



URALLA SHIRE COUNCIL BUSINESS PAPER

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

ORDINARY COUNCIL MEETING

29 MARCH 2016

Glenn Inglis
Acting General Manager



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1. AGENDA



- BUSINESS AGENDA - Ordinary Meeting of Council 29 March 2016, 1:00pm

1. Opening & Welcome

Prayer

Acknowledgement of Country

Apologies/Requests for Leave of Absence

Disclosures & Declaration of Interests

2. Confirmation of Minutes of Previous Meeting

- Ordinary Council Meeting held 22 February 2016 (to be confirmed)

Announcements

3. Tabling of Reports & Petitions

4. Urgent Supplementary & Late Items of Business

5. Presentations –

Speaker 1: Phil Irvine - "The Power of Humanity 100 years of Red Cross 1914-2014"

6. Deputations - Nil

7. Reports from Delegates – Written and Verbal

Minutes to be received and noted by Council. (Copies under separate cover):

- New England Group of Councils, Minutes of Meeting held 26 February 2016.
- Namoi Councils, Minutes of Meeting held 3 March 2016.
- Country Mayors Association, Minutes of Meeting held 11 March 2016.

8. Mayoral Minute

Item 1: General Manager – Appointment and Delegations of Authority

Item 2: Armidale Dumaresq Council Merger Proposal

Recommendations for Items to be Considered in Confidential Section

Department: Community & Culture – CLOSED SESSION
Reference: Item 5
Subject: Acquired Brain Injury Unit
Submitted by: Olivia Wood – Executive Manager Community Care

This report is presented to the CLOSED section of the March 2016 meeting under section 10A (1) of the Local Government Act (NSW) 1993.

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

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

(2) The matters and information are the following:

- (d) commercial information or a confidential nature that would, if disclosed:

- (i) prejudice the commercial position of the person who supplied it, or
- (ii) confer a commercial advantage on a competitor of the council.

Department: Motions on Notice
 Reference: Item 1 – Cr L Cooper
 Subject: Appointment of an Interim General Manager

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

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

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

(2) The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors).

9. Reports from the General Manager

Nil

10. Reports from the Corporate & Community Committee

Report	Title
Item 1	Cash at Bank and Investments
Item 2	Additional Growth Funding- Tablelands Community Transport (TCT)
Item 3	CNRL ordinary meeting March 2016
Item 4	National General Assembly of Local Government

11. Reports from the Environment, Development & Infrastructure

Report	Title
Item 1	Development Approvals & Refusals for February 2016
Item 2	Works Progress Report to 29 February 2016
Item 3	Works Planning Reports March 2016
Item 4	Draft Management Plan for Wooldridge Fossicking Reserve
Item 5	Update Z-NET Beyond the Blueprint

12. Motions on Notice

Item 1 – Cr L Cooper (Refer Confidential Business)

Item 2 – Cr K Ward

13. Schedule of Actions – Council Resolutions – as at 22 March 2016

14. Confidential Business

Department: Community & Culture – CLOSED SESSION
 Reference: Item 5
 Subject: 14.1 Acquired Brain Injury Unit
 Submitted by: Olivia Wood – Executive Manager Community Care

Department: Motions on Notice
Reference: 14.2 Item 1 – Cr L Cooper
Subject: Appointment of an Interim General Manager

15. Authority to Affix the Common Seal – Division Decisions

Item 1

Application of Council Seal to Section 88b instrument – DA 57/2015 – Mr I & Mrs K Taylor

Item 2

Application of Council Seal to Section 88b instrument – DA 69/2015 – Mr C & Mrs S Ritchie

Item 3

Application of Council Seal to Section 88b instrument – DA 46/2011 – Mr R Elks & Mr M Elks

Item 4

Application of Council Seal to Grace Munro Lease

16. Meeting Close

www.uralla.nsw.gov.au

2. CONFIRMATION OF MINUTES

Minutes of previous meeting submitted for approval.

3. TABLING OF PETITIONS

No petitions to be tabled.

4. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

No urgent supplementary or late items of business.

5. PRESENTATIONS

No Presentations registered prior to distribution of Business Paper.

6. DEPUTATIONS

No Deputations registered prior to distribution of Business Paper.

7. WRITTEN REPORTS FROM DELEGATES

Minutes to be received and noted by Council (copies under separate cover)::

- New England Group of Councils, Minutes of Meeting held 26 February 2016.
- Namoi Councils, Minutes of Meeting held 3 March 2016.
- Country Mayors Association, Minutes of Meeting held 11 March 2016.

8. MAYORAL MINUTE

Department: Mayor's Office
Submitted by: Mayor, Cr Michael Pearce
Reference: Item 1
Subject: General Manager – Appointment and Delegations of Authority
Attachments:
A. Functions Delegated to GM

SUMMARY:

The purpose of this report is to endorse the appointment of Mr George Cowan to the position of Acting General Manager and 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, George Cowan.

MAYOR'S RECOMMENDATION

1. That Council endorse the appointment of Mr George Cowan to the position of Acting General Manager for the period of 21 March 2016 until 19 August 2016;
2. That in accordance with Section 377 of the Local Government Act 1993 Council Delegate the Functions of Council identified in Attachment A to the Acting General Manager, Mr George Cowan, on and from 21 March 2016.

REPORT:

The new and recently appointed Interim General Manager, Mr George Cowan, will commence his role with Uralla Shire Council on Monday, 21 March 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 General Manager, Mr Glenn Inglis, upon take up of the position by Mr Cowan on and as from 21 March 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.

The Council Functions proposed to be delegated to Mr George Cowan as from 21 March 2016 are as follows:

FUNCTIONS OF THE GENERAL MANAGER

The function of the General Manager, as determined by Section 335 of the Local Government Act, is:

- (1) The general manager is generally responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation, without undue delay, of decisions of the council.
- (2) The general manager has the following particular functions:
 - to assist the council in connection with the development and implementation of the community strategic plan and the council's resourcing strategy, delivery program and operational plan and the preparation of its annual report and state of the environment report
 - the day-to-day management of the council
 - to exercise such of the functions of the council as are delegated by the council to the general manager
 - to appoint staff in accordance with an organisation structure and resources approved by the council
 - to direct and dismiss staff
 - to implement the council's equal employment opportunity management plan.
- (3) The general manager has such other functions as may be conferred or imposed on the general manager by or under this or any other Act.

Council confirms the roles and duties of the General Manager as set out in his current employment contract.

DELEGATIONS OF AUTHORITY TO GENERAL MANAGER

In accordance with the provisions of Sections 377, 378, 379 and 381 of the Local Government Act 1993, as amended, Council delegates to the General Manager the following functions:

1. To carry out the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with the resolutions of the Council. To authorise variations of expenditure on individual line items and jobs which make up voted project/program items in Council's adopted budget, subject to the total voted expenditure in the project/program items not being exceeded.
2. To exercise and implement the powers, authorities, duties and functions of the Council under the Local Government Act and any other Act of Parliament or any rule, regulation, ordinance or by-law under or pursuant to any such Act but subject to Section 377 of the Local Government Act.

Cr Michael Pearce
MAYOR

Department: Mayor's Office
Submitted by: Mayor, Cr Michael Pearce
Reference: Item 2
Subject: Armidale Dumaresq Council Merger Proposal

MAYOR'S RECOMMENDATION

That Mayoral Minute dated 29 March 2016 be received and noted and further that Uralla Shire Council on behalf of the Uralla Shire community records its absolute and from the bottom of the heart opposition to the merger proposal as submitted by Armidale Dumaresq Council to the Minister for Local Government

REPORT:

As a result of the proposal totally and singularly initiated by Armidale Dumaresq Council for a merger of Armidale Dumaresq, Guyra Shire, Uralla Shire and Walcha Councils, I submit this Mayoral Minute to formally record on behalf of our community Uralla Shire Council's absolute and whole hearted opposition to the merger proposal.

It is worthy of note that such proposal submitted by Armidale Dumaresq Council was undertaken without any notification or dialogue with Uralla Shire Council. Not a single word, not even a phone call to let us know of Council's intentions. It is indeed a sad state of affairs when the need for common manners and basic courtesy seems unnecessary.

As previously discussed with Councillors the actual formal proposal submitted by Armidale Dumaresq Council to the Minister for Local Government is nothing more than a simple resolution of Council. The proposal as submitted and available on the public enquiry website contains no statement of justification, no statement of advantages, no statement of disadvantages, and absolutely no statement of potential impacts on ratepayers like rating levels, levels of representation, community of interest, geographic cohesion, rural community implications, and delivery of facilities and services.

On any basic level of fairness and the need to act reasonably, surely all affected communities by this proposal have the right and maintain a legitimate expectation to be informed of the facts that may affect any final decision in such an important matter. The question must be asked – how can the community make any kind of informed judgement on the merger proposal if the case for the merger has not been made?

The Delegate will be conducting his examination of the merger proposal having regards to the factors contained in section 263 (3) of the Local Government Act 1993. The Delegate will base his final report and final recommendations principally on the community's attitude and considerations of these specific factors. Our community in this proposal is being expected to form an opinion as to the merits or otherwise of these factors with access to absolutely zero information. Not fair and extremely unreasonable.

Cr Michael Pearce
MAYOR

9. REPORTS FROM THE GENERAL MANAGER

There are no reports from the General Manager.

10. REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

Department: Organisational Services - Finance
Reference: Item 1
Subject: 10.1 Cash at Bank and Investments
Submitted by: Simon Paul – Chief Financial Officer
Attachments:
B. Council's Investments as 29 February, 2016
C. Diary of Investment Maturity Dates and Amounts

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

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.

