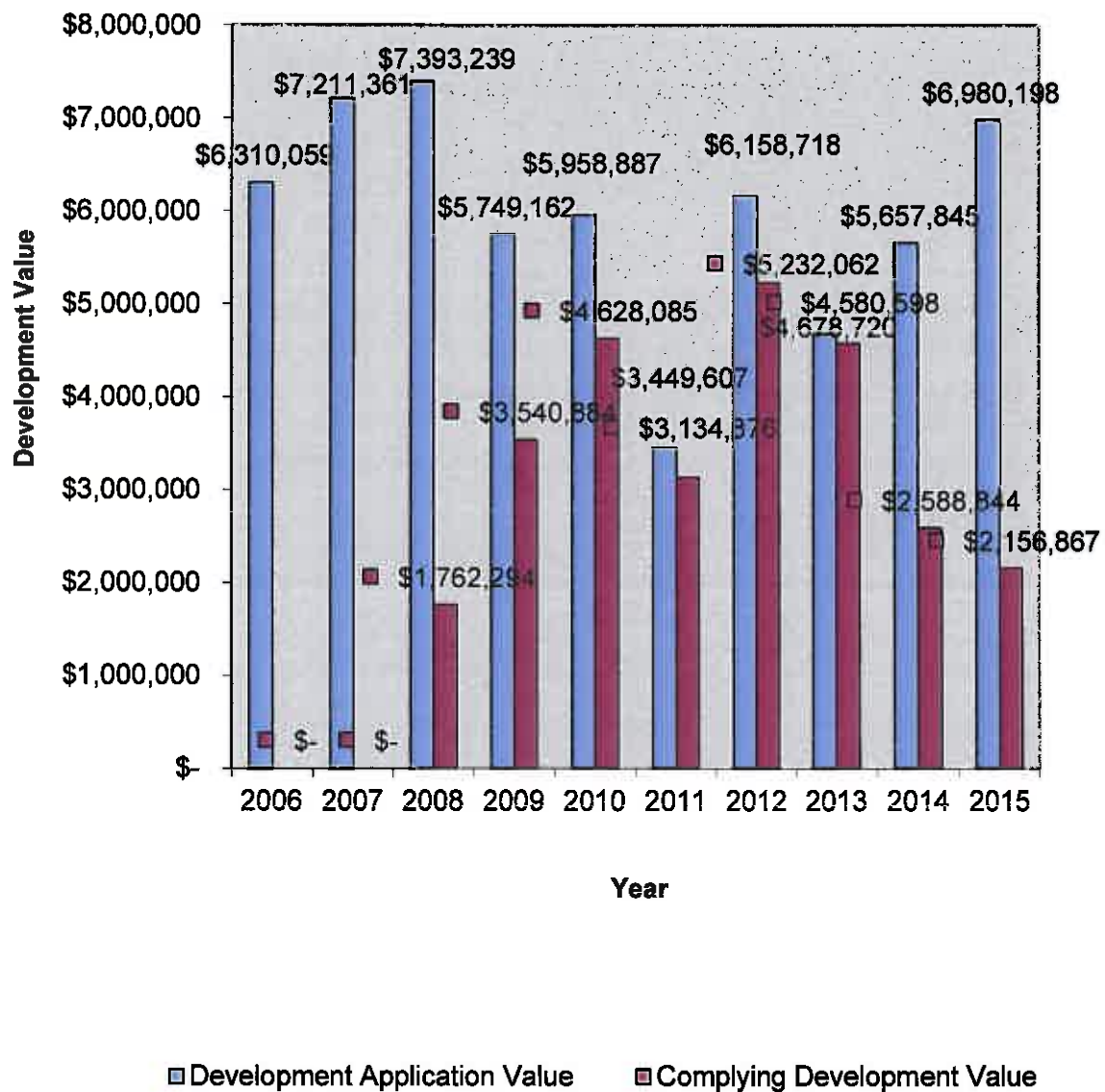
Please note, the financial year details only contain 6 months records



**Comparison of Development and Complying Development Applications**

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

**Uralla Shire DA and CDC Value Comparison by Calendar Year**



# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

## Section 96 Applications

Note: Being Development Application Amendments

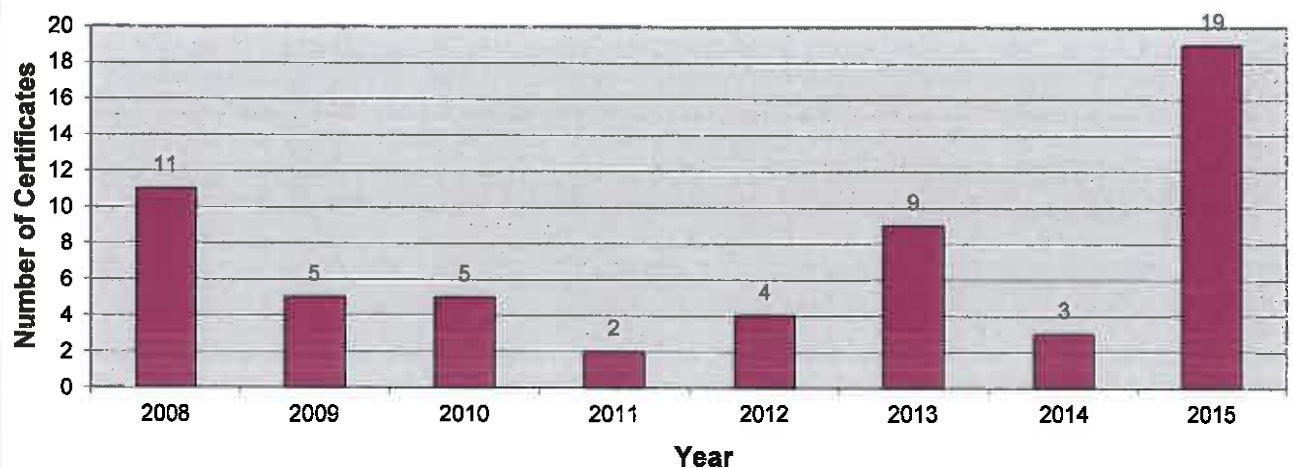
**Financial Year Totals**

	Number of Applications
2005/2006	0
2006/2007	0
2007/2008	12
2008/2009	7
2009/2010	4
2010/2011	4
2011/2012	0
2012/2013	8
2013/2014	7
2014/2015	15
2015/2016	16

**Calendar Year Totals**

	Number of Applications
2006	0
2007	0
2008	11
2009	5
2010	5
2011	2
2012	4
2013	9
2014	3
2015	19

**Number of Section 96 Applications Issued by Calendar Year**



# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

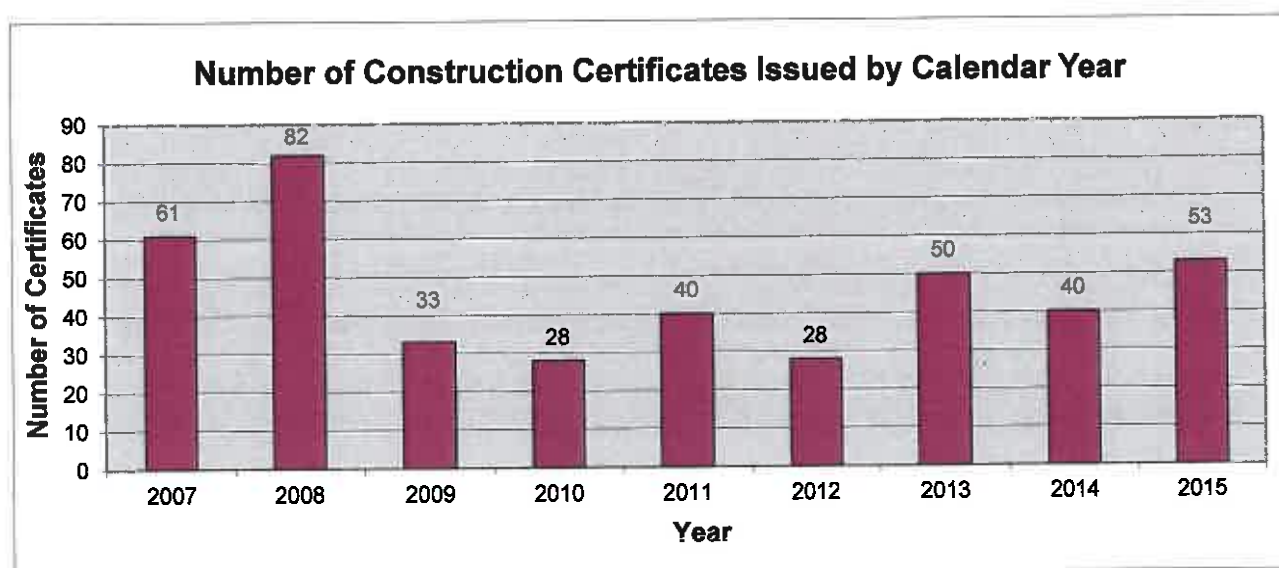
## Construction Certificates

**Financial Year Totals**

	Number of Applications
2007/2008	85
2008/2009	35
2009/2010	38
2010/2011	41
2011/2012	27
2012/2013	38
2013/2014	42
2014/2015	44
2015/2016	34

