



12 June 2015

**ORDINARY MEETING OF COUNCIL
1.00pm Monday 22 June 2015**

Notice is hereby given that a meeting of the Council of Uralla will be held at Council Chambers, Salisbury Street, Uralla on **Monday, 22 June 2015 commencing at 1.00pm.**

Damien Connor
GENERAL MANAGER



- BUSINESS AGENDA -

Ordinary Meeting of Council

22 June 2015 at 1:00pm

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Apologies/Requests for Leave of Absence**
- 5. Disclosures & Declaration of Interests**
- 6. Confirmation of Minutes of Previous Meeting**
- 7. Announcements**
- 8. Tabling of Reports & Petitions**
- 9. Presentations**
 - Tara Toomey: Visitor Information Centre
 - Stephen Dobson: Visitor Information Centre
- 10. Deputations**
- 11. Urgent Supplementary & Late Items of Business**
 - **Item I:** Cash at Bank & Investments Report
- 12. Councillor Reports & Written Reports from Delegates**
 - **Report from Cr B Crouch** - Roads and Transport Conference 2015
- 13. Mayoral Minute** - Nil
- 14. Recommendations for Items to be Considered in Confidential Section**

Department:	Infrastructure and Regulation
Submitted by:	Director Infrastructure and Regulation
Reference:	2.15.06.14
Subject:	Abington Creek Bridge Tender

This report is presented to the CLOSED section of the June 2015 Environment, Development and Infrastructure meeting under section 10A (2[d (ii)]) of the Local Government Act (NSW) 1993. A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:

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

(2) The matters and information are the following:

- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it

15. Reports from the General Manager

Called:	Item 1	Adoption of revised Community Strategic Plan, Delivery Program, Long Term Financial Plan, Workforce Management Strategy and 2015-16 Operational Plan
Called:	Item 2	Final submission– Fit for the Future (FFTF) Program

16. Reports from the Corporate & Community Committee

Called:	1.15.05.01	Access to Council Documents Policy
Called:	1.15.05.02	Complaints Handling Policy
Called:	1.15.05.03	Remuneration for Councillors and the Mayor 2015-16

17. Reports from the Environment, Development & Infrastructure Committee

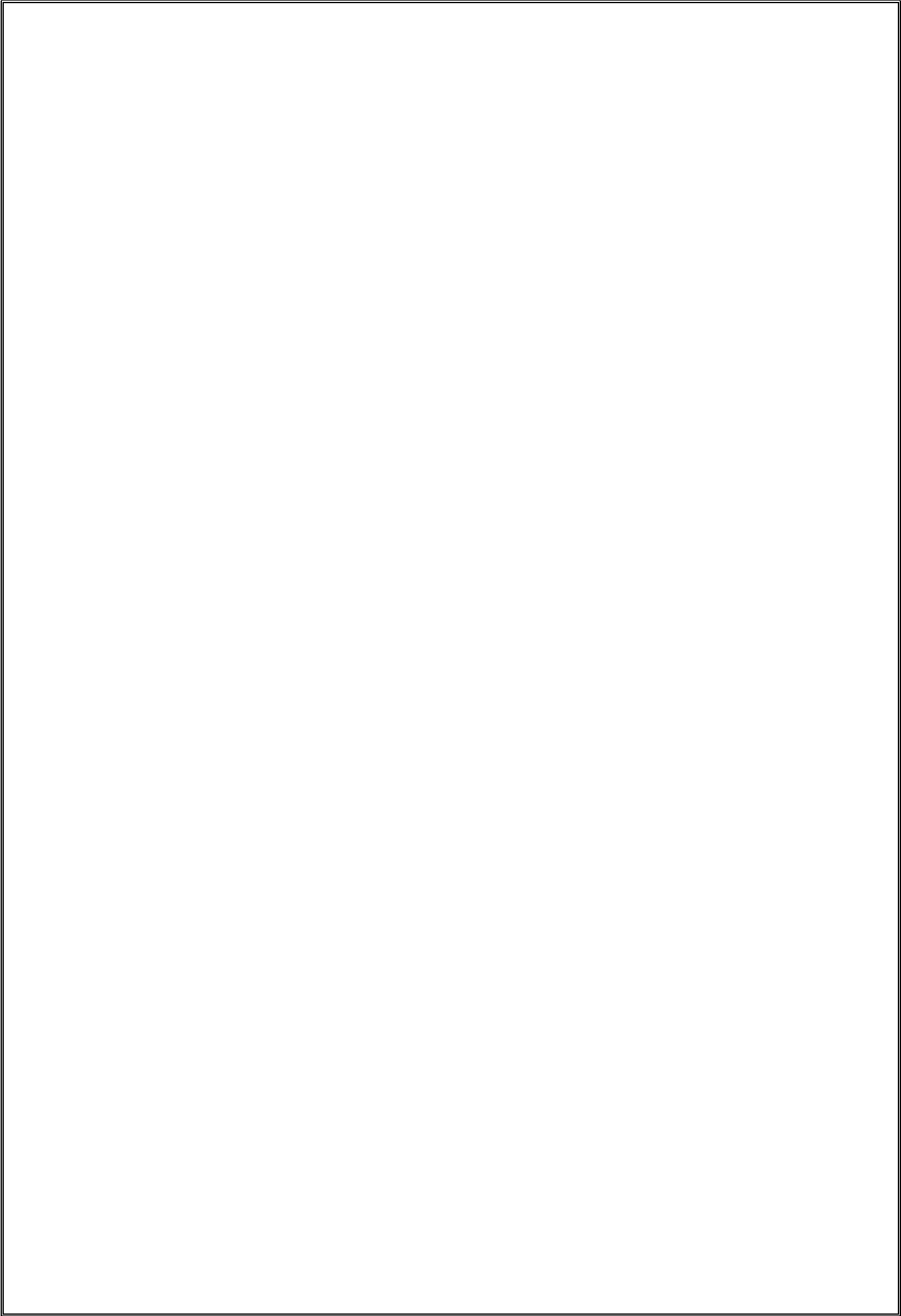
Called:	2.15.06.01	Heritage Advisory Annual Report
Called:	2.15.06.02	Food Shop Annual Inspections Program
Called:	2.15.06.03	Development Approvals & Refusals for May 2015
Called:	2.15.06.04	Amend Uralla LEP – Flood Planning Map
Called:	2.15.06.05	Amend Uralla LEP – Boundary Adjustment Clause & Rural Detached Dual Occupancy Dwellings
Called:	2.15.06.06	Works Progress Report to 1 June 2015
Called:	2.15.06.07	Works Planning Report June 2015
Called:	2.15.06.08	Waste Conference 2015
Called:	2.15.06.09	Actions 1&2, Environmental Management, 2014-2015 Operational Plan
Called:	2.15.06.10	Completion of Actions in the 2014-2015 Annual Operational Plan
Called:	2.15.06.11	Naming of Emu Crossing Bridge
Called:	2.15.06.12	Uralla Local Traffic Committee
Called:	2.15.06.13	Planning Proposal – D&J Heagney – Part Lot 12 DP 529709

18. Motions on Notice - Nil**19. Schedule of Actions – As at 17/06/2015****20. Confidential Business –**

Department:	Infrastructure and Regulation
Submitted by:	Director Infrastructure and Regulation
Reference:	2.15.06.14
Subject:	Abington Creek Bridge Tender

21. Authority to Affix the Common Seal - Nil**22. Meeting Close**

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COUNCILLOR REPORTS

22 June 2015

Councillor Reports

COUNCILLOR REPORTS

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REPORT TO COUNCIL

Report from Cr B Crouch

Roads and Transport Conference - 1 June 2015, Parliament house, Sydney.

On 1 June 2015 Robert Bell Director Infrastructure and Regulation and I attended the IPWEA Road and Transport Congress at Parliament House, Sydney.

Overall the conference did not result in new announcements with government presenters largely focussing on the implementation of election commitments to major Sydney infrastructure.

A brief summary of the key points raised by the main presenters follows:

Keith Rhoades, President of NSW Local Government.

Discussed IPWEAs work on road infrastructure and its significance to NSW: called for fairer funding arrangements and welcomed progress made so far.

Commended the Australian government for commitment to country roads particularly in relation to linking the local road networks with strategic freight routes.

The Hon Duncan Gay, MLC.

There has been no better time for local government roads and infrastructure in NSW.

Councils in NSW working closer than ever before investing in "Rebuilding NSW".

Listed the projects to be funded from the leased assets (poles and wires) particularly west connect, bypasses for Singleton and Muswellbrook and the "Bridges for the bush program".

A key focus is on fixing country roads to accommodate higher productivity vehicles. Critical of councils for "wrapping roads in cotton wool"

An independent panel has been established to assess prioritisation for infrastructure renewal.

"Country bridge solutions" to assist and streamline small bridge replacement.

Improve rail network to get more freight off the roads.

Steve Orr, Department of Local Government.

Reiterated what was already common knowledge with regard to time-lines and process for fit for the future.

Warren Sharpe, President IPWEA.

Questioned will fit for the future be fit for purpose???

Jeff Roorda, Jeff Roorda and Associates.

Discussed 2014 asset benchmarking reports. The backlog across NSW has been reduced over the last couple of years, but is still substantial. The *Road Management Report* shows that the long term underfunding of roads and bridges has decreased from \$783 million in 2006 to \$447 million per annum in 2014.

John Sidoti MP Parliamentary Secretary for Transport.

Very Sydney focussed. Outlined projected expenditure on west connect, south connect and other major Sydney projects.

David Carlisle Executive Director Access Connect Heavy Vehicle Regulator.

Manage the heavy vehicle permit process. Outlined challenges and achievements.

Associate Professor Roberta Ryan. Director ACELC University of Technology: Centre for Local Government.

Discussed why Local Government matters. Generally very critical of FFTF process.

Development of Congress Communiqué.

See attachment A

REPORT TO COUNCIL

ATTACHMENT

A. NSW LOCAL ROADS CONGRESS

1 June 2015

Congress Communiqué

The NSW Roads & Transport Directorate, a partnership between the Institute of Public Works Engineering Australia (IPWEA) and Local Government NSW, in holding the 2015 NSW Local Roads Congress resolved to announce the following communiqué.

The Congress applauds the positive response of Governments to the 2014 NSW Roads Congress Communiqué to assist councils drive the NSW and regional economy, address social equity and improve road safety through improved transport infrastructure including:

- \$42.5 million from the NSW Government through the Fixing Country Roads Programme for roads in regional NSW
- \$25.8 million from the Australian Government for 29 projects through the Bridges Renewal Programme and \$119.6 million for 27 projects under the Heavy Vehicle Safety and Productivity Programme
- \$53.5 million from the Australian Government under the Black Spot Programme in 2015-16
- An extra on-off allocation of \$350 million from the Australian Government for Councils across Australia in 2015-16 under the Roads to Recovery Programme.

On the downside, calls for the NSW Government to either increase the rate pegging limit for the current year or to remove it completely have gone unheeded. Likewise the Australian Government has not acceded to the request by the 2014 Congress, and ALGA on a national basis, to restore the CPI increase in Financial Assistance Grants to Local Government.

The release of the *Road Management Report* and the *Timber Bridge Management Report 2014* published under the NSW Roads & Transport Directorate's Road Asset Benchmarking Project comes at an opportune time, given the discussion on sustainability as part of the NSW Government's Fit for the Future reforms.

The *Road Management Report* shows that the long term underfunding of roads and bridges has decreased from \$783 million in 2006 to \$447 million per annum in 2014. This reduction demonstrates that Local Government is pulling their weight in addressing the infrastructure challenges through targeted infrastructure funding programs, the application of engineering skills and improved asset management.

The report highlights that the sustainability of transport infrastructure requires new funding to support regional NSW communities who have long lengths of roads, lower population densities yet produce high value product, feed the nation, drive exports and provide the playground for our cities.

The *Timber Bridge Management Report* shows that despite an increased level of expenditure by Councils since 2006, the State's timber bridge stock is still in a less than satisfactory condition. Further allocation of resources must be focused in this high risk area.

To help drive the NSW economy, address social equity issues (particularly within regional NSW) and improve road safety outcomes, the Congress calls on the Governments to take the following measures:

NSW Local Government

The Congress calls on Local Government in NSW to:

1. advocate for their communities by writing to the relevant Ministers and their local NSW and Australian Government MPs seeking their support for the Congress outcomes
2. investigate solutions to the equity issues surrounding the rating of rural properties

REPORT TO COUNCIL

3. continue to improve asset management performance identified in the *Road Management Report* released today by:
 - a. developing a common road hierarchy for NSW local and regional roads
 - b. working with the Office of Local Government to improve the transparency and consistency of infrastructure measures within the Integrated Planning & Reporting framework
 - c. building capacity within the Local Government industry by supporting ongoing training and knowledge sharing
 - d. taking responsibility for developing skilled professionals for tomorrow through cadetships and experiential development programmes
4. seek further improvements in efficiency and effectiveness in service delivery, including the development of new techniques and innovative technologies in co-operation with industry
5. avoid internal cost shifting by ensuring that Government grants for infrastructure maintenance and renewal are expended in addition to the current levels of funding to ensure Local Government's credibility is maintained.

NSW Government

The Congress calls on the NSW Government to:

1. remove rate pegging in NSW to allow Councils to determine appropriate rating increases, in conjunction with their own communities, using the Integrated Planning and Reporting framework
2. redistribute Federal Assistance Grants to regional NSW to address social equity and reduce the infrastructure funding gap (in association with 3 below)
3. implement the recommendations of the *Revitalising Local Government* Report to improve the NSW rating system to better account for medium and high density development and encourage Councils to meet NSW Government growth targets, particularly in our cities
4. establish a Government finance authority to provide a low interest loan scheme to all Councils to help them become Fit for Future
5. produce guidelines for Local Government on the effective use of borrowing to address short and long term funding needs, including renewal and upgrade of local and regional roads
6. provide additional resources to Local Government for the management and upgrade of transport infrastructure, particularly to address the declining condition of bridges
7. implement a programme through the Department of Planning to develop strategies to determine and mitigate the cumulative impact of State Significant Development, e.g. mining, on communities and transport infrastructure beyond the immediate development area
8. improve consultation with Local Government to develop strong links between regional transport plans and infrastructure priorities.

NSW & Australian Governments

The Congress calls on the NSW and Australian Governments to:

1. increase the funding to Local Government under grant programmes such as *Fixing Country Roads* and the *Bridges Renewal Programme* to provide resources to reduce the current unfunded renewal and upgrade of infrastructure assets
2. build upon the \$200 million provided for rail upgrading in the current year to reduce the increasing freight loads on local and regional roads, including resolving institutional impediments for access to existing rail
3. provide consistent levels of funding from year to year to provide greater certainty in planning infrastructure delivery and resourcing strategies to allow development and retention of a local skill base.

REPORT TO COUNCIL

4. ALGA work with COAG, informed by State LG peak bodies and IPWEA, to develop a new National Infrastructure Partnership for the three tiers of Government for smarter long term investment plan in transport and community infrastructure.

Australian Government

The Congress calls on the Australian Government to:

1. restore the CPI increase in Financial Assistance Grants to Local Government
2. review the distribution of Federal Assistance Grants, having regard to social equity for local councils having low populations
3. extend the additional \$350 million proposed for the 2015-16 Roads to Recovery Programme until the 2018-19 financial year and thereafter make Roads to Recovery permanent
4. progressively increase funding to Local Government tied to a percentage of the GST equivalent to 1% of National GDP
5. investigate the establishment of a dedicated Federal Government Bridge Subsidy Scheme targeting economic, social equity and environmental outcomes.

Australian Local Government Association

The NSW Congress seeks the support of ALGA to deliver the NSW Roads Congress outcomes.

Further enquiries:

Warren Sharpe OAM, President IPWEA (NSW) - 0409 398 358

Garry Hemsworth, Director IPWEA (NSW) - 0408 769 000

Mick Savage, Manager Roads & Transport Directorate - 0418 808 085



REPORTS FROM THE GENERAL MANAGER

22 June 2015

15. Reports from the General Manager

REPORTS FROM THE GENERAL MANAGER

REPORTS FROM THE GENERAL MANAGER

22 June 2015

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REPORTS FROM THE GENERAL MANAGER

22 June 2015



REPORT TO COUNCIL

Department:	General Managers Office
Submitted by:	General Manager
Reference:	Item 1
Subject:	Adoption of revised Community Strategic Plan, Delivery Program, Long Term Financial Plan, Workforce Management Strategy and 2015-16 Operational Plan

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1 – A strong accountable and representative Council.
Strategy:	4.1.1 – Provide clear direction to the community through the development and implementation of the Community Strategic Plan, Delivery Program and Operational Plan.
Action:	4.1.1.1 – Review the Community Strategic Plan. 4.1.1.2 – Implement, monitor and review the Delivery Program. 4.1.1.3 – Construct and implement the annual Operational Plan. 4.3.1.1 – Implement and review Councils strategic resourcing strategies (LTFP, WMS & AMS).

SUMMARY:

The purpose of this report is for Council to adopt the revised Community Strategic Plan, Delivery Program, Long Term Financial Plan, Workforce Management Strategy and the 2015-16 Operational Plan, drafts of which were endorsed and put on public exhibition in April, (Community Strategic Plan), and early May (all of the other plans).

The report is also to make and levy the rates, fees and charges for the 2015-16 financial year.

OFFICER'S RECOMMENDATION:

That Council:

1. Alter the Fees and Charges Schedule contained in the Operational Plan for the following items:
 - a) The fees for Section 603 certificates be adjusted to \$70;
 - b) The interest on outstanding accounts be adjusted to 8.5%;
2. Adopt the revised Community Strategic Plan;
3. Adopt the revised Delivery Program;
4. Adopt the Long Term Financial Plan;
5. Adopt the Workforce Management Strategy;
6. Adopt the 2015-16 Operational Plan including Revenue Policy and Fees and Charges Schedule; and

REPORTS FROM THE GENERAL MANAGER

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7. **Make and levy all of the rates, fees and charges for the 2015-16 financial year, as detailed in the Revenue Policy and Schedule of Fees and Charges sections of the 2015-16 Operational Plan.**

BACKGROUND:

A revised Community Strategic Plan was presented to Councillors at a workshop in April and then reporting to April Ordinary Council Meeting. The revised plan was then adopted in draft form and put on exhibition for comment for a period of 28 days.

In line with the NSW Local Government Integrated Planning and Reporting (IP&R) legislation, Council is required annually to adopt an Operational Plan, including a Revenue Policy which outlines the rates, fees and charges to be made and levied for the upcoming financial year.

A revised draft Delivery Program, Long Term Financial Plan, Workforce Management Strategy and annual Operational Plan were reported to Council at the May Extraordinary Meeting and were all subsequently adopted in draft form and put on exhibition for public comment for a period of 28 days.

REPORT:

In the period since adopting the draft Operational Plan Council has received notification of changes to a couple of minor fees and charges that are set by statute. These include Section 603 certificates and the maximum rate of interest chargeable on outstanding accounts.

Whilst a number of positive verbal comments have been received about Council's integrated planning suite since adoption of the drafts and placing on public exhibition, no written submissions were received. Accordingly all of the draft documents are commended to Council for final adoption.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

All of the Plans were placed on public exhibition for a minimum period of 28 days commencing in April, CSP, and early May, all other plans, and the associated public notice advertisement was placed in the regional media as well as in Council's newsletter.

2. Policy and Regulation

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

3. Financial (LTFP)

This report addresses the adoption of the Long Term Financial Plan. The Operational Plan also includes the annual budget for 2015-16 as well as the rates, fees and charges for the financial year.

4. Asset Management (AMS)

Nil

REPORTS FROM THE GENERAL MANAGER

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5. Workforce (WMS)

This report addresses the adoption of the Workforce Management Strategy.

6. Legal and Risk Management

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

7. Performance Measures

As contained in each of the Plans.

8. Project Management

N/A

Damien Connor
General Manager

Prepared by staff member:	Damien Connor
Approved/Reviewed by Manager:	Damien Connor
Department:	General Managers Office
Attachments:	Nil

REPORTS FROM THE GENERAL MANAGER

22 June 2015



REPORT TO COUNCIL

Department:	General Managers Office
Submitted by:	General Manager
Reference:	Item 2
Subject:	Final submission– Fit for the Future (FFTf) Program

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Uralla leadership is visionary, compassionate, inclusive and promotes the needs of the community
Strategy:	Advocate the needs of the Shire to State and Federal Government
Action:	Address the requirements of the State Governments Fit for the Future Program.

SUMMARY:

The purpose of this report is for Council to receive and endorse Uralla Shire Council's final submission to the New South Wales Government's Fit for the Future program.

OFFICER'S RECOMMENDATION:

That:

1. The attached submission for Uralla Shire Council as required under the NSW Government's Fit for the Future program be received and endorsed; and
2. The submission be lodged with the Independent Pricing and Regulatory Tribunal.

BACKGROUND:

A Local Government Review Panel was established by the NSW Government in April 2012 tasked with the formulation of options for governance models, structures and boundary changes for NSW Local Government.

In April 2013 the panel released *Future Directions for Local Government* a draft consultation paper, and then undertook public meetings at various locations throughout the state to discuss the recommendations.

In October 2013 the Review Panel released their final report, titled *Revitalising Local Government*, which contained 65 recommendations for change in NSW local government.

On the 10th of September 2014 the NSW Government announced its response to the recommendations of the Local Government Review Panel and Local Government Act Taskforce by way of the *Fit for the Future (FFF)* program. A web link was distributed to all Councillors that evening to access the information that had been released by the state government.

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The Fit for the Future program now requires all Councils in NSW to assess their sustainability position and submit a FFTF proposal to the State Government, via the Independent Pricing and Regulatory Tribunal (IPART) before the 30th of June 2015. The submission is required to address how Councils meet a number of requirements that will have them identified as sustainable, or fit for the future, or otherwise.

Each Council has been asked to look at their current situation and consider the future needs of their community and the recommendations of the Review Panel. Councils are also to assess their current and future position against a set of sustainability criteria which address financial management, service delivery, infrastructure management and scale and capacity of operations.

The Review Panel's recommendations will be the assessment criteria for Councils to achieve the scale requirements required under the Fit for the Future program.

A workshop was conducted with Councillors on the 15th of September 2014 to further discuss the FFTF program and what options, implications, challenges may arise from such.

A report was presented to the October 2014 Ordinary Meeting of Council detailing the Fit for the Future Program, analysing the implication to Council, the deliverables required and to ultimately adopt an approach to address the program's requirements.

Another Councillor workshop was conducted on the 16th of February 2015 to present the results of analysis conducted regarding the FFTF criteria for Uralla Shire Council and for all other considerations relating to such.

A report and major analysis was presented to the February Ordinary Council Meeting and a multi-point resolution was passed with regard to Council's continuing approach to the program and subsequent community engagement program.

In late March and early April Council undertook a rigorous community engagement program with regard to the Fit for the Future program, including newsletter inserts, press releases, advertising, web content, a mail-out to all residential addresses, community workshops at Uralla and Bundarra and then a community survey, both on-line and paper based.

REPORT:

Having now completed all of the elements of Council's strategy for the Fit for the Future program, the final submission for Uralla Shire Council has been constructed and is attached to this report.

It should be noted that the submission has to be constructed in-line with a set template and has number of word limitations for each section of the template.

The remaining milestones of the FFTF program are as follows:

- 30th June 2015 – Fit for the Future submissions due from all NSW Councils to IPART for assessment;
- 15th October 2015 – IPART makes recommendations to the NSW Government through the Minister for Local Government;
- November 2015 – Announcements made and Councils begin to implement their improvement program or the Government's alternate direction;

REPORTS FROM THE GENERAL MANAGER

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- September 2016 – Local Government elections; New Local Government Act; Regional JOs commenced; any mergers completed.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Council has undertaken a rigorous and multi facet community engagement program across the months of March and April, culminating in a number of community workshops in order to clearly inform the community and to gauge their opinions and preferences. A community survey was then undertaken with over 400 submissions received.

2. Policy and Regulation

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2005; and
- NSW Government Fit for the Future Program.

3. Financial (LTFP)

Financial analysis of numerous future options for Uralla Shire Council and the potential benefits/impacts were undertaken as part of the program. Council's Long Term Financial Plan has been reconstructed over the last six months and now models the identified initiatives, recurrent revenue and expense results to provide an operating surplus for general fund from 2016-17 onwards.

4. Asset Management (AMS)

No changes recommended.

5. Workforce (WMS)

No changes recommended.

6. Legal and Risk Management

Risk management issues identified in the previous analytical report to Council on the FFTF options.

7. Performance Measures

- All milestones of Council's FFTF strategy completed.
- Fit for the Future submission lodged before 30 June 2015.

8. Project Management

- Project close – following lodgement of submission to IPART.
- Project debrief – following project close.

Damien Connor
General Manager

Prepared by staff member:	Damien Connor
Approved/Reviewed by Manager:	Damien Connor
Department:	General Manager's Office
Attachments:	A. Uralla Shire Council Fit for the Future Submission

Fit for the Future Program

Submission – 30 June 2015



URALLA SHIRE COUNCIL

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EXECUTIVE SUMMARY

The Independent Local Government Review Panels final report into revitalising NSW local government identified Uralla Shire Council as a Group D Council in its recommendations for non-metropolitan Councils. Group D is identified as *potential merger partners for Group B and C Councils*. More specifically Uralla Shire Council was recommended for a merger with Walcha Council who were identified in Group B.

In the time since a number of reports were completed that directly informed the Independent Local Government Review Panels findings, Uralla Shire Council has developed and implemented improvement strategies that have resulted in considerable progress being made in moving Council towards a more robust and sustainable organisation.

Accordingly the analysis undertaken on 2011/12 financial and infrastructure data by T-Corp and the Department of Local Government in their previous reports would have markedly different results if undertaken on Uralla Shire Councils financial and infrastructure results across the most recent three (3) financial years.

This is supported by the fact that Uralla Shire Council currently meets 6 of the 7 Fit for the Future sustainability criteria already and will meet all 7 criteria by the 2016/17 financial year.

As part of the Fit for the Future program Council undertook a rigorous community engagement program in-line with its Community Engagement Strategy and the public participation and social justice principles. The program was developed to firstly inform the community of what the program was about; to have frank discussions about Councils current sustainability position; to communicate the various options available (even more broadly than the panel's recommendation); and ultimately to obtain the communities preferred options when developing Uralla Shire Councils strategies for the future.

Prior to the announcement of the Fit for the Future program in September, Council had already committed to a major project of rebuilding all of its Integrated Planning and Reporting documents in 2014/15 and resultantly Council was able to run this project directly in parallel with the fit for the future program.

The timing of this was extremely fortunate to inform robust discussion with the community as it allowed the community to be very well briefed about Councils current and projected future position, what opportunities were available to alter policy and/or service level settings, and what resourcing opportunities/consequences would be attached to any and all options.

The community engagement program culminated in a survey that was distributed to every mailing address in the shire along with a background information sheet. All data and the survey were also available for viewing and completion electronically via Council website.

The results of the survey were very conclusive, with the key themes as follows:

- Over 400 submissions we received from a population of 6300;
- 92% of respondents wanted Council to remain independent and not pursue a voluntary merger;
- Of the respondents who wanted Council to remain independent, 94% committed to some level of special rate variation to return Councils operating result before capital grants into surplus;
- Almost 70% of those respondents stated that a special variation of between 10 and 20 percent was acceptable to return Councils operating result before capital grants into surplus;
- A number of service areas were identified for review of their current service levels as a part of achieving the operating performance ratio benchmark.

The timing of the Integrated Planning and Reporting suite rebuild has also afforded Council the opportunity to construct new integrated strategic plans that commit Council and the community to a number of programs and policy positions that will see Council continue to increase its capacity and capability; move into a sustainable position in the short term and then continue to build on this position and the prosperity of our community in the mid and longer terms.

The headline improvement strategies identified by Uralla Shire Council include:

- The continuing implementation of Councils Organisation Development Strategy and related Action Plan to further build on Council organisation capacity and capability;
- The undertaking of major service reviews for a number of targeted service areas during the 2014/15 and 2015/16 financial years;
- The implementation of a rolling service review program to be undertaken on all service areas at least once during every four year cycle;
- The complete review of all Business Plans and strategies for Council's commercial business undertakings;
- A further review of all of Council's User Fees and Charges in 2015/16 to ensure that income is maximised as much as possible under a revised user pays philosophy;
- A further investigation of expanded opportunities for resource sharing or joint tendering with neighbouring and other regional Councils;
- The implementation of a number of systems to maximise automation and improve Council's data collection and business intelligence capabilities;
- The ongoing implementation of Council's Workforce Management Strategy and the targeted actions contained there-in;
- The preparation for and submission of a special rate variation application in the 2015/16 financial year, to come into effect in 2016/17. This rate increase is currently estimated at 15% in Council's Long Term Financial Plan, however, other efficiency programs being implemented in 2015/16 may see this figure reduced further by the time the final submission is completed.

Accordingly, Uralla Shire Councils submission to the fit for the future program is for Council to finalise the implementation of its on-going improvement strategies and to **remain as a proud, strong and independent Council.**

SCALE AND CAPACITY

The Independent Local Government Review Panel's recommendation for Uralla Shire Council was for a merger with Walcha Council, however, Walcha was also given the recommendation of becoming a Rural Council.

Uralla and Walcha councils have a strong working relationship and accordingly numerous meetings have taken place between Uralla and Walcha Councils since the announcement of the Fit for the Future program to specifically discuss the panel's recommendation, the feasibility of such a move (social, economic and environmental), other opportunities to share resources and the views of our communities with regard to such all options.

Accordingly it was agreed very early on that both Councils should more broadly undertake investigation into all possible options for the respective Councils, (as the options are slightly different for each), and then utilise that information to inform and engage our respective communities in a factual, not emotional, discussion about what they see as the best option for the short and long term sustainability of their communities.

Following this Uralla Shire Council undertook an extensive analysis of the performance, position and sustainability of all four (4) Councils located within the broader New England region. The analysis took into consideration the results of all of the Councils against the Fit for the Future criteria from data taken from their respective annual financial statements, as well as a number of other identified key sustainability criteria.

Other key data comparisons that were utilised in the analysis included:

- Total cash and investments and unrestricted cash balances;
- Employee Leave Entitlement accrued and their degree of cash backing;
- Receivable amounts and outstanding collection percentages;
- Fair value and written down value of assets and % of asset remaining life;
- Financial analysis of the respective Water and Sewer operations.

This data was then utilised to run scenarios by combining the figures for every possible combination of council groupings within the New England area, including:

Uralla and Walcha; Uralla and Walcha and Armidale; Uralla and Walcha and Armidale and Guyra; Uralla and Armidale; Uralla and Guyra and Armidale.

Information was then also collated for all of the possible scenarios on:

- Combined population, combined area and combined scale;
- Estimates on economy of scale savings and formation costs;
- Expected positive and negative outcomes;
- Future representation and organisation structure;
- Relationship to regional organisations and Joint Organisations;
- State Seat boundaries and potential future boundary adjustments.

The findings of all of the analysis was then reported to Council and the community through an open report to the February Ordinary Council meeting. The Council then resolved to undertake a comprehensive engagement program utilising all of the collected information to inform the community prior to them completing a set survey in order to gauge the broad views of the entire community.

Following press releases, newsletter inserts, mail-outs to all residences, various web-content and community workshops Council received over 400 completed surveys. The response from the survey was **overwhelmingly (92%) in favour of Uralla Shire Council remaining independent and not pursuing a voluntary merger.**

At the same time Walcha Council had undertaken analysis of their own options and presented this to their community before undertaking a community survey of their own. Their survey showed that 84% of all respondents wished to remain independent and not pursue a voluntary merger and that they also preferred to take up the option of becoming a Rural Council.

Following the finalisation of these results **both Councils acknowledged that there was no community mandate or will to pursue a voluntary merger** between the two Councils.

Due to the fact that Uralla Shire Council currently meets 6 of the 7 Fit for the Future criteria and has strategies developed to meet the last outstanding ratio by 2016/17, Council and the community believe that this exemplifies that considerable capacity is already present.

In order to further illustrate the current and growing capacity of Uralla Shire Council, summary points have been detailed below against the assessment areas outlined by the independent review panel in their final report.

- a) Robust revenue base and discretionary spending
 - Council's own source revenue ratio over the previous 3 year period has averaged 61.8%;
 - Council makes allowance in its budget for an annual discretionary expenditure allocation;
 - Council ran its largest ever capital works program in 2014/15 of almost \$8 million;
 - Councils 2015/16 capital works program totals \$5 million and contains over \$4 million is renewal and replacement projects plus over \$500,000 on new sporting, recreation and community facilities.
- b) High quality leadership and the ability to employ a wide range of skilled staff
 - Council has an experienced and highly dedicated group of elected leaders who are well ingrained in the local community and in tune with the interests of the broad shire community;
 - Council undertook a restructure of its senior executive staff in the previous 12 months and resultantly have now recruited a highly skilled, experienced and energetic senior executive to lead the organisation. Councils executive reverses the trend of NSW Local Government with its predominantly female make-up (60%) and an average age of 45;

- Key leadership members and their previous experience include:
 Chief Financial Officer – previous education sector CEO and accounting firm partner;
 Executive Infrastructure & Regulation – Engineer with over 30 years LG experience;
 Executive Community & Culture – previous health sector CEO;
 Executive Governance & Information – previous Federal Government Manager;
 Executive Human Services – previous private sector Human Resources Manager;
 Manager Planning & Regulation – Town Planner with over 20 years LG experience.
- c) Advanced strategic planning and policy development skills
- Councils entire IP&R suite has been reconstructed in the previous 12 months;
 - Major organisation development strategy has been developed and begun implementation in the previous 12 months;
 - Strategic business plans for all of Councils services have been constructed for the first time in the previous 12 months;
 - Considerable strategic planning and policy development skills reside in Councils senior management with vast experience in this regard from the Local Government, Federal Government, Health, Education and Private sectors.
- d) Knowledge, creativity and innovation
- Uralla is the model in a pilot currently being finalised for the construction of an Australia first case study to become fully self-sustainable – or zero net energy. The Z-Net project is expected to be able to be used as a blue-print that can be rolled-out in other localities similar to what has been achieved in Germany.
 - Uralla Council has an established Memorandum of Understanding for the provision of Community Care and Support services (delivered on behalf of the State and Federal governments) with two other Councils in the region which delivers considerable benefits and economies to all parties as well as giving the group a foot-print which covers the entire New England/North West region.
 - Uralla Shire Council has a number of shared service delivery arrangements with other regional Councils, including Ranger and Regulatory services; a shared internal Audit Committee; Waste Collection and Recycling.
 - Uralla Shire Council is a long standing member of Namoi Councils and is an associate member of the current pilot program for Joint Organisations of Councils.
- e) Scope to undertake major projects and new functions
- Recent major project completion includes the \$4.2 million replacement of the Emu Crossing Bridge and associated road realignment. This major construction project was delivered from design to completion, before time and on budget.
 - Uralla Council runs a major Community Care and Support department, delivering services contracts into the regional community on behalf of the state and federal governments. In the past 12 months Council has picked up a number of new contracts referred to Council by the relevant agencies from other providers.

- f) Resources to cope with complex and unexpected change
 - Uralla Shire Council has undertaken major service delivery and organisational change over the last few years following the release of the independent panels report and the recruitment of a new General Manager. Accordingly Uralla Shire Council has recent experience in not only coping with unplanned change but has evolved and developed systems and approaches to be able to manage change and embrace the opportunities that it provides.
 - By addressing all of the fit for the future criteria by 2016/17 Council will be in a position to continue to build resources to cope with unexpected change and deal with unavoidable business or political shocks as and when they come.

- g) Effective regional collaboration, advocacy and partnering with State and Federal Governments.
 - Uralla Shire Council is a long standing member of Namoi Councils and is an associate member of the current pilot program for Joint Organisations of Councils.
 - Uralla Shire Council played a leadership role in the recent establishment of the New England Organisation of Councils, utilising its experience as a member of Namoi Councils.
 - Council is currently partnered with State and Federal Government on numerous projects, including; Zero Net Energy- pilot site, National Disability Scheme – system trial site, Emu Crossing Bridge construction, Electronic Housing Code and D/A's online.

Council is also of the opinion that a merger of Uralla Shire Council, population 6300, and Walcha Council, population 3100, would not result in any meaningful change in scale with a combined population still below 10,000.

Other complications of such a merger include a political environment where the resultant merged entity would be split across two state electorates (Northern Tablelands and Tamworth) two health clusters and two local area commands.

However, even though both the Uralla and Walcha communities believe that a straight merger is not the best way forward we have made major steps in exploring opportunities to further expand our sharing of services and joint contracting.

Since the release of the Fit for the Future program and as a benefit of our existing relationship we have now implemented a joint Ranger and Regulatory function and a shared independent audit and risk function to add to our already shared waste collection and recycling services.

Collaboration between the Councils to identify other resource sharing opportunities continues and milestones are outlined in the improvement plan section of this submission.

ABOUT URALLA SHIRE COUNCIL

Uralla Shire Council is located in the beautiful New England Region with its enviable lifestyle choices, climate, quality of services and close proximity to major regional centres and the NSW North Coast. Uralla Shire Council covers an area of approximately 3,229.8km² and has a rapidly growing population of 6,310.

Uralla is ideally located 10 minutes from a regional airport with two carriers flying direct to Sydney and is on the intersection of two major road freight and transport routes.

Uralla is also 20 minutes from the regional city of Armidale which contains the University of New England and an unparalleled range (outside of the metro area) of choice in education, including three private boarding schools. Uralla is also 50 minutes drive from the major regional city of Tamworth.

Uralla Shire Council is a large and diverse organisation employing over 150 staff and responsible for assets totalling over \$300 million, 32 different services areas and a total annual budget of approximately \$20 million.



OUR PEOPLE	LGA	GROUP AVG
Five year population change (%)	5.9	1.7
Population aged 19 or less (%)	27.3	25.9
Population aged between 20 & 59 (%)	49.2	47.4
Population aged above 60 (%)	23.5	26.7
Aboriginal & Torres Strait Islanders (%)	6.0	7.9
Language Spoken Other than English (%)	2.2	2.6
Socio-Economic Index Rank (1 low. 152 high)	94	n/a
URALLA SHIRE COUNCIL	LGA	GROUP AVG
Councillors (No.)	9	9
Population per Councillor (No.)	701	835
Equivalent Full Time Staff (EFT) (No.)	110	108
Residential Pensioner Rebates (%)	27	25
Population Density (residents per km2)	1.94	1.8
OUR ECONOMY	LGA	GROUP AVG
SALM Unemployment Rate (%)	5.1	5.5
Avg Taxable Income (\$)	34,090	34,729
Avg Household Family Size (No.)	3.0	2.9
Largest Industry Employer	Agriculture, Forestry & Fishing	Agriculture, Forestry & Fishing
Active Businesses in LGA (No.)	662	851
OUR PUBLIC FACILITIES	LGA	GROUP AVG
Public Swimming Pool Complexes (No.)	1	2
Public Halls (No.)	2	7
Public Libraries (No.)	2	2
Open Public Space (ha)	55	151
Total Road Length (km)	961.1	1606.1
Access to Internet at Home (%)	69.5	61.4
OUR RATES & CHARGES	LGA 2014/15	GROUP AVG 2012/13
Avg Ordinary Residential Rate (\$)	672.23	516.92
Avg Ordinary Business Rate (\$)	618.68	1,196.86
Avg Ordinary Farmland Rate (\$)	3363.69	2,257.70
Typical Residential Water and Sewer Bill (including usage) (\$)	n/a	89,571.68
Avg Domestic Waste Charge (\$)	211.02	270.75
Outstanding Rates & Annual Charges (%)	5.5	9.2

KEY CHALLENGES AND OPPORTUNITIES

Strengths

- a) Council's current sustainability position – already achieving 6 of 7 FFTF benchmarks;
- b) Rapidly growing population and residential land development – 5.9% growth rate;
- c) Existing working relationships with other Councils from throughout the region – particularly strong relationship with Walcha and established service sharing already in place;
- d) A committed Council prepared to make strong strategic decisions for the betterment of the broad community;
- e) An established focus on capacity and capability building – ongoing implementation of Council's Organisation Development Strategy and Action Plan;
- f) Community satisfaction levels and support – detailed in community surveys;
- g) A proven record of recent major project delivery - \$4.2 million Emu Crossing bridge and major road realignment construction project in 2014/15;
- h) A diversified organisation – various business undertakings allow Council to be able to get greater scale and distribute overheads across a broader base;
- i) Robust and growing alternate sources of revenue – Large and diverse community support department with regional footprint;
- j) A young population – a higher % of young and middle aged residents compared to regional NSW;
- k) A skilled and experienced senior executive;
- l) The ability to retain and attract skilled staff;
- m) Strong socio-economic index for areas ranking – SEIFA ranking of 94 (1 low, 152 high);
- n) Low average rate and annual charges levels – below Council grouping average;
- o) Location and proximity to major freight and transport mediums;
- p) Security of water supply;
- q) Negligible infrastructure backlog –1.67% and declining;
- r) Capacity to access funds when required- Low debt service ratio – 1.56%.

Weaknesses

- a) General Fund Operating performance ratio (-6.6%);
- b) Office of Local Government Infrastructure Audit 2011 identified Councils asset systems as weak;
- c) Lack of an established regional organisation of Councils in the New England and the current absence of a robust sustainable regional centre;
- d) Unrestricted cash reserves – reserves need to continue to be built;
- e) Depth of specialist skilled staff resources – reliance on key positions and minimal coverage;
- f) Availability and competition of specialist service providers.

Opportunities

- a) Further economies of scope from service sharing and joint tendering;
- b) Capacity for increased return from current commercial undertakings;
- c) Continuing rapid population growth driven by lifestyle, location and affordability;
- d) Local jobs growth in light industry – new industrial land development, cost effective and national highway frontage;
- e) Well placed to take advantage of the new National Disability Scheme (NDS) – robust community support contracts have been extended and strategy to grow;
- f) Growing the New England Group of Councils from its current infancy into a mature regional collaboration and advocacy vehicle;
- g) Scope for dividends to be returned from Water and Sewer operations.

Threats

- a) Removal of Water and/or Sewer operations from Councils management;
- b) Failure to obtain modelled Special Rates Variation approval;
- c) Failure to realise modelled cost reduction and profitability improvement programs.