COMMITTEE'S RECOMMENDATION:

That:

Council note the cash position as at 29 February, 2016 consisting of cash and overnight funds of \$2,808,916, term deposits of \$8,400,000 totalling \$11,208,916 of readily convertible funds.

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 29 February, 2016 consisting of cash and overnight funds of \$2,808,916, term deposits of \$8,400,000 totalling \$11,208,916 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.

REPORT:

Current Term Deposits of \$8,400,000 spread over the next six months will receive a range of interest from 2.9% to 3.15% with an average rate of 3.05%. 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 29 February, 2016.

KEY ISSUES:

A new Professionals Fund account has been set up to provide better at-call interest than the Everyday Business Account. This account pays interest at 15 points above the RBA cash rate. These accounts are providing some improvement to the total returns from Council investments. Continual assessment of excess funds has allowed additional funds to be invested at higher 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.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:

Simon Paul

TRIM Reference Number:

U15/287

Approved/Reviewed by Manager:

Chief Financial Officer

Department: Community & Culture
Reference: Item 2
Subject: 10.2 Additional Growth Funding- Tablelands Community Transport (TCT)
Submitted by: Olivia Wood – Executive Manager Community Care
Attachments:
 D. Letter of offer – Transport for NSW

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: Goal 1.4 Access to and Equity of Services
Strategy: Strategy 1.4.2 Provide Quality Community Care, Ageing and Disability Services
Action: Action 1.4.2.4 Allocate Community Transport resources in an efficient and effective manner

SUMMARY:

New additional recurrent allocation of funding for Community Transport Program (CTP) from Transport NSW

COMMITTEE'S RECOMMENDATION:

That the additional funds offered from Transport NSW of \$66,174.38 recurrent CTP funding be accepted.

OFFICER'S RECOMMENDATION:

That the additional funds offered from Transport NSW of \$66,174.38 recurrent CTP funding be accepted.

REPORT:

Additional funds have been offered from Transport NSW to provide additional trips for the following areas:

LGA	Funding	Trips
Armidale Dumaresq	\$22,350.31	894
Guyra	\$20,040.34	802
Uralla	\$16,049.46	642
Walcha	\$7,734.27	309

TCT already has contracts in place with Walcha and Guyra Councils to deliver transport services in there regions, along with TCT providing direct transport provision in these areas. Uralla and Armidale services are provided directly by TCT. The additional funding will allow for additional trips to the disadvantaged people and communities with discussions to be had with the neighbouring councils on the best use of funds in their regions.

CONCLUSION:

The additional funds be accepted to allow for additional provision of trips to transport the disadvantaged.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Discussion with Walcha and Guyra Councils to expand current agreement on provision of trips.
- 2. Policy and Regulation**
Transport NSW contractual obligations.
- 3. Financial (LTFP)**
Additional \$66,174.38 funds offered
Trips funding is in line with current unit price offered
- 4. Asset Management (AMS)**
NA
- 5. Workforce (WMS)**
NA
- 6. Legal and Risk Management**
NA
- 7. Performance Measures**
Minimum contracted trips are provided
- 8. Project Management**
TCT Manager

Prepared by staff member:

Olivia Wood

Approved/Reviewed by Manager:

Olivia Wood

Department:

Community and Culture

Department: Community & Culture
Reference: Item 3
Subject: 10.3 CNRL ordinary meeting March 2016
Submitted by: Olivia Wood – Executive Manager Community Care
Attachments:
E. CNRL Agenda and minutes
F. CNRL Quarterly report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal 1.3 A Diverse and creative culture
Strategy: 1.3.1 Provide enhanced and innovative library services that support and encourage life long learning
Action: 1.3.1.4 Participate in the Central Northern Regional Libraries to deliver new and innovative services

SUMMARY:

Ongoing participation in Central Northern Regional Libraries (CNRL) including attendance at the CNRL ordinary meetings.

COMMITTEE'S RECOMMENDATION:

That the CNRL ordinary meeting papers from March 2016 be received and noted.

OFFICER'S RECOMMENDATION:

That the CNRL ordinary meeting papers from March 2016 be received and noted.

BACKGROUND:

The CNRL members including Uralla Shire meets twice a year with updates provided by CNRL.

REPORT:

Attached are the papers and reports from the CNRL meeting held on 2/3/16 and attended by Clr Karen Dusting and Executive Manager Community and Culture Olivia Wood. Key points discussed at the meeting included:

- Quarterly report
- Agreement for the current CNRL agreement to be extended for an additional 5 years. (Under preparation by CNRL)
- Draft Strategic Plan for the next 5 years discussed – under preparation by CNRL

COUNCIL IMPLICATIONS:

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

2. Policy and Regulation

NA

3. Financial (LTFP)

Ongoing contribution to CNRL for involvement as a member Library.

4. Asset Management (AMS)

NA

5. Workforce (WMS)

NA

6. Legal and Risk Management

NA

7. Performance Measures

NA

8. Project Management

NA

Prepared by staff member:

Olivia Wood Executive Manager

Approved/Reviewed by Manager:

Olivia Wood

Department:

Community and Culture

Department: General Manager's Office
Reference: Item 4
Subject: 10.4 National General Assembly of Local Government
Submitted by: Glenn Inglis - Acting General Manager
Attachments:
G. National General Assembly of Local Government

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The 2016 National General Assembly of Local Government (NGA) is to be held 19th-22nd June 2016. The ALGA is calling for motions from Councils for the NGA.

COMMITTEE'S RECOMMENDATION:

That:

The Acting General Manager's report be received and noted and further that Council determine if it desires to lodge any motions to the 2016 NGA.

OFFICER'S RECOMMENDATION:

That:

The Acting General Manager's report be received and noted and further that Council determine if it desires to lodge any motions to the 2016 NGA.

BACKGROUND:

The theme for the NGA is 'Partners in an Innovative & Prosperous Australia.' This theme reflects current issues being debated nationally and priority issues facing local government.

REPORT:

The ALGA Board is calling for motions.

To be eligible for inclusion motions need to meet a number of preconditions:

1. be relevant to the work of local government nationally
2. be consistent with the themes of the Assembly
3. complement or build on the policy objectives of your state or territory local government association
4. propose a clear action and outcome, and
5. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Once submitted, motions will be reviewed by the ALGA Board's NGA Sub-Committee as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the sub-committee considers the importance and relevance of the issue to local government. It is noted that motions should not be prescriptive in directing how the matter should be pursued. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association, and will not be included in the Business Papers.

To assist in facilitating an efficient and effective debate, motions that cover similar matters will appear grouped together in the Business Papers and the matter will be debated only once with the lead or strategic motion being the one debated.

Motions that are agreed to at the NGA become Resolutions of the NGA. These Resolutions are then considered by the ALGA Board when setting national local government policy, when the Board is making representations to the Federal Government at Ministerial Councils, during meetings and in ALGA publications. The ALGA Board is not bound by any Resolution passed at the NGA.

The following information will be required:

Motion

Text of the Motion

National Objective

Why is this a national issue and why should this be debated at the NGA?

Maximum 100 words

Summary of Key Arguments

Background information

Supporting arguments

Maximum of 300 words (additional information should be provided as speaking notes to the council representative who will move the motion at the NGA)

Declaration

The motion must be endorsed by Council.

To assist Council in preparing motion's a Discussion Paper has been prepared and is shown at **Attachment G**.

Motions must be submitted by 22nd April 2016. Council may wish to consider:

1. Return annual indexation to Financial Assistance Grants and increase the total funding pool to restore pre-indexation levels.
2. Make the Roads to Recovery Program permanent.
3. Constitutional recognition of Local Government to ensure there is no legal impediments to direct fiscal transfers to Local Government authorities.

KEY ISSUES:

As described within the report.

CONCLUSION:

The National General Assembly provides Council with the opportunity to raise policy issues in regards to the national agenda.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Approval arrangements for Councillors attending conferences and for insurance purposes must be authorised by manner of a formal resolution by Council.

3. Financial (LTFP)

Costs per delegate are estimated to be Registration Fees \$929, accommodation \$250 per nights and air travel at \$600.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Council's formal resolution for the attendance of any delegate is required for insurance purposes whilst the representatives are performing bona fide Council duties.

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Acting General Manager

11. REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

Department: Infrastructure & Regulation
Reference: Item 1
Subject: 11.1 Development Approvals and Refusals for February 2016
Submitted by: Owen Johns – Acting Director of Infrastructure & Regulation
Attachments:
Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The following details the development approvals issued by Council and by private certification for February 2016 for the entire local government area. A listing of development applications outstanding with a status as at the end of February 2016 has also been provided.