**Calendar Year Totals**

	Number of Applications
2007	61
2008	82
2009	33
2010	28
2011	40
2012	28
2013	50
2014	40
2015	53



# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

## Occupation Certificates

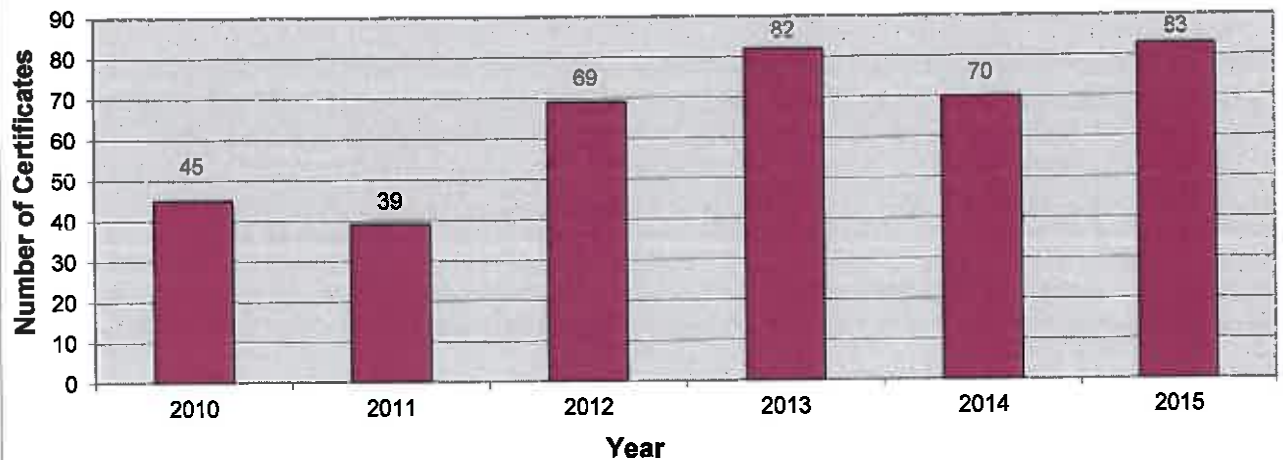
### Financial Year Totals

	Number of Applications
2009/2010	27
2010/2011	48
2011/2012	57
2012/2013	63
2013/2014	86
2014/2015	96
2015/2016	29

### Calendar Year Totals

	Number of Applications
2010	45
2011	39
2012	69
2013	82
2014	70
2015	83

**Number of Occupation Certificates Issued by Calendar Year**





# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

## Section 68 Certificates

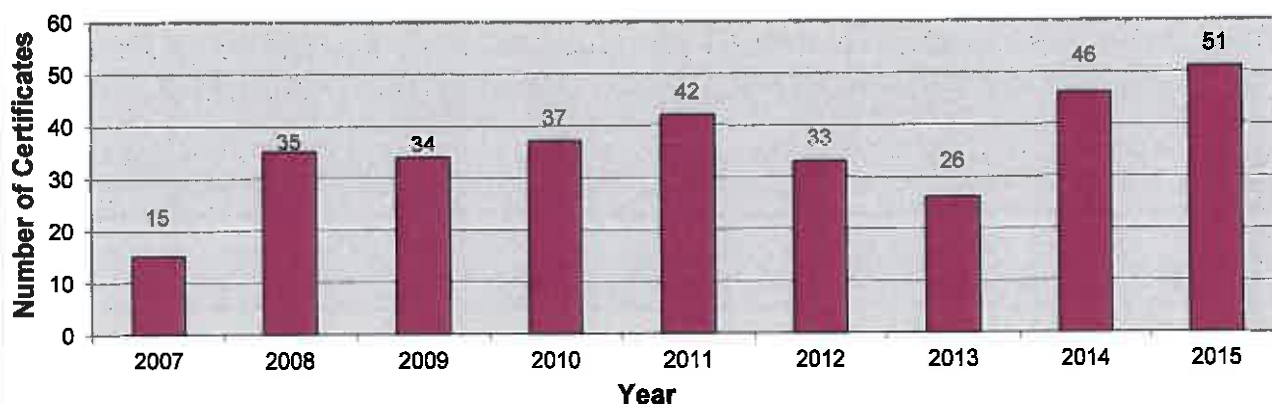
**Financial Year Totals**

	Number of Applications
2007/2008	40
2008/2009	18
2009/2010	45
2010/2011	42
2011/2012	25
2012/2013	39
2013/2014	24
2014/2015	51
2015/2016	30

**Calendar Year Totals**

	Number of Applications
2007	15
2008	35
2009	34
2010	37
2011	42
2012	33
2013	26
2014	46
2015	51

**Number of Section 68 Certificates Issued by Calendar Year**





# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

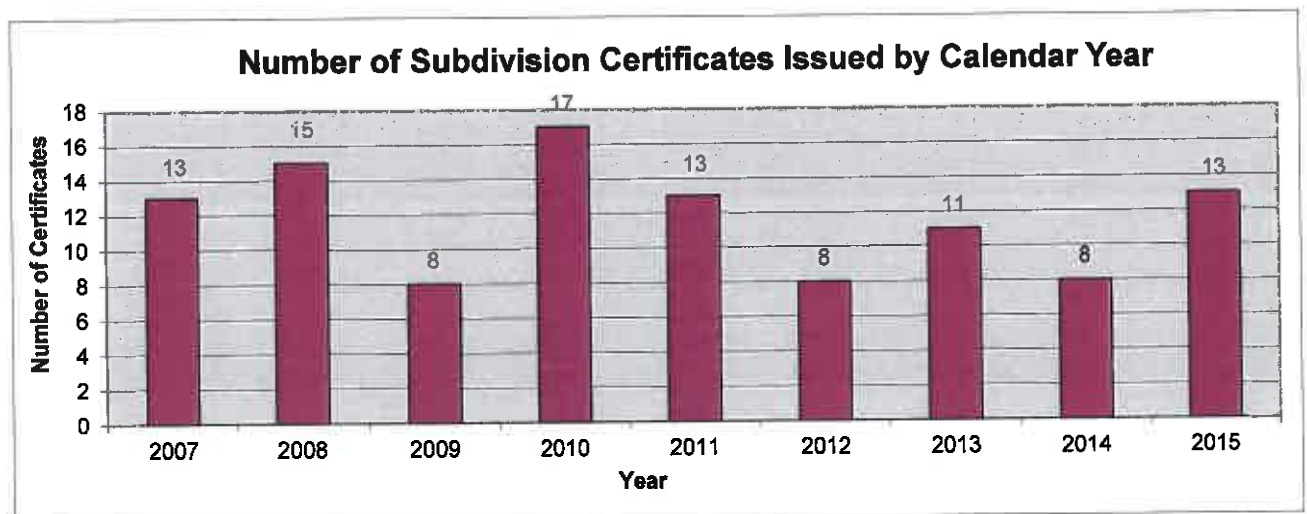
## Subdivision Certificates

**Financial Year Totals**

	Number of Applications
2006/2007	23
2007/2008	6
2008/2009	13
2009/2010	11
2010/2011	18
2011/2012	10
2012/2013	8
2013/2014	9
2014/2015	10
2015/2016	8

**Calendar Year Totals**

	Number of Applications
2007	13
2008	15
2009	8
2010	17
2011	13
2012	8
2013	11
2014	8
2015	13



## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

### 149 Certificates

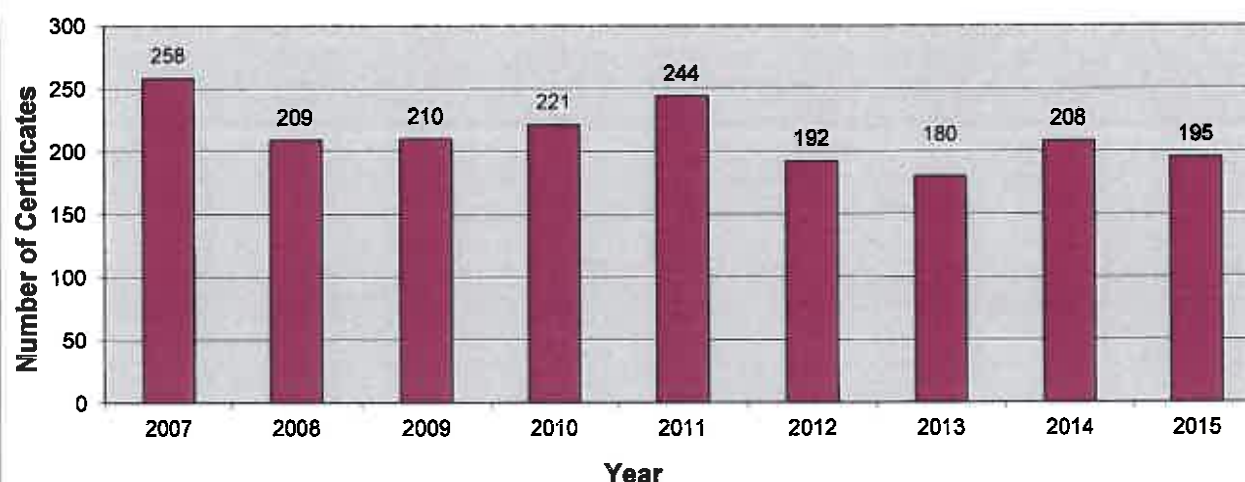
**Financial Year Totals**

	Number of Applications
2006/2007	245
2007/2008	262
2008/2009	176
2009/2010	219
2010/2011	244
2011/2012	204
2012/2013	193
2013/2014	208
2014/2015	189
2015/2016	104

**Calendar Year Totals**

	Number of Applications
2007	258
2008	209
2009	210
2010	221
2011	244
2012	192
2013	180
2014	208
2015	195

**Number of 149 Certificates Issued by Calendar Year**



# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

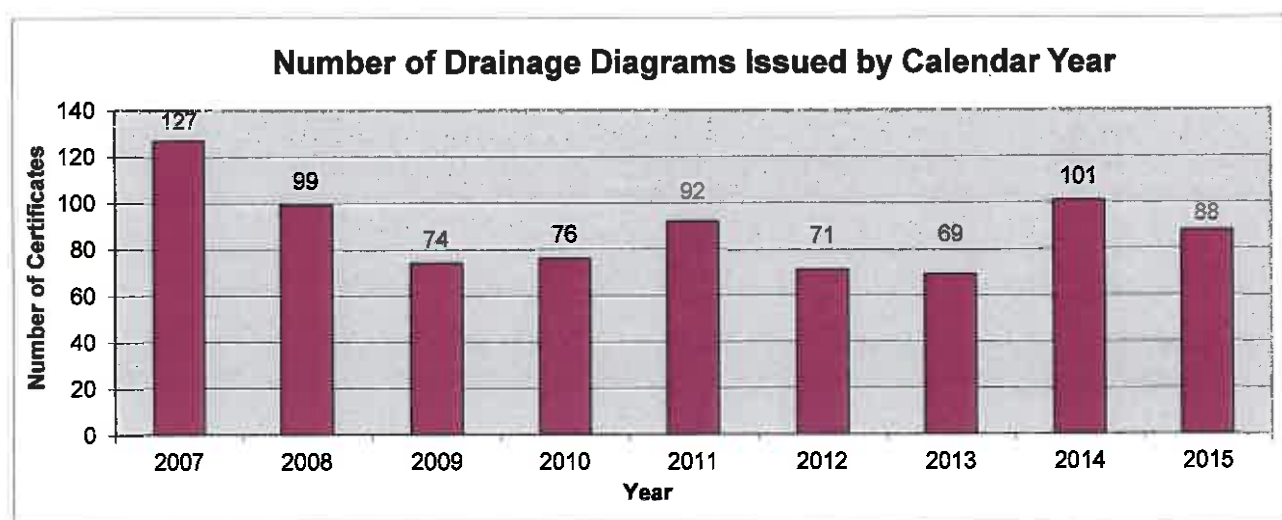
## Drainage Diagrams

### Financial Year Totals

	Number of Applications
2006/2007	101
2007/2008	130
2008/2009	78
2009/2010	70
2010/2011	88
2011/2012	82
2012/2013	70
2013/2014	81
2014/2015	90
2015/2016	42

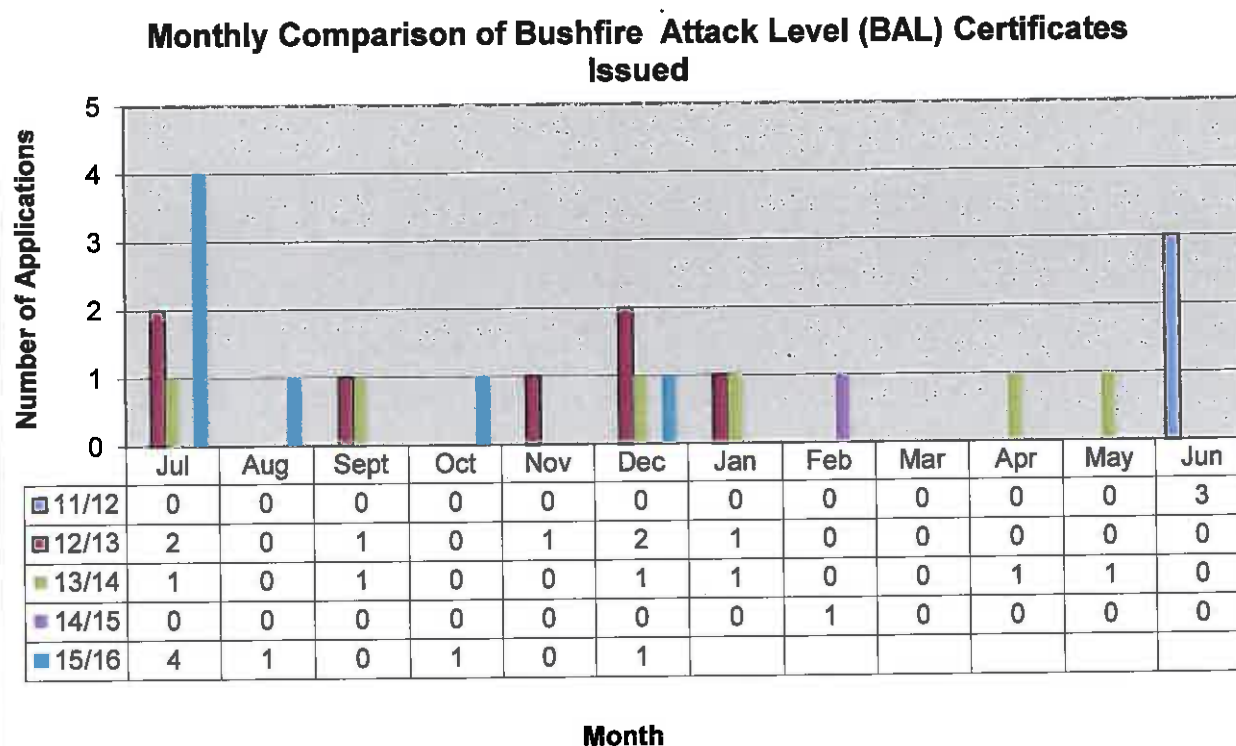
### Calendar Year Totals

	Number of Applications
2007	127
2008	99
2009	74
2010	76
2011	92
2012	71
2013	69
2014	101
2015	88

