



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

27 June 2016

George Cowan
Acting General Manager



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1. AGENDA

- BUSINESS AGENDA -

Ordinary Meeting of Council - 27 June 2016, 1:00pm

12noon – Citizenship Ceremony

1. Opening & Welcome

Prayer

Acknowledgement of Country

Apologies/Requests for Leave of Absence

Cr L Cooper – 27 June 2016

Disclosures & Declaration of Interests

2. Confirmation of Minutes of Previous Meeting

- Ordinary Council Meeting held 23 May 2016 (to be confirmed)
- Minutes – Ordinary Meeting of Namoi Councils Joint Organisation – 2 June 2016
- Minutes – New England Group of Councils (NEGOC) Meeting – Friday 20 May 2016

Announcements

3. Tabling of Reports & Petitions

4. Urgent Supplementary & Late Items of Business

5. Presentations

6. Deputations

SPEAKER 1: Narelle Farthing

SUBJECT: Report 2.20.06.08, DA 28-2016, Reynolds

SPEAKER 2: Phillip Williams

SUBJECT: Report 2.20.06.10, DA-26-2016, Balala Composting

SPEAKER 3: Sarah Burrows

Report 2.20.06.10, DA-26-2016, Balala Composting

SPEAKER 4: Jason Strathford

SUBJECT: Report 2.20.06.10, DA-26-2016, Balala Composting

7. Written Reports from Delegates

8. Mayoral Minute

Item 1: Passing of Councillor Karen Dusting

Item 2: Recruitment of General Manager

Recommendations to be considered in Confidential Business - Nil

9. Reports from the General Manager

Report	Title
Item 1	Adoption of 2016-17 Operational Plan and Revenue Statements
Item 2	Remuneration for Councillors and Mayor

10. Reports from the Corporate & Community Committee

Report	Title
1.20.06.01	Central Northern Regional Library (CNRL) Agreement
1.20.06.02	Youth Week - 2016
1.20.06.03	Uralla Shire Council – Main Street Disability Access Project
1.20.06.04	Funding Changes – National Disability Insurance Scheme (NDIS) and related Home Care Packages and Commonwealth Home Support Program
1.20.06.05	Cash at Bank and Investments
1.20.06.06	Sponsorship Request - Thunderbolts Festival – Workshop Outcome
1.20.06.07	2015/16 – Third Quarter Budget Review Statements

11. Reports from the Environment, Development & Infrastructure Committee

Report	Title
2.20.06.01	Works Progress Report to 31 May 2016
2.20.06.02	Works Planning Report June 2016
2.20.06.03	Development Approvals and Refusals for May 2016
2.20.06.04	DA 8/2016 – Staged Subdivision – B & M McLean
2.20.06.05	Uralla Fire and Rescue
2.20.06.06	Wooldridge Recreation and Fossicking Reserve Management Plan
2.20.06.07	Request from Z-NET Uralla to support project implementation
2.20.06.08	DA-28-2016 Dwelling and Garage – 54 Budumba Road Invergowrie – Reynolds (Austam Homes)
2.20.06.09	Development Application 4 Lot Subdivision and Application of Council Seal to Section 88b instrument – DA-21-2016 – 4 & 6 Rowan Avenue Uralla – Mr J Cousins
2.20.06.10	DA-26-2016 Dwelling under Clause 4.6 Uralla Local Environmental Plan – Caretaker's Dwelling – Balala Composting – Mr R & Mr P Jones
2.20.06.11	Policy Development Sustainability
2.20.06.12	Uralla Rugby League Water Charge

12. Motions on Notice - Nil**13. Schedule of Actions – As at 22 June 2016****14. Confidential Business - Nil****15. Authority to Affix the Common Seal - Nil****16. Meeting Close**

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2. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at Council Meeting held on 27 June 2016:

- Council Meeting held 23 May 2016 (to be confirmed)
- Minutes - Ordinary Meeting of Namoi Councils Joint Organisation – 2 June 2016
- Minutes New England Group of Councils (NEGOC) Meeting - Friday 20 May 2016

Copies distributed under separate cover

3. TABLING OF REPORTS & PETITIONS

No reports or petitions to be tabled.

4. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

No urgent supplementary or late items of business.

5. PRESENTATIONS

There are no speakers registered to make a presentation to Council.

6. DEPUTATIONS

SPEAKER 1: Narelle Farthing

SUBJECT: Report 2.20.06.08, DA 28-2016, Reynolds

SPEAKER 2: Phillip Williams (speaker for)

SUBJECT: Report 2.20.06.10, DA-26-2016, Balala Composting

SPEAKER 3: Jason Strathford (speaker for)

SUBJECT: Report 2.20.06.10, DA-26-2016, Balala Composting

7. WRITTEN REPORTS FROM DELEGATES

No reports submitted prior to the Council Meeting.

8. MAYORAL MINUTE

Department:	Mayors Office
Submitted by:	Councillor Michael Pearce
Reference:	Item 1
Subject:	Councillor Karen Dusting

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Civic Leadership.
Strategy:	A strong accountable and representative Council
Action:	Provide open, accountable and transparent decision making.

SUMMARY:

This report brings to Council the formal advice of Councillor Karen Dusting passing and seeks Councils acknowledgement of her wonderful service to the Uralla Shire and its residents and resolutions relating to the casual vacancy resulting from her death.

RECOMMENDATION:

That:

- 1. Council formally acknowledge the passing of Councillor Karen Dusting and hold a minutes silence in respect*
- 2. Council resolve to not fill the casual vacancy and request the Minister for Local Government to order that the casual vacancy not be filled.*

BACKGROUND:

I have personally known Karen Dusting for the past eight years when we were both elected as councillors with Uralla Shire in 2008. Karen was a passionate lady always looking for ways to help others and more importantly working in the community. She was a regular face behind the counter of the council street store also known as the "Hole in the wall".

Clr Dusting held a number of positions with the Country Women's Association at Uralla, at a district and regional level and represented to the State body of the CWA or as she liked to refer to them as "Chicks with Attitude".

Clr Dusting also represented the council on a number of regional bodies and loved her involvement with the Central Northern Regional Library. Karen was always first to put her hand up, roll up her sleeves and work to help wherever she thought she could make a contribution. Karen loved her role as a councillor and always contributed to council meetings. She displayed an excellent knowledge of meeting procedures and will be sadly missed. I for one will miss her cheeky little laugh and grin.

REPORT:

Depending upon the particular circumstances a casual vacancy caused by the passing of a sitting Councillor would normally be filled via the holding of a bi-election within three months of that occurring. However in this instance with the normal general election of councillors only three months away it is recommended that Council adopt the option of seeking Ministerial approval to not holding a bi-election.

Under section 294 Council may apply to the Minister to order that the vacancy not be filled.

KEY ISSUES:

Because of the closeness of the general election it would be impracticable to hold a bi-election.

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

The community will be fully engaged in the general election process

2. Policy and Regulation

Local Government Act 1993 and General regulation

3. Financial (LTFP)

The cost of holding as bi-election can easily be avoided

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

There is no risk to Council by adopting the recommendation

7. Performance Measures

N/A

8. Project Management

N/A

George Cowan

Acting General Manager

Prepared by staff member:

George Cowan

TRIM Reference Number:

Approved/Reviewed by Manager:

Clr Michael Pearce Mayor

Department:

Mayors Office

Department:	Mayors Office
Submitted by:	Councillor Michael Pearce
Reference:	Item 2
Subject:	General Manager Recruitment

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Organisational Leadership.
Strategy:	A strong accountable and representative Council
Action:	An effective and efficient organisation

SUMMARY:

This report seeks Council endorsement of the recruitment process for the appointment of a new General Manager.

RECOMMENDATION:

That Council:

- 1. Confirm the engagement of Blackadder Associates to assist Council in the recruitment of a General Manager**
- 2. Agree in principle with the recruitment process outlined in the report**
- 3. Establish a recruitment committee comprising the Mayor Cllr M Pearce, Deputy Mayor Cllr Robert Crouch, Cllr Isabel Strutt and Cllr Daphne Field and delegate authority to the committee to work with Blackadder Associates and present to Council a shortlist of applicants to be interviewed.**
- 4. Resolve to hold a extraordinary meeting of Council on Monday July 18 commencing at 9.00 am for the purpose of conducting interviews and appointing a General Manager**
- 5. Resolve to hold the committee meetings normally set down for the 18 July on Tuesday 19 July at the times normally used.**

BACKGROUND:

Uralla Shire Council has been operating under the leadership of Acting General Managers since January 2016 because of the departure of the former general manager and the merger proposal lodged by Armidale – Dumaresq Council and the implications of the “Proposal period” and the guidelines issued under Sec 23a of the Local Government Act.

Now that the proposal period has ended the process of recruiting a new General Manager has recommenced.

KEY ISSUES:

- In February Council made an initial appointment of Blackadder Associates to assist Council with the recruitment of a new General Manager. Councillors met recently with representatives of Blackadder Associates to recommence the recruitment process and provided direction on the process and materials to be used. Blackadder Associates are leaders in the field of executive staff recruitment and it is appropriate that Council now reaffirm the appointment.
- The process of recruitment will follow the following timeline
 - 7 June 2016 Councillor workshop to determine the position selection criteria

- 11 June 2016 Position advertised
- 6 July 2016 Applications close
- 12 July 2016 Shortlisting
- 18 July 2016 Interviews and appointment

In order for this process to work smoothly I am recommending that Council establish a Recruitment Committee of four councillors and delegate authority to the committee to assist Blackadder and Associates carry out the shortlisting

- I also recommend that Council resolve to set the times and dates for the extraordinary Council meeting on the 18 July and the normal Corporate and Community Services Committee (4.00 pm) and Environment Development and Infrastructure Committee (6.00 pm) meetings on the 19 July 2016

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993 and General regulation

3. Financial (LTFFP)

The cost of the recruitment will include Blackadder Associates fees, advertising costs and assessment costs which have been budgeted

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

There is no risk to Council by adopting the recommendation

7. Performance Measures

N/A

George Cowan

Acting General Manager

Prepared by staff member:	George Cowan
TRIM Reference Number:	
Approved/Reviewed by Manager:	Clr Michael Pearce
Department:	Mayors Office

9. REPORTS FROM THE GENERAL MANAGER

Department:	General Managers Office
Submitted by:	General Manager
Reference:	Item 1
Subject:	Adoption of 2016-17 Operational Plan and Revenue Statements

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1 – A strong accountable and representative Council.
Strategy:	4.1.1 – Provide clear direction to the community through the development and implementation of the Community Strategic Plan, Delivery Program and Operational Plan.
Action:	4.1.1.3 – Construct and implement the annual Operational Plan. 4.3.1.1 – Implement and review Councils strategic resourcing strategies (LTFP, WMS & AMS).

SUMMARY:

The purpose of this report is for Council to consider submissions and to adopt the revised 2016/2017 Operational Plan which has been on public exhibition and to determine and set the relevant rates fees and charges associated therewith.

OFFICER'S RECOMMENDATION:

That Council:

1. Adopt the 2016/2017 Operational Plan and Revenue Statement subject to the following amendments:
 - a) The grant income from the Roads to Recovery program be reduced to \$429,783
 - b) The grant income from the Fixing Country Roads program be increased by \$260,000
 - c) The Stormwater Management Levy (p105) be reduced to \$25.00 and \$12.50 respectively
 - d) The performance indicators for Water and Sewerage Service Summaries be amended to remove the words relating to dividend payments to General Fund
 - e) The Sewerage Service Summary be amended to reflect the inclusion of both Uralla and Bundarra sewerage schemes
 - f) The budget for McMaugh Gardens be amended to include an additional wages cost of \$298,512
 - g) The financial statements showing a revised Operating Result (\$245,647), Balance Sheet (\$231,167,000) and Cash Flows (\$245,647) for the consolidated position and the respective funds;
2. Make and levy all of the rates, fees and charges for the 2016-17 financial year, as detailed in the adopted Revenue Policy and Schedule of Fees and Charges sections of the 2016-17 Operational Plan.
3. Thank the author of the submission for his efforts and advise of Councils actions.

REPORT:

The 2016/2017 Operational Plan and Budget have been on public display for a period of 28 days closing on Wednesday 22 June 2016. In the period since adopting the draft Operational Plan Council has received notification relating to changes in grant programs that will impact on works proposed to be carried out during the coming year and staff have continued to work on refining the financial models associated with the McMaugh Gardens Aged Care facility. One submission has been

received and the report provides a response in relation to each of the issues raised in the submission.

The following issues are relevant and require consideration by Council.

1. Road to Recovery Program

Council has been advised that the Road to Recovery grant program has been amended for the coming years and this will impact on the budget as advertised. The following table shows the variations...

Financial Year	2016/2017	2017/2018	2018/2019	Total
As previously notified	\$1,417,923	\$429,783	\$429,783	2,307,489
Current advice	\$992,120	\$859,565	\$429,783	2,281,468

The advice effectively means that \$429,782 that was thought to be available for the 2016/2017 financial year will not now be received by Council until 2017/2018

2. NSW Fixing Country Roads Program

Council has been advised by the local member Mr Adam Marshall that an additional \$260,000 has been made available by the NSW Government to Uralla Shire Council under the Fixing Country Roads program for work on Mihi Bridge.

3. McMaugh Gardens Aged Care Facility

In developing the draft budget the amounts required for wages had been underestimated and in particular those wages necessary to cover for employees who may be on leave from time to time and situations where additional staffing is required to be rostered such as in "buddy" rostering. An additional \$298,512 has now been included for wages. The Operational Plan requires the development of a Business Plan for McMaugh Gardens and work has commenced on this project. The parameters that are being used in the development of the plan and which now form the basis of this amended budget are as follows...

- 96% occupancy rates with the majority of residents falling into the high care category
- Wages levels set at a maximum of 73.7% of expected ACFI government payments
- Most residents entering the facility will not meet the means test requirements to pay an accommodation bond and will be admitted as concessional residents
- Average income per bed day will be \$258.66 which is in line with industry averages for high care facilities.

McMaugh Gardens is under continuous performance monitoring by the Aged Care Agency and significant work has been undertaken by the staff not only to ensure compliance with the requirements but to lift the care level and the quality of life for the residents. A recent support visit by the agency has been met with recorded improvements in performance across a range of assessment criteria and a very positive outcome.

4. Submission

Council has received one submission on the draft Operational Plan and budget and the following table provides a recommended response in relation to each of the issues raised in that submission.

Reference	Issue	Recommended Action
Stormwater Management Levy	Maximum charge set by the Regulation is \$25 and \$12.50 and the advertised increases are over the limit	It is recommended that the fees shown on page 105 for Stormwater Management Levy be reduced to \$25 and \$12.50 respectively as the advertised fee exceeds the maximum

		set by the LG Regulation
General Rate structure	The submission highlights the uneven nature of the Impact of the new land valuations across the shire and seeks to change the ad valorem and minimum rate structure to reduce the level of rate increases in Uralla township.	The approach that has been adopted in the draft budget is to accept the valuations as provided and apply consistent % increases to the base rates across the shire with the resultant ad valorem rate also being consistent. This is exactly the same approach that Council adopted when dealing with the last revaluation in 2012 which was similar in nature. This approach is also in Councils best long term interest as all future growth in new valuations will occur in the residential and rural residential categories. It is recommended that the submission be noted
Rate debtors target	Collection of rate debtors is set at <6.5% The TCORP benchmark for rural councils is <10.0%	That the submission be noted and that no change be made to the target
Percentage of GIPA applications satisfied through responses to informal applications (100%)	100% of GIPA applications cannot be satisfied through informal responses as there will always be some applications that have to be treated formally	That the submission be noted and that no changes be made to the target
Dividend payment from water and sewerage funds p73 and p75	General Fund can legally obtain a dividend payment from both water and sewerage funds under some circumstances. One of those is the requirement that Strategic Business plans be developed and adopted for those funds. Despite that being a requirement for many years those plans are yet to be developed and therefore the removal of the performance indicator is appropriate	That the performance indicators on p73 and p75 be amended to remove the words relating to dividend payments
Sewerage Services	Amend and establish descriptors to reflect the separation of the Uralla sewerage scheme and work to achieve Bundarra Sewerage.	Council has lodged submissions relating to the Bundarra Sewerage on the basis that a single fund would be managing both Uralla and Bundarra Sewerage and therefore it is recommended that p75 be amended to reflect services to both towns
Domestic waste services	Submission seeks more explanation for the increases in waste management charges	The charges have been amended and increased to remove the cross subsidisation of Uralla township by other areas of the shire and to recover actual operating costs. Unfortunately the waste function has been operating at a loss for at least the last five

		years. It is recommended that the submission be noted and that no change be made to the charges
Water and Sewerage wages costs	Submission seeks more explanation into changes to the relative operational costs for water and sewerage schemes	That the submission be noted
McMaugh Gardens user charges and fees	Submission seeks a reduction of \$550k in User charges and fees for McMaugh gardens	The budget for McMaugh Gardens is based on a thorough examination of levels of care, subsidies available and likely income levels and has been discussed above. It is recommended that the submission be noted

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

The draft Operational Plan for 2016/2017 has been on public exhibition for a period of 28 days and one submission has been received. It is considered as part of this report. The public exhibition process included notification of the draft plan in Councils newsletter, on the website and by placement at strategic locations around the shire.

2. Policy and Regulation

- NSW Local Government Act (1993);
- NSW Local Government (General) Regulations 2005;
- NSW Integrated Planning and Reporting (IP&R) Regulation;
- Uralla Shire Council Community Engagement Strategy.

3. Financial (LTFP)

The Operational Plan also includes the annual budget for 2016-17 as well as the rates, fees and charges for the financial year and will impact upon the Long term Financial Plan which is being reported elsewhere.

4. Asset Management (AMS)

The level and quality of information available to the development of the LTFP from the asset management systems is expected to improve during the coming year.

5. Workforce (WMS)

N/A.

6. Legal and Risk Management

Council must adopt an annual Operational Plan and make the rates fees and charges for the upcoming financial year by no later than the 30th of June.

7. Performance Measures

As contained in the Operational Plan.

8. Project Management

N/A

George Cowan
Acting General Manager

Prepared by staff member:

Approved/Reviewed by Manager:

Department:

General Managers Office

Attachments:

A. Operational Plan – Part 3, Financial Summary

Department:	General Managers Office
Submitted by:	General Manager
Reference:	Item 2
Subject:	Remuneration for Councillors and the Mayor 2016-17

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	<i>A strong, accountable and representative Council</i>
Strategy:	<i>Provide strong representation for the community at regional, state and federal levels</i>
Action:	<i>Advocate the needs of the shire to State and Federal Governments</i>

SUMMARY:

The purpose of this report is to address the recent determination of the NSW Local Government Remuneration Tribunal which handed down a modest increase in the fees payable to Councillors and the Mayor for the 2016-17 financial year.

The increase applies to both the minimum and maximum allowable rates for both Councillors and the Mayor. Council is required to determine at which rate it sets fees for both Councillors and the Mayor within the minimum and maximum allowable amounts for the upcoming financial year.

OFFICER'S RECOMMENDATION:

That:

1. The report and determination of the New South Wales Remuneration Tribunal 2016 be noted;
2. Council sets the level of fees payable to Councillors at \$11,290 per annum effective from 1 July 2016 to 30 June 2017; and
3. Council sets the additional fee payable to the Mayor at \$24,630 per annum effective from 1 July 2016 to 30 June 2017.

BACKGROUND:

The report of the local government remuneration tribunal (the tribunal) is available at www.remtribunals.nsw.gov.au

Pursuant to Section 241 of the Local Government Act 1993, the tribunal is required to annually determine for each category of councils, the maximum and minimum amount of fees to be paid to mayors and councillors.