PERFORMANCE AGAINST FIT FOR THE FUTURE BENCHMARKS (2011/12 - 2013/14)

Sustainability Benchmarks

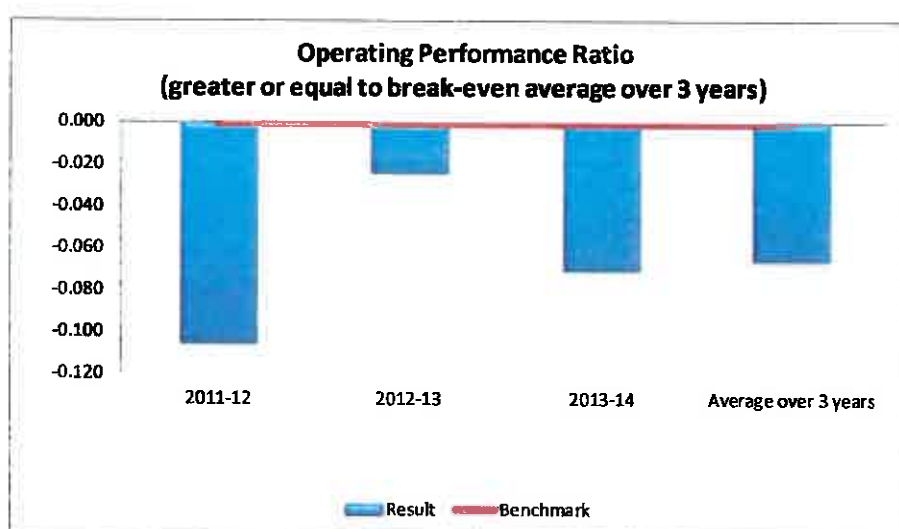
GENERAL FUND - OPERATING PERFORMANCE RESULT

Uralla Shire Council

BENCHMARK AND RESULT

Benchmark:- Greater or equal to break-even average over 3 years

	2011-12	2012-13	2013-14	Average over 3 years
Result	-0.106	-0.024	-0.071	-0.066
Benchmark	0	0	0	0



MEETS THE FITF
BENCHMARK

NO

This is how we calculated the council's result....

(Figures are carried over from the data sheet and are in \$000)

	<u>Total continuing operating revenue (exc. capital grants and contributions) less operating expenses</u>			
	<u>Total continuing operating revenue (exc. capital grants and contributions)</u>			
2011-12	$\frac{(14683-1093-37-0-0-0-0)-(14989-0-0-0)}{14683-1093-37-0-0-0-0}$	=	$\frac{-1,436}{13,553}$	= -0.106
2012-13	$\frac{(15021-252-67-0-0-0-0)-(15054-0-0-0)}{15021-252-67-0-0-0-0}$	=	$\frac{-352}{14,702}$	= -0.024
2013-14	$\frac{(16978-1588-77-0-0-0-0)-(16396-0-0-0)}{16978-1588-77-0-0-0-0}$	=	$\frac{-1,083}{15,313}$	= -0.071

Note: Both numerator and denominator in this calculation excludes fair value adjustments, reversal of revaluation decrements, net gain/losses on sale of assets and net share/loss of interests in joint ventures

The operating performance benchmark is not currently met. All other FFTF criteria have continued to be met by utilising capital grants and reserves to ensure that infrastructure renewal and maintenance requirements are delivered. This is not a feasible long term approach and it is not sustainable to post any further operating deficits and accordingly a combination of efficiency programs; revenue maximisation; review of service levels; and an increase in rates have been modelled into Councils integrated strategic plans, supported by the community and are being implemented in 15/16 to rectify this ratio and return the General Fund operating result to surplus.

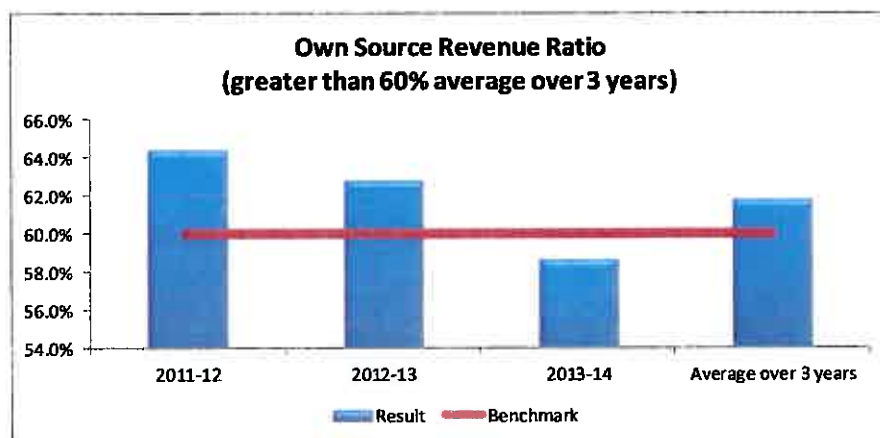
GENERAL FUND - OWN SOURCE REVENUE RESULT

Uralla Shire Council

BENCHMARK AND RESULT

Benchmark:- Greater than 60% average over 3 years

	2011-12	2012-13	2013-14	Average over 3 years
Result	64.4%	62.8%	58.6%	61.8%
Benchmark	60%	60%	60%	60%



MEETS THE FFTF
BENCHMARK

YES

This is how we calculated the council's result.....

(Figures are carried over from the data sheet and are in \$000)

	<i>Total continuing operating revenue less all grants and contributions</i>				
	<i>Total continuing operating revenue inclusive of capital grants and contributions</i>				
2011-12	$\frac{14683-4125-1093-37-0-0-0-0-0}{14683-37-0-0-0-0-0}$	=	$\frac{9,428}{14,646}$	=	64.4%
2012-13	$\frac{15021-5313-252-67-0-0-0-0-0}{15021-67-0-0-0-0-0}$	=	$\frac{9,389}{14,954}$	=	62.8%
2013-14	$\frac{16978-5403-1588-77-0-0-0-0-0}{16978-77-0-0-0-0-0}$	=	$\frac{9,910}{16,901}$	=	58.6%

Note: Both numerator and denominator in this calculation excludes fair value adjustments, reversal of revaluation decrements, net gain on sale of assets and net share of interests in joint ventures

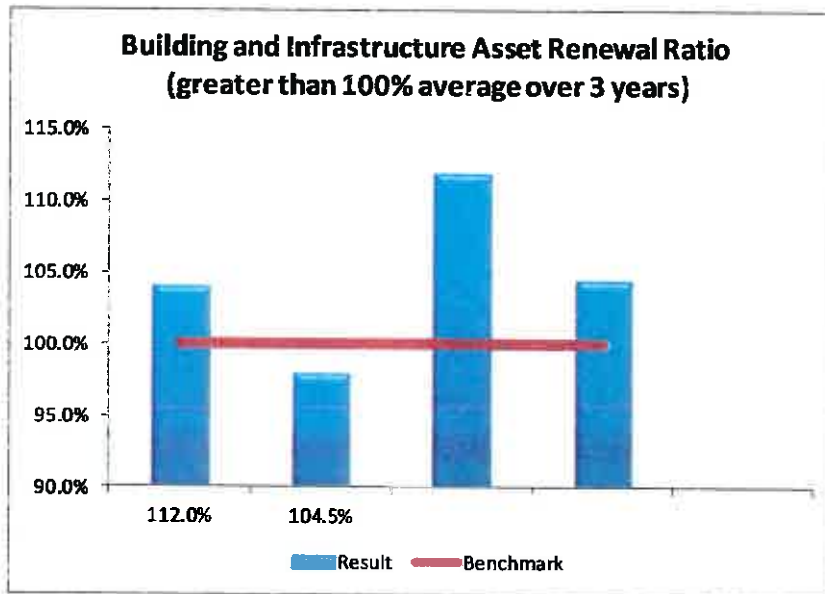
GENERAL FUND - BUILDING AND INFRASTRUCTURE ASSET RENEWAL RESULT

Uralla Shire Council

BENCHMARK AND RESULT

Benchmark: Greater than 100% average over 3 years

	2011-12	2012-13	2013-14	Average over 3 years
Result	104.0%	98.0%	112.0%	104.5%
Benchmark	100%	100%	100%	100%



**MEETS THE
FFTF
BENCHMARK**

YES

This is how we calculated the council's result.....

(Figures are carried over from the data sheet and are in \$000)

<i>Asset renewals (building and infrastructure)</i>			
<i>Depreciation, amortisation and impairment (building and infrastructure)</i>			
2011-12	$\frac{3,271}{3,145}$	=	104.0%
2012-13	$\frac{2,990}{3,051}$	=	98.0%
2013-14	$\frac{3,232}{2,886}$	=	112.0%

Infrastructure and Service Management Benchmarks

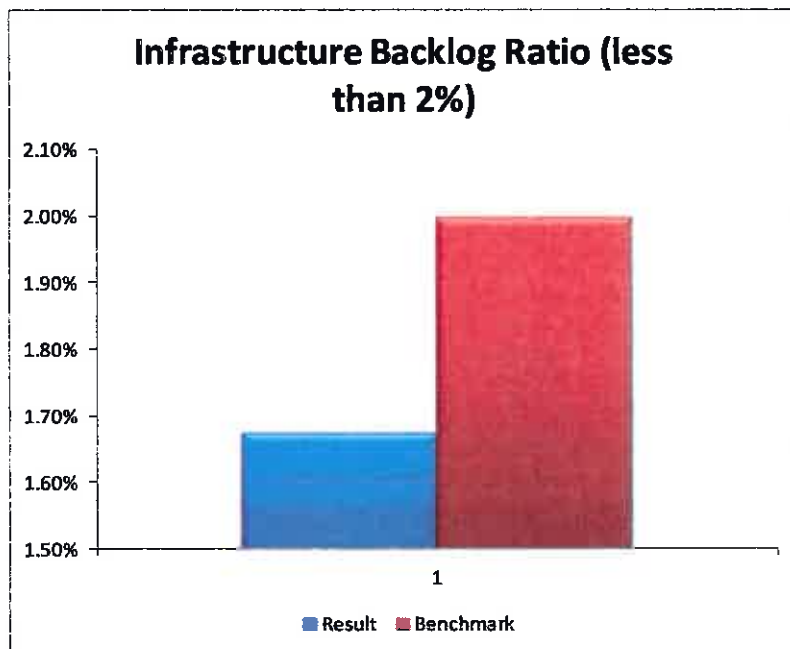
GENERAL FUND - INFRASTRUCTURE BACKLOG RESULT

Uralla Shire Council

BENCHMARK AND RESULT

Benchmark:- Less than 2%

	2013-14
Result	1.67%
Benchmark	2%



**MEETS THE FFTF
BENCHMARK**



YES

This is how we calculated the council's result.....

(Figures are carried over from the data sheet and are in \$000)

Estimated cost to bring assets to a satisfactory condition

Total (WDV) of infrastructure, buildings, other structures and depreciable land improvement assets

2013-14	$\frac{4,586}{273,853}$	=	1.67%
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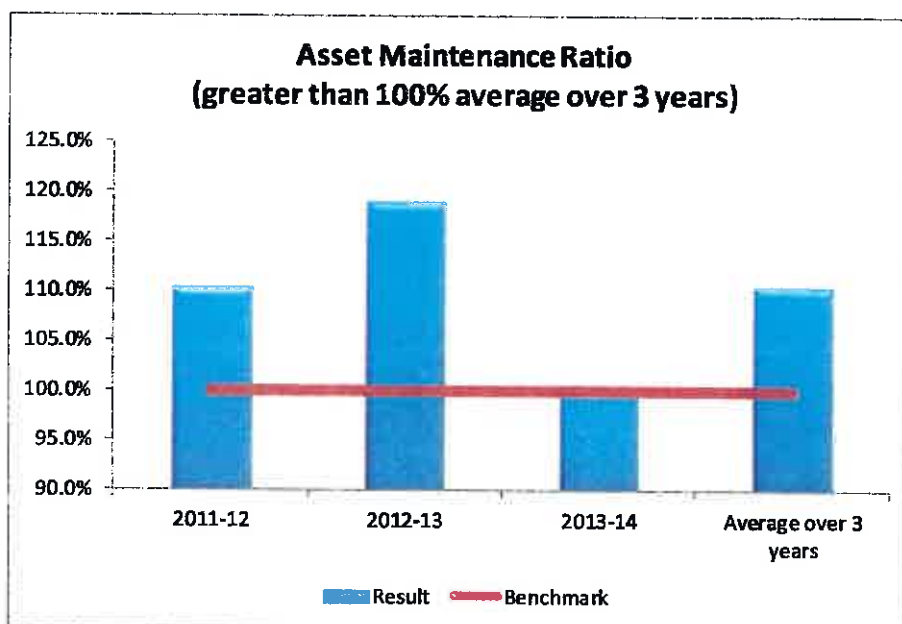
GENERAL FUND - ASSET MAINTENANCE RESULT

Uralla Shire Council

BENCHMARK AND RESULT

Benchmark:- Greater than 100% average over 3 years

	2011-12	2012-13	2013-14	Average over 3 years
Result	110.3%	118.9%	100.2%	110.5%
Benchmark	100%	100%	100%	100%



**MEETS THE
FFTF
BENCHMARK**

YES

This is how we calculated the council's result.....

(Figures are carried over from the data sheet and are in \$000)

	<u>Actual asset maintenance</u>		
	<u>Required asset maintenance</u>		
2011-12	$\frac{3,292}{2,984}$	=	110.3%
2012-13	$\frac{3,358}{2,825}$	=	118.9%
2013-14	$\frac{2,280}{2,275}$	=	100.2%

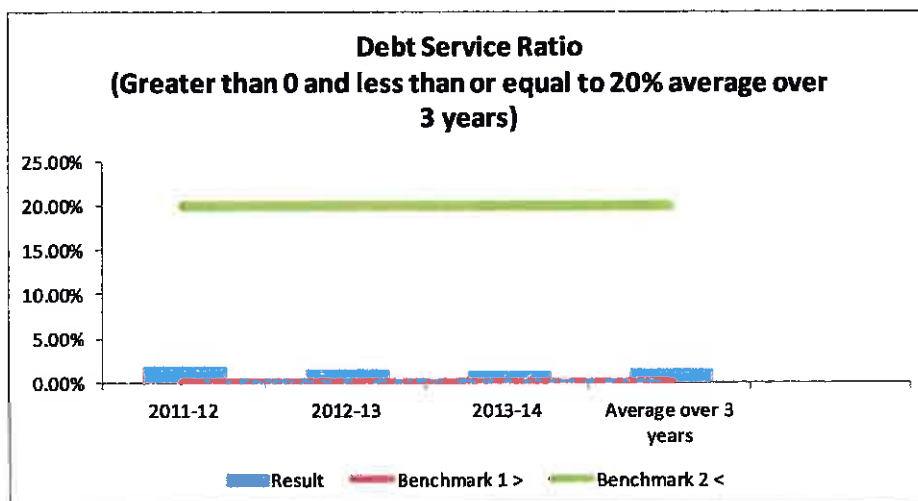
GENERAL FUND - DEBT SERVICE RESULT

Uralla Shire Council

BENCHMARK AND RESULT

Benchmark:- Greater than 0 and less than or equal to 20% average over 3 years

	2011-12	2012-13	2013-14	Average over 3 years
Result	1.87%	1.51%	1.33%	1.56%
Benchmark 1 >	0%	0%	0%	0%
Benchmark 2 <	20%	20%	20%	20%



**MEETS THE FFTF
BENCHMARK**

YES

This is how we calculated the council's result.....

(Figures are carried over from the data sheet and are in \$000)

	Cost of debt service (interest expense & principal repayments)				
	Total continuing operating revenue (exc. capital grants and contributions)				
2011-12	$\frac{129+125}{14683-1093-37-0-0-0-0}$	=	$\frac{254}{13,553}$	=	1.87%
2012-13	$\frac{108+114}{15021-252-67-0-0-0-0}$	=	$\frac{222}{14,702}$	=	1.51%
2013-14	$\frac{107+97}{16978-1588-77-0-0-0-0}$	=	$\frac{204}{15,313}$	=	1.33%

Note: The denominator in this calculation excludes fair value adjustments, reversal of revaluation decrements, net gain on sale of assets and net share of interests in joint ventures

Efficiency Benchmark

GENERAL FUND - REAL OPERATING EXPENDITURE PER CAPITA RESULT

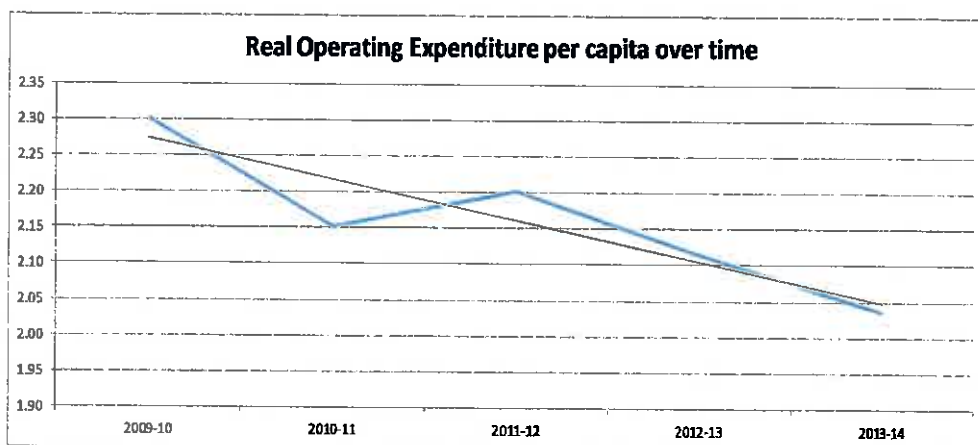
Uralla Shire Council

[RETURN TO
MAIN MENU](#)

BENCHMARK AND RESULT

Benchmark:- A decrease in Real Operating Expenditure per capita over time

	2009-10	2010-11	2011-12	2012-13	2013-14
Result	2.30	2.15	2.20	2.11	2.04



MEETS THE
FFTF
BENCHMARK

Yes

This is how we calculated the council's result.....

(Figures are carried over from the data sheet and are in \$000)

Expenditure deflated by:	CPI:-	2009-10	2010-11	LICI:-	2011-12	2012-13	2013-14
		2.3%	3%		3.0%	3.4%	3.7%
2009-10	$\frac{14515-0-0-0 \times (1-.023)}{6163.5}$	=	$\frac{14,181}{6163.5}$	*			2.30
2010-11	$\frac{14126-0-0-0 \times (1-.023) \times (1-.03)}{6219.5}$	=	$\frac{13,387}{6,220}$	*			2.15
2011-12	$\frac{14989-0-0-0 \times (1-.023) \times (1-.03) \times (1-.03)}{6257}$	*	$\frac{13,779}{6,257}$	*			2.20
2012-13	$\frac{15054-0-0-0 \times (1-.023) \times (1-.03) \times (1-.03) \times (1-.034)}{6321.5}$	=	$\frac{13,368}{6,322}$	=			2.11
2013-14	$\frac{16396-0-0-0 \times (1-.023) \times (1-.03) \times (1-.03) \times (1-.034) \times (1-.037)}{6370}$	*	$\frac{14,021}{6,370}$	*			2.04

[PREVIOUS
SHEET](#)

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Note: The numerator in this calculation excludes revaluation decrements, net loss from disposal of assets and net loss of interests in joint ventures.

IMPROVEMENT STRATEGIES – SUSTAINABILITY

Item No.	Strategies	Objective 1 - Improve Councils Operating Performance Ratio					Outcome	Other Measures Impacted	Resp Officer
		Key Milestones	2014/15	2015/16	2016/17	2017/18			
1.1	Undertake service level reviews of targeted service areas	Review of Tourism Services undertaken and recommendations implemented	X	X			Net cost of service minimised.	Real Operating Expenditure Ratio	EMCC
		Review of Open Space and Recreation Services undertaken and recommendations implemented		X	X		Open Space and Recreation strategy adopted. Net cost of service minimised.	Own Source Revenue Ratio	DIRS/EMCC
		Review of Library Services undertaken and recommendations implemented	X	X			Net cost of service minimised.	Real Operating Expenditure Ratio	EMCC
1.2	Review strategies and business plans of Councils commercial business units	Strategy and business plan review of Community Support department undertaken		X			Full recovery of corporate overheads obtained.	Own Source Revenue Ratio	EMCC
		Strategy and business plan review of McMaugh Gardens Aged Care Facility undertaken		X			Revenue sources increased and profit margin increased.	Own Source Revenue Ratio	EMCC
		Strategy and business plan review of Waste Management operations undertaken	X	X			Revenue increased and real expenditure reduced.	Own Source Revenue Ratio	DIRS
		Strategy and business plan review of Water Fund undertaken		X			Dividend payment obtained. Profit margin improved.	Own Source Revenue Ratio	DIRS
		Strategy and business plan review of Sewer Fund undertaken		X			Dividend payment obtained. Profit margin improved.	Own Source Revenue Ratio	DIRS
		Recommendations from strategy and business plan reviews of commercial undertakings implemented		X	X		Revenue maximised and profit margins improved.	Own Source Revenue Ratio	EMCC/DIRS

Objective 1 - Improve Councils Operating Performance Ratio									
Item No.	Strategies	Key Milestones	2014/15	2015/16	2016/17	2017/18	Outcome	Other Measures Impacted	Resp Officer
1.3	Implement a Council efficiency program and expenditure reduction dividend	Annual expenditure reduction dividend determined and achieved	X	X	X	X	Reduction in expenditure of \$250,000 over four year period	Real Operating Expenditure Ratio	EXEC
1.4	Undertake major review of all fees and charges	Review of all fees and charges completed		X			Opportunities for increasing revenue identified.	Own Source Revenue Ratio	CFO
		Changes to discretionary user fees and charges to ensure cost recovery implemented			X		Minor increase in own source revenue.		
		Changes to community benefit fees and charges to minimise service net cost completed			X		Minor increase in own source revenue and/or decrease in service net cost.	Own Source Revenue Ratio	CFO
1.5	Prepare and lodge a special rate variation	Major community education and engagement program undertaken		X			Community informed and broad views obtained. Mandate for rate variation determined.	Own Source Revenue Ratio	EXEC
		Special Rate Variation application lodged		X			Increase in income for rates of between 12-15%. General Fund operating surplus achieved.	Own Source Revenue Ratio	EXEC
1.6	Investigate further opportunities for economies of scope (shared services)	Investigation into potential service sharing opportunities completed	X	X			Reduction in expenditure and improvement in service delivery	Real Operating Expenditure Ratio	GM/CFO
		Investigation into joint tendering opportunities completed		X			Reduction in expenditure and improvement in service delivery	Real Operating Expenditure Ratio	GM/CFO
		Major review of Plant and Fleet completed		X			Plant and Fleet utilisation improved and whole of life cost minimised.	Real Operating Expenditure Ratio	CFO

Objective 1 – Improve Councils Operating Performance Ratio									
Item No.	Strategies	Key Milestones	2014/15	2015/16	2016/17	2017/18	Outcome	Other Measures Impacted	Resp Officer
		Major review of Procurement completed		X			Reduction in expenditure and improvement in controls	Real Operating Expenditure Ratio	EMIG
1.7	Review and rationalise Councils asset base	Identification of surplus or inefficient assets for disposal			X		Remove surplus assets and free up funds for other purposes		CFO/DIRS
		Identification of surplus Council land for development and/or sale			X		Remove surplus assets and free up funds for other purposes		CFO/DIRS
		Complete asset disposal program for surplus and inefficient assets			X		Remove surplus assets and free up funds for other purposes	Asset Renewal Ratio	CFO/DIRS

Objective 2 - Maintain and build Council's Own Source Revenue Ratio									
Item No.	Strategies	Key Milestones	2014/15	2015/16	2016/17	2017/18	Outcome	Other Measures Impacted	Resp Officer
2.1	Review strategies and business plans of Councils commercial business units	Strategy and business plan review of Community Support department undertaken		X			Full recovery of corporate overheads obtained.	Operating Performance Ratio	EMCC
		Strategy and business plan review of McMaugh Gardens Aged Care Facility undertaken		X			Revenue sources increased and profit margin increased.	Operating Performance Ratio	EMCC
		Strategy and business plan review of Waste Management operations undertaken	X	X			Revenue increased and real expenditure reduced.	Operating Performance Ratio	DIRS
		Strategy and business plan review of Water Fund undertaken		X			Dividend payment obtained. Profit margin improved.	Operating Performance Ratio	DIRS
		Strategy and business plan review of Sewer Fund undertaken		X			Dividend payment obtained. Profit margin improved.	Operating Performance Ratio	DIRS
2.2		Recommendations from strategy and business plan reviews of commercial undertakings implemented		X	X		Revenue maximised and profit margins improved.	Operating Performance Ratio	EMCC/DIRS
	Undertake major review of all fees and charges	Review of all fees and charges completed		X			Opportunities for increasing revenue identified.	Operating Performance Ratio	CFO
		Changes to discretionary user fees and charges to ensure cost recovery implemented			X		Minor increase in own source revenue.	Operating Performance Ratio	CFO

Objective 2 - Maintain and build Councils Own Source Revenue Ratio									
Item No.	Strategies	Key Milestones	2014/15	2015/16	2016/17	2017/18	Outcome	Other Measures Impacted	Resp Officer
		Changes to community benefit fees and charges to minimise service net cost completed			X		Minor increase in own source revenue and/or decrease in service net cost.	Operating Performance Ratio	CFO
		Major community education and engagement program undertaken		X			Community informed and broad views obtained. Mandate for rate variation determined.	Operating Performance Ratio	EXEC
2.3	Prepare and lodge a special rate variation	Special Rate Variation application lodged		X			Increase in income for rates of between 12-15%. General Fund operating surplus achieved.	Operating Performance Ratio	EXEC

Objective 3 - Maintain Councils Asset Renewal Ratio+B48:K55B48:K56									
Item No.	Strategies	Key Milestones	2014/15	2015/16	2016/17	2017/18	Outcome	Other Measures Impacted	Resp Officer
3.1	Undertake major review of asset strategy, systems and data	Major review of Councils asset management plans and asset management strategy completed	X	X			Aligned and integrated asset replacement and renewal strategy and programs	Asset Maintenance Ratio	DIRS
		Implementation of an integrated asset management system		X	X		Improved asset data, modelling and business intelligence capability.	Asset Maintenance Ratio	DIRS
		Implementation of mobile asset technology and data collection systems			X	X	Improved efficiency in data collection, use and functionality.	Asset Maintenance Ratio	DIRS
3.2	Undertake major review of asset valuations and depreciation methodology	Review of asset valuations and depreciation methodology completed for all asset classes		X			Confirm accuracy of valuation data and depreciation expense		CFO/DIRS
3.3	Review and rationalise Councils asset base	Identification of surplus or inefficient assets for disposal			X		Remove surplus assets and free up funds for other purposes		CFO/DIRS
		Identification of surplus Council land for development and/or sale			X		Remove surplus assets and free up funds for other purposes		CFO/DIRS
		Complete asset disposal program for surplus and inefficient assets			X		Remove surplus assets and free up funds for other purposes	Operating Performance Ratio	CFO/DIRS

IMPROVEMENT STRATEGIES – INFRASTRUCTURE & SERVICES

Objective 4 - Reduce and eliminate Councils Infrastructure Backlog									
Item No.	Strategies	Key Milestones	2014/15	2015/16	2016/17	2017/18	Outcome	Other Measures Impacted	Resp Officer
4.1	Review asset backlog against revised asset strategy and data	Councils identified backlog is documented in the AMS, evidence based and a schedule to address is adopted		X			Accurate backlog figures and a schedule to eliminate is adopted		DIRS
		A catalogue of assets not to be replaced at the end of useful life is constructed		X			Asset backlog isn't overstated. Clear communication to the community.	Asset Renewal Ratio	DIRS

Objective 5 - Maintain Councils Asset Maintenance Ratio									
Item No.	Strategies	Key Milestones	2014/15	2015/16	2016/17	2017/18	Outcome	Other Measures Impacted	Resp Officer
5.1	Implement an integrated asset management system	Implementation of an integrated asset management system completed		X	X		Improved asset data, modelling and business intelligence capability.	Asset Renewal Ratio	DIRS
		Detailed preventative and reactive maintenance programs constructed		X	X		Improved effectiveness of asset maintenance expenditure	Asset Renewal Ratio	DIRS
		Asset Maintenance data, modelling and business intelligence functionality implemented			X	X	Asset Maintenance informing data, modelling and business intelligence capability improved	Asset Renewal Ratio	DIRS

Objective 6 - Maintain a balanced Debt Service Ratio									
Item No.	Strategies	Key Milestones	2014/15	2015/16	2016/17	2017/18	Outcome	Other Measures Impacted	Resp Officer
6.1	Utilise debt were identified for long life assets to facilitate intergenerational equity	Revised Council Borrowing Policy and Capital Expenditure Guidelines		X			Effective use of debt.		CFO
6.2	Take advantage of low interest rate environment and borrowing subsidies to bring forward infrastructure delivery were economically justified	LIRS application lodged for identified infrastructure delivery.			X		Effective use of debt. Subsidised cost of debt.	Infrastructure Backlog	CFO

IMPROVEMENT STRATEGIES - EFFICIENCY

Item No.	Strategies	Objective 7 - Maintain Councils Real Operating Expense Trend					Outcome	Other Measures Impacted	Resp Officer
		Key Milestones	2014/15	2015/16	2016/17	2017/18			
7.1	Continue implementation of Councils Organisation Development Strategy and Action Plan	Implementation milestones contained in the action plan met	X	X	X		Improved organisation capacity, capability, efficiency and effectiveness.	All	EXEC
7.2	Implement a rolling service review program in combination with adoption of a business excellence program	Rolling service review program implemented		X			Services regularly and systematically reviewed minimise net cost and improve service delivery	Operating Performance Ratio	GM/EMGI
		Business excellence framework implemented			X		Improved performance benchmarking, delivery of goals and strategies and focus on sustainability.	All	GM/EMGI
7.3	Implement a Council efficiency program and expenditure reduction dividend	Annual expenditure reduction dividend determined and achieved	X	X	X	X	Reduction in real expenditure	Operating Performance Ratio	EXEC
7.4	Investigate further opportunities for economies of scope (shared services)	Investigation into potential service sharing opportunities completed	X	X			Reduction in expenditure and improvement in service delivery	Operating Performance Ratio	GM/CFO
		Investigation into joint tendering opportunities completed		X			Reduction in expenditure and improvement in service delivery	Operating Performance Ratio	GM/CFO
		Major review of Plant and Fleet completed		X			Plant and Fleet utilisation improved and cost minimised.	Operating Performance Ratio	CFO
		Major review of Procurement completed		X			Reduction in expenditure and improvement in controls	Operating Performance Ratio	EMIG

Item No.	Strategies	Objective 1 - Maintain Councils Real Operating Expense Trend					Outcome	Other Measures Impacted	Resp Officer
		Key Milestones	2014/15	2015/16	2016/17	2017/18			
7.5	Develop Councils budget management, project management and business planning systems and skills	Implementation of WMS action plan annual milestones	X	X	X	X	Improved organisation capacity and management skills		EMHS
		Implementation of electronic long term financial and budget management systems	X	X			Improved LTFP development and proactive budget management	Operating Performance Ratio	CFO
		Implementation of project management framework and associated system and procedures			X		Improved project scoping, planning, resourcing, delivery, and review.		GM

IMPROVEMENT ACTION PLAN

2015-16 Improvement Action Plan						
Item No.	Strategies	Key Milestones	2015/16	Outcome	Other Measures Impacted	Resp Officer
1.1	Undertake service level reviews of targeted service areas	Review of Tourism Services undertaken and recommendations implemented	X	Net cost of service minimised.	Real Operating Expenditure Ratio	EMCC
		Review of Open Space and Recreation Services undertaken and recommendations implemented	X	Open Space and Recreation strategy adopted. Net cost of service minimised.		DIRS/EMCC
		Review of Library Services undertaken and recommendations implemented	X	Net cost of service minimised.	Real Operating Expenditure Ratio	EMCC
1.2	Review strategies and business plans of Councils commercial business units	Strategy and business plan review of Community Support department undertaken	X	Full recovery of corporate overheads obtained.	Own Source Revenue Ratio	EMCC
		Strategy and business plan review of McMaugh Gardens Aged Care Facility undertaken	X	Revenue sources increased and profit margin increased.	Own Source Revenue Ratio	EMCC
		Strategy and business plan review of Waste Management operations undertaken	X	Revenue increased and real expenditure reduced.		DIRS
		Strategy and business plan review of Water Fund undertaken	X	Dividend payment obtained. Profit margin improved.	Own Source Revenue Ratio	DIRS

2015-16 Improvement Action Plan						
Item No.	Strategies	Key Milestones	2015/16	Outcome	Other Measures Impacted	Resp Officer
		Strategy and business plan review of Sewer Fund undertaken	X	Dividend payment obtained. Profit margin improved.	Own Source Revenue Ratio	DIRS
		Recommendations from strategy and business plan reviews of commercial undertakings implemented	X	Revenue maximised and profit margins improved.	Own Source Revenue Ratio	EMCC/DIRS
1.3	Implement a Council efficiency program and expenditure reduction dividend	Annual expenditure reduction dividend determined and achieved	X	Reduction in expenditure of \$250,000 over four year period	Real Operating Expenditure Ratio	EXEC
1.4	Undertake major review of all fees and charges	Review of all fees and charges completed	X	Opportunities for increasing revenue identified.	Own Source Revenue Ratio	CFO
1.5	Prepare and lodge a special rate variation	Major community education and engagement program undertaken	X	Community informed and broad views obtained. Mandate for rate variation determined.	Own Source Revenue Ratio	EXEC
		Special Rate Variation application lodged	X	Increase in income for rates of between 12-15%. General Fund operating surplus achieved.	Own Source Revenue Ratio	EXEC
1.6	Investigate further opportunities for economies of scope (shared services)	Investigation into potential service sharing opportunities completed	X	Reduction in expenditure and improvement in service delivery	Real Operating Expenditure Ratio	GM/CFO
		Investigation into joint tendering opportunities completed	X	Reduction in expenditure and improvement in service delivery	Real Operating Expenditure Ratio	GM/CFO

2015-16 Improvement Action Plan						
Item No.	Strategies	Key Milestones	2015/16	Outcome	Other Measures Impacted	Resp Officer
		Major review of Plant and Fleet completed	X	Plant and Fleet utilisation improved and whole of life cost minimised.	Real Operating Expenditure Ratio	CFO
		Major review of Procurement completed	X	Reduction in expenditure and improvement in controls	Real Operating Expenditure Ratio	EMIG
3.1	Undertake major review of asset strategy, systems and data	Major review of Councils asset management plans and asset management strategy completed	X	Aligned and integrated asset replacement and renewal strategy and programs	Asset Maintenance Ratio	DIRS
3.2	Undertake major review of asset valuations and depreciation methodology	Review of asset valuations and depreciation methodology completed for all asset classes	X	Confirm accuracy of valuation data and depreciation expense		CFO/DIRS
4.1	Review asset backlog against revised asset strategy and data	Councils identified backlog is documented in the AMS, evidence based and a schedule to address is adopted	X	Accurate backlog figures and a schedule to eliminate is adopted		DIRS
		A catalogue of assets not to be replaced at the end of useful life is constructed	X	Asset backlog isn't overstated. Clear communication to the community.	Asset Renewal Ratio	DIRS
5.1	Implement an integrated asset management system	Implementation of an integrated asset management system completed	X	Improved asset data, modelling and business intelligence capability.	Asset Renewal Ratio	DIRS

2015-16 Improvement Action Plan						
Item No.	Strategies	Key Milestones	2015/16	Outcome	Other Measures Impacted	Resp Officer
6.1	Utilise debt were identified for long life assets to facilitate intergenerational equity	Revised Council Borrowing Policy and Capital Expenditure Guidelines	X	Effective use of debt.		CFO
7.1	Continue implementation of Councils Organisation Development Strategy and Action Plan	Implementation milestones contained in the action plan met	X	Improved organisation capacity, capability, efficiency and effectiveness.	All	EXEC
7.2	Implement a rolling service review program in combination with adoption of a business excellence program	Rolling service review program implemented	X	Services regularly and systematically reviewed minimise net cost and improve service delivery	Operating Performance Ratio	GM/EMGI
7.5	Develop Councils budget management, project management and business planning systems and skills	Implementation of WMS action plan annual milestones	X	Improved organisation capacity and management skills		EMHS
		Implementation of electronic long term financial and budget management systems	X	Improved LTFP development and proactive budget management	Operating Performance Ratio	CFO

Development of the Action Plan

Council's improvement program and action plan were constructed internally by Council's senior staff and reviewed and adopted by the full Council.

Council undertook community workshops and surveys as part of the engagement program associated with the FFTF program which identified clear themes on the community's preferences for addressing Councils operating performance ratio improvement and other sustainability improvements more broadly. This engagement program and the data collected informed the approaches taken and actions identified in the development of this action plan.

The majority of actions in the plan were identified during the project to rebuild Council's Integrated Planning and Reporting suite of documents conducted over the previous 12 months and resultantly integrates this improvement program with the recently adopted revised suite of strategic documents.

Council's Organisation Development Strategy and Action Plan which were developed and begun implementation in the previous financial year also informed this action plan. The development strategy was developed through consultation with all of Councils business unit managers and feedback from staff.

A number of Council workshops have been conducted at regular intervals throughout the FFTF program and the development of Councils submission to inform and consult Councillors throughout the process. Council also conducts monthly briefing sessions for Councillors at which the FFTF program has been a standing agenda item since September.

A report was presented to the October 2014 Ordinary Meeting of Council detailing the Fit for the Future Program, analysing the implication to Council, the deliverables required and to ultimately adopt an approach to look at all available options in addressing the programs requirements.

Another report and major analysis was presented to the February Ordinary Council Meeting and a multi-point resolution was passed with regard to Councils continuing approach to the program and development of the draft submission and subsequent community engagement program to be conducted.

In late March and early April Council undertook a rigorous community engagement program with regard to the fit for the future program, including newsletter inserts, press releases, advertising, web content, a mail-out to all residential addresses, community workshops at Uralla and Bundarra and then a community survey, both on-line and paper based.

Headline results of the community workshops and community survey were published in the local newspaper, reported on regional television and provided in the resident's monthly newsletter.

A further report was presented to the June Ordinary Council Meeting held on the 22nd of June which presented the final draft FFTF submission and was subsequently adopted by Council.

OTHER OPTIONS CONSIDERED

Merger with Walcha Council

In accordance with the requirements of the Fit for the Future program Councils initial investigations surrounded discussions with Walcha Council to address the recommendation that was made by the Independent Local Government Review Panel for the two Councils to merge.

After two initial meetings between the Mayors and General Managers of the two Councils it was agreed that both Councils should more broadly undertake investigation into all possible options for their respective Councils, (as the options are slightly different for each), and then utilise that information to inform and engage our respective communities in a factual, not emotional, discussion about what they see as the best option for the short and long term sustainability of their communities.

Following this Uralla Shire Council undertook an extensive analysis of the performance, position and sustainability of all four (4) Councils located within the entire New England region. The analysis took into consideration the results of all of the Councils against the Fit for the Future criteria from data taken from their respective annual financial statements, as well as a number of other identified key sustainability criteria.

Other key data comparisons that were utilised in the analysis included:

- Total cash and investments and unrestricted cash balances;
- Employee Leave Entitlement accrued and their degree of cash backing;
- Receivable amounts and outstanding collection percentages;
- Fair value and written down value of assets and % of asset remaining life;
- Financial analysis of the respective Water and Sewer operations.

This data was then utilised to run scenarios by combining the figures for every possible combination of council groupings within the New England area, including:

Uralla and Walcha; Uralla and Walcha and Armidale; Uralla and Walcha and Armidale and Guyra; Uralla and Armidale; Uralla and Guyra and Armidale.

Information was then also collated for all of the possible scenarios on:

- Combined population, combined area and combined scale;
- Estimates on economy of scale savings and formation costs;
- Expected positive and negative outcomes;
- Future representation and organisation structure;
- Relationship to regional organisations and Joint Organisations;
- State Seat boundaries and potential future boundary adjustments.

The findings of all of the analysis was then reported to Council and the community through an open report to the February Ordinary Council meeting (attached). The Council then resolved to undertake a comprehensive engagement program utilising all of the collected information to inform the community prior to them completing a set survey in order to gauge the broad views of the entire community.

Following press releases, newsletter inserts, mail-outs to all residences, various web-content and community workshops Council received over 400 completed surveys. The response from the survey was overwhelmingly (92%) in favour of Uralla Shire Council remaining independent and not pursuing a voluntary merger.

At the same time Walcha Council had undertaken analysis of their own options and presented this to their community before undertaking a community survey of their own. Their survey showed that 84% of all respondents wished to remain independent and not pursue a voluntary merger and that they also preferred to take up the option of becoming a Rural Council.

Following the finalisation of these results **both Councils acknowledged that there was no community mandate or will to pursue a voluntary merger** between the two Councils.

However, even though both the Uralla and Walcha communities believed that a straight merger was not the best way forward it was decided to explore, and resultantly we have taken steps in exploring opportunities to further expand our sharing of services and joint contracting.

As a benefit of our existing relationship we have now implemented a joint Ranger and Regulatory function and a shared Audit and Risk function to add to our already shared waste collection and recycling services.

Collaboration between the Councils to identify other resource sharing opportunities continues and milestones have been outlined in the improvement plan section of this submission for such.

Major Service reduction or discontinuation

The option to undertake major service reductions or discontinuation of a service/s was explored with the community during the FFTF community engagement program and a section of Councils community survey was dedicated to this issue.

Resultantly there was negligible support for this option, nor any consensus on a specific service area to be discontinued or altered considerably. In fact the considerable majority of survey respondents indicated that they would be prepared to pay an increase in rates of between 10% and 20% to assist in eliminating councils general fund deficit rather than majorly reduce or discontinue current services.

Accordingly Council didn't proceed with the option to discontinue or majorly reduce any services.

Council has utilised the survey responses to identify some service areas to be prioritised for targeted review in order to identify possible reduction in net cost without majorly impacting on service levels. These targeted reviews have been included in the FFTF Improvement Program and Action Plan.