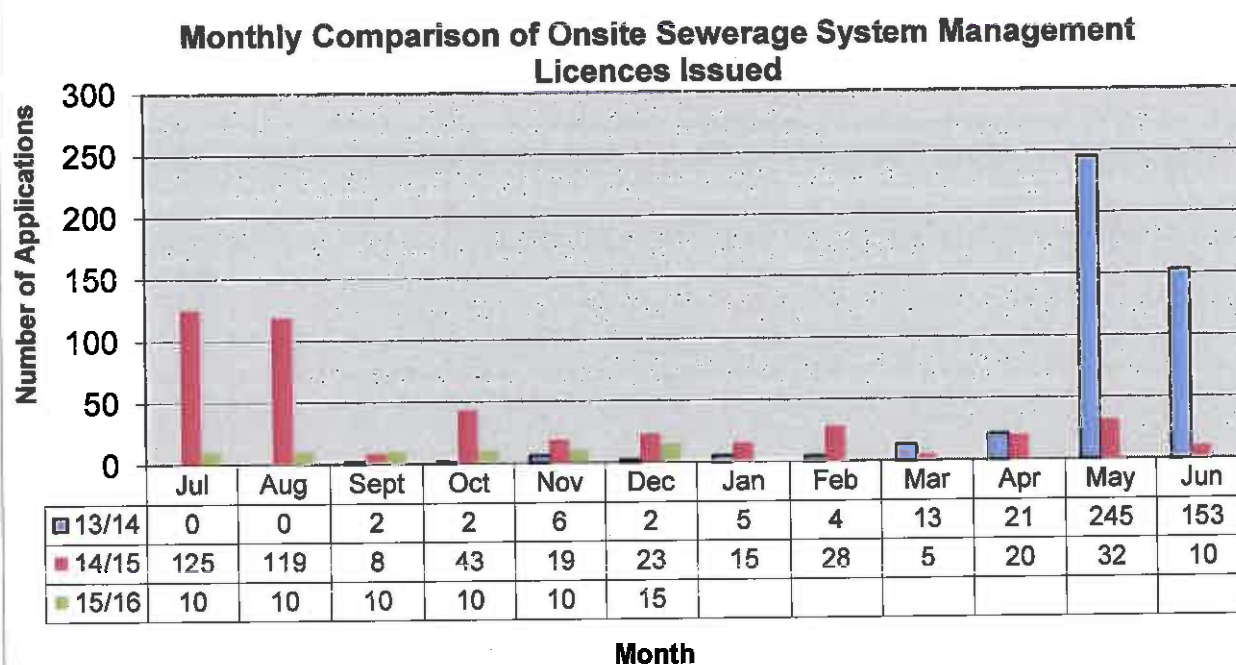


## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

### Bushfire Attack Level (BAL) Certificates



### Onsite Sewerage Management Licences Issued



#### **KEY ISSUES:**

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

Please note: These figures are calendar year 2015 only and any increases or decreases relate to the 2014 year and the term processed means either approved or refused. Applications not determined have not been accounted for.

- Total Number of Applications Issued – 1056 – a 23.6% decrease
- Total Development Value – \$ 9,137,065 – a 10.8% increase
- Average Total Development Value – \$85,393 – a 38.8% increase
- Number of Development Applications Processed – 78 – a 11.4% increase
- Total Development Application Value – \$ 6,980,198 – a 23.4% increase
- Number of Complying Development Applications Processed – 29 – a 6.0% decrease
- Total Complying Development Application Value – \$2,156,867 – a 16.7% decrease
- Number of Section 96 Applications Processed – 19 – a 633% increase
- Number of Construction Certificates Processed – 53 – a 32.5% increase
- Number of Occupation Certificates Processed – 83 – a 18.6% increase
- Number of Section 68 Certificates Processed – 51 – a 10.9% increase
- Number of Subdivision Certificates Processed – 13 – a 62.5% increase
- Number of 149 Certificates Processed – 195 – a 6.3% decrease
- Number of Drainage Diagrams Processed – 88 – a 12.9% decrease
- Number of Bushfire Attack Level Certificates Processed – 5 – a 66.7% increase
- Number of Onsite Sewerage Management System Licences Processed – 198 – last year was 778

Prepared by staff member:

Approved/Reviewed by Manager:

Department:

Attachments:

Regulatory Services Office Manager

Interim Director Infrastructure & Regulation

Infrastructure & Regulation

Nil

# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS



## REPORT TO COUNCIL

<b>Department:</b>	Infrastructure & Regulation
<b>Submitted by:</b>	Director Infrastructure & Regulation
<b>Reference:</b>	2.22.02.06
<b>Subject:</b>	Roads to Recovery Funding Priorities

### 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

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

**Action:** 2.3.3.1 Undertake sealed and unsealed roads and network supporting infrastructure replacement program

2.4.2.3 Implement and maintain Council's bridges as per asset management plan

### SUMMARY:

The purpose of this report is to have Council update its priority list for the upgrade of Unsealed & Sealed Roads and Timber Bridges utilising Federal Government Roads to Recovery Program.

### OFFICER'S RECOMMENDATION:

That Council adopt the following priority list for the expenditure of Roads to Recovery funding over the next four years:-

Project	R2R Budget
1 Bergen Road – completion of unsealed section. Realignment and bitumen seal (under construction)	\$600,000
2 Bingara Road – continue gravel and bitumen sealing program -2 kms	\$360,000
3 Jacksons Road - 640 metres gravel and bitumen seal-single lane	\$150,000
4 Saumarez War Service Road – 350 metres – gravel and bitumen seal	\$150,000

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

<b>5</b>	<b>Park Street, Uralla, from Queen Street towards Uralla Street – rehabilitation-100metresx 10.2 metres</b>	<b>\$50,000</b>
<b>6</b>	<b>John Street, Uralla, from Bridge Street to Queen Street-rehabilitation 205 metresx13.7 metres</b>	<b>\$100,000</b>
<b>7</b>	<b>Gilmore Place, Uralla – rehabilitation-AC overlay</b>	<b>\$40,000</b>
<b>8</b>	<b>Eastern Avenue from causeway to Glenroy Road 2.1 kms – rehabilitation - single lane; very weak material, may need extra pavement</b>	<b>\$320,000</b>
<b>9</b>	<b>Burtens Lane 1.39 kms - rehabilitation-single lane</b>	<b>\$250,000</b>
<b>10</b>	<b>Tulong Road – 1.15 kms gravel and bitumen seal</b>	<b>\$320,000</b>
<b>11</b>	<b>Leece Road – west of Wilkins Street – realign and rehabilitate-350 metres</b>	<b>\$120,000</b>
<b>Sub-Total-Roads Projects</b>		<b>\$2,460,000</b>
<b>12</b>	<b>Mihi Bridge—based on 50% State funding-( ie \$1,088,000 total cost) 26.2 metres x 8 metres wide</b>	<b>\$544,000</b>
<b>13</b>	<b>Munsies Bridge- based on 50% State funding-( ie \$1,600,000 total cost) 65.5 metres X 4 metres wide</b>	<b>\$800,000</b>
<b>Sub-Total -Bridges</b>		<b>\$1,344,000</b>
<b>Total Roads and Bridges</b>		<b>\$3,804,000</b>

### BACKGROUND:

Council normally receives \$429,783.00/ annum under the Roads to Recovery Program. Council has been advised that funding for 2015/2016 is \$1,227,816.00 and for 2016/2017 is \$1,417,923.00, returning to \$429,783.00 for 2017/2018 and 2018/2019. It is a requirement of the funding that the money is spent in the year it is allocated. At the March 2013 Ordinary Meeting of Council the following priorities were adopted:

- |                              |  |
|------------------------------|--|
| 1. Bingara Road              | 0 - 2km - from end of bitumen (now complete) |
| 2. Bergen Road               | 0 - 2km - from end of bitumen (now complete) |
| 3. Bingara Road              | 2 - 4km                                      |
| 4. Bergen Road               | 2 - 4km (under construction)                 |
| 5. Bingara Road              | 4 - 6km                                      |
| 6. Jacksons Road             | 0 - 0.8km                                    |
| 7. Saumarez war Service Road | 0 - 0.3km (ramp)                             |
| 8. Tulong Road               | 0 - 1.1km                                    |
| 9. Bingara Road              | 6 - 8km                                      |
| 10. Retreat Road             | 0 - 2km                                      |



## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

- |                  |                      |
|------------------|----------------------|
| 11. Bingara Road | 8 - 10km             |
| 12. Mihi Road    | 0 - 2km from bitumen |

Items 1 and 2 are completed and Item 4 is under construction.