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

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

COMMITTEE'S RECOMMENDATION:

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

OFFICER'S RECOMMENDATION:

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

REPORT:

Development Applications			
Approvals:			
Development Application Number	Applicant	Property	Development
DA-55-2015-2	Ms L McGarry	PO Box 7150 NEMSC 2348	Modification to New Dwelling
DA-66-2015	Mr M & Mrs A Harrison	68 Quartz Gully Road, Uralla	Dwelling and Garage
DA-72-2015-2	Mr R Anderson	6 Thunderbolts Way, Uralla	Modification – Dwelling & Garage
DA-4-2016	Mr M & Mrs A Harrison	29 Uralla Street, Uralla	Detached Carport
DA-5-2016	Mr M Wallace	259 Thunderbolts Way, Rocky River	Bathroom Extension
DA-6-2016	Mr L Jacques	43 Panhandle Road, Uralla	Shed
DA-7-2016	Defence Models & Graphics Pty Ltd	51 Bridge Street, Uralla	Signage
DA-9-2016	Mr V Froome	17 Fitzroy Street, Uralla	Garage
DA-10-2016	Picton Bros Spanline	39 King Street, Uralla	Free Standing Gable Pergola
Monthly Estimated Value of Approvals: \$298,430.00			

Refusals: Nil

DAs Withdrawn: Nil

Comparison to February 2015:

February 2015:	\$7,500.00	February 2016:	\$298,430.00
Year to date:	\$758,500.00	Year to date:	\$313,094.00
(Calendar Year)		(Calendar Year)	

Development Applications Outstanding				
Application Number	Applicant	Property	Development	Status
DA-3-2016	New England North West Planning Services	14 Salisbury Street, Uralla	Multi Dwelling Housing, 3 Units Stage 1, Strata Stage 2.	Under Assessment
DA-8-2016	New England Surveying & Engineering	13 Stringybark Ridge Road, Invergowrie	4 Lot Staged Subdivision	Awaiting RFS
DA-11-2016	LDJD Investments	16 Bendemeer Street, Bundarra	Alterations & Additions to Hotel	Under Notification
				Total: 3

Construction Certificates

Approved:

Application Number	Applicant	Property	Construction
CC-66-2015	Mr M & Mrs A Harrison	68 Quartz Gully Road, Uralla	Dwelling and Garage
CC-4-2016	Mr M & Mrs A Harrison	29 Uralla Street, Uralla	Detached Carport
CC-5-2016	Mr M Wallace	259 Thunderbolts Way, Rocky River	Bathroom Extension
CC-10-2016	Picton Bros Spanline	39 King Street, Uralla	Free Standing Gable Pergola
Monthly Estimated Value of Approvals: \$284,930.00			

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-50-2015	Mr M Doran	Unit 2, 48 East Street, Uralla	Duplex Unit 2
CC-6-2016	Mr L Jacques	43 Panhandle Road, Uralla	Shed
Monthly Estimated Value of Approvals: \$255,000.00			

Complying Development Applications

Approvals: Nil

Withdrawal: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-2-2016	Mr M Williams	8 Gostwyck Street, Uralla	Dwelling Additions
Monthly Estimated Value of Approvals: \$7,000.00			

Comparison to February 2015:

February 2015:	\$234,500.00	February 2016:	\$7,000.00
Year to date:	\$1,078,500.00	Year to date:	\$17,500.00
(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	9,387,065	86,917	7,230,198	2,156,867
2016	330,594	110,198	313,094	17,500

2016 to date

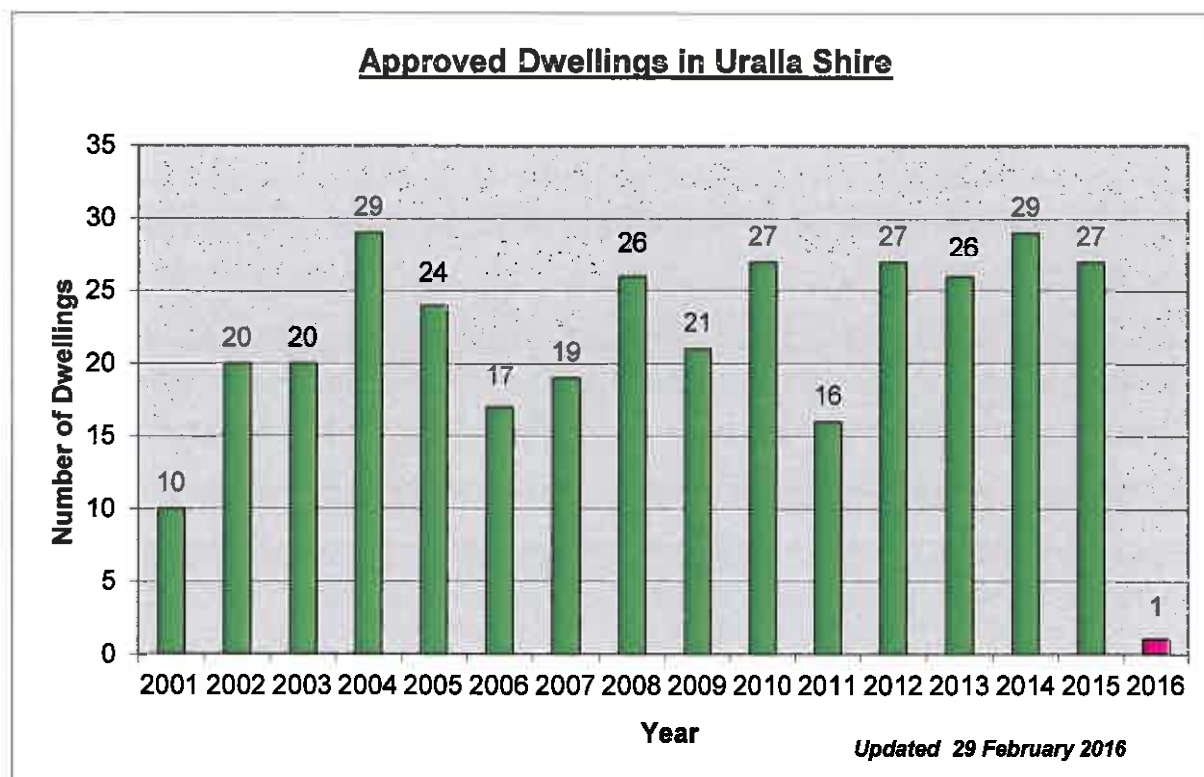
Financial Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2005-2006	6,090,640	39,808	6,090,640	-
2006-2007	6,302,833	38,668	6,302,833	-
2007-2008	8,128,806	52,444	8,128,806	-
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	5,074,921	76,893	4,442,354	632,567

2015-2016 to date

Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during August 2016. In August 2011 eleven (11) applications were approved, with three (3) applications identified as possibly not commencing as at the end of February 2016.



KEY ISSUES:

- *Development Applications approved by Council for February 2015 – \$298,430*
- *Development Applications refused by Council for February 2015 – 0*
- *Development Applications withdrawn by Applicant for February 2015 – 0*
- *Outstanding Development Applications as at 31 February 2015 – 3*
- *Construction Certificates approved by Council for February 2015 – 4*
- *Construction Certificates refused by Council for February 2015 – 0*
- *Construction Certificates issued by private certification for February 2015 – 2*
- *Complying Development Applications approved by Council for February 2015 – 0*
- *Complying Development Applications refused by Council for February 2015 – 0*
- *Complying Development Applications issued by private certification – 1*
- *Total Development Value for 2015 as at 31 February 2015 – \$330,594*
- *Average Development Value for 2015 as at 31 February 2015 – \$110,198*
- *Development Application Value for 2015 as at 31 February 2015 – \$313,094*
- *Complying Development Application Value for 2015 as at 31 February 2015 – \$17,500*
- *Applications lapsing in April 2016 that may not have commenced – 3*
- *Approved dwellings as at 31 February 2015 – 1*

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
The Development Approvals and Refusals for February will be placed in the next available newsletter and uploaded to the Uralla Shire Council website.
2. **Policy and Regulation**
Environmental Planning & Assessment Act, 1979.
Environmental Planning & Assessment Regulations, 2000.

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Administration Officer

TRIM Reference Number:

U12/168

Approved/Reviewed by Manager:

Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Department: Infrastructure & Regulation
Reference: Item 2
Subject: 11.2 Works Progress Report to 29 February 2016
Submitted by: Owen Johns – Acting Director of Infrastructure & Regulation
Attachments:
 Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

COMMITTEE'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed February 2016.

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed February 2016.

BACKGROUND:

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

REPORT:

1. **Main Road Maintenance**

MR73 Thunderbolts Way North and South	Patching, Heavy Shoulder Mowing	Patching, Guide posts,
MR124 Bundarra Road	Patching, Heavy Shoulder Mowing	Patching, Guide posts,
MR132 Barraba Road	Maintenance	
2. **Sealed Roads Maintenance**

Uralla Streets	Patching
Bundarra Town Area	Patching
Invergowrie Area	Patching, Shoulder Mowing
Kentucky/Wollun Area	Patching, Shoulder Mowing

	Sealed Rural Roads	Patching, Shoulder Mowing
3. Unsealed Roads Maintenance		
	Grading	
	Old Kingstown Road	Grading and culvert maintenance
	Hardens Road	Graded and culvert maintenance
	Retreat Road	Graded
	Stonybatter Road	Graded
	Mihi Road	Graded
	Linfield Road	Graded
	Dwyers Range Road	Graded
	Gostwyck Road	Graded
	Gostwyck Road	Re-gravelled 3.4km
	Bingara Road	Culvert maintenance
4. Construction Crew		
	MR73 Thunderbolts Way	Abington Creek Bridge. Bridge construction completed. Pavement stabilisation and bitumen sealing at three locations.
	Bergen Road	Continue reconstruction 3.1km to 5.1km
5. Bridge / Sign Crew		
	Uralla	Concrete footpath repairs Bridge, Hill and Queen Streets. King Street Cycleway, commence construction Maitland Street to railway bridge.
6. Town Area		
	Uralla	General maintenance

KEY ISSUES:

- Maintenance grading and construction works are being severely restricted due to the drought conditions and water not being available for road works in many areas.

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
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

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

Department: Infrastructure & Regulation
Reference: Item 3
Subject: 11.3 Works Planning Report March 2016
Submitted by: Owen Johns – Acting Director of Infrastructure & Regulation
Attachments:
Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The following works are proposed to be carried out or continued in the next month.