FORECAST PERFORMANCE AGAINST BENCHMARKS




FIT FOR THE FUTURE CRITERIA	BENCHMARK	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
1. Operating Performance Ratio	>0						
Operating Revenue (exc capital grants) - Operating Expenses Operating Revenue (exc capital grants)		2.50% \$400,000	2.70% \$500,000	0.30% \$44,000	0.10% \$52,000	1.10% \$207,000	0.10% \$53,000
2. Own Source Revenue Ratio	>60%						
Operating Revenue - All Grants and Contributions Operating Revenue (inc capital grants)		50.4% ^{**} \$4,200,000	58.2% ^{**} \$7,500,000	65.20% \$5,200,000	64.10% \$5,100,000	64.30% \$5,100,000	66.20% \$5,200,000
3. Asset Renewal Ratio	>100%						
Asset Renewal Expenditure Depreciation, Amortisation and Impairment		235.40% \$1,200,000	145.10% \$750,000	107.20% \$550,000	132.60% \$680,000	150.10% \$780,000	100.70% \$520,000
4. Infrastructure Backlog Ratio	<2%						
Estimated Cost to bring Assets to a satisfactory condition Total Written Down Value of Depreciable Assets		1.12% \$1,200,000	0.80% \$800,000	0.54% \$540,000	0.49% \$490,000	0.14% \$140,000	0.20% \$200,000
5. Asset Maintenance Ratio	>100%						
Actual Asset Maintenance Expenditure Required Asset Maintenance Expenditure		162.00% \$1,600,000	101.80% \$1,018,000	108.00% \$1,080,000	100.00% \$1,000,000	100.00% \$1,000,000	100.00% \$1,000,000
6. Debt Service Ratio	<20%						
Interest Expense + Principal Loan Repayments Operating Revenue (exc capital grants)		1.23% \$1,230,000	2.38% \$2,380,000	2.40% \$2,400,000	2.39% \$2,390,000	2.44% \$2,440,000	2.38% \$2,380,000
7. Real Operating Expenditure Trend	Decreasing Trend						
Operating Expenditure x Inflation Index Population # Then calculate the trend over time (5 years)		Decreasing	Decreasing	Decreasing	Decreasing	Decreasing	Decreasing

^{**} Ratio impacted by one-off major capital grants received. \$3,000,000 for Emu Crossing Bridge (2014/15) and \$1,400,000 for Abington Bridge (2015/16). Figures resultantly skewed. Figures normalised by removal of the one-off amounts from the numerator and denominator resulting in the outcomes listed below. These outcomes are in-line with long term trend and future forecasts for such.

Position against FFTF Benchmarks at 2019/20 (3 year average results).

Fit for the Future Criteria Results

Uralla Shire Council

	BENCHMARK	RESULT	MEETS FFTF BENCHMARK	
 SUSTAINABILITY	<i>Operating Performance Ratio (greater or equal to break-even average over 3 years)</i>	0.006	YES	✓
	<i>Own Source Revenue Ratio (greater than 60% average over 3 years)</i>	64.94%	YES	✓
	<i>Building and Infrastructure Asset Renewal Ratio (greater than 100% average over 3 years)</i>	127.41%	YES	✓
 IDENTITY (INFRASTRUCTURE AND SERVICE MANAGEMENT)	<i>Infrastructure Backlog Ratio (less than 2%)</i>	0.20%	YES	✓
	<i>Asset Maintenance Ratio (greater than 100% average over 3 years)</i>	100.03%	YES	✓
	<i>Debt Service Ratio (greater than 0 and less than or equal to 20% average over 3 years)</i>	2.41%	YES	✓
 EFFICIENCY	<i>A decrease in Real Operating Expenditure per capita over time</i>	Decreasing	YES	✓
OVERALL RESULT		✓		
<i>The Council meets all seven of the Fit for the Future Criteria</i>				

IMPLEMENTATION OF THE IMPROVEMENT PROGRAM

- ❖ Project Sponsor – Council
- ❖ Overall Project Manager – General Manager
- ❖ Action Delivery Managers – Executive Management Team

Council is responsible for allocating the appropriate resources to deliver Councils Improvement Program and Action Plan.

The General Manager will provide reporting on the progress in delivery of the Improvement Program to Council on a six monthly basis. The report will detail progress made against each of the Action Plan items.

A section of Councils Annual Report will also be dedicated to reporting on the progress made in implementing the Improvement Program during the completed financial year.

Councils Action Plan items will be incorporated into Councils Corporate Performance reporting suite and will be added as a standing agenda item in the Executive Business Paper on a monthly basis.

Each action plan item has been delegated to a member of the Executive Management Team as the responsible manager and the responsibility matrix is included in Councils Action Plan contained in this submission.

WATER AND SEWERAGE UTILITY PERFORMANCE

Does your Council currently achieve the requirements of the NSW Government Best Practice Management of Water Supply and Sewerage framework?

NO

Which requirements are not met?

- Water Conservation – Demand Management Plan currently in draft, to be adopted in 2015/16
- Integrated Water Cycle Management – Plan programmed to be completed in 2015/16

Backlog amount – 2013/14

Water Supplies - \$161,000

Sewerage Service - \$157,000

Major Capital Works (>\$1m) - 2016/17 – 2019/20

No projects over \$1 million in this period.

Does your Council currently manage its water and sewerage operations on at least a break even basis?

YES

Improvement Strategies

1. Revision of Strategic Business Plans
Completion – 2015/16
Outcome - Revised data, modelling and asset programs.
2. Finalisation of Yield Study
Completion – 2015/16
Outcome – Improved data to underpin Strategic Business Plan modelling and asset programs
3. Adoption of Demand Management Plan
Completion – 2015/16
Outcome – Improved data to underpin Strategic Business Plan modelling and asset programs
4. Adoption of Integrated Water Cycle Management Plan
Completion – 2015/16
Outcome – Improved resource management

ATTACHMENTS

Attachment A: **Community Strategic Plan 2025**

Attachment B: **Long Term Financial Plan 2025**

Attachment C: **Workforce Management Strategy 2019**

Attachment D: **Organisation Development Strategy**

Attachment E: **Organisation Development Action Plan**

Attachment F: **Community Engagement Strategy**

Attachment G: **Z-NET Blueprint Draft**

Attachment H: **Council Report FFTF – February 2015**

Attachment I: **Council Report FFTF – October 2014**

Attachment J: **USC Press Release – FFTF Community Engagement Program Results**

Attachment K: **CONFIDENTIAL – MOU – Ranger & Regulatory – Uralla Shire Council and Walcha Council**

Attachment L: **CONFIDENTIAL – MOU Community Support Services**

Attachment M: **CONFIDENTIAL – MOU Northern Alliance – Community Support Services**

Attachment N: **CONFIDENTIAL – Contract for Provision of Kerbside Waste Collection & Recycling Services**

Disclaimer Information

Copyright

Prepared By:

Version:

Version no.	Updated by:	Date:	Nature of changes
1	GM	12 June 2015	Initial Draft



REPORTS FROM THE
CORPORATE & COMMUNITY
COMMITTEE

22 June 2015

16. Reports from the Corporate & Community Committee

REPORTS FROM THE CORPORATE &
COMMUNITY COMMITTEE

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

22 June 2015

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REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

22 June 2015



REPORT TO COUNCIL

Department:	Governance and Information
Submitted by:	Rechelle Leahy
Reference:	1.15.05.01
Subject:	Access to Council Documents Policy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: *Provide advice and direction in corporate governance.*
Strategy: *Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.*
Action: *Ensure compliance with regulatory and statutory requirements as public officer.*

SUMMARY:

The Access to Council Documents Policy ensures Uralla Shire Council meets all of the regulatory requirements of a number of Acts and Regulations prescribing Access to Documents held by Council.

COMMITTEE'S RECOMMENDATION:

That:
The Policy is accepted and referred to Council for adoption.

OFFICER'S RECOMMENDATION:

That:
The Policy is accepted and referred to Council for adoption.

BACKGROUND:

The purpose of this policy is to provide guidance to both staff and the public on those Council documents that the public may access and the manner in which Council will make them available as required under the Government Information (Public Access) Act 2009 (GIPA Act).

The policy will ensure that decisions on public access to Council's documents are consistent and made efficiently and effectively within appropriate timeframes.

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

22 June 2015

Previously, Access to Council Documents has been managed through the Council's Publication Guide, with associated forms. This Guide is currently being reviewed and updated to meet current regulatory requirements. The Access to Council Documents Policy and subsequent procedures will provide a more robust framework for management of Access to Council Documents.

REPORT:

Access by the public to records held by Council is governed by the following legislation:

- *Government Information (Public Access) Act 2009 (GIPA);*
- *Privacy and Personal Information Protection Act 1998 (PPIP);*
- *Health Records and Information Privacy Act 2002 (HRIP)*
- *Environmental Planning and Assessment Regulations 2010 (EP&A Regs)*

The GIPA Act provides for two categories of records, those that Council is required to make available to the public (Open Government Information) and those that Council may make available on application.

The PPPI Act and the HRIP Act both place restrictions on access to personal or health information that Council may hold relating to individuals but permit access to an individual's own records in certain circumstances.

The EPA Regulation permits public access to certain documents and registers, subject to certain restrictions.

KEY ISSUES:

Members of the public have a right to access all Open Access Information held by Council. A list of this information is set out in Schedule 1 to the Policy. This information may be accessed free of charge in Council's offices in Uralla and wherever possible, it shall be placed on Council's website www.uralla.nsw.gov.au.

The balance of Council's records may be accessed via written application to Council, either by way of an informal or a formal application under the GIPA Act or by way of access under the PPPI Act or the HRIP Act or the EP&A Regulations. Each application must be accompanied by the applicable application fee as set out in Council's Schedule of Fees and Charges.

CONCLUSION:

The Access to Documents Policy will ensure the already developed Governance Framework will provide a robust and legally defensible Access to Documents guide to staff ensuring effective and efficient management of all Council documents.

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

22 June 2015

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
N/A
2. **Policy and Regulation**
Governance Framework
Freedom of Information Policy
3. **Financial (LTFFP)**
N/A
4. **Asset Management (AMS)**
N/A
5. **Workforce (WMS)**
N/A
6. **Legal and Risk Management**
The Local Government Act prescribes that Access to Council Documents be an integral part of a robust Council Governance Framework. The Access to Council Documents Policy will provide assurance and assistance to the Uralla Shire Council on Access to Documents, control, governance, and external accountability responsibilities as prescribed by statutory and regulatory requirements.
7. **Performance Measures**
N/A
8. **Project Management**
N/A

Rechelle Leahy
Governance and Information Manager

Prepared by staff member:	Rechelle Leahy
TRIM Reference:	
Approved/Reviewed by Manager:	Damien Connor
Department:	Governance and Information
Attachments:	A. Access to Documents Policy

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

22 June 2015

ATTACHMENT A

	Access to Council Documents Policy		
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Policy Number	
Document Version	V1.0
Adoption Date	
Endorsed By	General Manager
Approved By	Corporate & Governance Committee, Council
Minute Number	
Consultation Period	
Review Due Date	May 2016
Policy Custodian	Governance Manager
Superseded Documents	NA
Related Documents	
Delegations of Authority	

Purpose and Scope

Uralla Shire Council is governed by the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*. The Act and accompanying Regulations requires local government to be responsible and accountable for its own governance requirements.

The purpose of this policy is to provide guidance to both staff and the public on those Council documents that the public may access and the manner in which Council will make them available as required under the *Government Information (Public Access) Act (GIPA Act)*.

The policy will ensure that decisions on public access to Council's documents are consistent and made efficiently and effectively within appropriate timeframes.

Legislation, Standards and Guidelines

- *NSW Local Government Act 1993*
- *Local Government (General) Regulation 2005*

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- *Government Information (Public Access) Act 2009 (GIPA)*
- *Privacy and Personal Information Protection Act 1998 (PPIP)*
- *Health Records and Information Privacy Act 2002 (HRIP)*
- *Environmental Planning and Assessment Regulations 2010 (EP&A Regs)*
- *Uralla Shire Council Operating Policies*

Definitions

Formal Access Application: for access to documents under Part 4 of the *GIPA Act*

Informal Application: is application for access to documents under section 8 of the *GIPA Act*.

Open Access Information: is the information set out in section 18 of the *GIPA Act* and listed in Schedule 1 of this Policy.

Personal Information: is defined in both the *Privacy and Personal Information Protection Act 1998 (PPIPA)* and the *Health Records and Information Privacy Act 2002 (HRIPA)* as information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion' but does not include information about an individual who has been dead for more than 30 years or information about an individual that is contained in a generally available publication.

Record: is defined in the *Government Information (Public Access) Act 2009* as:

Any document or other source of information compiled, recorded or stored in written form or by electronic process, or in any other manner or by any other means'.

Copies are also included as 'records' but the knowledge of a person is specifically excluded from the definition of record.

Background

Access by the public to records held by Council is governed by the following legislation:

- *Government Information (Public Access) Act (GIPA);*
- *Privacy and Personal Information Protection Act (PPIP);*
- *Health Records and Information Privacy Act (HRIP)*
- *Environmental Planning and Assessment Regulations (EP&A Regs)*

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The *GIPA Act* provides for two categories of records, those that Council is required to make available to the public (Open Government Information) and those that Council may make available on application.

The *PIPP Act* and the *HRIP Act* both place restrictions on access to personal or health information that Council may hold relating to individuals but permit access to an individual's own records in certain circumstances.

The *EPA Regulation* permits public access to certain documents and registers, subject to certain restrictions.

Policy Statement

Uralla Shire Council is committed to providing public access to its documents, subject to any relevant legislation. Its preferred position is to provide access in a timely and cost effective manner in accordance with the relevant legislation and wherever possible Open Access Information will be posted on the USC website to ensure that this information is readily available.

What Council documents are available to the public?

Members of the public have a right to access all **Open Access Information** held by Council. A list of this information is set out in Schedule 1 to the Policy. This information may be accessed free of charge in Council's offices in Uralla and wherever possible, it shall be placed on Council's website www.uralla.nsw.gov.au.

The balance of Council's records may be accessed via written application to Council, either by way of an informal or a formal application under the *GIPA Act* or by way of access under the *PIPP Act* or the *HRIP Act* or the EP&A Regulations. Each application must be accompanied by the applicable application fee as set out in Council's Schedule of Fees and Charges.

If an **Informal Application** for a record is made under the *GIPA Act*, Council has a discretion whether or not to provide access.

If a **Formal Access Application** for a record is made under the *GIPA Act*, then Council may only refuse to provide access on the grounds set out in that Act. These Applications will be processed in accordance with the Act.

Application may also be made under either the *PIPP Act* or the *HRIP Act* for access to personal information relating to the applicant that is held by Council. On receipt of any such application and subject to Council being satisfied as to the identity of the applicant, Council will advise:

- (a) whether it holds any personal information relating to that person;
- (b) if it holds any such personal information:
 - (i) the nature of that information;

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(ii) the main purposes for which the information is used; and

(iii) that person's entitlement to gain access to that information.

Under clause 268 of the *EP&A Regulations*, Council is required to provide access to certain registers and documents relating to development applications and consents and to complying development certificates. These are set out in sections 264-267 of *the Regulations*. Application to view these registers and documents may be made via an informal application under the *GIPA Act*.

Public Registers

Further to the access arrangements described, Council is required by the *PIPP Act* to restrict access to Public Registers in the following manner:

Public registers fall in two categories

- Category A registers have restricted access;
- Category B registers have unrestricted access for inspection.

Access to Category A registers is restricted to one page (or a single entry, if more than one page) unless the person wanting access first provides Council with a Statutory Declaration setting out their reason for wanting access and those reasons are for a purpose relating to the purpose of the Register, or an Act under which the Register is kept.

Access to inspect Category B registers is unrestricted.

Amendment of records

Any person to whom access has been granted to any of Council's documents may apply to Council for an amendment to any of those documents provided that:

- (a) the document contains information regarding the applicant's personal affairs; and
- (b) the information is available for use by Council in relation to its administrative functions; and
- (c) in the applicant's opinion, the information is misleading, out of date, incorrect or incomplete.

Any application for amendment should be made on Council's application form or a similar form. There is no fee for this application.

The application shall be determined by Council either:

- (a) agreeing to amend the document(s) as requested; or

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(b) refusing the application.

Council may refuse to amend its records if:

(a) it is satisfied that they are not incomplete, incorrect, out of date or misleading in a material respect; or

(b) it is satisfied that some aspect of the application is incorrect or misleading in a material respect; or

(c) the amendment of the particular document sought to be altered is governed by another Act.

Responsibility

The Governance and Information area is responsible for the day to day management of Governance and Information policy and practice at Uralla Shire Council, including continuous quality improvement, legislative compliance requirements and information access and management.

Accountability, Roles and Responsibility

The *Access to Council Documents Policy* prescribes the standards and expectations related to Access to all Council Documents. Combined with the *Customer Service Charter* the Policy will ensure requests for information are acted upon in a timely and efficient manner for all applicants. It ensures conformance to all relevant Acts, Regulations, standards and community expectations of probity, accountability and openness in local government.

Attachments

Schedule 1 – Open Government Information

Schedule 2 – Public Access Registers (Category A and B)

Schedule 1

Open Access Information

Version	Review Date	Reviewer	Approved
Relevant	Document / Information		

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GIPAA Reference	
S18(a)	Publication Guide
S18(b)	Information about Council contained in any document tabled in Parliament
S18(c)	Policy Documents
S18(d)	Disclosure Log of Access Applications
S18(e)	Register of Government Contracts
S18(f)	Record of the open access information that Council does not make available on the basis of an overriding public interest against disclosure
Sch 1(1)(a)	Model Code of Conduct and adopted Code of Conduct
Sch 1(1)(b)	Code of Meeting Practice
Sch 1(1)(c)	Annual Report & State of the Environment (SOE) Report
Sch 1(1)(d)	Annual Financial Statements
Sch 1(1)(e)	Auditors Report (with Annual Financial Statements)
Sch 1(1)(f)	Management Plan
Sch 1(1)(g)	EEO Management Plan
Sch 1(1)(h)	Policy Councillors Expenses and the Provision of Facilities to Councillors
Sch 1(1)(i)	Annual Reports of bodies exercising functions delegated by Council
Sch 1(2)(a)	Declaration of Interest Returns
Sch 1(2)(b)	Agendas and Business Papers for Council and Committee Meetings
Sch 1(2)(c)	Minutes of Council and Committee Meetings
Sch 1(2)(d)	Section 433 LGA Department reports relating to Council
Sch 1(3)(a)	Council's Land Register
Sch 1(3)(b)	Council's Register of Investments
Sch 1(3)(c)	Council's Register of Delegations
Sch 1(3)(d)	Council's Register of Graffiti Removal Work
Sch 1(3)(e)	Council's Register of Declarations of Disclosures of Political Donations – s328A LGA
Sch 1(3)(f)	Council's Register of voting on planning matters – s375A LGA
Sch 1.2(a)	Local Approvals Policy
Sch 1.2(b)	Plans of Management for Community Land
Sch 1.2(c)	Council's LEP, DCP's and Contribution Plans
Sch 1.3(1)(a)	Development Applications and associated documents, including: (i) home warranty insurance documents; (ii) construction certificates; (iii) occupation certificates; (iv) structural certification documents; (v) town planner reports; (vi) submissions received; (vii) heritage consultant reports; (viii) tree inspection consultant reports; (ix) acoustics consultant reports; (x) land contamination consultant reports.
Sch 1.3(1)(b)	Development Application decisions (including decisions on appeal)
Sch 1.3(1)(c)	Development Application documents excluded from public access because they are: (i) plans and specifications for the residential part of a building (other than height and external configuration plans), or commercial-in-confidence.
Sch 1.4(a) &	Applications for approvals together with supporting documentation

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(b)	
Sch 1.4(c)	Records of approvals granted or refused
Sch 1.4(d)	Orders given under Part 2 Ch7 LGA and any reasons given under s136
Sch 1.4(e)	Orders given under any other legislation
Sch 1.4(f)	Records of building certificates
Sch 1.4(g)	Plans of land proposed to be compulsorily acquired by Council
Sch 1.4(h)	Compulsory acquisition notices
Sch 1.4(i)	Leases and licences for use of public land classified as community land

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Schedule 2

Public Access Registers

Category A Registers

Restricted Access

Property Register (Rates Data Base)	<p>Ownership details can be released on individual basis only – no need for a reason to be given.</p> <p>No release on bulk basis (See DLG Circular 00/75) – however, it has been determined that the following are consistent with the purposes of the PPIP Act.</p> <p>Release of information to:</p> <ul style="list-style-type: none"> • Electoral Commission; • Telecommunication carriers and other bodies required to discharge statutory obligations LGSA; • Registered valuers LGSA.
Sales Data	<p>Sourced from LTO Public Register – therefore can be released with/without names on individual basis only.</p> <p>No release on bulk basis except to:</p> <ul style="list-style-type: none"> • Registered valuers LGSA.
Register of Development Applications and Consents (cl. 264 EPA Regs)	<p>Public document available for inspection and copying under s.100 EPA Act but if they wish to inspect or copy more than one page they need to submit a statutory declaration stating reasons for the request.</p> <p>Bulk copying only permitted if the purpose is consistent with the purpose of the EPA Act. Sale of bulk information is not permitted.</p> <p>Note – right to inspect does not extend to internal plans nor to commercial-in-confidence information.</p>
Register of Complying Development Applications (cl. 265 EPA Regs)	<p>Public document available for inspection but if they wish to inspect or copy more than a page they need to submit a statutory declaration stating reasons for the request.</p> <p>Bulk copying only permitted if the purpose is consistent with the purpose of the EPA Act. Sale of bulk information not permitted.</p>
Construction Certificate Register (cl. 109B EPA Regs)	<p>Public document available for inspection but if they wish to inspect or copy more than a page they need to submit a statutory declaration stating reasons for the request.</p> <p>Bulk copying only permitted if the purpose is consistent with the purpose of the EPA Act. Sale of bulk information not permitted.</p>
Section 94	<p>Public document available for inspection (see cl.36, 37 EPA Regs) but if they</p>

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Contributions	wish to inspect or copy more than a page they need to submit a statutory declaration stating reasons for the request. Bulk copying only permitted if the purpose is consistent with the purpose of the EPA Act.
Register of POEO Act – Licences	Public document available for inspection but if they wish to inspect or copy more than a page they need to submit a statutory declaration stating reasons for the request. Bulk copying only permitted if the purpose is consistent with the purpose of the Act requiring the register.
Register of Impoundings	Public document available for inspection but if they wish to inspect or copy more than a page they need to submit a statutory declaration stating reasons for the request. Bulk copying only permitted if the purpose is consistent with the purpose of the Act requiring the register.
Register of Caravan Park Licences	Public document available for inspection but if they wish to inspect or copy more than a page they need to submit a statutory declaration stating reasons for the request. Bulk copying only permitted if the purpose is consistent with the purpose of the Act requiring the register.
Register of On-Site Effluent Disposal	Public document available for inspection but if they wish to inspect or copy more than a page they need to submit a statutory declaration stating reasons for the request. Bulk copying only permitted if the purpose is consistent with the purpose of the Act requiring the register.
Register of Leases of Community Land	Public document available for inspection but if they wish to inspect or copy more than a page they need to submit a statutory declaration stating reasons for the request. Bulk copying only permitted if the purpose is consistent with the purpose of the Act requiring the register.

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Category B Registers

Unrestricted Access

Electoral Roll	Public document available for inspection only – no copies permitted. Any request for copies should be referred to the Electoral Office locally.
Disclosures by Councillors and Designated Persons Returns	Public document available for inspection and copying but if copies of more than one entry are required then a statutory declaration is required stating reasons for the request. Bulk copying only permitted if the purpose is consistent with the purpose of the Act requiring the register.
Register of Delegations	Full unrestricted public access and copying
Graffiti Removal Register s67C LGA	Full unrestricted public access and copying
Council's Register of Declarations of disclosures of political donations – s328A LGA	Full unrestricted public access and copying
Council's Register of voting on planning matters – s375A LGA	Full unrestricted public access and copying
Register of Council Contracts with value > \$150,000	Full unrestricted public access and copying
Cemetery Register	Full unrestricted public access and copying
Roads Register	Full unrestricted public access and copying
Register of Public Gates / Ramps	Full unrestricted public access and copying
Council Land Register (Community, Operational and Crown Land)	Full unrestricted public access and copying
Register of Council Investments	Full unrestricted public access and copying

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REPORT TO COUNCIL

Department:	Governance and Information
Submitted by:	Rechelle Leahy
Reference:	1.15.05.02
Subject:	Complaints Handling Policy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: *Provide advice and direction in corporate governance.*
Strategy: *Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.*
Action: *Ensure compliance with regulatory and statutory requirements as public officer.*

SUMMARY:

The Complaints Handling Policy ensures Uralla Shire Council meets all of the regulatory and Ombudsman requirements of a number of Acts, Regulations and Guidance's prescribing best practice Complaints Handling processes.

COMMITTEE'S RECOMMENDATION:

That:

- 1. The Policy is accepted and referred to Council for adoption.*
- 2. The statistics of the types of complaints be reported to Council.*

OFFICER'S RECOMMENDATION:

That:

The Policy is accepted and referred to Council for adoption.

BACKGROUND:

The purpose of this policy is to provide guidance to both staff and the public on Uralla Shire Council's Complaints Handling Process and Systems as required under the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The policy describes how complaints will be managed in Uralla Shire Council. An effective complaints handling system is an essential part of the provision of quality service by Council.

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It is one method of measuring community satisfaction and provides a useful source of information and feedback for improving a Council's services. Complaint handling is also a key component of sound corporate governance and is fundamental to ensuring an appropriate level of accountability in the exercise of Council functions.

Previously, Complaints Handling has been managed through the Council's website inbox and over the counter. The Complaints Handling Policy and subsequent procedures will provide a more robust and timely framework for Council response to Complaints and will allow Council to ensure all complaints are viewed as opportunities for service recovery and improvement in the first instance.

REPORT:

Council recognises that customer feedback is welcome and that customers are entitled to have complaints heard and actioned fairly, respectfully, and with complete confidentiality.

Effective complaint resolution requires responding to the complainant's needs as a person as well as responding to the identified problem. Fixing the problem alone will not necessarily produce satisfaction.

How a complainant is treated in the process is equally important to complaint resolution and will be a prime factor in how that person relates to Council in the future.

There are some basic principles of quality service. In addition to high standards in service delivery and the importance of a customer focus, agreed principles include:

- *economy;*
- *efficiency;*
- *effectiveness;*
- *fairness;*
- *impartiality;*
- *accessibility; and*
- *responsiveness.*

KEY ISSUES:

Council's complaint handling system is an organised way of responding to, recording, reporting and using complaints to improve Council's service to customers. It includes procedures for customers to make complaints and guidelines for staff to resolve complaints, and provides information to managers and staff that can assist them to prevent customer dissatisfaction in the future.

An effective complaints system benefits Council by:

- *creating a second chance to provide service and satisfaction to dissatisfied customers;*
- *identifying areas that need improvement;*
- *providing opportunities to strengthen public support for the agency; and*
- *assisting in planning and allocation of resources.*

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Public awareness of this Policy is a vital component of Council's commitment to customer service. Council will provide clear, explanatory material on this Policy, including brochures, web notification and a complaints form that will be available on line.

CONCLUSION:

The Complaints Handling Policy will ensure the already developed Governance Framework will provide a robust and timely response mechanism to complaints ensuring effective and efficient management of complaints to Council.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Governance Framework

Effective Complaint Handling Guidelines – 2nd Edition December 2010 – Ombudsman NSW

3. Financial (LTFP)

N/A

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

The Local Government Act prescribes that Complaints Handling be an integral part of a robust Council Governance Framework and Risk Management Program.

The Complaints Handling Policy will provide assurance and assistance to the Uralla Shire Council that Complaints are handled in a timely and efficient manner, providing control, governance, and external accountability through statutory and regulatory requirements across Council.

7. Performance Measures

N/A

8. Project Management

N/A

Rechelle Leahy
Governance and Information Manager

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22 June 2015

Prepared by staff member:	Rechelle Leahy
TRIM Reference:	
Approved/Reviewed by Manager:	Damien Connor
Department:	Governance and Information
Attachments:	B. Complaints Handling Policy

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ATTACHMENT B

	Complaints Handling Policy		
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Policy Number	
Document Version	V1.0
Adoption Date	
Endorsed By	General Manager
Approved By	
Minute Number	
Consultation Period	
Review Due Date	May 2016
Policy Custodian	Manager Governance and Information
Superseded Documents	NA
Related Documents	
Delegations of Authority	

Purpose and Scope

Uralla Shire Council is governed by the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

The purpose of this policy is to describe how complaints will be managed in Uralla Shire Council. An effective complaints handling system is an essential part of the provision of quality service by Council.

It is one method of measuring community satisfaction and provides a useful source of information and feedback for improving a Council's services. Complaint handling is also a key component of sound corporate governance and is fundamental to ensuring an appropriate level of accountability in the exercise of Council functions.

Legislation, Standards and Guidelines

- *NSW Local Government Act 1993*
- *Local Government (General) Regulation 2005*

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- Effective Complaint Handling Guidelines – 2nd Edition December 2010 – Ombudsman NSW
- Uralla Shire Council Operating Policies
- Uralla Shire Council Customer Service Charter

Definitions

Customer: different terms are used to refer to customers, clients or consumers. Uralla Shire Council uses the generic term 'customer' to refer to all of these groups.

A Complaint: is an expression of dissatisfaction with Council's policies, procedures, charges, employees, agents or quality of service provided.

A Request for a Service: or for information about a service is not a complaint. However, they may escalate into a complaint if action is not taken within designated timeframes or is undertaken in an unprofessional or substandard manner.

An objection: to a Development Application (DA) or a submission made to Council in response to a call for public comment, is not a complaint.

A concern for service levels: that are the result of limits set by Council policy, and not the result of organisational or mechanical breakdown, are not a complaint but rather a customer request.

A competitive neutrality complaint: (as defined by the Department of Local Government's Guidelines on Competitive Neutrality) is:

(a) a complaint that Council has not met its requirements under the Policy Statement on 'Pricing and Costing for Council Businesses - A Guide to Competitive Neutrality'. This includes a concern that Council has not established an effective complaints handling mechanism in relation to such complaints, or

(b) a complaint that Council has not abided by the spirit of competitive neutrality in the conduct of a business activity.

A competitive neutrality complaint is not:

(a) a complaint regarding the level of service provided by a business activity;

(b) a complaint regarding the cost of the service, unless it is that Council has not costed its service to take competitive neutrality into account;

(c) a complaint regarding the trade practices laws and their application to councils.

A vexatious complaint: is one with the intention to annoy or disrupt the processes of Council, without real basis. These may still require investigation before being dismissed.

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A substantial response is a response which advises:

- (a) the action that Council has or will take in relation to a complaint together with the timeframe within which that action will occur; or
- (b) the reasons why Council is unable to take action in relation to the complaint; or
- (c) that the complaint has been referred to an external body and the reasons for that referral.

Policy Statement

Council recognises that customer feedback is welcome and that customers are entitled to have complaints heard and actioned fairly, respectfully, and with complete confidentiality.

Effective complaint resolution requires responding to the complainant's needs as a person as well as responding to the identified problem. Fixing the problem alone will not necessarily produce satisfaction.

How you treat the complainant in the process is equally important to complaint resolution and will be a prime factor in how that person relates to Council in the future.

There are some basic principles of quality service. In addition to high standards in service delivery and the importance of a customer focus, agreed principles include:

- economy;
- efficiency;
- effectiveness;
- fairness;
- impartiality;
- accessibility; and
- responsiveness.

In order to achieve the objectives of the policy, Council will:

- Provide customers with information concerning Council's Complaints Management Policy;
- Inform customers of the options available and the avenues of review if they are not satisfied with the outcome or decision following investigations into their complaint;
- Ensure the lodging of a complaint is simple and reliable, and instil confidence in the customer that all complaints are handled promptly, fairly and confidentially;
- Ensure complaints are responded to quickly. If a speedy resolution is not possible, then a response indicating the process to be undertaken and an estimate of the time frame will be provided to the complainant;
- Ensure staff understand their obligations and the procedures to follow when a complaint is received; and

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- Provide a framework for reporting on complaints received to ensure the continual improvement of services, systems and staff skills.

Council's complaint handling system is an organised way of responding to, recording, reporting and using complaints to improve Council's service to customers. It includes procedures for customers to make complaints and guidelines for staff to resolve complaints, and provides information to managers and staff that can assist them to prevent customer dissatisfaction in the future.

An effective complaints system benefits Council by:

- creating a second chance to provide service and satisfaction to dissatisfied customers;
- identifying areas that need improvement;
- providing opportunities to strengthen public support for the agency; and
- assisting in planning and allocation of resources.

Complaints should be viewed as opportunities for service recovery and improvement in the first instance.

Council may choose from a number of options in order to resolve a complaint. Options may include, but are not limited to, an explanation of policies or procedures or why particular action was or was not taken, an apology, change of decision, changes to the relevant policy or procedure, financial compensation including an ex gratia payment, repair or replacement, technical assistance, or the waiver of debt.

Should a complaint remain unresolved at the completion of the investigation, or if the complainant is not satisfied with the resolution offered, the complainant is entitled to refer the matter to an external organisation for review.

Public Awareness of the Complaints Handling Policy

Public awareness of this Policy is a vital component of Council's commitment to customer service. Council will provide clear explanatory material on this Policy, including brochures, web notification and a complaints form available on line.

Complainants are encouraged to submit complaints in writing, either using the form available from Council's customer service areas or from Council's website via the Council email address Inbox, or by letter or fax.

Timeframes

The designated officer will respond substantially to any complaint (other than a competitive neutrality complaint) within **21 days** after it is received. If it is not possible to respond substantially to a complaint within that time, the designated officer shall forward an acknowledgement letter to the complainant within that time period advising that the complaint is being investigated and that a response will be forwarded within **a further 28 days**. If the investigation into the complaint is ongoing beyond this period, the complainant must be kept informed of the likely timeframe for resolution and be promptly advised

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following completion of the investigation.

Special Cases

If a complaint is received relating to:

- (i) a Councillor, it is to be referred as soon as possible to the General Manager;
- (ii) the General Manager, it is to be referred to the Mayor and handled in accordance with the General Manager's contractual arrangements with Council and the provisions of specific legislation as described above, if applicable; and
- (iii) a member of staff (other than the General Manager), it is to be:
 - (a) referred to the relevant Executive Manager (or if it relates to an Executive Manager, to the General Manager), unless the complaint alleges a breach of the Code of Conduct by that member of staff, in which event it is to be referred directly to the General Manager;
 - (b) handled in accordance with Council policy and HR agreements.

No complaint about the conduct or performance of a member of staff shall be either investigated or responded to by that member of staff.

Confidentiality

Council shall not release any personal details of complainants unless:

- (a) the identity of the complainant has already been disclosed in a publicly available document; or
- (b) the complaint is clearly malicious or not made in good faith, or is, in Council's opinion, vexatious or frivolous; or
- (c) the complaint is an objection to a building or development application and the complainant has not requested that his/her identity remain confidential; or
- (d) Council is required by law (eg: via subpoena) to release the information available; or
- (e) the complaint is referred to an external agency, in which event Council will provide the external agency with details of the complainant's identity; or
- (f) The complainant agrees to Council releasing their personal information.

Reporting

Council will report on how it manages Complaints Management in its Annual Report.

Responsibility

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The Governance and Information area is responsible for the day to day management of Governance and Information policy and practice at Uralla Shire Council, including strategic management, continuous quality improvement, legislative compliance requirements and financial management.

Accountability, Roles and Responsibility

The Governance Framework prescribes the standards and provides guidance to support sound governance practices throughout Uralla Shire Council. It ensures performance and the delivery of goods, services and programmes as guided by each business area of the Council and conformance to ensure the Council meets relevant Act, Regulations, standards and community expectations of probity, accountability and openness in local government.

Attachments

N/A

Version	Review Date	Reviewer	Approved

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REPORT TO COUNCIL

Department:	General Managers Office
Submitted by:	General Manager
Reference:	1.15.05.03
Subject:	Remuneration for Councillors and the Mayor 2015-16

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is to address the recent determination of the NSW Local Government Remuneration Tribunal which handed down an increase in the fees payable to Councillors and the Mayor of 2.5% for the 2015-16 financial year.

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

COMMITTEE'S RECOMMENDATION:

That:

1. The report and determination of the New South Wales Remuneration Tribunal 2015 be noted;
2. Council increase the fees payable to Councillors by 2.5% per annum effective from 1 July 2015 to 30 June 2016; and
3. Council increase the fee payable to the Mayor by 2.5% per annum effective from 1 July 2015 to 30 June 2016.

OFFICER'S RECOMMENDATION:

That:

1. The report and determination of the New South Wales Remuneration Tribunal 2015 be noted;
2. Council sets the level of fees payable to Councillors at \$11,000 per annum effective from 1 July 2015 to 30 June 2016; and

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3. Council sets the additional fee payable to the Mayor at \$17,000 per annum effective from 1 July 2015 to 30 June 2016.

BACKGROUND:

The full report of the local government remuneration tribunal (the tribunal) is included as an attachment to this report and is also available at www.remtribunals.nsw.gov.au

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

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

The Uralla Shire Council remains classified in the *Rural* category along with 76 other NSW Councils. The tribunal is required to review these categorisations once every 3 years, with the last such review taking place in 2012.

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

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

REPORT:

The tribunal has determined the following range for the Rural category for the 2015-16 financial year:

All Councillors	\$8,330 to \$11,010
Mayor	\$8,860 to \$24,030.

If the upper level of fees for the category were adopted then the following new fees would apply:

All Councillors	\$11,010
Mayor	\$24,030
Total	\$123,120

If the fees from the previous financial year applied at Uralla Council were increased by \$500 per annum the following new fees would apply:

All Councillors	\$11,000
Mayor	\$17,000
Total	\$116,000

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

22 June 2015

The role of Local Government Councillors and Mayors are increasingly demanding and extremely important to the betterment of their communities. Councils need to set their remuneration structure to ensure that they attract appropriately experienced and qualified people.

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

KEY ISSUES:

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

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil required

2. Policy and Regulation

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

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

3. Financial (LTFP)

There is a budget allocation of \$116,000 in the 2015-16 Operational Plan for councillor and mayoral fees.

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

REPORTS FROM THE CORPORATE & COMMUNITY COMMITTEE

22 June 2015

Damien Connor
General Manager

Prepared by staff member:	Damien Connor
Approved/Reviewed by Manager:	Damien Connor
Department:	General Managers Office
Attachments:	C. Report and Determination of the Local Government Remuneration Tribunal.

Local
Government
Remuneration
Tribunal

Annual Report
and
Determination

*Annual report and determination under sections 239
and 241 of the Local Government Act 1993*

13 April
2015

Local Government Remuneration Tribunal

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Local Government Remuneration Tribunal

Introduction

1. The role of Local Government Remuneration Tribunal (the Tribunal), pursuant to section 235 of the *Local Government Act 1993* (the LG Act) was undertaken by Ms Helen Wright from 13 December 2006 until the expiration of her appointment on 30 June 2014. The Tribunal wishes to express its appreciation of Ms Wright's contributions over those years.
2. On 4 February 2015, Dr Robert Lang was appointed to the role of Tribunal pursuant to section 235 of the LG Act and Mr Ian Reynolds was appointed to the role of Assessor assisting the Tribunal pursuant to section 236 (1) (b) of the LG Act. The role of Assessor assisting the Tribunal pursuant to 236 (1) (a) has been undertaken by Mr Steve Orr, Acting CEO, Office of Local Government, Department of Planning and Environment.

Section 1 Background

3. Pursuant to section 239 of the LG Act the Tribunal determines the categories of councils and mayoral offices and the allocation of each council and mayoral office into one of those categories.
4. Pursuant to section 241 of the LG Act the Tribunal determines in each category of council, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.
5. In determining the maximum and minimum fees payable to each of the categories, the Tribunal is required, pursuant to section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.
6. The current policy on wages pursuant to section 146(1)(a) of the IR Act is articulated in the *Industrial Relations (Public Sector Conditions of Employment) Regulation 2014* (Regulation). The effect of the Regulation is that public sector wages cannot increase by

Local Government Remuneration Tribunal

more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors.

7. The former Tribunal's Report and Determination of 2014 provided a general increase of 2.5 per cent which was consistent with the Government's policy on wages.

Section 2 Local Government Reform

8. Local government in NSW has been the subject of a significant reform agenda driven by the need to change. This has been supported by Local Government NSW (LGNSW) and the State Government. The process of creating a strong and viable local government sector began with the *Destination 2036* summit held in 2011. The outcome was the "*Destination 2036 Action Plan*" which identified 12 major initiatives to create a strong local government sector.
9. In 2012 the then Minister for Local Government appointed an Independent Local Government Review Panel (Panel) to formulate options for governance models, structures and boundary changes to improve the strength and effectiveness of local government and to help drive the strategic directions set out in the *Destination 2036 Action Plan*. The Local Government Acts Taskforce (Taskforce) was also appointed to review the LG Act and the *City of Sydney Act 1988*.
10. Following an extensive consultation program with stakeholders across NSW during 2012 and 2013 the final reports of the Panel and the Taskforce were released in October 2013. As outlined in the Tribunal's 2014 determination these reports make a broad range of recommendations which, if adopted in full or in part, could deliver significant reforms across local government in NSW.
11. The Government's response to the recommendations of the Panel and the Taskforce was released in September 2014 – '*Fit for the Future, NSW Government Response*'.
12. The Tribunal notes that the Panel has made a number of comments in relation to the adequacy of the existing remuneration arrangements and has proposed structural changes which may have an impact on the roles and responsibilities of councillors and mayors. Suggested changes include amendments to the LG Act to provide greater clarity in relation to the role of councillors and mayors. It has been proposed that in larger councils and in major regional councils, the role of mayor, and in some instances that of

Local Government Remuneration Tribunal

the deputy mayor, should be expanded to a full time office and remunerated accordingly.

13. The Government has supported these changes in principle, noting in their response:

"Stronger political leadership and effective representation are essential to strengthen local communities. In developing a new Local Government Act, the Government will consider how to embed these principles and achieve these outcomes.

In time for the next local government elections in 2016, the Government will:

- *Amend the legislated role of councillors and mayors to provide greater clarity generally in accordance with the Panel's recommendations*
- *Introduce minimum two year terms and compulsory voting in mayoral elections for mayors elected by councillors, to facilitate leadership stability."*

In response to whether the role of mayor should be full time the Government advised:

"The Government recognises the important role of the Mayor in providing leadership to the council and the community. It recognises that the role of Mayor will inevitably vary given the size of the council and the nature of the community and believes it is for the council to determine the appropriate time required to fulfil this important strategic role."

14. The Panel also suggested that professional development programs be made available to councillors and that remuneration should be increased in recognition of enhanced skills.

15. The Government has not supported the Panel's recommendation that councillors and mayors who successfully complete recognised professional development programs receive increased remuneration. In response to that recommendation the Government advised:

"The Government recognises the dedication of councillors across NSW to their local council and their communities and supports councillors receiving a fair level of remuneration, which reflects the nature of the role and the communities' expectations of prudent use of ratepayer funds.

The Government believes an independent process, currently undertaken by the Independent Remuneration Tribunal, provides a fair means of setting councillor remuneration, with the current criteria taking into account, among other things, the size and the significance of the council.

The Minister for Local Government will ask the Tribunal to give further consideration to the criteria to better reflect the objectives of local government

Local Government Remuneration Tribunal

reform with a focus on those councils that have made the necessary changes to become "Fit for the Future".

