



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

20 December 2016

Andrew Hopkins
General Manager



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- BUSINESS AGENDA -

Ordinary Meeting of Council

20 December 2016
1:00pm

Opening & Welcome

Prayer

Acknowledgement of Country

Apologies/Requests for Leave of Absence

Request for Leave of Absence, Mayor Michael Pearce

Disclosures & Declaration of Interests

Announcements

1. Confirmation of Minutes of Previous Meeting
2. Tabling of Reports & Petitions
3. Urgent Supplementary & Late Items of Business
4. Presentations & Deputations
5. Recommendations for Items to be Considered in Confidential Section
6. Written Reports from Delegates
7. Mayoral Minute
 - National Roads Conference, November 2016
8. Reports to Council
 - Finance**
 - Item 1: Cash at Bank and Investments
 - General Manager**
 - Item 2: Organisation Structure
 - Corporate and Community**
 - Item 3: Code of Conduct – Complaint Statistics Report
 - Environment, Development and Infrastructure**
 - Item 4: Development Approvals and Refusals for November 2016
 - Item 5: Heritage Advisory Services Summary – December 2016
 - Item 6: Works Progress Report as at 30 November 2016
 - Item 7: Development Application DA-64-2016 – 3 McMahon Street Uralla – Manufactured Home & Garage
9. Motions on Notice - Nil
10. Schedule of Actions – As at 6 December 2016
11. Confidential Business - Nil
12. Authority to Affix the Common Seal - Nil
13. Meeting Close

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1. CONFIRMATION OF MINUTES

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



ORDINARY MEETING OF COUNCIL

**Held at 1:00pm
On 22 November 2016**

ROLL CALL

Councillors:

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

Staff:

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

MINUTES

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 1:00pm on 22 November 2016

Resolution
Number

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The Meeting Commenced at: 1:00pm

ATTENDANCE

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

1. OPENING & WELCOME

PRAYER

ACKNOWLEDGEMENT TO COUNTRY

APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE

There were no Apologies declared.

Requests for Leave of Absence were submitted by, Mayor Michael Pearce and Deputy Mayor Robert Bell.

MOTION

Leave of Absence

01.11/16 MOVED (Crs B Crouch /I Strutt) CARRIED

That the requests for Leave of Absences from the Mayor Michael Pearce and Deputy Mayor Robert Bell, be approved.

DISCLOSURES & DECLARATION OF INTERESTS

At request of the Chair, the Minute Clerk tabled details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 22 November 2016 meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr B Crouch	Item 4	Non-pecuniary	Current Chair of Bundarra Committee

PROCEDURAL MOTION

02.11/16 MOVED (Crs M Dusting/L Sampson) CARRIED

Motion to move from standing orders and proceed Urgent Supplementary & Late Items of Business to hear the Late Reports Item A, Audited Annual Financial Statements 2015/16, and Late Report Item B, 2016/17 – 1st Quarter Budget Review Statements immediately following the presentation from the auditor.

PRESENTATION FROM AUDITOR

Council auditor Mr Paul Cornell delivered a half hour presentation to Council regarding Council's Audited Annual Financial Statements.

6. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

ITEM A Audited Annual Financial Statements 2015/16

ITEM B 2016/17 – 1st Quarter Budget Review Statements

Department: Finance

Submitted by: Chief Financial Officer

Reference: Late Report: Item A

Subject: Audited Annual Financial Statements 2015/16

03.11/16 MOVED (Crs K Ward/R Bell) CARRIED

COUNCIL RESOLUTION:

That the Auditor's Report and Annual Financial Statements for the year ended 30 June 2016 be adopted.

OFFICER'S RECOMMENDATION:

That the Auditor's Report and Annual Financial Statements for the year ended 30 June 2016 be adopted.

Department: Finance

Submitted by: Chief Financial Officer

Reference: ITEM B

Subject: 2016/17 – 1st Quarter Budget Review Statements

04.11/16 MOVED (Crs M Dusting/ I Strutt) CARRIED

COUNCIL RESOLUTION:

1. That the first quarter budget review summary for the 2016/17 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted;
3. That expenditure to be revoted from 2015/16 be adopted.

OFFICER'S RECOMMENDATION:

1. That the first quarter budget review summary for the 2016/17 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted;
3. That expenditure to be revoted from 2015/16 be adopted;

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes to be confirmed include:

- Ordinary Meeting of 25 October 2016
- Closed Session of Ordinary Meeting of 25 October 2016

05.11/16 MOVED (Crs I Strutt/ B Crouch) CARRIED

That the Minutes of the Ordinary Meeting held on 25 October 2016, including the Closed Session of Ordinary Meeting of 25 October 2016 (copies have been circulated to Members) be adopted as a true and correct record of proceedings.

MATTERS ARISING FROM THE MINUTES

There were no Matters arising.

3. ANNOUNCEMENTS

The Mayor congratulated staff member Rechelle Leahy (Executive Manager Governance & Information/Community & Culture) on her prestigious appointment to the National Rural Women's Coalition.

The Mayor also congratulated and thanked staff on Councils' recent achievements at the Regional Development Australia Northern Inland NSW Innovation Awards.

4. TABLING OF REPORTS & PETITIONS

There were no reports or petitions tabled.

5. PRESENTATIONS & DEPUTATIONS

PRESENTATIONS

Speakers in Order of Presentation:

The Chair introduced the Speakers in order of Presentation as follows:-

1. Name: Ms Daphne Field

Subject: DA 54-2016

Ms Field gave a presentation on her views regarding DA 54-2016 and how she believes it may affect the surrounding neighbourhood.

Cr T Toomey thanked Ms Field for her Presentation to Council.

2. Name: Mr Allan Rummery

Subject: 21 Rowan Avenue, Stormwater Issue

Mr Rummery gave a presentation outlining the difficulty he experiences with stormwater on his property and his views about the 'upstream' causes, including piping, of the problems he experiences.

Cr N Ledger thanked Mr Rummery for his Presentation to Council.

DEPUTATIONS

There were no deputations to council.

7. COUNCILLOR REPORTS & WRITTEN REPORTS FROM DELEGATES

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

Cr Michael Pearce

DATE	COMMITTEE/MEETING/EVENT	LOCATION
26/10	New England Local Area Command – Police Awards	Armidale.
27/10	Hit the Ground Running – Councillor training/workshop	Tamworth
31/10	Councillor Training/Workshop	Uralla
1/11	Mayors Office - admin	Uralla
2/11	2AD radio interview Community Safety Precinct Committee meeting - CSPC	Armidale
2/11	Solar Energy workshop	Uralla
3/11	Sod turning ceremony, Armidale hospital.	Armidale
4/11	Country Mayors Association meeting.	Sydney
7/11	Mayors Office – Admin Uralla Bowling Club. Wall art and handprints with St Joseph school children.	Uralla
8/11 – 11/11.	Travel to Toowoomba regarding National Local Roads and Transport Congress, 8/11 till 11/11.	Toowoomba
13/11	Bundarra Anglican Church – 150 years Anniversary activities,	Bundarra,
14/11	Mayors Office - Admin	Uralla
15/11	Mayors Office - Admin	
16/11	2AD Radio interview NAMO Council meeting via SKYPE. Mayors Office - Admin	Uralla
17/11	Mayors Office - Admin	Uralla
18/11	Northern Inland Innovations Awards night. Regional Development Australia.	Inverell
21/11	Mayors Office - Admin	Uralla
22/11	Mayors Office – Admin November Council Meeting.	

Cr Bob Crouch

DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/10/16	OLG workshop	Tamworth
02/11/16	VIC subcommittee	Uralla
10/11/16	Planning workshop/ finance workshop	Uralla
07/11/16	Bundarra s355	Bundarra
15/11/16	Meeting with GM re Bundarra Anglican Church land	Uralla
22/11/16	Ordinary Council Meeting	Uralla

Cr Mark Dusting

DATE	COMMITTEE/MEETING/EVENT	LOCATION
25/10/16	Ordinary Council Meeting	USC
	New England Weeds Association	Armidale
26/10/16	Jobs Australia	Armidale
27/10/16	'Hit the Ground Running' Councillor Workshop	Tamworth
31/10/16	Councillor Workshop – Blackadder	USC
02/11/16	Central Northern Regional Library	Tamworth
08/11/16	Council Strategic Planning Workshop	USC
11/11/16	Remembrance Day Service	Armidale
13/11/16	Anglican Church 150 years Celebrations	Bundarra
14/11/16	New England Weeds Association	Armidale
16/11/16	Australia Day Committee	Uralla

Cr Levi Sampson

DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/10/16	'Hit the Ground Running' Councillor Workshop	Tamworth
31/10/16	Councillor Workshop – Blackadder	USC
16/11/16	Australia Day Committee	Uralla

Cr Isabel Strutt

DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/10/16	'Hit the Ground Running' Councillor Workshop	Tamworth
29/10/16	Thunderbolt Festival	Uralla
08/11/16	Council Strategic Planning Workshop	USC
11/11/16	Remembrance Day Service	Uralla
13/11/16	Anglican Church 150 years Celebrations	Bundarra
21/11/16	Solar Citizens Meeting	Armidale
22/11/16	Council Meeting	

Cr Robert Bell

DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/10/16	'Hit the Ground Running' Councillor Workshop	Tamworth
31/10/16	Councillor Workshop – Blackadder	USC
08/11/16	Council Strategic Planning Workshop	USC
10/11/16	Uralla Central School Presentation Night	Uralla
11/11/16	Remembrance Day Service	Uralla

Cr Tara Toomey

DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/10/16	'Hit the Ground Running' Councillor Workshop	Tamworth
31/10/16	Councillor Workshop – Blackadder	USC
2/11/16	Visitor Information Centre/Library meeting	USC
08/11/16	Council Strategic Planning Workshop	USC

Cr Kevin Ward

DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/10/16	'Hit the Ground Running' Councillor Workshop	Tamworth
29/10/16	Thunderbolt Festival	Uralla
31/10/16	Councillor Workshop – Blackadder	USC
08/11/16	Council Strategic Planning Workshop	USC

Cr Natasha Ledger

DATE	COMMITTEE/MEETING/EVENT	LOCATION
26/10/16	Jobs Australia Committee	Armidale
27/10/16	'Hit the Ground Running' Councillor Workshop	Tamworth
29/10/16	Thunderbolt Festival	Uralla
16/11/16	Australia Day Committee	Uralla
31/10/16	Councillor Workshop – Blackadder	USC
08/11/16	Council Strategic Planning Workshop	USC

8. MAYORAL MINUTE**Department: Mayor****Submitted by: Mayor, Michael Pearce****Reference: MM 22/11****Subject: LGNSW Annual Conference, Sydney – 16th to 18th October, Wollongong****06.11/16 MOVED (Crs I Strutt/ B Crouch) CARRIED****COUNCIL RESOLUTION:****That the report be received and noted.****COUNCILLOR'S RECOMMENDATION:****That the report be received and noted.****RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION**

There were no recommendations for items to be considered in the confidential section.

9. REPORTS FROM THE GENERAL MANAGER**Department: General Manager's Office****Submitted by: General Manager****Reference: Item 1****Subject: 2015-16 Annual Report****07.11/16 MOVED (Crs B Crouch /I Strutt) CARRIED****COUNCIL RESOLUTION:****That:**

1. Council express their appreciation to and thank staff for maintaining effective delivery to our community during a very trying year.
2. Council's Annual Report 2015-16, as attached, be received and adopted, subject to amendments, if any, as determined by council in Item 7 of this meeting and,
3. The Annual Report be provided to the Office of Local Government and uploaded onto

Council's website.

OFFICER'S RECOMMENDATION:

That:

1. Council's Annual Report 2015-16, as attached, be received and adopted; and
2. The Annual Report be provided to the Office of Local Government and uploaded onto Council's website.

Department: General Manager

Submitted by: General Manager

Reference: Item 2

Subject: New England Weeds Authority – Annual Report

08.11/16 MOVED (Crs M Dusting/N Ledger) CARRIED

COUNCIL RESOLUTION:

1. That the New England Weeds Authority Annual Report be received and noted.
2. That the NEWA staff be commended on their work over the last twelve months.

OFFICER'S RECOMMENDATION:

That the New England Weeds Authority Annual Report be received and noted.

Department: General Manager's Office

Submitted by: General Manager

Reference: Item 3

Subject: 2016/17 Operational Plan Performance Report – First Quarter Progress Report

09.11/16 MOVED (Crs I Strutt/B Crouch) CARRIED

COUNCIL RESOLUTION:

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

OFFICER'S RECOMMENDATION:

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

Department: General Manager

Submitted by: Andrew Hopkins

Reference: Item 4

Subject: Bundarra s355 Committee

10.11/16 MOVED (Crs M Dusting/N Ledger) CARRIED

COUNCIL RESOLUTION:

That:

- a) Council endorse the establishment of a committee consistent with s355 of the Local Government Act 1993 for the purposes of managing the Bundarra School of Arts Hall and for providing advice to and working with Council for the benefit of Bundarra and its surrounding community.
- b) Council name the committee the Bundarra School of Arts Hall Committee.
- c) Council adopt the "Uralla Shire Council Bundarra 355 Committee Constitution" as endorsed by the Bundarra community at the meeting of 7th November 2016, noting the name change in accordance with b.
- d) Council call for membership to the committee in accordance with the relevant provisions of the constitution in c.
- e) Council delegate an annual budget of \$250 for incidental hall management expenses and note the constitution at c) be amended to reflect such.

Cr B Crouch was absent for vote.

Cr B Crouch returned to the room at 2:50pm

OFFICER'S RECOMMENDATION:

That:

- a) Council endorse the establishment of a committee consistent with s355 of the Local Government Act 1993 for the purposes of managing the Bundarra School of Arts Hall and for providing advice to and working with Council for the benefit of Bundarra and its surrounding community.
- b) Council name the committee the Bundarra School of Arts Hall Committee.
- c) Council adopt the "Uralla Shire Council Bundarra 355 Committee Constitution" as endorsed by the Bundarra community at the meeting of 7th November 2016, noting the name change in accordance with b.
- d) Council call for membership to the committee in accordance with the relevant provisions of the constitution in c.
- e) Council delegate an annual budget of \$250 for incidental hall management expenses and note the constitution at c) be amended to reflect such.

10. CORPORATE & COMMUNITY REPORTS

Department: Organisational Services - Finance

Submitted by: Simon Paul – Chief Financial Officer

Reference: Item 5

Subject: Cash at Bank and Investments

11.11/16 MOVED (Crs K Ward/N Ledger) CARRIED

COUNCIL RESOLUTION:

That:

Council note the cash position as at 31 October, 2016 consisting of cash and overnight funds of \$3,233,750, term deposits of \$8,500,000 totalling \$11,733,750 of readily convertible funds.

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 31 October, 2016 consisting of cash and overnight funds of \$3,233,750, term deposits of \$8,500,000 totalling \$11,733,750 of readily convertible funds.

Department: Governance & Information and Community & Culture

Submitted by: Executive Manager Governance and Information

Reference: Item 6

Subject: Thunderbolts Festival – Sponsorship Agreement Report

12.11/16 MOVED (Crs R Bell/N Ledger) CARRIED

That:

1. Council note the attached documentation provided by Thunderbolts Festival Co-ordinators Bevely Stubberfield and Leanne Cooper on 11 November 2016, including:
 - Thunderbolts Festival Risk Assessment;
 - Rotary Duty of Discharge Report;
 - Rotary Insurance Certificate of Currency;
 - Thunderbolts Festival Report to Uralla Shire Council;
 - Thunderbolts Management Plan;
2. Council agree to request the written annual report and financials be provided to Council at least one week prior to the February 2017 Council meeting. This report is

to include a summary of the economic benefits to the Uralla Shire from the event and is to cover matters such as participant numbers and demographic information of visitors

3. Council note that Uralla Shire Council was showcased as the major sponsor on all event and promotional material;
4. That the collection and return of 100 chairs from the Memorial Hall be included in Council's provision of non-cash sponsorship;
5. That the Thunderbolt's Festival Co-ordinators be congratulated on presenting an excellent festival.