COMMITTEE'S RECOMMENDATION:

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

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works planned for March 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
 - Shoulder mowing
2. Sealed Roads Maintenance
 - Bitumen patching
 - Guide posting
 - Shoulder mowing
3. Unsealed Roads Maintenance
 - Bundarra Area Grade
 - Kentucky Area Grade

	Gostwyck Area	Grade
4.	Bridge/Sign Crew Walcha Council King Street Woodlands Road	Bridge maintenance Shared path Maitland Street to Railway Install pipe culvert
5.	Construction Bergen Road	Continue reconstruction 3.1km to 5.1km
6.	Town Works 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

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

Department: Infrastructure & Regulation
Reference: Item 4
Subject: 11.4 Draft Management Plan for Wooldridge Fossicking Reserve
Submitted by: Stephanie McCaffrey - Environmental Management Coordinator
Attachments:
H. Draft Management Plan for the Wooldridge Fossicking Reserve

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 3.1 To preserve, protect and renew our beautiful natural environment
Strategy: 3.1.4 Protect and maintain a health catchment
Action: 3.1.4.3 Develop a Management Plan for the Wooldridge Fossicking Reserve

SUMMARY:

Increasing visitor numbers, the ecological value of the site, and the need to manage costs and liability comprise the rationale for developing a management plan for Wooldridge Fossicking Reserve.

This report presents a draft Management Plan for the site and asks that Council determine whether they wish to exhibit it for a period of community consultation.

COMMITTEE'S RECOMMENDATION:

That the report be received and noted and that the Draft Management Plan be approved for public exhibition for 28 days.

OFFICER'S RECOMMENDATION:

That the report be received and noted and that the Draft Management Plan be approved for public exhibition for 28 days.

BACKGROUND:

The Wooldridge Fossicking Reserve is located six kilometres west of Uralla and forms part of the historical gold mining precinct adjacent. The Reserve (Crown Reserve No. R91185) was gazetted for Public Recreation on 7 July 1978.

The Reserve is an important environmental asset and potentially the site of an endangered ecological community. Vegetation in the Reserve is in good condition and there are no soil erosion issues (beyond track and camp site maintenance). Weeds occurring outside of the creek are constrained in their distribution. It is feasible for weeds to be eliminated from the Reserve outside of the creek. It is not possible to eliminate weeds from within the creek given the presence of weeds on public and private land upstream of the site.

The scenic and environmental quality of the Reserve, the mix of a creek with permanent water flows and bushland, provides a peaceful and varied setting for the following activities:

- Fossicking for gold and precious gems.
- Picnicking, fishing, swimming, walking (including walking dogs).
- Environmental and heritage education (e.g. school excursions).

- Bird watching.
- Photography.
- Camping.

An unknown number of overnight campers and day visitors frequent the Reserve. Camping in the Reserve is free. On many, perhaps most nights of the year, there are tourists camped by the river. Many of them contribute to Uralla's economy by buying provisions or visiting other tourist attractions.

Facilities at the Reserve are basic but well maintained by Council. Two campsites have toilets, bins and picnic tables. Tracks around the Reserve need maintaining and control should be exercised to prevent unplanned development of too many tracks. Grading and drainage management work is needed at the larger camp site in order to prevent further deterioration of tracks and camp grounds.

Increasing visitor numbers, the ecological value of the site and developing a framework to attract ongoing funding for management comprise the rationale for developing a management plan.

REPORT:

Since 1978 (when the Reserve was entrusted to Council for management) new legislation covering the roles and responsibilities of Councils, Crown Lands, and management of the environment has been introduced or changed. For example, Councils now have an obligation to protect native vegetation on land under their care and control (as per the Native Vegetation Act 2003) and to control weeds (Noxious Weeds Act 1993). A management plan provides the framework for this to occur.

The intent of placing land into management through the Reserve Trust system allows a mechanism for community participation in defining the values associated with the Reserve and gives them a say in the decision making process around that land. Placing this Management Plan onto public exhibition allows for public consultation.

Council's aim is to balance expectations of use by the public with the accepted values of the Reserve. Certain activities are incompatible with the values of the ecological and passive recreational value of the Reserve. Quad and motorbike riding off track through native vegetation is a prime example. A Management Plan provides one means through which Council can determine those activities that will and will not be compatible with managing the Reserve to protect its values.

The need to consolidate information about the Reserve and clearly stating what, why, how and by whom the values of the Reserve are being managed serves a practical purpose and allows us to record historical, social, and environmental information to inform good governance practice.

KEY ISSUES:

1. Ongoing costs associated with managing the Reserve: A Management Plan assists in tracking spending at the Reserve. The existence of a plan will support ongoing requests for funding from Crown Lands and other agencies.

CONCLUSION:

The Draft Management Plan is accepted and referred to Council for exhibition.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
To be determined by Council.
- 2. Policy and Regulation**
The Management Plan will be the responsibility of the Department of Infrastructure and Regulation.
- 3. Financial (LTFF)**
The Management Plan will track spending at the Reserve. The existence of a plan supports Council's request for funding from Crown Lands.
- 4. Asset Management (AMS)**
Reserves are currently not included in Asset Management Planning.
- 5. Workforce (WMS)**
Implementing the plan involves staff in the Bush Regeneration Team and Parks and Gardens. Both work crews already have a schedule of works they undertake in the Reserve. The works outlined in this plan does not constitute additional work for Parks and Gardens.
- 6. Legal and Risk Management**
A Management Plan framework assists Council in articulating their requirements as a Reserve Trustee.
- 7. Performance Measures**
Will be built into the plan through specific project works.
- 8. Project Management**
Provided through the Department of Infrastructure and Regulation.

Prepared by staff member:	Stephanie McCaffrey
Approved/Reviewed by Manager:	Owen Johns
Department:	Infrastructure and Regulation

Department: Infrastructure & Regulation
Reference: Item 5
Subject: 11.5 Update Z-NET Beyond the Blueprint
Submitted by: Stephanie McCaffrey - Environmental Management Coordinator
Attachments:
Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 3.2 *Maintain a healthy balance between development and the environment*
3.3 *Reduce, recycle and reduce wastage*
Strategy: 3.2.2. *Educate the community about sustainable practices in the home, at work and in public places*
3.3.5 *Identify technologies in Council's facilities, infrastructure and service delivery to reduce our ecological footprint*
Action: 3.3.5.1 *Engage and collaborate with the Uralla ZNET project through participation on the Community Reference Group*

SUMMARY:

The purpose of this report is to provide an update for the Council regarding progress with the Z-NET Uralla project.

COMMITTEE'S RECOMMENDATION:

That the report be received and noted.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

The Zero Net Energy Town (Z-NET) Blueprint was released publically by the Minister on 6 October 2015 at a media event in Uralla (at McCrossin's Mill). The Blueprint (which is a case study with Uralla as the subject) sets out to establish the degree to which it is possible to switch the Shire's stationary energy supply to alternative and renewable sources, while remaining on the grid. The Blueprint focuses on electricity, gas and wood use within the Shire. That is, it does not take transport energy into consideration.

The approach of the Blueprint was to examine what is technically, practically and financially feasible given currently available technologies, while being desirable to the community in changing to alternative and renewable energy resources. Options for switching to alternative and renewable energy sources need to be least cost and competitive with current sources of energy in respect to the price, quality, reliability and security of supply. The logic of the approach is to ensure that those actions which have least cost and the most benefit are taken first.

A consortium of agencies led by the Moreland Energy Foundation Limited has undertaken the necessary research and consultation with the Uralla Community. The Z-NET project was conceived, and the funding secured, by collaboration initiated within the New England Region. Starfish Enterprises managed the project.

REPORT:

The Z-NET Uralla project has progressed markedly in the past few weeks, measured by the following events:

- The group is now auspiced by the Uralla Neighbourhood Centre Incorporated.
- Saturday 5 March: Election of the Z-NET Uralla Executive Committee. Council's Environmental Management Coordinator was elected as an 'Ordinary' member of this Committee.
- Saturday 5 March: formal commencement of project work in the areas of communications, business, household and firewood projects.
- On 11 March the Hon. Adam Marshall announced that the group has been awarded a package of funding (the Z-NET Uralla Beyond the Blueprint package) from the Office of Environment and Heritage. This funding will cover the expenses of hiring a Coordinator to support the local group and those localities around the State wishing to become Z-NET towns. The package includes \$20, 000 for Z-NET Uralla projects. Project design for the funds is underway.
- Public awareness and engagement in Z-NET Uralla is growing. The group will be present at the Seasons of New England market on March 19; the Convenor for the group has been invited to speak at a number of community engagements over the coming months. While the Environmental Management Coordinator has been invited to take part in panel discussion at the Renewable Cities Forum in Sydney on June 1 and 2, and to give a presentation to a Namoi Regional Organisations of Councils meeting later this year.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
N/A
2. **Policy and Regulation**
N/A
3. **Financial (LTFP)**
N/A
4. **Asset Management (AMS)**
N/A
5. **Workforce (WMS)**
N/A
6. **Legal and Risk Management**
N/A
7. **Performance Measures**
N/A
8. **Project Management**
N/A

Prepared by staff member:	Stephanie McCaffrey
Approved/Reviewed by Manager:	Owen Johns
Department:	Infrastructure and Regulation

12. MOTIONS ON NOTICE

Item 1 – Cr L Cooper:

12.1 Appointment of Interim General Manager (Refer to Confidential Business)

Item 2 – Cr K Ward:

12.2 Allocation of Administration Overheads to Capital Projects



NOTICE OF MOTION

Department:	Notice of Motion
Submitted by:	Cr. Kevin Ward
Reference:	Item Number .
Subject:	Allocation of Administration Overheads to Capital Projects .