The Government also believes that professional development, particularly for new councillors but importantly for all councillors, is essential for being an effective councillor rather than a justification for increasing councillor remuneration and expects all councils to have in place a professional development program for councillors."

16. In providing their response the Government also announced a package of support to strengthen communities and support councils to become Fit for the Future.
17. The Government intends to provide funding of up to \$1 billion to help NSW councils become Fit for the Future. The Fit for the Future package includes:
 - \$258 million to assist councils who decide to merge and make the changes needed to provide better services to communities;
 - Potential savings of up to \$600 million from cheaper finance for Fit for the Future councils to invest in local infrastructure;
 - Up to \$100 million savings through reductions in red tape and duplications;
 - Improvements to the local government system, including the laws that govern it, the way the State works with councils and the support that councils receive.
18. As part of a broad range of local government initiatives, councils have been asked to assess their current situation and consider the future needs of its community. The Panel recommended a range of structures for councils across NSW, based on the Panel's extensive consultation and research. Those options include:
 - voluntary mergers
 - forming regional joint organisations
 - a new model for the far west
 - a rural council option
19. Councils have been asked to prepare a roadmap for becoming Fit for the Future. The Roadmap is to address the viability of introducing one of the structures proposed having regard to:
 - scale and capacity
 - sustainability
 - efficiency, and
 - effective services and infrastructure.

Local Government Remuneration Tribunal

20. Councils have been asked to assess their current position and submit a Fit for the Future proposal by 30 June 2015. The proposals will be assessed by an independent expert panel which will make recommendations to the Minister for Local Government. It is expected that from October 2015 Fit for the Future councils will commence the implementation of their proposals.
21. The Tribunal also notes that a new local government act is expected to be introduced following the local government elections in September 2016.

Section 3 2015 Review

Scope of the Review - Categories

22. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. In accordance with the Act, the Tribunal has reviewed the categories as part of the 2015 annual review.
23. Pursuant to section 240 of the Act the Tribunal is required to determine categories according to the following matters:

"240 (1)

- the size of areas*
- the physical terrain of areas*
- the population of areas and the distribution of the population*
- the nature and volume of business dealt with by each Council*
- the nature and extent of the development of areas*
- the diversity of communities served*
- the regional, national and international significance of the Council*
- such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government*
- such other matters as may be prescribed by the regulations. "*

24. The former Tribunal undertook a fundamental review of the categories in 2012. In undertaking that review, the former Tribunal found that there was no strong case to significantly alter the current categories of councillor or mayoral office or to move

Local Government Remuneration Tribunal

individual councils between categories. The Tribunal notes that since 2012 there has been no reduction in the number of councils or significant changes to local government boundaries but significant progress has been made by the Government, LGNSW and local councils in progressing the reform process.

25. In reviewing the categories for 2015 the Tribunal considers the current reform initiatives, in particular Fit for the Future, to be relevant to the provision of efficient and effective local government.
26. On 4 March 2015, the Tribunal wrote to all mayors advising of the commencement of the 2015 Annual Review. The Tribunal invited submissions from councils as to whether Fit for the Future councils should be recognised in any future or alternative categorisation model. This proposal was consistent with the Government's response to the recommendations of the Panel. The Tribunal also wrote to the President of LGNSW in similar terms, and subsequently met with the President and Chief Executive of LGNSW. The Tribunal wishes to place on record its appreciation to the President and Chief Executive for meeting with the Tribunal.

Submissions Received

27. In response to this review the Tribunal received 15 submissions from individual councils and a submission from LGNSW. The key points from those submissions are summarised below.

Local Government NSW

28. The association's view is that a wholesale review of the categories is not practical until the conclusion of the Fit for the Future proposal and approval period and therefore a detailed analysis of the factors set out in Section 240 of the Act was not included in their submission.
29. However, the association has requested that a new category of 'Peri-Urban' be created to contain those councils that occupy a landscape on a major city fringe that is neither fully urban nor completely rural. Councils that would fit into this new category include Wollondilly and Hawkesbury River councils.
30. Given the statutory limitations in place LGNSW has also requested that councillor and

Local Government Remuneration Tribunal

mayoral fees be increased by the full 2.5 percent for 2015/16. LGNSW continues to advocate that councillors face an immense task juggling council workload, family responsibilities as well as paid work and such a significant time involvement is not appropriately recompensed through the current remuneration levels. The roles of councillor and mayor have expanded due to the introduction of new forms of strategic and corporate planning and, more recently, additional workloads are attributable to Fit for the Future and Joint Organisation pilots.

Major City

31. Wollongong City Council has sought the inclusion of transitional remuneration arrangements in this year's determination, rather than future determinations, to reflect extra responsibilities being undertaken through Fit for the Future and as a Pilot Joint Organisation. The Council argues that this was articulated and acknowledged in discussions concerning the scope and structure of Joint Organisations during workshops facilitated by the Office of Local Government.

Metropolitan Major

32. Penrith City Council has sought re-categorisation to Major City in view of the Council's identified role as a regional city for North Western Sydney and its expanding regional role for housing, transport, jobs and services. The Council supports a future categorisation model that provides a bonus or incentives for those councils that successfully demonstrate ongoing sustainability through their Fit for the Future proposals and Improvement Plans.

Metropolitan Centre

33. Submissions were received from Liverpool City Council, Sutherland Shire Council, The Hills Shire Council and Wyong Shire Council. All councils in this group have sought re-categorisation to a higher group.
34. Liverpool City Council has sought re-categorisation to either Metropolitan Major as a minimum or Major City. The Council argues that its similarities with Penrith City Council and Parramatta City Council support a consistent categorisation with either of these councils.

Local Government Remuneration Tribunal

35. The Hills Council argues that the current categorisation system does not recognise the complexities faced by Councillors in 'growth' councils. The Council also notes that it has a similar population and growth forecast to Penrith City Council which is in the Metropolitan Major category.
36. Wyong Shire Council has sought re-categorisation to Metropolitan Major on the basis that its functions are parallel to councils in that category.
37. Sutherland Shire Council has sought re-categorisation to Metropolitan Major and argues that it compares with Penrith City Council and Blacktown City Council which are categorised as Metropolitan Major.

Metropolitan

38. Submissions were received from Pittwater Council and Camden Council.
39. Pittwater Council has requested the Tribunal to make appropriate representations for changes to legislation to require councils to pay compulsory employer superannuation contributions for councillors. Under current law councillors are not deemed employees of a council and employer superannuation contributions are not required.
40. Camden Council has sought re-categorisation to Metropolitan Centre or alternatively to a new category for growth centres. Camden is a major growth centre and expects exponential growth over the next 25 years with a significant increase in population and dwellings and related increases to the Council's staffing, budget, services and councillors' workloads and obligations.

Regional Rural

41. Individual submissions were received from Albury City Council, Bathurst Regional Council, Bega Valley Shire Council and Hawkesbury City Council.
42. Albury City Council has requested that the Tribunal consider the provision of a deputy mayoral allowance in the fee structure noting that this may require a change to the LG Act. The experience of Albury City Council is that there are an increasing number of civic commitments on the mayor averaging five or more per week with the deputy mayor often required to assist in these matters.
43. Bathurst Regional Council has sought an increase of fees to reflect the increased role

Local Government Remuneration Tribunal

and responsibilities that councillors undertake.

44. Bega Valley Shire Council argue that the current remuneration levels are a barrier to many younger and working people standing for election. Also, the Council requests that any proposed categorisation model recognising Fit for the Future status should recognise not only councils that intend to amalgamate but also councils which participate in Joint Regional Organisations.
45. Hawkesbury City Council has sought re-categorisation to a higher or new category on the basis that it is different to other councils in Regional Rural.

Rural

46. Forbes Shire Council has sought an additional increase above 2.5% to account for the additional complexity and time obligations that are over and above councillors' business as usual work, as a result of the Integrated Planning and Reporting Framework, Independent Panels review report and Fit for the Future.

Tribunal's Findings

Categorisation

47. The Tribunal has reviewed the existing categories and finds that no change is warranted at this time. While LGNSW have put forward a proposal to create a new "peri urban" category, any consideration of new categories is not considered appropriate at this time given the current reform agenda. It is probable, should Fit for the Future initiatives proceed, that the structure of local government in NSW will change over the next few years. Any future Tribunal will need to consider categorisation based on the structure and composition of councils in NSW at that time.
48. The Tribunal has also considered those requests for re-categorisation from individual councils as outlined in the submissions. The Tribunal finds that the current categorisation of individual councils is appropriate at this time and no changes are warranted.
49. In making submissions councils were also asked to comment on whether Fit for the Future councils should be recognised in any future or alternative categorisation model.

Local Government Remuneration Tribunal

50. In seeking these views the Tribunal acknowledged that a number of Fit for the Future milestones will not be achieved prior to the Tribunal making its determination. The Tribunal's intention was to seek preliminary views on what factors should inform any future categorisation model, should changes to the structure of local government occur following the implementation of Fit of the Future. The Tribunal notes the preliminary view of LGNSW that any new set of factors for describing council categories should be capable of being applied to all councils rather than segregating councils based on their Fit for the Future status. LGNSW went on to acknowledge that, should the NSW local government sector undergo transition, in addition to revising the factors already prescribed by the Act that there will be a need to develop contemporary factors that recognise progressive change at the council level.
51. A number of submissions also raised with the Tribunal the additional work associated with participating in Fit for the Future and other reform initiatives, including work associated with the Integrated Planning and Reporting Framework and participation in Pilot Joint Organisations of Councils. The Tribunal acknowledges the significant work that has been undertaken by the Office of Local Government, LGNSW and individual councils in driving reform across the sector but considers that this does not warrant re-categorisation of councils at this time.
52. The Tribunal has not formed a view on any future categorisation framework at this point in time. While the Panel has proposed a number of alternative models for the governance of communities in NSW, any proposed changes will not be known until after the release of the Fit for the Future findings later in 2015.
53. Based on the existing Fit for the Future timeframes, the Tribunal may need to consider a revised categorisation model, including the fees that apply to those categories, during the 2016 annual review. Should the structure of any council areas in NSW change before then, the Minister for Local Government may direct the Tribunal to make a special determination to alter the existing determination to take account of any new arrangements.
54. The Tribunal is of the view that significant changes should prompt a revision of the criteria for determining categories and fees. Any new categorisation model may need to

Local Government Remuneration Tribunal

have regard to a broader or different set of criteria than those currently provided for in section 240 of the LG Act.

55. In reviewing the LG Act the Government may wish to consider the range of factors any future Tribunal should have regard to in determining categories. As one example, the Government has released "*A Plan for Growing Sydney*" that will guide land use planning decisions in Metropolitan Sydney for the next 20 years. The Greater Sydney Commission will work with local councils to implement growth and infrastructure plans. The expertise and work load expected of councillors and mayors with responsibilities associated with "*A Plan for Growing Sydney*" may be factors which the Tribunal should have regard to in determining categorisation and remuneration. The Tribunal expects that similar pressures will be placed on rural and regional councils to drive economic and social growth throughout NSW.
56. The Tribunal also notes that any revision to the fees as a result of any new categorisation model would need to balance the need to attract and retain experienced and capable elected representatives with the ability of councils to afford any potential increases. While money is not the primary motivator for undertaking public office, fees should adequately recognise the roles and responsibilities of councillors and mayors and assist in attracting suitably qualified and experienced candidates.
57. Finally, the Tribunal notes that it has received legal advice which would suggest that any re-categorisation of an existing council, which would have the effect of increasing the employee related costs in respect of those councillors by more than 2.5 per cent may contravene the intent of section 242A of the LG Act. This would appear to limit the Tribunal's ability to undertake its independent statutory functions. While the Tribunal has decided not to re-categorise any of the existing councils as part of this review, the ability of the Tribunal to determine revised categories or fees for a future local government structure may be limited by the scope of the existing legislation. The Tribunal will write to the Minister for Local Government to seek advice on this matter.

Fees

58. The Tribunal notes the comments made in submissions in regard to the payment of fees for deputy mayors. As noted by the former Tribunal the LG Act prevents the Tribunal

Local Government Remuneration Tribunal

from determining any fees for deputy mayors. The Government may wish to consider this matter in its review of the LG Act.

59. The Tribunal is required to have regard to the Government's wages policy when determining the increase to apply to the maximum and minimum fees that apply to the councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.
60. The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and finds that the full increase of 2.5 per cent available to it is warranted. On that basis, having regard to the above, and after taking the views of the Assessors into account, the Tribunal considers that an increase of 2.5 per cent in the maximum and minimum fee for each category of councillor and mayoral office, including county councils, is appropriate and so determines.

The Local Government Remuneration Tribunal



Dr Robert Lang

Dated: 13 April 2015

Section 4 Determinations

Determination No. 1- Determination Pursuant to Section 239 of Categories of Councils and County Councils Effective From 1 July 2015

Table 1: General Purpose Councils

Table 1: General Purpose Councils (152)		
Category	Council	
Principal City (1)	Sydney	
Major City (3)	Newcastle Parramatta Wollongong	
Metropolitan Major (2)	Blacktown Penrith	
Metropolitan Centre (16)	Bankstown Campbelltown Fairfield Gosford The Hills Hornsby Hurstville Lake Macquarie	Liverpool North Sydney Randwick Ryde Sutherland Warringah Willoughby Wyong
Metropolitan (21)	Ashfield Auburn Botany Burwood Camden Canada Bay Canterbury Holroyd Hunters Hill Kogarah Ku-ring-gai	Lane Cove Leichhardt Manly Marrickville Mosman Pittwater Rockdale Strathfield Waverley Woollahra

Local Government Remuneration Tribunal

Table 1: General Purpose Councils (152)			
Category	Council		
Regional Rural (32)	Albury		Greater Taree
	Armidale Dumaresq		Griffith
	Ballina		Hawkesbury
	Bathurst		Kempsey
	Bega Valley		Lismore
	Blue Mountains		Maitland
	Broken Hill		Orange
	Byron		Port Macquarie-Hastings
	Cessnock		Port Stephens
	Clarence Valley		Shellharbour
	Coffs Harbour		Shoalhaven
	Dubbo		Tamworth
	Eurobodalla		Tweed
	Great Lakes		Wagga Wagga
	Goulburn Mulwaree		Wingecarribee
	Queanbeyan		Wollondilly
Rural (77)	Balranald	Gloucester	Narromine
	Bellingen	Greater Hume	Palerang
	Berrigan	Gundagai	Parkes
	Bland	Gunnedah	Oberon
	Blayney	Guyra	Richmond Valley
	Bogan	Gwydir	Singleton
	Bombala	Harden	Snowy River
	Boorowa	Hay	Temora
	Bourke	Inverell	Tenterfield
	Brewarrina	Jerilderie	Tumbarumba
	Cabonne	Junee	Tumut
	Carrathool	Kiama	Upper Hunter
	Central Darling	Kyogle	Upper Lachlan
	Cobar	Lachlan	Uralla
	Conargo	Leeton	Urana
	Coolamon	Lithgow	Wakool
	Cooma-Monaro	Liverpool Plains	Walcha
	Coonamble	Lockhart	Walgett
	Cootamundra	Mid-Western	Warren
	Corowa	Moree Plains	Warrumbungle
	Cowra	Murray	Weddin
	Deniliquin	Murrumbidgee	Wellington
	Dungog	Muswellbrook	Wentworth
	Forbes	Nambucca	Yass Valley
	Gilgandra	Narrabri	Young
	Glen Innes Severn	Narrandera	

Local Government Remuneration Tribunal

Table 2: County Councils

Table 2: County Councils (14)	
Category	Council
Water (5)	Central Tablelands Goldenfields Water MidCoast Riverina Water Rous
Other (9)	Castlereagh – Macquarie Central Murray Far North Coast Hawkesbury River New England Tablelands Richmond River Southern Slopes Upper Hunter Upper Macquarie

Local Government Remuneration Tribunal

Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the Local Government Act 1993, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2015 are determined as follows:

Table 3: Fees for General Purpose and County Councils

Table 3: Fees for General Purpose and County Councils				
Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee	
	Minimum	Maximum	Minimum	Maximum
General Purpose Councils				
Principal City	25,040	36,720	153,200	201,580
Major City	16,690	27,550	35,470	80,260
Metropolitan Major	16,690	27,550	35,470	80,260
Metropolitan Centre	12,520	23,370	26,600	62,090
Metropolitan	8,330	18,380	17,740	40,090
Regional Rural	8,330	18,380	17,740	40,090
Rural	8,330	11,010	8,860	24,030
County Councils				
Water	1,660	9,180	3,550	15,080
Other	1,660	5,490	3,550	10,020

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

Local Government Remuneration Tribunal

The Local Government Remuneration Tribunal

A handwritten signature in black ink, appearing to read 'R. Lang', with a stylized flourish at the end.

Dr Robert Lang

Dated: 13 April 2015



REPORTS FROM THE
ENVIRONMENT, DEVELOPMENT
& INFRASTRUCTURE
COMMITTEE

22 June 2015

17. Reports from the Environment, Development &
Infrastructure Committee

REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

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**REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE**

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Manager of Town Planning & Regulation
Reference:	2.15.06.01
Subject:	Heritage Advisory Annual Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: *To provide the Community with access to appropriate Heritage advice and guidance and support heritage projects.*

Strategy: *Continue to engage a Heritage Advisor.*

Action: *Council and staff refer items to the Heritage Advisor.*

SUMMARY:

The purpose of this report is to present Council with the heritage advisor's annual report on the implementation of the heritage strategy.

COMMITTEE'S RECOMMENDATION:

That the 2014/2015 Heritage Advisory Annual Report be received and noted.

OFFICER'S RECOMMENDATION:

That the 2014/2015 Heritage Advisory Annual Report be received and noted.

BACKGROUND:

A requirement of the NSW Heritage Grants Local Heritage Places – Local government heritage advisor sub-program is that each council funded prepares, adopts and implements a three year strategy for 2014-2017. The Uralla Shire Strategy was adopted by Council on 28 October 2013 at its Ordinary Meeting. The Uralla Shire Heritage Strategy 2014-2017 was based on recommendations for local government on heritage management from the Office of Environment and Heritage and the Heritage Council of NSW.

REPORT:

As part of the funding agreement for each council's heritage advisor, the heritage advisor prepares and submits an annual report on the implementation of their heritage strategy to the Heritage Council, and Council. This has been completed and is attached to this report.

This is completed by using a standard template prepared by the Heritage Office using the outcomes and indicators developed from the Office of Environment & Heritage publication, *Recommendations for local government on heritage management*.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

Key indicators are populated with data and evaluation questions are asked and answered. This data is then used by the Office of Environment and Heritage and Heritage Council of NSW in their annual report on the NSW Heritage Grants Local Government Heritage Management Program.

KEY ISSUES:

- Annual heritage Advisory report is to be prepared and submitted to the NSW Office of Environment & Heritage and Council for funding purposes.
- The discontinuation of the Local Heritage Assistance Fund due to lack of funding from the NSW Office of Environment & Heritage. A new grant application was completed for future funding in January 2015.
- Major review of the heritage content on Council website has been undertaken.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Nil
3. **Financial (LTFP)**
Allows Council to claim grant funding
4. **Asset Management (AMS)**
Nil
5. **Workforce (WMS)**
Nil
6. **Legal and Risk Management**
Nil
7. **Performance Measures**
Nil
8. **Project Management**
Nil

Elizabeth Cumming

Manager of Town Planning & Regulation

Prepared by staff member:

Approved/Reviewed by Manager:

Department:

Attachments:

Manager of Town Planning & Regulation

Director Infrastructure & Regulation

Infrastructure & Regulation

A. Heritage Advisory Annual Report

Private local government heritage advisors and local heritage funds grants Heritage strategy annual report template for 2014/15

Application L GP00812014 from Uralla Shire Council

Project completion and claim for payment

* indicates a required field.

Local Government heritage advisor

Local council name * Uralla Shire Council

I confirm that the total ex GST \$15,360.00
expenditure for this financial Must be a dollar amount
year (inclusive of an estimate
for the June visit) was *

All claims must be submitted before 15 May each year.

To claim your funding, using your local council's adopted Heritage Strategy, complete the Heritage strategy annual report template on the following pages of this acquittal form.

For assistance email heritage.grants@environment.nsw.gov.au or phone (02) 9873 8577

Heritage strategy annual report template

* Indicates a required field.

A requirement of the NSW Heritage Grants Local Heritage Places - Local government heritage advisor sub-program is that each council funded through this sub-program must prepare, adopt and implement a three-year heritage strategy for 2014 - 2017.

This strategy must be based on Recommendations for local government on heritage management (Office of Environment and Heritage and the Heritage Council of NSW 2013).

As part of the funding agreement for each council's heritage advisor, the council must prepare and submit an annual report on the implementation of their heritage strategy to the Heritage Council by 15 May each year.

Generally, this report will be prepared by the council's heritage advisor and heritage officer.

The outcomes and indicators in the Heritage Strategy Annual Report template are based on a standardised heritage strategy developed from the OEH publication, *Recommendations for local government on heritage management*.

Councils' must use this reporting template to summarise their achievements throughout the year.

Please complete this template as follows:

1. Fill in the key performance indicator data for each heritage strategy recommendation.
2. Using this data, complete all four evaluation questions for each outcome.
3. If you would like to include extra information about and for your council, please add your comments in the 'optional comments'.

The Office of Environment and Heritage and Heritage Council of NSW will include this data in their annual report on the NSW Heritage Grants Local Government Heritage Management Program.

This report will be made available on the Office of Environment and Heritage's (OEH's) website.

Private local government heritage advisors and local heritage funds grants Heritage strategy annual report template for 2014/15

Application LEP00812014 from Uralla Shire Council

Lodging your heritage strategy annual report

As per the heritage advisor agreement, a copy of this annual report must be:

1. Lodged with your council for adoption
2. Lodged with the Heritage Council.

Recommendation 1

Establish a heritage committee to deal with heritage matters in your area.

Outcome 1

Caring for our heritage. Increased community participation, awareness and appreciation of heritage in the local area.

Key performance indicators

Heritage committee
established? *

No

Optional comments

Must be no more than 200 words

Heritage committee
constituted under s377 of
Local Government Act 2009?

No

*

Heritage policy written and
adopted by council? *

Yes

Date completed? *

2011 - 2015

Date/s reviewed and
updated?

2011 - 2015

Please select all of the dates for reviews and updates

Optional comments

The heritage policy forms part of the Heritage Strategy which was reviewed and adopted by Council at its meeting of 22 July 2013. The Uralla Shire Council aims to: provide leadership and professional advice in conserving and managing its heritage for future generations and promote Uralla as a cultural tourism destination.
Must be no more than 200 words

Heritage committee
advice/input to council
decision making? *

No

Optional comments

Must be no more than 200 words

Local heritage consultants
directory established? *

No

Optional comments

Private local government heritage advisors and local heritage funds grants

Heritage strategy annual report template for 2014/15

Application LGP00812014 from Uralla Shire Council

Must be no more than 200 words

Local services and suppliers directory established? *

No

Optional comments

Must be no more than 200 words

Council website link provided to the OEH website Heritage Consultants Directory *

Yes

Optional comments

Must be no more than 200 words

Outcome 1 Evaluation

Social, environmental and economic factors

1.1 What do the KPIs show about this outcome? *

Council continues to monitor heritage issues and is proactive in addressing these issues in a competent manner.

Must be no more than 200 words

1.2 What were the key results or achievements for this year? *

Work continues in developing a local Heritage Services and Trades and Suppliers Directory.

Must be no more than 200 words

1.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe what actions have been taken to address these. *

There were no challenges or disappointments that had a major effect on results. However, Council would have benefited from a process where the names of consultants and trades that had worked on projects in the past were kept as this would have formed the basis for a local Heritage Services and Trades and Suppliers Directory rather than having to start from scratch.

Must be no more than 200 words

1.4 What will you do next year? *

Continue to add information to the History/Heritage tab on Council's website. Seek Council consideration to re-establish the Heritage Assistance Fund.

Must be no more than 200 words

Outcome 2

* Indicates a required field.

Recommendation 2

Identify the heritage items in your area and list them in your local environment plan (LEP).

Outcome 2

Increased knowledge and proactive management of heritage in your local area.

Key performance indicators

Community based heritage Yes

Private local government heritage advisors and local heritage funds grants

Heritage strategy annual report template for 2014/15

Application LEP00612014 from Urala Shire Council

study completed? *

Date completed? * 2006 - 2010

Date/s reviewed and updated? * 2011 - 2015
Please select all of the dates for reviews and updates

Number of items recommended for inclusion in your LEP heritage schedule? * 210

Optional comments 210 heritage items recommended for inclusion in your LEP heritage schedule with 3 new heritage conservation areas and an amendment to an existing heritage conservation area.
Must be no more than 200 words

Aboriginal heritage study completed? * No

Date completed? * Not completed

Date/s reviewed and updated? * Not completed
Please select all of the dates for reviews and updates

Optional comments
Must be no more than 200 words

No. of heritage items included in existing LEP heritage schedule? * 62

Date completed? * 1986 - 1990

Date/s reviewed and updated? * 2011 - 2015
Please select all of the dates for reviews and updates

Optional comments These have now been amalgamated with the recommended list of potential heritage items arising out of State 2 of the Community Based Heritage Study February 2013.
Must be no more than 200 words

Council has gazetted a principal LEP with model heritage provisions in accordance with Standard Instruments (LEPs) Order? * Yes

Date gazetted? * 2011 - 2015

Optional comments
Must be no more than 200 words

Statement of significance for all heritage items in existing LEP? * Yes

2006 - 2010

Private local government heritage advisors and local heritage funds grants Heritage strategy annual report template for 2014/15

Application LEP00812014 from Uralla Shire Council

Date completed? *

Date/s reviewed and updated? *

Not completed

Please select all of the dates for reviews and updates

Optional comments

Since that date Statements of Significance have been completed for the proposed new heritage items arising out of Stage 2 of the Heritage Based Study.
Must be no more than 200 words

Outcome 2 Evaluation

Social, environmental and economic factors

2.1 What do the KPIs show about this outcome? *

Council has been proactive in recent years increasing knowledge and managing heritage in the Shire. A number of heritage items identified in the original 1987 Heritage Study have been incorporated with the new list identified in the 2012 Study.

2.2 What were the key results or achievements for this year? *

Commenced corrections to Inventory Sheets prepared as part of the 2012 Study.

2.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this *

Staff resources including funding will always be a challenge associated with heritage in the Uralla Shire. The major incentive, to support the owners of heritage items once an item had been included in the LEP was the Heritage Assistance Fund which Council discontinued for the 2014-15 period.

2.4 What will you do next year? *

Perhaps not next year, but Council is considering conducting a major study of the historic Rocky River Goldfield area. Council will continue to identify heritage items for inclusion in the LEP.

Outcome 3

*** indicates a required field.**

Recommendation 3

Appoint a heritage and urban advisor to assist the council, the community and owners of listed heritage items.

Outcome 3

Increased community participation and proactive heritage and urban management in your local area.

Key performance Indicators

Number of heritage site visits 19 undertaken in last year? *

Optional comments

Must be no more than 200 words

Private local government heritage advisors and local heritage funds grants Heritage strategy annual report template for 2014/15

Application LEP00612014 from Gralla Shire Council

Number of heritage/urban design consultations provided in last year? * 24

Optional comments

Must be no more than 200 words

Number of requests for pre-DA advice on heritage/urban design issues? * 4

Optional comments

Must be no more than 200 words

Number of council DA's projects provided with heritage/urban design advice? * 2

Optional comments

Must be no more than 200 words

Outcome 3 Evaluation

Social, environmental and economic factors.

3.1 What do the KPIs show about this outcome? * The Heritage Advisor continues to provide advice to members of the public and owners of heritage items or owners of properties within conservation areas. Council continues to encourage a pre-Development Application meeting policy to discuss issues before the Development Application is made by owners.
Must be no more than 200 words

3.2 What were the key results or achievements for this year? * The number of site visits and advisements given. Historical information was provided to owners as part of that consultation process.
Must be no more than 200 words

3.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. * The number of appointments made for the Heritage Advisor and the distance travelled to carry out the site visits during the one day per month visit by the Heritage Advisor which generally extended to more than the 8 hours allotted for the visit.
Must be no more than 200 words

3.4 What will you do next year? * Continue to consult with owners of heritage items and meet with Council officers.
Must be no more than 200 words

Outcome 4

* indicates a required field.

Recommendation 4

Manage local heritage in a positive manner.

Private local government heritage advisors and local heritage funds grants

Heritage strategy annual report template for 2014/15

Application LGP008/2014 from Bralla Shire Council

Outcome 4

Proactive heritage and urban design management in your local area.

Key Performance Indicators

Heritage development control
plan completed? Yes

Date completed * 2011 - 2015

Date/s reviewed and updated * Not completed
Please select all of the dates for reviews and updates

Optional comments
Must be no more than 2000 words

Urban design development
control plan prepared by
council? * Yes

Date completed? * 2011 - 2015

Date/s reviewed and
updated? * Not completed
Please select all of the dates for reviews and updates

Optional comments
Must be no more than 200 words

Waive or reduce development
application fees? * No

Optional comments
Must be no more than 200 words

Adopt a flexible approach to
planning and building
requirements? * Yes

Optional comments
Must be no more than 200 words

Outcome 4 Evaluation

Social, environmental, economic

4.1 What do the KPIs show
about this outcome? * Council continues to offer the services of the Heritage Advisor to owners of heritage
properties to assist in grant applications and provide development application advice.
Must be no more than 200 words

4.2 What were the key results
or achievements for this
year? * Council commenced a review of its DCP 2011.
Must be no more than 200 words

4.3 Were there any
challenges or disappointments that had a major effect on results.

Private local government heritage advisors and local heritage funds grants Heritage strategy annual report template for 2014/15

Application LGP00812014 from Urala Shire Council

challenges or
disappointments that had a
major effect on your results?
Briefly describe and show
what action has been taken to
address this. *

Must be no more than 200 words

4.4 What will you do next
year? *

Continue to assist council officers in the preparation of policies by using the
recommendations arising out of the Community Based Heritage Study. Seek Council
consideration to re-establish the Heritage Assistance Fund.
Must be no more than 200 words

Outcome 5

 indicates a required field.

Recommendation 5

Introduce a local heritage incentives fund to provide small grants to encourage local heritage projects.

Outcome 5

Caring for our heritage - Increased community participation and proactive conservation and management of heritage in your
local area.

Key Performance Indicators

Local heritage fund
operational this financial
year? *

No

Optional comments

Must be no more than 200 words

Number of heritage projects
funded this financial year? *

0

Optional comments

Must be no more than 200 words

Total dollar project value? *

\$0.00

Must be a dollar amount

Optional comments

Must be no more than 200 words

Total amount of owner
contribution to projects? *

\$0.00

Must be a dollar amount

Optional comments

Must be no more than 200 words

Number of heritage projects
that contributed to local
tourism? *

0

Private local government heritage advisors and local heritage funds grants

Heritage strategy annual report template for 2014/15

Application LCP00822014 From Urala Shire Council

Optional comments

Must be no more than 200 words

Number of projects that
created paid employment? *

0

Optional comments

Must be no more than 200 words

Number of projects that
created volunteer
opportunities? *

0

Optional comments

Must be no more than 200 words

Outcome 5 Evaluation

Social, environmental and economic factors.

5.1 What do the KPIs show
about this outcome? *

That Council discontinued the Heritage Assistance Fund program.
Must be no more than 200 words

5.2 What were the key results
or achievements for this
year? *

There were no achievements this year.
Must be no more than 200 words

5.3 Were there any
challenges or
disappointments that had a
major effect on your results?
Briefly describe and show
what action has been taken to
address this. *

The major disappointment was Council discontinuing the Heritage Assistance Fund program for 2014-15 which Council staff have indicated had been brought about by the OEH offering less funding than in previous years and Council had insufficient funds available to fund the program alone. It was made even more disappointing because after Council had called for applications I had supported the funding of at least seven (7) projects under the 2014-15 program which I understand was the most applications for many years. None have proceeded. The fund was one of the few incentives available to support owners of heritage items once they have been included in an LEP with many requiring more funding that was available through the fund and the value of the works was usually less than required to obtain funding through heritage grants offered by OEH.

Must be no more than 200 words

5.4 What will you do next
year? *

Seek Council consideration to re- establish the Heritage Assistance Fund.
Must be no more than 200 words

Outcome 6

* indicates a required field.

Recommendation 6

Run a heritage main street program.

Outcome 6

Caring for our heritage - Council, owners and the community actively participate in attractive and well managed heritage main streets.

Private local government heritage advisors and local heritage funds grants

Heritage strategy annual report template for 2014/15

Application LGP00812014 from Uralla Shire Council

Key Performance Indicators

Does your council have an operational heritage main street committee? *

No

Optional comments

Must be no more than 200 words

Heritage main street study completed? *

Yes

Date completed? *

1996 - 2000

Date/s reviewed and updated? *

Not completed

Optional comments

The recommendations of this study have been adopted, in part, by Council in the main street of Uralla as part of a policy of renewal.
Must be no more than 200 words

If you answered Yes above to completing a heritage main street study, have the recommendations been implemented? *

Yes

Date completed? *

2006 - 2010

Optional comments

Must be no more than 200 words

Has the heritage main street program expanded to other main streets in your local government area? *

No

Optional comments

Must be no more than 200 words

Outcome 6 Evaluation

Social, environmental and economic factors.

6.1 What do the KPIs show about this outcome? *

The Council has undertaken a number of reports including the Uralla Heritage Study (1987); Creative Village Study (1995); Ratcliffe Main Street Study (1997); Hailey Uralla Township Marketing Plan (2005); Community Based Heritage Study Stage 1 (2010) and Community Based Heritage Study Stage 2 (2012).
Must be no more than 200 words

6.2 What were the key results or achievements for this year? *

Council reduced the number of garbage bins in Uralla's main street, Bridge Street, and introduced new bins incorporating early photographs of Bridge Street on the bins exterior.
Must be no more than 200 words

6.3 Were there any

Private local government heritage advisors and local heritage funds grants

Heritage strategy annual report template for 2014/15

Application LGP00812014 from Uralia Shire Council

challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. *

The availability of funding to do more improvement works within the public realm. The issue of funding could be the determining factor to achieve a holistic approach to improvement works rather than a piece meal approach.
Must be no more than 200 words

6.4 What will you do next year? *

Continue to work with Council to upgrade landscape elements within the public realm of Bridge Street which is Uralia's main street in the CBD. Continue to work with property owners to maintain their buildings within the CBD.
Must be no more than 200 words

Outcome 7

* indicates a required field.

Recommendation 7

Present educational and promotional programs.

Outcome 7

Valuing our heritage - increased awareness and appreciation of heritage by the Council, owners and the community in your local area.

Key Performance Indicators

Does your council have heritage information available for the local government area (eg brochures, website, guidelines)? *

Yes

Date originally set up? *

2006 - 2010

Date most recently reviewed and updated? *

2011 - 2015

Optional comments

Additional information has now been included and a History/Heritage tab now appears on the main page of Council's website. A History Hub within the library commenced operation although somewhat limited. It is hoped that the Hub when fully operational, will be a repository for heritage material such as publications, maps and photographs relevant to the Shire. It will also provide research facilities and equipment for those undertaking family history research.
Must be no more than 200 words

Does your council have heritage information available for the local government area (eg brochures, website, guidelines)? *

Yes

Private local government heritage advisors and local heritage funds grants

Heritage strategy annual report template for 2014/15

Application LGP60812618 from Halls Shire Council

Optional Comments Must be no more than 200 words

Local/regional heritage tourism strategy completed? No

Date completed? * Not completed

Date/s reviewed and updated? * Not completed
Please select all of the dates for reviews and updates

Optional comments Must be no more than 200 words

The council has a local/regional tourism information centre? * Yes

Optional comments Must be no more than 200 words

Heritage trail completed * Yes

Date completed? * 2006 - 2010

Date/s reviewed and updated? * Not completed
Please select all of the dates for reviews and updates

Optional comments Must be no more than 200 words

Heritage training for your council staff? * No

If Yes, number of staff that attended heritage training? * 0

Optional comments The Heritage Advisor meets with the Planning Officer to discuss heritage policy. He also meets with other Council officers to discuss conservation and grant applications as the need arises.
Must be no more than 200 words

Heritage training for your Councillors? * No

If Yes, number of Councillors that attended heritage training? * 0

Optional comments Must be no more than 200 words

Heritage training/workshop for local heritage owners? * No

If Yes, number of heritage owners that attended heritage 0

Private local government heritage advisors and local heritage funds grants Heritage strategy annual report template for 2014/15

Application 1 GRB0012 2014 from Oxalia Shire Council

training/workshops? *

Optional comments

Must be no more than 200 words

Heritage training/workshops
for local professionals? *

No

If Yes, number of heritage
professionals that attended
heritage training/workshops?

0

*

Optional comments

Must be no more than 200 words

Outcome 7 Evaluation

Social, environmental and economic factors.

7.1 What do the KPIs show
about this outcome? *

That Council continues to struggle to raise awareness and appreciation of its heritage due to its limited resources.
Must be no more than 200 words

7.2 What were the key results
or achievements for this
year? *

Continued development of heritage content for Council's website which when completed will be a 'one stop shop' for all things relating to heritage within the Shire. It will also be a direction finder to where people visiting the site can find links to other organisations with resources that could also assist them.
Must be no more than 200 words

7.3 Were there any
challenges or
disappointments that had a
major effect on your results?
Briefly describe and show
what action has been taken to
address this. *

The challenge remains of collecting historic material to constantly up-date the website for tourists and researchers of history, including school children. Further investigations are being undertaken to locate more historic sources.
Must be no more than 200 words

7.4 What will you do next
year? *

Continue to seek out additional heritage content for Council's website, source additional resources and information for the History Hub and continue to identify opportunities for Council staff to attend relevant training courses if a budget permits.
Must be no more than 200 words

Outcome 8

* indicates a required field.

Recommendation 8

Set a good example to the community by properly managing places owned or operated by the council.

Outcome 8

Caring for our heritage - Council proactively conserves and manages its heritage assets.

Private local government heritage advisors and local heritage funds grants

Heritage strategy annual report template for 2014/15

Application 1 (GP008126)4 from Uralla Shire Council

Key Performance Indicators

The council has asset management plans with action plans for heritage assets? *

Yes

Optional comments

Must be no more than 200 words

Number of control management plans and strategies prepared for state significant heritage assets? *

1

Optional comments

Must be no more than 200 words

Does your council have an annual works budget secured for heritage asset maintenance and repairs? *

Yes

Optional comments

Must be no more than 200 words

Outcome 8 Evaluation

Social, environmental and economic factors.

8.1 What do the KPIs show about this outcome? *

Council maintains its assets including the Uralla Shire Council Chambers as well as the Uralla and Bundarra Cemeteries.
Must be no more than 200 words

8.2 What were the key results or achievements for this year? *

Council carried out external maintenance including repainting of the Uralla Shire Office.
Must be no more than 200 words

8.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. *

Limited financial resources especially for the maintenance of graves within cemeteries that Council is responsible for will always be an issue.
Must be no more than 200 words

8.4 What will you do next year? *

Investigate the possibility of a final year planning student to gain work experience during a semester break and work with the Heritage Advisor to develop data sheets for the conservation of monuments within the Old Uralla Cemetery.
Must be no more than 200 words

Outcome 9

* Indicates a required field.

Recommendation 9

Private local government heritage advisors and local heritage funds grants
Heritage strategy annual report template for 2014/15

Application : GP00612014 from Uralla Shire Council

Promote sustainable development as a tool for heritage conservation.

Outcome 9

Caring for our heritage - Proactive heritage and sustainable development in your local area.

Key Performance Indications

Number of heritage
development application
approvals for adaptive reuse
works? *

1

Optional comments

Must be no more than 200 words

Number of development
application approvals for
regeneration and urban
design works? *

0

Optional comments

Must be no more than 200 words

Number of heritage
development application
approvals for infill and/or
additions works? *

0

Optional comments

Must be no more than 200 words

Number of pre-DA
consultations given on
sustainable and energy
efficient modifications?
(power, water, waste, carbon
neutral) *

0

Optional comments

Must be no more than 200 words

Does your council offer
sustainability and heritage
awareness courses for
councillors, council staff,
heritage owners and
community? *

No

If Yes, number of people who
attended? *

0

Private local government heritage advisors and local heritage funds grants
Heritage strategy annual report template for 2014/15

Application LGF00812014 from Uralla Shire Council

Optional comments

Must be no more than 200 words

Outcome 9 Evaluation

Social, environmental and economic factors.

9.1 What do the KPIs show about this outcome? *

This year there were one private building, formerly a bank and manager's residence in Uralla's main street, that was adaptively reused for several commercial purposes.
Must be no more than 200 words

9.2 What were the key results or achievements for this year? *

There were no key results or achievements this year relating to sustainable development.
Must be no more than 200 words

9.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. *

There were no challenges or disappointments that had a major effect on results.
Must be no more than 200 words

9.4 What will you do next year? *

Because of the size of the Council and the resources available, Council will continue: a policy emphasising meetings between the heritage advisor, council officers, councillors and the public as a way of raising heritage awareness in the community; to promote the Burra Charter principles of doing as much as is necessary but as little as possible in intervening in heritage fabric; to encourage appropriate change of use for heritage buildings to ensure an ongoing use and maintenance of these buildings.
Must be no more than 200 words

**REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE**

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Manager of Town Planning and Regulation
Reference:	2.15.06.02
Subject:	Food Shop Annual Inspection Program Results

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

- Objective:** *Annual Inspection of Medium & High Risk Food outlets for compliance of the Food Handling Standards.*
- Strategy:** *To have food premises inspections conducted in accordance with Council's agreement with the NSW Food Authority to ensure food handlers comply with the Food Act.*
- Action:** *Report to Council on the Number of complaints received.
All inspections from complaints or requests are carried out immediately for food and within 2 working days for other complaints.*

SUMMARY:

The purpose of this report is to present Council with the results of the annual food inspection program for 2014/2015.

COMMITTEE'S RECOMMENDATION:

That Council notes the Food Activity Annual Inspection Program results for 2014/15.

OFFICER'S RECOMMENDATION:

That Council notes the Food Activity Annual Inspection Program results for 2014/15.

BACKGROUND:

Food premises surveillance is important to ensure food businesses are maintaining hygiene and food safety standards. The Uralla Shire Council in partnership with the NSW Food Authority enforces the food standards and ensures compliance of the *Food Act 2003* and *Food Regulation 2010*.

REPORT:

The Food Premises Inspection Program (Food Program) of Uralla Shire Council inspected 33 local food businesses in 2014/15 annual inspection. The Food Program consists of 29 high risk food businesses (compared to 23 last year), 5 medium risk (compared to 9 last year), and 4 low risk businesses.