In determining the fees, the tribunal is required to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to when making or varying awards relating to the conditions of employment of public sector employees.

The Uralla Shire Council remains classified in the "Rural" category along with 76 other NSW Councils. The tribunal is required to review these categorisations once every 3 years, with the last such review taking place in 2012. Following the round of amalgamations the numbers of actual councils in each classification will change

Council can choose to set their fees at either the maximum rate prescribed for the category or at a lesser rate above the minimum for the category.

Previously Uralla Council has elected to set the Councillor fees at the upper level for the category and the Mayoral fee around the mid-point between the minimum and maximum fee for the category.

REPORT:

The tribunal has determined the following range for the “Rural” category for the 2016-17 financial year:

All Councillors	\$8,540 to \$11,290
Mayor	\$9,080 to \$24,630.

The fees for 2015/2016 are:

All councillors	\$10,762
Mayor	\$18,962

The roles of Local Government Councillors and Mayors are increasingly demanding and extremely important to the betterment of the communities. Council should set their remuneration structure to ensure that they attract appropriately experienced and qualified people and offer some reward for the time and effort required to satisfactorily perform the duties of the position.

Considering the increasing responsibilities placed on elected representatives particularly during the immediate past and current periods with FFTF and merger issues to deal with and the challenges associated with managing paid work, family responsibilities and this growing Council workload, the maximum remuneration structure and level afforded to elected members appears to be more than justified for the accountabilities accepted and the amount of time required to deliver on such.

KEY ISSUES:

- Council is required to determine at which level within the rural category they set the annual fee for Councillors.
- Council is required to determine at what level within the rural category they set the annual fee for the Mayor.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil required

2. Policy and Regulation

As determined by the Local Government Tribunal under Sections 239 & 241 of the Local Government Act 1993.

*This report is in-line with Councils *Payment of Fees and Expenses and the provision of facilities for the Mayor and Councillors.**

3. Financial (LTFP)

The budget allocation will be adjusted to reflect Councils decision.

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

George Cowan
General Manager

Prepared by staff member:

Approved/Reviewed by Manager:

Department:

Attachments:

General Managers Office

B. Report and Determination of the Local Government
Remuneration Tribunal.

10. REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

Department:	Governance & Information and Community & Culture
Submitted by:	Manager Governance and Information
Reference:	1.20.06.01
Subject:	Central Northern Regional Library (CNRL) Agreement

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	A diverse and creative culture.
Strategy:	Provide enhanced and innovative library services that support and encourage lifelong learning.
Action:	Participate in the Central Northern Regional Libraries to deliver new and innovative services..

SUMMARY:

The purpose of this report is to inform Council of a five-year extension to the current Central Northern Regional Libraries (CNRL) Agreement in April 2016 which will see the CNRL continue to provide library services to the residents of Tamworth Regional Council, Liverpool Plains Shire Council, Narrabri Shire Council, Uralla Shire Council, Gwydir Shire Council and Walcha Council.

COMMITTEE'S RECOMMENDATION:

That:

1. Council approve the 5 year extension and agree to affix the Seal of the Council to the Agreement before the requested deadline of 30 June 2016.

OFFICER'S RECOMMENDATION:

That:

1. Council approve the 5 year extension and agree to affix the Seal of the Council to the Agreement before the requested deadline of 30 June 2016.

BACKGROUND:

This Agreement is an important one to Uralla Shire Council. Council's and libraries working together will create an environment for learning, innovation and social connection in this region.

The CNRL is a resource sharing arrangement where CNRL provides Libraries the books, electronic resources, website, delivery of the book stock and reservations in the region, training, policies, circulation system, information services, 3D printers, and region-wide promotions. Local Councils provide the buildings, internet access, local staff and local programs.

As stated by Ms Kay Delahunt, Manager Cultural Services, Tamworth Regional Council, 'the arrangement allows a shared catalogue and access to an expanded collection of books and electronic resources. It takes advantage of economies of scale but still retains the local identity, and it allows sharing of programs, ideas and collaboration among library staff'.

Under the previous agreement, CNRL was an early adopter of new technology and introduced innovative collections. Only recently Uralla Shire Council was able to provide access to the first 3D printing device. Electronic resources such as e-books, e-audio and e-magazines were also

introduced. WiFi internet was made available at all branches and the library catalogue was updated to include new features including the ability to add digital local history items such as oral histories and photographs.

This agreement is vitally important to the Uralla Shire Council Library as modern libraries do a lot more than loan books. Modern libraries encourage people to try new things and experiment. The CNRL agreement offers technology assistance, guides members through online services, offers literacy programs for children, author talks, and has proactively created a space where like-minded people can come together and connect.

REPORT:

The Financial input to the agreement is as follows:

CNRL Local Priority 2015-16 (Actual) - Uralla Shire Council - \$5,384

Subsidy & Disability Geographic 2015-16 (minus local priority - actual) – Uralla Shire Council - \$24,417

2015-16 Per Capita Contribution of \$12.20 – Uralla Shire Council – Invoice Amount \$77,809

Please see Attachment CNRL Contributions 2015-16.

Over the next five years, as part of the extended Agreement, the CNRL is committed to:

- Providing content (print and electronic) to inspire its communities and keep them engaged with learning, creating and culture;
- Working with the community to collect, record and provide access to community memory;
- Providing activities and learning opportunities that promote skill development and wellbeing in the community together with branch staff.

Some recent statistics for Uralla Shire Council are included below for reference:

Uralla Library	2013-14	2014-15	% change
Library visits	21982	19757	-10.1%
Membership	2585	2715	5.0%
Loans	19867	20,657	4.0%
Stock	11642	12,441	6.9%
New stock	1403	1,298	-7.5%
Reservations	2976	3,453	16.0%
Public Access Computer Bookings	3212	3461	7.8%

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

N/A

2. Policy and Regulation

- *Local Government Act 1993;*
- *Local Government Regulations (General) 2005;*

3. Financial (LTFFP)

Funding approvals as per program budget.

4. Asset Management (AMS)

N/A.

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

Continued community engagement and development of library services increase.

8. Project Management

Manager of Governance and Information

George Cowan

Acting General Manager

Prepared by staff member:

Rechelle Leahy

Approved/Reviewed by Manager:

George Cowan

Department:

Governance and Information & Community and Culture

Attachments:

C. Central Northern Regional Libraries – Agreement

D. Central Northern Regional Libraries – Strategic Plan

E. Central Northern Regional Libraries – Contributions
2015-16

Department:	Governance & Information and Community & Culture
Submitted by:	Manager Governance and Information
Reference:	1.20.06.02
Subject:	Youth Week - 2016

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Community Development Strategy and Youth Plan..
Strategy:	Provide, maintain and develop children's play and recreational facilities that encourage active participation..
Action:	Develop a Cultural Plan for Uralla Shire and submit funding applications to deliver on the identified events hosting infrastructure needs.

SUMMARY:

The purpose of this report is to inform Council of the 2016 Youth Week program hosted in Uralla in partnership between Uralla Shire Council and the Uralla Neighbourhood Centre.

Ms Jo-Ann Fletcher Co-ordinator of the Uralla Neighbourhood Centre reported that the 2016 Youth Week NSW Grant provided by the Minister for Ageing, Minister for Disability Services and Minister for Multiculturalism was spent in full on activities and events for young people during Youth Week.

COMMITTEE'S RECOMMENDATION:

That:

- 1. Council note the report regarding the success of the 2016 Youth Week Program.**

OFFICER'S RECOMMENDATION:

That:

- 1. Council note the report regarding the success of the 2016 Youth Week Program.**

BACKGROUND:

Ms Fletcher reported that 6 young people were involved in the planning of the 2016 Youth Week activities, with 331 young people attending and participating in the Youth Week activities. Youth Week was promoted widely including through flyers, the Council Newsletter, Facebook, Newspaper listing and Youth Week event listing.

REPORT:

The young people involved in the Youth Week Activities, were involved in the planning and running of events, advertising and flyer construction and distribution with older youth assisting by helping with supervision of younger participants and manning activities and stalls at the fun day.

Council held 6 different events during Youth Week, including:

- 1 Scavenger Hunt (15 participants);
2. Family Fun Day (162 participants);
3. Bare Foot Bowls (31 participants);
4. Disco (42 participants);

5. Sport and Recreation Multi Pass Trip (35 participants); and
6. Movie (46 participants).

All activities were well attended. Youth Week activities provided opportunities for local young people to express their ideas and views, raise issues of concern, and create and enjoy entertainment. Local Councillors attended activities allowing for relaxed discussions with the youth to inform them of ideas, concerns and issues that arise for youth in rural environments.

Youth Week activities provided for the wider community to listen to young people and acknowledge and celebrate the positive contribution that young people make to their local communities, at all events and activities adults, mentors, councillors and local business people mixed with the youth affording them equality of conversation and ideas in a non-restricted environment.

Uralla Shire Council's operational plan enshrines the Council's commitment to Community Development including providing community planning and support aimed at enhancing the well-being of residents of Uralla Shire, strengthening community, improving social and physical health, and increasing civic engagement.

Key outputs include the Community Development Strategy and Youth Plan. The Youth Week activities allow Council to work with the community to achieve these goals, encouraging active participation of youth in activities supported by Council and the Neighbourhood Centre. Youth Week also serves to create a better understanding within the community of the services council provides and enables active participation in sport and other recreational activities.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication**

Key outputs include the Community Development Strategy and Youth Plan. The Youth Week activities allow Council to work with the community to achieve these goals.

- 2. Policy and Regulation**

- *Local Government Act 1993;*
- *Local Government Regulations (General) 2005;*

- 3. Financial (LTFP)**

N/A

- 4. Asset Management (AMS)**

N/A

- 5. Workforce (WMS)**

N/A

- 6. Legal and Risk Management**

N/A

- 7. Performance Measures**

Continued community engagement and development of youth services and engagement increase.

8. Project Management

Manager of Governance and Information and Uralla Neighbourhood Centre.

George Cowan

Acting General Manager

Prepared by staff member:

Rechelle Leahy

Approved/Reviewed by Manager:

George Cowan

Department:

Governance and Information & Community and Culture

Attachments:

N/A

Department:	Governance & Information and Community & Culture
Submitted by:	Manager Governance and Information
Reference:	1.20.06.03
Subject:	Uralla Shire Council – Main Street Disability Access Project

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Disability and Access Plan.
Strategy:	Work towards achieving the status of a Disability Friendly community through the provision of accessible facilities and services..
Action:	Deliver Main Street Access Project.

SUMMARY:

The purpose of this report is to inform Council of the completion of the Main Street Disability Access Project.

COMMITTEE'S RECOMMENDATION:

That:

1. Council note the Main Street Disability Access Project Report from Consultant Ellen Gallagher.

OFFICER'S RECOMMENDATION:

That:

1. Council note the Main Street Disability Access Project Report from Consultant Ellen Gallagher.

BACKGROUND:

Uralla Shire Council (USC) received \$30,000 funding in early 2015 through the NSW Government's Creating Liveable Communities Competition for the Uralla Main Street Disability Access Project.

The Project had four main activities:

1. Development of a detailed printed mobility map;
2. Development of a digital mobility map;
3. An education program for businesses and service operators on ways to make business more Accessible;
4. Branded shop-front signage displaying access and service information.

The Uralla Shire Council Disability and Access Community Consultative Panel identified the need for the project, and provided community and consumer input throughout.

REPORT:

The *Disability Discrimination Act 2011* (DDA) and *Disability (Access to Premises - Buildings) Standards 2010* (Premises Standards) commenced 1 May 2011. The responsibilities for Local Governments included:

New buildings or those undergoing significant refurbishment or alteration must be made accessible, unless giving access would impose an unjustifiable hardship. Building designers, builders, owners, lessees and users of premises also have responsibilities and rights under the *Disability Discrimination Act 1992*.

Source: <http://www.lgnsw.org.au/policy/disability>

The *Disability Inclusion Act 2014* (DIA) NSW requires Local Governments to have a Disability Inclusion Action Plan by 1 July 2017 which demonstrates commitment to people with a disability on improving access to services, facilities and jobs and is also designed to change perceptions about people with a disability. Source: <http://www.lgnsw.org.au/policy/disability>

Sixty-one businesses were in geographical area for the project:

- Bridge Street – 45 businesses;
- Hill Street - 10 businesses;
- Salisbury Street – 6 businesses.

A survey of twenty-five businesses raised awareness about the project and engaged businesses about their attitudes and priorities, responses included:

- 100% of businesses responded that they had customers with a disability (compared with 80% in a national survey in 2015. Australia's First Disability Confidence Survey of SME 2015 available at <http://www.and.org.au/>)
- 80% responded that they had made adjustments in the last 12 months to accommodate customers with a disability (compared with 53% in the national survey).
- 36% of respondents did not identify any areas that they would like more information about. Of the 64% who did, the most frequently ranked areas were:
 - 56% Physical accessibility;
 - 37% Communication adjustments.

Respondents strongly supported the development of branded shop-front signage and a mobility map.

The Uralla Branch of New England Mutual hosts a quarterly Business Breakfast to provide an opportunity for businesses to connect. The Uralla Main Street Access Project was the topic for the Business Breakfast on 7th April 2016. This was a way to engage with more businesses and give positive feedback about the survey results. Approximately 50 people attended.

The Map ratings were adapted from the NSW Electoral Commission ratings for polling booths of:

- Wheelchair Accessible;
- Accessible with Assistance; and
- Does not meet accessibility requirements.

The Map ratings are a guide only, and are not technical assessments of compliance with standards, building codes or legislation.

Fifty per cent (30/61) of main street precinct businesses were listed on the map. Nineteen businesses were Wheelchair Accessible and eleven were Accessible with Assistance. They were grouped in categories aligned with uralla.com were appropriate*:

- Place to eat and drink*
- Places to stay*
- Museums and vintage
- Health and community services
- Services
- Speciality
- Supplies

The Map was published in hard copy in two sizes (see image below). It will be distributed through Uralla Shire Council, Uralla Visitor Information Centre, Uralla Shire Library and local businesses.

It will be available as a download on Council's tourism (uralla.com) and administration (uralla.nsw.gov.au) websites. A QR code on the branded shop-front signage will link to the map at uralla.com. Uralla businesses are changing and will continue to do so.



The mapping process highlighted that few wheelchair accessible businesses had signage to indicate that there was an alternative to front entrance steps.

The concept of branded shop-front signage was well supported through the business survey and at the education event discussed below. In particular the idea of a consistent image for Uralla that could be customised for different premises was welcome.

A branded shop-front sign for Uralla was adapted from a Victorian Equal Opportunity and Human Rights Commission campaign: Come in we're accessible. Improving accessibility in retail and hospitality. The Panel preferred this sign because the message was positive, inclusive and welcoming.

The Uralla branded shop-front signage included the text Come in we-re access friendly, the Uralla Shire Council logo, a QR Code link to download the Uralla Mobility Map, and an arrow in the direction of an entrance.



An education event for Uralla businesses was held on Tuesday 17th May 2016 from 1pm-3pm at Uralla Community Centre, Hill Street.

It was presented by David Earle, Speech Pathologist, Cerebral Palsy Alliance (New England) and Prue Campbell, Occupational Therapist, Cerebral Palsy Alliance (New England). The Cerebral Palsy Alliance partnered with the project as part of its commitment to community development program. The presenters made site visits to two main street businesses to contextualise information to Uralla. Signage and other visual communications were identified by staff and presenters at both sites as ways to improve physical and communication access.

Twelve participants attended the event, including representatives of 9 businesses and 3 Councillors. Council plans to make the education event content available as an online training module for the balance of Uralla businesses.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

N/A

2. Policy and Regulation

- *Community Grants Policy;*
- *Local Government Act 1993;*
- *Local Government Regulations (General) 2005;*

3. Financial (LTFF)

N/A

4. Asset Management (AMS)

N/A.

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

Successful completion of the project as reported.

8. Project Management

Manager of Governance and Information | Community and Culture

George Cowan

Acting General Manager

Prepared by staff member:

Rechelle Leahy

Approved/Reviewed by Manager:

George Cowan

Department:

Governance and Information | Community and Culture

Attachments:

F. Main Street Disability Access Project Report

Department:	Governance & Information and Community & Culture
Submitted by:	Manager Governance and Information
Reference:	1.20.06.04
Subject:	Funding Changes – National Disability Insurance Scheme (NDIS) and related Home Care Packages and Commonwealth Home Support Program

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Uralla Shire Council Community Support Services.
Strategy:	Create a better understanding with the community of the services council provides.
Action:	Lobby for health services to meet the needs of our community..

SUMMARY:

The purpose of this report is to inform Council of the changes occurring with funding to community services and aged care services due to the National Disability Insurance Scheme.

Ms Wendy Kurko, Community Care Co-ordinator has provided some information regarding these changes and the details are provided below.

COMMITTEE'S RECOMMENDATION:

That:

1. Council note the report regarding the funding changes to aged care and community services due to the National Disability Insurance Scheme.

OFFICER'S RECOMMENDATION:

That:

1. Council note the report regarding the funding changes to aged care and community services due to the National Disability Insurance Scheme.

BACKGROUND:

National Disability Insurance Scheme (NDIS)

Tablelands Community Support (TCS) and Kamilaroi Ageing and Disability Services (KADS) have had Ageing Disability & Home Care (ADHC) block funding for over 20 years. This has always been paid quarterly or monthly in advance, averaging \$600,000 annually.

This funding has been for people under 65 or Aboriginal Torres Strait Islander (ATSI) people under 50 with a disability, or who are caring for someone with a disability.

REPORT:

As of 1 July 2016 the National Disability Insurance Scheme (NDIS) is being rolled out in the New England. During the transition to NDIS, ADHC will be making variations to service providers funding.

As people transition to the NDIS and receive funding according to their plan the ADHC funding which service providers receive will be reduced. ADHC believes that 25% of people we service currently will be transitioned over between July and December 2016 and the other 75% of people are planned to be transitioned between January and June 2017.

People who move onto the NDIS will then have the option as to what service provider they choose to deliver their services. Once an agreement on services has been made with the client and service provider the National Disability Insurance Agency (NDIA) will set aside the money for their chosen provider and the provider will have to submit a claim after the service has been delivered. The NDIA has set the price guide for services that a provider can claim.

Home Care Packages (HCP)

TCS and KADS were allocated Home Care Packages (HCP) over 20 years and today we currently have 103 packages. 20 with KADS and 83 with TCS. In 2014 Consumer Directed Care (CDC) was introduced which gave the client flexibility and choice. Previously this was block funding and now has moved to individual client funding. Council provide clients with an individualised budget and monthly statements and we hold and carry over any unspent funds to the following year. These changes also different levels of HCP available to clients. TCS and KADS have only had Level 1 & 2 HCP, although we tried unsuccessfully many times through the Aged Care Approvals Round (ACAR) process for level 3 & 4 HCP (Higher needs).

Changes that will be implemented in February 2017 for HCP's will mean that Uralla Shire Council will no longer be allocated our current 103 HCP's but they will be allocated to each individual client.

What does this mean for TCS / KADS?

Clients that are currently serviced by us can choose to take their HCP funding to another provider of their choosing. Clients will have to provide 1 months written notice to move and any unspent funds for that client have to be transferred to the new provider.

We believe that most of our clients will stay with us and we may actually pick up more clients. We are more known in the community now since the commencement of the employment of our own staff to deliver direct care services to our clients within the community. Previously we brokered other service providers to provide these services to our clients.