OFFICER'S RECOMMENDATION:

That:

1. Council note the attached documentation provided by Thunderbolts Festival Co-ordinators Bevely Stubberfield and Leanne Cooper on 11 November 2016, including:
 - Thunderbolts Festival Risk Assessment;
 - Rotary Duty of Discharge Report;
 - Rotary Insurance Certificate of Currency;
 - Thunderbolts Festival Report to Uralla Shire Council;
 - Thunderbolts Management Plan;
2. Council agree to request the written annual report and financials be provided to Council before the next Council Meeting of 20 December 2016, 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 as requested in the resolution by Council of 27 June 2016;
3. That Council note a Traffic Management Plan was not received regarding the event by the end of September and that the Risk Management Plan and Event Management Plan attached were received in November and not September as requested in the Council resolution;
4. That Council note in the Council resolution of 27 June 2016 a requirement was that Uralla Shire Council be showcased as the major sponsor on all event and promotional material, attached is a copy of the brochure provided for the event with the reference to Uralla Shire Council;
5. That Council consider the below request made in the Thunderbolts Festival Report to Council:

'the Committee would like to please request Council's consideration be given for an item to be included, being, the collection and return of 100 chairs from the Memorial Hall, in the Council provision of non-cash sponsorship up to a maximum of \$5,000 as stated in correspondence dated 19 July, 2016 from Acting General Manager Mr. George Cowan. This item would become item (k) the collection and return of 100 chairs from the Memorial Hall;

ADJOURNMENT

13.11/16 MOVED (Crs R Bell/M Pearce) CARRIED

Motion to have a fifteen minute adjournment commencing at 3:00pm.

The meeting resumed at 3:17pm

Department: Governance and Information | Community and Culture

Submitted by: Rechelle Leahy

Reference: Item 7

Subject: Code of Conduct – Complaint Statistics Report

PROCEDURAL MOTION

14.11/16 MOVED (Cr K Ward/M Disting) CARRIED

Motion to Move to Whole of Committee

Councillors held a detailed discussion on the above item.

PROCEDURAL MOTION

15.11/16 MOVED (Cr B Crouch/I Strutt) CARRIED

Motion to Resume Standing Orders

16.11/16 MOVED (Cr B Crouch/M Dusing) CARRIED

COUNCIL RESOLUTION:

That:

- (1) Council formally seek advice from the Office of Local Government about the number of Code of Conduct complaints which should be reported for the 2015-16 reporting year.
- (2) Council seek extension for submission of formal report to Office of Local Government if necessary.
- (3) Staff prepare and submit a report based on advice received from the Office of Local Government.

OFFICER'S RECOMMENDATION:

That:

- (1) Council note this report to be submitted within the statutory time frame as required to the Office of Local Government before 30 November 2016;

11. ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE REPORTS

Department: Infrastructure & Regulation

Submitted by: Director of Infrastructure & Regulation

Reference: Item 8

Subject: Development Approvals and Refusals for October 2016

17.11/16 **MOVED (Crs R Bell/T Toomey) CARRIED**

COUNCIL RESOLUTION:

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

OFFICER'S RECOMMENDATION:

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

Department: Infrastructure & Regulation

Submitted by: Interim Director Infrastructure & Regulation

Reference: Item 9

Subject: Works Progress & Planning Report as at 31 October 2016

18.11/16 **MOVED (Crs K Ward/I Strutt) CARRIED**

COUNCIL RESOLUTION:

That the report be received and noted for the works completed or progressed during October 2016, and works programmed for November 2016.

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during October 2016, and works programmed for November 2016.

Department: Infrastructure & Regulation

Submitted by: Acting Director Infrastructure & Regulation

Reference: Item 10

Subject: Green Waste Processing

19.11/16 **MOVED (Crs B Crouch/R Bell) CARRIED**

COUNCIL RESOLUTION:

That Council:

1. Accept the offer from Davis Earthmoving and Contracting for the RFT for Green Waste Processing as contained in the report from NIRW;
2. The General Manager be authorised to proceed and sign the necessary documentation.

COUNCIL RESOLUTION:

That Council:

1. Accept the offer from Davis Earthmoving and Contracting for the RFT for Green Waste Processing as contained in the report from NIRW;
2. The General Manager be authorised to proceed and sign the necessary documentation.

Department: Infrastructure & Regulation

Submitted by: Acting Director Infrastructure & Regulation

Reference: Item 11

Subject: Heritage Advisory Services Summary – November 2016

20.11/16 **MOVED (Crs T Toomey /I Strutt) CARRIED**

COUNCIL RESOLUTION:

That the Heritage Advisory Services Summary dated 8 November 2016 be received and noted

by Council.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary dated 8 November 2016 be received and noted by Council.

Department: Infrastructure & Regulation

Submitted by: Acting Director Infrastructure & Regulation

Reference: Item 12

Subject: Heritage Advisory Services Summary – Overview

21.11/16 MOVED (Crs T Toomey/M Dusting) CARRIED

COUNCIL RESOLUTION:

That the report providing an overview of the heritage services provided by Uralla Shire Council be noted and that the Mayor, Cr T Toomey, Heritage Advisor and Manager Town Planning and Regulation be authorised to assess and determine grant applications from the Local Heritage Fund.

OFFICER'S RECOMMENDATION:

That the report providing an overview of the heritage services provided by Uralla Shire Council be noted and that the Mayor, Heritage Advisor and Manager Town Planning and Regulation be authorised to assess and determine grant applications from the Local Heritage Fund.

12. MOTIONS ON NOTICE

There were no motions on notice.

13. SCHEDULE OF ACTIONS

As at 16 November 2016.

14. CONFIDENTIAL BUSINESS

There was no confidential business to be heard.

15. AUTHORITY TO AFFIX THE COMMON SEAL

There were no authority to affix the common seal.

16. CLOSURE OF MEETING

There being no further business, the Chair declared the meeting closed at: 4:11pm

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

2. TABLING OF REPORTS & PETITIONS

No reports or petitions to be tabled.

3. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

No urgent supplementary or late items of business.

4. PRESENTATIONS

There are no presentations to Council.

5. DEPUTATIONS

There are no deputations to Council.

6. RECOMMENDATIONS FOR ITEMS TO BE HELD IN CONFIDENTIAL SESSION OF MEETING

There are no items recommended for the confidential session of the meeting.

7. WRITTEN REPORTS FROM DELEGATES

No reports submitted prior to the Council Meeting.

8. MAYORAL MINUTE



REPORT TO COUNCIL

Department:	Mayor
Submitted by:	Mayor, Michael Pearce
Subject:	National Local Roads and Transport Congress, 2016.

SUMMARY:

The purpose of this report is to provide Council with a summary of the National Local Roads and Transport Congress, which was held at Toowoomba from 9-11 November 2016.

COUNCILLOR'S RECOMMENDATION:

That the Mayor's Report on the National Local Roads and Transport Congress 2016 be received and noted.

REPORT:

This year's congress was held in Toowoomba, Queensland.

Toowoomba's broader regional population is over 160,000 and is known as the Garden City. Main employment is Health and Education.

New opportunities in agriculture are emerging and the Toowoomba region is also being buoyed by its proximity to the Surat Basin, one of Australia's richest accessible resource reserves.

The congress was extremely informative and entertaining. Members from Federal Government attended and addressed the Congress delegates, as well as overseas speakers.

It is important to be in attendance at the congress to speak to and listen to other delegates from across Australia regarding road and bridge infrastructure issues. We all have similar issues. Networking, can find some answers and solutions to problems that we all face on a day to day basis in Local Government.

The Australian road network covers more than **817,000** kilometres. While many major roads are provided by state and territory governments, local governments across the country are responsible for more than **657,000** kilometres, which is **80%** of the nation's roads.

This is the 17th National Congress with this year's theme being -:

"Local Infrastructure – Developing Regions."

Wednesday 9th November.

Toowoomba tour, including a visit to Brisbane West Wellcamp Airport – a privately owned Airport just out of Toowoomba.

Toowoomba Second Range Crossing and Toowoomba Enterprise Hub. Delegates then attended the Toowoomba Showgrounds for a Heavy Vehicle Manoeuvring Demonstration.

Thursday 10th November.

Opening address by newly elected ALGA (Australian Local Government Association) President, Mayor David O'LOUGHLIN.

Mayor **O'LOUGHLIN** is from the City of Prospect Council, South Australia. He has 13 years experience in Local Government with the last 10 years as Mayor.

He thanked Toowoomba Regional Council for being the host of the Congress.

He thanked the ALGA board and its members. He thanked the former President, Mayor Troy Pickard for his term as ALGA President.

He started -: ALGA have the interest of Local Government right across Australia.

ALGA looking for more and better funding for Councils. Looking at Constitution for Local Government to be recognised.

Continuation of Financial Assistance Grants (FAGS)

Roads to Recovery (R2R) funding to continue, double it and be permanent.

Looking at all other relating funding for Local Government.

Please engage and conduct ALGA board with any issues.

Importance of Regional Planning.

The importance of programs – like R2R, to make safer Communities.

Importance of having a Freight Strategy, information and statistics needed for the next 30 years.

There are now, newer heavier vehicles on Freight routes now.

By 2030, freight transport will double.

By 2050, freight transport will triple.

For Freight transport and strategies to work, we need to work together with all tiers of Government and external agencies.

First and last mile issues, often start and end on Local Government roads.

Need to be strategic, need to be smart for freight networks.

Identify routes to improve freight productivity.

Economic development for Councils with better, improved freight routes.

Better outcomes for our Communities.

Martin Matthews. Former Minister of Transport. Chief Executive, New Zealand Central Government. Just been offered the title/position of Auditor General, New Zealand Central Government to commence as from February 2017.

Martin is a Chartered Accountant and has a Degree in Economics.

Martin spoke on Transport Planning and Investment for a different future.

New Zealand examples – we (in New Zealand) are on the cusp of a paradigm shift in planning over the next 20-30 years.

Government and Councils need to work together for Community needs for transport and road infrastructure.

Need for new ways of thinking, be innovative.

Look at long term issues, be strategic.

Economic growth and improved productivity.

Transport

Personal mobility.

Transport opening business for market and freight.

Focus on refinement and improve productivity.

He gave an example of his grandmother, born in 1894.

She purchased her first motor vehicle in New Zealand in 1927, a brand new Chrysler. So many changed in vehicles since that date.

Future ideas -: Fast Freight with dedicated corridors and connected logistics systems.

A convey/platoon of heavy vehicles/ automated/remote controlled.

Airships for freight and logistics.

Artificial intelligence, changing the role of Local Government.

Thinking about transport – as a system.

Improving key freight corridors.

New Zealand – two tiers of Government – Central and Local work together.

Planning Investment system.

Support for National projects and local road needs.

New Zealand – Government Policy Statement 2015/16 – 2045/46.

National Land Transport Fund. (**NLTF**)

Fuel excise duty - **N** - Road Policing.

Road user charge **L** - Local Roads

Motor vehicle registration - **T** - State highways.

Other revenue **F** Public transport/other activities.

Regional Land Transport Program underpins the

National Land Transport Program.

Dr Andrew Higgins – Research Scientist – CSIRO

Transport Network Strategic Investment Tool.

TraNSIT.

TraNSIT developed to address issues in Northern Australia regarding Beef transportation in 2013.

Modular transport analysis tool.

Identifies – vehicle types – ie – semi trailer, b double, road trains etc.

Road types and routes taken.

Product/commodities conveyed.

Rail usage and routes taken.

Average vehicle movements.

Vehicle counts to specific locations.

Cost comparison – Road and rail and products/commodities transported.

Data, Science, Investment, Strategy.

Partnerships for Improved Infrastructure – Regional Road Planning Initiatives.

Cr Sue Price – Moree Plains Shire Council, Chair of Australian Rural Roads Group (ARRG)

Sue spoke on matters including -:

Life today on the land is completely different with regards to local road infrastructure back in the 1960's.

Highway/Rail/Port transportation of goods/stock/produce.

Increasing demand for food here in Australia and Asia.

Due to recent weather events – some products some products unable to be removed from the land – to go to market for sale.

Local road networks need to be fit for purpose.

Require partnerships with all levels of government.

Importance of Asset Management planning.

Retain current funding opportunities.

National Roads Portfolio Manager.

National Rural Local Roads Productivity Manager.

Managing skills with all players involved.

Fit for purpose roads for the 21st century,

Need to have vision for the future and follow up action.

Need for vision for local roads.

Road closures due to weather conditions – kids cannot attend school, parents cannot attend to their employment – workforce less – productivity less.

Major issues with black soil in Moree shire area.

Freight movement, cost of freight.

Local government roads across Australia – 35% are sealed with 65% being un-sealed.

Legume to Woodenbong Road Alliance – NSW and QLD. (LWRA)

Cr Peter Petty, Tenterfield Shire Council. Chair of Alliance.

The Alliance comprises of six local councils in the north-east area of New South Wales bordering Queensland was formed in 2009. Councils involved are Kyogle, Lismore City, Richmond Valley Shire, Southern Downs Regional Council (Qld) Scenic Rim Regional Council (Qld) and Tenterfield Shire Council.

The Alliance was formed to promote the Northern Growth Corridor connecting Casino, NSW via the Summerland Way near Woodenbong and the Cunningham/New England Highway at Warwick in south east QLD.

The LWRA includes local State and Federal Governments, the New South Wales RMS, transport operators and Community members.

Peter spoke on issues including -:

Tenterfield – population of approx. 7,000 residents.

Mount Lindsay Road, on the northern tip of the shire, a former State highway was de-classified as a Highway in the 1982, travels from Tenterfield, NSW through to Beau Desert, Queensland.

20% of traffic on this road consist of heavy vehicles.

Road in very poor condition, voted on of the worst roads in NSW.

Tenterfield Shire Council involved in Alliance with a number of external stakeholders also involved.

Road Safety Audit undertaken in 2014 and funding needed to be injected into the Alliance.

\$4.5 M funding secured from State Government, expended over 2014-2016 to upgrade the road.

A joint Federal Coalition election commitment with State Government in June 2016 promised funds of \$24 M to complete the Legume to Woodenbong project upgrade.

The funding outcomes achieved demonstrates the strength in partnerships, particularly through the LWRA, where the Councils worked closely on cross- border issues, as well as cooperation of Governments at all levels.

Central NSW Councils – CENTROC.

John ZANNES. Director of Engineering and Technical Services, Forbes.

CENTROC represents more than 243,000 residents covering an area of approx. 72,500 square kilometres.

Covers the Local Government areas of Bathurst, Blayney, Cabonne, Cowra, Forbes, Hilltops, Lachlan, Lithgow, Oberon, Orange, Parkes, Upper Lachlan, Weddin and Central Tablelands Water.

CENTROC's mission is to be recognised as the lead organisation advocating on agreed regional positions and priorities for Central NSW, while providing a forum for facilitating regional cooperation and sharing of knowledge, expertise and resources.

CENTROC is a new Pilot Joint Organisation of Councils and for the past 18 months has worked in collaboration with key stakeholders, including Regional Development Australia Central West and the State agencies, on prioritising the needs of the Regions infrastructure.

They identified 75 projects across the 13 Local Government areas in CENTROC. Freight corridors were identified as a focus point in the region and this would be a valuable advocacy tool.

Out of this came a Regional Freight Task Map, put together in conjunction with the National Heavy Vehicle Regulator (NHVR) The map is hosted by NHVR, so it has the most up to date information relating to heavy vehicle routes in Central NSW.

CENTROC has been able to identify and plot the key freight generators on the map.