Six (6) businesses that were considered to be medium risk before the 2014/15 inspection program were upgraded to high risk with changes to the grading by NSW Food Authority due to the nature of the business. Businesses affected by the change were:

- a) Uralla Central School Canteen

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

- b) St Joseph School Canteen
- c) Kingstown General Store
- d) Bundarra Sport & Recreation Club
- e) Bundarra General Store
- f) Uralla Bowling & Recreation Club

Of the 29 high risk food premises which had inspections throughout the 2014/15 financial year, only one premises required further investigation for failures of the food standards. During the 2014/15 reporting period only one food shop complaint was received.

The complaint received by Council's Officer was for poor quality of foods served, and upon investigation the business was totally unaware that complaint had been made. Action against the business was found to be unwarranted; however, new procedures for record maintenance were implemented for future control for these premises.

The participation in the Scores on Doors Program (closed) has seen the majority of food premises compliant to 4 stars or better. The businesses with 3 points or less are advised by letter of their awarded points and given the 5 star rating and congratulations of the Council. Businesses with compliance issues are awarded points for each issue to rate them as 4 or 3 stars. A letter is also sent to these businesses, advising of the improvements which could be made to achieve a higher rating. The 2014/15 program only had one business which failed to reach a star rating and subsequently required reinspection.

KEY ISSUES:

• High Risk Premises	29
• Medium Risk Premises	5
• Low Risk Premises	4
• Inspections completed	34
• Re-inspections Required	1
• Complaints	1
• Warnings, Notices and Penalty Notices issued	0

The annual report that will be forwarded to the NSW Food Authority will change slightly from last years high risk businesses increasing to 29 and medium risk businesses decreasing from 9 to 5.

The changes foreseen for the 2015/16 reporting period will see low risk business such as child care centres being inspected regardless of supply of food or not, as this will be a new requirement from the NSW Food Authority.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Council Policy – 5.1.10 - Food Control – Commercial Premises Food Act 2003
Food Regulations 2010
Local Government Act 1993

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Compliance with legislative requirements to have report submitted to the NSW Food Authority at the end of each financial year.

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Scott Strijland

Trainee Health & Building Surveyor

Approved/Reviewed by Manager:

Manager of Town Planning and Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Manager of Town Planning and Regulation
Reference:	2.15.06.03
Subject:	Development Approvals and Refusals for May 2015

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

- Objective:** *To ensure that Development Applications and land use enquiries are dealt with as expeditiously as possible.*
- Strategy:** *Actively encouraging the utilisation of Complying Development, by delegations of authority to planning staff, where appropriate.*
- Action:** *Use of Delegation of Authority reported to management and Council monthly.*

SUMMARY:

The purpose of this report is to provide details the development approvals issued by Council and by private certification for May 2015 for the entire Local Government Area. A listing of development applications outstanding, with a status as at the end of May 2015, has also been provided.

For information purposes a summary of the development values is provided from January 2006 until the end of May 2015. Similarly, a summary of the number of dwellings approved within the Local Government Area from 1 January 2000 until the end of May 2015 is provided.

The number of applications lapsing in November 2015 is also listed for information purposes.

COMMITTEE'S RECOMMENDATION:

That the development approvals and refusals for May 2015 be received and noted.

OFFICER'S RECOMMENDATION:

That the development approvals and refusals for May 2015 be received and noted.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

REPORT:

Development Applications

Approvals:

Development Application Number	Applicant	Property	Development
DA-23-2015	Ms S Gousteris	38 Gostwyck Street, Uralla	Dwelling & Garage
DA-25-2015	Ms M Lawrence	1/14 Hill Street, Uralla	Patio Cover
DA-26-2015	New England Surveying & Mapping	21 Dumaresq Street, Uralla	2 Lot Strata Subdivision of Duplex
DA-27-2015	Mr L Herbert & Ms T Burnham	43 Andersons Road, Rocky River	Shed
DA-28-2015	Mr T Smith	25 Hill Street, Uralla	Internal Alterations & Repitch Part of Roof
DA-32-2015	Uralla Shire Council	Lot 22 & Lot 613 Karava Place, Uralla	7 Lot Subdivision
Monthly Estimated Value of Approvals:			\$254,905.00

Refusals: Nil

Comparison to May 2014:

May 2014:	\$364,680.00	May 2015:	\$254,905.00
Year to date:	\$1,805,636.00	Year to date:	\$2,316,390.00
(Calendar Year)		(Calendar Year)	

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-77-2013	Boresch Project Services	51 Salisbury Street & 21 Queen Street, Uralla	Boundary Adjustment	Awaiting Applicant
DA-69-2014	Boresch Project Services	28 Stringybark Ridge Road, Invergowrie	3 Lot Subdivision	Awaiting Applicant
DA-2-2015	Mr D Williams	94 Quartz Gully Road,	Conversion of Shed to Dwelling	Awaiting Applicant
DA-13-2015	Boresch Project Services	15 Wilkens Street, Uralla	3 Lot Subdivision	Awaiting RFS
DA-29-2015	Mr M & Mrs S Ball	293 Wollun Road, Wollun	Stage 1 Convert Shed to Dwelling Stage 2 Home Industry & Shed	Under Notification
DA-30-2015	Anglican Parish of Uralla	Lot 1 Mihi Road, Mihi	Dwelling Entitlement	Under Assessment
DA-31-2015	Mr H & Mrs S Brown	39 Panhandle Road, Uralla	Installation of Manufactured Home	Under Notification
Total:				7

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

Construction Certificates

Approved:

Application Number	Applicant	Property	Construction
CC-25-2015	Ms M Lawrence	1/14 Hill Street, Uralla	Patio Cover
CC-27-2015	Mr L Herbert & Ms T Burnham	43 Andersons Road, Rocky River	Shed
Monthly Estimated Value of Approvals: \$15,910.00			

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-14-2015	Mr L Herbert & Ms T Burnham	43 Andersons Road, Rocky River	Dwelling
CC-22-2015	Mr R & Mrs K Hughes	3 Fitzroy Street, Uralla	Shed Additions
CC-28-2015	Mr T Smith	25 Hill Street, Uralla	Internal Alterations & Repitch Part of Roof
Monthly Estimated Value of Approvals: \$203,754.00			

Complying Development Applications

Approvals: Nil

Refusals: Nil

Issued by Private Certifier: Nil

Comparison to May 2014:

May 2014:	\$349,500.00	May 2015:	\$0.00
Year to date:	\$720,870.00	Year to date:	\$1,467,500.00
(Calendar Year)		(Calendar Year)	

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

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	56,169	7,393,239	1,762,294
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	3,783,890	92,290	2,316,390	1,467,500

2015 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	9,170,687	111,868	5,857,713	3,312,974

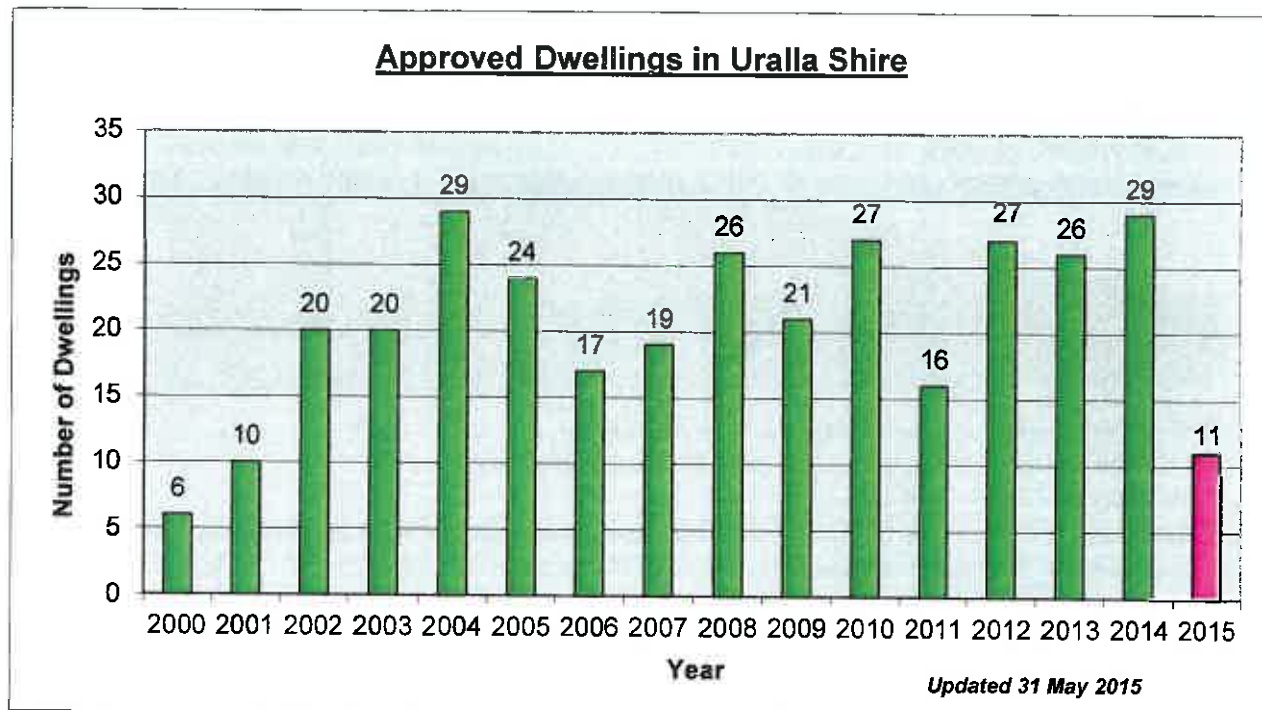
2014-2015 to date

Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during November 2015. In November 2010 ten (10) applications were approved, with three (3) application identified as possibly not commencing as at the end of May 2015.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015



KEY ISSUES:

- Development Applications approved by Council for May 2015 – 6
- Development Applications refused by Council for May 2015 – 0
- Development Applications withdrawn by Applicant for May 2015 – 0
- Outstanding Development Applications as at 31 May 2015 – 7
- Construction Certificates approved by Council for May 2015 – 2
- Construction Certificates refused by Council for May 2015 – 0
- Construction Certificates issued by private certification for May 2015 – 3
- Complying Development Applications approved by Council for May 2015 – 0
- Complying Development Applications refused by Council for May 2015 – 0
- Complying Development Applications issued by private certification – 0
- Total Development Value for 2015 as at 31 May 2015 – \$3,783,890
- Average Development Value for 2015 as at 31 May 2015 – \$92,290
- Development Application Value for 2015 as at 31 May 2015 – \$2,316,390
- Complying Development Application Value for 2015 as at 31 May 2015 – \$1,467,500
- Applications lapsing in June 2015 that may not have commenced – 3
- Approved dwellings as at 31 May 2015 – 11

Elizabeth Cumming

Manager of Town Planning & Regulation

Prepared by staff member:

Administration Officer

TRIM Reference Number:

U12/168

Approved/Reviewed by Manager:

Director of Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil

REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Manager Town Planning & Regulation
Reference:	2.15.06.04
Subject:	Amend Uralla Local Environmental Plan - Uralla Flood Planning Map – Division Decision

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	To have the community satisfied with land use control.
Strategy:	Consult with the public on proposed amendments to planning instruments.
Action:	Monitor and review Council's Local Environmental Plan and other strategic and supporting planning documents.

SUMMARY:

The purpose of this report is to amend the *Uralla Local Environmental Plan 2012* to include an additional Flood Planning Map in the *Uralla Local Environmental Plan 2012* that identifies land within a "flood planning area". The proposed mapping was derived from the Rocky and Uralla Creeks Flood Study. The proposed Flood Planning Map relates to the Uralla town area and will be included in the Map Index and statutory mapping that is part of the *Uralla Local Environmental Plan 2012*.

COMMITTEE'S RECOMMENDATION:

That:

1. *The Uralla Local Environmental Plan 2012* be amended to include an additional Flood Planning Map in the *Uralla Local Environmental Plan 2012* that identifies land within a "flood planning area" derived from the Rocky and Uralla Creeks Flood Study.
2. Council forwards the amendment to the *Uralla Local Environmental Plan 2012* to Parliamentary Counsel Office to:
 - a) Make arrangements for drafting of the necessary instrument under section 59(1) of the *Environmental Planning & Assessment Act 1979*, and
 - b) Obtain an Opinion from which the plan can be made.
3. The General Manager be given delegated authority to:
 - a) Make any minor alterations requested by Parliamentary Counsel, and
 - b) To exercise Council's delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the *Environmental Planning & Assessment Act 1979* as per the instrument of delegation dated 14 October 2012.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

OFFICER'S RECOMMENDATION:

That:

2. *The Uralla Local Environmental Plan 2012* be amended to include an additional Flood Planning Map in the *Uralla Local Environmental Plan 2012* that identifies land within a "flood planning area" derived from the Rocky and Uralla Creeks Flood Study.
4. Council forwards the amendment to the *Uralla Local Environmental Plan 2012* to Parliamentary Counsel Office to:
 - c) Make arrangements for drafting of the necessary instrument under section 59(1) of the *Environmental Planning & Assessment Act 1979*, and
 - d) Obtain an Opinion from which the plan can be made.
5. The General Manager be given delegated authority to:
 - c) Make any minor alterations requested by Parliamentary Counsel, and
 - d) To exercise Council's delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the *Environmental Planning & Assessment Act 1979* as per the instrument of delegation dated 14 October 2012.

BACKGROUND:

At Council's Ordinary meeting on 23 March 2015 Council resolved that:

- (1) the Planning Proposal to seek inclusion of the flood planning areas as per the Rocky and Uralla Creeks Study be forwarded to NSW Planning and Environment for a Gateway Determination,
- (2) the General Manager be given delegated authority to make any minor alterations requested by NSW Planning and Environment; and
- (3) The Planning Proposal is advertised as per the provisions of Section 57 of the *Environmental Planning & Assessment Act, 1979* once a Gateway Determination has been issued. (Resolution 23.03/15)

This has now been completed.

REPORT:

A Gateway Determination (copy attached to this report) was given by the Department of Planning & Infrastructure on 15 April 2015. The Gateway Determination was that the planning proposal proceeds subject to conditions. The conditions are:

1. *Community consultation is required under section 56(2)(c) and 57 of the Environmental Planning and Assessment Act 1979 ("EP&A Act") as follows:*
 - (a) *the planning proposal is classified as low impact as described in A Guide to Preparing LEPs (Department of Planning 2009) and must be made publicly available for 28 days; and*
 - (b) *The relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.2.2 of A Guide to Preparing LEPs (Department of Planning & Infrastructure 2013).*
2. *Consultation is required with the Office of Environment and Heritage – Floodplain Unit under section 56(2)(d) of the EP & A Act and to comply with the requirements of the*

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

relevant s117 direction. The Office of Environment and Heritage – Floodplain Unit is to be provided with a copy of the planning proposal and any relevant supporting material, and given at least 21 days to comment on the proposal.

3. *A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or reclassifying land).*
4. *The timeframe for completing the LEP is to be 9 months from the week following the date of the Gateway Determination.*
5. *Prior to public exhibition an updated time line detailing the tasks associated with an authorisation to exercise plan making delegations shall be included in the planning proposal.*

The planning proposal was placed on public exhibition for 28 days (24 April 2015 to 22 May 2015) with no submissions being made.

Consultation was undertaken with the Office of Environment and Heritage – Floodplain Unit with a response (copy attached to this report) being received on 29 May 2015 and it detailed the following:

OEH notes that the proposed Flood Planning Map has been prepared based on the findings of the recently completed Uralla and Rocky Creeks Flood Study (2014) that received financial support through the NSW Floodplain Management Policy.

OEH commends Council for extending the findings of this work into their planning framework and has no further comments to provide on this planning proposal.

Council has been given delegation to exercise the functions of the Minister for Planning & Infrastructure under section 59 of the Environmental Planning & Assessment Act 1979. This was noted by Council at its Ordinary meeting held 23 September 2013. To do this, Council will need to:

1. Resolve to support the planning proposal.
2. Give authority to a Council officer to exercise the Delegation.
3. Forward the Planning Proposal to Parliamentary Counsel to offer an opinion and to draft the amendment instrument.
4. The instrument is returned to Council to exercise its Delegation.
5. The signed instrument is returned to the Department of Planning & Infrastructure to arrange notification to Parliamentary Counsel to organise notification of the NSW legislation website.

The date of publication in the Government Gazette is when the amendment comes into force.

KEY ISSUES:

- The Planning Proposal involves the inclusion of an additional Flood Planning Map in the Uralla Local Environmental Plan 2012.
- The Planning Proposal does not involve any amendments to the written LEP.
- The Planning Proposal is derived from an adopted flood study.
- The draft LEP amendment (the mapping) will provide a clear illustration of land affected by the 1% AEP flood extent.
- Council has delegation to make the amendment.
- No submissions were received during the public exhibition.
- Council has the delegation to make the plan.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

- The Planning Proposal needs to be forwarded to Parliamentary Counsel for an opinion to continue the amendment process.

CONCLUSION:

It is recommended that Council use its delegation to amend Uralla Local Environmental Plan 2012 and forward the Planning Proposal to Parliamentary Counsel to offer an opinion and to draft the amendment instrument.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The Planning Proposal was placed on public exhibition and advertised, as required. No submissions were received.

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979

Environmental Planning & Assessment Regulations, 2000

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Elizabeth Cumming

Manager Town Planning & Regulation

Prepared by staff member:

Manager Town Planning & Regulation

TRIM Reference:

U12/6915

Approved/Reviewed by Manager:

Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

B. Gateway Determination dated 15 April 2015

C. Office of Environment and Heritage : Floodplain Unit
Response dated 29 May 2015



Planning &
Environment

Mr Damien Connor
General Manager
Uralla Shire Council
PO Box 106
URALLA NSW 2358

Our ref: PP_2015_URALL_001_00 (15/05810)
Your ref: U12/6815

1 APR 2015

Dear Mr Connor

Planning proposal to amend Uralla Local Environmental Plan 2012

I am writing in response to your Council's letter dated 24 March 2015 requesting a Gateway determination under section 56 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) in respect of the planning proposal to amend the Uralla amending Local Environmental Plan (LEP) 2012 Flood Planning Map.

As delegate of the Minister for Planning, I have now determined the planning proposal should proceed subject to the conditions in the attached Gateway determination.

Plan making powers were delegated to councils by the Minister in October 2012. It is noted that Council has requested to be issued with delegation for this planning proposal. I have considered the nature of Council's planning proposal and have decided to issue an authorisation for Council to exercise delegation to make this plan.

The amending LEP is to be finalised within 9 months of the week following the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request to draft and finalise the LEP should be made directly to Parliamentary Counsel's Office 6 weeks prior to the projected publication date. A copy of the request should be forwarded to the Department of Planning and Environment for administrative purposes.

The State Government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing clear and publicly available justification for each plan at an early stage. In order to meet these commitments, the Minister may take action under section 54(2)(d) of the EP&A Act if the time frames outlined in this determination are not met.

Should you have any queries in regard to this matter, I have arranged for Mr Craig Diss of the Department's regional office to assist you. Mr Diss can be contacted on (02) 6701 9685.

Yours sincerely

 15 April 2015
Stephen Murray
General Manager, Northern Region
Planning Services

End:
Gateway Determination
Written Authorisation to Exercise Delegation
Attachment 5 - Delegated Plan Making Reporting Template



Gateway Determination

Planning proposal (Department Ref: PP_2015_URALL_001_00): to amend the Uralla LEP 2012 Flood Planning Map.

I, the General Manager, Northern Region at the Department of Planning and Environment as delegate of the Minister for Planning, have determined under section 56(2) of the *Environmental Planning and Assessment Act 1979* (EP&A Act) that an amendment to the Uralla Local Environmental Plan (LEP) 2012 to amend the Uralla LEP 2012 Flood Planning Map should proceed subject to the following conditions:

1. Community consultation is required under sections 56(2)(c) and 57 of the EP&A Act as follows:
 - (a) the planning proposal must be made publicly available for a minimum of 28 days; and
 - (b) the relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.5.2 of *A Guide to Preparing LEPs (Department of Planning and Infrastructure 2013)*.
2. Consultation is required with the Office of Environment and Heritage – Floodplain Unit under section 56(2)(d) of the EP&A Act. The Office of Environment and Heritage – Floodplain Unit is to be provided with a copy of the planning proposal and any relevant supporting material, and given at least 21 days to comment on the proposal.
3. A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
4. The timeframe for completing the LEP is to be 9 months from the week following the date of the Gateway determination.
5. Prior to public exhibition an updated time line detailing the tasks associated with an authorisation to exercise plan making delegations shall be included in the planning proposal.

Dated 15th day of April 2015


Stephen Murray
General Manager, Northern Region
Planning Services
Department of Planning and Environment

Delegate of the Minister for Planning



Planning & Environment

WRITTEN AUTHORISATION TO EXERCISE DELEGATION

Uralla Shire Council is authorised to exercise the functions of the Minister for Planning under section 59 of the *Environmental Planning and Assessment Act 1979* that are delegated to it by instrument of delegation dated 14 October 2012, in relation to the following planning proposal:

Number	Name
PP_2015_URALL_001_00	Planning proposal to amend the Uralla LEP 2012 Flood Planning Map

In exercising the Minister's functions under section 59, the Council must comply with the Department of Planning and Environment's "*A guide to preparing local environmental plans*" and "*A guide to preparing planning proposals*"

Dated 15 April 2015


Stephen Murray
General Manager, Northern Region
Planning Services
Department of Planning and Environment

Delegate of the Minister for Planning



Attachment 5 – Delegated plan making reporting template

Reporting template for delegated LEP amendments

Notes:

- Planning proposal number will be provided by the Department of Planning and Environment following receipt of the planning proposal
- The Department of Planning and Environment will fill in the details of Tables 1 and 3
- RPA is to fill in details for Table 2
- If the planning proposal is exhibited more than once, the RPA should add additional rows to Table 2 to include this information
- The RPA must notify the relevant contact officer in the regional office in writing of the dates as they occur to ensure the publicly accessible LEP Tracking System is kept up to date
- A copy of this completed report must be provided to the Department of Planning and Environment with the RPA's request to have the LEP notified

Table 1 – To be completed by Department of Planning and Environment

Stage	Date/Details
Planning Proposal Number	PP_2015_URALL_001_00
Date Sent to DoP&E under s56	2 April 2015
Date considered at LEP Review Panel	N/A
Gateway determination date	15 April 2015

Table 2 – To be completed by the RPA

Stage	Date/Details	Notified Reg Off
Dates draft LEP exhibited		
Date of public hearing (if held)		
Date sent to PCO seeking Opinion		
Date Opinion received		
Date Council Resolved to Adopt LEP		
Date LEP made by GM (or other) under delegation		
Date sent to DoP&E requesting notification		

Table 3 – To be completed by Department of Planning and Environment

Stage	Date/Details
Notification Date and details	

Additional relevant information:

ATTACHMENT C



Office of
Environment
& Heritage

Your reference: U12/02/15
Our reference: DOC15/173973
Contact: Dimitri Young (02) 6659 8272

General Manager
Uralla Shire Council
PO Box 106
Uralla NSW 2358

Attention: Ms Elizabeth Cumming

Dear Mr Connor

Re: Consultation on Planning Proposal to Amend Uralla LEP 2012 Flood Map

Thank you for your letter of 28 April 2015 to the Office of Environment and Heritage (OEH) seeking comments on the abovementioned Planning Proposal in accordance with the provisions of section 56(2)(d) of the *Environmental Planning and Assessment Act 1979* following a Gateway Determination issued for the proposal by the Minister for Planning. I appreciate the opportunity to provide input and apologise for the delay in responding.

The Planning Proposal seeks to amend the Uralla Local Environmental Plan 2012 by giving effect to an additional Flood Planning Map covering the town of Uralla.

OEH notes that the proposed Flood Planning Map has been prepared based on the findings of the recently completed Uralla and Rocky Creeks Flood Study (2014) that received financial support through the NSW Floodplain Management Grants Program. The study was prepared in accordance with the NSW Floodplain Management Policy.

OEH commends Council for extending the findings of this work into their planning framework and has no further comments to provide on this planning proposal.

If you require further information or clarification, or should Council be in possession of information that suggests that OEH's statutory interests may be affected, please contact me on (02) 6659 8272.

Yours sincerely

DIMITRI YOUNG
Senior Team Leader Planning, North East Region
Regional Operations

Locked Bag 914, Coffs Harbour NSW 2450
Federation House Level 7, 24 Moonsee Street
Coffs Harbour NSW 2450
Tel: (02) 6651 5946 Fax: (02) 6651 5187
ADN 30 841 387 271
www.environment.nsw.gov.au

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Manager Town Planning & Regulation
Reference:	2.15.06.05
Subject:	Amend Uralla Local Environmental Plan - Boundary Adjustment Clause and Rural Detached Dual Occupancy Dwellings – Division Decision

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	To have the community satisfied with land use control.
Strategy:	Consult with the public on proposed amendments to planning instruments.
Action:	Monitor and review Council's Local Environmental Plan and other strategic and supporting planning documents.

SUMMARY:

The purpose of this report is to amend the Uralla Local Environmental Plan:

1. Boundary Adjustments

To include the 'standard' LEP rural and environmental boundary adjustment clause in the Uralla LEP 2012. The boundary adjustment clause provides flexibility for boundary adjustment subdivisions. The proposed clause replaces the variation provisions previously found in the repealed State Environmental Planning Policy (SEPP) 1 Variations to Development Standards

2. Detached Dual Occupancy Dwellings

To expand permissible uses within rural and environmental zones to include detached dual occupancies with certain restrictions. The intended outcome is to permit detached dual occupancies within the RU1, RU2, E3 and E4 Zones while ensuring that they remain in close proximity to the primary dwelling, share the same access and remain on the same title.

COMMITTEE'S RECOMMENDATION:

That:

1. The Uralla Local Environmental Plan 2012 be amended:
 - a) To include the 'standard' LEP rural and environmental boundary adjustment clause.
 - b) To expand permissible uses within rural and environmental zones to include detached dual occupancies with certain restrictions within the RU1, RU2, E3 and E4 Zones while ensuring that they remain in close proximity to the primary dwelling, share the same access and remain on the same title.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

2. Forward this amendment to the Uralla Local Environmental Plan 2012 to the Parliamentary Counsel Office to:
 - a) Make arrangements for drafting of the necessary instrument under section 59(1) of the Environmental Planning & Assessment Act 1979, and
 - b) Obtain an Opinion from which the plan can be made.
3. The General Manager be given delegated authority to:
 - a) Make any minor alterations requested by Parliamentary Counsel, and
 - b) To exercise Council's delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the *Environmental Planning & Assessment Act 1979* as per the instrument of delegation dated 14 October 2012.

OFFICER'S RECOMMENDATION:

That:

1. The Uralla Local Environmental Plan 2012 be amended:
 - c) To include the 'standard' LEP rural and environmental boundary adjustment clause.
 - d) To expand permissible uses within rural and environmental zones to include detached dual occupancies with certain restrictions within the RU1, RU2, E3 and E4 Zones while ensuring that they remain in close proximity to the primary dwelling, share the same access and remain on the same title.
2. Forward this amendment to the Uralla Local Environmental Plan 2012 to the Parliamentary Counsel Office to:
 - c) Make arrangements for drafting of the necessary instrument under section 59(1) of the Environmental Planning & Assessment Act 1979, and
 - d) Obtain an Opinion from which the plan can be made.
3. The General Manager be given delegated authority to:
 - c) Make any minor alterations requested by Parliamentary Counsel, and
 - d) To exercise Council's delegation to exercise the functions of the Minister for Planning and Infrastructure under section 59 of the *Environmental Planning & Assessment Act 1979* as per the instrument of delegation dated 14 October 2012.

BACKGROUND:

At Council's Ordinary meeting 23 March 2015 Council resolved that:

- (1) The Planning Proposal for Boundary Adjustments and Detached Dual Occupancy Dwellings for Certain Rural and Environmental Zoned Land be forwarded to NSW Planning and Environment for a Gateway Determination,
- (2) The General Manager be given delegated authority to make any minor alterations requested by NSW Planning and Environment; and

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

- (3) The Planning Proposal is advertised as per the provisions of Section 57 of the *Environmental Planning & Assessment Act, 1979* once a Gateway Determination has been issued. (Resolution 22.03/15)

This has now been completed.

REPORT:

Council resolved at its Ordinary Meeting on 23 March 2015 to commence the actions required to prepare the planning proposal. The intention of the planning proposal is to:

- Include additional provisions to enable boundary adjustments of land that is already below the minimum lot size within the RU1, RU2, R5, E3 and E4 zones, and
- Enable dual occupancy development (attached and detached) within the RU1, RU2, E3 and E4 zones.

A Gateway Determination (Attachment D to this report) was given by the Department of Planning & Infrastructure on 20 April 2015. The Gateway Determination was that the planning proposal proceeds subject to conditions. The conditions are:

1. *Community consultation is required under section 56(2)(c) and 57 of the Environmental Planning and Assessment Act 1979 ("EP&A Act") as follows:*
 - (a) *The planning proposal is classified as low impact as described in A Guide to Preparing LEPs (Department of Planning 2009) and must be made publicly available for 14 days; and*
 - (b) *The relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.2.2 of A Guide to Preparing LEPs (Department of Planning & Infrastructure 2013).*
2. *Prior to undertaking the public exhibition, Council is to prepare appropriate mapping illustrating the land affected by this planning proposal. The mapping is to be incorporated into the planning proposal.*
3. *Consultation is required with the NSW Rural Fire Service under section 56(2)(d) of the EP & A Act and to comply with the requirements of the relevant s117 direction. The NSW Rural Fire Service is to be provided with a copy of the planning proposal and any relevant supporting material, and given at least 21 days to comment on the proposal.*
4. *A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or reclassifying land).*
5. *The timeframe for completing the LEP is to be 9 months from the week following the date of the Gateway Determination.*
6. *Prior to public exhibition an updated time line detailing the tasks associated with an authorisation to exercise plan making delegations shall be included in the planning proposal.*

The planning proposal was placed on public exhibition for 14 days (24 April 2015 to 15 May 2015) with no submissions being made.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

Consultation was undertaken with the NSW Rural Fire Service with a response (Attachment E to this report) being received on 28 May 2015 and it detailed the following:

- a) *Include additional provisions to enable boundary adjustments of land that is already below the minimum lot size within the RU1, RU2, R5, E3 and E4 zones, and*
- b) *Enable dual occupancy development (attached and detached) within the RU1, RU2, E3 and E4 zones.*

It is also understood that in both instances, potential future development enabled by the proposed LEP amendments will only be permitted with development consent. On this basis, the RFS raises no objection to the Planning Proposal proceeding.

Council has been given delegation to exercise the functions of the Minister for Planning & Infrastructure under section 59 of the Environmental Planning & Assessment Act 1979. This was noted by Council at its Ordinary meeting held 23 September 2013. To do this, Council will need to:

1. Resolve to support the planning proposal.
2. Give authority to a Council officer to exercise the Delegation.
3. Forward the Planning Proposal to Parliamentary Counsel to offer an opinion and to draft the amendment instrument.
4. The instrument is returned to Council to exercise its Delegation.
5. The signed instrument is returned to the Department of Planning & Infrastructure to arrange notification to Parliamentary Counsel to organise notification of the NSW legislation website.

The date of publication in the Government Gazette is when the amendment comes into force.

KEY ISSUES:

- The Planning Proposal involves the inclusion of an additional boundary adjustment clause (provision) in the Uralla Local Environmental Plan 2012.
- The new boundary adjustment provision will enable Council to determine boundary adjustment subdivisions that would previously have required a SEPP 1 variation under the former ULEP 1988.
- The proposed amendment will enable Dual Occupancies (detached) in the RU1, RU2, E3 and E4 zones.
- The Planning Proposal does not involve any mapping amendments to the URALLA LEP.
- The draft LEP amendment has been drafted from similar LEP provisions already 'made' in other regional Councils' LEPs.
- Council has delegation to make the amendment.
- No submissions were received during the public exhibition.
- Council has the delegation to make the plan.
- The Planning Proposal needs to be forwarded to Parliamentary Counsel for an opinion to continue the amendment process.

CONCLUSION:

It is recommended that Council use its delegation to amend Uralla Local Environmental Plan 2012 and forward the Planning Proposal to Parliamentary Counsel to offer an opinion and to draft the amendment instrument.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The Planning Proposal will be placed on Public Exhibition as per the Gateway determination.

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979

Environmental Planning & Assessment Regulations, 2000

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Elizabeth Cumming

Manager Town Planning & Regulation

Prepared by staff member:

Manager Town Planning & Regulation

TRIM Reference:

U12/6915

Approved/Reviewed by Manager:

Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

D. Gateway Determination dated 20 April 2015

E. NSW Rural Fire Service Response – dated 28 May 2015



Planning &
Environment

Mr Damien Connor
General Manager
Uralla Shire Council
PO Box 106
URALLA NSW 2358



Our ref: PP_2015_URALL_002_00 (15/05011)
Your ref: U12/0015

Dear Mr Connor

Planning proposal to amend Uralla Local Environmental Plan 2012

I am writing in response to your Council's letter dated 24 March 2015 requesting a Gateway determination under section 56 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) in respect of the planning proposal to amend Uralla LEP 2012 to include a boundary adjustment clause and permit detached dual occupancies in certain rural and environmental zones.

As delegate of the Minister for Planning, I have now determined the planning proposal should proceed subject to the conditions in the attached Gateway determination.

I have also agreed, as delegate of the Secretary, the planning proposal's inconsistency with S117 Direction 4.3 Flood Prone Land is of minor significance. No further approval is required in relation to this Direction.

Council will still need to obtain the agreement of the Department's Secretary to comply with the requirements of S117 Direction 4.4 Planning for Bushfire Protection. Council should ensure this occurs prior to the plan being made.


Plan making powers were delegated to councils by the Minister in October 2012. It is noted that Council has requested to be issued with delegation for this planning proposal. I have considered the nature of Council's planning proposal and have decided to issue an authorisation for Council to exercise delegation to make this plan.

The amending LEP is to be finalised within 9 months of the week following the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request to draft and finalise the LEP should be made directly to Parliamentary Counsel's Office 6 weeks prior to the projected publication date. A copy of the request should be forwarded to the Department of Planning and Environment for administrative purposes.

The State Government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing clear and publicly available justification for each plan at an early stage. In order to meet these commitments, the Minister may take action under section 54(2)(d) of the EP&A Act if the time frames outlined in this determination are not met.

Should you have any queries in regard to this matter, I have arranged for Mr Craig Diss of the Department's regional office to assist you. Mr Diss can be contacted on (02) 6701 9685.

Yours sincerely

 20 April 2015
Stephen Murray
General Manager, Northern Region
Planning Services

Encl:
Gateway Determination
Written Authorisation to Exercise Delegation
Attachment 5 – Delegated Plan Making Reporting Template



Gateway Determination

Planning proposal (Department Ref: PP_2015_URALL_002_00): to amend Uralia LEP 2012 to include a boundary adjustment clause and permit detached dual occupancies in certain rural and environmental zones.

I, the General Manager, Northern Region at the Department of Planning and Environment as delegate of the Minister for Planning, have determined under section 58(2) of the *Environmental Planning and Assessment Act 1979* (EP&A Act) that an amendment to the Uralia Local Environmental Plan (LEP) 2012 to include a boundary adjustment clause and permit detached dual occupancies in certain rural and environmental zones should proceed subject to the following conditions:

1. Community consultation is required under sections 56(2)(c) and 57 of the EP&A Act as follows:
 - (a) the planning proposal is classified as low impact as described in *A Guide to Preparing LEPs (Department of Planning and Environment 2013)* and must be made publicly available for a minimum of 14 days; and
 - (b) the relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.5.2 of *A Guide to Preparing LEPs (Department of Planning and Infrastructure 2013)*.
2. Prior to public exhibition, Council is to prepare appropriate mapping illustrating the land affected by this planning proposal. The mapping is to be incorporated into the planning proposal.
3. Consultation is required with the NSW Rural Fire Service under section 56(2)(d) of the EP&A Act and to comply with the requirements of the relevant s117 direction. The NSW Rural Fire Service is to be provided with a copy of the planning proposal and any relevant supporting material, and given at least 21 days to comment on the proposal.
4. A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
5. The timeframe for completing the LEP is to be 9 months from the week following the date of the Gateway determination.
6. Prior to public exhibition an updated time line detailing the tasks associated with an authorisation to exercise plan making delegations shall be included in the planning proposal.

Dated 20th day of April

2015

Stephen Murray
General Manager, Northern Region
Planning Services
Department of Planning and Environment

Delegate of the Minister for Planning



**Planning &
Environment**

WRITTEN AUTHORISATION TO EXERCISE DELEGATION

Uralla Shire Council is authorised to exercise the functions of the Minister for Planning under section 59 of the *Environmental Planning and Assessment Act 1979* that are delegated to it by instrument of delegation dated 14 October 2012, in relation to the following planning proposal:

Number	Name
PP_2015_URALL_002_00	Planning proposal to amend Uralla LEP 2012 to include a boundary adjustment clause and permit detached dual occupancies in certain rural and environmental zones.

In exercising the Minister's functions under section 59, the Council must comply with the Department of Planning and Environment's "*A guide to preparing local environmental plans*" and "*A guide to preparing planning proposals*".

Dated 20 April 2015


Stephen Murray
General Manager, Northern Region
Planning Services
Department of Planning and Environment

Delegate of the Minister for Planning



Attachment 5 – Delegated plan making reporting template

Reporting template for delegated LEP amendments

Notes:

- Planning proposal number will be provided by the Department of Planning and Environment following receipt of the planning proposal
- The Department of Planning and Environment will fill in the details of Tables 1 and 3
- RPA is to fill in details for Table 2
- If the planning proposal is exhibited more than once, the RPA should add additional rows to Table 2 to include this information
- The RPA must notify the relevant contact officer in the regional office in writing of the dates as they occur to ensure the publicly accessible LEP Tracking System is kept up to date
- A copy of this completed report must be provided to the Department of Planning and Environment with the RPA's request to have the LEP notified

Table 1 – To be completed by Department of Planning and Environment

Stage	Date/Details
Planning Proposal Number	PP 2015 URALL 002 00
Date Sent to DoP&E under s56	16 April 2015
Date considered at LEP Review Panel	N/A
Gateway determination date	20 April 2015

Table 2 – To be completed by the RPA

Stage	Date/Details	Notified Reg Off
Dates draft LEP exhibited		
Date of public hearing (if held)		
Date sent to PCO seeking Opinion		
Date Opinion received		
Date Council Resolved to Adopt LEP		
Date LEP made by GM (or other) under delegation		
Date sent to DoP&E requesting notification		

Table 3 – To be completed by Department of Planning and Environment

Stage	Date/Details
Notification Date and details	

Additional relevant information:



NSW RURAL FIRE SERVICE



The General Manager
Uralla Shire Council
PO Box 106
URALLA NSW 2358

Your Ref: U12/6915
Our Ref: L11/0010

ATTENTION: Ms Elizabeth Cumming

28 May 2015

Dear Ms Cumming,

Uralla Local Environmental Plan 2012 (Amendment No.4) - Planning Proposal

I refer to your letter dated 28 April 2015 seeking comments from the NSW Rural Fire Service (RFS) with respect to the above Planning Proposal.

The RFS has reviewed the Planning Proposal and understands that the proposed LEP amendments seek to:

- a) include additional provisions to enable boundary adjustments of land that is already below the minimum lot size within the RU1, RU2, R5, E3 and E4 zones; and
- b) enable dual occupancy development (attached or detached) within the RU1, RU2, E3 and E4 zones.

It is also understood that in both instances, potential future development enabled by the proposed LEP amendments will only be permitted with development consent. On this basis, the RFS raises no objection to the Planning Proposal proceeding.

For any enquiries regarding this correspondence please contact Paul Creenaune on 1300 NSW RFS.

Yours sincerely

Alan Bawden

Team Leader - Development Assessment and Planning
Coffs Harbour Customer Service Centre

The RFS has made getting information easier. For general information on 'Planning for Bush Fire Protection, 2006', visit the RFS web page at www.rfs.nsw.gov.au and search under 'Planning for Bush Fire Protection, 2006'.

**REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE**

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference:	2.15.06.06
Subject:	Works Progress Report to 1 June 2015

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: Uralla Shire has safe and effective transport systems

Strategy: Provide, maintain, renew and replace Council's transport network including urban streets and sealed and unsealed roads

Action: Undertake maintenance program in-line with established service levels and intervention points

SUMMARY:

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

COMMITTEE'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during May 2015.

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during May 2015.

REPORT:

- | | |
|------------------------------------|------------------------------|
| 1. Main Road Maintenance | |
| MR73 North and South | Patching, Mowing, Guideposts |
| MR124 | Patching, Mowing |
| MR132 | Maintenance grading |
| 2. Sealed Roads Maintenance | |
| Uralla Streets | Patching, mowing |
| Bundarra Town Area | Patching |
| Invergowrie Area | Patching |
| Kentucky/Wollun Area | Patching |
| Sealed Rural Roads | Patching, Shoulder mowing |

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

3. Unsealed Roads Maintenance

Grading

Lana Road	Graded
Baldersleigh Road	Graded
Everton Vale Road	Graded
Andersons Road	Graded
Williams Road	Graded
Rocky Cliff Road	Graded
Bullens Road	Graded
Goodes Road	Graded
Balala Road	Graded
Nelsons Road	Graded
Mount Mitchell Road	Graded
Goldsworth Road	Graded
Maitland Point Road	Graded
Jenkyn Lane	Graded
Swilks Road	Graded
Charnas Lane	Graded
Sawpit Gully Road	Graded
Bendemeer Road	Culvert Maintenance Completed

4. Construction Crew

MR73 Thunderbolts Way	Continue construction of approaches for the new Emu Crossing Bridge. Bridge deck casting completed.
MR73 Thunderbolts Way	Complete Repair Program Project Williams Road to Swilks Road, Rocky River
Bingara Road	Commence reconstruction 2.6km to 4.6km

5. Bridge / Sign Crew

Enmore Road Mihi Creek Bridge	Maintenance and replace some deck planks.
Gostwyck Road Munsies Bridge	Maintenance and deck plank replacement.

6. Town Area

Uralla	General maintenance
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KEY ISSUES:

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

Alan Harvey

Manager Infrastructure & Works

Prepared by staff member:	Manager Infrastructure & Works
TRIM Reference:	U07/3041
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference:	2.15.06.07
Subject:	Works Planning Report June 2015

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	Uralla Shire has safe and effective transport systems.
Strategy:	Provide, maintain, renew and replace Council's transport network including urban streets and sealed and unsealed roads.
Action:	Undertake maintenance program in-line with established service levels and intervention points.