We are currently brokering our staff to another HCP service provider which has level 3-4 HCP and will continue to do so in the future. These clients will have the choice come February 2017 to change to TCS/KADS without the current HCP service provider. TCS / KADS believe that Council delivers a high quality service to clients and the majority of clients will stay with Council. During our last client survey 89% of clients were happy with the services they receive.

Commonwealth Home Support Program (CHSP)

The CHSP assists frail, older people (65 years and over, or 50 years and over for ATSI people) who are living in the community to maximise their independence. Through the delivery of timely, high quality entry-level support services which takes into account each person's individual goals, preferences and choices. CHSP will help its clients stay living in their own homes for as long as they can and wish to do so. The CHSP will also support the care relationship between CHSP clients and their carers who provide the support necessary to help the older people stay at home.

This funding is still block funding and TCS / KADS have an agreement in place until June 2018. After this time the Government hopes to have all parties, even entry level, to have individualised funding and finish with block funding altogether.

June 2015, saw the launch of the My Aged Care (MAC) Website/service which is a government based intake for all services for anyone over the ages of 65 or 50 ATSI.

Once the MAC have completed the assessments they will then send out referrals to service providers of the clients choice or to all service providers, which means TCS / KADS will be able to pick up new services for CHSP, currently TCS / KADS monitor daily the MAC referrals sent through.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Open communication with all TCS and KADS clients has occurred throughout the roll out of the NDIS with support provided directly from NDIS information packages also.

2. Policy and Regulation

- *Local Government Act 1993;*
- *Local Government Regulations (General) 2005;*

3. Financial (LTFP)

Change from block funding to individualised funding.

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

Community Care Co-ordinator.

George Cowan

Acting General Manager

Prepared by staff member:

Rechelle Leahy & Wendy Kurko

Approved/Reviewed by Manager:

George Cowan

Department:

Governance and Information & Community and Culture

Attachments:

N/A

Department:	Organisational Services - Finance
Submitted by:	<i>Simon Paul – Chief Financial Officer</i>
Reference:	1.20.06.05
Subject:	Cash at Bank and Investments

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

COMMITTEE'S RECOMMENDATION:

That:

Council note the cash position as at 31 May, 2016 consisting of cash and overnight funds of \$1,980,766, term deposits of \$8,500,000 totalling \$10,480,766 of readily convertible funds.

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 31 May, 2016 consisting of cash and overnight funds of \$1,980,766, term deposits of \$8,500,000 totalling \$10,480,766 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 \$8,500,000 spread over the next six months will receive a range of interest from 2.88% to 3.16% with an average rate of 3.04%. Diary of maturing dates and amounts is attached.

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

KEY ISSUES:

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. Interest rates have remained around 25 basis points below previous TD rates following the RBA's decision to reduce interest rates on 3 May 2016. An interim distribution of \$127,935.49 was received in late May from Squire Patton Boggs in relation to the Standard and Poor's Class Action. A smaller final dividend will be paid before this action is finalised.

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

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:

Simon Paul

TRIM Reference Number:

U15/287

Approved/Reviewed by Manager:

Chief Financial Officer

Department:

Organisational Services - Finance

Attachments:

G. Council's Investments as 31 May, 2016 - Diary of Investment Maturity Dates and Amounts

Department:	Governance & Information and Community & Culture
Submitted by:	Manager Governance and Information
Reference:	1.20.06.06
Subject:	Sponsorship Request - Thunderbolts Festival – Workshop Outcome

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	A diverse and creative culture.
Strategy:	Work with the community and other partners to develop major cultural and community events and festivals.
Action:	Work with Council's consultative panels to encourage events in the shire.

SUMMARY:

The purpose of this report is to present to Council the related details decided at the Council Workshop of 7 June 2016 regarding sponsorship of the Thunderbolts Festival, being \$12,000 per year over 4 years (2016-2019) and related matters listed below.

COMMITTEE'S RECOMMENDATION:

That:

Council issue an approval under Section 68 Local Government Act for the Thunderbolts Festival for a period of four years, subject to the following conditions:

1. Council enter into a 4 year sponsorship agreement in the value of \$12,000 per year for the next 4 years, plus in-kind support as listed up to the value of \$5000, with the Thunderbolts Festival Committee, commencing upon resolution of the same, conditional on items (a) to (d) and (2) to (4) below;

(a) A requirement that Uralla Shire Council be showcased as the major sponsor on all event and promotional material;

(b) A requirement that Uralla Shire Council be permitted to set-up a pop-up visitor information centre in a high traffic location in Alma Park for the Thunderbolts Festival;

(c) A full Event Management Plan, Risk Management Plan and Traffic Management Plan be satisfactorily completed and supplied to Council along with any other Council required documents before the end of September including Certificates of Currency for all insurances covering the Festival;

(d) A written annual report and financials be provided to Council following the completion of the event, including a summary of the economic benefits to the Uralla Shire from the event covering matters such as participant numbers and demographic information of visitors.

2. Council provide non-cash sponsorship up to a maximum of \$5,000 in the form of the following:

- (a) the provision of and collection of garbage bins;**
- (b) the erection and removal of promotional banners on Council's flag poles;**
- (c) the supply, erection and removal of barrier mesh;**
- (d) traffic control and road closures.**
- e) the fee for Alma Park be waived**
- f) supply marking paint up to a cost of \$50**
- g) include festival program in October Council Newsletter**
- h) provide envelopes, photocopying and provide drop off point for entries**
- i) access and supply of electricity in Alma Park**

3. The Thunderbolts Committee become fully affiliated with another organisation or be otherwise incorporated.

4. The Thunderbolts Committee change the name of the bank account to remove all reference to Uralla Shire Council.

OFFICER'S RECOMMENDATION:

That:

Council issue an approval under Section 68 Local Government Act for the Thunderbolts Festival for a period of four years, subject to the following conditions:

1. Council enter into a 4 year sponsorship agreement in the value of \$12,000 per year for the next 4 years, plus in-kind support as listed up to the value of \$5000, with the Thunderbolts Festival Committee, commencing upon resolution of the same, conditional on items (a) to (d) and (2) to (4) below;

(a) A requirement that Uralla Shire Council be showcased as the major sponsor on all event and promotional material;

(b) A requirement that Uralla Shire Council be permitted to set-up a pop-up visitor information centre in a high traffic location in Alma Park for the Thunderbolts Festival;

(c) A full Event Management Plan, Risk Management Plan and Traffic Management Plan be satisfactorily completed and supplied to Council along with any other Council required documents before the end of September including Certificates of Currency for all insurances covering the Festival;

(d) A written annual report and financials be provided to Council following the completion of the event, including a summary of the economic benefits to the Uralla Shire from the event covering matters such as participant numbers and demographic information of visitors.

2. Council provide non-cash sponsorship up to a maximum of \$5,000 in the form of the following:

- (a) the provision of and collection of garbage bins;**
- (b) the erection and removal of promotional banners on Council's flag poles;**

- (c) the supply, erection and removal of barrier mesh at the rodeo site;
- (d) traffic control and road closures.
- e) the fee for Alma Park be waived
- f) supply marking paint up to a cost of \$50
- g) include festival program in October Council Newsletter
- h) provide envelopes, photocopying and provide drop off point for entries
- i) access and supply of electricity in Alma Park

- 3. The Thunderbolts Committee become fully affiliated with another organisation or be otherwise incorporated.
- 4. The Thunderbolts Committee change the name of the bank account to remove all reference to Uralla Shire Council.

BACKGROUND:

A letter requesting sponsorship from the Thunderbolts Festival Committee was received by Council on 14 March 2016, requesting Council to make a donation of \$12,000 in cash and a number of other non-cash provisions for the staging of the 2016 event to be held on 29 October 2016.

The Thunderbolts Festival is one of Uralla's major annual community events and is held in conjunction with the Oxley Riders Bail Up Poker Run and the Bulls & Broncs Spectacular. The Thunderbolts Festival Committee is an all volunteer group of Uralla residents who support the event, some of whom have been involved since the inception of the event in 1998. Committee Members receive no remuneration from the event.

A report was presented to the Corporate and Community Committee on 16 May 2016 requesting the funding with a recommendation of \$10,000 as provided for the 2015 event and in-kind support for the Thunderbolts Festival.

Subsequent to this Committee meeting of 16 May 2016, the Thunderbolts Committee met with the General Manager of Uralla Shire Council to discuss the way forward for the event including the possibility of a 4 year offer of sponsorship at a capped rate along with other matters such as the Committee becoming auspiced by the Rotary Club of Uralla or incorporating the committee and number of other risk related matters. It was decided a Council Workshop should occur to discuss all related matters.

A further letter was received from the Thunderbolts Festival Committee on 5 June 2016 thanking the General Manager and Councillors for arranging a workshop to discuss the future of the Thunderbolts Festival. In this letter it states that 'A development since the previous notice of motion to Council is the Thunderbolts Festival Committee has entered into preliminary discussions with the Rotary Club of Uralla to assist with the management of the event. We are seeking to perhaps become a sub-committee of Rotary, similar to the Uralla Rotary Art Show which has been running for 39 years...' It was further stated that the Committee would come under the structure of Rotary, the Committee would continue to manage the event and insurance coverage would be through Rotary.

REPORT:

At the Council Workshop of 7 June 2016, Cr Cooper gave an introduction to the festival background to date. Also in attendance were Mr and Mrs Bruce and Beverley Stubberfield, all of whom are Thunderbolt Committee Members. Mrs Stubberfield spoke about the Rotary Club potentially auspicing the event and how the festival is managed.

Cr Cooper and Mrs Stubberfield together gave details on activities of the committee in the lead up to the festival and on the day of the festival.

Cr Cooper further described the discussions with the Rotary Club of Uralla stating the next scheduled meeting of the Rotary Club of Uralla is 27 June 2016 and following the outcome of this meeting the Committee will seek to gain approval for the proposal from Rotary.

The updated request for in-kind support includes:

- (a) the provision of an collection of garbage bins;
- (b) the installation and removal of promotional banners on Council's banner poles;
- (c) the supply and pick up of barrier mesh, star pickets and dolly;
- (d) road closures and traffic control as per traffic plan to be submitted through Council Traffic Committee:
 - Highway closure for street parade (Federal Highway);
 - Local road closure for the event;
 - A combination of SES, Police and Council staff for traffic and crowd control.
- (e) Council hire fee for the use of Alma Park be waived;
- (f) Supply of marking paint at cost to Council approx. \$5 per can x 8 cans;
- (g) Insert and printing of Festival program into Council Newsletter October edition, needs to be full colour, otherwise please book main panel on front of newsletter for promotion;
- (h) Envelopes and postage – the committee will commit to email as much as possible;
- (i) Photocopying of Market entry forms and invitation letters, Street Parade entry forms and invitation letters and Billycart Derby entry forms at cost to Council please – not commercial rates;
- (j) The need for support by way of the Visitor Information Centre drop off point and point of contact for enquiries regarding available accommodation and event activities, if staff could please take messages pass these or any emails on to organisers or refer to TF website (all entry forms have committee phone numbers for enquiries so VIC staff will not be overburdened, this request is mainly for extra visitor enquiries related to the VIC not Festival);
- (k) To be listed on Council website under events with reference to TF website;
- (l) Council staff contact person to be available throughout the day by phone for any amenities issues;
- (m) Access and supply of electricity via all power outlets in Alma Park.

It was agreed at the workshop that the in-kind support would be capped at a value of \$5000.00 only.

In the Council Workshop of 7 June 2016 it was decided by Council that the resolution outlined above would be put to Council at the Ordinary Council Meeting of 27 June 2016.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Communication with the Thunderbolts Festival Committee including meetings with Council staff.

2. Policy and Regulation

- *Community Grants Policy;*
- *Local Government Act 1993;*
- *Local Government Regulations (General) 2005;*

3. Financial (LTFF)

Costs are contained within current budget allocations, however, it will impact on the remaining funds available to be allocated to other community events and community grants.

4. Asset Management (AMS)

N/A.

5. Workforce (WMS)

N/A

6. Legal and Risk Management

A comprehensive event management plan, risk management plan and traffic management plan will be required to be completed. Thunderbolts Festival Committee is not a Committee of Council, and as such the Committee is responsible for all liability, insurance and legal requirements whether by becoming auspiced through the Rotary Club of Uralla or by becoming incorporated.

7. Performance Measures

N/A

8. Project Management

N/A

George Cowan
Acting General Manager

Prepared by staff member:	Rechelle Leahy
Approved/Reviewed by Manager:	George Cowan
Department:	Governance and Information & Community and Culture
Attachments:	H. Letter from Thunderbolts Festival Committee 5 June 2016.

Department:	Finance
Submitted by:	Chief Financial Officer
Reference:	1.20.06.07
Subject:	2015/16 – Third Quarter Budget Review Statements

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Council is operated efficiently and effectively
Strategy:	Finances are managed in accordance with regulatory requirements
Action:	Complete budget review statements in-line with statutory requirements

SUMMARY:

The purpose of this report is to present to Council a review of the budget for the third quarter of the 2015/16 financial year based on the attached quarterly budget review statements for the period ended 31 March 2016.

COMMITTEE'S RECOMMENDATION:

1. That the third quarter budget review summary for the 2015/16 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted.
3. That Council agree to the recommendations outlined in the Statement by the Responsible Accounting Officer, specifically:
 - a. That Councils financial processes be enhanced so that future management of expenditure in both ongoing operations and capital works include more emphasis on accurate estimating and closer monitoring and adherence to budgets so that remedial action can be taken when appropriate;
 - b. That Council review the sustainability criteria arising from the FFTF process and the Annual Financial Statements and establish benchmarks for the future long term sustainability of the council.

OFFICER'S RECOMMENDATION:

1. That the third quarter budget review summary for the 2015/16 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted.
3. That Council agree to the recommendations outlined in the Statement by the Responsible Accounting Officer, specifically:
 - a. That Councils financial processes be enhanced so that future management of expenditure in both ongoing operations and capital works include more emphasis on accurate estimating and closer monitoring and adherence to budgets so that remedial action can be taken when appropriate;
 - b. That Council review the sustainability criteria arising from the FFTF process and the Annual Financial Statements and establish benchmarks for the future long term sustainability of the council.

BACKGROUND:

It is a statutory requirement that council's Responsible Accounting Officer prepares and submits a budget review statement to Council on a Quarterly basis each financial year (LGGR 2005 cl.203 (1)). Also, in compliance with the Local Government (General) Regulation, Council's Responsible Accounting Officer must include with the budget review report an opinion on the financial position of Council and any recommendations for remedial action if required. As such the third quarterly review for the 2015/16 financial year has been prepared and attached for Council's review.

REPORT:

The attached quarterly budget review report discloses an improved operating result for the year with a deficit cash outcome.

- Council's revised consolidated operating result for 2015/16 is a surplus of \$493,139 (before income from grants and contributions for capital purposes);
- Individual fund *operating* results (before capital grants):
 - General Fund (\$391,417)
 - McMaugh Gardens \$495,907
 - Water Fund \$266,494
 - Sewer Fund \$122,155
 - **Total** **\$493,139**
- Individual fund *cash* results:
 - General Fund (\$2,022,504) after loan funds of \$500,000 not drawn
 - Water Fund \$435,209
 - Sewer Fund \$320,655
 - McMaugh Gardens \$385,774
 - **Total** **(\$880,866)**

The proposed changes to budget estimates that have a major impact on the budget results are outlined in the Income and Expenditure Statement Recommended Changes pages and the Capital Expenditure Statement Recommended Changes page contained within the attached 3rd quarter budget review statements.

Issues

Council's operating result on a consolidated basis is a surplus of \$493,139 (before income from grants and contributions for capital purposes). The major concern in this otherwise healthy result is that the General Fund still has an operating deficit of \$391,417 despite receiving additional grant funding from Roads to Recovery. Council's current budget is continuing to deliver capital expenditure that exceeds the depreciation (deterioration) in our current asset values. This has been achieved through the receipt of one-off grants and other government funding.

As mentioned in previous reports, a deficit result for General Fund is not sustainable in the mid to long term. Council must be proactive in establishing a framework that will return consistent surpluses in the very near future. Although there has been some attempt to achieve this in next year's budget, the long term financial plan may not achieve this desired outcome which supports the need for a special rate variation in the future.

The operating results for Water, Sewer and McMaugh Gardens funds are satisfactory.

Conclusion

Despite projecting an estimated consolidated operating surplus of \$493,139, Council needs to be aware that special funding from Roads to Recovery in this year combined with prior year deficits in the General Fund indicates a long running structural imbalance between Council's annual expenditure and annual income. Strong management will be needed in the coming year to establish a sustainable general fund surplus to allow delivery of continued quality services and infrastructure within the community. Council will either need to increase its annual operating income to match planned expenditure requirements or cut both annual expenditure and capital expenditure programs to a level which can be funded through current income levels (or a combination of both), in order to bring Council's operations back into balance and ultimately provide a sustainable position for the longer term.

The projected 2015/16 budget result again emphasises the challenge ahead for Council in finding the right mix of asset and service levels and financial sustainability, whilst keeping rates and charges at the most equitable level for the community. Given the cash result, careful consideration will have to be given to the timing of capital expenditure and the need to reduce operating expenditure in the years ahead.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Not required.

2. Policy and Regulation

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

3. Financial (LTFP)

This report is a review of the annual budget up to the end of the third quarter. Changes to the budget are as outlined in the attached statements.

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

Simon Paul
Chief Financial Officer

Prepared by staff member:	Simon Paul
Approved/Reviewed by Manager:	George Cowan, Acting General Manager
Department:	Finance
Attachments:	I. 3rd Quarter Budget Review Statements

11. REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

Department:	Infrastructure & Regulation
Submitted by:	Interim Director Infrastructure & Regulation
Reference:	2.20.06.01
Subject:	Works Progress Report to 31 May 2016

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 during May 2016.

OFFICER'S RECOMMENDATION:

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

BACKGROUND:

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

REPORT:

- | | |
|---------------------------------------|---|
| Main Road Maintenance | |
| MR73 Thunderbolts Way North and South | Patching, Guide posts, Shoulder grading |
| MR124 Bundarra Road | Patching, Guide posts |
| MR132 Barraba Road | Maintenance |
- | | |
|--------------------------|----------|
| Sealed Roads Maintenance | |
| Uralla Streets | Patching |
| Bundarra Town Area | Patching |
| Invergowrie Area | Patching |
| Kentucky/Wollun Area | Patching |
| Sealed Rural Roads | Patching |
- | | |
|----------------------------|---------|
| Unsealed Roads Maintenance | |
| Grading | |
| Baldersleigh Road | Grading |

	Old Wollun Road	Graded
	Tracey's Loop Road	Graded
	Jobsons Lane	Graded
	Mabbotts Lane	Graded
	Westvale Road	Graded
	Warrembah Road	Graded
	Rifle Range Road	Graded
	McDonald's Lane	Graded
	Sawpit Gully Road	Graded
	Charnas Lane	Graded
	Nelsons Road	Graded
	Munsies Road	Graded
	Goodes Road	Graded
4.	Construction Crew MR73 Thunderbolts Way	Abington Creek Bridge. Bridge construction completed, continue approach road construction. Woodlands Road pipes.
5.	Bridge / Sign Crew Uralla	Maitland Street Cycleway, completed from King to Hill Streets. Abington Creek bridge commence approach slabs.
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 (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
Attachments:	Nil

Department:	Infrastructure & Regulation
Submitted by:	Interim Director Infrastructure & Regulation
Reference:	Item 2
Subject:	Works Planning Report June 2016

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 June 2016.

