



## URALLA SHIRE COUNCIL BUSINESS PAPER

Notice is hereby given, in accordance with the provision of the Local Government Act 1993 that a Meeting of Uralla Shire Council will be held in the Council Chambers, 32 Salisbury Street, Uralla, commencing at 12:30pm.

### ORDINARY COUNCIL MEETING

**18 December 2018**

Andrew Hopkins  
**GENERAL MANAGER**



**Uralla Shire Council**  
**Council Business Paper – 18 December 2018**

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**- BUSINESS AGENDA -**  
**Ordinary Meeting of Council**  
**18 December 2018 at 12:30pm**

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Apologies**
- 5. Requests for Leave of Absence**
- 6. Disclosures & Declaration of Interests**
- 7. Confirmation of Minutes of Previous Meeting**
- 8. Announcements**
- 9. Tabling of Reports & Petitions**
- 10. Recommendations for Items to be Considered in Confidential Section**
- 11. Urgent Supplementary & Late Items of Business**
- 12. Presentations**
- 13. Deputations**
- 14. Written Reports from Delegates**
- 15. Mayoral Minute**
- 16. Reports to Council**
  - Report 1 - Cash at Bank and Investments
  - Report 2 - Report of the Audit, Risk and Improvement Committee Meeting held on 27 November 2018
  - Report 3 - Assessment and Review of Council Policies
  - Report 4 - Monthly Report - Visitor Information Centre and Library
  - Report 5 - Heritage Advisory Services Summary for December 2018
  - Report 6 - Uralla Township and Environs Committee Member Vacancy
  - Report 7 - Works Progress Report as at 30 November 2018
  - Report 8 - Uralla Bridges Assessment
  - Report 9 - Development Approvals and Refusals for November 2018
  - Report 10 - DIVISION DECISION - Development Application 47/2018 – M and J Croft – 3 Lot Residential Subdivision – 49 Marble Hill Road, Saumarez Ponds
  - Report 11 - Strategic Business Plans for Community Services Business Units
  - Report 12 - Interpretation of Sections 531B & 548A of LG Act 1993 – LGNSW Response
  - Report 13 - Industrial Land Subdivision – Probity Advice for the Sale of Lands
  - Report 14 - Funding for the Uralla Shire Open Space Strategy Consultancy
  - Report 15 - Waste Management Services Options Evaluation
- 17. Motions on Notice**
  - Notice of Motion 1 - Bridge St Design Project
- 18. Schedule of Actions as at 18 December 2018**
- 19. Responses to Questions from Previous Meeting**



**20. Questions for Next Meeting**

**21. Confidential Business**

**22. Meeting Close**

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- 1. OPENING & WELCOME**
- 2. PRAYER**
- 3. ACKNOWLEDGEMENT OF COUNTRY**
- 4. APOLOGIES**
- 5. REQUESTS FOR LEAVE OF ABSENCE**
- 6. DISCLOSURES & DECLARATIONS OF INTEREST**

To be tabled at the Meeting.

## **7. CONFIRMATION OF MINUTES**

**Minutes to be confirmed or received and noted at the 18 December 2018**

**Meeting of Council:**

- Ordinary Meeting of Council held 27 November 2018 (copy enclosed)

**Meeting of Committee:**

- Meeting of Budget Review and Finance Committee held 11 December 2018 (copy enclosed)



## ORDINARY MEETING OF COUNCIL

Held at 12:30pm  
27 November 2018

### ROLL CALL

#### Councillors:

Cr M Pearce (Mayor)  
Cr R Crouch (Deputy Mayor)  
Cr R Bell  
Cr M Disting  
Cr N Ledger  
Cr L Sampson  
Cr T Toomey  
I Strutt

#### Staff:

Mr A Hopkins, General Manager  
Mr T Seymour, Director Infrastructure & Regulation  
Ms T Kirkland, Director Community & Governance  
Mr S Paul, Chief Financial Officer  
Minute Clerk

# MINUTES

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

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UNCONFIRMED

# Minutes of the Uralla Shire Council at an Ordinary Meeting held at 12:30pm on 27 November 2018

The Meeting Commenced at: 12:30pm

## ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, M Dusting, N Ledger, L Sampson, I Strutt, T Toomey, General Manager (Mr A Hopkins), Director Infrastructure and Regulation (Mr T Seymour), Chief Finance Officer (Mr S Paul), Minute Clerk (G Stratton).