### REPORT:

The proposed priority list reflects Council's previous 2013 list except that sealing works on Retreat Road and Mihi Road have been replaced with other more urgent rehabilitation works based on recent assessments of pavement condition. The sealing of Bingara Road has also been reduced to 4kms instead of 10 kms in order to allow for 50% funding of the Bridge projects from R2R funding, provided 50% State or Federal funding can be obtained.

Mihi Bridge and Munsies Bridge are Council's last 2 timber bridges. Council applied for Federal Government funding for Mihi Bridge but was advised in January 2016 that the application was unsuccessful. Council has applied for State funding (Fixing Country Roads) for Mihi Bridge and the result of the application is yet to be announced. If not successful Council will apply again for funding in Round 3 and also include Munsies Bridge. Council staff are currently having an assessment carried out on the structural capacity of the foundations of both bridges as the concrete piers are in good condition.

If State or Federal funding is not made available to replace the bridges the allocated R2R funding can be reallocated to Bingara Road and other yet to be identified priorities or used to replace one of the bridges.

### KEY ISSUES:

- Significant increase in R2R funding allows major rehabilitation projects to be completed while still maintaining a full works program for the operational staff.
- Continue to investigate options and funding opportunities for Mihi and Munsies Bridge.

### CONCLUSION:

That the Road and Bridge upgrade priority list addresses the Council backlog for infrastructure.

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Council's Operational Plan
2. **Policy and Regulation**  
Nil
3. **Financial (LTFP)**  
Funding for 2015/2016 & 2016/2017 Federal Government Roads to Recovery
4. **Asset Management (AMS)**  
Addresses Council Backlog as per Transport Assessment Management Plan

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

**5. Workforce (WMS)**

Provides a full works program for all operational staff

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Delivery of projects on time and within budget

**8. Project Management**

Council's Works Manager

Owen Johns

Interim Director Infrastructure & Regulation

Prepared by staff member:

Interim Director Infrastructure & Regulation

TRIM Reference:

U12/75

Approved/Reviewed by Manager:

Interim Director Infrastructure & Regulation

Department:

Infrastructure and Regulation

Attachments:

Letter from Hon, Barnaby Joyce MP, Federal Member for New England.

# ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS



## REPORT TO COUNCIL

<b>Department:</b>	Infrastructure and Regulation
<b>Submitted by:</b>	Manager Waste and Resource Recovery
<b>Reference:</b>	2.22.02.07
<b>Subject:</b>	NSW Container Deposit Scheme

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	3.3	Reuse, recycle and reduce wastage
<b>Strategy:</b>	3.3.1	Promoting recycling, reusing and providing regular and efficient waste and recycling services
<b>Action:</b>	3.3.2.2	Operate Councils community recycling centre

### SUMMARY:

NSW Government is committed to the introduction of a container deposit scheme (CDS) by 1 July 2017 to reduce litter and increase recycling rates in NSW. The NSW Container Deposit Scheme Discussion Paper has now been released and submissions close on 26 February 2016.

### OFFICER'S RECOMMENDATION:

That this report providing an update on the NSW Container Deposit Scheme be received and noted.

### BACKGROUND:

The introduction of a CDS in 2017 is one of the seven priorities identified in the 2015-2018 NSW Environment Protection Authority's Strategic Plan. An Advisory Committee has been established to assist the government in its design and implementation of the CDS. On the basis of the advice from the Advisory Committee, as well as feedback from the community on the discussion paper and a cost-benefit analysis, in the first half of 2016 the NSW Government will draft legislation (and supporting regulations) for a preferred CDS model. The legislative change will affect the entire state. The introduction of the CDS will be by 1 July 2017.

Please refer to the earlier report to Council in November 2016 outlining the structure of the working groups and advisory committees for the CDS.

The NSW Container Deposit Discussion Paper was released in December 2016. The discussion paper explores the key elements that will shape the design of a cost-efficient NSW CDS and presents two possible options for the scheme. The discussion paper can be downloaded from the EPA website at: <http://www.epa.nsw.gov.au/resources/waste/container/150286-CDS-discussion-paper.pdf>

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

The CDS was chosen as a topic of discussion at the Uralla Shire Council Environmental Consultative meeting held Thursday 4 February. The discussion paper was circulated community members who attended. This has provided community members the opportunity to provide their views about the CDS to Council and ask questions of Council staff.

NSW EPA has conducted a consultation session held on Tuesday 9 February and Council officers attended this session.

Council has been involved in discussions with other regional Councils and Local Government NSW regarding the CDS discussion paper. The intent is for LGA's to lodge submissions that focus on the same key criteria.

This discussion paper has been reviewed by Council staff, and inline Northern Inland Regional Waste (NIRW) and Local Government NSW (LGNSW). Uralla Shire Council will make a submission. Council is in the unique position of owning and operating all waste infrastructure, including infrastructure for collection and sorting of recyclable material. Council has a vested interest in ensuring that a CDS is above all cost neutral to Council, meets logistic requirements, and delivers its program outcomes.

### REPORT:

The NSW Government's objective for the CDS is to reduce litter in NSW by 40%. LG NSW and Council's support for a CDS has been on the concept of Extended Producer Responsibility to achieve the greatest environmental outcome by those that are responsible for the creation and use of containers.

The NSW CDS must be cost neutral for local government. The CDS will require capital infrastructure. It is the scheme's design that handling fees associated with CDS material will cover the capital and operating costs of the scheme. It is vital that the scheme is designed such that the handling fee is sufficient in regional areas to cover costs. There may have to be up front capital investments and it is Council's position that funding be made available for LGAs in these instances.

There will need to be assistance provided to Councils that may be financially disadvantaged in waste contracts as a result of legislative changes. There are no identified adverse affects for Uralla Shire Council as a result of contractual collection services under a CDS.

The CDS discussion paper outlines two alternative CDS proposals. The first scheme is a traditional CDS with a reward for return of containers. The second scheme, called 'Thirst for Good', is an industry scheme whereby industry will invest \$15 million for 100 litter collectors, 2000 litter bins, reverse vending machines (RVMs), community education and a limited community 'cash for container' scheme. LGA NSW and Council reject Thirst for Good as an alternative CDS on the basis that it in essence is not a CDS and Thirst for Good provides no real incentive for the general public change behaviour and redeem containers. In addition, the proposed industry investment in bins, RVMs and litter collectors would be too small to achieve the CDS environmental outcomes, as outlined by the State.

Council supports a CDS with a financial incentive, whether that is cash or direct credit. It is important that the CDS offer enough incentive for containers to be redeemed by the public and the scheme be as simple as possible to implement and operate. Council support a scheme that is accessible for all residents in NSW.

## **ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS**

Council supports the inclusion of kerbside collected material in the CDS. The logistic implications and cost of separating material on the basis of source rather than type would be difficult and not cost effective for Council. The scheme must include kerbside collected material which is then eligible for redemption by Council. The inclusion of kerbside containers in the CDS would mean that Council would be eligible to claim the container deposit on all material collected in the kerbside recycling, and offset this income stream against the cost of kerbside waste management. The income redeemed from kerbside material would compliment the recycling sales of Council.

Council supports a CDS where containers collected in the scheme are the same as the South Australian Scheme, and further Council would support a broader selection of containers included in the CDS, with the inclusion of wine and juice, and container sizes up to 3L. A broad scope of material would increase economies of scale, and be logistically easier to sort and bale like products, especially for smaller recycling operations such as Uralla's. A broad scope of containers would maximise the environmental benefits in decreased litter .i.e. juice bottles are part of the litter stream and should be included in the scheme.

Council supports two types of redemption mechanisms. The use of RVMs in highly populated areas, where the amount of product collected warrants the cost of providing a RVM. In less populated areas, the use of collection hubs would be a more cost affective manner to redeem containers. In Uralla Shire one would not expect to see RVMs, but Uralla does have the opportunity to build on existing infrastructure and create a collection hub at the Uralla Community Recycling Centre.

The CDS will be a reality for NSW in the future and as the final scheme design has yet to be determined it is too early in the planning process to state what the implications and opportunities to Council and our community and will be.

### **KEY ISSUES:**

#### **Key issues in Council's submission on the NSW Container Deposit Scheme Discussion Paper:**

- A CDS must be cost neutral to Council.
- CDS should have a financial cash or credit reward for redeemed containers.
- Kerbside collected containers should be included in the scheme.
- CDS should include the same containers as the CDS in South Australia and the NSW CDS possibility be broadened to include items such as juice and wine bottles and container sizes from 100ml to 3 L.
- CDS should collect containers through the use of RVMs in high populates areas and the use of collection hubs for container redemption in regional areas.