CENTROC's guiding principle is -: Recognise that the best outcomes occur when they are based on collaborative and researched advice"

Riverina Eastern Regional Organisations of Council, NSW

Neil OGLIVE – Director of Engineering and Technical Services,

Temora.

REROC covers an area in excess of 45,000 square kilometres and a population of 140,000.

REROC is a voluntary association of 11 Local Government bodies, located in the eastern Riverina region of NSW. The members of REROC are the Councils of – Bland, Coolamon, Cootamundra – Gundagai, Greater Hume, Junee, Lockhart, Snowy Valleys, Temora, Wagga Wagga, Goldenfields Water and Riverina Water County Councils.

REROC was formed in 1994 as a forum where member Councils could implement and initiate projects that harness the economies of scale and economies of scope that could be generated by pooling resources, staff and expertise. RECOC is an incorporated association in NSW.

The Regional Freight Transport Plan was published in June 2014 and was initiated by REROC to investigate the freight infrastructure network from a regional perspective.

Most of the 41 M tonnes of freight that is transported between NSW and VIC each year passes through the REROC region, primarily by road but also rail. The forecast growth in freight will add significant pressure on road and rail networks in the region. It will also bring opportunities for growth of logistics-based enterprises across the region.

The REROC region contains some of NSW's most heavily utilised road and rail transport corridors, including the Hume Hwy, the Newell Hwy, the Olympic Hwy, the Burley Griffin Hwy and the Main Southern Rail line. Freight and logistics are an integral part of the economic well-being of Eastern Riverina. The region contains the main Sydney-Melbourne road corridor, the Hume Hwy, the Main Southern Rail line as well as the main Melbourne-Brisbane road corridor, the Newell Hwy and the Olympic Hwy. The region also contains the Sturt Hwy which is part of the main Sydney-Adelaide transport corridor.

Utilising special data technology and a cloud based mapping tool,

(reroc.giscloud.com) freight routes of regional significance were identified and placed into the following categories,

-: National and State Roads, Regional Roads and Local Roads.

The REROC Regional Freight Transport Plan is an excellent example of collaboration in the interest of the region. The plan identifies economic development opportunities, as well as the evidence base to support investment decisions, advocacy and submissions for additional funding.

PARTNERSHIPS FOR IMPROVED INFRASTRUCTURE.

Jeremy Parkinson – Infrastructure Australia.

Sal Petrocchio – National Heavy Vehicle Regulator.

Nicole Spencer – General Manager, Department of Infrastructure and Transport.

Jeremy spoke on matters including -:

Audit on Population and economic growth.

4 x major cities for anticipated growth (Brisbane, Sydney, Melbourne and Perth.)

Productive cities and productive regions.

National Freight Supply Chain Strategy. (**NFSCS**)

Long Term Strategic Investment planning.

The right project at the right time for the right price.

One size fits all approach does NOT always work.

Infrastructure priority list (Infrastructure Australia)

Key, national investments.

Utilising cost benefit analysis.

Evidence based analysis.

NFSCS -:

Delays at Port, Rail and Roads.

Delays in freight – costs to everyone, hence the development of NFSCS.

Consultation and Collaboration between all levels of Government.

Road reform and fundamental challenges.

Link to usage, charging road users.

Cost of road maintenance continues to grow.

Charge road users – revenue back into Road infrastructure funding.

Heavy vehicle charging, commence over the next five years (current planning with Federal government)

Sal spoke on matters including -:

Councils responsibilities – routes often start/finish in your local shires.

Freight networks.

Extensive engagement conducted right across Australia.

Productivity outcomes.

Safety issues – extremely IMPORTANT.

Strategic Direction Plan – 2016.

Setting the agenda – 2016 – 2020 and beyond.

Strategies for a Safer, Productive and more Compliant industry.

Number of changes and challenges ahead.

Number of issues have been addressed.

Listed some successful projects in areas including -:

Tumby Bay – South Australia, Dandenong – Victoria, Bundaberg – Queensland, Moree – NSW, Western Downs – Queensland, Blacktown – NSW.

Memorandum of Understanding – Between Local Government NSW and Local Government, Queensland and the NHVR.

NHVR now have more resources available for Local Government.

NHVR Road manager portal due to be rolled out early 2017.

Understanding of what moves on your road networks.

Continue to have Demonstration days.

National Harmonisation across Australia – easy to say but harder to deliver.

Nicole spoke on matters including -:

The need for reform on road usage and road costs.

Road revenue funding and investment flow, currently is complicated and not transparent.

Current road funding model is unsustainable.

Current road funding model is inequitable.

Electric vehicle pay NO fuel excise.

Modern vehicles are effective and pay less than older model vehicles.

Consumers have benefited from analogous reforms in the airport sector.

Modelling suggest that Road market reform could deliver better outcomes.

Revenue/investment sustainability – Network access charges.

Freight productivity – heavy vehicle charges.

Demand Management congestion – at peak times.

National Asset Registers for key freight routes.

Simon Thomas – Program Director – Inland Rail Project.

National Infrastructure Investment.

Simon spoke about –:

ARTC – Australian Rail Track Corporation.

1,700 km railway freight line project – Melbourne to Brisbane.

Project to be completed in eight years. Approx \$10.5 B project.

500 kms of rail line to be constructed.

Will be the backbone of rail freight transport.

Key factors of the project -:

Reliability, Price, Transit time (under 24 hours) Freight will be available when the market wants.

Opportunity for private investment.

Freight trains will be 1.8 kms to 3.6 kms in length.

Some statistics in the project will include -:

1.6 M sleepers,

17000 tonnes of pre-cast steel bridge units,

2.5 M tonnes of ballast,

16 kms of culverts,

138,000 tonnes of steel,

85 full time Staff on project, currently across Australia.

5 tunnels in all,

Longest tunnel in Toowoomba – 6.4 kms in length.

At its peak, will have approx. 15,000 workers on construction.

Engagement between Governments, Local Councils, Land owners and Stakeholders.

Friday 11th November.

The Hon Darren Chester, Federal Minister for Infrastructure and Transport.

Minister Chester addressed the congress delegates.

He thanked ALGA for the opportunity to attend and speak.

He acknowledged the ALGA Board members.

He acknowledged the delegates from local Government across Australia for attending.
Acknowledged the importance of the Roads/Transport congress for Local Government delegates.

It has been a big week for elections in America.

Relationships and partnerships in his role and ALGA.

Relationships and partnerships with Federal/State and Local Governments.

In his youth, growing up in Gippsland, VIC – his father a local plumber, travelling on roads and the importance of road infrastructure.

Safer roads, safer vehicles, safe trucks/heavy vehicles.

Importance to reduce Road trauma.

Up to September this year – 1,200 fatalities on our roads, 10 % increase same time from last year.

We all have to change the outlook on Road trauma.

National Roads Safety Action Plan.

75 % of fatalities occur on Rural/Regional roads. This urgently needs to be addressed.

Education – Schools – need to be discussed with children now, our future residents and decision makers.

Roads to Recovery (R2R) program – importance of this program for Local Government. Great way to drive outcomes and safety.

R2R – lock in. We, the Federal Government want NO EXPIRY DATE.

Bridges Renewal program – to continue.

Black Spot funding – to continue.

The aim of all these initiatives, programs – to reduce Road Trauma.

Funding for infrastructure is always a challenge for all levels of Government.

Need for more efficiency and more transparency.

Road user charge reform – probably a decade away.

Reform needs to be fair on road users.

Infrastructure Investment Program - \$50 B across Australia.

Reduce congestion – improve productivity.

Build infrastructure that our children and our grandchildren will be proud of.

He mentioned the success of the Brisbane Well Camp airport, the largest privately owned airport in Australia.

He thanked the Congress for the opportunity to speak.

He mentioned a \$200 M Job investment package.

Regional Australia is important to our Nation, thank you for the work you (Local Government) do for our great Nation.

Austroads Road Safety – David Bobberman.

Austroads Safety Programs Manager.

Aiming for a step change in Safety Improvements.

David spoke on National/State and Local road networks.

Local Government cover approx 75 % local road networks. Approx \$200 B in Community assets.

Approx 59 % of these roads are un-sealed.

Austroads looks at Road safety, Safety Program direction and support of Local Government.

Austroads cover three key areas – Safety Programs, Network Programs and asset Programs.

Safety program covers – road design/safety/licence and registration.

Biggest challenge for the future will be automated/autonomous vehicles.

Some latest statistics – 40% of Fatal accidents occur on Local Government roads. 50 % of Casualty accidents occur on Local Government roads.

How can we improve Road safety across the Nation ?

He gave an example of the Bruce Hwy (QLD) approx. 800 kms and in poor condition. Low cost/high impact improvement – complete lane/line marking undertaken – which resulted in 50 % reduction of fatal/casualty accidents.

Safety Program objectives – Customer/People/Product/Practice.

S System Mapping

A Assess Key factors

F Focused Responses to target improvement.

E Engage and Collaboration.

Road Safety is everyone's RESPONSIBILITY.

Assess key Risks – Safety systems.

People make mistakes – human physical frailty.

People/Speed/Vehicles/Roads.

Safer roads.

Road stereotype tables – to aide consistent Safe System treatments.

Emerging opportunities.

Capabilities.

Safer vehicles – Safer people.

Engagement to key stakeholders.

The Hon Anthony ALBANESE.

Shadow Minister for Infrastructure, Transport. Cities and Regional Development.

Mr ALBANESE acknowledged the new ALGA President.

Acknowledged the work of the former ALGA President.

Acknowledged today's date – 11th November – Remembrance Day.

Thanked the Congress for the opportunity to attend and address delegates.

This Congress is extremely important – as it has a national focus on local issues across the country.

Road safety.

Local roads and the National economy.

Freight task.

Last mile issues.

Roads – need to be fit for purpose.

Roads – need to be fit for freight.

Roads – need to be fit for driver's safety.

Issue of Financial Assistance Grants (FAGS) Indexation Freeze of \$925 M to Local Government.

Indexation should be off a lower base – of a lower base line. This was a bad decision by the Grants Commission.

Hardest hit are those who can least afford it.

Small, rural Councils are the hardest hit by FAGS freeze.

Roles that Councillors play in Local Government – the phone calls at night and all hours. The expectation that Councillors are available at all times by Community members.

Importance of R2R to Local Government and infrastructure.

We need to increase R2R over a longer period of time and make it permanent.

Importance of the relationship with Federal Government and Local Government. Local Government has the experience, has the knowledge and has the know how.

Local Government is a major driver on projects – the need for major investment and funding.

National Economic growth – Local Government play a critical role in this.

Thank you for the role you play in your Communities.

Angus Draheim, Project Manager, Austroads.

Austroads Data Harmonisation.

Road Asset Data Standard – Improving Asset Management outcomes for Local Government.

A harmonised Road Asset Data standard will create an opportunity for Road Managers, both large and small, to share business critical data. Leveraging comparable information will allow the development of improved Asset Management strategies.

Benefits -:

Used in facilitation, collaboration and benchmarking.

Data, Customer, Asset Managers, Investors.

Better investment decision making.

Enabling National reforms.

Accommodate new technology.

Implementation -:

Achieve National agreement on standard.

Include Local Government specific planning.

Staged adoption proposed.

Central investment in information, architecture and data collaboration.

Link to National funding and programs.

Data used for Asset Management practice and not an Asset Management guide.

Panel Session -: National Supply Chain Strategy.

Fiona Simpson – Vice President, National Farmers Federation.

Robert Fuller – CEO, Institute of Public Works Engineering Australasia (IPWEA)

Ian Murray – Chair, Australian Logistics Council.

Fiona spoke on – Agriculture, important for all Australia.

Agriculture – from paddock to port.

For farmers – 30-50% cost for freight transport of their goods to port.

We have aging infrastructure across Australia.

Need for strategic spending built on data for infrastructure, not just for roads but for rail and airports as well.

Farmers are a BIG supporter for Inland Rail system. Documentation recently found from 1933 with an idea/concept for Melbourne – Brisbane Inland rail system.

All tiers of Government need to support the Inland Rail project, to be Fit for the Future – best practice.

Innovation – is the key.

Governments need to address best Cost Benefit Analysis.

Needs for the future – road user charging.

Robert spoke on-: Capital Cities – funding flows freely.

Rural areas need more funding opportunities.

Need for vision from our Parliamentary leaders. They tend to lack vision for the grand plans.

For example – they cannot get NBN right.

In support for the Inland Rail project.

Councils need to have better knowledge base for their Assets.

Better data – Asset management Plans.

Capacity building, knowledge building, create benefits.

Data Management connected to Long Term Financial Planning – extremely important.

Assets reach their maximisation in life.

Local Government – do what you do well – Communicate, Consult, Showcase your projects, be proud.

Debt is not always a dirty word.

There is good debt and yes, there is bad debt.

Innovation – can deliver savings – for example – LED street lighting.

Ian spoke on -: We do and can complicate things in life.

We need to get all the players together to discuss the supply chain.

Infrastructure – critical for transport/freight.

Need more strategic views and planning.

Infrastructure Australia has a 15 year plan.

Need for National Freight Supply Chain Strategy.

Need to focus on where the real opportunities are and we need to be strategic.

Named 2 x major projects to be undertaken -:

Badgerys Creek Airport – big project, planned for 24 hour service.

Inland Rail project – strategically driven intermodal.

I am a firm believer in Asset recycling, generates more money and funding opportunities.

Need for strategic planning for freight movement in and around Australia.

Look at the “low hanging fruit” projects first, this simply makes common sense.

END OF REPORT

9. REPORTS TO COUNCIL



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 30 November, 2016 consisting of cash and overnight funds of \$2,415,128, term deposits of \$9,500,000 totalling \$11,915,128 of readily convertible funds.

BACKGROUND:

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

REPORT:

Current term deposits of \$9,500,000 spread over the next six months will receive a range of interest from 2.5% to 3% with an average rate of 2.75%. 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 30 November, 2016.

KEY ISSUES:

Interest rates continue to remain low and future expectations are that interest rates are likely to remain in this range or drop even further within the next twelve months. These low rates will result in reduced investment returns over the coming year.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U15/287
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 30 November, 2016

Attachment A: Council's Investments as 30 November, 2016

Uralla Shire Council Investments at 30 November, 2016
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Cash at Bank – Operating Accounts:

Institution	Account	Bank Statement
National Australia Bank	Main Account	\$161,927.48
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$23,911.70
Total		\$217,135.51

Business Investment (Cash Management) Account

Institution	Interest rate	Balance
National Australia Bank	0.01%	\$0.00
Professional Funds	0.15% above RBA cash rate	\$2,197,992.64
Total		\$2,197,992.64

Term Deposits:

Institution	Interest rate	Maturity	Balance
Commonwealth Bank of Australia	2.60%	4/05/2017	\$600,000.00
Westpac Banking Corporation	3.00%	18/10/2017	\$1,300,000.00
ANZ	2.60%	5/01/2017	\$500,000.00
Westpac Banking Corporation	3.00%	24/01/2017	\$600,000.00
Newcastle Permanent	2.70%	25/01/2017	\$250,000.00
ANZ	2.50%	23/02/2017	\$800,000.00
Newcastle Permanent	2.70%	24/07/2017	\$600,000.00
National Australia Bank	2.65%	26/02/2017	\$600,000.00
National Australia Bank	2.65%	7/03/2017	\$500,000.00
Regional Australia Bank	2.70%	15/09/2017	\$500,000.00
Westpac Banking Corporation	3.00%	26/07/2017	\$1,000,000.00
Commonwealth Bank of Australia	2.61%	24/04/2017	\$250,000.00
National Australia Bank	2.75%	28/11/2017	\$1,000,000.00
ANZ	2.67%	17/05/2017	\$300,000.00
Commonwealth Bank of Australia	2.64%	13/06/2017	\$700,000.00
Total			\$9,500,000.00

Loans:

Loan no.	Purpose	Balance
165	MGH Property	\$61,209.48
167	Rear Service Lane Land	\$6,476.47
168	Community Centre	\$51,477.84
176	Library Extensions	\$248,950.02
177	Grace Munro Centre	\$199,178.25
181	Creative Village Works	\$14,642.75
185	Public Toilets Alma Park	\$18,753.42
186	Public Toilets Pioneer Park	\$24,684.79
187	Undergrounding Power and Mainstreet Upgrade	\$181,231.42
188	Paving and Power Undergrounding	\$43,080.82
189	Bridge Construction	\$240,628.13
190	Bridge construction & industrial land development	\$1,867,581.50
Total		\$2,957,894.89

Department:	General Manager
Submitted by:	Andrew Hopkins
Reference:	Item 2
Subject:	Organisation Structure

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.3 <i>Deliver the goals and strategies of the Community Strategic Plan</i>
Strategy:	4.3.1 <i>Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan.</i>
Action:	4.3.1.2 <i>Ensure Council's organisation structure is aligned to the most efficient and effective delivery of services.</i>

SUMMARY:

Changes to the current 2016/17 Organisation Structure include:

- 1) Remove the Executive Manager Community and Culture position.
- 2) Create a new position called Director of Community and Governance.
- 3) Transfer the direct management of the Governance and Information position from the General Manager to the Director of Community and Governance.
- 4) Recast the existing position of Manager Waste and Resource Recovery to include water and sewerage services so it becomes the Manager Water, Sewer and Waste.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

REPORT:

The Local Government Act 1993 states the following with regard to determining the structure of the staff of the Council:

332 Determination of structure

(1) A council must, after consulting the general manager, determine the following:

- (a) the senior staff positions within the organisation structure of the council,*
- (b) the roles and reporting lines (for other senior staff) of holders of senior staff positions,*
- (c) the resources to be allocated towards the employment of staff.*

(1A) The general manager must, after consulting the council, determine the positions (other than the senior staff positions) within the organisation structure of the council.