## 1. OPENING & WELCOME

## 2. PRAYER

## 3. ACKNOWLEDGEMENT TO COUNTRY

## 4. APOLOGIES

The Chair advised there were no apologies received.

## 5. REQUESTS FOR LEAVE OF ABSENCE

The Chair advised there were no requests for Leave of Absence.

## 6. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 27 November 2018 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr R Crouch	Report 6 Notice of Motion 4	Non-pecuniary Non-pecuniary	Near Neighbour Mr Baker is employed by a builder with whom I have a commercial relationship
Cr I Strutt	Report 5 – Development Application No. DA-50-2018  Report 13	Non-pecuniary  Non-pecuniary	I am a Parish Councillor – but as this report is for notation, not decision, I will leave meeting if discussion on this Development Application arises  I am the Secretary of the Lions Club of Uralla
Cr N Ledger	Report 14 Notice of Motion 3	Non-pecuniary Pecuniary	Family friend Refund of expenses

## 7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at the 27 November 2018 Meeting:

- Minutes of Extraordinary Meeting held 10 July 2018 (to be confirmed)
- Minutes of Ordinary Meeting held 30 October 2018 (to be confirmed)
- Minutes of Extraordinary Meeting held 13 November 2018 (to be confirmed)

## AMENDMENTS

The Chair referred Councillors to the Minutes of the Extraordinary Meeting held 10 July 2018 and called for any amendments.

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

*There were no amendments requested by Councillors.*

**MOTION (Crs M Dusting / I Strutt)**

That;

Council adopt the Minutes, as a true and correct record of the Extraordinary Meeting held 10 July 2018.

**01.11/18 CARRIED**

**AMENDMENTS**

*The Chair referred Councillors to the Minutes of the Ordinary meeting held 30 October 2018 and called for any amendments.*

*There were no amendments requested by Councillors.*

**MOTION (Crs I Strutt / L Sampson)**

That;

Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 30 October 2018.

**02.11/18 CARRIED**

**AMENDMENTS**

*The Chair referred Councillors to the Minutes of the Extraordinary Meeting held 13 November 2018 and called for any amendments.*

*There were no amendments requested by Councillors.*

**MOTION (Crs M Dusting / I Strutt)**

That;

Council adopt the Minutes, as a true and correct record of the Extraordinary Meeting held 13 November 2018.

**03.11/18 CARRIED**

**8. ANNOUNCEMENTS**

*The Chair advised there were no announcements.*

**9. TABLING OF REPORTS & PETITIONS**

*The Chair advised there were no reports or petitions tabled.*

**10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION**

*The Chair referred Councillors to the items of business recommended for consideration in the confidential section of the meeting.*

- Request for Local Government Area Boundary Adjustment

**PROCEDURAL MOTION (Crs L Sampson / R Crouch)**

**To refer Agenda Items for hearing in Closed Session**

That;

The Report in regard to Request for Local Government Area Boundary Adjustment be heard in closed session of Council, under Section 21 of the Meeting Agenda.

**04.11/18 CARRIED**

**11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS**

*The Chair referred Councillors to the urgent, supplementary and/or late items of business recommended for addition to the published Meeting Agenda.*

Late Reports to Council:

- Late Report 1 – Audited Annual Financial Statements for 2017/18



**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

**PROCEDURAL MOTION (Crs M Dusting / L Sampson)**

**To hear Late Items of Business as additions to the Meeting Agenda.**

That;

The late items of business be heard following the Presentation to Council in the Meeting Agenda as;

- Late Report 1 - Audited Annual Financial Statements for 2017/18

**05.11/18 CARRIED**

**12. PRESENTATIONS**

Speaker 1:	James Sugumar, Director, Financial Audit Audit Office of NSW
Subject:	Presentation on the audit of the Financial Statements for the year ended 30 June 2018

*The Chair introduced the Speaker, James Sugumar.*

*The Speaker made a presentation to Council in relation to the audit of the Uralla Shire Council Financial Statements for the year ended 30 June 2018.*

*The Chair invited questions from Councillors.*

*The Chair thanked the Speaker for his presentation to Council.*

**16. LATE REPORTS TO COUNCIL (Rescheduled Report)**

Department: Finance  
Submitted by: Chief Financial Officer  
Reference/Subject: Late Report 1 - Audited Annual Financial Statements for 2017/18

**OFFICER'S RECOMMENDATION:**

That;

The Auditor's Report and Annual Financial Statements for the year ended 30 June 2018 be adopted.