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: *Council is operated efficiently and effectively.*
Strategy: *Operate in a financial and sustainable manner.*
Action: a) *Review, revise and maintain Council's long term financial plan*
b) *Complete quarterly budget review statements in-line with statutory requirements.*

SUMMARY:

The purpose of this report is to have Council, in meeting, consider change in accounting practice from treatment of administrative overhead expense as a period cost to a component of capital expense for own constructed assets .

COUNCILLOR'S RECOMMENDATION:

That

- 1. The Chief Accounting Officer prepare a report to Council on the rationale for the change of accounting treatment of administrative overhead expense as a period cost to a component of capital expense for own constructed assets, using the construction of the Emu Crossing Bridge as an example .*
- 2. Council continue the previous treatment of administrative overheads, other than wages on-costs and identifiable costs of supervision, until Council approves the change in Significant Accounting Policies in respect to Infrastructure, Property, Plant and Equipment (I.P.P and E.).*

BACKGROUND:

The Uralla Shire Council has in the past accounted for administrative overheads on capital expenditure and own constructed assets as a period cost and not included as a component of capital cost. Council budgeted an allocation of each of Administration, Engineering and Plant Surplus (Deficit) costs to an activity on the basis of a divisor [of Operating Expenditure less Interest paid plus Capital Expenditure less Loan Principal repayment]. The resultant calculation of the charge became a budget allocation to an operational cost number for estimates and at the end of the financial year charged to an operational cost number as a period cost.

The budget supporting document of Volume 4 of the 2008/2009 Management Plan (pages 93 to 95) are attached as an illustration of the methodology used. ATTACHMENT A

A worksheet summarising the calculation of the budget allocations in 2013/2014 and 2014/2015 for administrative overheads for the Emu Crossing Bridge is attached. ATTACHMENT B

REPORT:

At the February meeting, during an explanation of the Note 1 in the Capital Budget Review Statement in respect to a budget adjustment of \$480,631 for Emu Crossing Bridge budget, the Chief Financial Officer stated that the Emu Crossing Bridge cost was some \$4.7 million and that budget had been \$4.1 million. This indicated a cost blowout of some \$600,000.

Part of the explanation was that there was no budget for the Emu Crossing Bridge in 2015/2016 and that the cost now stood at \$720,512 after the inclusion of \$315,000 for administration overheads. It was further indicated that the budgets had been prepared without administration overheads and that this charge was now being calculated. This \$315,000 appears to have been calculated and charged in the current 2015/2016 year, although much of it relates to the 2013/2014 and 2014/2015 year.

The Roads and Marine Services: Financial Arrangement with Council for Road Management - August 2014 ATTACHMENT C on page 4 states in response to the question: Can overheads be charged against the grant? stated "Only overheads for supervision and wages on-costs are allowable charges against the grants."

The Uralla Shire Council's Significant Accounting Policies, included in the Annual Financial Statements to 30 June 2015 - (i) Infrastructure, Property, Plant and Equipment (I.P.P. and E.), in respect to initial recognition of I.P.P. and E. assets states "On initial recognition, an asset is measured at its fair value, plus all expenditure that is directly attributable to the acquisition". This policy makes it hard to justify the capitalisation of administration overhead, which cannot be considered to be directly attributable to the acquisition.

It would appear that \$315,000 has been charged to the Emu Crossing Bridge costs in this current financial year. However it would appear the no recognition has been made of the reduction of administrative overheads to other activities that flows from transferring period costs to capital. An amount of no less than \$315,000 should have been reduced from administrative costs(organisational Services); unless the \$328,000 adjustment has already been adjusted.

The non-adjusting for the \$315,000 in the Income and Expenses Quarterly Budget Review Statement has lead to the reporting of a Budget Blowout in the Armidale Express. An explanation of whether or not the administration charges to Infrastructure and Regulation Activity specifically and across the board is needed to completely understand what has occurred.

KEY ISSUES:

- *There is proposed to be a significant change to a long standing accounting treatment of capitalisation of own constructed assets.*
- *Council's Significant Accounting Policies will need to reflect any change.*
- *Councillors need to be included in the decision to make a change.*

CONCLUSION:

It is my recommendation that the conservative accounting practice of charging administrative overheads as a period cost be continued and before any change occurs that the Chief Financial Officer explain the change in accounting treatment of administrative overheads he has implemented as it has a significant effect on the bottom line of the Council's operations. Even though transferring of period costs to capital has the effect of improving Council's bottom line it is not in tune with this Council's conservative accounting practices of the past.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
n/a
2. **Policy and Regulation**
*Uralla Shire Council Significant Accounting Policies - (i) Infrastructure, Property, Plant and Equipment (I.P.P. and E.).
Roads and Marine Service - Transport: Financial Arrangements with Council for Road Management.
Local Government Code of Accounting practice and Financial Reporting (Guidelines).
Australian Accounting Standards, and
Local Government Act 1993*
3. **Financial (LTFP)**
Long term financial plans would need to be re-casted to reflect such a significant change in accounting treatment, if adopted.
4. **Asset Management (AMS)**
The addition of overheads as a component of the own constructed asset costs would require significant increases in depreciation, the costs of replacement will impact upon calculations of impairment of road assets.
5. **Workforce (WMS)**
n/a
6. **Legal and Risk Management**
An allocation of 10% administrative overhead to own constructed assets run the risk of a qualification from Council's Auditors in respect to the value of Infrastructure, Property, Plant and Equipment (I.P.P. and E.).

Inclusion of 10% overheads into own constructed I.P.P. and E may improperly adversely impact on comparison to contracting out tenders.

One sided charges of administrative overheads in capital, without the corresponding credit budget adjustment to operating costs, lead to bad publicity (as the Armidale Express front page of Wednesday 16 March 2016) and adverse influences in our defence against mergers.
7. **Performance Measures**
n/a
8. **Project Management**
n/a


Councillor

Approved/Reviewed by Manager: Insert Name
Department: Insert Name
Attachments: List and number all attachments

 Cr Daphne Field

 CLP- ISABEL STRUTT

JURRAA SHIRE COUNCIL - ALLOCATION OF ADMINISTRATION, ENGINEERING AND PLANT SURPLUS (DEFICIT) TO OTHER PRINCIPAL ACTIVITIES - 2008/2009