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works planned for June 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
2. Sealed Roads Maintenance
 - Bitumen patching
 - Guide posting
3. Unsealed Roads Maintenance

Bundarra Area	Grade
Kingstown Area	Grade
4. Bridge/Sign Crew

Abington Creek Bridge	Complete approach slabs
Bridges	Maintenance

- | | | |
|----|---------------------------------------|---|
| 5. | Construction
MR73 Thunderbolts Way | Abington Creek bridge, complete construction of approaches. |
| | MR73 Thunderbolts Way | Commence rehabilitation works north of Bundarra. |
| 6. | Town Works
Routine 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
Submitted by:	Director of Infrastructure & Regulation
Reference:	2.20.06.03
Subject:	Development Approvals and Refusals for May 2016

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 May 2016 for the entire local government area. A listing of development applications outstanding with a status as at the end of May 2016 has also been provided.

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

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

COMMITTEE'S RECOMMENDATION:

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

OFFICER'S RECOMMENDATION:

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

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

Development Application Number	Applicant	Property	Development
DA-18-2016	Picton Bros Improvements	10 Rowan Avenue, Uralla	Patio Cover
DA-19-2016	Croft Surveying & Mapping	270 Goodes Road, Arding	Boundary Adjustment
DA-24-2016	Mrs R Sullivan	40 John Street, Uralla	Storage Shed
DA-25-2016	Mr P Kliendienst	55 Queen Street, Uralla	Awning
DA-27-2016	Mr J & Mrs L Schalk	2 Depot Road, Uralla	Shed Extension
Monthly Estimated Value of Approvals: \$28,650.00			

Refusals: Nil**DAs Withdrawn:** Nil**Comparison to May 2015:**

May 2015:	\$254,905.00	May 2016:	\$28,650.00
Year to date:	\$2,316,390.00	Year to date:	\$1,547,644.00
(Calendar Year)		(Calendar Year)	

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-27-2012-3	Croft Surveying & Mapping	114 Barleyfields Road, Uralla	Modification Staged 42 Lot Low Density Residential Subdivision	Under Assessment
DA-8-2016	New England Surveying & Engineering	13 Stringybark Ridge Road, Invergowrie	4 Lot Staged Subdivision	Under Assessment
DA-21-2016	New England Surveying & Engineering	4 & 6 Rowan Avenue, Uralla	4 Lot Subdivision	Under Assessment
DA-23-2016	Mr B Sharpe & Ms K Reed	7056 New England Highway, Kentucky	Dwelling	Under Assessment
DA-26-2016	Mr R Jones	Lot 223 Balala Road, Balala	Proposed Dwelling Under Clause 4.6 of the Uralla LEP	Under Notification
DA-28-2016	Mr J & Mrs J Reynolds	54 Budumba Road, Invergowrie	Dwelling & Shed	Under Assessment
DA-29-2016	Mrs J Hull	42 Bridge Street, Uralla	Free Standing Billboard & Signage	Under Assessment
DA-30-2016	SES	Depot Road, Uralla	Double Carport	Awaiting Applicant
				Total: 8

Construction Certificates

Approved:

Application Number	Applicant	Property	Construction
CC-18-2016	Picton Bros Improvements	10 Rowan Avenue, Uralla	Patio Cover
CC-25-2016	Mr P Kliendienst	55 Queen Street, Uralla	Awning
Monthly Estimated Value of Approvals: \$23,300.00			

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-21-2016	Mr M Doran	48 East Street, Uralla	Duplex Unit No. 1
CC-22-2016	New England North West Planning Services Pty Ltd	181 Northeys Road, Arding	Piers for Studio
Monthly Estimated Value of Approvals: \$355,000.00			

Complying Development Applications

Approvals: Nil

Refusals: Nil

Withdrawal: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-8-2016	J G Home Improvements	104 Marble Hill Road, Saumarez Ponds	Dwelling
CDC-9-2016	Mr J & Mrs J Fowler	25 East Street, Uralla	Shed
CDC-10-2016	Ms A O’Nolan & Ms M Scott	29 Queen Street, Uralla	Dwelling Addition - Bathroom
CDC-11-2016	Mr O Ward	18 Queen Street, Uralla	Additions & Deck
CDC-12-2016	Mr A & Mrs L Strudwick	17 Lawson Road, Saumarez Ponds	Roofed Verandah
Monthly Estimated Value of Approvals: \$470,000.00			

Comparison to May 2015:

May 2015:	\$0.00	May 2016:	\$470,000.00
Year to date:	\$1,467,500.00	Year to date:	\$533,513.00
(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	2,081,157	693,719	1,547,644	533,513

2016 to date

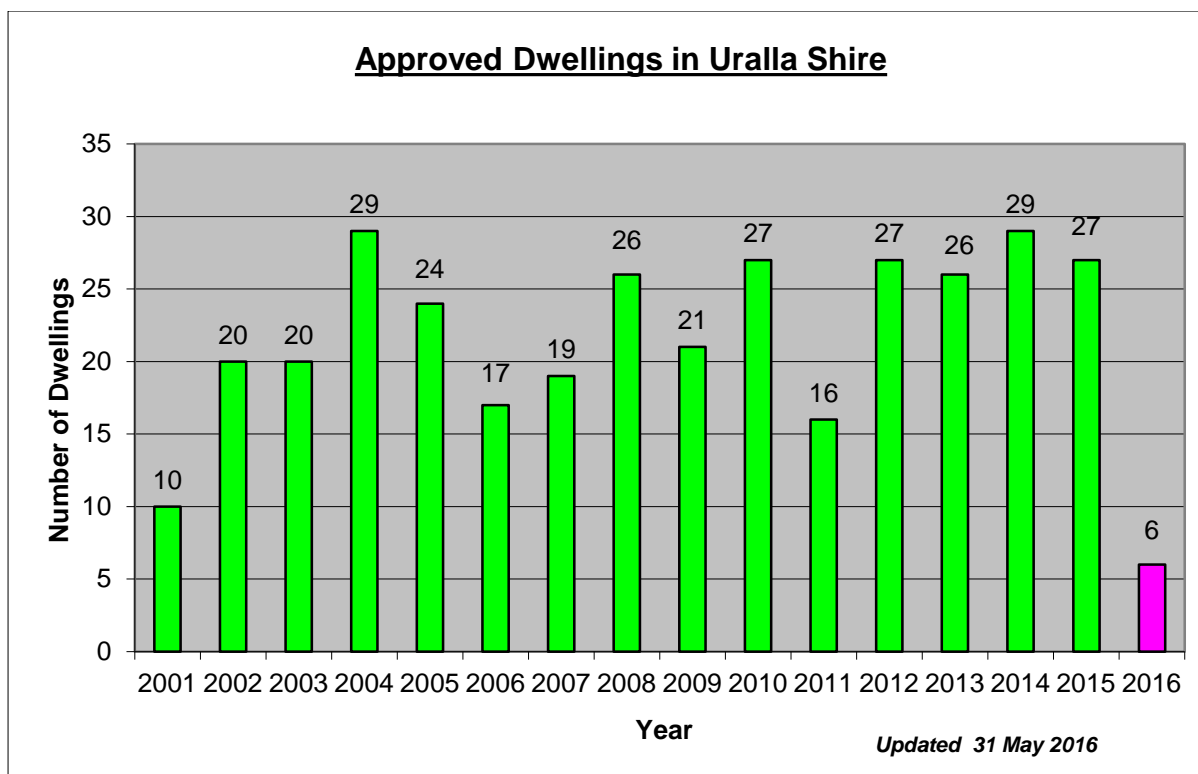
Financial Year Development Values

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	6,825,484	74,190	5,676,904	1,148,580

2015-2016 to date

Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during November 2016. In November 2011 thirteen (13) applications were approved, with four (4) applications identified as possibly not commencing as at the end of May 2016.



KEY ISSUES:

- *Development Applications approved by Council for May 2016 – 5*
- *Development Applications refused by Council for May 2016 – 0*
- *Development Applications withdrawn by Applicant for May 2016 – 0*
- *Outstanding Development Applications as at 31 May 2016 – 8*
- *Construction Certificates approved by Council for May 2016 – 2*
- *Construction Certificates refused by Council for May 2016 – 0*
- *Construction Certificates issued by private certification for May 2016 – 2*
- *Complying Development Applications approved by Council for May 2016 – 0*
- *Complying Development Applications refused by Council for May 2016 – 0*
- *Complying Development Applications issued by private certification – 5*
- *Total Development Value for 2016 as at 31 May 2016 – \$2,081,157*
- *Average Development Value for 2016 as at 31 May 2016 – \$693,719*
- *Development Application Value for 2016 as at 31 May 2016 – \$1,547,644*
- *Complying Development Application Value for 2016 as at 31 May 2016 – \$533,513*
- *Applications lapsing in May 2016 that may not have commenced – 4*
- *Approved dwellings as at 31 May 2016 – 6*

COUNCIL IMPLICATIONS:

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

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

2. **Policy and Regulation**

Environmental Planning & Assessment Act, 1979.

Environmental Planning & Assessment Regulations, 2000.

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Administration Officer

TRIM Reference Number:

U12/168

Approved/Reviewed by Manager:

Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil

Department:	Infrastructure & Regulation – DIVISION DECISION
Submitted by:	Contract Planner
Reference:	2.20.06.04
Subject:	DA 8/2016 – 4 Lot Staged Subdivision – 13 Stringybark Ridge Road, Invergowrie – B & M McLean

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is to determine the development application for a staged 4 lot subdivision.

COMMITTEE'S RECOMMENDATION:

That:

- a) **Development Application 8/2016 for a staged 4 lot subdivision on land described as Lot 212 DP 1080856 being known as 13 Stringybark Ridge Road, Invergowrie be approved, subject to the conditions in the report.**
- b) **The affixing of the Council Seal on the Section 88b Instrument relating to Development Application DA 8/2016 on land known 13 Stringybark Ridge Road, Invergowrie being Lot 212 DP 1080856 be endorsed.**

OFFICER'S RECOMMENDATION:

That:

- c) **Development Application 8/2016 for a staged 4 lot subdivision on land described as Lot 212 DP 1080856 being known as 13 Stringybark Ridge Road, Invergowrie be approved, subject to the conditions in the report.**
- d) **The affixing of the Council Seal on the Section 88b Instrument relating to Development Application DA 8/2016 on land known 13 Stringybark Ridge Road, Invergowrie being Lot 212 DP 1080856 be endorsed.**

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Nil

GENERAL CONDITIONS

1. The development must take place in accordance with the approved plans (bearing the Council approval stamp) and documents submitted with the application, drawn by New England Surveying and Engineering, numbered 20150705 and dated 28/01/2016, and subject to the conditions below to ensure the development is consistent with Council's consent.
2. All Engineering works to be designed by an appropriately qualified person and carried out in accordance with Council's Engineering Code, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
3. Prior to the issue of a Subdivision Certificate the applicants shall provide written advice from telecommunications and electricity providers, confirming that satisfactory arrangements have been made for the provision of a telecommunications and electricity services.
4. Prior to the issue of a Subdivision Certificate, an Application for a Subdivision Certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.
5. Prior to the issue of a Subdivision Certificate, the applicants shall provide evidence to the effect that all utility services, i.e. water, sewer, electricity, telecommunications, connected to or used in each of the buildings within the development site is wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.
6. Each new driveway is to display rural addressing number. The rural address number for each lot will be Lot 1 – 17, Lot 2 – 15, Lot 3 – 13 and Lot 4 – 19). The current fee for the 2015/2016 year is \$64.00 per number, which includes installation.

7. A section 88b instrument is to be prepared under the Conveyancing Act 1919 to state that:
- a) The wastewater treated on lots 2, 3 and 4 are to be treated to a secondary standard using an aerated wastewater treatment system or similar. The selected wastewater treatment system is to be fitted with a chlorination chamber or ultraviolet steriliser to provide disinfection of effluent prior to irrigation. A minimum land application area of 360m² is required for each system with additional reserve areas being dedicated for future expansion if necessary.
 - b) All future clearing is only to occur in the designated development areas.
 - c) Any mature trees that fall within are to be retained where possible.
 - d) All 'soft felled' trees must be left for a minimum of 2 nights prior to being moved to a stockpile, to allow for resident fauna to vacate tree hollows.
 - e) A copy of the flora and fauna assessment undertaken by Bushfire Safe (Aust) P/L dated December 2015 is to be provided to all future owners to alert them of the presence and ecological value of the Critically Endangered Box-Gum-Woodlands Ecological Community known as the White Box – Yellow Box – Blakely's Red Gum Grassy Woodland, thus encouraging them to recognise the biodiversity as an asset to be protected.

INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT

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

8. The development proposal is to comply with the subdivision layout identified on the drawing prepared by New England Surveying & Engineering numbered 20150705 (Rev. C), dated 28 January 2016, except as modified by the following conditions:

Asset Protection Zone

The intent of measures is to minimize the risk of bush fire attack and provide protection for emergency services personnel, residents and others assisting fire fighting activities. To achieve this, the following condition shall apply:

9. At the issue of subdivision certificate and in perpetuity, the land surrounding the existing dwelling on proposed Lot 1, to a distance of 29 metres to the north and west, and 35 metres to the south and east, shall be maintained 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'.

Further this condition has been added to by Uralla Shire Council in that:

A restriction to the land use pursuant to section 88B of the *Conveyancing Act 1919* shall be placed on each lot to ensure perpetuity.

Water and Utilities

The intent of measures is to provide adequate services of water for the protection of buildings during and after the passage of a bush fire, and to locate gas and electricity so as not to contribute to the risk of fire to a building. To achieve this, the following conditions shall apply:

10. A 20,000 litre fire fighting water supply shall be provided for the existing dwelling on proposed Lot 1 in accordance with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.
11. Any alteration to the electricity supply network required to service the subdivision shall comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.
12. Any gas service at the existing dwelling shall comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.

Access

The intent of measures for property access is to provide safe access to/from the public road system for fire fighters providing property protection during a bush fire and for occupants faced with evacuation. To achieve this, the following conditions shall apply:

13. Property access roads shall comply with section 4.1.3(2) of 'Planning for Bush Fire Protection 2006'.
14. A restriction to the land use pursuant to section 88B of the 'Conveyancing Act 1919' shall be placed over the proposed fire trail shown on the plan prepared by Bushfire Safe (Aust) numbered 15078, dated November 2015. The fire trail shall be constructed and maintained in accordance with section 4.1.3(3) of 'Planning for Bush Fire Protection 2006'.

Design and Construction

The intent of measures is that buildings are designed and constructed to withstand the potential impacts of bush fire attack. To achieve this, the following conditions shall apply:

15. The existing dwelling on proposed Lot 1 is required to be upgraded to improve ember protection. This is to be achieved by enclosing all openings (excluding roof tile spaces) or covering openings with a non-corrosive metal screen mesh with a maximum aperture of 2mm. Where applicable, this includes any sub floor areas, openable windows, vents, weep holes and eaves. External doors are to be fitted with draft excluders.
16. Roofing of the existing dwelling on proposed Lot 1 shall be gutterless or guttering and valleys are to be screened to prevent the build up of flammable material. Any materials used shall be non-combustible.

Stage One Only

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

17. The access to the residue Lot 1 is to be constructed including all necessary concrete culverts with headwalls, and a bitumen seal from Stringybark Ridge Road to within 5 metres of the edge of the asset protection zone in order to prevent dust. This is to be constructed to a standard approved by the Director of Infrastructure & Regulation and is at the expense of the developer.

18. The joint access to Lots 2 and 3 is to be constructed including all necessary concrete culverts with headwalls, and a bitumen seal from Stringybark Ridge Road for the full length of the right of carriageway up to 5 metres from the edge of the asset protection zone for each lot to prevent dust. This is to be constructed to a standard approved by the Director of Infrastructure & Regulation and is at the expense of the developer.
19. Vegetation screening is to be planted associated in the plan by New England Surveying and Engineering dated 20 May 2016. This vegetation screening is to be maintained for a two year period to ensure establishment.
20. A Section 88B Instrument is to be submitted with the application for a subdivision certificate. The final plan of subdivision and accompanying Section 88B Instrument are to provide for the following items listed:
 - a) Easement to supply electricity for future infrastructure as required (width as directed by Essential Energy)
 - b) Reciprocal Right of Carriageway, 5 metre wide (over access handle to jointly benefit proposed Lots 2 and 3)
 - c) Details of maintenance responsibilities and any future upgrading of the reciprocal right of carriageway.
21. To enable emergency services to identify each property, a separate rural address numbering post is to be erected at the branch of the right of carriageway, identifying each lot. The current fee for the 2015/2016 year is \$64.00, which includes installation.
22. Prior to the issue of a Subdivision Certificate the applicants shall pay to Council contribution toward public amenities and services for which Council is satisfied that the proposed development is likely to create a demand (as detailed in the attached schedule) is to be made (or secured by bank guarantee) prior to the issue of the Construction/Subdivision Certificate. Such charges are listed below and are subject to CPI increases if not paid in the year of issue of this consent.

The Section 94 Contribution is currently \$3,489.00 for each applicable lot. This is applicable for Lots 2 and 3.
23. A section 88b instrument is to be prepared under the Conveyancing Act 1919 to state that:
 - a) Any future dwelling to be constructed on lots 2 and 3 are to be constructed to a BAL 12.5 construction standard and comply with sections 3 and 5 as outlined within Australian Standard AS 3959 (2009) Construction of Buildings in Bushfire Prone Areas (Standards Australia, 2009).
 - b) A minimum of 20,000ltr water tank is to be installed as an additional static water supply to be used for fire fighting purposes at the time of construction of any future dwelling on lot 2 and 3.
 - c) Any gas service for future dwellings on lots 2 & 3 shall comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.

Stage Two Only

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

24. The access to lot 4 is to be constructed including all necessary concrete culverts, with headwalls, and a bitumen seal from Stringybark Ridge Road to the edge of the building envelope to reduce dust on Lot 1. This is to be constructed to a standard approved by the Director of Infrastructure & Regulation and is at the expense of the developer.
25. Prior to the issue of a Subdivision Certificate the applicants shall pay to Council contribution toward public amenities and services for which Council is satisfied that the proposed development is likely to create a demand (as detailed in the attached schedule) is to be made (or secured by bank guarantee) prior to the issue of the Construction/Subdivision Certificate. Such charges are listed below and are subject to CPI increases if not paid in the year of issue of this consent.
The Section 94 Contribution is currently \$3,489.00 for each applicable lot. The applicable lot is Lot 4.
26. A Property Vegetation Plan be prepared for the significant Critically Endangered Box-Gum-Woodlands Ecological Community known as the White Box – Yellow Box – Blakely's Red Gum Grassy Woodland on Lot 4.
27. A section 88b instrument is to be prepared under the Conveyancing Act 1919 to state that:
 - a) Any future dwelling to be constructed on lot 4 are to be constructed to a BAL 29 construction standard and comply with sections 3 and 7 as outlined within Australian Standard AS 3959 (2009) Construction of Buildings in Bushfire Prone Areas (Standards Australia, 2009).
 - b) A minimum of 20,000ltr water tank is to be installed as an additional static water supply to be used for fire fighting purposes at the time of construction of any future dwelling on lot 4.
 - c) Any gas service for future dwellings on lot 4 shall comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.

BACKGROUND:

An application has been submitted for a 4 lot subdivision undertaken in 4 stages. The land is zoned IR5 Large Lot Residential and the Minimum Lot Size is 2 hectares. The subdivision complies with the provisions of the *Uralla Local Environmental Plan 2012* and the *Uralla Development Control Plan 2011*.