(1B) The positions within the organisation structure of the council are to be determined so as to give effect to the priorities set out in the strategic plans (including the community strategic plan) and delivery program of the council.

(2) A council may not determine a position to be a senior staff position unless:

- (a) the responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the Local Government (State) Award, and*
- (b) the total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the [Statutory and Other Offices Remuneration Act 1975](#)) payable with respect to senior executives whose positions are graded Band 1 under the [Government Sector Employment Act 2013](#).*

Uralla Shire Council currently has one (1) senior staff position consistent with the provisions of s332 above and that is the General Manager. Therefore, unless it is Council's wish to appoint additional senior staff positions the provisions of s332(1), above, do not apply.

S332(1B), noted above, is important as it seeks to align the Council's workforce structure with the priorities set out in Council's strategic plans. In this regard it is relevant that Council's current Operational Plan, drawn from is Delivery Plan 2017 and its Fit for the Future improvement commitments, was resolved into effect in July 2016 and will remain current until June 30, 2017.

Observations of the 2016/17 Organisation Structure

During the preparation of the 2016/17 Operational Plan consideration was given to the alignment between the staffing structure and the capacity for it to deliver upon the actions listed within the Operational Plan.

It is noted that non-recurrent or infrequent work efforts, such as the development of key asset management plans, were allocated additional budgetary provision to enable the outsourcing of these tasks to specialist consultants.

The importation of strategic capacity to deliver technical strategic plans on an 'as needed' basis is a responsible management approach. However, once established, these asset management plans will require on-going maintenance and continual alignment between the infrastructure planning and

operations teams and the finance team. Accordingly, at the setting of the 2017/18 Budget and Operational Plan, consideration will need to be given to whether the current staff structure is appropriate/sufficient to ensure the ongoing maintenance and alignment of the asset management plans with our financial management, particularly our longer term financial planning. These matters will be monitored and/or considered further throughout the balance of the 2016/17 financial year.

Previous changes to the organisational structure removed key functions (finance, governance, HR) from the Director of Administration position and reassigned these directly to the General Manager. The Director of Administration position was subsequently removed and replaced with the current role of Executive Manager Community and Culture which focuses on Council's community services deliverables.

The Executive Manager Community and Culture position does not offer the greatest levels of efficiency for the organisation due to its narrow managerial focus. A better management approach would be to transfer governance and potentially customer service to this role so that the position is elevated to a director level and takes on the responsibility for all governance deliverables and the information technology responsibilities currently within the governance position. There are strong synergies between governance, ITS and customer service so consideration will also be given to transferring the customer service function to the new position. These changes will remove the governance position from being a direct report to the General Manager but leave HR, CFO, and the two director positions as direct reports to the General Manager. This structure also makes for a more balanced executive team, which would consist only of the two directors, the CFO and the General Manager.

Consideration should also be given to the creation of a dedicated WHS/risk/insurance position so that these important functions are given the full attention which they require. This position would either sit with the director position described above or within the human resources area.

The regulation and compliance framework surrounding our waste (including sewerage) and water services is critical from an environmental and human health perspective. This landscape is increasingly complex and therefore the operating environment within which these services function is also increasingly complex and compliance driven. Accordingly there is benefit in recasting the position of Manager Waste and Resource Recovery to include the management of our water and sewerage services. This change has been undertaken.

A further benefit of the recasting of this position is that the existing role of Manager of Works would be relieved of the responsibility for managing our water and sewerage services, enabling the Manager of Works to focus upon the balance of their portfolio, including roads, parks and gardens, design, workshop etc.

Changes to the 2016/17 Organisation Structure

Noting the comments above regarding the current alignment of the staff structure with the Operational Plan and the use of consultants to obtain strategic capacity to enable the development of the asset management plans, however being mindful of the need to consider how the organisation accommodates the management of the new asset management framework into the future, there are no proposed changes at this time to the staff structure except for the following:

- 1) Remove the Executive Manager Community and Culture position.
- 2) Create a new position called Director of Community and Governance.

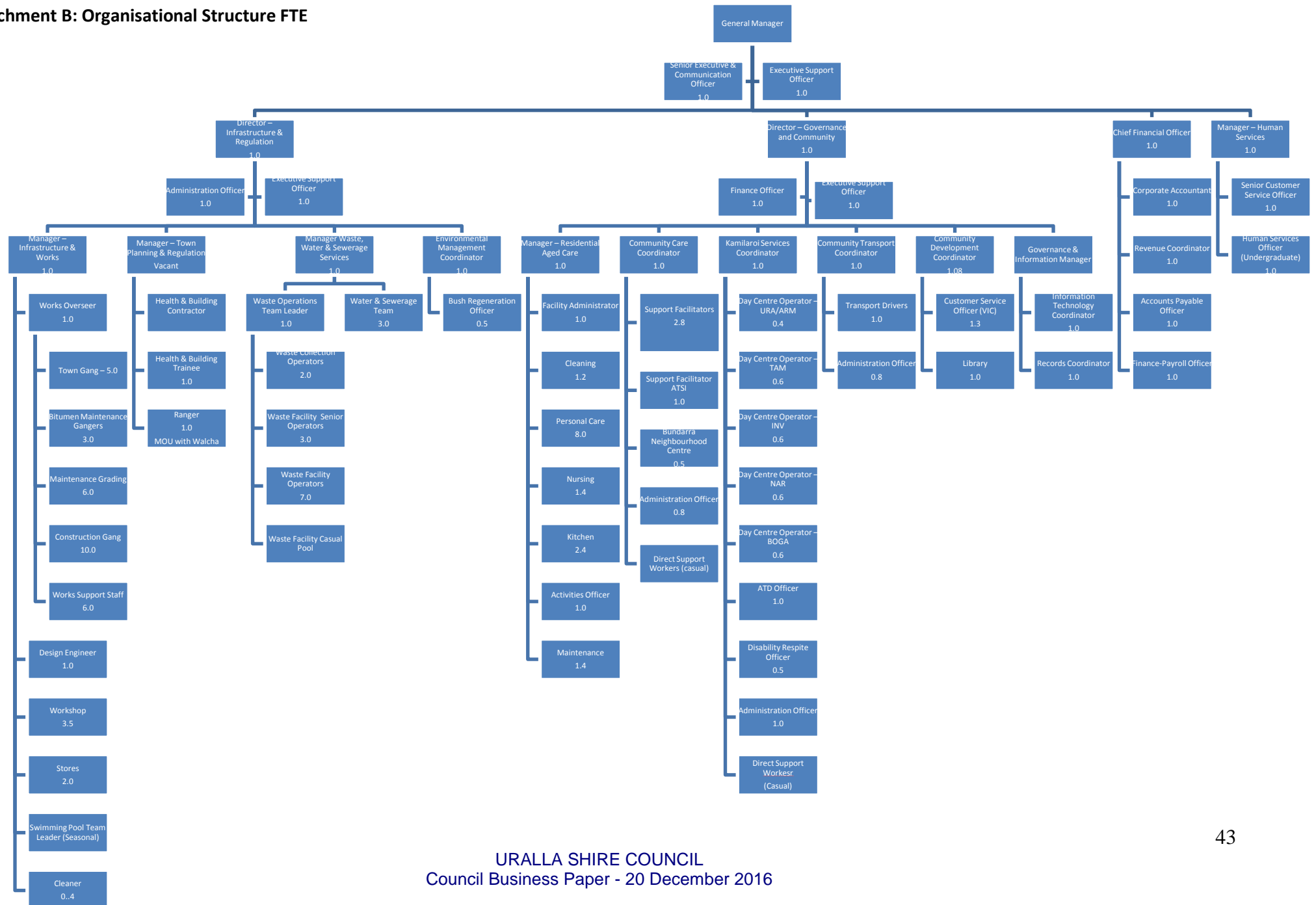
- 3) Transfer the direct management of the Governance and Information position from the General Manager to the Director of Community and Governance.
- 4) Recast the existing position of Manager Waste and Resource Recovery to include water and sewerage services so it becomes the Manager Water, Sewer and Waste. This change has been undertaken.

The changes to these two positions can be accommodated within the current human resources budget.

Andrew Hopkins
General Manager

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Managers Office
Attachments:	Organisational Structure FTE

Attachment B: Organisational Structure FTE



Department:	Governance and Information Community and Culture
Submitted by:	<i>Rechelle Leahy</i>
Reference:	Item 3
Subject:	Code of Conduct – Complaint Statistics Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	<i>4.2 An effective and efficient organisation</i>
Strategy:	<i>4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.</i>
Action:	<i>4.2.7.7 Ensure compliance with regulatory and statutory requirements as public officer.</i>

SUMMARY:

Under the Model Code of Conduct Procedures, Council's complaints coordinator must report annually on a range of complaint statistics to their council and to the Office of Local Government within 3 months of the end of September.

OFFICER'S RECOMMENDATION:

That:

(1) Council note this report in response to resolution 16.11/16 of the Ordinary Meeting of Council on 22 November 2016;

BACKGROUND:

At the Ordinary Meeting of Council on 22 November 2016 the Model Code of Conduct report was presented to Council for note.

Council resolved that:

- (1) Council formally seek advice from the Office of Local Government about the number of Code of Conduct complaints which should be reported for the 2015-16 reporting year.
- (2) Council seek extension for submission of formal report to Office of Local Government if necessary.
- (3) Staff prepare and submit a report based on advice received from the Office of Local Government.

REPORT:

The Manager of Council Governance was contacted at the Office of Local Government (OLG) and advice sought. This request was completed within the reporting timeframe and therefore no extension of time request was necessary as confirmed by the Office of Local Government.

The Manager of Council Governance (OLG) stated:

- the complaints against the two councillors should be treated as separate complaints for reporting purposes even though they were substantially related;
- the complaint against the former General Manager that was referred to the Office of Local Government should also be reflected in the total number of complaints received even though it was subsequently found to be 'lacking merit'.

Therefore:

- the total number of complaints received should be 3;
- the complaint against the General Manager should be reflected at 2(j) and not in the preliminary assessment statistics;
- the complaints about the two councillors should be reflected in the preliminary assessment statistics and the investigation statistics;
- in the categories of misconduct section, only the two complaints against the councillors which were sustained should be recorded. The complaint against the former General Manager was not sustained and therefore does not need to be recorded in the misconduct section.

KEY ISSUES:

This report is part of the mandatory statutory reporting requirements placed on Council through the *Local Government Act 1993* and related regulations and policies. Uralla Shire Council is currently up to date with all Statutory reporting requirements.

CONCLUSION:

The report queries identified by Council were communicated to the Office of Local Government and details of this current report will be provided to the Office of Local Government once resolution is passed, ensuring statutory reporting requirements are met.

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

N/A

2. Policy and Regulation

Local Government Act 1993

Code of Conduct – Local Government

Procedures for Administration of the Model Code of Conduct for Local Councils in NSW – March 2013

3. Financial (LTFFP)

N/A

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

N/A

8. Project Management

N/A

Name: Andrew Hopkins

Position: General Manager

Prepared by staff member: Rechelle Leahy

Approved/Reviewed by Manager: Andrew Hopkins

Department: Governance and Information | Community and Culture

Department:	Infrastructure & Regulation
Submitted by:	Director of Infrastructure & Regulation
Reference:	Item 4
Subject:	Development Approvals and Refusals for November 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 November 2016 for the entire local government area. A listing of development applications outstanding with a status as at the end of November 2016 has also been provided.

For information purposes a summary of the development values is provided from January 2006 until the end of November 2016. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2001 until the end of November 2016 is provided.

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

OFFICER'S RECOMMENDATION:

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

REPORT:

Development Applications

Approvals:

Development Application Number	Applicant	Property	Development
DA-32-2008-2	Mrs J Harper	1265 Old Kingstown Road, Kingstown	Modification – 2 Lot Subdivision for Rural/Agricultural Purposes
DA-57-2016	Mr J Layton	17 Souter Street, Bundarra	Shed Extension & Alfresco Area
DA-59-2016	New England Surveying & Engineering	183 Linfield Road, Mihi	Boundary Adjustment
Monthly Estimated Value of Approvals: \$19,200.00			

Refusals: Nil

DAs Withdrawn: Nil

Comparison to November 2015:

November 2015:	\$555,000.00	November 2016:	\$19,200.00
Year to date:	\$6,466,528.00	Year to date:	\$3,488,389.00
(Calendar Year)		(Calendar Year)	

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-46-2016	Mr G & Mrs E Gates	1577 Bundarra Road, Invergowrie	Dwelling Additions	Awaiting RFS
DA-54-2016	Mr M & Mrs K Doran	46-48 Maitland Street, Uralla	Staged – Boundary Adjustment, 6 Units &	Awaiting Applicant

			Strata Title	
DA-55-2016	New England Architectural Studio	40 Bridge Street, Uralla	Staged – Commercial Building and 4 Short Term Accommodation Units	Awaiting Applicant
DA-58-2016	Mrs J Byrne	1 Bligh Avenue, Uralla	Staged – Conversion of Shed to Dwelling, Shed & Strata Title	Under Assessment
DA-61-2016	Mr J & Mrs J Philpot	11 Bridge Street, Uralla	Unisex Toilet	Awaiting Applicant
DA-62-2016	Ms R Ellem	80A Bridge Street, Uralla	Change of Use from Café to Retail Gallery	Under Assessment
DA-63-2016	Mrs E Pollard	7 Phillip Avenue, Uralla	2 Lot Subdivision	On Notification
DA-64-2016	Mr C & Mrs E Schaeffer	3 McMahon Street, Uralla	Manufactured Home & Garage	On Notification
				Total: 8

Construction Certificates

Approved: Nil

Application Number	Applicant	Property	Construction
CC-57-2016	Mr J Layton	17 Souter Street, Bundarra	Shed Extension & Alfresco Area

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
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CC-20-2016	Mr P & Mrs B Doyle	40 Gostwyck Street, Uralla	Dwelling
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Total Monthly Estimated Value of Construction Certificate Approvals: \$219,503.00