PA	Activity	Project	Operating Expenditure		Capital Expenditure	Equipment Transfer to Principal Reserve	Total	Administration charges distributed		
			Expenditure	Depreciation/Amort paid Expenditure				%	Contribution	charged to be raised
1.1	Governance	Civic Governance	462,594	0			462,594	3.69%	44,202	44,202
1.3	Pest Services	Pest Operations	1,252,453	440,000			652,453	7.17%	82,562	82,562
2.1	Fire Protection	Fire Services	168,968	38,815			130,153	1.09%	12,805	12,805
2.2	Animal & Abandoned Animals Control	Emergency Services Support	31,911	0			31,911	0.27%	3,055	3,055
2.3	Emergency Services	Emergency Services Support	4,000	0			4,000	0.03%	387	387
3.1	Development Control	Vegetation 1440	154,600	0			154,600	1.26%	16,884	16,884
3.2	Nature Park Control		59,800	0			59,800	0.50%	5,782	5,782
4.1	Youth		11,465	0			11,465	0.03%	338	338
4.2	Agist & Dispatch Services		2,061,814	48,168	0		2,032,711	22.14%	254,584	254,584
5.1	Heritage	Agist Units	13,917	3,570			10,347	0.09%	1,032	1,032
5.2	Garbage Collection & Disposal-Domestic	Graco Mums	28,921	11,650			15,271	0.13%	1,478	1,478
5.3	Garbage Collection & Disposal-Wholesale	Community Centre	52,416	18,400			39,016	0.33%	3,778	3,778
5.4	Stormwater Drainage	Mullaugh Gardens Unit	7,852	18,400			7,852	0.07%	780	780
5.5	Public Amenities	Mullaugh Gardens	1,488,053	83,657	54,000		1,488,488	12.36%	142,580	142,580
5.6	Environmental Control	Domestic Waste	6,300	45,538			6,300	0.05%	610	610
5.7	Other Conveniences	Lands Operations	371,852	45,538			326,314	2.75%	31,614	31,614
6.1	Water Supply	Process 2120	407,315	8,300	22,931		420,946	3.54%	40,770	40,770
6.2	Water Supply	Urban Stormwater	55,410	14,818			55,410	0.47%	5,387	5,387
6.3	Water Supply	Urban Stormwater	27,405	1,250			14,800	0.12%	1,414	1,414
6.4	Water Supply	Urban Stormwater	8,350	1,250			26,345	0.22%	2,542	2,542
6.5	Water Supply	Urban Stormwater	60,000	1,250			13,240	0.11%	1,282	1,282
6.6	Water Supply	Public Tolls	41,048	5,848			60,000	0.50%	5,811	5,811
6.7	Water Supply	Water Management	468,170	116,110	184,500		36,100	0.30%	3,485	3,485
6.8	Water Supply	Water Management	137,227	32,547	20,250		546,580	4.60%	52,036	52,036
6.9	Water Supply	Water Management	394,282	167,117	60,000		123,600	1.04%	12,023	12,023
7.1	Water Supply	Water Management	188,538	10,500			0	0.00%		
7.2	Water Supply	Water Management	16,505	1,500			277,175	2.33%	26,945	26,945
7.3	Water Supply	Water Management	8,884	2,500			159,085	1.34%	16,402	16,402
7.4	Water Supply	Water Management	79,016	7,500			29,435	0.25%	2,851	2,851
7.5	Water Supply	Water Management	36,823	5,100			7,095	0.06%	684	684
7.6	Water Supply	Water Management	102,415	8,740			31,723	0.27%	3,072	3,072
7.7	Water Supply	Water Management	19,850	1,740			98,675	0.83%	8,557	8,557
7.8	Water Supply	Water Management	6,407	907			19,950	0.17%	1,932	1,932
7.9	Water Supply	Water Management	161,525	77,575	30,000		5,590	0.06%	533	533
8.1	Water Supply	Water Management	396,813	156,813	480,000		113,850	0.95%	11,036	11,036
8.2	Water Supply	Water Management	722,839	179,439			700,000	5.89%	67,787	67,787
8.3	Water Supply	Water Management	60,800	0			543,580	4.57%	52,638	52,638
8.4	Water Supply	Water Management	880,858	0			60,000	0.42%	4,843	4,843
8.5	Water Supply	Water Management	75,749	22,900			987,000	8.39%	86,582	86,582
8.6	Water Supply	Water Management	5,650	0			98,648	0.83%	9,554	9,554
8.7	Water Supply	Water Management	182,978	82,978	378,000		5,650	0.05%	547	547
8.8	Water Supply	Water Management	133,874	82,978			478,000	4.03%	46,392	46,392
8.9	Water Supply	Water Management	2,400	0			40,000	0.34%	3,674	3,674
9.1	Water Supply	Water Management	48,600	14,517			2,400	0.02%	232	232
9.2	Water Supply	Water Management	10,158	6,758			48,600	0.41%	4,707	4,707
9.3	Water Supply	Water Management	14,825	6,758			74,580	0.63%	7,269	7,269
9.4	Water Supply	Water Management	9,952	552			3,400	0.03%	328	328
9.5	Water Supply	Water Management	87,680	4,000			14,825	0.12%	1,418	1,418
9.6	Water Supply	Water Management	125,285	6,875			8,248	0.06%	801	801
9.7	Water Supply	Water Management	8,701	0			82,650	0.27%	8,032	8,032
9.8	Water Supply	Water Management	183,200	3,600			118,360	1.00%	11,498	11,498
9.9	Water Supply	Water Management	6,500	400			8,701	0.07%	843	843
10.1	Water Supply	Water Management	57,582	400			2,900	0.02%	281	281
10.2	Water Supply	Water Management	45,600	400			65,882	0.55%	6,485	6,485
10.3	Water Supply	Water Management	11,280	8,150			45,600	0.39%	4,416	4,416
10.4	Water Supply	Water Management	1,163,983	1,163,983			2,110	0.02%	204	204
10.5	Water Supply	Water Management	1,163,983	1,163,983			11,680,889	100.00%	1,161,443	1,161,443
10.6	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
10.7	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
10.8	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
10.9	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
11.1	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
11.2	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
11.3	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
11.4	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
11.5	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
11.6	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
11.7	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
11.8	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
11.9	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
12.1	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
12.2	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
12.3	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
12.4	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
12.5	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
12.6	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
12.7	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
12.8	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
12.9	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
13.1	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
13.2	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
13.3	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
13.4	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
13.5	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
13.6	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
13.7	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
13.8	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
13.9	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
14.1	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
14.2	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
14.3	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
14.4	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
14.5	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
14.6	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
14.7	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
14.8	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
14.9	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
15.1	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
15.2	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
15.3	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
15.4	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
15.5	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
15.6	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
15.7	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
15.8	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
15.9	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
16.1	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
16.2	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
16.3	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
16.4	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
16.5	Water Supply	Water Management	1,163,983	1,163,983			1,161,443	1,161,443	259,672	259,672
16.6	Water Supply	Water Management	1,163,983							

B

Base for Allocation of Administration, Engineering and Plant Surplus (Deficit) to other Principal Activities**2013/2014**

Operating Expenditure	03280.0350/0545	142,701
Less: Interest included	03280.0350.0702	-23,671
Plus: Capital Expenditure	7280.0745.****	855,306
Multiplier		<u>974,336</u>

Overhead Allocation	03280.0980.0980	174,464
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Allocation Percentage	17.90594%
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Emu Crossing Bridge Budget in Capital Expenditure	550,000
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Emu Crossing Bridge overhead allocation	<u>98,483</u>
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2014/2015

Operating Expenditure	03280.0350/0545	154,969
Less: Interest included	03280.0350.0702	-22,966
Plus: Capital Expenditure	7280.0745.****	3,500,000
Multiplier		<u>3,632,003</u>

Overhead Allocation	03280.0980.0980	467,877
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Allocation Percentage	12.88207%
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Emu Crossing Bridge Budget in Capital Expenditure	3,500,000
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Emu Crossing Bridge overhead allocation	<u>450,872</u>
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Emu Crossing Bridge Budgeted Costs:

From Adopted Detailed Budget Estimates 2013/2014

Bridges Capital budget (Emu Crossing Bridge Portion) ^①	03280.980.560	550,000
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Bridges period cost for overhead (see above)	03280.0980.0980	98,483
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From Adopted Detailed Budget Estimates 2013/2014

Bridges Capital budget (Emu Crossing Bridge Portion) ^②	03280.980.560	3,500,000
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Bridges period cost for overhead (see above)	03280.0980.0980	450,872
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Total budgeted cost		<u>4,599,355</u>
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^① Line 17 page 55 of Detailed Budget Estimates in Part 5 of the 2013/2014 Annual Operational Plan

^② Capital Works: Bridges - page 52 of 75 - Part 4 of the 2015/2016 Annual Operational Plan

Budget 2013-14	Sub Account	Activity Account	Account No.	Forward Estimates	Amendments	Budget	Description
Bridges							
	Revenue	1280		3,000,000		3,000,000	
	Grants & Subsidies Recurrent	State Grants & Subsidies	01280.0135.0171	33,120		33,120	
		FTA Block Grant	01280.0115.0180	3,033,120		3,033,120	
32,000							
Misc/Op/Maint							
1,304	Administration Expenditure	3280		1,438		1,438	
24,319		General Asset Insurance	03280.0350.0632	22,966		22,966	
7,487		Interest Payments Bank Loans	03280.0350.0702	8,839		8,839	
7,487		Principal Repayments	03280.0350.0945	8,839		8,839	
35,688	Bridge & Culvert Maintenance	Wages	03280.0545.0946	58,834		65,477	
1,000		Over/Time	03280.0545.0301	-		-	
		Contractors	03280.0545.0401	20,000		20,000	
42,000		Materials & Consumables	03280.0545.0506	44,558		24,558	
500		Inventory Issued From Store	03280.0545.0507	530		530	
19,385		Plant Hire - Internal Usage	03280.0545.0970	17,383		20,000	
121,196				145,709		154,969	
Capital Works							
	Bridge & Culvert Capital Works	7280		122,956		116,725	
64,566		Salaries	07280.0745.0300	200,000		141,576	
188,000		Wages	07280.0745.0301	-	58,424	500,000	
6,000		Contractors	07280.0745.0401	-	500,000	100,000	
		Other External Services	07280.0745.0410	33,951		5,000	
188,434		Freight Delivery	07280.0745.0412	-	5,000	2,322,044	
		Materials Purchased	07280.0745.0506	2,893,083		64,655	
52,000		Inventory Issued From Store	07280.0745.0507	-	64,655	250,000	
489,000		Plant Hire - Internal Usage	07280.0745.0970	250,000		3,500,000	
578,196				3,500,000			
Depreciation & Overheads / Internal Charges							
8,026	Depreciation			8,515		8,000	
265,314		Depn Expense 5 Roads	03280.0880.0745	281,471		285,000	
76,495	Overheads / Internal Recharges	Depn Expense 8 Bridges	03280.0880.0748	179,697		487,877	
488,000		Overheads Allocated - Corporate Admin	03280.0980.0980	3,500,000		3,500,000	
139,165		Transfer to Capital	03280.0980.0560	-		-	
439,031				3,039,316		2,759,123	
Bus Shelters							
	Revenue			2,417,728		2,137,274	
	Grants & Subsidies Recurrent	State Grants for new or upgraded assets	01290.0135.0821				
	Misc/Op/Maint	3290					
	General Maintenance	Materials & Consumables	03290.0500.0506				
31,330	Capital Works	7290					
	Bus Shelters	Materials & Consumables	07290.0700.0506				
31,330							
31,330							
31,330	Depreciation & Overheads / Internal Charges						
	Overheads / Internal Recharges	Transfer to Capital	03290.0980.0560				
31,330							
31,330							
8,000	Revenue	1300		8,570		8,570	
8,000	Capital Grants Received	RTA Contributions	01300.0135.0179	8,570		8,570	
Bus Shelters Total Working Plan							
Bridges Total Working Plan							
Bridges with Internal Items							
Bus Shelters Total Working Plan							