**MOTION (Crs I Strutt / N Ledger)**

That;

The Auditor's Report and Annual Financial Statements for the year ended 30 June 2018 be adopted.

**06.11/18 CARRIED**

**13. DEPUTATIONS**

There were no deputations registered for the 27 November 2018 Meeting.

**14. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)**

Councillors provided a verbal account of activities/meetings they have attended for the month.

<b>COUNCILLOR NAME:</b>	Mark Dusting	
<b>COUNCIL MEETING DATE:</b>	27 November 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
30/10/2018	Ordinary Council Meeting	Uralla
08/11/2018	Northern Tablelands Regional Weeds Committee Meeting	Lake Keepit
13/11/2018	Extraordinary Meeting	Uralla
13/11/2018	Councillor Workshop	Uralla
26/11/2018	NEJO Meeting	Armidale
27/11/2018	Site inspection	Uralla

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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<b>COUNCILLOR NAME:</b>	Robert Crouch	
<b>COUNCIL MEETING DATE:</b>	27 November 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
07/11/2018	Bundarra School of Arts Hall Committee meeting	Bundarra
13/11/2018	Councillor Workshop	Uralla
13/11/2018	Extraordinary Meeting	Uralla
13/11/2018	Uralla Township and Environs Committee meeting	Uralla
14/11/2018	EPA visit regarding rubbish bin signage	Uralla
16/11/2018	Munsie Bridge opening	Uralla
27/11/2018	Audit Risk and Improvement Committee meeting	Uralla
27/11/2018	Ordinary Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>	Levi Sampson	
<b>COUNCIL MEETING DATE:</b>	27 November 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
13/11/2018	Councillor Workshop	Uralla
13/11/2018	Extraordinary Meeting	Uralla
13/11/2018	Uralla Township and Environs Committee meeting	Uralla
27/11/2018	Ordinary Council Meeting	Uralla
27/11/2018	Site inspection	Uralla

<b>COUNCILLOR NAME:</b>	Natasha Ledger	
<b>COUNCIL MEETING DATE:</b>	27 November 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
30/10/2018	Ordinary Council Meeting	Uralla
	Future of Energy Screening	McCrossin's Mill, Uralla
07/11/2018	Bundarra School of Arts Hall Meeting	Bundarra
11/11/2018	Remembrance Day	Uralla
11/11/2018	Antique Show	
13/11/2018	Extraordinary Meeting	Uralla
13/11/2018	Uralla Township and Environs Committee meeting	Uralla
13/11/2018	Uralla Shire Show Society meeting	Uralla
16/11/2018	Munsie Bridge Opening	Uralla
20/11/2018	Australia Day Committee Meeting	Uralla
23/11/2018	NEJO Meeting	Armidale

<b>COUNCILLOR NAME:</b>	Tara Toomey	
<b>COUNCIL MEETING DATE:</b>	27 November 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
13/11/2018	Councillor Workshop	Uralla
13/11/2018	Extraordinary Meeting	Uralla
16/11/2018	Munsie Bridge Opening	Uralla
27/11/2018	Audit Risk & Improvement Committee Meeting	Uralla
27/11/2018	Site Inspection	Uralla
27/11/2018	Ordinary Meeting	Uralla

<b>COUNCILLOR NAME:</b>	Robert Bell	
<b>COUNCIL MEETING DATE:</b>	27 November 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
05/11/2018	Mid-North Weight of Loads Meeting	Dungog
12/11/2018	Kevin Ward Farewell	Uralla