Complying Development Certificate Applications

Approvals: Nil

Application Number	Applicant	Property	Development
CDC-24-2016	Mr T McConnell	362 Gowings Road, Camerons Creek	Fibreglass Swimming Pool Installation

Refusals: Nil

Withdrawal: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-25-2016	DW & VM Burton Pty Ltd	9 Welbourn Place, Saumarez Ponds	Dwelling & Shed
CDC-26-2016	Mr N Free	1-9 Rowan Avenue, Uralla	Shed
CDC-27-2016	Owen & Fiveash & Partners Pty Ltd	25 Munday Lane, Saumarez Ponds	Dwelling Additions & Alterations
CDC-28-2016	Mr P & Mrs B Doyle	40 Gostwyck Street, Uralla	Shed

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$517,377.00

Comparison to November 2015:

November 2015:	\$0.00	November 2016:	\$517,377.00
Year to date:	\$2,091,867.00	Year to date:	\$1,611,327.00
(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	70,485	5,657,845	2,588,844
2015	9,137,065	92,294	6,980,198	2,156,867
2016	5,099,716	91,066	3,488,389	1,611,327

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	-

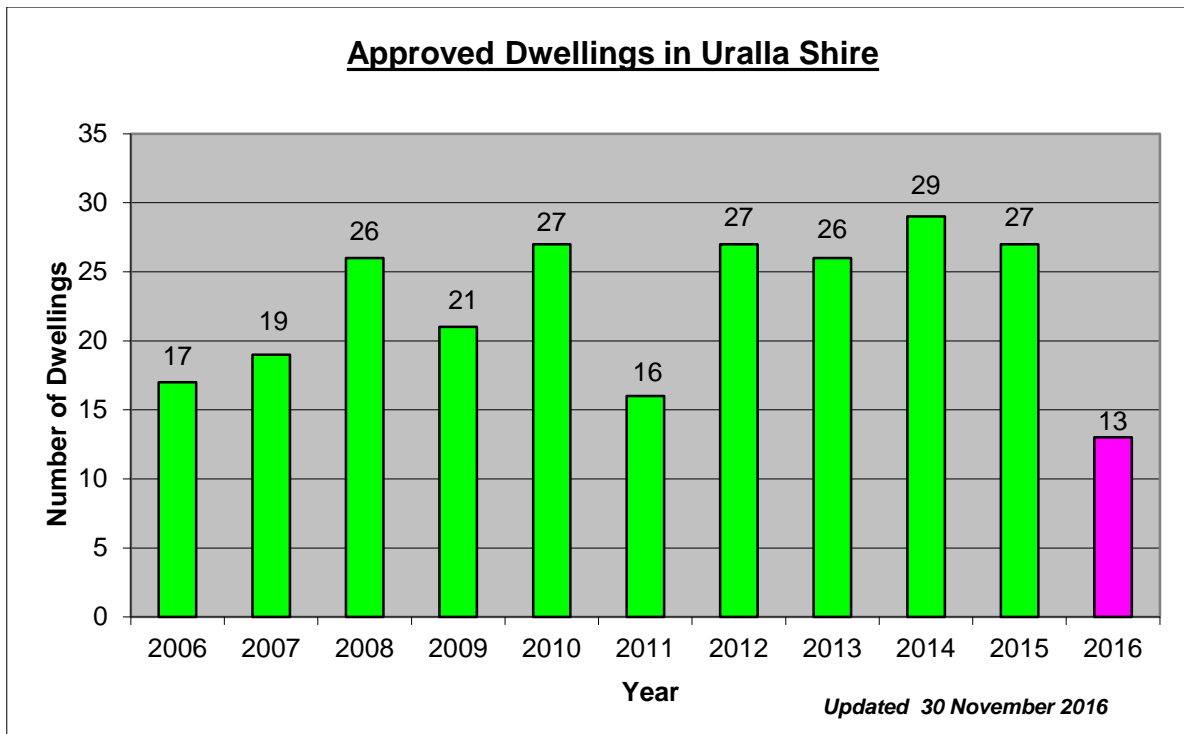
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	2,283,780	54,376	1,224,216	1,059,564

2016-2017 to date

Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during May 2017. In May 2012 eight (8) applications were approved, with zero (0) applications identified as possibly not commencing as at the end of November 2016.

Approved Dwellings 2006-2016



KEY ISSUES:

- *Development Applications approved by Council for November 2016 – 3*
- *Development Applications refused by Council for November 2016 – 0*
- *Development Applications withdrawn by Applicant for November 2016 – 0*
- *Outstanding Development Applications as at 30 November 2016 – 8*
- *Construction Certificates approved by Council for November 2016 – 1*
- *Construction Certificates refused by Council for November 2016 – 0*
- *Construction Certificates issued by private certification for November 2016 – 1*
- *Complying Development Applications approved by Council for November 2016 – 1*
- *Complying Development Applications refused by Council for November 2016 – 0*
- *Complying Development Applications issued by private certification – 4*
- *Total Development Value for 2016 as at 30 November 2016 – \$5,099,716*
- *Average Development Value for 2016 as at 30 November 2016 – \$91,066*
- *Development Application Value for 2016 as at 30 November 2016 – \$3,488,389*
- *Complying Development Application Value for 2016 as at 30 November 2016 – \$1,611,327*
- *Applications lapsing in May 2017 that may not have commenced – 0*
- *Approved dwellings as at 30 November 2016 – 13*

COUNCIL IMPLICATIONS:

9. Community Engagement/ Communication (per engagement strategy)

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

10. Policy and Regulation

Environmental Planning & Assessment Act, 1979.

Environmental Planning & Assessment Regulations, 2000.

11. Financial (LTFP)

Nil

12. Asset Management (AMS)

Nil

13. Workforce (WMS)

Nil

14. Legal and Risk Management

Nil

15. Performance Measures

Nil

16. 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
Submitted by:	Director Infrastructure & Regulation
Reference:	Item 5
Subject:	Heritage Advisory Services Summary – December 2016

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report summarises the consultations undertaken by Council's Heritage Advisor, Mr Mitch McKay, of his monthly visit undertaken for December on 6 November 2016. His next visit will be 10 January 2017.

OFFICER'S RECOMMENDATION:

- 1. That the Heritage Advisory Services Summary dated 6 December 2016 be received and noted by Council.**

BACKGROUND:

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

REPORT:

A summary of the Heritage Advisor's December 2016 visit is as follows:

- Item 1:* Pioneer Cemetery – John Street, Uralla
Reviewed wording for a proposed plaque at the foot of the John O'Connor grave at the Pioneer Cemetery, Uralla.

Item 2: Heritage Assistance Fund 2016-17 – Assessment of applications

Council's Heritage Assistance Fund is used as an incentive to assist owners who have property:

- listed as a heritage item in the Uralla Local Environmental Plan, or
- included in a conservation area in the Uralla Local Environmental Plan, or
- included in the Uralla Shire Community Based Heritage Study, or
- that is supported by the council's heritage advisor or other heritage specialist as being of heritage significance,

Priority is given to projects that are:

- for heritage item(s) in a well-maintained heritage streetscape or landscape setting
- for heritage item(s) with public access and visibility
- for urgent maintenance works to avert management risks, e.g. severe deterioration, demolition, or demolition by neglect
- for items identified in the draft Uralla Shire Community Based Heritage Study
- fire, service and access upgrades for compliance with the Building Code of Australia
- for ongoing or adaptive reuse of heritage item(s)
- for items that have not received council funding support in the last five years.

The maximum level of funding per project is generally limited to \$2,000.00 and does not exceed 50% of the value of the project. Greater funding may be made if the circumstances warrant it.

The property owner is required to provide at least matching finance for the project and in some cases there the owner may wish to contribute more to the project and they are aware that projects must be completed and all funding claimed by 30 April 2017 at the latest.

This year Council opened the grant program on 4 November. At the time of close of submissions on 25 November 2016 Council had received thirteen (13) applications.

The total value of works identified in all of the applications is \$194,591.30 with the applicants seeking funding from Council totalling \$19,937.50.

A total of \$18,000.00 has been allocated by Council. This is made up of \$12,000.00 from Council and \$6,000.00 from the Office of Environment & Heritage.

All applications have now been assessed by the Mayor, Councillor Toomey, Council's Manager Town Planning & Regulation and Council's Heritage Advisor.

Applications were assessed using the Assessment Form for Local Heritage Fund template prepared by the Office of Environment & Heritage. The template provides for assessing and scoring applications under the following criteria: funding eligibility, funding priorities, common selection criteria and the application overall. All applications were identified as eligible and ranked based on overall assessment score.

The funding requested by the applicants exceeds the \$18,000 allocated for the fund, by \$1,937.50. The funding will be distributed based on the ranking of the applications up to \$18,000 budget allocation.

COUNCIL IMPLICATIONS:

17. Community Engagement/ Communication (per engagement strategy)

A free heritage service is offered to community to improve and promote heritage.

18. Policy and Regulation: Nil

19. Financial (LTFP): The report requests a variation to the total amount of funding allocated to the Local Heritage Fund program for 2016/17.

20. Asset Management (AMS): Nil

21. Workforce (WMS): Nil

22. Legal and Risk Management: Nil

23. Performance Measures: Nil

24. Project Management: Nil

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

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference:	Item 6
Subject:	Works Progress Report as at 30 November 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 and works being undertaken in the current month, together with the year's Capital Works Program.

OFFICER'S RECOMMENDATION:

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

BACKGROUND:

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

REPORT:

A. Works Undertaken in November 2016

- 1. Main Road Maintenance**

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

- 2. Sealed Roads Maintenance**

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

- 3. Unsealed Roads Maintenance Grading**

Bingara Road	Graded
Clerks Creek Road	Graded, regravelled 0.82km
Georges Creek Road	Grading, regravelled 2.27km
Old Kingstown Road	Graded scoured sections
Hillview Road	Grading, regravelled 2.4km
Westvale Road	Graded, regravelled 1.7km
Goldsworth Road	Graded, regravelled 0.52km
Maitland Point Road	Graded
Rowbottoms Road	Graded
Jenkyn Lane	Graded
Swilks Road	Graded

- 4. Construction Crew**

MR73 Thunderbolts Way	MR73 Thunderbolts Way Uralla, continue reconstruction near Lookout Road.
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- 5. Bridge / Sign Crew**

Uralla	Cycleway construction in Maitland Street. Start footpath reconstruction in Hill Street at Post Office.
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- 6. Town Area**

Uralla	Maintenance and signs, mowing and weed spraying as necessary.
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B. Works to be continued/undertaken in December 2016

- | | | |
|----|---|---|
| 1. | Main Road Maintenance
Bitumen patching
Guide posting
Sign maintenance | |
| 2. | Sealed Roads Maintenance
Bitumen patching
Guide posting | |
| 3. | Unsealed Roads Maintenance
Uralla Area
Bindawalla Road | Grade
Grade, regravell |
| 4. | Bridge/Sign Crew
Uralla
Bridges | Complete path Hill Street
Maintenance |
| 5. | Construction
MR73 Thunderbolts Way | MR73 Thunderbolts Way Uralla, continue
rehabilitation works near Lookout Road. |
| 6. | Town Area
Routine maintenance | |

C. Capital Works

Attached is the Schedule of Capital Works contained in the 2016/17 Operational Plan.

KEY ISSUES:

NIL

COUNCIL IMPLICATIONS:

- 25. Community Engagement/ Communication (per engagement strategy)**
Nil
- 26. Policy and Regulation**
Nil
- 27. Financial (LTFP)**
In accordance with budget
- 28. Asset Management (AMS)**
In accordance with draft Asset Management Plan

29. Workforce (WMS)

Council staff and contractors

30. Legal and Risk Management

Maintaining Council assets to minimise legal and risk exposure.

31. Performance Measures

Works completed to appropriate standards

32. Project Management

Manager Infrastructure and Works and Overseer

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

Attachment C: Capital Works Progress

CAPITAL WORKS PROGRAM

WEEKLY PROGRESS REPORT

As at 2 December 2016

Project Name	Budget	Budgeted Grant Income	Grant Income Received	Actual Exp to date on project	Status	Commentary
Infrastructure & Regulation						
<i>I&R Management</i>						
Plant replacement program	700,000			328,967	47.0%	Purchase of roller, backhoe, truck and water truck. Plant delivered.
Works Depot	-					
Industrial Land development	-					
<i>Works & Civil</i>						
Stormwater drainage	11,921			Nil		
Bridges - Local (7280)						
Abington Creek Bridge Project	1,410,000	1,410,000		1,186,504	98%	Demolition of old bridge completed. Removal of old road and side track complete, with site rehabilitation underway.
Mihi Bridge - R2R	520,000	520,000		14,049	5%	Design complete. Specifications and tender documents being prepared. Expected that tenders will be called in early 2017.
Munsies Bridge - R2R	800,000	800,000		14,294	5%	Design complete. Specifications and tender documents being prepared. Expected that tenders will be called in early 2017.
Funded in 2015/16	-	545,816	545,816			
MR 73 Thunderbolts Way - North of Bundarra	344,750	344,750		444,354	100%	Work now complete
MR 73 Thunderbolts Way - Lookout Rd 60/80 speed zone	Nil			162,496	10%	Work commenced

Bridges - Regional	-					
Footpaths			50.62			
Post office path & footpath renewal program	36,726		Nil	0%	Work commenced	
Kerb & Gutter	39,700		22,909	40%	Works proceeding in Fitzroy and Wilkens Streets.	
Local Urban Streets including Urban Facilities & Bus Shelters	45,000		Nil			
Regional Rural Sealed Roads			591,777.67			
Sealed road reseal program	240,344	240,344	-	132,044	0%	Scheduled for February 2017.
Rehabilitation Bundarra Road - Rocklea Road	352,000	352,000			0%	Planned for March 2017
Bundarra Road curve improvement - Blackspot Rocklea Road	83,496	83,496			0%	Planned for March 2017
	675,840					
Regional Rural Unsealed Roads - Regravel	18,144	18,144		Nil		
Sealed Rural Roads (7350)						
Bingara Road - 2.64 to 4.64 kms NW from Barraba Rd	408,000		415,500		Carry over from 2015/16	
Bingara Road - 2km seal section - R2R	420,000	420,000	12,743	10%	Commenced	
Jacksons Road - 640 Metre seal	150,000	150,000	Nil		Planned for June 2017	
Saumarez War Service Road - 350 metre seal	150,000	150,000	Nil		2017/2018	
Reseal program	380,000		Nil		Planned for February 2017	
Carried over to 2018	-	242,064	242,064			
	857,936					
Unsealed Rural Roads	375,731					

Bike Track				35,540.69		
Bike track extension Maitland Street	58,000			35,541	20%	Commenced October 2016
<i>Facilities & Open Space</i>						
Halls & Community Centres Refurbishment	15,000			Nil		
Council Administration Building Refurbishment	15,000			Nil		
Caravan Parks & Camping Grounds - Purchase land	35,000			Nil		Land purchased from DPI re road closure & permissive occupancy land (between \$20K and \$50K)
Uralla Sporting Complex - change rooms and amenities	280,000	132,400	57,400	9,063	10%	Estimate based on design \$280K. Design to be reassessed and if necessary further application for grant submitted.
Uralla Sporting Complex - hard courts	70,000	25,000		66,978	80%	Works to resurface courts complete. Marking to be undertaken for netball and basketball courts. Reversible Goalposts received but yet to be installed.
<i>Planning & Regulation</i>						
Town Planning Office	-					
<i>Waste</i>						
Fencing at waste facility	90,000	74,880		16,743	20%	Fencing
Waste Disposal Site - Baler	350,000					Specification prepared and quotes sought. Baler ordered - cost \$120,000, delivery due December.
<i>Environmental Management</i>						
Solar panels	47,226			2,000		Quotes called and assessed; decision made for preferred supplier. Installation in December.
<i>Water</i>						
Upgrade electrical/mechanical - Uralla	170,000			Nil		
Upgrade electrical/mechanical - Bundarra	60,000			Nil		

Sewer

Upgrade electrical/mechanical	105,000	Nil
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Community Services

Community Development

VIC Relocation Project	320,000	20,225	5%	Detailed costing prepared. Council workshop held. Community survey to be undertaken.
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McMaugh Gardens

IT upgrades	30,000	Nil
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Furniture fittings & equipment	Nil	43,427
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Property

Grace Munro

Fire sprinkler upgrade	150,000	189,879	100%	Sprinkler system upgrade designed and tendered. Tender accepted by council on 25 July 2016. Work completed October 2016. Other minor works proceeded jointly with sprinkler upgrade.
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McMaugh Gardens

Fire sprinkler upgrade	169,632	194,028	100%	Sprinkler system upgrade complete. System tested satisfactorily and certification issued. Department of Planning informed. Occupation certificate issued.
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7,662,790

CODE:



= LY project carried forward

= LY and TY budget values

Department:	Infrastructure & Regulation
Submitted by:	Manager of Planning & Regulation
Reference:	Item 7
Subject:	Development Application DA-64-2016 – 3 McMahon Street Uralla – Manufactured Home & Garage

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

Development Application DA-64-2016 was lodged with Council on 17 November 2016. The proposal seeks consent for a single residential dwelling and a double bay garage at 3 McMahon Street Uralla. This application is before Council following the receipt of one submission.