Revised Budget 2012	Sub Account	Activity Account	Account No.	Original Estimates 2013-14	Amendments 2013-14	Draft 2013-14 Budget	Description
Bridges							
Revenue							
Grants & Subsidies Recurrent		1280					
32,000		State Grants & Subsidies	01280.0115.0171			500,000	Entry Crossing Bridge
		RTA Block Grant	01280.0115.0180			32,000	
32,000				33,120	1,120	532,000	
Misc/Op/Maint							
Administration Expenditure		3280					
24,319		General Asset Insurance	03280.0350.0632	1,369		1,369	
7,487		Interest Payments Bank Loans	03280.0350.0702	23,671		23,671	
7,487		Principal Repayments	03280.0350.0945	8,135		8,135	
		Principal Repayment Offset	03280.0350.0946	8,135		8,135	
35,688		Wages	03280.0545.0301	36,830	20,179	57,009	
1,000		Overtime	03280.0545.0302	1,032	1,032	-	
42,000		Materials & Consumables	03280.0545.0506	43,260		43,260	
500		Inventory Issued From Store	03280.0545.0507	515		515	
16,385		Plant Hire - Internal Usage	03280.0545.0970	16,876		16,876	
121,196				123,554		142,701	
Capital Works							
Other Capital Works (new/improved)		7280					
Bridge & Culvert Capital Works		Contractors	07280.0700.0401	-		-	Bridgework for 2013-14
64,566		Salaries	07280.0745.0300	-	100,000	100,000	Entry Crossing Bridge - \$550,000
168,000		Wages	07280.0745.0301	66,632	26,476	40,156	Bridgework for 2013-14
6,000		Contractors	07280.0745.0401	-	26,782	-	Complete Tonypuhu Low Level - 150,000
168,434		Other External Services	07280.0745.0410	6,180	260,000	32,962	Commence Mth - \$155,000
52,000		Materials Purchased	07280.0745.0506	172,188		422,188	
489,000		Plant Hire - Internal Usage	07280.0745.0970	60,000	200,000	260,000	
				305,000		855,308	
Bridges Total Working Plan							
578,196				395,434		466,007	
Depreciation & Overheads / Internal Charges							
Depreciation							
8,026		Depn Expense 5 Roads	03280.0680.0745	8,267		8,267	
266,314		Depn Expense 8 Bridges	03280.0680.0748	273,273		273,273	
76,495		Overheads / Internal Recharges	03280.0980.0980	78,790		174,464	
489,000		Transfer to Capital	03280.0980.0560	305,000	550,306	855,306	
139,165				55,330		399,302	
439,031				450,764		66,705	
Footpaths							
Revenue		1300					
Capital Grants Received		RTA Contributions	01300.0135.0179	8,280		8,280	
8,000				8,280		8,280	
Misc/Op/Maint							
Footpath Maintenance		3300					
42,109		Wages	03300.0560.0301	43,456	2,416	45,873	
1,144		Materials & Consumables	03300.0560.0506	1,176		1,176	
21,430		Plant Hire - Internal Usage	03300.0560.0970	22,073		22,073	
64,683				66,707		69,124	
Capital Works							
Footpath Capital Works		7300					
7,746		Wages	07300.0760.0301	7,994	6,912	13,905	Wages from Road Crew
35,701		Materials & Consumables	07300.0760.0506	37,909	17,090	20,909	
4,392		Plant Hire - Internal Usage	07300.0760.0970	4,524	10,000	14,524	
47,839				50,427		49,339	
104,522						110,182	
Footpaths Total Working Plan							



**Transport
Roads & Maritime
Services**

FINANCIAL ARRANGEMENTS WITH COUNCIL FOR ROAD MANAGEMENT

AUGUST 2014

HOW ARE FINANCIAL CONTRIBUTIONS MADE TO COUNCILS?

When is Council advised of Assistance?

RMS Programs for assistance to councils commence at the beginning of the financial year on 1 July. RMS will give councils preliminary advice of allocations for annual programs and for new projects and ongoing allocations for continuing projects as soon as possible in the new financial year. Allocation will be confirmed after the NSW Government hands down the State Budget.

State Roads – All Works

For those State Roads cared for by Councils by agreement with RMS, RMS will determine the works to be carried out by Councils and allocate the required funds under Road Maintenance Councils Contracts (RMCC). Councils may make submissions for works it recommends to be carried out.

Regional Roads – Block Grants

Block Grants are made available to Councils as a contribution towards the cost of regular maintenance of Regional Roads, under the terms of the Block Grant Agreement. Block Grants may be spent on maintenance, rehabilitation and development works, including traffic facilities on Regional Roads, as well as on traffic facilities on Local Roads to the extent provided for in the Agreement. Councils do not have to apply for a Block Grant.

Regional Roads – Rehabilitation and Development Projects

REPAIR Program

Councils may apply for additional funding for rehabilitation and development works on Regional Roads under the REPAIR (Repair and Improvement of Regional Roads) Program.

Request for rehabilitation or development projects are to be completed on the REPAIR Program application forms.

Prioritisation of projects within each RMS Region is via a Councils' consultative committee process facilitated by RMS.

Special Maintenance (Declared Natural Disasters)

Additional funds may be available under this sub program for assistance to Councils for emergency and restoration works on Regional and Local Roads. In such cases, RMS will assess the extent of the eligible damage and Councils will be advised of the allocation of funds as soon as practicable.

Other Councils Grants

Specific Project Grants

RMS may provide Councils with grants under the Road Safety and Traffic Programs for works which reduce accidents, and promote traffic efficiency and safety. While these grants are generally for works on Local Roads, they may also apply to monitor works on Regional and State Roads.

Annual Formula Based Grants

RMS also provides annual formula - based payments under the legislation and/or under special agreement, to assist Councils in the following:

- Maintenance of Regional and Local Roads in the greater metropolitan area that are used as bus routes under the Bus Tax Distribution Scheme.
- Subsidy towards the cost of street lighting on important traffic routes under the traffic Route Lighting Subsidy Scheme.
- Contribution towards the operation of Councils Weight of Loads Groups to enforce vehicle weight compliance on RMS and Councils roads.

RMS also contributes to the employment of Road Safety Officers by Councils where Councils have elected to join the Road Safety Officer Scheme.

One off payments are made during the course of the year under these programs. Payments are usually made on Councils tax invoices/claim for payment.

ACCOUNTING SYSTEM FOR RMS ALLOCATION

RMS allocations may not be used for any purpose other than that for which they are made available. Councils must account accurately for allocations received from RMS. Systems of accounting are to be such that Invoices to RMS and Final Certificates of Expenditure can be verified and expenditure details can be extracted as and when required for auditing.

Details of the accounting for all allocations received from RMS must be made available on request to an authorised RMS Regional Manager. RMS may undertake audits and detailed inspections of councils' financial systems and engineering processes as they affect RMS funded projects.

Please refer to the summary of the "key financial and administrative obligations of Councils" responsibilities that RMS expects Councils to adhere to in respect to allocations provided to Councils.

HOW ARE RMS PAYMENTS MADE TO COUNCILS

There are three general forms of payment by RMS to Councils:

1. payment on Recipient Created Tax Invoice (RCTI);
2. payment on specified dates as provided for in the Regional Road Block Grant Agreement; or
3. other formula based payments.

The following is applicable to Tax Invoices/Claims for payments:

When does Councils invoice RMS?

Councils are required to invoice RMS each month for expenditure under any of RMS programs.

What form does the tax invoice/claim for payment take?

The tax invoice/claim for payment may be in an RMS supplied form or a print-out from Council's accounting system, but it must contain the following information:

- state the accrued expenditure for the
- state the approved allocation, total expenditure to date and total reimbursement to date for the specific project,
- state the projected cash flow of the program/project,
- state the current due date of completion for projects, where applicable,
- state the percentage complete of the program/project.

This tax invoice/claim for payment is to be certified by Council's authorised delegates (both finance and engineering delegates) that:

- the expenditure shown on the tax invoice/claim for payment has been actually incurred and only relates to the project/program described,
- the work has been executed in accordance with appropriate prevailing standards and conforms to sound engineering practice and applicable legislation.

To whom is the tax invoice/claim for payment sent?

The tax invoice/claim for payment is to be sent to the RMS Regional Manager.

Will Councils be paid without a tax invoice / claim for payment?

Councils will not be paid without a tax invoice/claim for payment.

How soon will Councils be paid after Invoicing?

RMS will undertake to pay Councils within 15 working days of receiving its tax invoice/claim for payment, provided that RMS has no queries on the invoice.

If the value of a tax invoice/claim for payment exceeds Council's agreed proposed cash flow for a particular month RMS reserves the right to limit payment for that month to the value of the agreed cash flow and to pay the residue in succeeding months.

Can overhead costs be charged to the grant?

Only overhead costs for supervision and wages on-costs are allowable charges against the grants.

GST Treatment

GST is NOT applicable to transactions between government related entities if the payment is covered by an appropriation under an Australian law, and the payment is based on the anticipated / actual cost of making the supplies (e.g. road maintenance), pursuant to Section 9-17(3) of GST Act.

HOW ARE PROJECTS/PROGRAMS FINALISED

General

When a program/project is completed the accounting records of RMS need to be finalised. To enable these Councils needs to finalise all claims and provide required accounting documentation certifications in an expeditious manner.

Restoration and Enhancement Projects

Allocations for specific projects on State and Regional Roads will be issued on the basis of an agreed estimate and time period for completion of the project. Therefore, payments in each financial year will be established on the basis of the scheduled progress of the work.

Over Expenditure

As a general principle, over expenditure will not be recognised. However, during the course of the work RMS may give consideration to accepting variations which will increase RMS's share of the project/program cost.

Under Expenditure

As a general principle, unexpended portions of allocations for annual programs will lapse at 30 June and cannot be carried over to the next financial year. However, depending on the circumstances involved and the availability of the funds, the RMS Regional Manager may give consideration to providing an allocation for the carry-over work in the next financial year. If Councils wishes to apply for an allocation for the carry-over work, details of the amount proposed for carry-over and the reasons for under expenditure are to be supplied to the RMS Regional Manager for consideration.