SUMMARY:

The purpose of this report is to provide details of the proposed works to be carried out or continued in the next month.

COMMITTEE'S RECOMMENDATION:

That the report detailing the works planned for June 2015 be received and noted.

OFFICER'S RECOMMENDATION:

That the report detailing the works planned for June 2015 be received and noted.

REPORT:

- 1. Main Road Maintenance**
 - Bitumen patching
 - Guide posting
 - Sign maintenance
 - Heavy patching
 - Shoulder mowing
 - Line Marking MR 73 and MR 124
- 2. Sealed Roads Maintenance**
 - Bitumen patching
 - Guide posting
 - Terrible Vale Road shoulder grading
 - Shoulder mowing

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

- | | |
|--------------------------------------|------------------------------------------------------------|
| 3. Unsealed Roads Maintenance | |
| Arding Area | Grade |
| Bakers Creek Road | Grade when water is available |
| Invergowrie Area | Grade |
| Kelly Plains Area | Grade |
| Kingstown Area | Patch Grade |
|
 | |
| 4. Bridge/Sign Crew | |
| Emu Crossing | Rock Abutment protection construction |
| Gostwyck Road | Maintenance Munsies Bridge |
| General maintenance | |
|
 | |
| 5. Construction | |
| MR73 Thunderbolts Way | Emu Crossing Bridge- bridge contractor to continue on site |
| MR73 Thunderbolts Way | Continue construction- Emu Crossing Bridge approaches |
| Bingara Road | Continue construction project |
|
 | |
| 6. Town Works | |
| Routine maintenance | |

KEY ISSUES:

- The effects of the planned works on the environment have been reviewed. No significant effect is likely.

Alan Harvey

Manager Infrastructure & Works

Prepared by staff member:

Manager Infrastructure & Works

TRIM File Reference:

U07/3041

Approved/Reviewed by Manager:

Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil

**REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE**

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	Director Infrastructure and Regulation
Reference:	2.15.06.08
Subject:	Waste Conference 2015

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

- Objective:** The provision of sustainable waste and recycling services and facilities for Uralla Shire residents and businesses. Including proactively promoting waste avoidance and reduction; increasing re-use and recycling; and reducing litter and illegal dumping.
- Strategy:** Reuse, recycle and reduce wastage
- Action:** Manage Council's Waste Management facility, landfill sites and transfer station.

SUMMARY:

The purpose of this report is to inform Council of items discussed at Waste 2015, the Coffs Harbour Waste conference attended by Manager Waste and Resource Recovery.

COMMITTEE'S RECOMMENDATION:

That the report be received and noted.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

Waste 2015 was held in Coffs Harbour from 5 May until 7 May. Waste 2015 is one of Australia's leading waste and recycling conferences. The conference was attended by Local and State government managers, engineers, educators, planners and councillors; equipment and service providers; environmental, community and industry groups; consultants, educators, students and academia. There were close to 500 delegates at this year's conference.

REPORT:

The conference included keynote address, discussion forums and several streamed sessions focusing on a variety of topic areas. Most of the presentations at the conference were limited to twenty minutes, which provided for more dynamic information exchange and allows more question times in the sessions.

Primary areas of discussion at the conference were the continued NSW Waste Less Recycling More \$465.8 million package, and what type of state investment may extend beyond 2017 when this program ends. Organics processing, introduction of full organic collection systems, the Container Deposit Scheme and asbestos waste management were also key areas of focus.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

A highlight of this year's conference was the Keynote address by Professor Veena Sahajwalla, ARC Laureate Fellow, Director, SMaRT Centre (Centre for Sustainable Material Research and Technology) UNSW. Professor Sahajwalla spoke enthusiastically about how waste can and is being used to produce high quality resources. Potentially science will provide recycling solutions for both small and large scale activities.

NSW EPA (Environmental Protection Agency) was a major sponsor of Waste 2015 and had a strong presence over the two days. Topics discussed by the EPA included the future for waste funding beyond 2017, 2021 Litter Strategy, illegal dumping and the use of Regional Illegal Dumping (RID) enforcement groups, NSW EPA Education and Community Engagement Strategy consultation, Community Recycling Centres, organics processing and the Container Deposit Scheme (CDS).

The CDS was discussed at length. The NSW Premier has announced that there will be a CDS in NSW. The mechanics of how the CDS will operate has yet to be determined. Local government will be involved in the consultation of how the CDS will operate in NSW. It is anticipated that consultation will begin to take place this year about the CDS.

With the assistance of NSW EPA Organics Infrastructure funding, a number of small and regional councils have introduced full organics collections in their community. Moira Shire presented their example at the conference. What worked for them and what did not work was discussed. The result was a removal of organics from the waste stream, and less waste to landfill. Moira Shire currently has a 0.55% contamination rate in their fortnightly organics collection.

Uralla Shire Council was asked to present at the conference and discuss unique ways of engaging small communities. This presentation took place as part of the rural corner discussions held on day two of the conference. The example of the closure of Kingstown landfill and conversion to a waste transfer station was discussed, and the positive involvement of the local EPA in that community consultation process. Examples of inexpensive and personal approaches to waste education were given, such as the recycling driver stopping inspecting recycling bins and talking to the community, the "carrot" rather than the "stick" approach to rural residents to recycle what they bring to landfill.

Top Ten Tips covered in Uralla Shire Council's presentation regarding community engagement:

- Need to build relationships – identify key players
- Face to face contact
- Listen & acknowledge
- Keep it simple
- Link in with something already happening within the community
- Be honest
- Make sure it is convenient for people
- Involve the 'right' people for your target group
- Use the community networks e.g.: the baker, the librarian
- Do what you say you are going to do

Waste 2015 covered a variety of topics relating to current waste management and the waste industry in Australia. The format of the conference allowed attendees to choose which speakers they wished to listen to and which forums to be involved in, dependant on those areas of interest. The conference was a consultation opportunity for a number of NSW EPA Strategies currently in draft form.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

A copy of Uralla Shire Council's presentation and all waste presentations from the conference is available, along with the conference program and extracts, upon request to Manager Waste and Resource Recovery.

KEY ISSUES:

Waste 2015 addressed each of the key areas of waste management pertaining to Uralla Shire waste management service plan, including:

- Litter and illegal dumping compliance
- Waste management funding opportunities for infrastructure, environmental land improvements, organic collection, litter, illegal dumping, waste infrastructure
- Kerbside service delivery
- Waste diversion rates
- NSW EPA reporting for licensed landfills
- Community Recycling Centres
- Public waste infrastructure
- Kerbside organics collection
- Community engagement and education
- Risk management in waste operations

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Information gathered at the conference will assist in the development of WARR (Waste and Resource Recovery) Community and Engagement Education Action Plan.

2. Policy and Regulation

Nil

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Waste 2015 provides staff in attendance with a valuable educational and information gathering opportunity on a wide range of issues in the area for waste management

6. Legal and Risk Management

Nil

7. Performance Measures

Information gathered at Waste 2015 assists staff to improve management practices, develop industry best practice and increase knowledge in the area of waste management.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

8. Project Management

Information gathered at Waste 2015 assist staff in attendance to develop industry knowledge and be greater informed of best practice, legislative changes, funding opportunities and industry campaigns.

Prepared by staff member:

Kath Little - Manager Waste and Resource Recovery

Approved/Reviewed by Manager:

Robert Bell

Department:

Department of Infrastructure and Regulation

Attachments:

F. Waste2015 Abstract - Regional Corner



Waste 2015 Conference

Opal Cove Resort
Coffs Harbour NSW
5-7 May 2015

Regional Corner Day 2 - Workshop

Presenter information

Presenter name: James Turnell
Presenter position: Manager Waste and Drainage
Presenter organisation: Armidale Dumaresq Council

Presenter name: Greg Ewings
Presenter position: Manager Facilities and Services
Presenter organisation: Cootamundra Shire Council

Presenter name: Peter Cotterill
Presenter position: Senior Environment and health Coordinator
Presenter organisation: Narrabri Shire Council

Presenter name: John Cavanagh
Presenter position: Manager Waste, Health & Regulatory Services
Presenter organisation: Great Lakes Council

Presenter name: Sue Clarke
Presenter position: Environmental Learning Adviser
Presenter organisation: NetWaste

Presenter name: Kath Little
Presenter position: Manager Waste and Resource Recovery
Presenter organisation: Uralla Shire Council

Biographies

James Turnell, Manager Waste and Drainage, Armidale Dumaresq Council

James graduated with a Bachelor of Natural Resources (Hons) from the University of New England in 2001 and completed a PhD in Environmental Engineering in 2008. He undertook a Post-Doctoral Research position until 2009 when he started work at Armidale Dumaresq Council (ADC) as a Senior Engineer for Sewerage & Solid Waste. He is currently the Manager for Waste and Drainage at ADC and Assistant Executive Officer for Northern Inland Regional Waste (NIRW).

Peter Cotterill, Senior Environmental Health Coordinator, Narrabri Shire Council

Peter has been employed in various Local Government roles for the past 33 years, the last 15 specifically in waste management areas. This has encompassed regional and rural waste collection and disposal management at Casino, Richmond Valley and most recently Narrabri. These roles have included transitioning from small landfills to transfer stations, managing EPA licensing process, and moving from an



unregulated to regulated area.

John Cavanagh, Manager Waste, Health & Regulatory Services Great Lakes Council

Currently works for Great Lakes Council in Forster on the Mid North Coast of NSW. He is the Manager of Waste, Health & Regulatory Services. John has over 25 years' experience in waste management and possesses the broad range of skills needed to operate an effective Waste Management Program at a regional Council.

John holds a range of other positions:

- RENEW NSW Chairman
- Midwaste Regional Waste Forum Executive Officer
- WMAA State Committee Member and Landfill Technical Working Group Member

Great Lakes Council has been recognised in recent years with national awards:

- 2011 Waste Innovation Award, Coffs Harbour Waste Conference
- 2011 WMAA Excellence Award Small Vehicle Waste Transfer Station, Bulahdelah
- 2013 Social Enterprise, Social Procurement of the Year

John has a keen interest in seeing regional and rural Councils heard in the right places in order to bring about sustainable change.

Sue Clarke, Environmental Learning Adviser , NetWaste

Sue Clarke is the Environmental Learning Adviser with NetWaste and has worked with participating NetWaste Councils for over 10 years now. Her primary focus is on waste education and involves working with communities from the Blue Mountains out to Broken Hill. Sue says that the best part of her job is connecting with the people she meets. 'I'm always inspired by the passion some people have for the environment and the lengths to which they'll go in order to make a difference'.

As you can imagine communities within the NetWaste region are very diverse but the key to effective community engagement is to build relationships with people that live in these communities.

Kath Little, Manager Waste and Resource Recovery, Uralla Shire Council

Kath has worked in regional local government waste management for the past five years. During her time in waste controlling Kath has managed a number of strategic initiatives. These include the establishment of a Council owned and operated MRF; expansion of Council waste services to neighbouring Councils; recycling education campaigns; waste reduction campaigns; litter prevention initiatives; remote landfill closures and conversions to Waste transfer stations.

Kath is a Certified Practicing Accountant with over ten years experience in business accounting. She has worked in local government for the past seven years in the areas of finance, environment and waste. Kath is a member of the NIRW Program Committee.

Kath is passionate about delivering quality waste services in regional areas. She believes in the power of honest and informed discussions with the community.



Abstract Summary

Small scale organics processing

James Turnell, Manager Waste and Drainage, Armidale Dumaresq Council

Armidale Dumaresq Council has been successfully processing food and garden organics (FGO) now for 3 years in what is considered a small scale composting facility at our Waste Management Facility. We currently process ~2,500tpa of FGO via a static windrow fermentation process and sell our resulting A and B grade compost directly to residents for 35 and \$25/m3, respectively. Our journey to this point has had its challenges and with hindsight we could have avoided some of the issues we encountered along the way.

As a result of our experiences, there are some critical elements that any operator contemplating a small scale composting facility should consider. Considerations include; frequency of domestic and commercial FGO collections, scoping suitable composting technologies, regulatory constraints, and most importantly odour control. I will share our experiences to date and expand on the points above at the Regional Corner and look forward to answering any questions.

Greg Ewings, Manager Facilities and Services, Cootamundra Shire Council (member of REROC)

In 2011, the Riverina Eastern Regional Organisation of Councils (REROC) and member councils Cootamundra, Gundagai, Coolamon and Junee agreed to trial the establishment of a cluster composting project to be based at the Cootamundra Shire landfill. The trial was conducted for six months, beginning in August 2011 and introduced a green waste and organics kerbside collection to 200 households in each of the participating shires, none of the participating shires have previously had this type of collection in place. The collected waste was transported to the Cootamundra landfill where it was processed into compost. This workshop will discuss this trial and detail further findings in the organic processing since 2012.

Rationalisation of small landfills, closure and conversion to transfer stations

Peter Cotterill, Senior Environmental Health Coordinator, Narrabri Shire Council

Regulatory requirements and community expectations are creating new pressure on Local Governments to address and assess current waste collection facilities, particularly small "village" landfills that are often unmanned and unlicensed.

This however creates a conundrum for council, leave as is, close all together, regionalize the landfilling, or create a transfer station? Questions are also raised about what do the regulators require, can we afford it and will the community accept any change?

These questions have been asked and answered in several different projects by the presenter, who will discuss the options chosen, the reasons why, and the traps encountered. If nothing else, it's a journey exploring what not to do.....

Remote surveillance of landfill sites

John Cavanagh, Manager Waste, Health & Regulatory Services Great Lakes Council

Great Lakes Council has been working at ways to reduce the adverse impacts of the large distances between its waste facilities. A key focus is ensuring its facilities operate in accordance with licence conditions and contract obligations. Remote surveillance trials have been undertaken with a range of positive outcomes. A solar power operated leachate management system with live surveillance has been developed. Another example is the live coverage of operating Transfer Stations where stockpiles can be monitored, contractor safety, customer service etc. A further initiative has been the overlaying of receipt numbers onto live



footage of waste loads. This has been a great auditing tool. With all of the above undertaken at its main Administration building the need for staff to drive out to facilities to inspect for a variety of reasons has been reduced dramatically. A further advantage is being able to monitor sites 24/7 eg in the event of severe storm events.

Unique ways of engaging small communities

Sue Clarke, Environmental Learning Adviser , NetWaste

The NetWaste region covers more than one third of NSW, extending from the Blue Mountains to Broken Hill and includes twenty seven councils. Yes, it is a large area and as you can imagine communities within the NetWaste region are very diverse. There is no simple solution or one fit all approach to identifying an effective engagement method.

I believe that community engagement works best where it is an ongoing cumulative process enabling relationships and trust to build and strengthen over time. There is no point rocking up with a 'fabulous' idea unless it can be linked to something meaningful that is already happening or will be supported by locals. Developing and maintaining these relationships takes time and it isn't always easy but it is worth it.

My brief presentation will focus on several of the smaller communities within the NetWaste region.

Kath Little, Manager Waste and Resource Recovery, Uralla Shire Council

To engage with any community the methodology does not have to be unique, it does not have to be expensive, it just needs to be simple and it needs to work. Understanding your community and empowering your community are key components to engagement, especially in small communities.

The presentation outlines some examples of community engagement and discusses how they worked or did not work. Discussion will include examples of "out of the box" ideas and some "interesting discussions" with the community that yielded some pretty wonderful results.



REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	Director of Infrastructure and Regulation
Reference:	2.15.06.09
Subject:	Actions 1 and 2, Environmental Management, 2014-2015 Annual Operational Plan

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

- Objective:** Uralla Shire's natural beauty and distinct natural environment is protected for future generations.
- Strategy:** Protect and appropriately manage significant natural features, waterways and other landscapes across the Shire by supporting and partnering with the community and other agencies.
- Action:**
1. Train and coordinate environmental volunteers to assist with improving the condition of local environs.
 2. Complete externally funded projects at Mt Mutton, Racecourse Lagoon, Bundarra Nature Park, Dangar's Lagoon, Wooldridge Fossicking Area and Significant Roadside Vegetation areas.

SUMMARY:

The purpose of this report is to advise Council on the progress of Environmental Management Actions 1 and 2 as stated in the 2014-2015 Annual Operational Plan. Projects for Wooldridge Fossicking Reserve and Significant Roadside Vegetation are due for completion in September 2015. The remaining projects successfully advanced Council's management objectives for those areas.

COMMITTEE'S RECOMMENDATION:

That the report be received and noted.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

In 2014 grant applications were lodged for natural resource management projects for Mount Mutton, Racecourse Lagoon, Bundarra Nature Park, Dangar's Lagoon, the Wooldridge Fossicking Reserve and for Significant Roadside Vegetation Management. Council was successful in obtaining all requested grant funds. The total value of the grant funding awarded was \$70,000.

Key outputs from all projects include regeneration and restoration of native bushland, weed control, community engagement and new knowledge and planning products. All projects are used to inform continued internal best practice management procedures and policy development.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

REPORT:

The selection of Mount Mutton, Racecourse Lagoon, Dangar's Lagoon, Bundarra Nature Park, Wooldridge Fossicking Reserve and Roadside Vegetation as projects relates to the following factors:

- I. The status of previous works for the project;
- II. Occurrence on Council managed lands, in several cases Council is the Reserve Trust Manager for the site;
- III. The condition of remaining native vegetation at the site;
- IV. The existence of Voluntary Conservation Agreements, as is the case with Racecourse Lagoon;
- V. Community values;
- VI. Continual improvement in internal best practice management for standard operational activities such as road maintenance and construction.

Funding was secured from the Northern Tablelands Local Land Service (LLS) and Crown Lands for the projects. Total project funds awarded were \$70,000. The key characteristics of the projects are listed in the following table.

Projects	Partnerships	Outcomes and Outputs
Mt Mutton Biodiversity Enhancement Project	Uralla Shire Council, Northern Tablelands Local Lands Services, Crown Lands, community volunteers.	Clearance of <i>Pinus Pinaster</i> . Weed control and removal of cotoneaster, privet, firethorn and honeysuckle amongst others. Replanting and regeneration of native Bushland. Infrastructure renewal - picnic tables, litter signage and bins. Soil stabilisation work. Collecting monitoring and evaluation data. Community engagement and volunteer training.
Racecourse Lagoon	Uralla Shire Council, Crown Lands	Reduction in the amount of weeds present: blackberry, controlling elm suckers, hawthorne and apple. Improved amenity of the site. Improved pest management: additional rabbit proof fencing installed. Community engagement and education: Walk on Wetlands for World Wetlands Day 2015.
Dangar's Lagoon	Uralla Shire Council, Northern Tablelands Local Lands Services, Lions Club volunteers.	Environmental plantings and fencing where appropriate of 400 tube stock. Removal of willows. Litter pick up, mowing and maintenance of the site by Lions Club volunteers. Installation of new bins, signage and painting picnic tables.
Bundarra Nature Park	Uralla Shire Council, Crown Lands, Bundarra community.	Improved weed control and a reduction in the type and area of weeds growing within the Park: targeted cobblers pegs, African Lovegrass, Coolatai Grass, tiger pear and others. Improvement in the diversity of native species growing in the park. Improved fire management and reduced fire hazard to surrounding properties: large areas of cobblers pegs slashed, fence line slashed.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

		Improved amenity of the park: increased mowing, refencing, and improved access. Community education and engagement activities.
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Table 1: Key characteristics of projects funded in the 2014 – 2015 Financial Year

Externally funded projects for the Wooldridge Fossicking Area and Significant Roadside Vegetation will continue until September 2015. As these projects are still ongoing, they are not included in the table above.

All weed control works will be maintained through the Bush Regeneration Team. Opportunities to develop new partnerships are being investigated by the Environmental Management Coordinator during the 2015 – 2016 Financial Year.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Community engagement is an ongoing and integral part of all Environmental Management projects. In addition when the updates to the Management Plans are complete the plans will be provided to the Environmental Consultative Committee and program volunteers for their comment.

2. Policy and Regulation

Nil

3. Financial (LTFP)

Projects for the Fossicking Area and Significant Roadside Vegetation are not due for completion until September 2015. The Environmental Levy funds the Bush Regeneration Team on a part time basis. Staff costs for the 2015 2016 Financial Year have been budgeted to allow for weed control focused on maintaining the investment to date. Limited external funds are available at this point in time.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Management Plans for each area are the overarching framework from which the scope and direction of future projects will be determined. All Management Plans are active documents and subject to annual reviews in order to remain current.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

Prepared by staff member:	Ms Stephanie McCaffrey – Environmental Manager Coordinator
Approved/Reviewed by Manager:	Mr Robert Bell
Department:	Infrastructure and Regulation
Attachments:	Nil

**REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE**

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	Director of Infrastructure and Regulation
Reference:	2.15.06.10
Subject:	Completion of Actions in the 2014-2015 Annual Operational Plan

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

- Objective:** Uralla Shire's natural beauty and distinct natural environment is protected for future generations.
- Strategy:** Protect and appropriately manage significant natural features, waterways and other landscapes across the Shire by supporting and partnering with the community and other agencies.
- Action:**
1. Train and coordinate environmental volunteers to assist with improving the condition of local environs.
 2. Complete externally funded projects at Mt Mutton, Racecourse Lagoon, Bundarra Nature Park, Dangar's Lagoon, Wooldridge Fossicking Area and Significant Roadside Vegetation areas.

SUMMARY:

The purpose of this report is to advise Council on the progress of Environmental Management Actions 1 and 2, as outlined in the 2014-2015 Annual Operational Plan.

COMMITTEE'S RECOMMENDATION:

That the report be received and noted.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

The Uralla 'subcatchment' refers to Uralla Creek and Rocky Creek, on the headwaters of which the township of Uralla sits. (The area of these creeks encompassed by the township land is alternatively referred to as the 'Uralla creek lands'.) The *Uralla Subcatchment Plan* does not refer to a single document, project or activity, rather to a suite of planning documents, projects and activities developed and implemented since 2000.

Between 2000 and 2014 significant resources were invested in the care and restoration of Uralla's creek lands. Projects have involved many stakeholders and a diverse collection of grants and in-kind contributions. Characteristic of Uralla's creek lands is the mix of public and private ownership, with over 40 landholders owning or adjoining riparian land. The Uralla planning process is an attempt to

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

coordinate, strategically align and leverage the effort, objectives and output of this diverse set of stakeholders for the overall benefit of restoring the health of the creek.

The process in turn generated a multitude of projects and partnerships over a large number of sites. As such by 2014 a review of all the projects undertaken along Uralla and Rocky Creeks was needed to catalogue, summarise and review all of these projects. The Uralla Sub catchment Management Review was undertaken by Southern New England Landcare in 2014.

REPORT:

A coordinated approach to the management of Uralla's water quality and creek lands began in 2000 with the development of the *Urban Stormwater Management Plan for Uralla Shire Council* (MacKinnon 2000). Community interest in the protection of Uralla's natural environment and the need to support recommendations from the Stormwater Management Plan set the context for the formation of the Uralla Rivercare Group (URG) in 2001.

URG developed the *River Plan for Uralla Creek* (Elder 2000) in partnership with Uralla Shire Council and the (then) Department of Land and Water Conservation. This plan addressed broader natural resource management issues than those covered in the *Stormwater Management Plan for Uralla Shire Council*. The goals stated in this plan are to:

- Return Platypus to the creek systems;
- Establish native riparian vegetation communities; and
- Create streams which provide recreational and aesthetic appeal.

In 2007 Uralla Shire Council partnered with the (then) Border Rivers- Gwydir Catchment Management Authority (BRG CMA), Southern New England Landcare Limited (SNELCC) and URG to develop the *Uralla Subcatchment Management Plan*. It was followed in 2009 by the release of second Plan representing Stage 2 works (authored by the BRG CMA). Between them these plans outline detailed actions for 15 sites along Rocky and Uralla Creeks.

Although not explicitly stated in these documents, the overall objectives of the Plan are to decrease sediment loads into Rocky and Uralla Creeks and improve the condition of riparian vegetation within the subcatchment (Carr *et. al.* 2012).

In 2010 the NSW Environmental Trust High Country Urban Biodiversity Project (HiCUB Project) provided substantial funding to achieve on-ground works proposed in Stage 2 of the Uralla Subcatchment Management Plan. HiCUB also funded the development of the planning document *Maintaining and Developing the Uralla Subcatchment Management Plan: A Five to Ten-Year Strategy* produced in 2010 (Tremont *et. al.* 2010). The purpose of this document was to coordinate the recommendations of the Subcatchment Management Plan documents stage 1 and 2 with the resources of USC and the Uralla community.

The following list indicates the large number of projects, agencies (private and public) and scope of effort undertaken in implementing the on-ground works components of the above mentioned plans.

1. 2001-present Uralla Rivercare Group (URG): secures grants for projects on private and public lands, coordinates volunteer labour, project management, monitoring.
2. Natural Heritage Trust: Envirofund 'Uralla Creek Dance Clearwater Revival – Stage 1'.
3. 2001-2004 Country Energy: in-kind labour support and plants for remediation works.
4. 2004-2006 Natural Heritage Trust – Envirofund 'Uralla Creek Dance Clearwater Revival – Stage 2'.
5. Work-for-the-Dole schemes.

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6. 2007 Australian Government Water Fund: Community Water Grant, 'Uralla Creek – Headwaters Project'.
7. 2007 Australian Government initiative and Green Corps team.
8. NSW Environmental Trust 'High Country Urban Biodiversity Project' 2008-2011.
9. 2009 BRG CMA funded Southern New England Landcare 'Targeted Project'.
10. Australian Government Infrastructure Initiatives 2009.
11. Australian Government, Caring For Our Country, Community Action Grant 'Whacking willows for Water Wildlife' 2013.
12. Australian Government, Caring For Our Country, Community Action Grant 'Native Habitat for our Water Rat! Uralla Creek, Uralla' 2012- 2013.
13. Landcare Australia, Be Natural grants, 'Uralla Creek's Riparian Health Project – Strength from Biodiversity' 2011 – 2013.
14. 2012-present Uralla Shire Council funding of the USC Bush Regeneration team to maintain plantings and willow control, lead volunteers and do further staged bush regeneration at Mt Mutton and The Glen.
15. 2014 'Uralla Shire Council and Public Reserves Management Funding Program, Mt Mutton'.

The scope of works across these projects included:

- Weed removal and control.
- Erosion control work, engineering work, stream bank and bed stabilisation work.
- Installation and repair of stormwater infrastructure (e.g. Gross Pollutant Traps).
- Construction of a walking track.
- Incentives to landholders and development of Management Agreements for a period of fifteen years.
- Grazing control and stock exclusions.
- Fencing.
- Planting, regeneration of native plants.
- Community education and engagement.

KEY ISSUES:

Council's current approach to the subcatchment planning process is to maintain the work undertaken through past projects along Rocky and Uralla Creeks. Council's Bush Regeneration Team undertakes maintenance work as they are able given current resources. Through their activity, Council is meeting its contractual obligations to the State and Federal agencies that funded previous works. The Uralla River Care Group continues to secure funding for small projects on private lands.

CONCLUSION:

The review is a valuable summary document highlighting the achievements of projects to date. It outlines any remaining gaps in knowledge, monitoring and evaluation protocols and indicates that future projects should seek to address these gaps. It also specifies follow up work required at various sites. As such it is a good planning resource for future works and projects.

Currently there is little by way of grant funding available for new projects related to creek restoration and rehabilitation. Council's Bush Regeneration Team undertakes maintenance work as required by the nature of the work and our contractual obligations to State and Federal funding. Meanwhile, the Uralla River Care Group continues to secure funding for small projects on private lands.

Future iterations of the subcatchment management approach are likely to consider broadening the scope of the plan and aligning it with management plans for other reserves.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The Environmental Consultative Committee will be asked to comment on the report. It is not necessary to put it out for broader community consultation.

2. Policy and Regulation

The review document will be used to plan future projects and as a reference for policy formulation.

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Delivery of the report completes an Environmental Management project activity for the 2014-2015 Financial Year.

8. Project Management

Valuable planning document for future works.

Prepared by staff member:

Ms Stephanie McCaffrey - Environmental Manager Coordinator

Approved/Reviewed by Manager:

Mr Robert Bell

Department:

Infrastructure and Regulation

Attachments:

Nil

**REPORTS FROM THE ENVIRONMENT,
DEVELOPMENT & INFRASTRUCTURE COMMITTEE**

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	Director of Infrastructure and Regulation
Reference:	2.15.06.11
Subject:	Naming of "Emu Crossing" Bridge

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: Uralla Shire has a safe and effective transport system.
Strategy: Maintain and upgrade bridges to improve longevity and safety
Action: Maintain culverts and bridges to established service and intervention points

SUMMARY:

The purpose of this report is to have Council consider the naming of the "Emu Crossing Bridge".

The Environment, Development & Infrastructure Committee deferred discussion of this item to the Council Meeting scheduled for 22 June, due to the lack of a quorum following Cr Crouch's earlier disclosure of pecuniary interest in this item.

OFFICER'S RECOMMENDATION:

That Council consider the naming of the bridge and advertise inviting public comments prior to reconsidering this matter.

BACKGROUND:

The original low level crossing has always been known as the Emu Crossing, as the crossing is close to Emu Gully. The gully joins the Gwydir River upstream of the current crossing.

May Yarrowick was born in the Bundarra District and worked as a midwife in the district.

REPORT:

Council has been approached by the Bundarra Bridge Committee and the Anaiwan Local Aboriginal Land Council with suggestions for the naming of the new bridge south of Bundarra. Council; should it choose to name the bridge; must advertise that we have had two suggestions and are seeking community feedback prior to Council again considering this matter.

If Council chooses to name this bridge it would then be required to advertise the decision and invite public comment. Council would then review all submissions and make a recommendation to the Geographic Names Board.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

Letters from the Anaiwan Local Aboriginal Land Council, Dr Leonie Cox and the Emu Bridge Committee are attached.

1. Community Engagement/ Communication (per engagement strategy)

Need to advertise prior to making a final determination unless Council chooses not to name the bridge.

2. Policy and Regulation

Nil

3. Financial (LTFP)

2 new signs

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Robert Bell

Approved/Reviewed by Manager:

Director of Infrastructure and Regulation

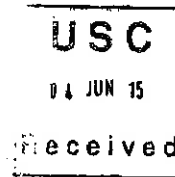
Department:

Infrastructure and Regulation

Attachments:

- G. Letter from Dr Leonie Cox
- H. Letter from Anaiwan Local Aboriginal Land Council
- I. Letter from Emu Bridge Committee
- J. Email from Jenni Johnson
- K. Email from Susan Dunn
- L. Letter from Andrew Parker

Dr Leonie Cox
QUT, SON
L3 N Block
Victoria Park Road
Kelvin Grove 4059
1st June 2015



Mr Robert Bell
Director Infrastructure & Regulation
Uralla Shire Council
PO Box 106 Uralla NSW 2358

Re: Proposed name for new bridge on Gwydir River South of Bundarra

Dear Mr Bell

I am writing to you on the matter of a proposed name for the new bridge being built on the Gwydir River South of Bundarra.

You may be aware that Bundarra is the resting place of May Yarrowick, who was one of the first Aboriginal Australians to undertake her midwifery training and she did so at the Crowne Street Hospital in Sydney in 1905.

Such an undertaking was remarkable at that time and attests to May's spirit and determination. May was born in this district, grew up there and worked as a midwife in the district for many, many years. Her story is included in the work of Dr Odette Best, Queensland University of Technology, who is undertaking a project on Aboriginal nursing history in Australia.

This letter is to urge you seize the opportunity to have May Yarrowick recognized and acknowledged for all the years of hard work and service, particularly to woman and families in the region, by naming the new bridge the "Nurse May Yarrowick Bridge".

May Yarrowick deserves this honour and naming the bridge after her would be a fantastic and lasting symbol of reconciliation and would distinguish the Uralla Shire Council as the first to recognise the Aboriginal nurses of Australia.

Best wishes for the successful completion of the project.

Warm regards

Dr Leonie Cox
Senior Lecturer
School of Nursing
Queensland University of Technology

A handwritten signature in black ink, appearing to be "L Cox".

CC: Mr Greg Livermore
CEO, Anaiwan Local Aboriginal Land Council
7 Opal Street Tingha NSW 2369
Po Box 651 Inverell NSW 2360

CC: Mayor Mick Pearce
Uralla Shire Council
PO Box 106 Uralla NSW 2358

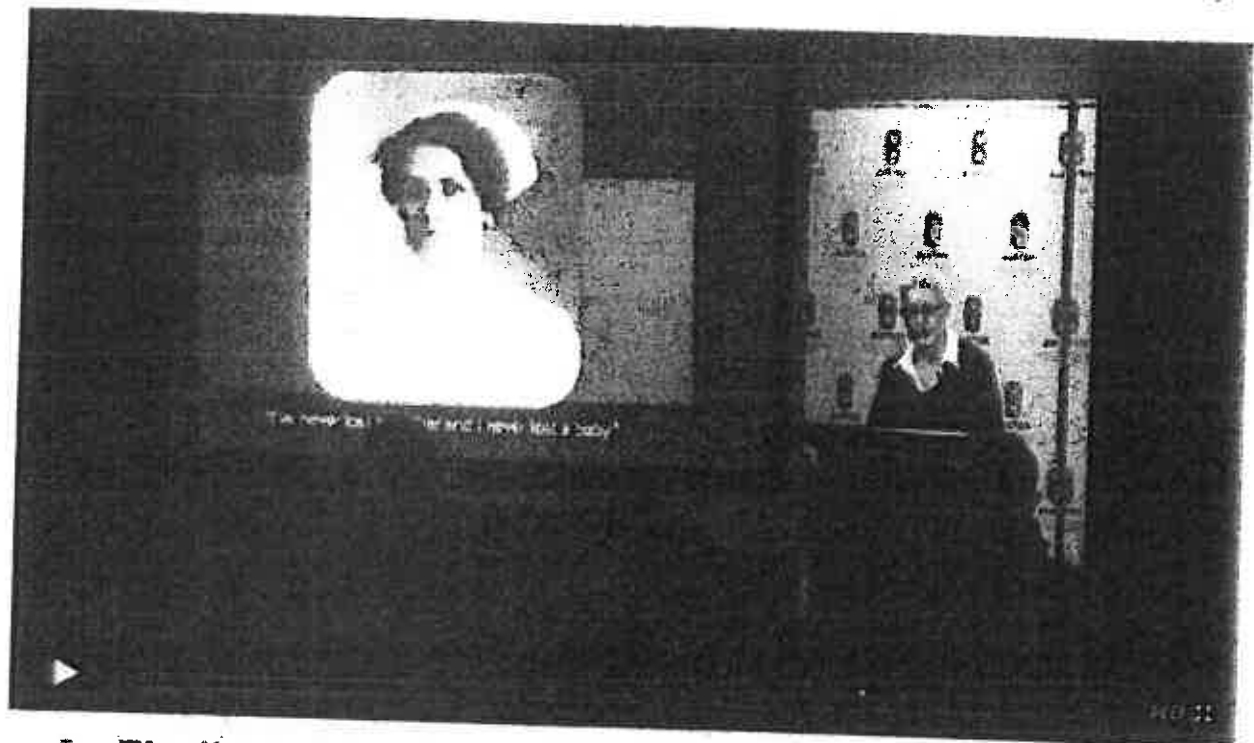
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Finding May Yarrowick—was she the first?

AIATSIS from AIATSIS PRO 1 year ago (NOT RATED)

Dr Odette Best, Senior Lecturer, Golder Unit, Queensland University of Technology

Kath Howey, Researcher

There has been little international research into the history of Indigenous peoples entering nursing; yet while New Zealand, Canada and the United States can all identify their first Indigenous registered nurse, Australia cannot. This seminar will present the story of May Yarrowick, who undertook her training for a general nursing certificate in 1902. May is possibly the first Aboriginal nurse to have trained and been registered in Australia.

Read More In this research, Odette Best and Kath Howey used notes from Crown Street Hospital, personnel files, national and state archives.

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ATTACHMENT H
ANAIWAN
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Tingha NSW 2369

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Inverell N.S.W. 2360

Phone: (02) 6723 3022
Fax: (02) 6723 3023

19th May 2015

Mr Damien Connor
General Manager
Uralla Shire Council
PO Box 106
Uralla, NSW 2358

Dear Sir,

Re: Proposed Name for New Bridge over Gwydir River - Bundarra.

Proposal.

The Anaiwan Local Aboriginal Land Council would like to propose that the new Bridge on the Gwydir River south of Bundarra that will replace the existing low level bridge be named "Nurse May Yarrowick Bridge".

Background Information.

Aunt May Yarrowick was born on Stoney Creek Station Bundarra in February 1876 the daughter of Peg from the Yarrowick Tribe and James Martin Kelly son of Martin and Catherine Kelly, owners of Stoney Creek Station.

Aunt May undertook her training for General Nursing in 1902 in Sydney and she is possibly the first Aboriginal Nurse to have trained and registered in Australia.

She also trained as a Midwife at Paddington Hospital in 1906 and on returning to the Bundarra area she practised as a Midwife delivering countless babies on horseback throughout the Bundarra and Tingha Districts.

In the 1890's a young Aboriginal woman by the name of May Yarrowyck whose mother had died during childbirth, trained in nursing at St Vincent's hospital. On her return she worked for many years as a midwife in and around Bundarra riding great distances to deliver babies on some of the isolated selections, no doubt many of the people who are in Bundarra owe their existence to May's competence in delivering their ancestors.

Courtesy of the Bundarra Community Website.

ATTACHMENT 1

The Emu Bridge Committee
"Sentry Box"
984 Bakers Creek Road
Bundarra NSW 2359
25 May 2015

Mr Damien Connor
General Manager
Uralla Shire Council
Salisbury Street URALLA

Naming Emu Crossing Bridge

Dear Damien,

The Emu Bridge Committee has canvassed our local community and would like to recommend that the new bridge being constructed on Thunderbolts Way across the Gwydir River some 2km south of Bundarra be called the **THE EMU BRIDGE**.

This locality has been known as "The Emu" for over 100 years and the name has a lot of significance to local families.

The origin of the name is outlined in a book written by Keith Brazier Parsons, about his mother Marlon Howard/Parsons.

HOW THE EMU CROSSING GOT ITS NAME

Eighteen eighty eight (1888) was a year of extreme drought with an acute shortage of fresh vegetables and fruit. Crops failed and livestock were dying. JY had a bad time with Barcoo Rot on his hands and even small cuts and abrasions did not heal. Most of the men and some of the women had this trouble which persisted until fresh vegetable were available.

There had always been a few emus about, but this year they arrived in hundreds apparently following the Gwydir River upstream. Where the Armidale-Bundarra road forded the river a large mob settled down and made it their home until drought breaking rain came. Hence this has been known as Emu Crossing ever since.

Whilst the name is supported by a larger proportion of our community some individuals may feel they have not had an opportunity for input and that another name is more appropriate. Therefore when the proposed name is advertised for public comment our committee intends to take a proactive response to public consultation to ensure public opinion is well canvassed and well known by Council.

Dr Bob Crouch
Convenor, Emu Bridge Committee, Bundarra.
0267237366/ 0428616885

Robert Bell

From: Jenni Johnson <jenniljohnson64@gmail.com> on behalf of Jenni Johnson
Sent: Thursday, 11 June 2015 1:57 PM
Subject: Naming of New Bridge at Bundarra
Categories: Red Category

I am in support with the Anaiwan Lands Council of Naming the New Bridge at Bundarra " Nurse May Yarrowick Bridge" she was the first Aboriginal Nurse, and devoted her life to helping country people in Bundarra and Tingha bring new life into these small towns. It would be such a honour for our people, to see the first Australian Aboriginal Nurse recognised for her dedication and hard work to the community of Bundarra.

Jenni Johnson
Chairperson
Anaiwan LALC.

Robert Beil

From: Susie Dunn <outonthewire@bigpond.com> on behalf of Susie Dunn
Sent: Wednesday, 10 June 2015 9:08 AM
Subject: Naming of new bridge on Gwydir

Dear Mr. Bell:

The name suggested for the new bridge - the Nurse May Yarrowick Bridge - seems so very suitable as it commemorates someone who it appears not only locally but nationally has earned a place in Australian history.

I write not only because i have strong family links to the area but it does seem hard to think that there could be a more suitable and sensitive name suggested.

sincerely

Susan Dunn
57 Marsh St. Armidale 2350
0428 727 126

Mr Robert Bell
Director Infrastructure & Regulation
Uralla Shire Council
PO Box 106
Uralla, NSW 2358

Dear Sir,

Re: Proposed Name for New Bridge over Gwydir River - Bundarra.

I am writing in support of the Anaiwan Local Aboriginal Land Council proposal to Uralla Shire Council to name the new Bridge on the Gwydir River south of Bundarra the "Nurse May Yarrowick Bridge".

May Yarrowick was born on Stoney Creek Station Bundarra in February 1876 the daughter of Peg from the Yarrowick Tribe and James Martin Kelly son of Martin and Catherine Kelly, owners of Stoney Creek Station.

Aunt May undertook her training for General Nursing in 1902 in Sydney and she is possibly the first Aboriginal Nurse to have trained and registered in Australia.

She also trained as a Midwife at the Crowne Street Hospital in 1905 and on returning to the Bundarra area she practised as a Midwife delivering countless babies on horseback throughout the Bundarra and Tingha Districts.

She was a member of the Australasian Trained Nurses Association and she died on the 17th April 1949 in the Tingha Cottage Hospital aged 73 years old.

Aunt May Yarrowick is buried in the Catholic Portion of the Bundarra Cemetery alongside her Grandparents Martin and Catherine Kelly.

Nurse May Yarrowick is a deserving person to have this bridge named after in honor of her years of service to the women, families and communities of this region and to acknowledge her achievements and to appreciate the sacrifices she made in her life so that others could live.

Regards

Andrew Parker

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	Director of Infrastructure and Regulation
Reference:	2.15.06.12
Subject:	Uralla Local Traffic Committee

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: A safe and efficient network of arterial roads and supporting infrastructure.
Strategy: Ensure road network supporting assets are adequately maintained
Action: Participate in Regional and Local transport planning meetings.

SUMMARY:

The purpose of this report is to consider the recommendations and the information provided from the Uralla Local Traffic Committee meeting held on 12th May 2015.

COMMITTEE'S RECOMMENDATION:

That:

- (i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee
- (ii) Plane Avenue – Speed review – That Council staff place a traffic classifier at the 50/100 signage to determine 85th percentile speed and AADT; note that does not meet warrant for extension of 50km/hr zone; and erect Pedestrian warning signs at either end of Plane Avenue
- (iii) Request for automatics speed board at Kentucky- That Council place a traffic classifier near 40km/hr school sign& erect 4 x 50km/hr advance warning signs for Kentucky Village.
- (iv) Bundarra Central School – that Council arranges signage for bus zones and “no parking” zone.
- (v) Kingstown Road – that Council reviews the size of the Cemetery warning sign and investigates additional parking in Quartz Gully Road
- (vi) Corner of Bridge Street/ East Street- relocate “no stopping” sign to south of access to 158 Bridge Street.