REPORT:

An application has been made by New England Surveying and Engineering on behalf of B & M McLean at 13 Stringybark Ridge Road, Invergowrie. The application is for a staged large lot subdivision consisting of:

- Stage One – Lots 1 (residue 9.46ha) Lot 2 and 3 (2.28 ha each)
- Stage Two – Lots 1 (6.77 ha) and Lot 4 (2.69 ha)

A full development assessment was undertaken and is attached along with the Statement of Environmental Effects, amended plan of subdivision, amended bush fire management plan, submissions and submission response from the applicant. As such, only those items that require action or consideration by Council have been noted in this report which is to be read in conjunction with the Development Assessment Report.

The application was integrated with the NSW Rural Fire Service and as such a General Terms of Approval were issued with conditions that require a Section 88b instrument. These conditions related to ensuring the maintenance of the APZ around each dwelling for perpetuity and the construction and maintenance of the proposed fire trail.

Further a Section 88b instrument has been conditioned to be prepared to pick up the recommendations of the Onsite Wastewater treatment Assessment by ADG Consulting (November 2015), the Amended Bushfire Risk Management Plan by Bushfire Safe (Aust) Pty Ltd (November 2015) and the Threatened Species Assessment (Flora and Fauna) by Bushfire Safe Pty Ltd (December 2015).

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.

The application was notified as per the requirements of the *Uralla Development Control Plan 2011* with 2 submissions being received. These submissions raised the issues relating to the shared access handle between lots 2 and 3 in relation to dust, noise and lights from traffic. These have been addressed by the use of conditioning requiring bitumen seal along the shared access handle and the use of vegetation screening in specific areas to help filter noise, lights from traffic and to give further privacy. This screening is to be maintained for a two year period to ensure establishment.

The developer has objected to the requirement to seal the access handle quoting the requirements of the *Uralla Development Control Plan 2012* for "an all weather access". However it is considered that the amenity of the neighbours takes precedence, and therefore the sealing of the access handle is justified.

CONCLUSION:

The site is suitable for this development. It meets all of the standards set out in the *Uralla Local Environmental Plan 2012* and *Uralla Development Control Plan 2011*, and the NSW Rural Fire Service have issued their General Terms of Approval. There is no reason for this development to be refused as all issues are able to be conditioned appropriately.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Conveyancing Act 1919

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

Local Government Act 1993

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Libby Cumming, Consultant Planner

Approved/Reviewed by Manager:

Owen Johns

Department:

Acting Director Infrastructure & Regulation

Attachments:

J. Development Assessment

K. Amended Plan of Subdivision (Under separate cover)

L. Statement of Environmental Effects (Under separate cover)

M. Amended Bushfire Assessment (Under separate cover)

N. Submissions

O. Submission Response

Department:	Infrastructure & Regulation
Submitted by:	Director of Engineering Services
Reference:	2.20.06.05
Subject:	Uralla Fire and Rescue

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 1.2.7 A safe ,active and healthy shire
Strategy: 1.2.7.1 Partner with Police, Community organisations and the Community to maintain community safety
Action:

SUMMARY:

This report contains a letter from Fire and Rescue NSW-Uralla 475 Station requesting support for a future Regional event in either 2017 or 2018.

COMMITTEE'S RECOMMENDATION:

That:
Council support the Regional Fire Fighter Championship to held in 2017 or 2018.

OFFICER'S RECOMMENDATION:

That:
Council support the Regional Fire Fighter Championship to held in 2017 or 2018.

BACKGROUND:

A previous Uralla Fire Fighter Championship was held approximately 10 years ago. It is expected there could be up to 150 participants as well as some interested spectators.

REPORT:

Uralla Fire and Rescue have requested support for a future Regional Championship event that may be held in Uralla either in 2017 or 2018. It is expected that by August 2016 it will be known which year the event may be held in Uralla.

Fire and Rescue is requesting the following:

- Use of Hampton Park
- Extra waste removal and more bins
- Water usage
- Have representatives present at the Saturday night Championship dinner and possibly Friday night (informal presentation)
- Keep the Park in good condition leading up to the event, track maintenance and amenities maintenance
- Approval for meals on ground breakfast and lunch on both Saturday and Sunday

Estimated in kind costs are as follows:

- Extra bins—no cost
- Extra Waste Removal- pickup Saturday evening and Monday morning.
- 2 hrs @ \$120/hr=\$240
- Water usage—approx. 100 kl @ 2.20/KL=\$220
- Total in kind support \$460

CONCLUSION:

That Council support the recommendation.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
In line with Council's Delivery program to support Community organisations.
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
In kind cost of approximately \$460
- 4. Asset Management (AMS)**
Nil
- 5. Workforce (WMS)**
Nil
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Nil
- 8. Project Management**
Nil

Owen Johns

Acting Director Infrastructure and Regulation

Prepared by staff member:

Owen Johnsl

Trim:

UI/16

Department:

Engineering

Attachments:

P. Letter from Fire and Rescue NSW, 1pg

Department:	Infrastructure & Regulation
Submitted by:	Environmental Management Coordinator
Reference:	2.20.06.06
Subject:	Wooldridge Recreation and Fossicking Reserve Management Plan

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	3.1	<i>To preserve, protect and renew our beautiful environment</i>
Strategy:	3.1.4	<i>Protect and maintain a healthy catchment and waterways</i>
Action:	3.1.4.2	<i>Develop a Management Plan for Wooldridge Recreation and Fossicking Reserve</i>

SUMMARY:

The purpose of this report is to present the Wooldridge Recreation and Fossicking Reserve Management Plan (Version 1, 2016-2018) for adoption by Council.

COMMITTEE'S RECOMMENDATION:

That Council adopt the Wooldridge Recreation and Fossicking Reserve Management Plan (Version 1, 2016 – 2018) and that staff member Stephanie McCaffrey be commended on her effort in preparing this plan.

OFFICER'S RECOMMENDATION:

That Council adopt the Wooldridge Recreation and Fossicking Reserve Management Plan (Version 1, 2016 – 2018).

BACKGROUND:

The Wooldridge Recreation and Fossicking Reserve's purpose is listed as "Public Recreation" the site was gazetted on 7 August 1978 with management being devolved to the Uralla Shire Council.

The site is a valuable free camping location, is popular with school groups, and attracts significant numbers of day trippers from Uralla, fossickers and locals who just wish to enjoy the outdoors. There are no official figures however on many, perhaps most, nights of the year there are tourists camped by the river with the spring-summer-autumn season in 2015-2016 the busiest known to staff within the last 10 years. Campers are known to purchase fuel and groceries locally and report to travel additional distance from Tamworth and Armidale in order to use this site.

The Reserve has unusual ecological value: It remains one of the few substantial areas of woodland near Uralla in as good condition that is not regularly grazed by stock. The Reserve can continue to support those indigenous species sensitive to regular grazing. Many grazing-sensitive species have tended to die out on grazing land around the Shire. The Reserve has a good canopy cover and a diversity of trees that provide habitats and food webs supporting a diversity of indigenous animals. Vegetation at the Reserve may classify as an Endangered Ecological Community, though this is to be confirmed.

The site also forms part of the historic gold mining precinct; knowledge of this heritage is held by members of the community and should be incorporated into management of the site. Unfortunately, the cultural heritage value of the site for Aboriginal people remains unknown to Council. Further research and consultation with local Anaiwan representatives is needed to incorporate an appropriate understanding of the cultural values of the site and the appropriate management of those values.

A Draft version of the plan was advertised for public consultation between 11 April and 9 May 2016. An ad was placed in the Armidale Express and on Council's website. Hard copies of Draft Plan were posted to Bundarra, Invergowrie, Kingstown, Kentucky stores and displayed in the library, USC offices, Council Depot. Emails inviting comment were circulated to the Environmental Consultative Panel, Mt Mutton Volunteers and Council staff. Concurrence and comment on the draft plan was sought from Crown Lands. Additional consultation with the Visitors Information Centre also took place.

Comments and feedback received from the community about the matters in the Plan have, in the main, been incorporated into this final version. One technical matter regarding the use of fire for ecological management has not been considered at this point in time.

REPORT:

Council has not prepared a plan of management for the Wooldridge Recreation and Fossicking Reserve before, so why now? Firstly, 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.

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 control weeds and protect threatened indigenous flora and fauna on land under their care and control.

Council's aim in producing this Management Plan 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 indigenous vegetation of high conservation value 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.

A Management Plan outlines strategic direction and purpose on which activities and work plan are based. By implication this provides clarity and transparency regarding funding allocation. As those activities that Council does and does not have funding for are identified in the Plan, the Plan serves as a valuable tool to attract funding to support and maintain the site.

The Plan will have an ongoing review period of two years. The frequency of review will allow for ongoing improvements in management as continual knowledge development will inform appropriate practice.

COUNCIL IMPLICATIONS:

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

To display via the Uralla Shire Council website and in hard copy.

- 2. Policy and Regulation**

Nil

3. Financial (LTFP)

Some finances are allocated via works programs for Bush Regeneration and Parks and Gardens. Roads maintenance has resources for grading. An understanding of how adequate these allocations are will follow from the detailed asset management assessment of the site, upcoming in the 2016 – 2017 Financial Year. Some external funding can be sought from Crown Lands on an annual basis.

4. Asset Management (AMS)

The site will be incorporated into upcoming AM for Parks, Gardens and Reserves.

5. Workforce (WMS)

No additional workforce required. Works identified within the plan have been incorporated into the Bush Regeneration works framework where funding allows. Council's Parks and Gardens Team and Grading crews also have a role in the maintenance of the Reserve.

6. Legal and Risk Management

The Plan helps to demonstrate Councils risk management approach to the site.

7. Performance Measures

Nil

8. Project Management

Environmental Management Coordinator

Prepared by staff member:

Approved/Reviewed by Manager:

Department:

Attachments:

Stephanie McCaffrey, Environmental Management Coordinator

Acting Director Infrastructure & Regulations

Infrastructure & Regulations

Q. Wooldridge Recreation and Fossicking Reserve
Management Plan (Version 1 2016 - 2018)

Department:	Infrastructure & Regulation
Submitted by:	Environmental Management Coordinator
Reference:	2.20.06.07
Subject:	Request from Z-NET Uralla to support project implementation

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	3.2	<i>Maintain a healthy balance between development and the environment</i>
Strategy:	3.2.2	<i>Educate the community about sustainable practices in the home, at work and in public places</i>
Action:	3.3.5.1	<i>Develop grants in partnership with the Z-NET Uralla project</i>

SUMMARY:

The Zero Net Energy Town Uralla Executive requests support from Council to deliver the 'Destination Uralla – Vibrant, Renewable and Growing' project, funded by the Murray Darling Basin Authority through the NSW Office of Small Business. An extraordinary contractual constraint by the NSW Office of Business means that 50% of the funding awarded will not be paid until after completion of the project. Given this, the Z-NET Uralla Executive requests that Council provide funds for the second half of project, these expenses can be recouped following completion of the project.

COMMITTEE'S RECOMMENDATION:

That Council agree to support the Destination Uralla – Vibrant Renewable and Growing, by offering to administer the grant.

OFFICER'S RECOMMENDATION:

That Council agree to support the Destination Uralla – Vibrant Renewable and Growing, by offering to administer the grant.

BACKGROUND:

The Zero Net Energy Town Uralla project has applied successfully for a grant of \$21, 000 (exc. GST) from the Murray Darling Basin Energise Enterprise Fund, delivered through the NSW Office of Small Business.

Specific project activities are structured around 4 pathways to support business:

1. Targeted interventions to improve energy efficiency and business sustainability.
2. Investigation of the financial case for investment in renewable energy generation.
3. Establish frameworks for sustainability metrics to enable business to undertake and evaluate continual improvement and promote their business as sustainable.
4. Promote and build the business precinct as a Z-NET tourism destination and model for other towns and businesses.

Sixteen Uralla Shire businesses are named as project partners in the application. As the auspice agency for Z-NET Uralla, the grant will be auspiced by the Uralla Neighbourhood Centre. The start time for the project is December 2016 with a finish date of June 2017.

REPORT:

Clause 7 of the contract outlines the manner in which the grant will be paid:

- 50% of the grant funds will be paid by the Department within 30 days of receiving a valid tax invoice; and

- 50% will be received within 60 days of the Department receiving the approved Project and Acquittal Report and a valid tax invoice.

This extraordinary clause is not typical of grant funding with eligibility criteria that allows not-for-profit organisations to apply as it requires that either the applicant or its auspice agency have the cash flow, in this case \$11, 500 exc. GST, to cover the second half of the costs of the project. This is a financial circumstance that the Neighbourhood Centre can not support.

Strenuous representations have been made to the NSW Office of Small Business through the Z-NET Uralla Coordinator and the Hon. Adam Marshall. Unfortunately the Department remains unmoved and the clause stands.

Security is requested for funds, equivalent to \$11, 500 exc. GST, to complete delivery of the project activities. Specifically:

- Provision of expertise for group and one-on-one consultations.
- Research and develop sustainability metrics and frameworks and implement these within businesses.
- Develop a Z-NET Uralla Business package and implement across multiple platforms (print, web, social media, in-business, street signage and tourism information hubs).
- Outreach activities to other businesses in the Murray Darling Basin via regional business networks, web and social media.

The form of the security is to be determined. However, once the project has been acquitted and final project payments made, the \$11, 500 in support would then be recouped from the Uralla Neighbourhood Centre. This would take place at the beginning of the 2017 – 2018 Financial Year.

There is a risk that Z-NET Uralla will not deliver on the project outcomes. This risk is low and mitigated by the following factors:

- Governance and oversight of the project is given by the Z-NET Uralla Executive. The aggregated skills of the Executive include extensive project management, business management, marketing, communications, accountancy and governance experience.
- Good matching of the resources available to the services that Z-NET Uralla can deliver: Z-NET Uralla have not made commitments to activities that they can not service from contractors paid for by the project and/or the skills available within the Z-NET Uralla group.
- Commitments to the project have been made by a number of local businesses and an initial needs analysis undertaken.
- Communication, monitoring and evaluation frameworks will be in place prior to commencement of the project.

As the Uralla Shire Council Environmental Management Coordinator sits on the Z-NET Executive and the Business Working Group Council is well placed to continually review progress within the project and identify in good time signs of a failure to deliver. In the highly unlikely event that members of the Executive were to

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Nil

3. Financial (LTFFP)

\$11, 500 exc. GST that would be recouped from the Uralla Neighbourhood Centre following receipt of the second instalment of the funds.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Detailed in the body of this report.

7. Performance Measures

As per the funding agency Acquittal and Outcomes Report.

8. Project Management

Detailed in the body of this report.

Prepared by staff member:	Stephanie McCaffrey, Environmental Management Coordinator
Approved/Reviewed by Manager:	Owen Johns
Department:	Acting Director Infrastructure & Regulation
Attachments:	Nil

Department:	Infrastructure & Regulation – DIVISION DECISION
Submitted by:	Consultant Town Planner
Reference:	2.20.06.08
Subject:	DA-28-2016 Dwelling and Garage – 54 Budumba Road Invergowrie – Reynolds (Austam Homes)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is for Council to determine Development Application 28-2016. The reason the development is submitted for Council determination is that there were two (2) written submissions (objections) received.

The land is located at Lot 101 DP 1216286, 54 Budumba Road Invergowrie. The subject lot was recently created by subdivision of Lot 10 DP 246614 approved as DA-49-2014. The proposed dwelling and garage are to be located within the nominated building envelope shown on the Deposited Plan.

COMMITTEE’S RECOMMENDATION:

That:

- a) Development Application 28-2016 for the erection of a new dwelling and garage be approved subject to the conditions of consent listed on the schedule listed in the report and*
- b) Submission makers are advised of Council’s determination.*

OFFICER’S RECOMMENDATION:

That:

- a) Development Application 28-2016 for the erection of a new dwelling and garage be approved subject to the conditions of consent listed on the schedule listed in the report and*
- b) Submission makers are advised of Council’s determination.*

Schedule of Development Consent Conditions:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

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

Erection of signs

Please Note: This does not apply in relation to:

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

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

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

Notification of Home Building Act 1989 requirements

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

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

GENERAL CONDITIONS

8. The development must take place in accordance with the approved plans (bearing the Uralla Council approval stamp) and documents submitted with the application, and subject to the conditions below to ensure the development is consistent with Council's consent.
9. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.
10. A Section 68 application is required for septic and water connections to the associated dwellings on the site.
11. *The dwelling and ancillary developments are to be inspected at the following stages of construction:
 - before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering waterproofing in any wet area**
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**

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

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

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

12. The plans and specifications accompanying the Construction Certificate are to demonstrate compliance with the requirements of the deemed-to-satisfy provisions of the National Construction Code for a Class 1(a) building

Amended plans are to be submitted to the Principal Certifying Authority for authentication of NCC compliance and issue of a Construction Certificate.

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

13. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The Application must be approved prior to the issue of a Construction Certificate, to ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

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

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

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

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

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

16. Any building work must be carried out between 7.00am and 6.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
17. Toilet facilities are to be provided at, or in the vicinity of the work site, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be connected to an accredited sewage management facility approved by the council or some other sewage management facility approved by the council.
18. Materials must not be burned on site. All waste generated on site must be disposed of at Council's Waste Disposal Depot or Waste Transfer Station, to protect the amenity of the area and avoid the potential of air pollution.
19. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.

20. Construction of an internal all-weather access road from the property boundary to the dwelling is to be undertaken in order to minimise soil erosion with suitable profiling and drainage to reduce surface water run off volumes and velocity with relation to the slope of the land.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

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

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

22. Prior to occupation commencing: Planting of trees/ shrubs or the like is to be established along the southern side of the access handle only. The plantings must be maintained or replanted in the event of a plant or plants dying.
23. Approval must be obtained from the Council as the Local Water Supply and Sewer Authority for any potable water supply, sewerage or on-site waste water system serving the site, pursuant to Chapter 7 of the Local Government Act 1993 with all relevant work completed in accordance with such approval.
24. **The Principle Certifying Authority is to contact Council to ensure all the Section 68 conditions of approval have been completed prior to the issue of an Occupation Certificate.**
25. The property number shall be clearly and permanently displayed on or adjacent to the doorway or on the street frontage to identify the premises to the public and to essential/emergency services. Numbers shall be 100mm high x 50mm wide (minimum) and of a colour contrasting with the surface to which they are affixed.
26. Storage tank overflow, roof and surface stormwater from paved and impervious areas is to be directed away from the building and any on site waste disposal system to protect the site and adjoining property from the effects of flooding. Such work must be completed prior to the use and/or occupation of the premises commencing.
27. Signage must be provided to the Front Gate and the location of the Storz valve connection with a Static Water Supply (SWS) sign.
28. Tanks for fire fighting water must be constructed of a Metal or Concrete unless screening is provided and must incorporate a 65mm storz fitting.

29. Provision of not less than 90,000 litres of domestic water storage. However, where the property has an additional water source or storage, e.g. dams, bores, streams or swimming pool, not less than 45,000 litres of domestic water storage will be required.

Although not specifically required by Council, it is recommended that landowners consider providing a greater storage capacity where an additional water source or storage is not available.

The minimum quantities of water storage required above, are to include at least 10,000 litres reserved for fire fighting purposes. A suitable connection for Rural Fire Service purposes must be made available. In general a 65mm Storz outlet with a Gate or Ball valve should be provided. Underground tanks with an access hole of 200mm will allow bushfire fighting tankers to refill direct from the tank. Any underground tanks shall be fitted with a childproof access hole of 200mm x 200mm will allow bushfire fighting tankers to refill direct from the tank. Tanks for fire fighting water must be constructed of a Metal or Concrete unless screening is provided and must incorporate a 65mm storz fitting.

30. Stormwater tanks to also to be provided with first flush disposal device to prevent the potential pollution of the potable water supply by contaminants contained in the roof gutter drainage system.