Final Certificate of Expenditure

The accounting records that RMS requires for reconciliation are to be presented in a Final Certificate of Expenditure three months after the work is completed.

The Final Certificate of Expenditure is to show the total expenditure on the work including a copy of Council's ledger, and compare it with the estimated cost. If there is a significant difference between the two amounts an explanation or, alternatively, reconciliation is to be included with the certificate.

13. SCHEDULE OF COUNCIL RESOLUTIONS

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

[illegible]

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	Amend Uralla Local Environmental Plan - Uralla Flood Planning Map That: 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. 2. Council forwards the amendment to the Uralla Local Environmental Plan 2012 to Parliamentary Counsel Office to: a) Make arrangements for drafting of the necessary instrument under section 59(1) of the Environmental Planning & Assessment Act 1979, and b) Obtain an Opinion from which the plan can be made. 3. The General Manager be given delegated authority to: a) Make any minor alterations requested by Parliamentary Counsel, and b) To exercise Council's delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the Environmental Planning & Assessment Act 1979 as per the instrument of delegation dated 14 October 2012.	M ² /DIR				20/7/2015 16/12/2015 January	Draft LEP Maps being prepared prior to PC Opinion request being drafted. Opinion recorded Sent to NSW Planning for Gazettal	C 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>Amend Uralla Local Environmental Plan - Boundary Adjustment Clause and Rural Detached Dual Occupancy Dwellings</p> <p>1. The Uralla Local Environmental Plan 2012 be amended:</p> <p>a) To include the 'standard' LEP 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 & 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 & Assessment Act 1979 as per the instrument of delegation dated 14 October 2012.</p>	MP/DIR				16/12/2015	PC Opinion received	C	
							January	GM signed	C	
							January	Sent to NSW Planning for Gazettal	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
	26.06/15	<p>Uralla Local Traffic Committee</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& 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

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
	23.07/15	Disused former Service Station site, Bridge Street, Urailla 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	Bridge Naming: New Bridges Over The Gwydir River and Abington Creek 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>Proposed Ward Boundaries Alteration – 2016 Local Government Election</p> <ol style="list-style-type: none"> 1. Council endorses the revised ward boundaries as outlined in the report and the attached map plans; and 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 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. 	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 & 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 & Environment under section 58(2) of the Environmental Planning & 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 & 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 & 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						B	
							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 & 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 & 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>Uralla Development Control Plan 2011 Amendment No 3</p> <p>That Council:</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>	DIR					<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	Uralla and Bundarra Secure Yield Assessment 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	Adoption of New Ward Boundaries – 2016 Local Government Election 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							

15. AUTHORITY TO AFFIX THE COMMON SEAL

REFERENCE:	Item 1
SUBJECT:	15.1 Application of Council Seal to Section 88b instrument – DA 57/2015 – Mr I & Mrs K Taylor
DEPARTMENT:	<i>Infrastructure & Regulation – Division Decision</i>
AUTHOR:	Acting Director of Infrastructure & Regulation
Attachments:	
Nil	

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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 57/2015 on land known 50 Budumba Road, Invergowrie, being Lot 9 DP 246614.

BACKGROUND:

Council has placed a development approval condition on the abovementioned subdivision to enforce the conditions issued under the General Terms of Approval by the NSW Rural Fire Service in relation to the asset protection zones.

REPORT:

As part of a subdivision for Mr I & Mrs K Taylor on land known as 50 Budumba Road, Invergowrie, being Lot 9 DP 246614, a Section 88b land use restriction is required to ensure compliance with a development approval. The development approval enforces the conditions issued under the General Terms of Approval by the NSW Rural Fire Service in relation to the asset protection zones.

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

The condition reads:

9. Inner Protection Area

At the issue of subdivision certificate and in perpetuity the property around the dwelling and any class 10a structure within 10 metres of the dwelling shall be managed to a distance of 20 metres or to the boundary where insufficient, as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.

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

TRIM Reference Number:

DA-57-2015

Attachments:

Nil

REFERENCE:	Item 2
SUBJECT:	15.2 Application of Council Seal to Section 88b instrument – DA 69/2015 – Mr C & Mrs S Ritchie
DEPARTMENT:	<i>Infrastructure & Regulation – Division Decision</i>
AUTHOR:	Acting Director of Infrastructure & Regulation
Attachments:	Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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 69/2015 on land known 41 Rock Abbey Road Uralla, being Lot 1 DP 1192269.

BACKGROUND:

Council has placed development approval conditions on the subdivision to enforce the conditions issued in relation to the Environmental Management Zone E3 and an easement to be created over an existing water main, for access provision and maintenance.

REPORT:

As part of a subdivision for Mr C & Mrs S Ritchie on land known as 41 Rock Abbey Road Uralla, being Lot 1 DP 1192269, Council has placed development approval conditions on the subdivision in relation to the Environmental Management Zone E3 and an easement to be created over an existing water main, for access provision and maintenance.

The conditions read:

5. The remnant vegetation area contained within the area zoned E3 is to be fenced off to control stock grazing, trampling and compaction. This is to be ensured in perpetuity by way of section 88b instrument under the Conveyancing Act 1919.
6. All exotic weeds are to be removed from the E3 zoned land. All exotic biomass are to be disposed of offsite. This is to be ensured in perpetuity by way of section 88b instrument under the Conveyancing Act 1919.
7. All fallen timber and other potential habitat features are to be retained within the E3

zoned land. This is to be ensured in perpetuity by way of section 88b instrument under the Conveyancing Act 1919.

8. All mature canopied trees with a diameter at breast height (DBH) of greater than 200mm are to be retained. This is to be ensured in perpetuity by way of section 88b instrument under the Conveyancing Act 1919.
13. An easement is to be created over the existing water main through Lot 11 benefiting Lot 10. This easement is to be a minimum of 3 metres wide.
14. An easement over the existing water main is to be created over Lot 102 DP 1178852 creating linkage to the water easement from the reservoir to the easements within the proposed development.

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

TRIM Reference Number: DA-69-2015

Attachments: Nil

REFERENCE:	Item 3
SUBJECT:	15.3 Application of Council Seal to Section 88b instrument – DA 46/2011 – Mr R Elks & Mr M Elks
DEPARTMENT:	<i>Infrastructure & Regulation – Division Decision</i>
AUTHOR:	Acting Director of Infrastructure & Regulation
Attachments:	Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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 46/2011 on land known 2 Marsh Street and 12 Rowan Avenue Uralla, being Lots 10 & 8 Section B DP 6763.

BACKGROUND:

Council has placed development approval conditions on the boundary adjustment subdivision to enforce the conditions issued in relation to easements to be created over a stormwater drain and a sewer main, for access provision and maintenance.

REPORT:

As part of a subdivision for Mr R & Mr M Elks on land known as 2 Marsh Street and 12 Rowan Avenue Uralla, being Lots 10 & 8 Section B DP 6763, Council has placed development approval conditions on the boundary adjustment subdivision requiring an easement to be placed over a stormwater drain and a sewer main to allow future Council access for maintenance. A Section 88b land use restriction is required to ensure compliance.

The conditions read:

9. Interallotment stormwater is to be constructed from the north east corner of the allotment in Marsh Street out through 12 Rowan Ave to the existing kerb. This is to be constructed to a standard approved by Council, at the applicant's expense. A section 88b covenant and easement minimum width of 2 metres wide is to be provided prior to issue of subdivision certificate.
10. A sewer easement is to be taken over the existing sewer main in favour of Council. This is to be completed via a section 88b covenant allowing Council right of access to the main. The easement is to be a minimum width of 3 metres.

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

TRIM Reference Number: DA-46-2011
Attachments: Nil

REFERENCE:	Item 4
SUBJECT:	15.4 Application of Council Seal to Grace Munro Lease
DEPARTMENT:	<i>Community and Culture</i>
AUTHOR:	Olivia Wood - Executive Manager Community and Culture
Attachments:	
	Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

This report is presented to the **CLOSED** section of the March 2016 meeting under section 10A (2 c, dii) of the Local Government Act (NSW) 1993.

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

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

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

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

(d) commercial information of a confidential nature that would, if disclosed:

- (i) prejudice the commercial position of the person who supplied it, or
- (ii) confer a commercial advantage on a competitor of the council,

SUMMARY:

The lease with Grace Munro to be signed under seal.

OFFICER'S RECOMMENDATION:

That the lease between Grace Munro Aged Care Centre and Uralla Shire Council be signed and authority to affix the council seal be granted.

BACKGROUND:

Council has passed a resolution in April 2015 that a formal lease agreement for Grace Munro be arranged to cover Council expenses for the building of \$35,000 per year. This was developed and negotiations with the Grace Munro Board took place over the preceding months. This was agreed on and lease drawn up to commence in October 2015 until 30 September 2018.

REPORT:

The Grace Munro Board has signed the lease for agreed amount of \$35,000,. Authority is now required for execution of the lease and authority to use the council seal.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
NA
- 2. Policy and Regulation**
- 3. Financial (LTFP)**
\$35,000 payment annually by Grace Munro Aged Care facility for use of the building
- 4. Asset Management (AMS)**
Funding to cover repairs and ongoing maintenance at the Grace Munro building
- 5. Workforce (WMS)**
Nil
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Nil
- 8. Project Management**
Nil

Prepared by staff member: Executive Manager Community and Culture

Approved/Reviewed by Manager: Executive Manager Community and Culture