### **COUNCIL IMPLICATIONS:**

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

Council advocates that the State fund and run the related community engagement and communication strategy for the scheme.

#### **2. Policy and Regulation**

Nil

## ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

### 3. Financial (LTFP)

Council advocates that the CDS cost neutral to Local Government. The proposed 4 cent per container handling fee is available to those who collect process and transport CDS material. The CDS scheme design has yet to be confirmed; therefor no cost benefit analysis can be performed at this point in time. Given the low value in the current plastic and glass market a handling fee per container could provide a valuable revenue stream for the Uralla Landfill and Community Recycling Centre.

### 4. Asset Management (AMS)

Future consideration to recycling equipment, site security and site cash handling devices may have to be considered.

### 5. Workforce (WMS)

The introduction of a CDS may require an additional one full time equivalent (FTE) Grade 1 employee at the Uralla Landfill and Community Recycling Centre.

### 6. Legal and Risk Management

Nil

### 7. Performance Measures

Nil

### 8. Project Management

CDS introduced inline with State requirements.

Kath Little  
Manager Waste & Resource Recovery

Prepared by staff member:	Manager Waste and Resource Recovery
Approved/Reviewed by Manager:	Director Infrastructure and Regulation
Department:	Infrastructure and Regulation
Attachments:	Nil



## **SCHEDULE OF ACTIONS**

**22 February 2016**

**19. Schedule of Actions**

**SCHEDULE OF ACTIONS**



# **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	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	12.05/15	<p><b>Visitor Information Centre</b></p> <p>That:</p> <ol style="list-style-type: none"> <li>1. Council adopt the strategic approach towards visitor services of strengthened Regional collaboration, increased digital presence and less reliance on a physical Visitor Information Centre (VIC) as the connection point with visitors;</li> <li>2. A Uralla Information Hub be developed using a range of digital tools;</li> <li>3. The Visitor Information services be relocated to the Library building with refurbishments completed to incorporate information services into the current Library; and</li> <li>4. Council investigate future options for the VIC building.</li> </ol>	Executive Manager Community & Culture	Yes	No	N/A	15 November	<p>Stakeholder and staff consultations held.</p> <p>New VIC plan in final stages of development based on stakeholder consultations held</p> <p>NEHC Motorcycle Campaign underway – report included in Council papers October</p>	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	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
22JUNE15	15.06/15	<p><b>Amend Uralla Local Environmental Plan - Uralla Flood Planning Map</b></p> <p>That:</p> <ol style="list-style-type: none"> <li>1. The Uralla Local Environmental Plan 2012 be amended to include an additional Flood Planning Map in the Uralla Local Environmental Plan 2012 that identifies land within a "flood planning area" derived from the Rocky and Uralla Creeks Flood Study.</li> <li>2. Council forwards the amendment to the Uralla Local Environmental Plan 2012 to Parliamentary Counsel Office to: <ol style="list-style-type: none"> <li>a) Make arrangements for drafting of the necessary instrument under section 59(1) of the Environmental Planning &amp; Assessment Act 1979, and</li> <li>b) Obtain an Opinion from which the plan can be made.</li> </ol> </li> <li>3. The General Manager be given delegated authority to: <ol style="list-style-type: none"> <li>a) Make any minor alterations requested by Parliamentary Counsel, and</li> <li>b) To exercise Council's delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the Environmental Planning &amp; Assessment Act 1979 as per the instrument of delegation dated 14 October 2012.</li> </ol> </li> </ol>	MP/DIR				20/7/2015	Draft LEP Maps being prepared prior to PC Opinion request being drafted.	C	
							16/12/2015 January	Opinion recorded  Sent to NSW Planning for Gazettal	C  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	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	16.06/15	<p><b>Amend Uralla Local Environmental Plan - Boundary Adjustment Clause and Rural Detached Dual Occupancy Dwellings</b></p> <p>1. The Uralla Local Environmental Plan 2012 be amended:</p> <p>a) To include the 'standard' LE? rural and environmental boundary adjustment clause.</p> <p>b) To expand permissible uses within rural and environmental zones to include detached dual occupancies with certain restrictions within the RU1, RU2, E3 and E4 Zones while ensuring that they remain in close proximity to the primary dwelling, share the same access and remain on the same title.</p> <p>2. Forward this amendment to the Uralla Local Environmental Plan 2012 to the Parliamentary Counsel Office to:</p> <p>a) Make arrangements for drafting of the necessary instrument under section 59(1) of the Environmental Planning &amp; Assessment Act 1979, and</p> <p>b) Obtain an Opinion from which the plan can be made.</p> <p>3. The General Manager be given delegated authority to:</p> <p>a) Make any minor alterations requested by Parliamentary Counsel, and</p> <p>b) To exercise Council's delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the Environmental Planning &amp; Assessment Act 1979 as per the instrument of delegation dated 14 October 2012.</p>	MP/DIR					<p>16/12/2015</p> <p>PC Opinion received</p> <p>January</p> <p>January</p> <p>GM signed</p> <p>Sent to NSW Planning for Gazettal</p>	<p>C</p> <p>C</p> <p>B</p>	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS										
Key :A: Action Required B: Being Processed C: Completed										
Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	26.06/15	<p><b>Uralla Local Traffic Committee</b></p> <p>That:</p> <p>(i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee</p> <p>(ii) Plane Avenue -- Speed review -- That Council staff place a traffic classifier at the 50/100 signage to determine 85th percentile speed and AADT; note that does not meet warrant for extension of 50km/hr zone; and erect Pedestrian warning signs at either end of Plane Avenue</p> <p>(iii) Request for automatic speed board at Kentucky- That Council place a traffic classifier near 40km/hr school sign&amp; erect 4 x 50km/hr advance warning signs for Kentucky Village.</p> <p>(iv) Bundarra Central School -- that Council arranges signage for bus zones and "no parking" zone.</p> <p>(v) Kingstown Road -- that Council reviews the size of the Cemetery warning sign and investigates additional parking in Quartz Gully Road</p> <p>(vi) Corner of Bridge Street/ East Street- relocate "no stopping" sign to south of access to 158 Bridge Street.</p>	DIR						<p>B</p> <p>C</p> <p>C</p> <p>C</p> <p>B</p> <p>C</p>	