CONDITIONS RELATING TO ONGOING OPERATIONS

31. The construction of the dwelling, vegetation maintenance, landscaping and Asset Protection Zones are to comply with the NSW Rural Fire Service publication *Planning for Bushfire Protection 2006*.
32. At the commencement of building works and in perpetuity, the lot shall be managed as an Asset Protection Zone (APZ), for a distance of 25m around the dwelling, or to the boundary, whichever is closer, as outlined in AS3959 Table 2.4.2 and the NSW RFS document 'Standards for Asset Protection Zones'.

The following points are a guide to APZ requirements. The APZ should comprise the following:

- Minimal fine fuel on the ground.
- Vegetation that does not provide a continuous path to the building for the transfer of fire.
- Shrubs and trees that do not form a continuous canopy and vegetation is planted in clumps, rather than continuous rows.
- Species that retain dead material or deposit excessive quantities of ground fuel are avoided.
- Shrubs and trees are pruned so that they do not touch or overhang the building.
- Vegetation is located far enough away from the building so that plants will not ignite the building by direct flame contact or radiant heat emission.

BACKGROUND:

1. Development Application 26-2016 for the erection of a new dwelling and shed was received by Council on 12 May 2016.
2. The development was notified to surrounding land owners as the applicant was an Uralla Shire Council outdoor staff employee. The notification was carried out in consideration of procedural fairness and exceeds the requirements of Chapter 13 *Notification Procedures* of the *Uralla Development Control Plan (DCP) 2011*.
3. Two submissions were received from adjoining land owners.
4. The proposed dwelling and garage are located within the nominated building envelope approved under DA 45-2014 and registered on the plan and 88B Instrument.
5. The proposal does not result in any additional development impacts that were not fully assessed and determined under DA 45-2014 for the previous subdivision.

REPORT:

Development Application 28-2016 seeks consent for a dwelling and garage (detached shed) to be erected within Lot 101 DP 1216286, 54 Budumba Road, Invergowrie. The proposal involves the erection of a four bedroom single storey relocatable dwelling and a two bay shed to be located within a cleared area of the site within the nominated building envelope that is shown on the Deposited Plan and identified on the 88 Instrument annexed to the plan.

The land is zoned R5 Large Lot Residential and is surrounded by lots of a similar subdivision pattern. The proposed development has similar attributes and character to the surrounding semi-rural neighbourhood.

The development proposal is fully compliant with relevant Uralla Local Environmental Plan 2012 (LEP) and Uralla Development Control Plan 2011 (DCP) provisions and controls.

Two written submissions (objections) to the subject proposal were received in response to neighbour notification of the Development Application (copies are annexed to this report). Both submissions raised matters that relate to the previous subdivision approval, particularly in relation to the internal access driveway. The driveway was approved as part of the required works for the subdivision and has been constructed within the access handle adjacent to the existing access driveway serving the adjoining lot. As shown in the aerial photograph below, the access handle is the only logical place for the driveway. To mitigate dust impacts, a consent condition has been included in this approval requiring landscape planting of the southern side of the proposed driveway.

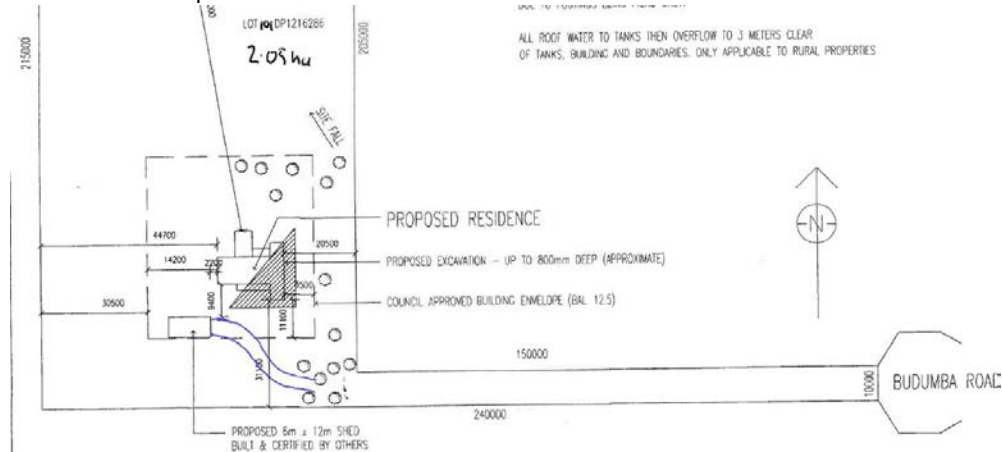
The proposed dwelling is in character with the surrounding semi-rural character of the area and is logically located within the nominated building envelope noted on the Deposited Plan.

Aerial Photograph



Subject
land and
surrounding
area

Proposed
dwelling
site



The reasons for the objections are summarised as follows:

Submission 1

Issues:

- Driveway measurements not shown on the notification plans.
- Height of roof and details of driveway access not shown on the plans.
- Impacts to viewlines from the northern aspect of the submission maker's dwelling located at No. 53 Budumba Road.
- Unresolved objections to DA 49-2014 relating to the impacts (privacy, noise, dust) from the driveway.
- Landscape plantings along the driveway not carried out.
- Privacy issues in relation to the driveway looking directly into the submission maker's dwelling located at No. 53 Budumba Road.

Planning Comments

- The driveway was approved and constructed as part of the previous subdivision DA 49-2014. The driveway is located within the access handle for the lot and will be extended to the site of the proposed garage and dwelling. This is considered to be a logical and justifiable development outcome.
- Indicative roof height is 5.5 m to accommodate a single storey dwelling and pitched roof. The roof height is not considered to be excessive and the dwelling will be similar in height, bulk and character to surrounding development.
- Potential impacts to viewlines of No 53 Budumba Road are considered reasonable for the following reasons:
 - The landform is generally flat limiting viewlines from any of the lots in the immediate area;
 - The dwelling at No 53 Budumba Road is partially screened by mature trees, limited views to the north, towards the proposed dwelling.
 - Existing mature vegetation and future landscaping within the subject land and adjoining land will mitigate impacts arising from loss of views and will screen out buildings.
- Matters raised in the previous submission to DA 49-2014 are considered to be satisfactorily resolved.
- A condition of this consent it that the southern side of the access driveway is to be landscaped prior to the issue of the occupation certificate for the dwelling.

- The proposed dwelling will be setback 31 m from the southern boundary (between No's 53 and 54 Budumba Road). The existing dwelling within No. 53 is setback from the boundary approximately 30 m. This gives 60 m separation between the two dwellings. This is considered to be adequate to maintain privacy between the two properties.

Submission 2:

Issues (not already raised in Submission 1):

- Request that the dwelling and garage be relocated 12 metres to the north of their present location.
- Access driveway (already constructed as part of the works for DA 45-2014) too close to the fence line (boundary with No. 53 Budumba Road.)
- Not against the development proceeding, however, relocation of the dwelling would resolve issues raised in the submission.

Planning Comments

- The proposed dwelling and garage are appropriately located within the nominated building envelope for Lot 101 DP 1216286.
- The driveway was constructed in accordance with Council's specifications.

CONCLUSION:

The subject application is a minor development that would not ordinarily have been neighbour notified or reported to Council. The proposal is in keeping with the surrounding character of the neighbourhood and is a logical design response within the site.

The proposed dwelling and garage is a permissible land use that meets the relevant objectives and controls of the Uralla LEP and DCP.

Matters raised in submissions relating to impacts from the access driveway will be mitigated by landscape planting along the existing driveway. Other matters raised regarding the location of the dwelling cannot reasonably be resolved for the reasons explained in this report, primarily that the dwelling will be appropriately located within the approved building envelope.

It is recommended that Development Application 28-2016 for a new dwelling and garage located on Lot 101 DP 1216286 be approved subject to the conditions of conditions listed in the schedule above.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Keiley Hunter, Consultant Urban Planner

TRIM Reference:

DA-28-2016

Approved/Reviewed by Manager:

Owen Johns, Acting Director Infrastructure & Regulation

Department:

Attachments:

R. Dwelling and garage plans

S. Submissions x 2

Department:	Infrastructure & Regulation – DIVISION DECISION
Submitted by:	Consultant Town Planner
Reference:	2.20.06.09
Subject:	Development Application 4 Lot Subdivision and Application of Council Seal to Section 88b instrument – DA-21-2016 – 4 & 6 Rowan Avenue Uralla – Mr J Cousins

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.

The development involves the subdivision of two existing lots:

Lot 4 Section B DP 6763	1,400 m ²	Single detached weatherboard dwelling and colourbond shed
Lot 5 Section B DP 6763	1,400 m ²	Single detached weatherboard dwelling and galvanised iron shed / carport

The land will be subdivided to create:

Proposed Lot 1	640 m ²	Single detached weatherboard dwelling to be retained Old galvanised shed / carport will be removed. Existing colourbond shed will be relocated from the rear of proposed Lot 4 to the rear of proposed Lot 1.
Proposed Lot 2	640 m ²	Single detached weatherboard dwelling and colourbond shed to be retained.
Proposed Lot 3	770 m ²	Battleaxe lot with 4 m wide frontage to Rowan Avenue Vacant land 4 m wide access handle to Rowan Avenue Reciprocal right of carriageway benefiting proposed Lot 1
Proposed Lot 4	770 m ²	Battleaxe lot with 4 m wide frontage to Rowan Avenue Vacant land 4 m wide access handle to Rowan Avenue Reciprocal right of carriageway benefiting proposed Lot 1

Servicing and interallotment drainage will be located within the access handles. The proposed shared access driveway will be a 6 m wide concrete pavement within an 8 m wide access handle (4 m x 2). The rear lots have been sized and designed to accommodate dual occupancy development under a future separate Development Application.

The land is zoned R1 General Residential. The development is permissible with consent and meets the objectives of the zone. The subdivision is compliant with the relevant provisions and controls of the Uralla LEP and DCP.

COMMITTEE'S RECOMMENDATION:

- a) That Council approve Development Application 21/2016 for the subdivision of land known as Nos 4 & 6 Rowan Avenue, Uralla, being Lots 4 & 5 Sec B DP 6763 to create four residential lots subject to the conditions of consent listed in the schedule in the report; and*
- b) That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 21/2016 on land known Nos 4 & 6 Rowan Avenue, Uralla, being Lots 4 & 5 Sec B DP 6763.*

OFFICER'S RECOMMENDATION:

- a) That Council approve Development Application 21/2016 for the subdivision of land known as Nos 4 & 6 Rowan Avenue, Uralla, being Lots 4 & 5 Sec B DP 6763 to create four residential lots subject to the conditions of consent listed in the schedule below; and*
- b) That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 21/2016 on land known Nos 4 & 6 Rowan Avenue, Uralla, being Lots 4 & 5 Sec B DP 6763.*

Schedule of Consent Conditions:

GENERAL CONDITIONS

1. The development must take place in accordance with the approved plans (bearing the Council approval stamp) and documents submitted with the application, drawn by New England Surveying and Engineering, numbered 20151117 Rev C and dated 9 June 2016 and subject to the conditions below to ensure the development is consistent with Council's consent.
2. Detailed Engineering Drawings are required for:
 - Stormwater drainage.
 - Water and sewer extensions and connections.
 - Driveway and driveway kerb and gutter crossing.
 - Sediment and erosion Control.

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

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

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

4. A detailed Site Plan is to be submitted with the Construction Certificate documentation clearly showing:
- a) Driveway formation.
 - b) Shared bin storage pad(s) at the frontage of the property – within the front boundary of Proposed Lots 1 and 2.
 - c) Location of services – water, sewer, interallotment drainage and telecommunications.
 - d) Landscaping along the internal access driveway. Landscaping details are to include a species list and plant size.
 - e) Any fencing details, noting that the centreline of the internal access driveway shall not be fenced.

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Erection of signs

Please Note: *This does not apply in relation to:*

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

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

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

7. Prior to the issue of a Subdivision Certificate the applicants shall provide written advice from telecommunications and electricity providers, confirming that satisfactory arrangements have been made for the provision of a telecommunications and electricity services.
8. Prior to the issue of a Subdivision Certificate, an Application for a Subdivision Certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.
9. Prior to the issue of a Subdivision Certificate, the applicants shall provide evidence to the effect that all utility services, i.e water, sewer, electricity, telecommunications, connected to or used in each of the buildings within the development site is wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.
10. Connection to the water main is required for Proposed Lots 3 and 4. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2015/2016 year is \$930.00 per connection.
11. Connection to the sewer main is required for Proposed Lots 3 and 4. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2015/2016 year is \$525.00 per connection.
12. The water main will be extended in 100 mm dia UPVC to the end of the driveway at the expense of the developer.
13. The sewer main will be extended to service proposed Lots 3 and 4 and located clear of the concrete access driveway at the expense of the developer.
14. A Section 88b instrument is to be prepared detailing the maintenance arrangements and responsibilities for the right of carriageway(s) and easements for sewer and services over the access handle.
15. Landscaping shall be established prior to the release of the Subdivision Certificate.

BACKGROUND:

Development Application DA-21-2016 was received on 8 April 2016.

Council has placed a development approval condition on the subdivision for:

1. Easement to be created over a sewer main; and
2. Easements for services; and
3. Reciprocal Rights if Carriageway, 4 wide.

REPORT:

As part of a subdivision for Mr J Cousins on land known as **Nos 4 & 6 Rowan Avenue, Uralla, being Lots 4 & 5 Sec B DP 6763** a development approval condition have been placed on the subdivision requiring an easement to be placed over a sewer main to allow future Council access for maintenance.

Additionally, the development involves reciprocal Rights of Carriageways, 4 wide and easement(s) for services. A Section 88b land use restriction is required to ensure compliance.

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

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Conveyancing Act 1919

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

Local Government Act 1993

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

TRIM Reference Number:

Approved/Reviewed by Manager:

Department:

Attachments:

Keiley Hunter, Consultant Urban Planner

DA-21-2016

Acting Director Infrastructure & Regulation

Infrastructure & Regulation

T. Development Assessment Report

U. Plan of Proposed Subdivision prepared by New England
Surveying and Engineering

Department:	Infrastructure & Regulation – DIVISION DECISION
Submitted by:	Consultant Town Planner
Reference:	2.20.06.10
Subject:	DA-26-2016 Dwelling under Clause 4.6 Uralla Local Environmental Plan – Caretaker’s Dwelling – Balala Composting – Mr R & Mr P Jones

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is for Council to determine Development Application 26-2016. The reason the development is submitted for Council determination is that the development relies on an **exception to development standard** under Clause 4.6 of the Uralla Local Environmental Plan 2011. The development standard to be varied is the minimum lot size for the erection of a dwelling.

There were three written submissions (objections) received.

The land is located at Lot 233 DP 844146 Balala Road, Balala. The minimum lot size for the erection of a dwelling is 400 ha. The land has an area of 343.1 ha. The variance is approximately 15%. Otherwise, the proposed development complies with the relevant planning provisions and controls.

COMMITTEE’S RECOMMENDATION:

That Council:

- a) Support the Clause 4.6 exception to a development standard for Development Application 26/2016 being for a 15% variation of minimum lot size to enable the erection of a rural dwelling on land described as Lot 233 DP 844146 Balala Road, Balala; and*
- b) Request concurrence from the Director General of the NSW Office of Planning & Environment subject to the consent conditions listed in the schedule below; and*
- c) Subject to receiving concurrence of the Director General, the General Manager is authorised to grant development consent to Development Application 26-2016 subject to the consent conditions listed in the schedule in the report..*

OFFICER’S RECOMMENDATION:

That Council:

- a) Support the Clause 4.6 exception to a development standard for Development Application 26/2016 being for a 15% variation of minimum lot size to enable the erection of a rural dwelling on land described as Lot 233 DP 844146 Balala Road, Balala; and*
- b) Request concurrence from the Director General of the NSW Office of Planning & Environment subject to the consent conditions listed in the schedule below; and*

- c) *Subject to receiving concurrence of the Director General, the General Manager is authorised to grant development consent to Development Application 26-2016 subject to the consent conditions listed in the schedule below.*

Schedule of Development Consent Conditions:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

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

Erection of signs

Please Note: *This does not apply in relation to:*

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

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

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

Notification of Home Building Act 1989 requirements

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

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

GENERAL CONDITIONS

7. The development must take place in accordance with the approved plans (bearing the Uralla Council approval stamp) prepared by Uniplan Group – Job No. 1975A – Sheets 1975-1-3 – dated 8 February 2016, the Statement of Environmental Effects 'Proposal for 'Caretaker's Residence' prepared by LOGICUS dated 16 May 2016 and supporting documents submitted with the application, and subject to the conditions below to ensure the development is consistent with Council's consent.
8. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the *Environmental Planning and Assessment Regulation 2000*. This includes any works associated with placement of the structure on the site, any construction performed to the structure on site and any other associated structure.
9. *The dwelling is to be inspected at the following stages of construction:
 - before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering waterproofing in any wet area**
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**

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

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

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

10. The plans and specifications accompanying the Construction Certificate are to demonstrate compliance with the requirements of the deemed-to-satisfy provisions of the National Construction Code for a Class 1(a) building

Amended plans are to be submitted to the Principal Certifying Authority for authentication of NCC compliance and issue of a Construction Certificate.

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

11. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The Application must be approved prior to the issue of a Construction Certificate, to ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

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

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

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

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

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

14. Any building work must be carried out between 7.00am and 6.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
15. Toilet facilities are to be provided at, or in the vicinity of the work site, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be connected to an accredited sewage management facility approved by the council or some other sewage management facility approved by the council.
16. Materials must not be burned on site. All waste generated on site must be disposed of at Council's Waste Disposal Depot or Waste Transfer Station, to protect the amenity of the area and avoid the potential of air pollution.
17. Effective dust control measures are to be maintained during construction to maintain public safety/amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.

18. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
19. Construction of an internal all-weather access road from the property boundary to the dwelling is to be undertaken in order to minimise soil erosion with suitable profiling and drainage to reduce surface water run off volumes and velocity with relation to the slope of the land.

Any Engineering works to be designed by a competent person e.g. Professional Engineer and carried out in accordance with Councils Engineering Code unless otherwise indicated, to ensure that these works are of a sustainable and safe standard
20. The proposed development shall be constructed to sections 3 and x of AS3959-2009 (BAL 12.5), with the exception that the construction requirements shall be varied to comply with the requirements of Section A3.7 of the NSW Rural Fire Service Addendum to Appendix 3 of Planning for Bushfire Protection 2006
21. As far as practical, new electricity and gas supplies shall be installed in accordance with the requirements of 4.1.3 of PBP.

Note: 4.1.3 of PBP requires that 'where practical, electrical transmission lines should be underground' and 'the location of gas services will not lead to ignition of surrounding bushland or the fabric of the building'.
22. At the commencement of building works and in perpetuity, the lot shall be managed as an Asset Protection Zone (APZ), for a distance of 30m around the dwelling, or to the boundary, whichever is closer, as outlined in AS3959 Table 2.4.2 and the NSW RFS document 'Standards for Asset Protection Zones'.

The following points are a guide to APZ requirements. The APZ should comprise the following:

 - Minimal fine fuel on the ground.
 - Vegetation that does not provide a continuous path to the building for the transfer of fire.
 - Shrubs and trees that do not form a continuous canopy and vegetation is planted in clumps, rather than continuous rows.
 - Species that retain dead material or deposit excessive quantities of ground fuel are avoided.
 - Shrubs and trees are pruned so that they do not touch or overhang the building.
 - Vegetation is located far enough away from the building so that plants will not ignite the building by direct flame contact or radiant heat emission.
23. Signage must be provided to the Front Gate and the location of the Storz valve connection with a Static Water Supply (SWS) sign.
24. Tanks for fire fighting water must be constructed of a Metal or Concrete unless screening is provided and must incorporate a 65mm storz fitting.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

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

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

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

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

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

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

30. Provision of not less than 90,000 litres of domestic water storage. However, where the property has an additional water source or storage, e.g. dams, bores, streams or swimming pool, not less than 45,000 litres of domestic water storage will be required.