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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11/11/2018	Remembrance Day	Uralla
13/11/2018	Councillor Workshop	Uralla
16/11/2018	Munsie Bridge Opening	Uralla
27/11/2018	Ordinary Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>		Isabel Strutt
<b>COUNCIL MEETING DATE:</b>		27 November 2018
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
09/11/2018	State Librarian and Library Council of NSW Visit	Uralla
12/11/2018	Arts North West Morning Tea	Uralla
13/11/2018	Extraordinary Council Meeting	Uralla
13/11/2018	Councillor Workshop	Uralla
13/11/2018	Uralla Township and Environs Committee meeting	Uralla
14/11/2018	Central Northern Regional Library AGM	Tamworth
16/11/2018	Munsie Bridge Opening	Uralla
27/11/2018	Audit Risk & Improvement Committee meeting	Uralla
27/11/2018	Site-inspection	Uralla
27/11/2018	Ordinary Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>		Michael Pearce
<b>COUNCIL MEETING DATE:</b>		27 November 2018
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
31/10/18	Mayor's Office – Admin	Uralla
1/11/18	Waste to Energy Forum Parliament House	Sydney
2/11/18	Country Mayors Association AGM/Meeting	Sydney
5/11/18	Mayor's Office – Admin	Uralla
6/11/18	Mayor's Office – Admin	Uralla
7/11/18	Soft Power roundtable discussion with Dept of Foreign Affairs and Trade, DFAT.	UNE
8/11/18	Mayor's Office – Admin	Uralla
11/11/18	Remembrance Day acknowledgement	Uralla
12/11/18	Mayor's Office – Admin	Uralla
13/11/18	Extraordinary Council meeting Councillor workshop and training	Uralla
14/11/18	New England Motorcycle Map Launch	Sydney
15/11/18	Mayor's Office – Admin Uralla Central School Presentation Night	Uralla
16/11/18	Mayor's Office – Admin Munsie's Bridge opening.	Uralla
17/11/18	Friends of McMaugh Gardens canteen, Thunderbolt Rodeo	Uralla
19/11/18	Mayor's Office – Admin Funding announcement	Uralla
20/11/18 21/11/18	National Local Roads and Transport Congress	Alice Springs
23/11/18	Mayor's Office - Admin	Uralla
26/11/18	New England Joint Organisation meeting	Armidale
27/11/18	Audit, Risk and Improvement meeting November Council meeting	Uralla

*Cr M Disting left the meeting at 1:06pm.*

*Cr M Disting returned to the meeting at 1:08pm.*

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

Submitted by: Mayor, Cr Michael Pearce  
Reference/Subject: Mayoral Minute – 27 November 2018

**MAYOR'S RECOMMENDATION:**

That;  
The mayoral minute be received and noted.

**MOTION (Crs M Dusting / I Strutt)**

That;  
The mayoral minute be received and noted.

**07.11/18 CARRIED**

**16. REPORTS TO COUNCIL (Scheduled Reports)**

Department: Organisational Services – Finance  
Submitted by: Chief Financial Officer  
Reference/Subject: Report 1 – Cash at Bank and Investments

**OFFICER'S RECOMMENDATION:**

That;  
Council note the cash position as at 31 October, 2018 consisting of cash and overnight funds of \$1,437,816, term deposits of \$13,550,000 totalling \$14,987,816 of readily convertible funds.

**MOTION (Crs M Dusting / N Ledger)**

That;  

1. Council note the cash position as at 31 October, 2018 consisting of cash and overnight funds of \$1,437,816, term deposits of \$13,550,000 totalling \$14,987,816 of readily convertible funds; and
2. Council appreciates the effort the staff have put in.

**08.11/18 CARRIED**

Department: Finance  
Submitted by: Chief Financial Officer  
Reference/Subject: Report 2 - 2018/19 – 1st Quarter Budget Review Statements

**OFFICER'S RECOMMENDATION:**

That;  

1. The first quarter budget review summary for the 2018/19 financial year be received and noted;
2. The adjustments to budget allocations, including transfers to and from reserves, be adopted; and
3. Expenditure to be revoked from 2017/18 be adopted.

**PROCEDURAL MOTION (Crs T Toomey / R Crouch)**

**To move to Committee of the Whole**

**09.11/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the first quarter budget review summary.*

**PROCEDURAL MOTION (Crs I Strutt / M Dusting)**

**To resume Standing Orders**

**10.11/18 CARRIED**

*The Chair outlined details of the proposed motion determined during discussion in committee.*

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**MOTION (Crs I Strutt / L Sampson)**

That;

1. The first quarter budget review summary for the 2018/19 financial year be received and noted;
2. The adjustments to budget allocations, including transfers to and from reserves, be adopted; and
3. Expenditure to be revoked from 2017/18 be adopted.

**11.11/18 CARRIED**

Department: Organisational Services – Finance  
Submitted by: Chief Financial Officer  
Reference/Subject: Report 3 - Note the Draft Long Term Financial Plan 2019-28

**OFFICER'S RECOMMENDATION:**

That Council;

1. Note the draft Long Term Financial Plan (LTFP) 2019-2028.
2. Refer the draft LTFP 2019-2028 to the Budget Review and Finance Committee for priority review so that the draft LTFP can be recommended for adoption by Council.