# **SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

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

<b>Meeting Date</b>	<b>Business Minute Item No.</b>	<b>Report Title and Council Resolution</b>	<b>Responsible Officer</b>	<b>Community Engagement Assessment Completed</b>	<b>Media Release Required</b>	<b>Budget Variation Completed</b>	<b>Action Date</b>	<b>Comments</b>	<b>Status</b>	<b>Minute No. TRIM</b>
	23.07/15	<b>Disused former Service Station site, Bridge Street, Uralla</b> That a report be provided to Council detailing available options, with costings, for action which can be taken by Council.	DIR					Property will be part of land sold for unpaid rates. Process is currently under way and will be reported to Council as part of the normal procedure for this type of disposal.	B	
24 AUGUST 2015	6.08/15	<b>Bridge Naming: New Bridges Over The Gwydir River and Abington Creek</b> That Council, after considering the content and views of the public submissions: 1. Names the new bridge over the Gwydir River as "The Emu Crossing Bridge." 2. Names the bridge, under construction over the Abington Creek, as the "Abington Bridge". 3. Places a plaque/s to honour the work of Nurse May Yarrowyck at a location to be determined.	DIR						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	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No., TRIM
	12.09/15	<p><b>Proposed Ward Boundaries Alteration – 2016: Local Government Election</b></p> <ol style="list-style-type: none"> <li>1. Council endorses the revised ward boundaries as outlined in the report and the attached map plans; and</li> <li>2. The plans be placed on public exhibition for a period of 28 days with submissions to be received for a period of 42 days; and</li> <li>3. Any submissions received along with the finalised proposal be presented to the November Ordinary Council meeting for final adoption and subsequent notification of the NSW Electoral Commission.</li> </ol>	GM	Yes. As per legislative requirements	No. Local paper ran article plus USC newsletter	N/A	29 September	Plans placed on public exhibition. Awaiting completion of period before reporting back to Council in November.	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	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	29.09/15	<p>Planning Proposal – D &amp; J Heagney - Part Lot 12 DP 529709 – Rowan Avenue, Uralla – Exhibition Completion</p> <p>That Council:</p> <p>1. Amend the Uralla Local Environmental Plan 2012 by amending the Zoning and Minimum Lot Size maps applicable to Part Lot 2 DP 529709:</p> <p>a) from Zone RU1 Primary Production and RU2 Rural Landscape to RU4 Primary Production Small Lots; and</p> <p>b) to reduce the current minimum lot size of 400 ha and 200 ha to 40 ha.</p> <p>2. Forward planning proposal to NSW Department of Planning &amp; Environment under section 58(2) of the Environmental Planning &amp; Assessment Act 1979, to determine whether any further consultation is required or if a new Gateway Determination is required to be issued.</p> <p>3. If no further consultation or a New Gateway Determination is not required to be issued, Council requests the NSW Department of Planning &amp; Environment to amend the Uralla Local Environmental Plan 2012 in that:</p> <p>a) a draft Local Environmental Plan be prepared under section 59(1) of the Environmental Planning &amp; Assessment Act 1979,</p> <p>b) Consultation be undertaken with the Director General on the content of the draft Local Environmental Plan,</p> <p>c) Obtain an Opinion from Parliamentary Counsel that the plan can be made, and</p>	DIR							
							October 2015	NSW Planning happy	C	
							December 2015	Request made to NSW Planning	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	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
		<p>d) Request the Minister to make the plan under section 59(2) and (3) of the Environmental Planning &amp; Assessment Act 1979.</p> <p>4. The General Manager be given delegated authority to make any minor alterations requested by the NSW Department of Planning &amp; Environment or Parliamentary Counsel.</p> <p>5. The Committee note the content of the addendum report in regards to the late submission by NSW Department of Transport Roads and Maritime Services, and</p> <p>6. If the planning proposal is to proceed, the access be relocated to Rowan Avenue as a requirement of the Planning Proposal.</p>								
	17.10/15	<p><b>Uralla Development Control Plan 2011 Amendment No 3</b></p> <p><b>That Council:</b></p> <p>2. Publicly exhibits the amended DCP for a period of 28 days; and</p> <p>3. Gives the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended, if no submissions are received.</p>	D/R					<p>Exhibition Completed</p> <p>Will be finalised when Planning Proposal is gazetted.</p>	<p>C</p> <p>B</p>	

# **SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	22.10/15	<b>Uralla and Bundarra Secure Yield Assessment</b> That the report be received and noted and placed on exhibition for public comment for a period of 28 days.	DIR						B	
23 NOV 15	12.11/15	<b>Adoption of New Ward Boundaries – 2016 Local Government Election</b> 1. That Council adopt the revised ward boundaries as outlined in the report and the attached map plans; and 2. The NSW Electoral Commission be notified of the final adoption of such.	DIR							
	16.11/15	<b>Community Grants Program</b> That Council approves the Community Grants Round One 2015-16 funding allocation to a total of \$5,214.85 as per the Community Grants Assessment Panel recommendation.	EMCC							



## **AUTHORITY TO AFFIX THE COMMON SEAL**

**22 February 2016**

**21. Authority to Affix the Common Seal**

**AUTHORITY TO AFFIX THE COMMON SEAL**

## AUTHORITY TO AFFIX THE COMMON SEAL

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22 February 2016

<b>Infrastructure &amp; Regulation – Division Decision .....</b>	<b>2</b>
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Application of Council Seal to Section 88b instrument – DA-74-2015 – .....	2
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Mr L Sim & Mrs H Moore .....	7
Attachments: .....	8
Nil .....	8

## AUTHORITY TO AFFIX THE COMMON SEAL

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### REPORT TO COUNCIL

<b>Department:</b>	Infrastructure & Regulation – Division Decision
<b>Submitted by:</b>	Interim Director of Infrastructure & Regulation
<b>Reference:</b>	Item 1
<b>Subject:</b>	Application of Council Seal to Section 88b instrument – DA-74-2015 – Green Room Enterprises Pty Ltd

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1 An attractive environment for business, tourism and industry.
<b>Strategy:</b>	2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial and residential development.
<b>Action:</b>	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:

A Section 88b Instrument needs to be prepared as per the requirements of the *Conveyancing Act 1919* to finalise the subdivision certificate and it will require the Council Seal.

#### OFFICER'S RECOMMENDATION:

That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application DA 74/2015 on land known 18 McCrossin Street Uralla, being Lot 11 DP 1136096.

#### BACKGROUND:

Council has placed a development approval condition on the subdivision to enforce the conditions issued in relation to management and maintenance responsibilities of the joint access and an easement to be created over a sewer main, for access provision and maintenance.

#### REPORT:

As part of a subdivision for Green Room Enterprises Pty Ltd on land known as 18 McCrossin Street Uralla being Lot 11 DP 1136096, Council has placed a development approval condition on the subdivision requiring management and maintenance responsibilities of the joint access and an easement to be placed over a sewer main to allow future Council access for maintenance. A Section 88b land use restriction is required to ensure compliance.

The condition reads:

## AUTHORITY TO AFFIX THE COMMON SEAL

2. A section 88b instrument is to be prepared outlining the management and maintenance responsibilities of the joint access and the sewer easement, being a minimum of 3 metres wide.

Council's Seal needs to be fixed to the Section 88b instrument to allow registration with the Land Titles Office. The *Local Government Act 1993* requires a resolution of Council to allow the seal to be affixed.

### COUNCIL IMPLICATIONS:

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

Nil

2. **Policy and Regulation**

*Conveyancing Act 1919*

*Uralla Local Environmental Plan 2012*

*Uralla Development Control Plan 2011*

*Local Government Act 1993*

*Environmental Planning & Assessment Act 1979*

3. **Financial (LTFP)**

Nil

4. **Asset Management (AMS)**

Nil

5. **Workforce (WMS)**

Nil

6. **Legal and Risk Management**

Nil

7. **Performance Measures**

Nil

8. **Project Management**

Nil

Prepared by staff member:

Administration Officer

TRIM Reference Number:

DA-74-2015

Approved/Reviewed by Manager:

Interim Director – Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil

# AUTHORITY TO AFFIX THE COMMON SEAL



## REPORT TO COUNCIL

<b>Department:</b>	Infrastructure & Regulation – Division Decision
<b>Submitted by:</b>	Interim Director of Infrastructure & Regulation
<b>Reference:</b>	Item 2
<b>Subject:</b>	Application of Council Seal to Section 88b instrument – DA-69-2010-3 – Mr P & Mrs F Forrest

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1 An attractive environment for business, tourism and industry.
<b>Strategy:</b>	2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial and residential development.
<b>Action:</b>	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:

A section 88b Instrument needs to be prepared as per the requirements of the *Conveyancing Act 1919* to finalise the subdivision certificate and it will require the Council Seal.

### OFFICER'S RECOMMENDATION:

That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application DA 69/2010-3 on land known 33 Queen Street, Uralla, being Lots 14-18 Section 9 DP 759022 and Lot 3 DP 825244.

### BACKGROUND:

Council has placed development approval conditions on the subdivision to enforce the conditions issued in relation to easements to be created over all sewer mains and stormwater drains for access provision and maintenance, the continuation of an existing right of carriageway from DP 825244; and the dedication of a 3m x 3m splay over existing Lot 16 Section 9 DP 759022 at the corner of Queen and Park Streets.



## AUTHORITY TO AFFIX THE COMMON SEAL

### REPORT:

As part of a subdivision for Mr P & Mrs F Forrest on land known as 33 Queen Street, Uralla, being Lots 14-18 Section 9 DP 759022 and Lot 3 DP 825244, Council has placed development approval conditions on the subdivision to enforce the conditions issued in relation to easements to be created over all sewer mains and stormwater drains for access provision and maintenance, the continuation of an existing right of carriageway from DP 825244; and the dedication of a 3m x 3m splay over existing Lot 16 Section 9 DP 759022 at the corner of Queen and Park Streets. A Section 88b land use restriction is required to ensure compliance.

The condition reads:

16. Prior to the issue of a Subdivision Certificate, the applicants shall have prepared Section 88b instruments demonstrating the provision of easements for any public utility services burdening one allotment for the benefit of another. Such easements shall align centrally over the services laid in ground and for sewerage be a minimum of 3 metres wide and for stormwater a minimum of 2 metres wide.