Although not specifically required by Council, it is recommended that landowners consider providing a greater storage capacity where an additional water source or storage is not available.

The minimum quantities of water storage required above, are to include at least 10,000 litres reserved for fire fighting purposes. A suitable connection for Rural Fire Service purposes must be made available. In general a 65mm Storz outlet with a Gate or Ball valve should be provided. Underground tanks with an access hole of 200mm will allow bushfire fighting tankers to refill direct from the tank. Any underground tanks shall be fitted with a childproof access hole of 200mm x 200mm will allow bushfire fighting tankers to refill direct from the tank. Tanks for fire fighting water must be constructed of a Metal or Concrete unless screening is provided and must incorporate a 65mm storz fitting.

31. Stormwater tanks to also to be provided with first flush disposal device to prevent the potential pollution of the potable water supply by contaminants contained in the roof gutter drainage system.

CONDITIONS RELATING TO ONGOING OPERATIONS

32. The construction of the dwelling, vegetation maintenance, landscaping and Asset Protection Zones are to comply with the NSW Rural Fire Service publication *Planning for Bushfire Protection 2006*.

COUNCIL ADVICE ONLY

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

34. **Compliance with the National Construction Code:** All building work must be carried out in the following manner to ensure compliance with the National Construction Code (Volume 2: Housing Provisions):-

Drainage of surface water surrounding the building: Finished ground or paving level must be at least 150mm below the level of any floor. Such finished ground level is measured not more than one (1) metre from external walls with the ground surface graded to allow effective drainage of surface water away from the building (in accordance with AS 2870).

Tempering valves: Hot water units are to deliver hot water at the outlet of the closest sanitary fixture at a maximum temperature of 50 degrees Celsius (Part 4, National Plumbing and Drainage Code AS 3500), to restrict the temperature of the hot water supply to sanitary fixtures such as baths, showers and hand basins to limit the potential risk of scalding to the occupants of the building.

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

Rainwater Tanks: Council requires rainwater tanks to be installed in accordance with the State Environmental Planning Policy No 4. Direct connection between the rainwater tank and reticulated potable water supply will not be permitted; however, the reticulated potable supply may be used to top up the tank via a physical air gap. Maintenance of the tank or tanks should be in accordance with the guidelines from the New South Wales Department of Health for the use and maintenance of rainwater tanks.

Greywater Disposal: Greywater disposal must be carried out below surface level (i.e. porous piping – not sprinklers) and must not impact on adjoining properties.

***Sewer & Sanitary Water Supply Work:** a separate approval must be obtained from the Council as the Local Water Supply and Sewer Authority pursuant to Chapter 7 of the Local Government Act 1993 for any activity associated with water supply, sewer or on-site waste water systems serving the site.

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

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

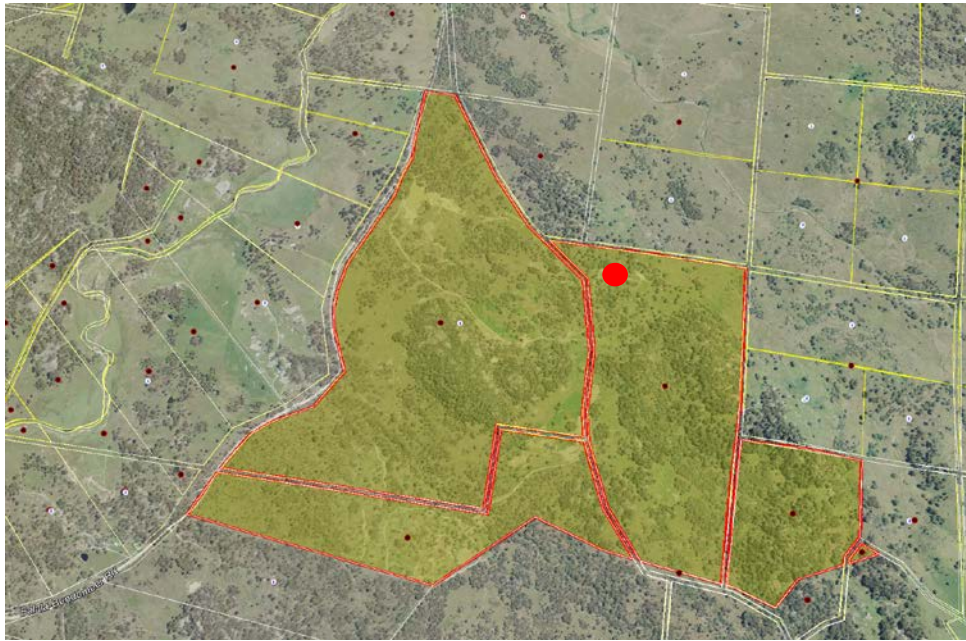
BACKGROUND:

1. Development Application 26-2016 for a rural dwelling was received by Council on 20 May 2016.
2. The development was notified to surrounding land owners in according with Chapter 13 Notification Procedures of the Uralla Development Control Plan (DCP) 2011 with one submission received. There were no matters raised in the submission that are directly relevant to the proposed rural dwelling.
3. Clause 4.2A of the *Uralla Local Environmental Plan (LEP) 2012* requires that development consent must not be granted for the erection of a dwelling on land that is below the minimum lot size. In the subject case, the minimum lot size for the RU2 Rural Landscape zoned land is 400 ha. The subject land has an area of 343.1 ha. A detailed written request justifying the contravention of the development standard was submitted with the development application.
4. Clause 4.6 of the LEP 2012 allows Council some flexibility in the application of development standards, if the variation is justified.
5. The full Council has a delegation to determine Clause 4.6 variations of up to 10%. In the subject case, the exception (variation) is greater than 10% and must be referred to the Director General (NSW Planning and Environment) for concurrence.

REPORT:

Development Application 26-2016 seeks consent for a caretaker's dwelling to be erected within Lot 223 DP 844146 for the purpose of onsite management of the existing Balala Composting facility and the associated farm. The proposal involves a three bedroom single storey relocatable dwelling to be located within a cleared area of the site nearby existing farm and machinery sheds.

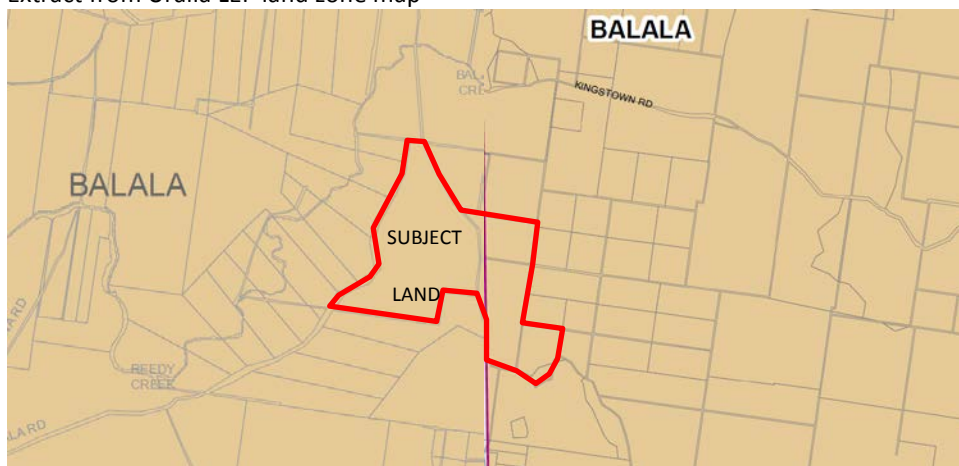
The subject land is used for agricultural purposes including an approved composting facility comprising storage sheds, machinery sheds, farm dams and a hard stand area. Access to the dwelling site is via an all-weather internal access road off Balala Road. The land is zoned RU2 Rural Landscape and is surrounding by smaller rural holdings as shown in the images below:



Subject Land
Lot 223 DP
844146

● Proposed dwelling site

Extract from Uralla LEP land zone map



LEGEND

- E1 National Parks and Nature Reserves
- E2 Environmental Conservation
- E3 Environmental Management
- E4 Environmental Living
- IN1 General Industrial
- IN2 Light Industrial
- R1 General Residential
- R2 Low Density Residential
- R3 Large Lot Residential
- RE1 Public Recreation
- RE2 Private Recreation
- RU1 Primary Production
- RU2 Rural Landscape
- RU3 Village

The applicant provided a detailed Statement of Environmental Effects where it is stated that it is necessary to have ‘a person onsite to be responsive to any issues relating to the composting process, particularly noting that a 24 hour ‘complaints line’ is in operation and the proponent (of the Balala Composting facility) actively seeks to promptly investigate any matters raised via that means. This might most commonly include reports of off-site odour impacts but might also be fire, noise or other matters. Additionally, a caretaker being able to occupy an on-site residence would enhance security of the significant value of plant and equipment stored at the site’.

As stated earlier, the area of the land is 343.1 ha and is below the 400 ha minimum lot size applicable to the land for subdivision or the erection of a dwelling. The variance is less than 15% of the required standard. The proposal relies on a Clause 4.6 *Exception to development standards*. Clause 4.6 which operates similarly to a SEPP 1 objection. The applicant has submitted a detailed application and justification to vary the minimum lot size development standard.

The objectives of the minimum lot size development standard are:

- a) to minimise unplanned rural residential development,*
- b) to enable the replacement of lawfully erected dwelling houses in rural and environmental protection zones.*

The proposed dwelling will be the only dwelling located within Lot 223 DP 844146. There is no further subdivision of the subject land permitted under the current LEP provisions, therefore, the erection of a single rural dwelling within the land will not lead to unplanned rural residential development.

Three written submissions (objections) to the subject proposal were received in response to neighbour notification of the Development Application (copies are annexed to this report). The reasons for the objections were stated as:

Submission 1:

- *Operations are currently taking place on neighbouring property owned by the same applicant*
- *The neighbouring property already has a usable dwelling for this 'caretaking' purpose*
- *The land size is not large enough to qualify for a dwelling (under 400ha)*
- *The operations at the proposed property have nothing to do with composting*
- *Council would first need to except that adding this waste to the soil is not a standard agricultural procedure*

Planning Comment

The objections relate to the operation of the approved composting facility and are not directly relevant to the proposed erection of a caretaker's dwelling. There are no other dwellings located within the subject land. The land is considered to be suitable for the erection of a dwelling and has the capacity for safe onsite wastewater disposal. As stated in the Statement of Environmental Effects prepared by Logicus (May 2016), the purpose of the dwelling is for an onsite caretaker to be responsive to any issues arising from the composting facility.

Submission 2:

Raises similar issues as above, as well as stating that the objector thought that the purchase price of Lot 223 was low, reflecting the absence of a dwelling entitlement.

Planning Comment

In 2008, when the subject land was purchased by the present owner, the previous Uralla LEP 1988 was in force. The land was previously zoned Rural 1(a) with a minimum lot size of 400 ha. Under the previous LEP, SEPP 1 applied and provided similar flexibility in the application of development control variations to the subject Clause 4.6 variation. Under the former and the current LEPs, there has always been the potential for Council to consider varying the minimum lot size control to allow the erection of a dwelling. The onus has always been on the landowner at the time to justify a variation to enable the erection of a dwelling.

Submission 3:

Raises similar issues as above as well as a discussion of land value per acre. Also raises the question of a 2 km development radius (buffer) from the composting pad in which dwellings would not be permitted.

Planning Comment

The land value of a property, with or without a dwelling entitlement, is not a matter for consideration under S79C of the *Environmental Planning and Assessment Act* and is not relevant to determining whether the site is suitable for a dwelling.

The NSW DPI publication, *'Living and Working in Rural Areas'* provides recommended buffer distances from rural dwellings to various primary industries, ranging in distance from:

- 50 m for the grazing of stock
- 500 m for piggeries, feedlots, poultry, dairies
- 1 km for abattoirs and potentially hazardous or offensive industries.

Council's LEP or DCP does not include any alternative buffer arrangements. The Statement of Environmental Effects submitted with DA 17-2010 for the composting facility references *'Living and Working in Rural Areas'* as follows:

- The DPI has not identified composting facilities in Table 6 *Recommended minimum buffers (metres)* for primary industries, therefore the recommended buffers for piggeries, feedlots and poultry should apply.
- No dwellings are located within the recommended 500 m buffer zone.
- Recommendation: *'in order to minimise future land use conflict, the erection of dwelling within the 500 m buffer zone could be prohibited'*.

A 2 km buffer to the approved composting operation was not proposed. DA Consent 17-2010 did not require any formal buffer mapping or similar restrictions for the site.

In the subject case, the development application seeks consent for a caretaker's dwelling that will be ancillary to the approved composting facility. The location of the caretaker's dwelling is approximately 250 metres from the operational area of the plant and is nearby the plant and machinery sheds and office. The location of the proposed dwelling is considered to be suitable as it will enable 24 hour on-site monitoring of and response to potential odour, dust and/or noise impacts arising from the day to day operations of composting facility.

CONCLUSION:

The subject application involves a minor contravention of a development standard. Otherwise, the proposal is compliant with relevant development standards and controls. The land is suitable for the proposed dwelling in terms of land capability for waste management, services, access, bushfire safety and compatibility with surrounding rural development.

The application is recommended for approval subject to the consent conditions listed above.

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

Nil

2. Policy and Regulation

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Keiley Hunter, Consultant Urban Planner

TRIM Reference:

DA-16-2016

Approved/Reviewed by Manager:

Owen Johns, Acting Director Infrastructure & Regulation

Department:

Attachments:

V. Statement of Environmental Effects prepared by
LOGICUS Environmental Management, May 2016.
(Under separate cover)

W. Submissions x 3

Department:	Infrastructure & Regulation
Submitted by:	Environmental Management Coordinator
Reference:	2.20.06.11
Subject:	Policy Development Environmental Sustainability

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	<i>3.1 To preserve, protect and renew our beautiful natural environment</i>
Strategy:	<i>3.1.4 Protect and maintain a healthy catchment and waterways</i>
Action:	<i>3.2.2.3 Develop appropriate Environmental Policy, protocol and procedure</i> <i>3.3.5.1 Develop grants and projects in partnership with the ZNET Uralla project</i>

SUMMARY:

The purpose of this report is to outline the need to develop a coherent policy in respect to sustainability matters. A request is made that Councillors consider attending a workshop to formulate policy and strategy towards such an aim before the end of the current Council term. Details are given of one planned solar PV project and the benefits and opportunities of taking part in a street lighting retrofit project. Some other strategies and projects are outlined for consideration in anticipation of the aforementioned workshop.

COMMITTEE'S RECOMMENDATION:

- a) That Councillors determine a suitable date for a workshop, prior to the end of this current term of Council, to formulate policy and strategy that will achieve environmental sustainability in Council's operations.*
- b) That Council note upcoming opportunities to take part in energy efficiency and renewable energy projects.*

OFFICER'S RECOMMENDATION:

- a) That Councillors determine a suitable date for a workshop, prior to the end of this current term of Council, to formulate policy and strategy that will achieve environmental sustainability in Council's operations.*
- b) That Council note upcoming opportunities to take part in energy efficiency and renewable energy projects.*

BACKGROUND:

For many years now the Uralla Shire community has expressed their desire to live as an environmentally sustainable community by reducing its impact on the environment. Council has directly consulted and engaged with these views from 2008 with the Climate Consensus Project, through which 40 strategies to address sustainability were developed and endorsed by Council. Most recently Council's partnership and support of the Z-NET Energy Town Project has enabled a framework that can deliver on energy efficiency and renewable energy actions for the Shire's residents and businesses.

For our part Council has responded by reducing stationary energy demand for coal powered electricity by installing solar photovoltaic technology at McMaugh Gardens, the Uralla Library and the Community Centre. There are additional developments by Council officers in the areas of energy efficiency (e.g. staff at the Community Centre having undertaken a lighting retrofit) and procurement. More broadly, Councillors and staff undertook sustainability training in 2012.

While these are welcome developments, such *ad hoc* and opportunistic project decisions have been taken without the benefit of any suitable policy framework.

The lack of a clear corporate sustainability policy is problematic as it does not indicate any clear commitment to sustainability from Council. This in turn affects internal decision making regarding investment and projects. As officers do not have clear guidance in respect to those decisions. A sustainability policy would articulate for the community Council's intention in undertaking measures that would contribute to the sustainability of the Shire and meet the goals and aspirations of the Community Strategic Plan.

Sustainability is a key theme of the principles of Ecologically Sustainability Development, which Council is required to undertake consideration of (by the Local Government Act) in their corporate governance and decision making processes. Therefore by adopting a sustainability policy Council can demonstrate how they intend to meet legislative requirements.

Finally, the need for policy is also a matter of access and finance. A lack of policy could disadvantage Council when it comes to competitive grant funding applications. Council could potentially miss out both on financing and access to expertise as we are unable to demonstrate corporate commitments to embedding sustainability as a core business principal in our operations and decisions. With a growing number of Local Governments adopting commitments to renewable energy, carbon neutrality and other sustainability strategies, not having a policy is becoming the exception.

The projects outlined in the Report only relate to stationary energy via direct Council financing. Due to the restricted nature of this format and the complexity of considerations involved, no consideration is given here regarding new and evolving financing models to enable further uptake of solar photovoltaic technology and there is no consideration given to strategies available through the planning system.

This officer recommends that Councillors attend a workshop in July/August to allow the time required to host further and more detailed discussions regarding a sustainability policy, from which Council can develop a long term strategy.

REPORT:

1 *Energy efficiency*

The role of energy efficiency in moving toward renewable energy should not be underestimated. Ultimately, energy you do not need to use is energy that does not need to be generated by any source. Reducing demand for energy through energy efficiency measures even where solar PV is installed further offsets electricity costs and the need for electricity generated by burning fossil fuels. With the additional financial gains made by energy efficiency strategies, finances can be redirected into further energy reduction or electricity offset measures.

There is much 'low hanging' fruit with energy efficiency: ceiling insulation, appliances and lighting are areas within which many gains can be made. Energy efficiency requires retrofitting, investment in new technology (for example sensors or building management systems) and time and energy spent on changing the behaviour and expectations of those who use a building.

Street lighting

The following figures and calculations are based on those from the Northern Lights Project which completed at the end of 2015. These serve to demonstrate the potential savings available to Council by retrofitting street lights. It is possible that further opportunities to save consumption and costs are possible.

Across all locations with streetlights Uralla has 248 lamps which can (by the technical standards of the Northern Lights Project) be converted to Light Emitting Diodes (LED). This is projected to save approximately \$7,500 a year (inc. GST) in electrical consumption costs alone. Potentially another \$2,500 (inc. GST) can be saved in maintenance costs: this gives a total estimated saving of \$10,000 a year. Total annual costs for street lighting are currently around \$50,000/year (inc. GST). The total annual kWh savings would be approximately 50,549 or (approximately) 48.52 tonnes of carbon emissions saved.

Again based on modelling from the Northern Lights Project, the cost of the project to Council would be in the order of \$49,600, however this cost would be offset by the value of the small energy certificates, with a spot price of \$35 a unit, generating a value of \$26,538. (Please note that the spot price varies and is at the time of writing this report the spot price was \$38.)