A detailed assessment under the provisions of Section 79C of the *Environmental Planning & Assessment Act 1979 (EP&A Act)* has been prepared for the proposal and is provided in Attachment 2.

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

OFFICER’S RECOMMENDATION:

- (a) That having regard to the assessment of the Application, Council approve DA-64-2016, subject to the draft conditions provided in Attachment 1.
- (b) That those persons that made a submission in relation to the Application be notified of the determination in writing.

BACKGROUND:

Development Application DA-64-2016 for a New Dwelling and Garage was lodged with Council on 17 November 2016 and publicly notified between 22 November 2016 and 7 December 2016, with one submission received by Council.

REPORT:

The proposed development relates to Lot 27 DP 877458, known as 3 McMahon Street Uralla. The development application was lodged proposing the construction of a Transportable Dwelling and Double Bay Garage.

The proposal was lodged with Council on 17 November 2016. The proposal was publicly notified in accordance with Council's DCP including written notification to the owners of adjoining properties between 22 November 2016 and 7 December 2016. At the close of the notification period, one written submission was received by Council.

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

<i>Issue</i>	<i>Submitter Concern</i>	<i>Assessor Response</i>
Privacy concerns	Concerns about the location of the dwelling being positioned to the rear of the lot. Concerns about loss of privacy in the rear of the neighbouring property.	It is recommended that a condition of consent require a screening treatment to prevent direct views into the adjoining property from (i) the bedroom 1 window located on the north eastern side of the bedroom and (ii) the deck area located on the north eastern side of the dwelling.
Access concerns	Concerns that the proposed rear lane access will confuse people; given the property address is 3 McMahon Street.	After the Applicant was advised that the proposed access via the rear lane would require 90 metres of sealed road construction, the Applicant modified the proposal. The revised proposal provides for access to the property via McMahon Street. The proposal has been amended by changing the site location of the dwelling moving it to 900mm from the north eastern boundary so that access to the rear garage is achieved between the proposed dwelling and the south western property boundary.
Environmental	Concerns that a Tawny Frog Mouth Owl lives within the trees located along the north eastern boundary fence line. Photos are provided that show the owl nesting within the Conifer tree species located on the subject site.	It is recommended that a condition of consent require that the existing Conifer tree species not be removed as a result of the proposed development.

<i>Issue</i>	<i>Submitter Concern</i>	<i>Assessor Response</i>
Health issues	Concerns that dust from construction works will cause health risks to residents with Asthma.	Potential dust generating construction activities will relate to pier footing excavation works for the dwelling and footing excavation for the garage. This is likely to be completed within a short time frame. It is recommended that Council's standard construction condition of consent be imposed that identifies the requirement for construction work to minimise dust generation and nuisance.

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

An assessment of this Development Application, under the provisions of Section 79C of the *EP&A Act*, has been undertaken and the Assessment Report is provided in Attachment 2.

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

It is recommended that the proposal be granted conditional approval.

COUNCIL IMPLICATIONS:

33. Community Engagement/ Communication (per engagement strategy)

Nil

34. Policy and Regulation

The relevant Council Policies applicable to this Application have been considered as part of the detailed assessment under the provisions of Section 79C of the *EP&A Act*, within Attachment 2.

35. Financial (LTFP)

Nil

36. Asset Management (AMS)

Nil

37. Workforce (WMS)

Nil

38. Legal and Risk Management

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

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

39. Performance Measures

Nil

40. Project Management

Nil

Prepared by staff member:	Manager of Town Planning & Regulation
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Attachment 1 – DA-64-2016 – Draft Conditions Attachment 2 – DA-64-2016 – Assessment Report Attachment 3 – DA-64-2016 – Proposed Plans Attachment 4 – DA-64-2016 – Submission

ATTACHMENT 1 – RECOMMENDED CONDITIONS OF APPROVAL

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.

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.

Specifications for design, construction, installation, modification and extension of manufactured homes and associated structures

7. The Minister may, by order published in the Gazette, establish specifications (not inconsistent with this Division) for the design, construction, installation, modification and extension of manufactured homes and associated structures.
8. The specifications may adopt, with or without modification, the provisions of any rule, standard or code of practice.
9. Subject to this Division, a manufactured home or associated structure must be designed, constructed, installed, modified and extended in accordance with any specifications in force under this clause.

Manufactured homes to be constructed and assembled off-site

10. A manufactured home must not be installed on a dwelling site unless each major section of the home has been constructed and assembled at, and transported to the manufactured home estate from, a place of manufacture outside the manufactured home estate.

11. However, the fixing of cornices, the setting of wall lining joints, the fitting of skirting boards and architraves and the grouting of tiles may be done on the dwelling site.

Carpports

12. The roof covering and any ceiling lining, wall cladding or gable of a carport must be non-combustible.
13. A carport must have at least 2 sides open and at least one-third of its perimeter open. For the purposes of this subclause, a side is considered to be open if the roof covering of the carport is at least 500 millimetres from a manufactured home, associated structure or site boundary.
14. A carport must not provide direct vertical support to any part of a manufactured home.
15. (4) If a carport has a common roof structure with a manufactured home and the carport does not have a ceiling, the opening between the top of the wall of the manufactured home and the underside of the roof covering of the carport must be in filled with:

a non-combustible material, or

(b) construction clad with non-combustible material on the carport side.

Structural Soundness

16. A manufactured home or associated structure must be of a design certified by a practising structural engineer to be structurally sound.
17. A certificate issued under this clause:

must indicate that the manufactured home or associated structure complies with any standards, codes and specifications with which it is, by this Part or by Ministerial specifications, required to comply, and

(b) must include specifications as to the manner in which the manufactured home or associated structure must be transported and installed and as to the nature of the footings (if any) on which it must be installed.
18. Any specifications with respect to footings or tie-down systems must have regard to the design gust wind speed, soil type and other design considerations applicable to the various locations in which the home or structure may be installed.
19. This clause does not apply to fences or privacy screens.

Design gust wind speed

20. A manufactured home or associated structure must be designed to resist loads as determined in accordance with the following design codes, as appropriate:

AS/NZS 1170.1:2002, *Structural design actions Part 1: Permanent, imposed and other actions*, as in force on 1 September 2005,

AS/NZS 1170.2:2002, *Structural design actions Part 2: Wind actions*, as in force on 1 September 2005, or AS 4055—1992 *Wind loads for housing*, as in force on 1 September 2005 (except that the design gust wind speed for the area where the manufactured home or associated structure is located is not to be taken to be less than 41 metres per second),

AS 1170.3—1990, *Minimum design loads on structures Part 3: Snow loads*, as in force on 1 September 2005,

(d) AS 1170.4—1993, *Minimum design loads on structures Part 4: Earthquake loads*, as in force on 1 September 2005.

Termite shields

21. Shields, barriers or the like must be provided in accordance with AS 3660.1—2000 *Termite management—new building work and structures*, as in force on 1 September 2005, to protect any structural members that are susceptible to attack by termites.

Glazing

22. Glazing materials must be selected and installed in accordance with the relevant provisions of AS 1288—1994, *Glass in buildings—Selection and installation* and, to the extent to which those provisions require the use of safety glass, in accordance with the relevant provisions of AS/NZS 2208:1996, *Safety glazing materials in buildings* (each as in force on 1 September 2005).

External waterproofing

23. The roof, external walls, door frames and window frames of a manufactured home must be constructed so as to prevent rain or dampness penetrating to the inner parts of the home.

Internal waterproofing

24. The floor of a bathroom, shower room or room containing a toilet or washing machine in a manufactured home must consist of, or be covered by, material that is impervious to water.
25. The wall surface of a shower enclosure (or, in the case of a shower that is not enclosed, any wall surface within 1.5 metres of the shower fitting) must be impervious to water to a height of at least 1.8 metres above the floor.
26. Any wall surface within 75 millimetres of a bath, basin or other similar bathroom appliance must be impervious to water to a height of at least 150 millimetres above the appliance.

Electrical wiring

27. The electrical wiring in a manufactured home must comply with the requirements of AS/NZS 3000:2000, *Electrical installations* (known as the Australian/New Zealand Wiring Rules) as in force on 1 September 2005.

Fire and smoke alarms

28. A manufactured home must be equipped with an automatic fire detection and alarm system that complies with the requirements of Part 3.7.2 of Volume Two of the *National Construction Code* in relation to class 1 (a) buildings within the meaning of that Code.
29. This clause does not apply to a manufactured home that was constructed before 1 January 1996, whether installed before, on or after that date.

Footings

30. 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.
31. A manufactured home or associated structure must be installed on footings if the engineer's certificate for the home or structure so requires.
32. The footings and tie-down system for the manufactured home or associated structure must be constructed in accordance with the engineer's certificate for the home or structure.
33. In the case of a manufactured home or associated structure that is placed on footings, the clearance beneath the home or structure must be:
at least 400 millimetres, where termite shields are required to be installed, or
at least 200 millimetres, where termite shields are not required to be installed, or
(c) such lesser clearance as the approval for the manufactured home estate may allow, with adequate provision for underfloor cross-flow ventilation.

Installation to comply with specifications

34. A manufactured home must not be installed on a dwelling site otherwise than in accordance with:
the specifications contained in the engineer's certificate issued in respect of the manufactured home, or
(b) such other specifications as are specified in the approval for the manufactured home estate.

Compliance plate

35. A compliance plate must be attached to an accessible part of each of the following structures:
a manufactured home,
an associated structure that forms part of a manufactured home,
(c) an associated structure comprising a free-standing garage.

36. A compliance plate must specify the following:
- the name of the manufacturer of the manufactured home or associated structure,
 - the unique identification number for each major section of the manufactured home,
 - the month and year during which the manufactured home or associated structure was constructed,
 - the design gust wind speed for the manufactured home or associated structure,
 - a statement that the manufactured home or associated structure complies with the requirements of this Division,
 - (f) the name of the practising structural engineer by whom the engineer's certificate has been issued in respect of the manufactured home.
37. A unique identification number must be permanently marked on each major section of the manufactured home.
38. The Minister may, by order published in the Gazette, issue specifications for the design, construction, issue and registration of compliance plates for the purposes of this clause.
39. A compliance plate must be designed, constructed, issued and registered in accordance with any specifications in force under this clause.

Notice of completion of installation

40. The holder of an approval to operate a manufactured home must give the council written notice of the installation of a manufactured home or associated structure within 7 days after its completion.
41. The notice:
- must indicate the site identifier of the dwelling site on which the manufactured home or associated structure has been installed, and
 - (b) must include the particulars contained on each compliance plate relating to the manufactured home or associated structure.
42. The notice must be accompanied by:
- a copy of the engineer's certificate for the manufactured home or associated structure, and
 - (b) a fully dimensioned diagram of the dwelling site on which the manufactured home or associated structure is installed, sufficient to indicate whether or not the setback, density, open space and site delineation requirements of this Part have been complied with.

Issue of Occupation Certificate

43. The Principle Certifying Authority is to contact Council to ensure all the above conditions of approval have been completed prior to the issue of an Occupation Certificate.

GENERAL CONDITIONS (Garage)

44. The development must take place in accordance with the approved documents submitted with the application and subject to the conditions below to ensure the development is consistent with Council's consent.
45. 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.
46. Approval must be obtained from the Council as the Local Water Supply and Sewer Authority for any potable water supply or sewerage system serving the site, pursuant to Chapter 7 of the Local Government Act 1993 with all relevant work completed in accordance with such approval.
47. 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.
48. The existing Conifer tree species located along the north eastern property boundary are not to be removed as a result of construction and installed works for the proposed development.
49. The garage is to be used for residential storage only and not as a dwelling, or an industrial purpose without the consent of Council.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

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

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

51. 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

52. 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.

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

53. 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

54. 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.
55. *The structure is to be inspected at the following stages of construction:
- before the pouring of footings**
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**

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

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

56. 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.
57. 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.
58. 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.
59. 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.
60. Retaining walls associated with the erection of the building or other approved methods for preventing the movement of the soil must be provided where soil conditions are inadequate, ensuring adequate provision is made for drainage.

61. Excavations and backfilling must be executed safely and in accordance with appropriate professional standards and be properly guarded and protected to prevent them from being dangerous to life or property.

If excavations associated with the erection of a building extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made, must preserve and protect the building from damage, and if necessary, underpin and support the building in an approved manner.

Notice of intention to do so must be given to the owner of the adjoining land at least seven days before the commencement of excavation work. The owner of the adjoining allotment of land is not liable for any part of the cost of work, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

62. 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).

63. Suitable screening treatments are to be installed to prevent direct views into the adjoining property (being 5 McMahon Street) from:

- (i) the bedroom 1 window located on the north eastern side of the bedroom, and
- (ii) the deck area located on the north eastern side of the dwelling.

Details are to be submitted to Council and approved by Council's Manager Town Planning and Regulation prior to the installation of screening treatment. The screening is to be installed prior to the issue of an Occupation Certificate.

64. The new vehicular crossing, including layback, is to be constructed from the street to the property boundary to provide effective all-weather access to the site and a safe and nuisance-free surface over Council's footpath.

The driveway is to be 3m wide at the rear of the layback and 3m wide at the property boundary, and is to be completed prior to the use or occupation of the building.

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

Note - segmental paving may be used provided it is installed as part of a pavement design in accordance with the Cement & Concrete Association of Australia's "Guide to Design and Construction" for Interlocking Concrete Road Pavements, July 1986.

65. Connection of the dwelling to the sewer main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$540.00 per connection.

66. Connection of the dwelling to the water main is required. This fee is set out in Councils Operational Plan and is adjusted every financial year. The current fee for the 2016/2017 year is \$958.00 per connection.

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

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

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

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

68. 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.

COUNCIL ADVICE ONLY

69. 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).

70. **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):-

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.

71. **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.
72. **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.

ATTACHMENT 2 – ASSESSMENT REPORT

DA No:	DA-64-2016
PROPOSED DEVELOPMENT:	3 McMahon Street URALLA Manufactured Home & Garage
APPLICANT:	UniPlan Group Pty Ltd
REPORT BY:	Manager Town Planning and Regulation

Further Application Details:

DA Lodgement Date:	17 November 2016
Additional Information received / date	29 November 2016
Estimated Construction Value of Development:	\$319,000

Glossary of terms used in this report:

BCA – Building Code of Australia

DA – Development Application

DCP Uralla Development Control Plan 2011,

LEP – Uralla Local Environmental Plan 2012, as amended

SEE – Statement of Environmental Effects

SEPP – State Environmental Planning Policy

Executive Summary

Proposal

The proposal seeks consent for a single residential dwelling and a double bay garage at 3 McMahon Street Uralla.