Council's Seal needs to be fixed to the Section 88b instrument to allow registration with the Land Titles Office. The *Local Government Act 1993* requires a resolution of Council to allow the seal to be affixed.

### COUNCIL IMPLICATIONS:

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

Nil

2. **Policy and Regulation**

*Conveyancing Act 1919*

*Uralla Local Environmental Plan 2012*

*Uralla Development Control Plan 2011*

*Local Government Act 1993*

*Environmental Planning & Assessment Act 1979*

3. **Financial (LTFP)**

Nil

4. **Asset Management (AMS)**

Nil

5. **Workforce (WMS)**

Nil

6. **Legal and Risk Management**

Nil

7. **Performance Measures**

Nil

8. **Project Management**

Nil

## **AUTHORITY TO AFFIX THE COMMON SEAL**

Prepared by staff member:	Administration Officer
TRIM Reference Number:	DA-69-2010-3
Approved/Reviewed by Manager:	Interim Director – Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil

# AUTHORITY TO AFFIX THE COMMON SEAL



## REPORT TO COUNCIL

<b>Department:</b>	Infrastructure & Regulation – Division Decision
<b>Submitted by:</b>	Interim Director of Infrastructure & Regulation
<b>Reference:</b>	Item 3
<b>Subject:</b>	Application of Council Seal to Section 88b instrument – DA-56-2015-2– Mr L Sim & Mrs H Moore

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1 An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
<b>Action:</b>	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:

A Section 88b Instrument needs to be prepared as per the requirements of the *Conveyancing Act 1919* to finalise the subdivision certificate and it will require the Council Seal.

### OFFICER'S RECOMMENDATION:

That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application DA-56-2015-2 on land known 31 John Street, Uralla, being Lot 5 Sec 21A DP 113167.

### BACKGROUND:

Council has placed a development approval condition on the subdivision for an easement to be created over a sewer main.

### REPORT:

As part of a subdivision for Mr L Sim and Mrs H Moore on land known as 31 John Street, Uralla, being Lot 5 Sec 21A DP 113167, Council has placed a development approval condition on the subdivision requiring an easement to be placed over a sewer main to allow future Council access for maintenance. A Section 88b land use restriction is required to ensure compliance.

The condition reads:

## AUTHORITY TO AFFIX THE COMMON SEAL

### 7. Modified

Creation of a 3m wide easement to drain sewer above the exiting sewer line in Lot 1.

Council's Seal needs to be fixed to the Section 88b instrument to allow registration with the Land Titles Office. The *Local Government Act 1993* requires a resolution of Council to allow the seal to be affixed.

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Nil
2. **Policy and Regulation**  
*Conveyancing Act 1919*  
*Uralla Local Environmental Plan 2012*  
*Uralla Development Control Plan 2011*  
*Local Government Act 1993*  
*Environmental Planning & Assessment Act 1979*
3. **Financial (LTFP)**  
Nil
4. **Asset Management (AMS)**  
Nil
5. **Workforce (WMS)**  
Nil
6. **Legal and Risk Management**  
Nil
7. **Performance Measures**  
Nil
8. **Project Management**  
Nil

Prepared by staff member:	Regulatory Services Office Manager
TRIM Reference Number:	DA-56-2015-2
Approved/Reviewed by Manager:	Interim Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil



## **LATE REPORTS TO COUNCIL**

**22 February 2016**

### **11. Late Reports to Council**

**LATE REPORTS TO COUNCIL**

## LATE REPORTS TO COUNCIL

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22 February 2016

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### REPORT TO COUNCIL

<b>Department:</b>	General Managers Office
<b>Submitted by:</b>	Annie Harris
<b>Reference:</b>	Item 2
<b>Subject:</b>	Delegations of Function – General Manager

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.1 A strong, accountable and representative Council 4.2 An effective and efficient organisation 4.3 Deliver the goals and strategies of the Community Strategic Plan
<b>Strategy:</b>	4.1.2 Provide open, accountable and transparent decision making 4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective governance
<b>Action:</b>	

#### SUMMARY:

*The purpose of this report is to pass a resolution of the Council under section 377 of the Local Government Act 1993 to delegate functions of the Council to the recently appointed Interim General Manager, Glenn Inglis.*

#### OFFICER'S RECOMMENDATION:

*That: in accordance with Section 377 of the Local Government Act 1993 Council Delegate the Functions of Council identified in Attachment A to the Interim General Manager, Glenn Inglis, on and from the take up of the position of General Manager of Uralla Shire Council by Mr Inglis commencing on 22 February 2016.*

#### BACKGROUND:

*With the departure of Mr Damien Connor from the General Manager position at Uralla Shire Council effective 12 February 2016, Council resolved to appoint an interim General Manager, Mr Glenn Inglis effective from 22 February 2016 to cover the period up until a permanent replacement can be recruited and commence.*

#### REPORT:

*The new and recently appointed Interim General Manager, Glenn Inglis, will commence his role with Uralla Shire Council on Monday, 22 February 2016. This report will recommend the passing of a resolution of the Council to confer certain and specific functions of the Council held by the previous*



# LATE REPORT TO COUNCIL

*General Manager, Mr Damien Connor, upon take up of the position by Mr Inglis on and as from 22 February 2016 so as to ensure a seamless transfer of discharge of Council functions to the continuing position of General Manager.*

*The functions of the Council delegated to the General Manager are extensive, comprehensive and provide for the effective and efficient functioning of the Council, without undue delay and in accordance with adopted Council management plans, strategies and policy. The functions delegated to the General Manager, in some instances, provide for conditions and limitations and are exercised in good faith, with due diligence, probity and accountability.*

*The General Manager has authority under the Act to delegate any of the functions delegated by the Council. Other than the power of delegation, to any person or body (including another employee of the council). In accordance with this authority, functions are delegated by the General Manager to the Acting Director of Infrastructure and Regulation, Executive Manager Community and Culture, Chief Financial Officer, Manager Governance and Information and Manager Human Services staff for the efficient and effective discharge of a raft of Council functions.*

*A complete copy of the Council Functions proposed to be delegated to Mr Glenn Inglis as from 22 February 2016 are attached to the report – Attachment A.*

## **KEY ISSUES:**

*Allow Council to consider Delegations of Authority for the position of General Manager.*

## **COUNCIL IMPLICATIONS:**

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

*Not required*

### **2. Policy and Regulation**

*The Council functions to be conferred on and as from 22 February 2016 are identical to the functions held by the previous incumbent General Manager, Mr Damien Connor, and are currently discharged and will be discharged in the future in accordance with Council Policy.*

### **3. Financial (LTFFP)**

*The Council functions held by the General Manager of the day are currently discharged, and will be discharged in the future, in accordance with the **annual Management Plan and Budget**.*

### **4. Asset Management (AMS)**

*Not applicable.*

### **5. Workforce (WMS)**

*Insert*

### **6. Legal and Risk Management**

*Council is authorised under section 377 of the Local Government Act 1993 to pass a resolution delegating to the General Manager any of the functions of Council, other than the following:*

- (a) the appointment of a general manager,*
- (b) the making of a rate,*

# LATE REPORT TO COUNCIL

- (c) a determination under section 549 as to the levying of a rate,*
- (d) the making of a charge,*
- (e) the fixing of a fee,*
- (f) the borrowing of money,*
- (g) the voting of money for expenditure on its works, services or operations,*
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
- (i) the acceptance of tenders which are required under this Act to be invited by the council,*
- (j) the adoption of an operational plan under section 405,*
- (k) the adoption of a financial statement included in an annual financial report,*
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
- (m) the fixing of an amount or rate for the carrying out by the council of work on private land,*
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*
- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office,*
- (s) the making of an application, or the giving of a notice, to the Governor or Minister,*
- (t) this power of delegation,*
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.*

*The Delegation of Functions to be conferred on the General Manager on and as from 22 February 2016 are in accordance with section 377 of the Act and do not delegate any of the functions of Council identified in (a) to (u) above.*

## **7. Performance Measures**

*Not applicable.*

## **8. Project Management**

*Not applicable.*

**Annie Harris**  
**Acting General Manager**

Prepared by staff member:	Annie Harris
TRIM Reference Number:	
Approved/Reviewed by Manager:	Annie Harris – Acting General Manager
Department:	General Manager
Attachments:	A. Delegations to the General Manager