The barriers for Council in being part of this project are scale and timing. In respect to scale, we require other Councils to partner with us and require a third party to manage the project with Essential Energy. Timing is a barrier in so far as, despite regional interest in another street light retrofit project, there is no project confirmed or planned. Due to the absence of a project at this stage, no budget allocation has been made. Such an allocation may be required later in the 2016 – 2017 Financial Year and would be based on revised projected benefits and costs to Council.

Other strategies to consider

- Target audits (with or without the availability of supporting funding) and energy efficiency retrofits at Councils top seven energy consuming sites: the Water and Sewer Treatment Plants, McMaugh Gardens, Recycling Plant, Library and Council Chambers building. The top three consuming sites (Water and Sewer Treatment and McMaugh Gardens) represent 64% of Council's consumption. McMaugh Gardens remains Council's largest consumer of electricity, in large part due to heating demand in winter. The Recycling Plant, Library Swimming Pool and Council Chambers together account for another 19% of total consumption.
- To take part in regional projects. The Office of Environment and Heritage continue to develop programs to support Local government to take part in energy efficiency and renewable energy projects. While no details of new proposals are yet available. It is likely that to take part in these projects council will need to partner to aggregate their savings and share costs; and it is likely that costs will include engaging a third party to manage any successful project on behalf of councils.
- Expectations of service delivery based on energy efficiency will be written into the brief for the Building Asset Management Plan.
- Procurement policy will embed consideration of sustainability criteria in procurement decisions.

2 *Generating renewable electricity*

Solar electricity generation is a very well tested technologically and financially it is proven to make sense in the correct circumstances. Not only is using solar a good strategy to reduce exposure to rising electricity costs, using any form of renewable electricity generation reduces reliance on fossil fuel and reduces green house gas emissions.

Solar needs to be installed in conjunction with energy efficiency actions to reduce the demand for energy at a site: a sufficiently reduced demand profile will require smaller solar capital investment. Without batteries (or another storage system) solar will not meet total site demand. For example, the Council administration building has over night off peak load for underfloor heating which solar PV will not offset without the aid of a storage system.

Batteries are available but their costs remain prohibitive. Change in the battery storage market is rapid and within a few years it is expected that there will be economically viable storage systems we can retrofit to existing solar installations. Other storage options (such as using water to store energy) may also develop within this timeframe.

Solar PV for Council Administration Building, Salisbury Street

The Council administration building uses around \$50,000 of electricity a year. Assessment by one retailer estimates that a 16.38 kWh system would be needed to match demand with solar generation capacity. On the basis of this advice, the total cost of installing this size of a system is approximately \$47,000. The system would generate small energy certificates to the value of approximately \$12,882 and save electricity costs of up to \$105,120 over 20 years.

Any additional savings made to the allocated budget should be invested into energy efficiency gains within the building. An audit and further technical advice is required to determine the best placed savings measures, but are likely to include ceiling insulation, lighting and heating/cooling measures.

A project timeframe for installation of the system has not been set and is subject to ongoing project planning and scoping activities.

Other strategies to consider

- Continue to assess the role that solar PV can play in reducing reliance on fossil fuel derived electricity and shifting energy source to a renewable source.
- Explore alternative financing models for capital costs for solar PV. This includes community financing models and power purchase agreements with retailers.
- Use solar PV as a second place strategy to energy efficiency, except for those sites where energy efficiency gains can not yield good outcomes, e.g. Recycling Shed or the Council depots.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Ongoing from 2008: first as the Climate Consensus Project and now through the Zero Net Energy Town Project. Final policy and strategy can be made available for a period of community consultation if Council feels this appropriate.

2. Policy and Regulation

New policy required to determine corporate sustainability goals and map direction to achieving this. Regulatory strategies through the planning framework can be considered as part of a suite of mechanisms adopted.

3. Financial (LTFP)

There are capital and other cost implications for Council these costs however will be offset by savings over the longer term (in respect to energy efficiency and renewable energy). As with any project costs are determined on a case by case basis and subject to detailed financial analysis. Drawing from a broad range of possible actions will allow flexibility to meet particular financial circumstances at a given time.

4. Asset Management (AMS)

Building Asset Management Plans will include the delivery of energy efficiency as an expectation of service from a building.

5. Workforce (WMS)

Progress can be made with current work force. Well targeted actions will generate the best gains in the short term.

6. Legal and Risk Management

Determined as with any project on a case by case basis.

7. Performance Measures

Would be identified by related strategy.

8. Project Management

Environmental Management Coordinator

Prepared by staff member:

Stephanie McCaffrey, Environmental Management Coordinator

Approved/Reviewed by Manager:

Owen Johns

Department:

Acting Director Infrastructure & Regulation

Attachments:

Nil

Department:	Engineering
Submitted by:	<i>Director of Engineering Services</i>
Reference:	2.20.06.12
Subject:	Uralla Rugby League Water Charge

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:1.2 A safe ,active and healthy shire

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

Action:

SUMMARY:

This report contains a letter from the Uralla Rugby League Club requesting a subsidy for their December 2015 water account.

COMMITTEE'S RECOMMENDATION:

That:

That Council waive 50% of the \$2,173.60 December 2015 water account for the Uralla Rugby League Club usage at Woodville Oval.

OFFICER'S RECOMMENDATION:

That:

That Council waive 50% of the \$2,173.60 December 2015 water account for the Uralla Rugby League Club usage at Woodville Oval.

BACKGROUND:

Woodville Oval is owned and operated by the Uralla Rugby League Club ,with them paying rates, water, sewer and garbage charges. They do have a licenced club and are able to charge an entry fee to the games. The only support Council currently provides is up to 3 mows of the oval per annum.

REPORT:

The request is similar to the one received in July 2014 requesting a subsidy for their water bill of \$2316.00. In that instance Council approved a subsidy of 50% or \$1158.00.

As reported to Council in July 2014—"One of the numerous issues that need to be addressed in the Open Space Strategy being prepared in the next twelve months is the very large disparity between those sports using the Sporting Complex, field marking and mowing, watering, lights, toilet and changerooms all maintained by Council, however, no income source other than a canteen (no alcohol); versus Woodville Oval where the Rugby League pay all rates, charges and electricity. This allows them to charge at the gate and sell alcohol.

In an average season the dam near Gostwyck Road provides sufficient water to be pumped onto the field. Minimal water has been available this season. One future consideration may be to enlarge this dam as it also provides a flood mitigation method for this area of Uralla.

Previous usage has averaged just over 200 kilolitres / 6 months".

The Open Space Strategy has yet to be developed.

CONCLUSION:

That Council should support the recommendation.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Need to promote Open Space Strategy input from all impacted groups and organisations.
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
Will reduce water sale income by \$1,086.80
- 4. Asset Management (AMS)**
Nil
- 5. Workforce (WMS)**
Nil
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Nil
- 8. Project Management**
Nil

Owen Johns

Acting Director Infrastructure and Regulation

Prepared by staff member:

Owen Johns

Trim:

U12/78

Department:

Engineering

Attachments:

- X. Letter from Uralla Rugby League Club, 1pg
- Y. Water & Sewerage Charge Notice, 1 pg

12. MOTIONS ON NOTICE

There were no motions on notice.

13. SCHEDULE OF COUNCIL RESOLUTIONS

As at 22 June 2016.

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	12.05/15	Visitor Information Centre That: 1. Council adopt the strategic approach towards visitor services of strengthened Regional collaboration, increased digital presence and less reliance on a physical Visitor Information Centre (VIC) as the connection point with visitors; 2. A Uralla Information Hub be developed using a range of digital tools; 3. The Visitor Information services be relocated to the Library building with refurbishments completed to incorporate information services into the current Library; and 4. Council investigate future options for the VIC building.	Executive Manager Community & Culture	Yes	No	NA	February	Estimates for relocation of VIC provided to Council Continued partnership with New England High Country with development of touring campaigns. Workshop to be held with Architect on 7 th June 2016	B C B	

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

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

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	Amend Uralla Local Environmental Plan - Boundary Adjustment Clause and Rural Detached Dual Occupancy Dwellings 1. The Uralla Local Environmental Plan 2012 be amended: a) To include the 'standard' LEP rural and environmental boundary adjustment clause. 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. 2. Forward this amendment to the Uralla Local Environmental Plan 2012 to the 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.	MP/DIR							
							16/12/2015	PC Opinion received	C	
							January	GM signed	C	
							January	Sent to NSW Planning for Gazettal	C	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	26.06/15	Uralla Local Traffic Committee That: (i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee (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 (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. (iv) Bundarra Central School – that Council arranges signage for bus zones and “no parking” zone. (v) Kingstown Road – that Council reviews the size of the Cemetery warning sign and investigates additional parking in Quartz Gully Road (vi) Corner of Bridge Street/ East Street- relocate “no stopping” sign to south of access to 158 Bridge Street.	DIR					Letter sent to RMS requesting funding support to design traffic calming and 40 KPH signage in CBD. Site Meeting held with RMS reps on 20 June 2016. RMS to return with advice on possible funding for design, signage etc.	B C C C B C	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	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, Uralla That a report be provided to Council detailing available options, with costings, for action which can be taken by Council.	DIR					Property sold for unpaid rates..	C	
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					Location to be determined	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
	29.09/15	<p>Planning Proposal – D & J Heagney - Part Lot 12 DP 529709 – Rowan Avenue, Uralla – Exhibition Completion</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Amend the Uralla Local Environmental Plan 2012 by amending the Zoning and Minimum Lot Size maps applicable to Part Lot 2 DP 529709: <ol style="list-style-type: none"> a) from Zone RU1 Primary Production and RU2 Rural Landscape to RU4 Primary Production Small Lots; and b) to reduce the current minimum lot size of 400 ha and 200 ha to 40 ha. 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. 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: <ol style="list-style-type: none"> a) a draft Local Environmental Plan be prepared under section 59(1) of the Environmental Planning & Assessment Act 1979, b) Consultation be undertaken with the Director General on the content of the draft Local Environmental Plan, c) Obtain an Opinion from Parliamentary Counsel that the plan can be made, and 	DIR				<p>October 2015</p> <p>December 2015</p>		<p>B</p> <p>C</p> <p>C</p> <p>C</p>	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	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>						<p>Planning approval given and LEP Amendment gazetted. Purchase of industrial land to proceed.</p> <p>Further minor changes to LEP will be made after the initial advertising and purchase of land</p>	<p>C</p> <p>A</p>	
22 Feb 2016	09.02/16	<p>2015/16 – 2nd Quarter Budget Review Statements</p> <p>RECOMMENDATION:</p> <p>1. That the second quarter budget review summary for the 2015/16 financial year be received and noted; and</p> <p>2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted.</p> <p>3. That Council agree to the recommendations outlined in the Statement by the Responsible Accounting Officer, specifically:</p>	CFO						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>a. A review of capital expenditure is undertaken to determine what projects or acquisitions can be postponed without affecting the overall delivery of council outcomes for the community;</p> <p>b. A review of operating costs across the whole council is undertaken to identify savings that can be implemented prior to 30 June 2016 and that will deliver savings to the budgeted financial result.</p>	CFO							
	21.02/16	<p>Sale of Land for Recoupment of Outstanding Rates The General Manager be delegated the authority to commence the process to put to auction nine assessments (as tabled), totalling \$76,576.80 in unpaid rates, charges and interest which are now at the stage of processing recovery by sale of the property.</p>	GM CFO							
	36.02/16	<p>Fire Sprinkler Tenders – Residential Aged Care Facilities</p> <p>The preferred Tenderer Dominico Blue Building be engaged to install the Sprinkler System within the stated timeframe.</p>	EMCC					Sprinkler system commenced 31/3/16. Construction completed. Final inspection 9 June 2016	B	
	37.02/16	<p>Uralla Sporting Complex</p> <p>That the report be received and noted, and further that:</p> <p>(i) The capital budget be reviewed to include all projected costs and that</p>	DIR					Build delayed pending available grants to meet increased cost of construction.	B A	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
		additional grant funding be sought to complete the construction of the Uralla Sporting Complex and that the building be delayed until adequate funding is sourced; and further that (ii) Consultation be undertaken with the Open Space and Recreation Panel on other suitable options if additional grant funding is unable to be sourced.						Need to try again to convene meeting of panel.	A	
	15.03/16	Draft Management Plan for Wooldridge Fossicking Reserve That the report be received and noted and that the Draft Management Plan be approved for public exhibition for 28 days.	DIR					. Final plan to June 2016 Council meeting	C	
	17.03/16	Roads to Recovery Funding Priorities That Council adopt the following priority list for the expenditure of Roads to Recovery funding over the next four years:- Project R2R Budget 1 Bergen Road - completion of unsealed section. Realignment and bitumen seal (under construction) \$600,000 2 Mihi Bridge - based on 50% State funding-(ie \$ 520,000 total cost) 26.2 metres x 8 metres wide \$260,000	DIR DIR					Construction Completed Design Required	C A	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS
Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
		3 Munsies Bridge - based on 100% State funding-(ie \$800,000 total cost) 65.5 metres X 4 metres wide \$800,000 4 Bingara Road - continue gravel and bitumen sealing program -2 kms \$420,000 5 Jacksons Road - 640 metres gravel and bitumen seal-single lane \$150,000 6 Saumarez War Service Road - 350 metres - gravel and bitumen seal \$150,000 7 Tulong Road - 1.15 kms gravel and bitumen seal \$200,000 8 Eastern Avenue from causeway to Glenroy Road 2.1 kms - rehabilitation - single lane, very weak material, may need extra pavement \$320,000 9 Burtons Lane 1.39 kms - rehabilitation-single lane \$250,000 10 Gilmore Place, Uralla - rehabilitation-AC overlay \$40,000 11 Park Street, Uralla, from Queen Street towards Uralla Street - rehabilitation-100metresx 10.2 metres \$50,000 12 John Street, Uralla, from Bridge Street to Queen Street - rehabilitation 205 metres x 13.7 metres \$100,000 13 Leece Road - west of Wilkins Street - realign and rehabilitate-350	DIR					Design required	A A A A A A A A	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
		metres \$120,000								
	19.03/16	Allocation of Administration Overheads to Capital Projects The Chief Financial 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 Emu Crossing Bridge as an example.	CFO					A report will be prepared once the draft budgets are completed.	A	
	28.03/16	Grace Munro Lease Motion to lay item regarding the Grace Munro Aged Care Centre lease on the table, awaiting a further report following the meeting with Bundarra Grace Munro Centre, on 4 April 2016.	EMCC					Meeting rescheduled for 27 April 2016.	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
23 MAR	26.03/15	Land Disposal - Karava Place, Uralla That Council: 1. Notify all affected landowners of the completion to Amendment 2 of the Uralla Local Environmental Plan 2012; 2. Offer Option 5 to all affected landowners being purchaser payment consisting of a peppercorn payment of \$1.00, conveyancing costs and a percentage of the surveying relating to the area of land being purchased; 3. Give the General Manager delegation to negotiate payment options; and 4 .Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MTPR/DIR				23/3/15 2/6/15 2/6/15 27/5/15 2/6/15 2/6/15 2/6/15 2/6/15 2/6/15 2/6/15 20/7/15 5/8/15	Letter sent Offer sent with contract of sale for consideration by affected parties Negotiations between all parties not yet completed. Plan of Subdivision Contract of Sale – Herbert Contract of Sale – O'Halloran Contract of Sale – Chapman Contract of Sale – Hudson Contract of Sale – Carter Contract of Sale – Ackling Titles have been received and forward to solicitors. Title transfers signed and forwarded to solicitors.	C C B C B B B B B B B B	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
27 APR 2015	23.04/15	Grace Munro Lease Arrangement That: 1. A formal lease agreement for Grace Munro be arranged to cover Council's annual maintenance and renewal expenses of \$35,000; 2. A robust Memorandum of Understanding (MOU) with Hunter New England (HNE) Health be developed clearly stipulating each party's responsibility; and 3. A budget allocation for the installation of a Sprinkler System be incorporated into the 2016-17 year of the draft Long Term Financial Plan (LTFP).	EM-C&C	NA	NA	NA	Sept	Lease signed for \$35,000 per year backdate to October 2015. Monthly payments commencing. March meeting authority to execute seal. MOU has lapsed due to lease in place no need to update MOU Sprinkler system tender extension granted until August 2016 for Grace Munro. Meeting with GM board 4 April to review strategy for continued operation	C C B	
23 NOV 15	24.11/15	Bergen Road Land Acquisition and Exchange For Road Works That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DIR / GM						A	
	09.04/16	D&J Heagney – Rowen Avenue That the following be received and noted in regards to the Planning Proposal affecting land known as Part Lot 12 DP 529709, Rowan Avenue, Uralla: 1. Public Exhibition has been finalised. 2. A section 59 report is currently being drafted for NSW Planning approval.	DIR DIR							

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
	11.04/16	2.18.04.06 / Standard Instrument LEP amendments 1. That the NSW Planning and Environment Media Release and information provided in this report be received and noted. 2. That Council's website is updated to link to the Uralla LEP 2012 as published on the NSW Legislation website and that an amended LEP Land Use Matrix is uploaded to the website. 3. That Council endorse a minor amendment to the Uralla Development Control Plan (DCP) 2011 to ensure consistency with the Uralla LEP 2012 as part of the next advertised amendment to the DCP.	DIR							
23 MAY 2016	6.05/16	COUNCIL RESOLUTION: That: 1) Council receive the report for information; 2) Staff investigate the ongoing operational savings and costs relating to the proposed relocation of the VIC and prepare a business case for Council to consider.	DIR/GM							

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	9.05/16	COUNCIL RESOLUTION: 1. Adopt the draft Operational Plan 2016-2017; and 2. Place all of the documents on public exhibition for a period of 28 days.	GM					On display at public locations and website.	B	
	10.05/16	COUNCIL RESOLUTION: 1. Receive and note the report advising that the local government elections for Uralla Shire Council are now scheduled to be held on Saturday 10 September 2016 2. Note that the NSW Electoral Commission will be conducting the election. 3. That Council approves the following polling places for the 10 September election:	GM							
	12.05/16	COUNCIL RESOLUTION: 1. Council note the matters detailed below regarding the status of the Grace Munro Facility after the Meeting held on Thursday, 28 April 2016 with Councillors Strutt and Crouch and Ms Rechelle Leahy and agree that the Fire Sprinkler upgrade, as legally required, be put to Tender to meet the 1 August 2016 deadline extension approved by the Department of Planning & Environment; and 2. Council agree that a clear Memorandum of Understanding (MOU) with Hunter New England Local Health	Gov Mngr Gov Mngr							

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
		District (HNELHD) is developed and implemented ensuring clarity of roles and responsibilities in the tenancy of the building, including a request for a contribution to the Fire Sprinkler installation, which is required to cover the entire building including the space occupied by HNELHD; and 3. Council agree that the Lease arrangement of \$35,000 be agreed to and forwarded to the Council Meeting of 23 May 2016 for the Council seal to be affixed.								
	13.05/16	COUNCIL RESOLUTION: Council approve the Community Grants Round Two 2015-16 funding allocations to: <ul style="list-style-type: none">Kingstown Preschool \$1200Uralla Neighbourhood Centre \$1000	Gov Mngr							
	14.05/16	COUNCIL RESOLUTION: 1. That the matter be laid on the table until the Meeting of Council on Monday 27 June 2016; 2. A comprehensive workshop be held prior to the June Council Meeting; 3. Council determine the date for the workshop.	GM							

14. CONFIDENTIAL BUSINESS

There is no Confidential Business.

15. AUTHORITY TO AFFIX THE COMMON SEAL

There are no authority to affix the common seal.

END OF BUSINESS PAPER