OFFICER'S RECOMMENDATION:

That:

- (iii) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

- (iv) Plane Avenue – Speed review – That Council staff place a traffic classifier at the 50/100 signage to determine 85th percentile speed and AADT; note that does not meet warrant for extension of 50km/hr zone; and erect Pedestrian warning signs at either end of Plane Avenue
- (vii) Request for automatic speed board at Kentucky- That Council place a traffic classifier near 40km/hr school sign & erect 4 x 50km/hr advance warning signs for Kentucky Village.
- (viii) Bundarra Central School – that Council arranges signage for bus zones and “no parking” zone.
- (ix) Kingstown Road – that Council reviews the size of the Cemetery warning sign and investigates additional parking in Quartz Gully Road
- (x) Corner of Bridge Street/ East Street- relocate “no stopping” sign to south of access to 158 Bridge Street

BACKGROUND:

The Uralla Local Traffic Committee comprising representatives of the Roads & Maritime Services (RMS), Police, a Local Bus Driver (also the Local Member's representative) and the Mayor met on 12th May, 2015. A copy of the attached minutes has been forwarded to all members for comment prior to this report being prepared for Council.

REPORT:

The minutes of the above meeting are attached.

The main issue is the request from Council to review the options for traffic calming in Uralla's CBD.

A number of items to be considered have been included in the minutes.

CONCLUSION:

That Council support the recommendations from the Uralla Local Traffic Committee.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
The Uralla Local Traffic Committee operates under the Roads and Maritime Services legislation
3. **Financial (LTFP)**
Within existing budget
4. **Asset Management (AMS)**
Nil
5. **Workforce (WMS)**
Nil

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

6. Legal and Risk Management

As per 2

7. Performance Measures

Items approved by Council completed

8. Project Management

Nil

Prepared by staff member:

Robert Bell

Approved/Reviewed by Manager:

Director of Infrastructure and Regulation

Department:

Director of Infrastructure and Regulation

Attachments:

M. Minutes of Uralla Local Traffic Committee meeting held
12th May, 2015.



**MINUTES OF THE MEETING OF
URALLA LOCAL TRAFFIC COMMITTEE
HELD AT 2:00PM
ON TUESDAY, 12 May 2015
IN MAYORS OFFICE**

In Attendance: Mr Terry Orvad – Roads and Maritime Services
Mr John Carlon – Bus Driver/Local Representative for Local
Parliamentary Member
Cllr Michael Pearce – Mayor, Uralla Shire Council
Mr Robert Bell – Minutes

Apologies: Snr Const Paul Caldwell – Armidale Police
Moved: Mr John Carlon **Seconded:** Mr Terry Orvad

Confirmation of Minutes of Meeting held 9 September 2014

Moved: Mr John Carlon **Seconded:** Mr Terry Orvad

That the Minutes of the Meeting held 9 September 2014 be accepted.

Business Arising from the Minutes not otherwise covered in the Agenda

(i) Barleyfields Road/New England Highway

Mr Orvad advised that the advance intersection warning sign has been erected. Motorists are able to drive on the shoulder for up to 100 metres before the intersection.

(ii) Pedestrian Crossing

Mr Orvad is continuing to chase up 'St George' markings on the crossing with RMS. Mr Carlon requested Mr Bell check that the light that shines onto the crossing is working.

(iii) Vibra lines on New England Highway

Mr Orvad advised that it does not meet the warrant for isolated cases unless it is identified as a blackspot. Mr Bell will further discuss with Mr Jim Synott, RMS Grafton, regarding accident listing.

(iv) Andersons Road

Widening work has been undertaken.

(v) Macleay Way

AADT 109 vpd

<40km/hr 88.8%

40km/hr – 50km/hr 11%

>50km/hr 0.2%

Not further action required at this time.

(vi) Terrible Vale Road

Mr Bell to confirm progress on signage and bus pull off area at 'Terrible Vale' on Terrible Vale Road.

Agenda Items:

1. Traffic Calming in Uralla CBD

The committee agreed that this was very difficult issue to resolve.

- (i) RMS advised that it was a National Highway and that it was highly unlikely to support any redirections on through traffic including funding roundabouts. A route assessment is programed for 2015/2016. Council is keen to be involved.
- (ii) Council Staff will carry out reviews of the traffic volume using Thunderbolts Way (Salisbury & Hill Street) and New England Highway.
- (iii) Council Staff will obtain accident history for CBD over last five years from RMS.
- (iv) Council Staff will review signage for rear street parking. This will include access to parking area.
- (v) The committee did not support altering rear end parking to nose in parking due to increased safety concerns.
- (vi) The committee was advised that Council had not indicated any support for by-passing Uralla although recognising that this may be the ultimate solution.
- (vii) Mr Orvad, RMS, advised that he will investigate warrant for 40km/hr Pedestrian Precinct in CBD and advise committee.
- (viii) The committee acknowledged that with the blisters, lighting, school zones, and off street car parking significant improvement had already been made.

Recommendation:

That Council Staff prepare a report for the next Uralla Local Traffic Committee meeting.

2. Plane Avenue – Speed review request

Recommendation:

- (i) Place traffic classifier at 50/100 signage to determine 85th Percentile speed and AADT.
- (ii) Does not warrant extension of 50 km/hr zone.
- (iii) Erect 'Pedestrian' warning signs at either end of Plane Avenue.

3. Access safety review for rest area near 'Kyabra' south of Uralla on New England Highway

Mr Orvad advised that this area is not a truck rest area, has good sight distance and has advance warning signs. He will check if there is any accident history at this location. The RMS will not fund a right turn storage line at this intersection.

While a 'Give Way' sign is not mandatory, Mr Orvad will arrange one for the exiting traffic.

Recommendation:

For notation.

4. Request for automatic speed board in Kentucky

The committee discussed that while it would be possible to provide the automatic speed board for a short period it was not a long term option.

Recommendation:

- (i) Place traffic classifier near 40 km/hr school signs.
- (ii) Erect 4 x 50 km/hr ahead signs for Kentucky village.

5. Black spot Funding – MR132

Council has now completed 2.1 km on Barraba Gap. This included renewing the signposting. Council staff will continue to monitor the bottom section of Barraba Gap to ensure that the work does not increase the accidents on the section.

Recommendation:

For notation.

6. Bundarra Central School

Mr D Bieler, Principal, Bundarra Central School has requested replacement signs for the bus zone and a 'kiss and drop' zone for parents. Mr Orvad advised that the policy for these signs means school must provide volunteer adult supervisor to marshal the students. Mr Orvad advised that a 'No Parking' area was more appropriate for a smaller school. Mr Orvad also requested the bus zone times match the school zones, i.e. 8.00 am to 9.30 am and 2.30 pm to 4.00 pm on school days.

Recommendation:

That Council arranges signage for bus zones and no parking zone.

7. Kingstown Road – Request to extend 50km/hr to western end of cemetery

While the committee did not agree with extending the 50km/hr zone or adding an 80km/hr zone; which would require a minimum of 2 kilometres; it did recommend increasing the size of the cemetery warning sign and reviewing the parking in Quartz Gully Road.

Recommendation:

- (i) That Council reviews the size of the current cemetery warning signs.
- (ii) That Council investigates increasing the parking in Quartz Gully Road.

8. 27 East Street – request for extension of kerb and gutter to stop trucks doing a U-turn on northern side of Matilda Fuel Stop

The committee agreed that the problem related to confusion in the right turn, heading south into the service station. Mr Orvad inspected the site and advised RMS will review turning movements. He also suggested that Council should move the 'No Stopping' sign to the south of the access into 158 Bridge Street, to allow slightly wider shoulder.

Recommendation:

Council relocate 'No Stopping' sign to south of access into 158 Bridge Street.

Meeting Closed at 3:00pm

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Manager Town Planning & Regulation
Reference:	2.15.06.13
Subject:	Planning Proposal – D & J Heagney - Part Lot 12 DP 529709 – Rowan Avenue, Uralla – Division Decision

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	To have the community satisfied with land use control.
Strategy:	Consult with the public on proposed amendments to planning instruments.
Action:	monitor and review Councils Local Environmental Plan and other strategic and supporting planning documents.

SUMMARY:

The purpose of this report is to recommend that Council seek a Gateway Determination from the NSW Department of Planning and Environment requesting to place a Planning Proposal on public exhibition.

This Planning Proposal applies to part of Lot 12 DP 529709, Rowan Avenue Uralla. The Planning Proposal seeks to amend the Zoning and Minimum Lot Size maps applicable to the land:

- from Zone RU1 Primary Production and RU2 Rural Landscape to RU4 Primary Production Small Lots; and
- to reduce the current minimum lot size of 400 ha and 200 ha to 40 ha.

COMMITTEE'S RECOMMENDATION:

That the Committee recommend to Council that:

- (1) the Planning Proposal seeking to amend the Zoning and Minimum Lot Size maps applicable to Part Lot 12 DP 529709 be forwarded to NSW Planning and Environment for a Gateway Determination;
- (2) the General Manager be given delegated authority to make any minor alterations requested by NSW Planning and Environment;
- (3) the Planning Proposal is advertised as per the provisions of Section 57 of the *Environmental Planning & Assessment Act, 1979* once a Gateway Determination has been issued; and
- (4) Council advise the NSW Department of Planning & Environment that it does not wish to have delegated authority to make the amendment due to possible conflict of interest due to Council purchasing the residue Part Lot 12 DP 529709 encompassing the IN2 Light Industrial zoning.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

OFFICER'S RECOMMENDATION:

That the Committee recommend to Council that:

- (1) the Planning Proposal seeking to amend the Zoning and Minimum Lot Size maps applicable to Part Lot 12 DP 529709 be forwarded to NSW Planning and Environment for a Gateway Determination;
- (2) the General Manager be given delegated authority to make any minor alterations requested by NSW Planning and Environment;
- (3) the Planning Proposal is advertised as per the provisions of Section 57 of the *Environmental Planning & Assessment Act, 1979* once a Gateway Determination has been issued; and
- (4) Council advise the NSW Department of Planning & Environment that it does not wish to have delegated authority to make the amendment due to possible conflict of interest due to Council purchasing the residue Part Lot 12 DP 529709 encompassing the IN2 Light Industrial zoning.

BACKGROUND:

The land is located on the southern outskirts of the Uralla urban area on the western side of the New England Highway opposite the Uralla Golf Club. The land is the residual portion of a larger parcel of former grazing land. There is an existing gravel access to the land located midway along the eastern boundary of the lot off the New England Highway. The access driveway leads to a farm shed and yards located centrally within the lot. The land is cleared with isolated stands of box gum trees scattered throughout the paddocks. The understorey is cleared pasture. The land is fully fenced and is divided into fenced grazing paddocks.

Lot 12 DP 529709 has an area of 81.16 hectares. The land is split zoned RU1 Primary Production, RU2 Rural Landscape and IN2 Light Industrial, with a minimum lot size of 400 ha over the RU1 zoned land and 200 ha over the RU2 zoned land.

REPORT:

It is intended to subdivide 76 ha of rural zoned land from the industrial zoned land (approximately 5 ha) to enable an industrial subdivision under a future development proposal. The industrial zoned land will be purchased by Council for the purpose of ensuring there is suitable employment land available to meet opportunistic industrial needs that arise in Uralla.

The subdivision will result in a residual rural zoned lot of approximately 76 ha. The most logical use of the land is as a rural small holding with a dwelling to allow for the effective onsite management of the land. The present RU1 and RU1 zoning and the minimum lot sizes of 200 and 400 ha need to be amended to achieve this outcome.

The subject Planning Proposal seeks to amend the URALLA LEP 2012 by amending the Zoning and Minimum Lot Size maps applicable to Part Lot 12 DP 529709 Rowan Avenue, Uralla.

The proposed amendment would require:

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

1. Inserting the Zone RU4 Primary Production Small Holdings land use table into the Uralla LEP 2012 and including the listing of the RU4 zone within the relevant clauses of Part 4 Principal development standards.
2. Zoning the existing RU1 and RU2 zoned land within the site to RU4; and
3. Amending the applicable minimum lot size (MLS) map to apply a MLS of 40 ha to the proposed RU4 zoned land.

The proposed zoning and minimum lot size amendment involves an area of land of approximately 76 ha. The RU4 zone is not presently in use in the Uralla LEP 2012. Each Land Zoning Map will require an amendment to the legend panel to include the RU4 zone in the listing. The minimum lot size "AB5 – 40 ha" is already in use within the Uralla LEP 2012. Forty (40) ha is considered a suitable minimum lot size for subject land.

Council is pursuing a separate proposal to subdivide the industrial zoned land from the original split zoned lot described as Lot 12 DP 529709. The industrial zoned land will be purchased by Council for the purpose of ensuring there is suitable employment land available to meet opportunistic industrial needs that arise in Uralla. The Planning Proposal is necessary to provide the residue land with a more appropriate zoning and lot size that is reflective of its size, nature and likely future use.

The residual rural zoned land is located on the outskirts of the Uralla urban area and is best described as a rural small holding. At around 76 ha, various small lot primary production activities are possible within the site in addition to its current grazing use. It is also considered appropriate that a dwelling be permitted within the residual lot to facilitate the effective on-going management of the land and to support any future intensive agricultural activities.

A suitable building area has been identified between the New England Highway and the existing sheds and yards in the vicinity of the existing access driveway within the site. The identified building area is:

- safe in terms of bushfire risk;
- has the land capability for onsite waste water disposal;
- is located within an already cleared area, reducing the need for native vegetation removal;
- buffered and screened by existing stands of native gum trees from the Uralla landfill located over 750 m to the north west of the building area;
- adequately set back over 500 m from industrial zoned land along Rowan Avenue; and
- set back from the New England Highway approximately 200 m and is unlikely to be significantly impacted by highway noise.

The Minister for NSW Planning and Environment has delegated the following plan-making powers to council:

- a) to make – and determine not to make – an LEP under section 59(2), and (3) of the *Environmental Planning & Assessment Act 1979*
- b) to defer inclusion of certain matters in an LEP under section 59(3) and
- c) to identify which matters must be considered and which stages of the plan-making process must be carried out again prior to resubmission (section 59(4)) if the council defers the proposal or if a matter is deferred from the LEP.

This gives Council responsibility for LEPs of local significance and streamlines the processing of LEPs by removing duplicative steps. The delegations will operate in respect of a draft LEP on receipt by

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

council of a Written Authorisation to Exercise Delegation (the Authorisation). The Authorisation will be issued to councils as part of the Gateway Determination.

When submitting a planning proposal, councils will be required to identify whether they wish to exercise the Authorisation for each planning proposal. Delegation will be routinely issued for particular types of LEPs (see below). However, any other draft LEP that the Gateway determines is of local significance will also be delegated to councils.

The following types of draft LEPs will routinely be delegated to councils to prepare and make, following a Gateway Determination that the planning proposal can proceed:

- mapping alterations;
- section 73A matters (e.g. amending references to documents/agencies, minor errors and anomalies);
- reclassifications of land;
- heritage LEPs related to specific local heritage items supported by an Office of Environment and Heritage endorsed study;
- spot rezoning consistent with an endorsed strategy and/or surrounding zones; and
- other matters of local significance as determined by the Gateway.

It is highly recommended for transparency that Council not accept delegation in this matter, since it may be perceived as a conflict of interest, as Council is to purchase the residue Part Lot 12 DP 529709 encompassing the IN2 Light Industrial zoning and develop it in the future

KEY ISSUES:

- The Planning Proposal seeks to amend the URALLA LEP 2012 by amending the Zoning and Minimum Lot Size maps applicable to Part Lot 12 DP 529709 Rowan Avenue, Uralla.
- The Planning Proposal does involve mapping amendments to the URALLA LEP.
- Due to the proposed purchase and development of the industrial zone land residue by Council, Council should not use its delegation from the Director General, NSW Department of Planning & Environment, to make the amendment to the Uralla Local Environmental Plan 2012.

CONCLUSION:

It is intended to subdivide 76 ha of rural zoned land from the industrial zoned land (approximately 5 ha) to enable an industrial subdivision under a future development proposal. The subdivision will result in a residual rural zoned lot of approximately 76 ha. The most logical use of the land is as a rural small holding with a dwelling to allow for the effective onsite management of the land. The present RU1 and RU2 zoning and the minimum lot sizes of 200 and 400 ha need to be amended to achieve this outcome.

It is recommended that Council seek a Gateway Determination from NSW Planning and Environment (P&E) to place the Planning Proposal on public exhibition. The Planning Proposal is 'low impact' and it would be expected the Gateway Determination will require the Planning Proposal to be exhibited for 28 days.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The Planning Proposal will be placed on Public Exhibition as per the Gateway Determination.

REPORTS FROM THE ENVIRONMENT, DEVELOPMENT & INFRASTRUCTURE COMMITTEE

22 June 2015

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979.

Environmental Planning & Assessment Regulations, 2000.

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Possible conflict of interest due to Council purchase of the residue Part Lot 12 DP 529709 encompassing the IN2 Light Industrial zoning.

7. Performance Measures

Nil

8. Project Management

Nil

Elizabeth Cumming

Manager Town Planning & Regulation

Prepared by staff member:

Manager Town Planning & Regulation

Approved/Reviewed by Manager:

Robert Bell

Department:

Director Infrastructure & Regulation

Attachments:

N. Planning Proposal: D & J Heagney - Part Lot 12 DP
529709 – Rowan Avenue, Uralla

PLANNING PROPOSAL
Under Section 55 of the EP&A Act

Draft Uralla Local Environmental Plan 2012
(Amendment No 5)

LOT 12 DP 529709
ROWAN AVENUE URALLA

Prepared for: Uralla Shire Council
Date: JUNE 2015



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Planning Proposal status

STAGE	VERSION / DATE
	Blank until achieved
Draft	01/06/15
Reported to Council (section 55)	22/06/15
Adopted by Council and referred to Department of Planning (sec 56(1))	
Gateway Panel determination (sec 56 (2))	
Revisions required : NIL	
Public exhibition (where applicable) (sec 57) (14 days)	
For Council review (sec 58 (1))	
Adopted by Council for final submission to Department of Planning (sec 58(2))	

This Planning Proposal was prepared by Keiley Hunter Urban Planner in June 2015 as requested by the Planning Manager, Uralla Shire Council.

Council will carry out the statutory processing of the Planning Proposal.

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Appendices

- A** DP 529709
- B** Site Images
- C** LEP Instrument Amendments

PART 1

Objectives or Intended Outcomes

1.1 Overview

This Planning Proposal was prepared under Section 55 of the *Environmental Planning and Assessment Act 1979* in relation to a proposed amendment to Uralla Local Environmental Plan (ULEP 2012).

The purpose of this report is to recommend that Council seek a Gateway Determination from the NSW Department of Planning and Environment (P&E) requesting to place the Planning Proposal on public exhibition.

This Planning Proposal (PP) applies to part of Lot 12 DP 529709 (Copy of DP at **Appendix A**). The PP seeks to amend the Zoning and Minimum Lot Size maps applicable to the land:

- from Zone RU1 Primary Production and RU2 Rural Landscape to RU4 Primary Production Small Lots; and
- to reduce the current minimum lot size of 400 ha and 200 ha to 40 ha.

1.2 The Land

The land is located on the southern outskirts of the Uralla urban area on the western side of the New England Highway opposite the Uralla Golf Club as shown in the Locality Map at **Illustration 1.1**.

The land is the residual portion of a larger parcel of former grazing land. There is an existing gravel access to the land located midway along the eastern boundary of the lot off the New England Highway. The access driveway leads to a farm shed and yards located centrally within the lot.

Lot 12 DP 529709 has an area of 81.16 hectares. The land is split zoned RU1 Primary Production, RU2 Rural Landscape and IN2 Light Industrial with a minimum lot size of 400 ha over the RU1 zoned land and 200 ha over the RU2 zoned land as shown at **Illustration 1.2**.

The land is cleared with isolated stands of box gum trees scattered throughout the paddocks. The understorey is cleared pasture. The land is fully fenced and is divided into fenced grazing paddocks. The land is partially mapped as bushfire prone land.

Site images are provided at **Appendix B**.

1.3 Background

It is intended to subdivide 76 ha of rural zoned land from the industrial zoned land (approximately 5 ha) to enable an industrial subdivision under a future development proposal.

The subdivision will result in a residual rural zoned lot of approximately 76 ha. The most logical use of the land is as a rural small holding with a dwelling to allow for the effective onsite management of the land. The present RU1 and RU2 zoning and the minimum lot sizes of 200 and 400 ha need to be amended to achieve this outcome.

A potential building area has been identified within the site.

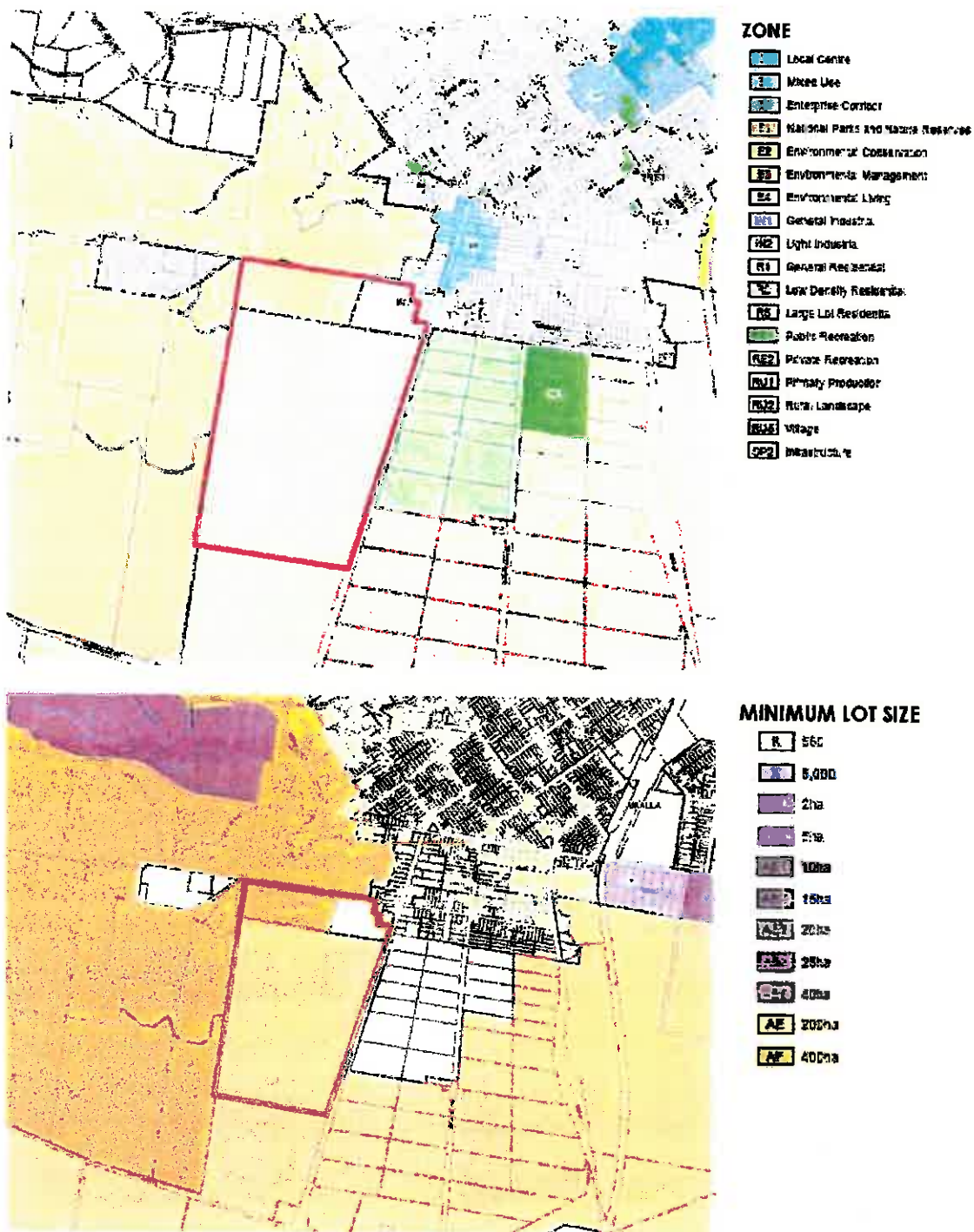
Illustration 1.1 Locality Map



Sixmaps 2015

SITE

Illustration 1.2 LEP Zone and Minimum Lot Size



NSW Legislation 2015

Part 2

Explanation of Provisions

The objectives of the Planning Proposal will be achieved by an amendment to the Uralla LEP 2012 Lot Size Map as shown in **Part 4**.

The proposed amendment would require:

1. Inserting the Zone RU4 Primary Production Small Holdings land use table into the Uralla LEP 2012 and including the listing of the RU4 zone within the relevant clauses of Part 4 Principal development standards as shown in the draft LEP Instrument amendments at **Appendix C**.
2. Zoning the existing RU1 and RU2 zoned land within the site to RU4; and
3. Amending the applicable minimum lot size (MLS) map to apply a MLS of 40 ha to the proposed RU4 zoned land.

The proposed zoning and minimum lot size amendment involves an area of land of approximately 76 ha.

The RU4 zone is not presently in use in the Uralla LEP 2012. Each Land Zoning Map will require an amendment to the legend panel to include the RU4 zone in the listing.

The minimum lot size "AB5 – 40 ha" is already in use within the Uralla LEP 2012. 40 ha is considered a suitable minimum lot size for subject land.

The provisions of **Clause 4.6 Exceptions to development standards**, of the LEP, may enable a contravention of the proposed 40 ha MLS for the site for a future subdivision proposal to create one lot of 40 ha and a residual lot of not less than 36 ha. Whilst a subdivision of this nature would be permissible under the LEP amendment, a proponent of such a subdivision would be required to demonstrate that:

- (a) *that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and*
- (b) *that there are sufficient environmental planning grounds to justify contravening the development standard.*

The consent authority, (usually Council) must then be satisfied that a subdivision proposal would be in the public interest because:

- *it (the subdivision to create two lots) is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out, and*
- *the concurrence of the Director-General has been obtained.*

The Director General would then consider the public benefit of maintaining the development standard. This process is similar to the former SEPP 1 objection to development standards. It is not a foregone conclusion that such a subdivision would be found to be meritorious and a consent issued.

Part 3

Justification

3.1 Justification

Need for a Planning Proposal

Is the planning proposal a result of any strategic study or report?

No.

Council is pursuing a separate proposal to subdivide the industrial zoned land from the original split zoned lot described as Lot 12 DP 529709. The industrial zoned land will be purchased by Council for the purpose of ensuring there is suitable employment land available to meet opportunistic industrial needs that arise in Uralla.

The Planning Proposal is necessary to provide the residue land with a more appropriate zoning and lot size that is reflective of its size, nature and likely future use.

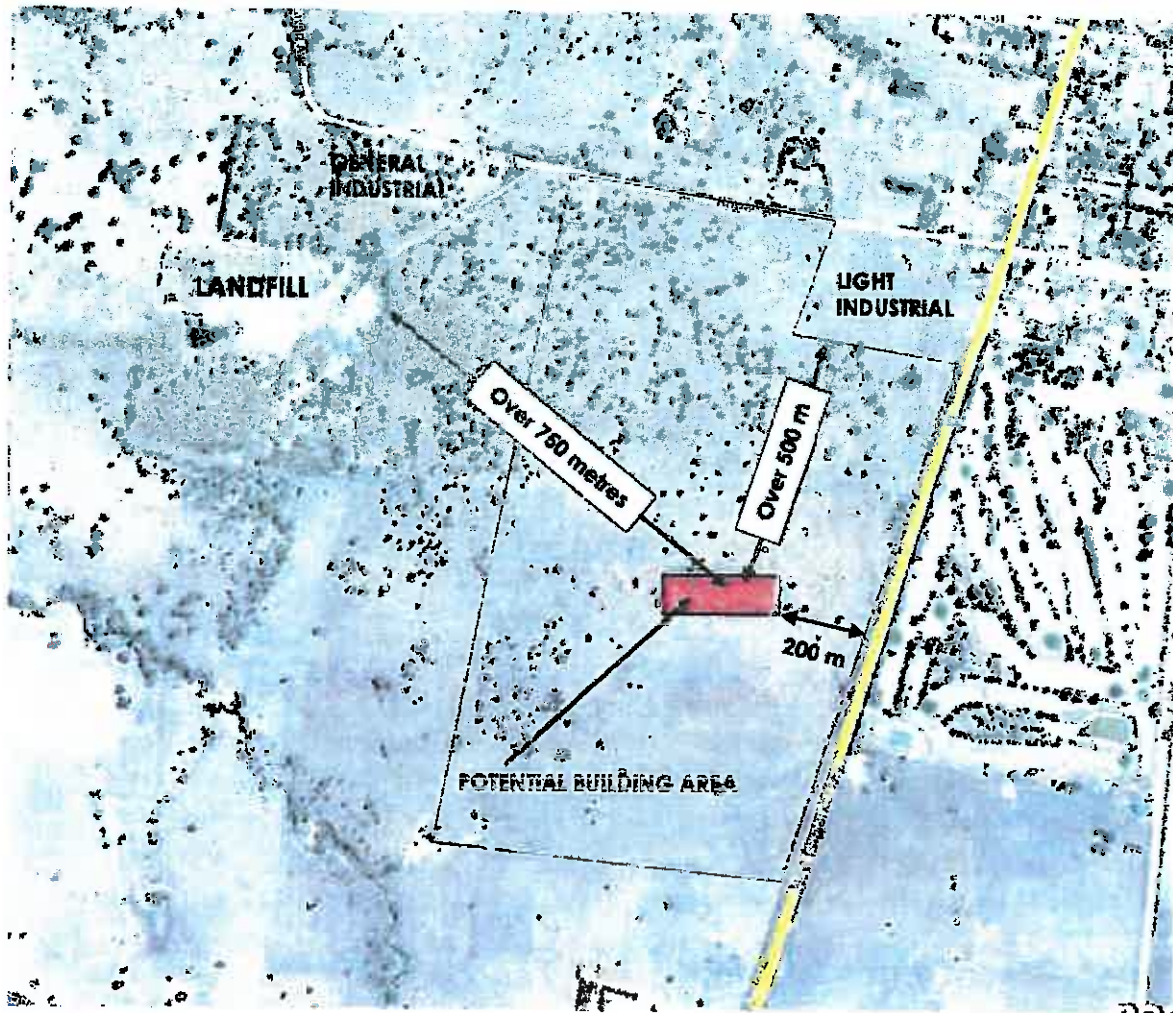
The residual rural zoned land is located on the outskirts of the Uralla urban area and is best described as a rural small holding. At around 76 ha, various small lot primary production activities are possible within the site in addition to its current grazing use. It is also considered appropriate that a dwelling be permitted within the residual lot to facilitate the effective on-going management of the land and to support any future intensive agricultural activities.

A suitable building area has been identified between the New England Highway and the existing sheds and yards in the vicinity of the existing access driveway within the site. The identified building area is:

- safe in terms of bushfire risk;
- has the land capability for onsite waste water disposal;
- is located within an already cleared area, reducing the need for native vegetation removal;
- buffered and screened by existing stands of native gum trees from the Uralla landfill located over 750 m to the north west of the building area;
- adequately set back over 500 m from industrial zoned land along Rowan Avenue; and
- set back from the New England Highway approximately 200 m and is unlikely to be significantly impacted by highway noise.

The potential building area is shown at **Illustration 3.1**. There is no intention to create a restriction as to user over the identified building area as there may be other suitable building areas within the site.

Illustration 3.1 Potential Building Area



Six Maps 2015

Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

The Planning Proposal is the best way to achieve the intended outcomes.

Relationship to strategic planning framework.

Is the planning proposal consistent with the objectives and actions of the applicable regional or sub-regional strategy (including the Sydney Metropolitan Strategy and exhibited draft strategies)?

The *New England North West Strategic Regional Land Use Policy* was prepared in September 2012 and applies to the land. The policy focuses on mineral resources and agriculture, specifically the assessment of potential impacts of mining and coal seam gas development on agricultural land and water resources, and is not particularly relevant to the subject Planning Proposal.

The proposal is consistent with applicable Section 117 directions as shown later in this report.

Is the planning proposal consistent with the council's local strategy or local strategic plan?

The New England Development Strategy (NEDS) was prepared to identify land use planning objectives and strategies to guide growth and change in the Uralla Local Government Area. The Strategy was adopted by Council in April 2010 and was prepared as context for the preparation of the standard template LEP conversion which is now the ULEP 2012.

Part 7 of Strategy identifies key land use planning issues including environmental impacts from rural small holdings subdivision and identifies several potential areas for rural small holdings. The land is not within an identified rural small holdings area.

The subject Planning Proposal involves rural land that is adjacent to the urban area and is already fragmented below the relevant minimum lots size for that land. The proposal is necessary due to the proposed excising of the industrial zoned land from the residual rural zoned land. Impacts from the proposed rezoning and amendment to the minimum lot size have been assessed and will not be significant.

Whilst the proposal is not specifically consistent with the recommendations of the NEDS, the inconsistency is of a minor nature.

Is the planning proposal consistent with applicable State Environmental Planning Policies (SEPP)?

SEPP Rural Lands (2008)

The Planning Proposal is consistent with the SEPP Rural Lands (2008) as follows:

The aim of the SEPP is to facilitate the orderly and economic use and development of rural lands for rural and related purposes. This SEPP does not directly relate to the Planning Proposal, however it does provide a number of 'Rural Subdivision Principles' and 'Rural Planning Principles' to be considered when assessing rural subdivisions and dwellings.

The rural subdivision principles are listed and addressed below:

(a) the minimisation of rural land fragmentation,

The land is already fragmented to 81.16 ha, well below the relevant minimum lot size of 200 ha and 400 ha for dwellings in the immediate surrounding area.

(b) the minimisation of rural land use conflicts, particularly between residential land uses and other rural land uses,

The land adjoins the Uralla urban area. An existing light industrial area and the Uralla landfill are located along the northern and part of the western boundary of the land. The Uralla Golf Course is located opposite the land. Rural grazing land is located to the south and west of the site. The Rocky Creek former goldmining area is located to the north west of the land and comprises many small holdings.

A potential building area is centrally located around 200 m from the nearest boundary and will be buffered from surrounding land uses by stands of existing remnant native trees. The previous and existing agricultural use of the land has not resulted in land use conflict in the past and is highly unlikely to be a cause of any conflict in the future due to the nature of the surrounding land uses.

(c) the consideration of the nature of existing agricultural holdings and the existing and planned future supply of rural residential land when considering lot sizes for rural lands,

The planned future supply of rural residential land is focussed in the Rocky Creek, Arding, Invergowrie and Kentucky areas. The proposed amendment will not impact on any of these areas.

(d) the consideration of the natural and physical constraints and opportunities of land,

A suitable building area has been identified within the land that is safe in terms of bushfire risk, is buffered from the nearby landfill and does not require significant native vegetation removal. Soils and slope are suitable for a range of building foundations and the land has the capability for onsite wastewater disposal.

(e) ensuring that planning for dwelling opportunities takes account of those constraints.

The land is considered suitable as discussed above for the proposed zoning and lot size changes and has the capacity to accommodate an additional dwelling with no adverse impact.

The rural planning principles are listed and addressed below:

(a) the promotion and protection of opportunities for current and potential productive and sustainable activities in rural areas.

The land is already fragmented. The proposed zoning and MLS amendment will not impact the current agricultural use of the land or surrounding land.

(b) recognition of the importance of rural lands and agriculture and the changing nature of agriculture.

Noted.

(c) recognition of the significance of rural land uses to the state and rural communities, including the social and economic benefits of rural land use and development

The proposal will not adversely impact the agricultural use of the land or the rural land uses generally in the area.

(d) in planning for rural lands to balance the social economic and environmental interests of the community

Noted.

(e) the identification and protection of natural resources, having regard to maintaining biodiversity, the protection of native vegetation, the importance of water resources and avoiding constrained land

A suitable building area has been identified within the land that will not result in significant clearing of native vegetation or impact any water resources.

(f) the provision of opportunities for rural lifestyle, settlement and housing that contribute to the social and economic welfare of rural communities

The proposal will result in one additional rural dwelling opportunity.

(g) the consideration of impacts on services and infrastructure and appropriate location when providing for rural housing

Electricity is already connected to the land. The land has the capability to provide for onsite disposal of waste water. A suitable access is already provided to the site. One additional rural dwelling opportunity will not place an unreasonable burden on services and infrastructure.

(h) ensuring consistency with any applicable regional strategy of the department of planning or any applicable local strategy endorsed by the director general.

The proposal is not inconsistent with the New England North West Strategic Regional Land Use Policy or the New England Development Strategy.

It is considered that the Planning Proposal is generally consistent with the principles of the SEPP (Rural Lands) 2008.

SEPP 55 – Remediation of Land

This policy requires Council to consider whether the land is contaminated and whether remediation is necessary. Previous and current land use for stock grazing purposes does not indicate that the land is likely to be contaminated. There is no known history of horticultural land use within the site. A site walk-over did not indicate the presence of cattle/sheep dips and the like.

The land is not listed on Council contaminated lands database. It is considered that the land is suitable for rural living purposes and does not require any remediation.

Is the Planning Proposal consistent with applicable Ministerial Directions (Section 117 Directions)?

The Planning Proposal is consistent with the applicable 117 Directions as shown in the table below:

TABLE OF CONSISTENCY WITH 117 DIRECTIONS

1. Employment and Resources

1.1 Business and Industrial Zones

RELEVANT TO PLANNING PROPOSAL No

1.2 Rural Zones

RELEVANT TO PLANNING PROPOSAL Yes

APPLICATION

This direction applies when a relevant planning authority prepares a PP that will affect land within existing or proposed rural zone (including the alteration of any existing rural zone boundary)

CONSISTENCY

No

A Planning Proposal must not contain provisions that will increase the permissible density of land within a rural zone (other than land within an existing town or village).

The land adjoins the Uralla urban area and is already fragmented land. The inconsistency is of a minor significance.

1.3 Mining, Petroleum Production and Extractive Industries

RELEVANT TO PLANNING PROPOSAL No

1.4 Oyster Aquaculture

RELEVANT TO PLANNING PROPOSAL No

1.5 Rural Lands

RELEVANT TO PLANNING PROPOSAL Yes

APPLICATION

This direction applies when a relevant planning authority prepares a Planning Proposal that changes the existing minimum lot size on land within a rural or environment protection zone.

The Planning Proposal must be consistent with the Rural Planning Principals and the Rural Subdivision Principals listed in the Rural Lands SEPP.

CONSISTENCY

Yes

The Planning Proposal is consistent with the Rural SEPP as demonstrated in this report.

2. Environment and Heritage

2.1 Environment Protection Zones

RELEVANT TO PLANNING PROPOSAL No

2.2 Coastal Protection

RELEVANT TO PLANNING PROPOSAL No

2.3 Heritage Conservation

RELEVANT TO PLANNING PROPOSAL No

2.4 Recreation Vehicle Areas

RELEVANT TO PLANNING PROPOSAL No

2. Housing, Infrastructure and Urban Development

3.1 Residential Zones

RELEVANT TO PLANNING PROPOSAL No

3.2 Caravan Parks and Manufactured Home Estates

RELEVANT TO PLANNING PROPOSAL No

3.3 Home Occupations

RELEVANT TO PLANNING PROPOSAL No

3.4 Integrating Land Use and Transport

RELEVANT TO PLANNING PROPOSAL No

3.5 Development Near Licensed Aerodrome

RELEVANT TO PLANNING PROPOSAL No

3.6 Shooting Ranges

RELEVANT TO PLANNING PROPOSAL No

4. Hazards and Risk

4.1 Acid Sulfate Soils

RELEVANT TO PLANNING PROPOSAL No

4.2 Mine Subsidence and Unstable Land

RELEVANT TO PLANNING PROPOSAL No

4.3 Flood Prone Land

RELEVANT TO PLANNING PROPOSAL No

4.4 Planning for Bushfire Protection

RELEVANT TO PLANNING PROPOSAL Yes

APPLICATION

This direction applies when a relevant planning authority prepares a Planning Proposal that will affect, or is in proximity to land mapped as bushfire prone land.

CONSISTENCY

Yes

A potential building area has been identified within the land that is clear of bushfire threat vegetation and the buffer to that vegetation and is safe in terms of emergency access. A future dwelling would be subject to assessment against *Planning for Bushfire Protection 2006*.

The PP will be referred to the RFS for comment.

5. Regional Planning

5.1 Implementation of Regional Strategies

RELEVANT TO PLANNING PROPOSAL No

5.2 Sydney Drinking Water Catchments

RELEVANT TO PLANNING PROPOSAL No

5.3 Farmland of State and Regional Significance on the NSW Far North Coast

RELEVANT TO PLANNING PROPOSAL No

5.4 Commercial and Retail Development along the Pacific Highway, North Coast

RELEVANT TO PLANNING PROPOSAL No

5.8 Second Sydney Airport: Badgerys Creek

RELEVANT TO PLANNING PROPOSAL No

6. Local Plan Making

6.1 Approval and Referral Requirements

CONSISTENCY Substantially consistent with this direction

6.2 Reserving Land for Public Purposes

CONSISTENCY PP does not involve land reserved for public purposes.

3.2 Environmental, Social and Economic Impact

Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

No. The Planning Proposal will have no adverse effects on critical habitat or threatened species, populations or ecological communities, or their habitats. The land has been selectively cleared and pasture improved for stock grazing purposes over many years. The pasture is introduced and is characteristic of 'derived grasslands', as described in the *Uralla Biodiversity Strategy Planning Outcomes Report*, February 2015:

Derived' grasslands are areas of former woodland vegetation, which have been cleared. While these areas may be important because they provide grassland habitat they are not natural grasslands according to the strict legislative definitions. Derived grasslands are the most widespread vegetation community within each study area (West Invergowrie, Arding, Rocking Creek and Kentucky) and are the result of clearing of the overstorey and shrub layers for agricultural purposes (horticulture, grazing and cropping).

These grasslands have been derived from one or more of the original woodland and forest communities indigenous to the area.

There are no specific grassland Threatened Ecological Communities (TECs) known from the study areas. However, sites that were once woodland, and where the

natural seedbank is 'at least partially intact' may constitute one or another of the three woodland TECs in the study area (White Box Yellow Box Blakely's Red Gum grassy woodlands; Ribbon Gum – Mountain Gum – Snow Gum grassy open forest/woodland; and New England Peppermint woodland).