Permissibility

The proposal is consistent with the relevant zone objectives and is permissible with consent under Uralla LEP 2012.

Key Issues

Development Application DA-64-2016 for a New Dwelling and Garage was lodged with Council on 17 November 2016 and publicly notified between 22 November 2016 and 7 December 2016, with one submission received by Council.

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

- Access Concerns
- Health Concerns
- Environmental Concerns
- Privacy Concerns

One submission was received and this submission has been considered as part of the assessment.

As a result of this assessment the proposed development complies or can be conditioned to comply with the relevant provisions of Council's LEP and DCP. It is recommended that Council grant conditional approval, subject to draft conditions provided in Attachment 1.

Recommendation

- (c) That having regard to the assessment of the Application, Council approve DA-64-2016, subject to the draft conditions provided in Attachment 1.
- (d) That those persons that made a submission in relation to the Application be notified of the determination in writing.

Subject site and locality

The site is located at 3 McMahon Street Uralla and is legally described as Lot 27 DP 877458 (see Figure 1). The site is currently a vacant lot. The site is located within the R1 General Residential zone approximately 250m from the Uralla Town Centre. The area immediately surrounding the site is characterised by low density residential development. The site has an approximate area of 1010m² with an approximate frontage of 20m to McMahon Street. The site is relatively flat.

Sewer, water and stormwater infrastructure currently exists in the vicinity of the proposed development, and the developer will be able to connect to all services.



Figure 1 - Site Locality Plan showing location of 3 McMahon Street



Photo 1 - View of the existing site from McMahon Street.



Photo 2 - View of the existing site from rear lane.

Proposed development

The proposal seeks consent for a single residential dwelling and a double bay garage. Figure 2 shows the site plan for the proposed development. Attachment 3 contains copies of all submitted plans.

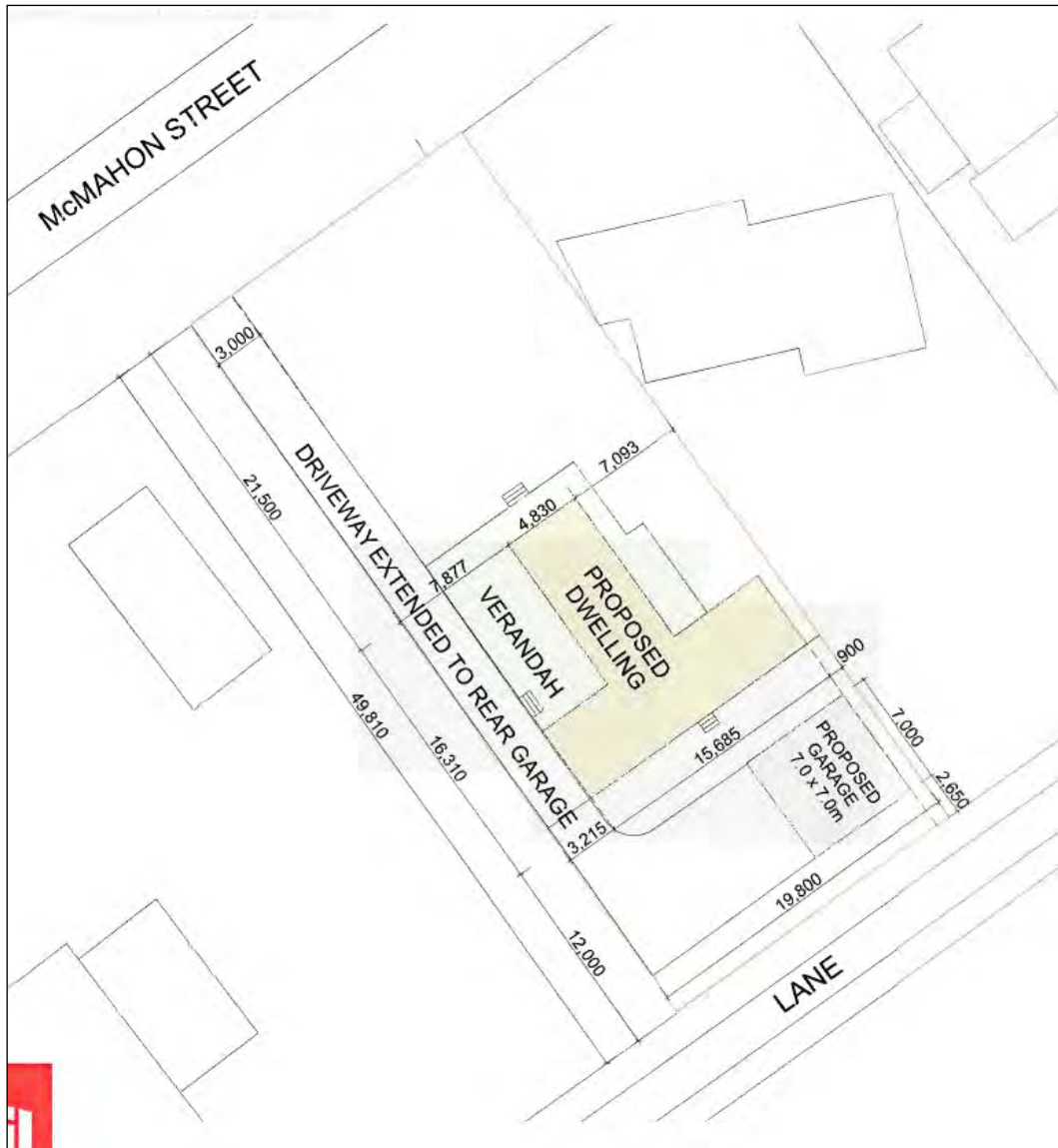


Figure 2 – Site Plan

Submitted Documents and Plans

The documents and plans relied upon for this assessment, are listed below and a copy of the SEE and Plans are included in Attachment 3.

Referrals undertaken and other approvals required

No referrals were required for the proposed development.

Political Donations

At the time of lodging the Development Application the Applicant indicated, pursuant to Section 147(4) of the *Environmental Planning and Assessment Act 1979*, that no reportable political donation or gift had been made by the Applicant or any person with a financial interest in this Application to a local Councillor or employee of Uralla Shire Council.

These declarations may be made by an applicant (or persons with a financial interest in the application), or a person who makes a submission (or persons who are associates of such submitters) as defined in s.147 of the Act.

Notwithstanding any such declaration, Council is reminded that the application should be determined on its merits pursuant to section 147(1) of the Act, which states:

“political donations or gifts are not relevant to the determination of any such planning application, and the making of political donations or gifts does not provide grounds for challenging the determination of any such planning application”.

However, Councillors and staff members must of course consider their position under the Code of Conduct in their consideration of any development application.

Assessment – Matters for Consideration

The assessment of this Development Application has been undertaken in accordance with Section 79C (1) of the *Environmental Planning and Assessment Act 1979*, as amended. In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development application:

Section 79C(1)(a) the provisions of the following that apply to the land to which the development application relates:

(i) the provisions of any environmental planning instrument

State Environmental Planning Policies (SEPPs):

State Environmental Planning Policy No 36—Manufactured Home Estates is applicable. The relevant requirements are addressed in the draft conditions of consent provided in Attachment 1.

Local Environmental Plans (LEPs):

The ***Uralla Local Environmental Plan 2012*** has been considered in connection with this development:

Clause	Subject	Comments
1.2	Aims of Plan	Relevant aims of the LEP considered in this assessment include: <i>(b) to provide a choice of living opportunities and types of settlements,</i> <i>(d) to ensure that development is sensitive to both the economic and social needs of the community, including the provision of community facilities and land for public purposes.</i>

Clause	Subject	Comments
2.2	Zoning of land	The site of the proposed development is within the R1 General Residential zone under Guyra LEP 2012.
2.3	Zone objectives	<p>The objectives for development in the R1 General Residential zone are:</p> <ul style="list-style-type: none"> • To provide for the housing needs of the community. • To provide for a variety of housing types and densities. • To enable other land uses that provides facilities or services to meet the day to day needs of residents. <p>The proposed development has been assessed having regard to these objectives.</p>
6.6	Essential Services	<p>Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required:</p> <p>(a) the supply of water, (b) the supply of electricity, (c) the disposal and management of sewage (d) stormwater drainage, (e) suitable road access.</p> <p>The provision of these essential services has been considered as part of the assessment for this proposal and comments are provided as follows:</p> <p>Stormwater – Stormwater can be directed to the kerb and gutter infrastructure located in McMahon Street.</p> <p>Road access – Suitable access is proposed via McMahon Street.. A separate application for a Section 138 of the Roads act will need to be lodged with Council for driveway access.</p> <p>Water supply – The site can connect to the reticulated water network located in McMahon Street.</p> <p>Disposal and management of sewage – The site can connect to the reticulated sewer network located in McMahon Street or the rear laneway.</p> <p>Electricity services are available in McMahon Street.</p>

(ii) the provisions of any draft environmental planning instrument

No relevant draft instruments apply.

(iii) the provisions of any development control plan

The **Uralla Development Control Plan (DCP) 2011** applies to the land.

Chapter	Comment
Chapter 3 Residential Development	The proposal achieves the acceptable site design and layout requirements. The dwelling address the street and building design minimises overshadowing of adjoining properties with appropriate setbacks from adjoining properties.
<i>Site Design and Layout</i>	
<i>Setbacks and Building Envelopes</i>	The proposal achieves the acceptable setback requirements.
<i>Open Space</i>	Adequate usable open space is available.
<i>Privacy</i>	The proposal generally satisfies the acceptable privacy design requirements. Some privacy issues may arise with rear yard of adjoining land. It is recommended that a condition of consent require a screening treatment to prevent direct views into the adjoining property from (i) the bedroom 1 window located on the north eastern side of the bedroom and (ii) the deck area located on the north eastern side of the dwelling.
<i>Fencing</i>	No new fencing proposed and existing fencing is adequate.
<i>Solar Access</i>	The proposal allows for at least 50% of the private open space to receive sun at the hours of 10am and 3pm on the 21 st of June.
Chapter 12 Notification Procedures	<p>This chapter requires notification of proposed development due to the potential impacts on adjoining land.</p> <p>The application was publicly notified to adjoining properties between 22 November 2016 and 7 December 2016. At the close of the notification period one written submission was received by Council.</p> <p>This assessment report includes summaries of the matters raised in the submission.</p>

(iiia) the provisions of any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F

No relevant draft instruments apply.

(iv) the provisions of the regulations

Not applicable.

(v) the provisions of any coastal zone management plan (within the meaning of the Coastal Protection Act 1979)

Not applicable.

79C(1)(b) the likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality

The proposed development is for domestic purposes and of a standard residential nature. Minimal impacts are expected.

79C(1)(c) the suitability of the site for the development

The subject site is considered suitable for the proposed development for the following reasons:

- The land is zoned for residential use.
- The site is located within an established residential area.
- The site can be connected to the necessary urban utility service infrastructure to support the development.
- There are no known site hazards from Council's records. The site is relatively flat and is not bush fire or flood prone.

79C(1)(d) any submissions made in accordance with the Act or the Regulations

Public submissions

The proposal was publicly notified in accordance with Council's DCP including written notification to the owners of adjoining properties between 22 November 2016 and 7 December 2016. At the close of the notification period, one written submission was received by Council.

The key planning matters raised in the submission are summarised as:

Issue	Submitter Concern	Assessor Response
Privacy concerns	Concerns about the location of the dwelling being positioned to the rear of the lot. Concerns about loss of privacy in the rear of the neighbouring property.	It is recommended that a condition of consent require a screening treatment to prevent direct views into the adjoining property from (i) the bedroom 1 window located on the north eastern side of the bedroom and (ii) the deck area located on the north eastern side of the dwelling.

Issue	Submitter Concern	Assessor Response
Access concerns	Concerns that the proposed rear lane access will confuse people; given the property address is 3 McMahon Street.	After the Applicant was advised that the proposed access via the rear lane would require 90 metres of sealed road construction, the Applicant modified the proposal. The revised proposal provides for access to the property via McMahon Street. The proposal has been amended by changing the site location of the dwelling moving it to 900mm from the north eastern boundary so that access to the rear garage is achieved between the proposed dwelling and the south western property boundary.
Environmental	Concerns that a Tawny Frog Mouth Owl lives within the trees located along the north eastern boundary fence line. Photos are provided that show the owl nesting within the Conifer tree species located on the subject site.	It is recommended that a condition of consent require that the existing Conifer tree species not be removed as a result of the proposed development.
Health issues	Concerns that dust from construction works will cause health risks to residents with Asthma.	Potential dust generating construction activities will relate to pier footing excavation works for the dwelling and footing excavation for the garage. This is likely to be completed within a short time frame. It is recommended that Council's standard construction condition of consent be imposed that identifies the requirement for construction work to minimise dust generation and nuisance.

79C (1)(e) the public interest

It is in the public interest to approve the developments as it complies, subject to the recommended draft conditions, with the regulatory provisions relevant to the proposal.

Assessment Conclusion – Key Issues

The proposed development is for a use which is permissible with consent under the Council's LEP.

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

- Access Concerns
- Health Concerns
- Environmental Concerns
- Privacy Concerns

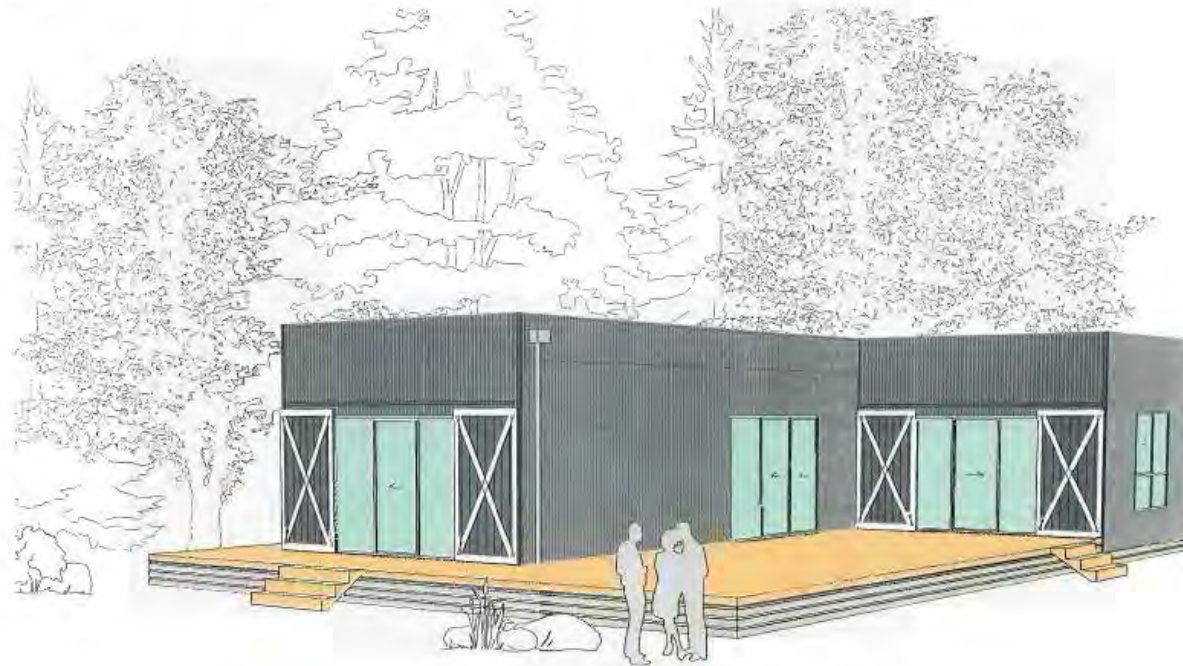
One submission was received and this submission has been considered as part of the assessment.