The remnant box gumtrees may once have constituted a woodland, however, the understorey has been slashed and grazed for many years and it is unlikely that the natural seedbank will be intact.

Clearing for a future dwelling within the site is highly unlikely to have a significant impact on critical habitat or threatened species, populations or ecological communities, or their habitats.

Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

It is unlikely that the Planning Proposal will result in any adverse environmental impacts. A future development application for a rural dwelling will require appropriate consideration of the potential for impacts to environmental values and the natural and physical constraints of the land.

Council's standard sediment and erosion controls would be required for any future internal road upgrading or dwelling construction.

Has the planning proposal adequately addressed any social and economic effects?

Yes, the Planning Proposal will enable one additional dwelling to be erected within land that is close to the Uralla urban area, where there are a range of services and facilities available. Very minor beneficial economic impact will arise from the future construction of a new dwelling within the land.

3.3 State and Commonwealth Interests

Is there adequate public infrastructure for the planning proposal?

There are no additional infrastructure requirements arising from the Planning Proposal.

What are the views of state and Commonwealth public authorities consulted in accordance with the Gateway determination?

NSW Planning and Environment will indicate their views during the Gateway determination of the proposal. Consultation will occur with other state agencies following Gateway assessment and/or determination.

Part 4

Mapping

The following amendments to the Uralla Local Environmental Plan 2012 are required for the subject Planning Proposal.

Illustration 4.1 Existing Map Sheet LZN_004C

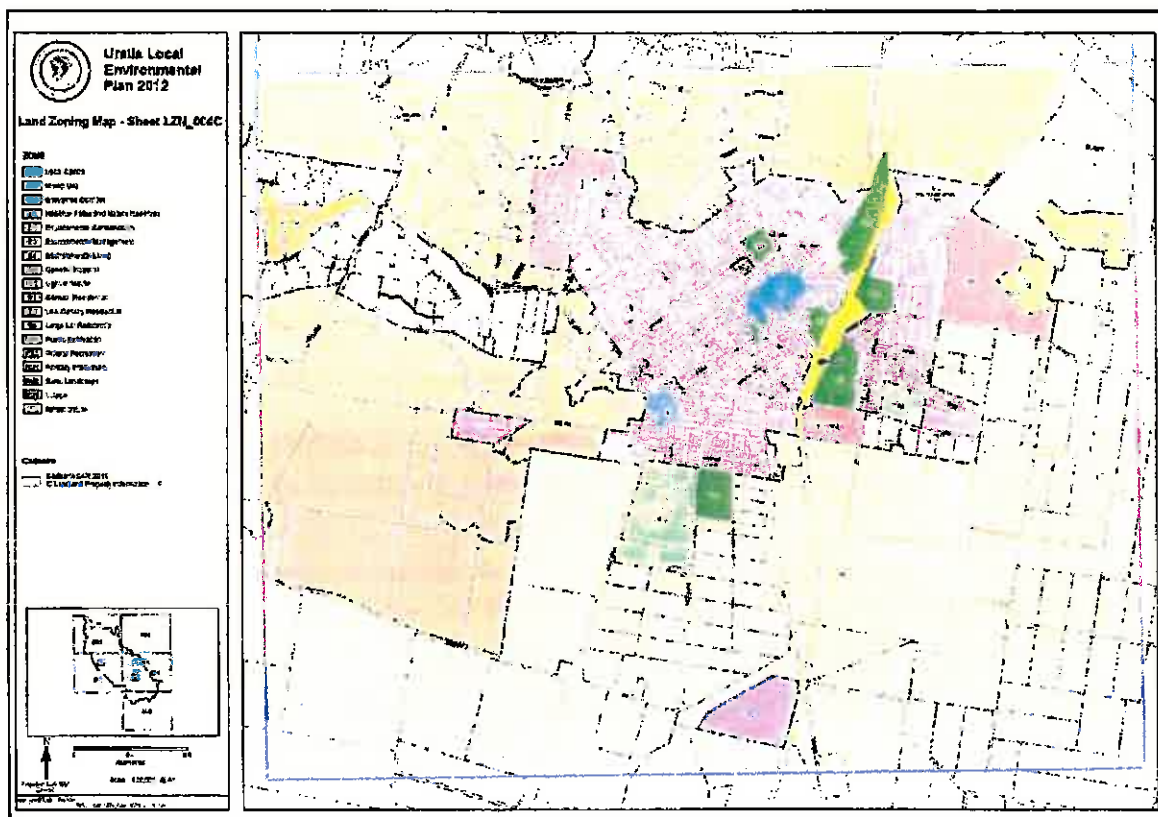


Illustration 4.2 Proposed Map Sheet LSZ_004C

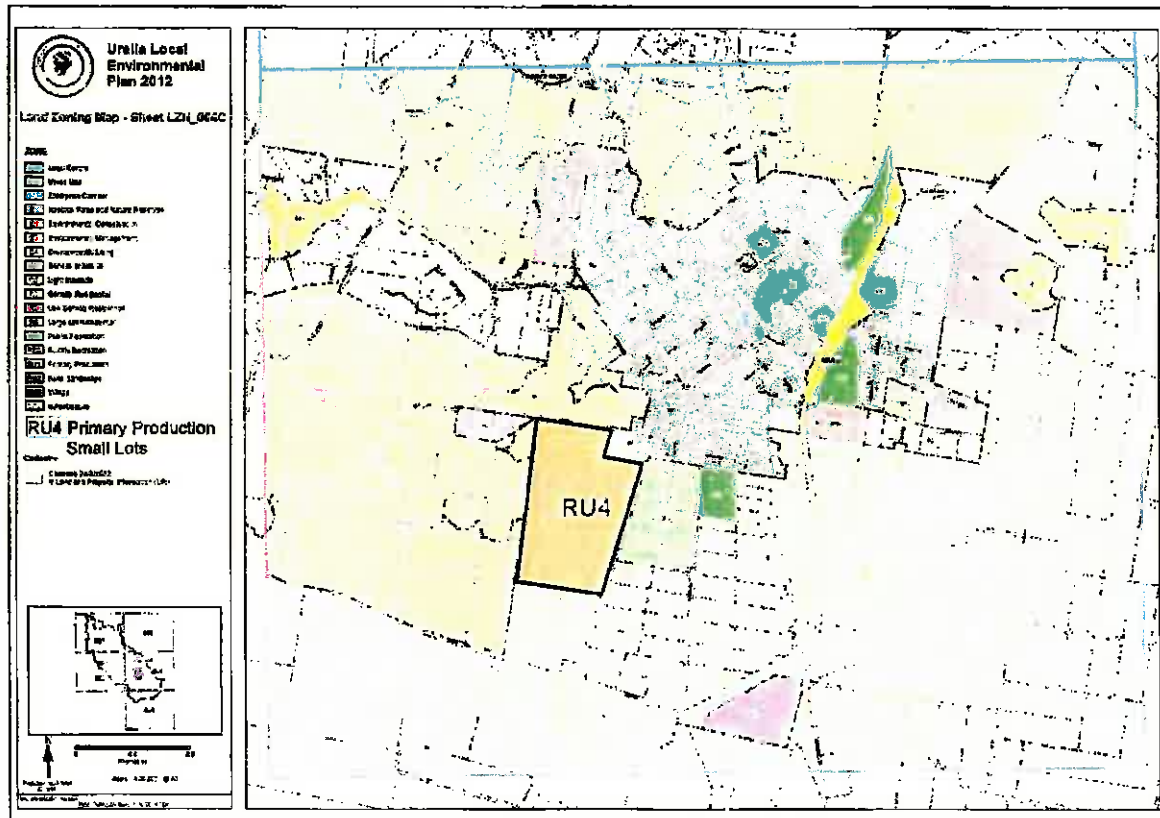


Illustration 4.3 Existing Map Sheet LSZ_004C

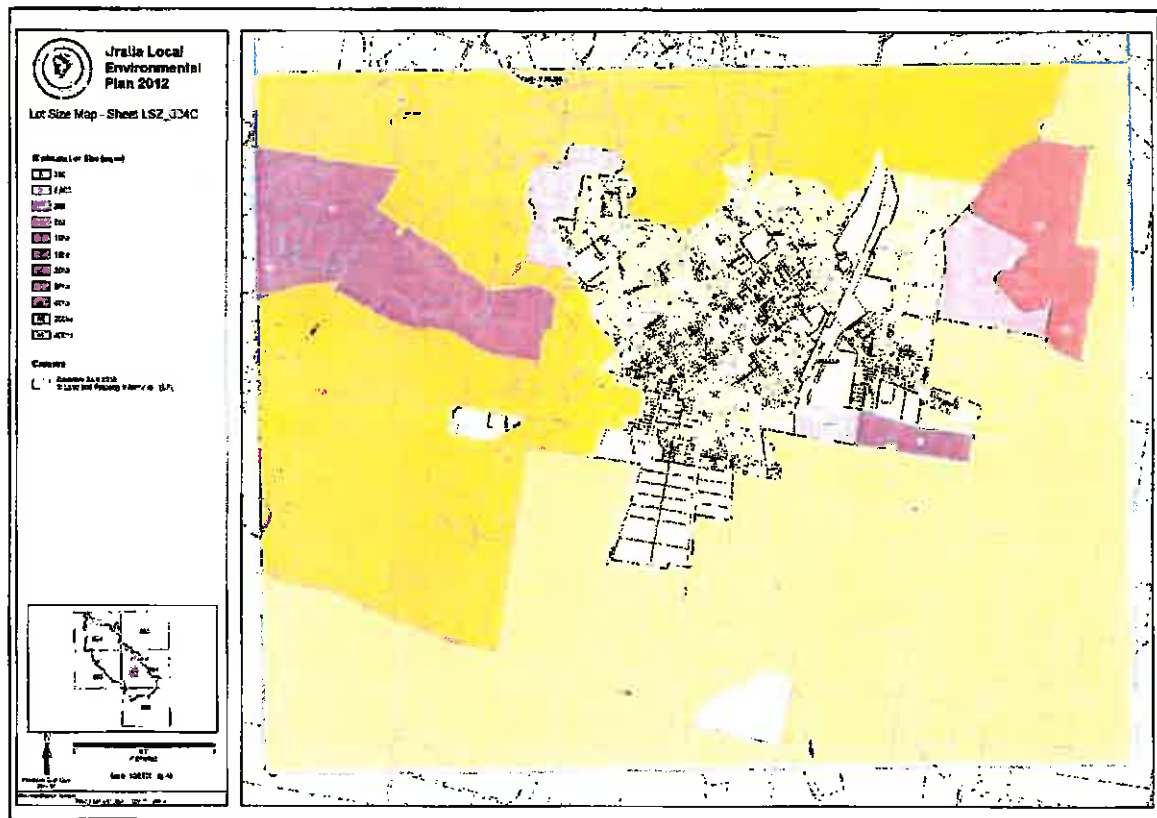
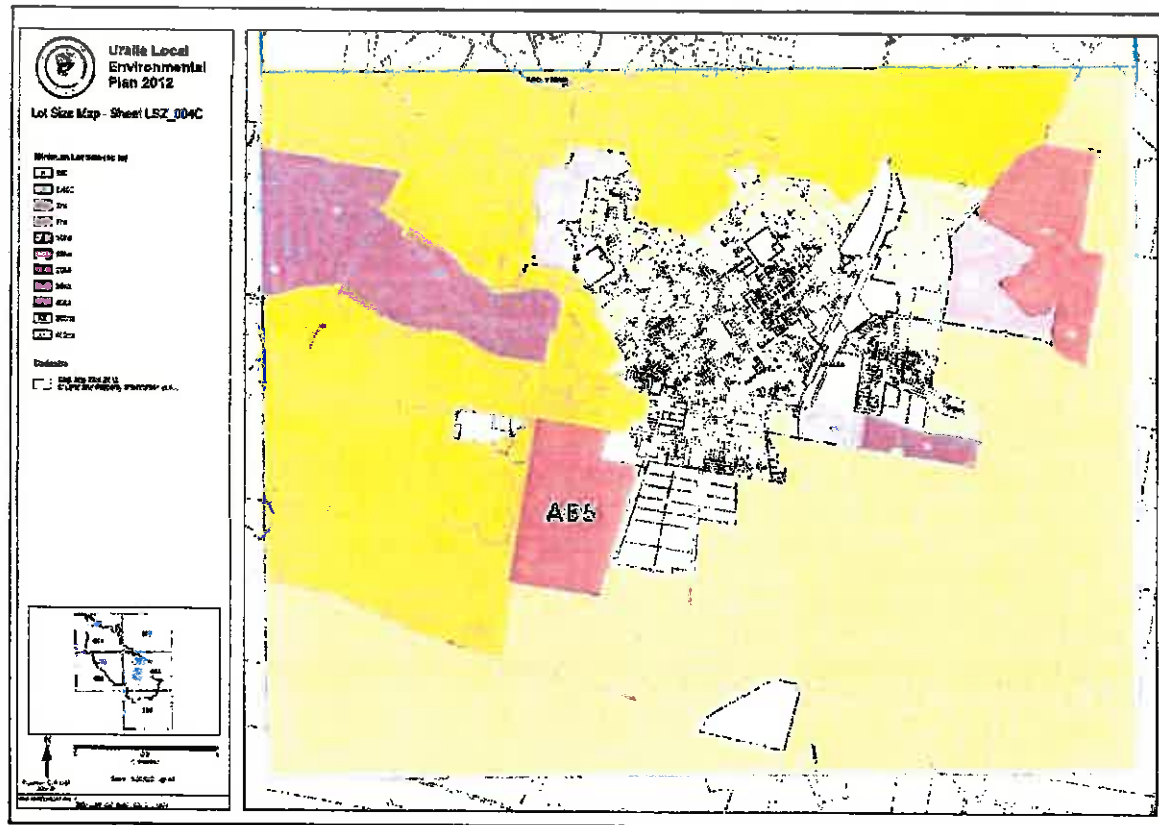


Illustration 4.4 Proposed Map Sheet LSZ_004C



Part 5

Community Consultation

In accordance with Section 57 (2) of the EP&A Act 1979, this Planning Proposal must be approved under a Gateway determination prior to community consultation being undertaken by Council.

Pursuant to “A guide to preparing local environmental plans”, the subject proposal meets the following definition of being a low impact Planning Proposal:

A ‘low’ impact planning proposal is a planning proposal that, in the opinion of the person making the Gateway determination is:

- consistent with the pattern of surrounding land use zones and/or land uses*
- consistent with the strategic planning framework*
- presents no issues with regard to infrastructure servicing*
- not a principal LEP*
- does not reclassify public land.*

It is recommended that this Planning Proposal is exhibited for a period of 28 days.

Part 6

Project Timeline and Conclusion

6.1 Project Timeline

Planning Proposal Process Outline

Estimated timeframe	2015							2016	
	J	J	A	S	O	N	D	J	F
Report to Council / Resolution to refer to department for Gateway determination	X								
Refer to Department of Planning and Environment		X							
Completion of additional information			X						
Government agency consultation			X						
Commencement and completion of public exhibition				X					
Public hearing (if required)									
Consideration of submissions					X				
Post submission amendments (if required)						X			
Department to finalise LEP							X	X	
Date of (making) amendment to LEP									X

6.2 Conclusion

The subject Planning Proposal is a relatively minor matter that will result in the most logical and appropriate use of an already fragmented rural lot that is well located in terms of proximity to the urban area of Uralla.

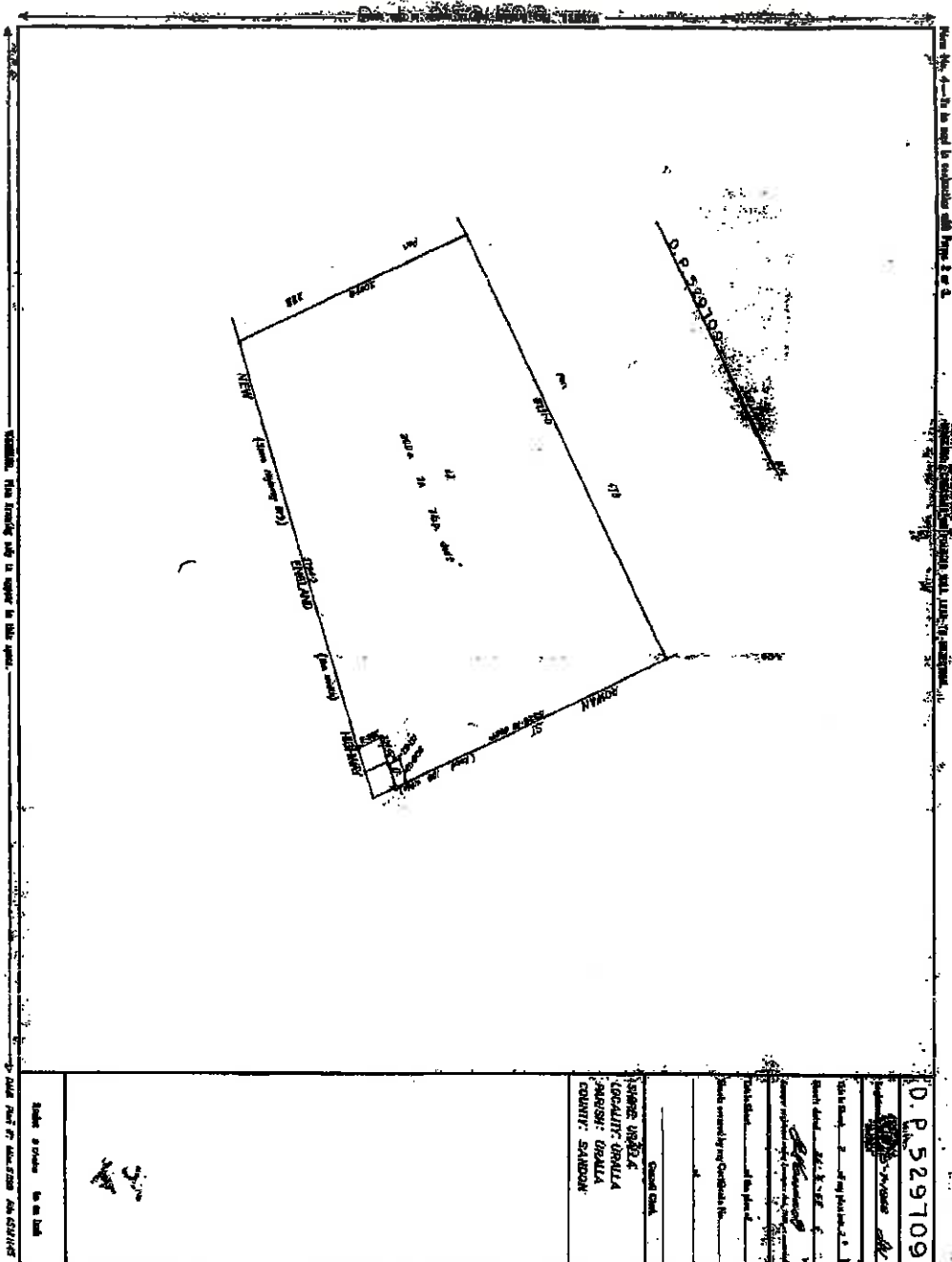
The LEP amendment involves changing the zoning and minimum lot size maps for the rural zoned land within Lot 12 DP 529709 from RU1 Primary Production and RU2 Rural Landscape to RU4 Primary Production Small Lots and amending the minimum lot size from 200 and 400 ha to 40 ha.

As demonstrated in this report, the Planning Proposal is consistent with the objectives of the relevant Section 117 Ministerial Directions, Council's Strategic Planning reports and relevant State Environmental Planning Policies.

It is recommended that Council seek a Gateway Determination from NSW Planning and Environment (P&E) requesting permission to place the Planning Proposal on public exhibition.

A

DP 529709

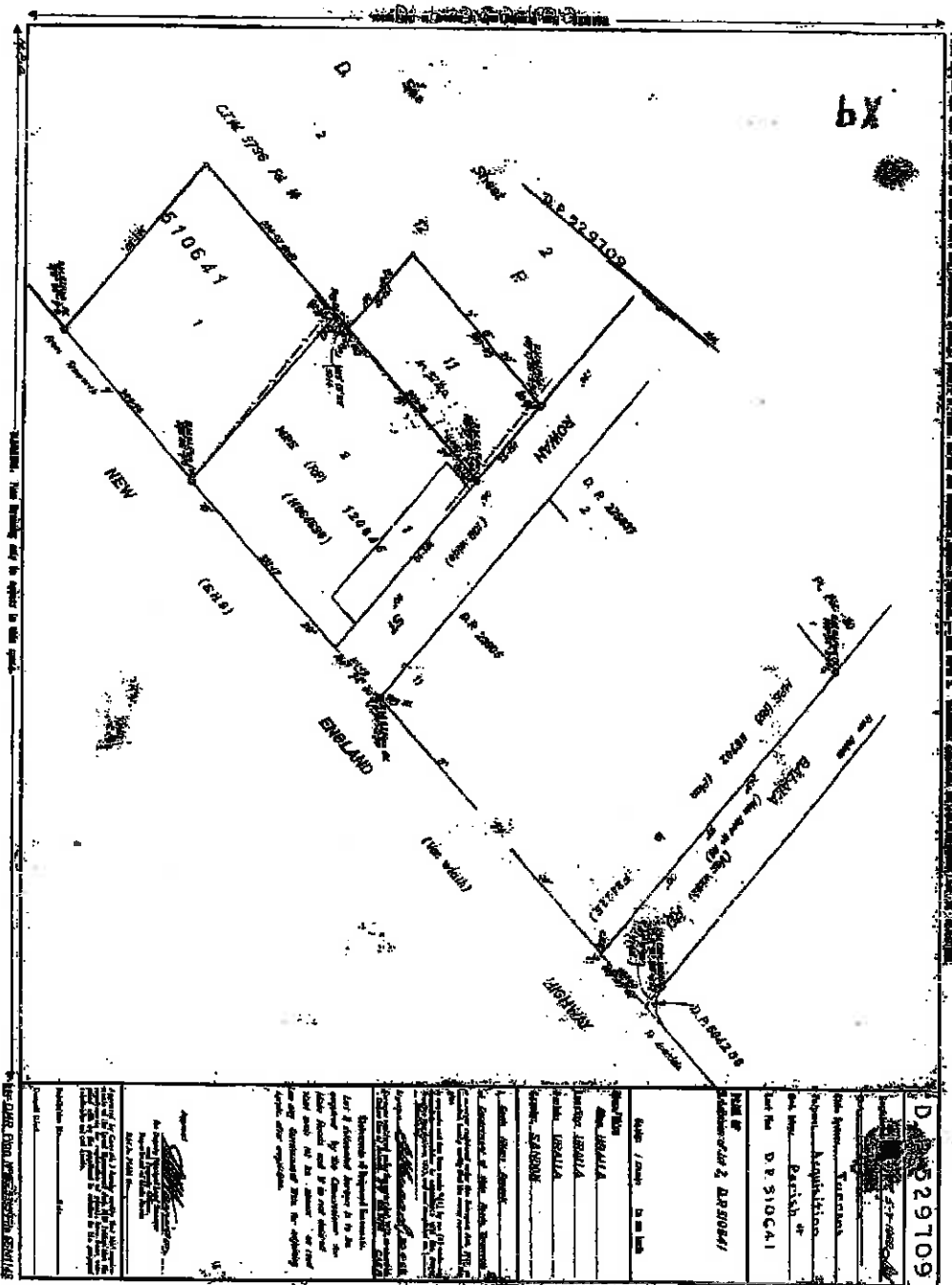


I, Jack Ferguson, Manager, Sandown, certify that this map is a true and correct copy of the original map as shown to me by the owner of the land.

Jack Ferguson

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Scale: 1 inch = 100 feet

D.P. 0529709

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By John Howard Brown, Registrar General for the County of New York, 1915.
 This is to certify that the above is a true and correct copy of the original as the same appears on file in the office of the Registrar General for the County of New York, 1915.

John Howard Brown



B

Site Images



**Existing access
off New England
Highway**

**Existing access
gates are set
back from the
road edge
approx. 15 m
allowing a
vehicle to stand
safely off the
road formation.**

**A pipe culvert
provides
adequate
drainage for the
access
crossing.**



The existing access driveway is well formed and may be upgraded to Council's minimum rural access standards to provide access to a future building area located within cleared land approximately 200 m west of the New England Highway



Minimal clearing will be necessary for a building envelope adjacent to the existing formed access track.

C

LEP Instrument Amendments

Amendments shown in **Red**

Part 2 Permitted or prohibited development

Clause 2.1

Land use zones

The land use zones under this Plan are as follows:

Rural Zones

RU1 Primary Production

RU2 Rural Landscape

RU4 Primary Production Small Lots

RU5 Village

Residential Zones

R1 General Residential

R2 Low Density Residential

R5 Large Lot Residential

Business Zones

B2 Local Centre

B4 Mixed Use

B6 Enterprise Corridor

Industrial Zones

IN1 General Industrial

IN2 Light Industrial

Special Purpose Zones

SP2 Infrastructure

Recreation Zones

RE1 Public Recreation

RE2 Private Recreation

Environment Protection Zones

E1 National Parks and Nature Reserves

E2 Environmental Conservation

E3 Environmental Management

E4 Environmental Living

Land Use Table

Zone RU4 Primary Production Small Lots

1 Objectives of zone

- To enable sustainable primary industry and other compatible land uses.
- To encourage and promote diversity and employment opportunities in relation to primary industry enterprises, particularly those that require smaller lots or that are more intensive in nature.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.

2 Permitted without consent

Extensive agriculture; Home-based child care; Home occupations; Home occupations (sex services); Roads

3 Permitted with consent

Airstrips; Animal boarding or training establishments; Aquaculture; Boat launching ramps; Boat sheds; Cellar door premises; Cemeteries; Charter and tourism boating facilities; Community facilities; Crematoria; Depots; Dual occupancies; Dwelling houses; Eco-tourist facilities; Environmental facilities; Extractive industries; Farm buildings; Flood mitigation works; Food and drink premises; Function centres; Funeral homes; Helipads; Heliports; Home businesses; Home industries; Industrial training facilities; Information and education facilities; Intensive plant agriculture; Jetties; Landscaping material supplies; Marinas; Mooring pens; Moorings; Mortuaries; Open cut mining; Places of public worship; Plant nurseries; Recreation areas; Recreation facilities (outdoor); Roadside stalls; Rural industries; Rural supplies; Rural workers' dwellings; Service stations; Signage; Tourist and visitor accommodation; Transport depots; Truck depots; Veterinary hospitals; Water recreation structures; Water supply systems

4 Prohibited

Hotel or motel accommodation; Livestock processing industries; Serviced apartments; Take away food and drink premises; Any other development not specified in item 2 or 3

Part 4 Principal development

4.1AA Minimum subdivision lot size for community title schemes

(1) The objectives of this clause are as follows:

(a) to ensure that land to which this clause applies is not fragmented by subdivisions that would create additional dwelling entitlements.

(2) This clause applies to a subdivision (being a subdivision that requires development consent) under the Community Land Development Act 1989 of land in any of the following zones:

(a) Zone RU1 Primary Production,

(b) Zone RU2 Rural Landscape,

(c) **Zone RU4 Primary Production Small Lots**

(d) Zone R2 Low Density Residential,

(e) Zone R5 Large Lot Residential,

(f) Zone E2 Environmental Conservation,

(g) Zone E3 Environmental Management,

(h) Zone E4 Environmental Living.

(3) The size of any lot resulting from a subdivision of land to which this clause applies (other than any lot comprising association property within the meaning of the Community Land Development Act 1989) is not to be less than the minimum size shown on the Lot Size Map in relation to that land.

4.1A Minimum subdivision lot size for certain split zone lots

1) The objectives of this clause are:

a) to provide for the subdivision of lots that are within more than one zone but cannot be subdivided under clause 4.1, and

b) to ensure that the subdivision occurs in a manner that promotes suitable land use and development.

2) This clause applies to each lot (an *original lot*) that contains:

a) land in a residential, business or industrial zone, and

b) land in Zone RU1 Primary Production, Zone RU2 Rural Landscape, **Zone RU4 Primary Production Small Lots**, Zone E3 Environmental Management or Zone E4 Environmental Living.

- 3) Despite clause 4.1, development consent may be granted to subdivide an original lot to create other lots (the **resulting lots**) if:
 - a) one of the resulting lots will contain:
 - i) land in a residential, business or industrial zone that has an area that is not less than the minimum size shown on the Lot Size Map in relation to that land, and
 - ii) all of the land in Zone RU1 Primary Production, Zone RU2 Rural Landscape, ~~Zone RU4 Primary Production Small Lots~~, Zone E3 Environmental Management or Zone E4 Environmental Living that was in the original lot, and
 - b) all other resulting lots will contain land that has an area that is not less than the minimum size shown on the Lot Size Map in relation to that land.
- 4) A resulting lot referred to in subclause (3) (a) must not be subdivided under this clause.

4.2A Erection of dwelling houses on land in certain rural and environmental protection zones

- (1) The objectives of this clause are as follows:
 - (a) to minimise unplanned rural residential development,
 - (b) to enable the replacement of lawfully erected dwelling houses in rural and environmental protection zones.
- (2) This clause applies to land in the following zones:
 - (a) Zone RU1 Primary Production,
 - (b) Zone RU2 Rural Landscape,
 - (c) (Repealed)
 - (d) ~~Zone RU4 Primary Production Small Lots~~;
 - (e) Zone E3 Environmental Management,
 - (f) Zone E4 Environmental Living.
- (3) Development consent must not be granted for the erection of a dwelling house on land to which this clause applies, and on which no dwelling house has been erected, unless the land is:
 - (a) a lot that is at least the minimum lot size specified for that land by the Lot Size Map, or
 - (b) a lot created before this Plan commenced and on which the erection of a dwelling house was permissible immediately before that commencement, or
 - (c) a lot resulting from a subdivision for which development consent (or equivalent) was granted before this Plan commenced and on which the erection of a dwelling house would have been permissible if the plan of subdivision had been registered before that commencement, or
 - (d) an existing holding.

Note. A dwelling cannot be erected on a lot created under clause 4.2.

- (4) Despite subclause (3), development consent may be granted for the erection of a dwelling house on land to which this clause applies if:
 - (a) there is a lawfully erected dwelling house on the land and the dwelling house to be erected is intended only to replace the existing dwelling house, or
 - (b) the land would have been a lot or a holding referred to in subclause (3) had it not been affected by:
 - (i) a minor realignment of its boundaries that did not create an additional lot, or
 - (ii) a subdivision creating or widening a public road or public reserve or for another public purpose.
- (5) In this clause:

existing holding means any lot including any adjoining land held in the same ownership, even if separated by a road or railway, that:

- (a) existed on 8 August 1975, and
- (b) exists at the time the application for development consent referred to in subclause (3) is lodged, whether or not there has been a change in the ownership of the holding since 8 August 1975.

Note. The owner in whose ownership all the land is at the time the application is lodged need not be the same person as the owner in whose ownership all the land was on the stated date.

4.2B Strata title subdivision in certain rural, residential or environmental protection zones

- (1) The objective of this clause is to ensure that land to which this clause applies to is not fragmented by subdivisions that would create additional dwelling entitlements.
- (2) This clause applies to land in the following zones that is used or proposed to be used, for residential accommodation or tourist and visitor accommodation:
 - (a) Zone RU1 Primary Production,
 - (b) Zone RU2 Rural Landscape,
 - (c) **Zone RU4 Primary Production Small Lots;**
 - (d) Zone R2 Low Density Residential,
 - (e) Zone R5 Large Lot Residential,
 - (f) Zone E2 Environmental Conservation,
 - (g) Zone E3 Environmental Management,
 - (h) Zone E4 Environmental Living.
- (3) Development consent must not be granted for the subdivision of a lot to which this clause applies under a strata plan that would create lots below the minimum size shown on the Lot Size Map for that land.



SCHEDULE OF ACTIONS

22 June 2015

19. Schedule of Actions

SCHEDULE OF ACTIONS

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
28JUL 2014	254/14	DA 28/2014 – Ness That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 28/2014 on land known as 47 John Street, Uralla being Lot 4 DP 825763.	MP				31/7/14	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received.	B	
28JUL 2014	255/14	DA 27/2014 – Adams That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 27/2014 on land known as 17 Bridge Street, Uralla being Lot 13 Section 14 DP 759022 and Lot B DP160554.	MP				31/7/14	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received.	B	
22SEPT 2014	321/14	DA 74/2013 – Stace That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 74/2013 on land known as 78 Quartz Gully Road, Uralla being Lot 498 DP 755846.	MP				27/5/15	Completed	C	

SCHEDULE OF ACTIONS – COUNCIL MEETINGS

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
27 OCT 2014	361/14	Application of Council Seal to Section 88b instrument – DA 53/2014 – Mr M & Mrs B Baker That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 53/2014 on land known as 38 Plane Avenue, Uralla, being Lots 12, 13 & 14 Sec A DP 6763.	MP				13/11/14	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received.	B	
24 NOV 2014	377/14	Visitor Information Centre (VIC) Refurbishment That: 1. The attached plans for the VIC Refurbishment project be received and noted; 2. Project costings be presented back to Council once they have been received.	MCC		N	N	January 2015	Proposal included in March Council papers for discussion	B	
24 NOV 2014	395/14	Application of Council Seal to Section 88b instrument – DA 49/2014 – B Hambrook & A Harker That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 49/2014 on land known as 52 Budumba Road, Invergowrie being Lot 10 DP 246614.	MP				2/6/15	88b instrument received but waiting on RFS to reconsider condition which will alter 88b instrument wording..	B	

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
24 NOV 2014	396/14	Application of Council Seal to Section 88b Instrument – DA 42/2014 – JP & EJ Croft That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 42/2014 on land known as 4 Gostwyck Street, Uralla being Lot 8 Sec 31 DP 759022.	MP				23/12/14	Waiting on developer to submit Section 88b instrument not yet received.	B	
23 FEB 2015	5.02/15	Bundarra Bridge Naming That Council resolve to name this bridge and to advertise this decision, together with the suggested name in the Bundarra Central School newsletter, the Council newsletter and the Inverell Times and allow 28 days for comments and suggestions.	DIR						B	
23 FEB 2015	29.02/15	Affixing of Council Seal to Section 88b Instrument – DA 74/2014 – J F Kennedy That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 74/2014 on land known as 1202 Bakers Creek Road, Bundarra, being Lots 7, 8 & 29 DP 753657.	MTP & R				2/6/15	Waiting on developer to submit Section 88b instrument not yet received.	B	

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23 FEB 2015	31.02/15	Affixing of Council Seal to Section 88b instrument – – DA 15/2014 – Mr N Cordery That Council endorse the fixing of the Council Seal on the Section 88b Instrument relating to Development Application 15/2014 on land known as 24 Gostwyck Street, Uralla being Lot 3 DP 6974.	MTP & R				2/6/15	Waiting on developer to submit Section 88b instrument not yet received.	B	
23 MAR 2015	12.03/15	Visitor Information Centre (VIC) Upgrade That The General Manager be requested to bring back a report on future options for tourism services holistically, including a further break down of the costs associated with the refurbishment of the Visitor Information Centre.	EM – C&C					Resolution passed May 2015	C	

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
	21.03/15	<p>Planning Proposal – Uralla Flood Planning Map</p> <p>1.the Planning Proposal to seek inclusion of the flood planning areas as per the Rocky and Uralla Creeks Study be forwarded to NSW Planning and Environment for a Gateway Determination;</p> <p>2.the General Manager be given delegated authority to make any minor alterations requested by NSW Planning and Environment; and</p> <p>3.the Planning Proposal be advertised as per the provisions of Section 57 of the Environmental Planning & Assessment Act, 1979 once a Gateway Determination has been issued.</p>	DIR/MP				2/4/15	<p>Gateway Received</p> <p>Determination</p>	C	
							2/6/15	Exhibition Completed	C	

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23 MAR 2015	22.03/15	<p>Planning Proposal: Boundary Adjustment Clause and Rural Detached Occupancy Dwellings</p> <p>That:</p> <ol style="list-style-type: none"> 1. the Planning Proposal for Boundary Adjustments and Detached Dual Occupancy Dwellings for Certain Rural and Environmental Zoned Land be forwarded to NSW Planning and Environment for a Gateway Determination, 2. the General Manager be given delegated authority to make any minor alterations requested by NSW Planning and Environment; and 3. the Planning Proposal is advertised as per the provisions of Section 57 of the <i>Environmental Planning & Assessment Act, 1979</i> once a Gateway Determination has been issued. 	MTPR				2/4/15	Gateway Received Determination	C	
							2/6/15	Public exhibition completed	C	

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
23 MAR 2015	23.03/15	Uralla Development Control Plan 2011 Amendments That Council: 1. Endorse amendments to the Uralla Development Control Plan 2011; 2. Publicly exhibit the amended DCP for a period of 28 days 3. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received.	MTPR				2/6/15	Public completed with no submissions. General manager adopted DCP on behalf of Council on 6 May 2015.	C	
23 MAR	28.03/15	Affixing of Council Seal to Section 88b instrument – DA-21-2013 – A & K Wilkinson That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 21/2013 on land known as 41 Budumba Road, Invergowrie being Lot 13 DP 246614.	MTP&R				2/6/15	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received.	B	

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
23 MAR	29.03/15	Affixing of Council Seal to Section 88b instrument – DA-76-2013 – R Howlett - Division Decision That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 76/2013 on land known as 64 Hill Street, Uralla being Lot 3 Section 3 DP 759022.	MTP&R				2/6/15	Waiting on developer to submit Section 88b instrument not yet received.	B	
27 APR 2015	10.04/15	Revised Community Strategic Plan (CSP) That Council adopts the revised version of the Community Strategic Plan and places the document on public exhibition for a period of 28 days.	GM				5 May 2015	CSP placed on public exhibition	C	
27 APR 2015	12.04/15	Naming of Bundarra Bridge 1. Council support the name of the bridge as "Lone Pine Bridge, Bundarra" 2. Council forward an application to the Geographic Names Board for approval of the new name.	DIR						C	B

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
27 APR 2015	13.04/15	Uralla Community Recycling Centre and Landfill Operating Hours 1.The Uralla Community Recycling Centre and Landfill opening hours be altered to be opened to the public Monday, Tuesday, Thursday and Friday from 8am to 4pm, and Saturday and Sunday from 9am to 2pm, with the facilities to be closed on Christmas Day, Good Friday and Anzac Day. 2. A review be conducted on an annual basis.	DIR	New hours advertised in USC Newswatch & Wordsworth & Flyers to be handed out to landfill users.					C	
27 APR 2015	18.04/15	Biker Friendly Community That Uralla Shire Council investigates the promotion of Uralla Shire as a Motor Cycle friendly destination.	EM – C & C					Included as part of DNSW campaign	C	
27 APR 2015	19.04/15	Traffic Calming NE Highway/Thunderbolts Way That the traffic management committee, in conjunction with the RMS and New England Local Area Command (LAC), investigate measures to improve traffic management on the New England Highway/Thunderbolts Way between Hill St and Salisbury St, Uralla.	DIR						A	

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
27 APR 2015	25.04/15	Affixing of Council Seal to Section 88b instrument – DA-4-2015 – R & K Burnett That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 4/2015 on land known 44 Barleyfields Road, Uralla being Lots 81, 462 & 543 DP 755846.	MTP&R				1/5/15	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received.	B	
27 APR 2015	26.04/15	Application of Council Seal to Section 88b instrument – DA-55-2014 – S A Gapes That Council endorse the affixing of the Council Seal on the Section 88b Instrument relating to Development Application 55/2014 on land known 3941 Thunderbolts Way, Uralla being Lot 74 DP 3378.	MTP&R				1/5/15	Waiting on developer to submit Section 88b Instrument. 88b instrument not yet received.	B	

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11 MAY 2015	2.05/15	<p>Adoption of draft Integrated Planning Documents and 2015-16 Operational Plan</p> <p>That Council:</p> <ol style="list-style-type: none">1. Adopt the draft Workforce Management Strategy 2015-2019;2. Adopt the draft Long Term Financial Plan 2015-2025;3. Adopt the revised Delivery Program 2015-2017;4. Adopt the draft Operational Plan 2015-2016; and5. Place all of the documents on public exhibition for a period of 28 days	GM					Documents on exhibition from 12 May to 11 June 2015	C	
25 MAY 2015	12.05/15	<p>Visitor Information Centre</p> <p>That:</p> <ol style="list-style-type: none">1. Council adopt the strategic approach towards visitor services of strengthened Regional collaboration, increased digital presence and less reliance on a physical Visitor Information Centre (VIC) as the connection point with visitors;2. A Uralla Information Hub be developed using a range of digital tools;3. The Visitor Information services be relocated to the Library building with refurbishments completed to incorporate information services	Manager Community & Culture							

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23 MAR	26.03/15	Land Disposal - Karava Place, Uralla That Council: 1. Notify all affected landowners of the completion to Amendment 2 of the Uralla Local Environmental Plan 2012; 2. Offer Option 5 to all affected landowners being purchaser payment consisting of a peppercorn payment of \$1.00, conveyancing costs and a percentage of the surveying relating to the area of land being purchased; 3. Give the General Manager delegation to negotiate payment options; and 4. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MTHR				23/3/15	Letter sent	C	
							2/6/15	Offer sent with contract of sale for consideration by affected parties	C	
							2/6/15	Negotiations between all parties not yet completed.	B	
							27/5/15	Plan of Subdivision	C	
							2/6/15	Contract of Sale – Herbert	B	
							2/6/15	Contract of Sale – O'Halloran	B	
							2/6/15	Contract of Sale – Chapman	B	
							2/6/15	Contract of Sale – Hudson	B	
							2/6/15	Contract of Sale – Carter	B	
							2/6/15	Contract of Sale – Ackling	B	

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Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Budget Variation Completed	Action Date	Comments	Status	Minute No. TRIM
27 APR 2015	22.04/15	Budget Variation – Library Employee Costs That a variation to the 2014/15 budget be approved in the amount of \$25,000 for library employee costs, to back pay staff for: a. work completed on weekends since 2005; and b. for ordinary hours worked (above 35 hours per week) since March 2012	EM-C&C/ MHS					Currently payment finalising	B	
27 APR 2015	23.04/15	Grace Munro Lease Arrangement That: 1. A formal lease agreement for Grace Munro be arranged to cover Council's annual maintenance and renewal expenses of \$35,000; 2. A robust Memorandum of Understanding (MOU) with Hunter New England (HNE) Health be developed clearly stipulating each party's responsibility; and 3. A budget allocation for the installation of a Sprinkler System be incorporated into the 2016-17 year of the draft Long Term Financial Plan (LTFP)	EM-C&C					Sent to GM Board meeting June – no feedback received to date. Lease preparation underway Sprinkler system tender underway	B	