As a result of this assessment the proposed development complies or can be conditioned to comply with the relevant provisions of Council's LEP and DCP. It is recommended that Council grant conditional approval, subject to draft conditions provided in Attachment 1.

Attachment F: DA-64-2016 – Proposed Plans

proposed three bedroom villa for suzanne barratt

03-Nov-16



sheet index

sheet no	sheet name
2128F-1	cover page
2128F-2	floor plan
2128F-3	elevations
2128F-4	site plan

	
<p>AUSTRALIA 22 Myrtle Drive Armidale NSW 2350 PO Box 5004 Armidale NSW 2350 T + 61 2 6773 8500 F + 61 2 6773 8555 FREECALL: 1800 UNIPLAN www.uniplan.com.au e: sales.au@uniplan.com.au</p>	
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<p>client: suzanne barratt</p>	
<p>project: proposed three bedroom villa</p>	
<p>design by: dhm</p>	
<p>drawn by: dhm</p>	
<p>scale: 1/1, 1/50, 1/100</p>	
<p>date: 03-Nov-16</p>	
<p>cover page</p>	
job no:	sheet no:
2128F	2128F-1



E-01 front elevation
1:110



E-02 side elevation
1:110



E-03 side elevation
1:110



E-04 back elevation
1:110

glazing schedule									
type	Awning Window	Awning Window	Awning Window	Fixed Window	Fixed Window	Sliding Door	Sliding Door	Sliding Window	Sliding Window
glazing	Clear Glass	Clear Glass	Clear Glass	Clear Glass	Clear Glass	Clear Glass	Clear Glass	Clear Glass	Clear Glass
height	600	600	1,500	600	2,100	2,100	2,100	1,800	2,100
width	700	900	1,500	1,000	1,200	1,800	2,100	1,800	2,400
qty	1	1	3	1	2	1	2	1	1
unit value									

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client:
suzanne barratt

project:
proposed three bedroom villa

design by: shm

drawn by: shm

scale: 1:110, 1:2 on A3

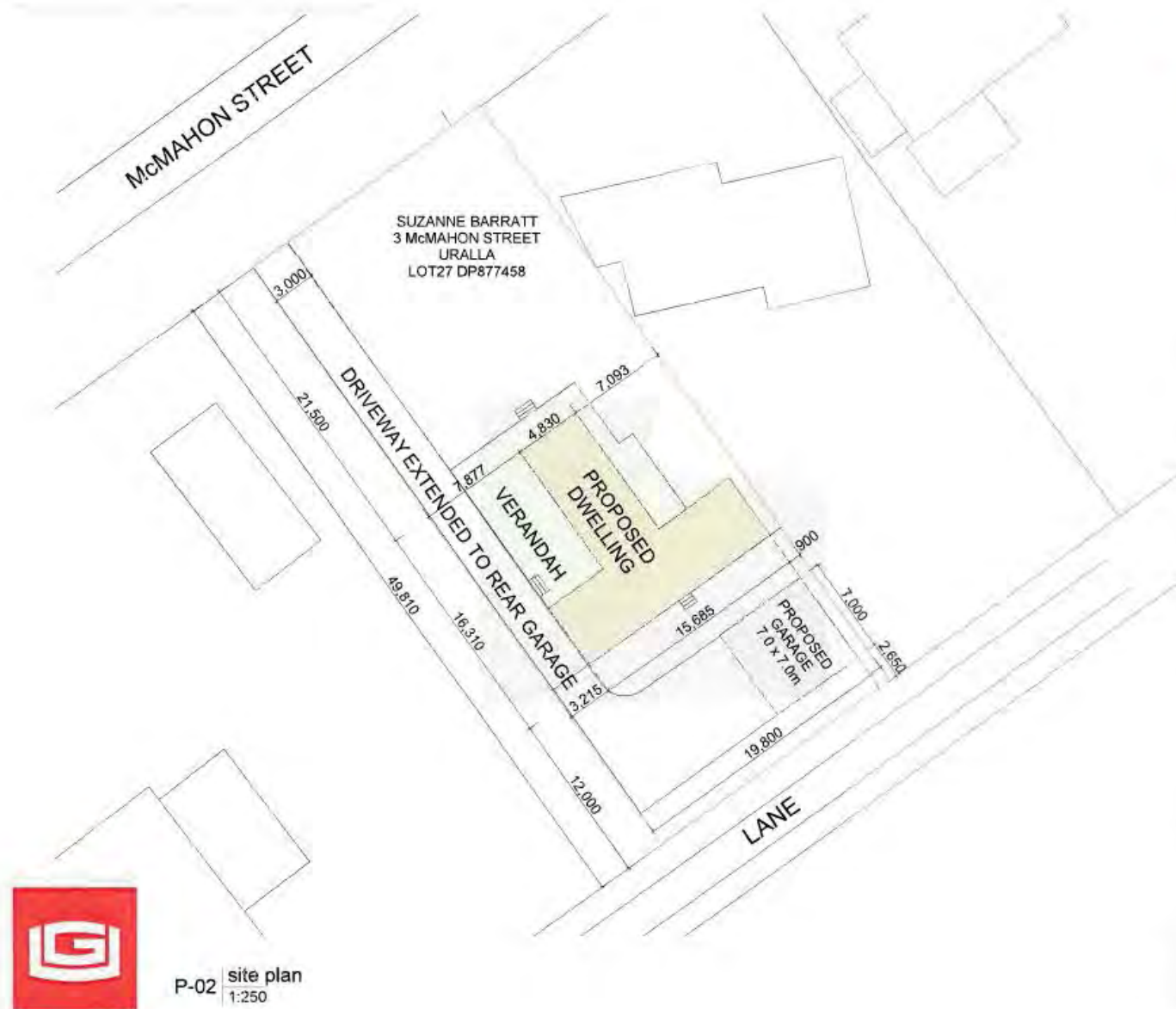
date: 05-Nov-20

elevations

2128F

2128F-3





 Made in Australia, Designed in Australia	
AUSTRALIA 27 Myrtle Drive Armidale NSW 2350 PO Box 5004 Armidale NSW 2350 t: +61 2 6773 8500 f: +61 2 6773 8555 FREECALL 1800 UNIPLAN www.uniplan-group.co e: sales.au@uniplan-group.co	
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Client:	Suzanne barratt
Project:	proposed three bedroom villa
Design by:	shn
Drawn by:	shn
Scale:	1:250 on A3
Date:	29-Nov-16
Site plan:	
Job no:	2128H
Sheet no:	2128H-4



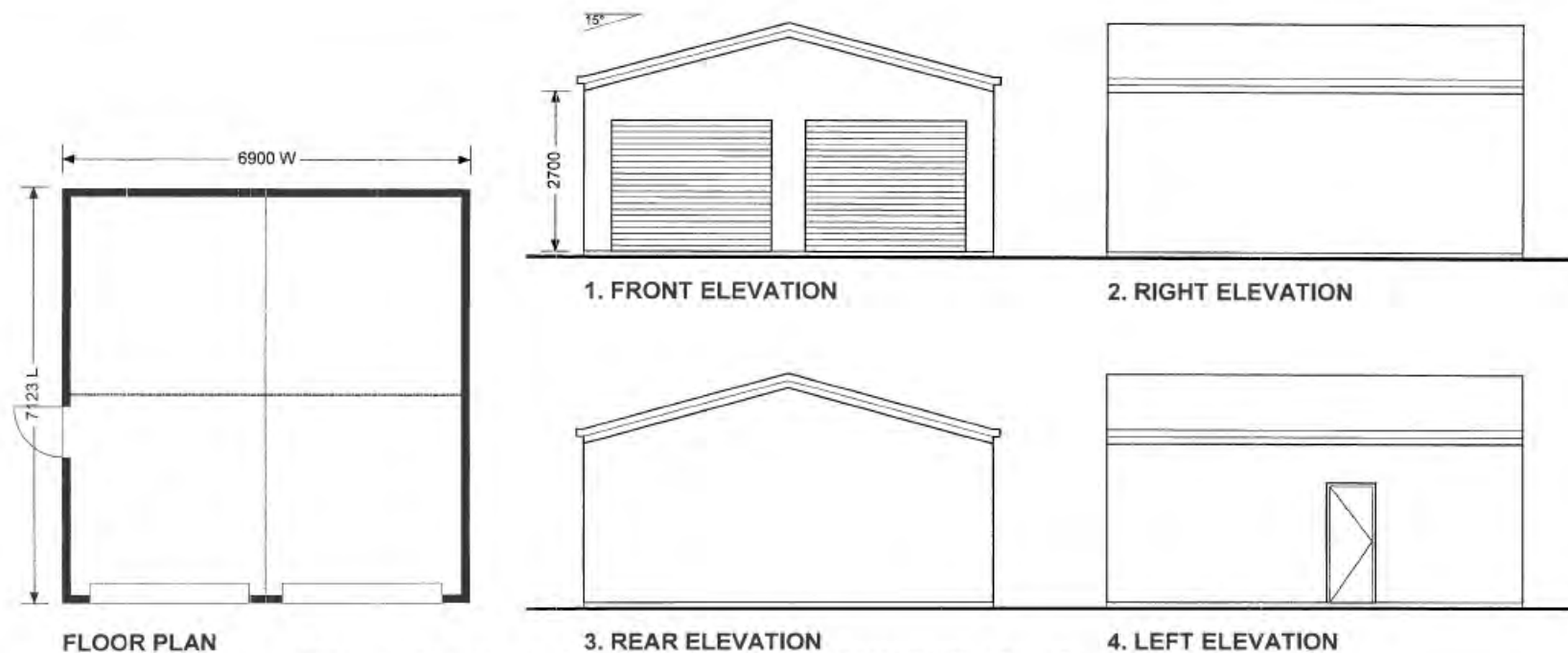
PONZ Armidale Pty Ltd t/a
Shed Boss Armidale
284 Mann St
Armidale NSW 2350
Ph. 02 6771 1486
Fax. 02 6771 5449
ABN 57 403 431 958
Licence No 249106C

Plan Sheet

Customer Suzanne Barratt
Site Address 3 McMahon St
Suburb Uralla NSW 2358

Project 2700-Barratt
Lot on Plan
Wind Speed 32 m/s

These drawings are to be read in conjunction
with Shed Boss standard structural detail drawings.
Use figured dimensions only.
Note! Drawing is NOT TO SCALE



2700-Barratt Suzanne Barratt Create / Print [23.00.60.20161025 / 23.00.60.20161025] Printed: Tue, 08-Nov-2016 Page 1/1

ATTACHMENT 3 – PROPOSED PLANS



Uralla Shire Council
32 Salisbury St
Uralla NSW 2358

6/12/2016

To Whom it May Concern,

Re – DA-64-2016

We are writing to address the development at 3 McMahon St Uralla DA-64-2016.

Concerns and objections to the development –

* Privacy – With the development being only 2.3m from our boundary fence and that it is placed at the rear of the block, we are going to lose our privacy in our backyard.

* Environmental – Regarding the removal of the trees along the fence line for the development to take place. Ever since we have lived here (9rs) there has been Tawny Frog Mouth Owls that live in these trees (see photos attached). They raise a family each year. If these trees are removed they will lose their habitat.

* Health – [REDACTED] and one of our children suffer from asthma, they are both on medication, including preventers, to control our asthma. While the development of the property is happening, the dust levels will increase and therefore pose a risk to their health.

* Actual address – the address of the development is 3 McMahon St but the entry will be from the lane way. We feel this will confuse people as to which house it is.

Regards

[REDACTED]
[REDACTED]

10. MOTIONS ON NOTICE

There are no motions on notice.

11. SCHEDULE OF COUNCIL RESOLUTIONS

As at 6 December 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	Action Date	Comments	Status
	26.06/15	Uralla Local Traffic Committee That: (i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee	DIR	March 2017	Letter sent to RMS requesting funding support to design traffic calming and 40 KPH signage in CBD. Commencement of Report pending funding application.	B
24 AUGUST 2015	6.08/15	Bridge Naming: New Bridges Over The Gwydir River and Abington Creek That Council 3. Places a plaque/s to honour the work of Nurse May Yarrowyck at a location to be determined.	DIR	Feb 2017	Location to be determined	B
	37.02/16	Uralla Sporting Complex That the report be received and noted, and further that: (i) The capital budget be reviewed to include all projected costs and that additional grant funding be sought to complete the construction of the Uralla Sporting Complex and that the building be delayed until adequate funding is sourced; and further that (ii) Consultation be undertaken with the Open Space and Recreation Panel on other suitable options if additional grant funding is unable to be sourced.	DIR	Sept 2016 Feb 2017	Build delayed pending available grants. EOI for funding submitted for \$500k grant Consultation panel/committee to be determined.	B A

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

URALLA SHIRE COUNCIL
Council Business Paper - 20 December 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	Action Date	Comments	Status
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	May 2017	Survey plans completed. May require new Council resolution depending on advice from Council.	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	17 June 2016	S59 report submitted and gazettal complete.	C

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

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

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
25 July 2016	19.07/16	<p>2.18.06.11 Road Closure Request – Lot 32 DP 813093</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Agree to undertake the necessary steps to close the road; 2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A & L McLean upon completion of the road closure on the basis that the purchase price is based on the value of the land plus the full cost of the road closure application; and 3. Delegation be given to the General Manager to: <ol style="list-style-type: none"> a. Complete the road closure, and b. Undertake any necessary negotiations to complete the sale. 4. Approve the fixing of the Council Seal to all necessary documents. 	DIR	Feb 17	Plans with Council solicitor for gazetting.	<p>B</p> <p>B</p> <p>B</p>

22 November 2016	07.11/16	<p style="text-align: center;">2015-16 Annual Report</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <p>1. Council express their appreciation to and thank staff for maintaining effective delivery to our community during a very trying year.</p> <p>2. Council's Annual Report 2015-16, as attached, be received and adopted, subject to amendments, if any, as determined by council in Item 7 of this meeting and,</p> <p>3. The Annual Report be provided to the Office of Local Government and uploaded onto Council's website.</p>	GM		General Manager passed on appreciation from Council to Staff at Staff catch up.	C
					Complete	C
			EA		Sent to OLG and put on website 30 NOV 16	C

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	08.11/16	New England Weeds Authority – Annual Report COUNCIL RESOLUTION: 1. That the New England Weeds Authority Annual Report be received and noted. 2. That the NEWA staff be commended on their work over the last twelve months.	GM			
	10.11/16	Bundarra s355 Committee COUNCIL RESOLUTION: That: a) e) Council delegate an annual budget of \$250 for incidental hall management expenses and note the constitution at c) be amended to reflect such.	CFO	12/12/16	Noted as a new budget item for 2017/18.	C
	12.11/16	Thunderbolts Festival – Sponsorship Agreement Report That: 1. 5. That the Thunderbolt’s Festival Co-ordinators be congratulated on presenting an excellent festival.	GM/Mayor		Letter Drafted	C

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	13.11/16	<p>Code of Conduct – Complaint Statistics Report</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <p>(1) Council formally seek advice from the Office of Local Government about the number of Code of Conduct complaints which should be reported for the 2015-16 reporting year.</p> <p>(2) Council seek extension for submission of formal report to Office of Local Government if necessary.</p> <p>(3) Staff prepare and submit a report based on advice received from the Office of Local Government.</p>	Gov Mngr			<p>C</p> <p>C</p> <p>C</p>
	19.11/16	<p>Green Waste Processing</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <p>1. Accept the offer from Davis Earthmoving and Contracting for the RFT for Green Waste Processing as contained in the report from NIRW;</p> <p>2. The General Manager be authorised to proceed and sign the necessary documentation.</p>	DIR		To be completed by DIR	B

12. CONFIDENTIAL BUSINESS

There is no confidential business.

13. AUTHORITY TO AFFIX THE COMMON SEAL

There are no authority to affix the common seal.

END OF BUSINESS PAPER