**PROCEDURAL MOTION (Crs T Toomey / R Crouch)**

**To move to Committee of the Whole**

**12.11/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the draft Long Term Financial Plan.*

**PROCEDURAL MOTION (Crs R Crouch / M Dusting)**

**To resume Standing Orders**

**13.11/18 CARRIED**

*The Chair outlined details of the proposed motion determined during discussion in committee.*

**MOTION (Crs I Strutt / R Crouch)**

That Council;

1. Note the draft Long Term Financial Plan (LTFP) 2019-2028.
2. Refer the draft LTFP 2019-2028 to the Budget Review and Finance Committee for priority review so that the draft LTFP can be recommended for adoption by Council.

**14.11/18 CARRIED**

Department: Community and Governance  
Submitted by: Director Community and Governance  
Reference/Subject: Report 4 - Adoption of Annual Report 2017-18

**OFFICER'S RECOMMENDATION:**

That Council;

1. Adopt the Annual Report for the 2017-18 period, contained at Attachment A.
2. Note that Annual Report will be posted to Council's website and submitted to the NSW Minister for Local Government by 30 November 2018, as required under section 428(5) of the *Local Government Act 1993*.

**PROCEDURAL MOTION (Crs R Crouch / N Ledger)**

**To move to Committee of the Whole**

**15.11/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the 2017-18 Annual Report.*

*Cr L Sampson left the meeting at 1:51pm.*

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

*Cr L Sampson returned to the meeting at 1:53pm.*

**PROCEDURAL MOTION (Crs R Crouch / M Dusting)**  
**To resume Standing Orders**

**16.11/18 CARRIED**

*The Chair outlined details of the proposed motion determined during discussion in committee.*

**MOTION (Crs R Crouch / M Dusting)**

That Council;

1. Adopt the Annual Report for the 2017-18 period, contained at Attachment A.
2. Note that Annual Report will be posted to Council's website and submitted to the NSW Minister for Local Government by 30 November 2018, as required under section 428(5) of the *Local Government Act 1993*.
3. That Council express their appreciation to staff for preparing the report and their efforts through the year.

**17.11/18 CARRIED**

Department: Infrastructure & Regulation  
Submitted by: Director of Infrastructure & Regulation  
Reference/Subject: Report 5 - Development Approvals and Refusals for October 2018

**OFFICER'S RECOMMENDATION:**

That;

Council receive and note the development approvals and refusals for October 2018.

**MOTION (Crs R Crouch / L Sampson)**

That;

Council receive and note the development approvals and refusals for October 2018.

**18.11/18 CARRIED**

Department: Infrastructure & Regulation  
Submitted by: Director of Infrastructure & Regulation  
Reference/Subject: Report 6 - DIVISION DECISION - Development Application 38/2018 - T and J Schofield - 14 Lot Residential Subdivision - 17 Leece Road, Uralla

*Cr R Crouch, having previously declared a conflict of interest, left the meeting at (1:56pm).*

**OFFICER'S RECOMMENDATION:**

That;

Council approve Development Application 38/2018 submitted by Trevor and Jennifer Schofield for a 14 lot residential subdivision on land known as 17 Leece Road, Uralla, being Lot 21 DP 1113205 subject to the following conditions:

***PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)***

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

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

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

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.

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

**Erection of signs**

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

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

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

**Notification of Home Building Act 1989 requirements**

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

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

**Shoring and adequacy of adjoining property**

**Please Note:** *This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.*

7. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
  - (a) protect and support the adjoining premises from possible damage from the excavation, and
  - (b) where necessary, underpin the adjoining premises to prevent any such damage.

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**GENERAL CONDITIONS**

8. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
9. The owner of the property is to ensure that any structure is installed:
- (a) to meet the setback requirements of the approved plans,
  - (b) to be located within the confines of the lot, and;
  - (c) so that it does not interfere with any easements or covenants upon the land.
- Reason: To avoid any structures being erected in a location where it would be inappropriate.*
10. This approval is for two stages being:
- Stage One being Lots 1 to 6
  - Stage Two being Lots 7 to 14
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
11. A Construction Certificate must be obtained from a Certifying Authority before work commences.
- Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*
12. All engineering works to be designed by an appropriately qualified person and carried out in accordance with Armidale Regional Council Engineering Design Codes in force at the time, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
- Reason: To ensure works are completed in line with appropriate standards.*
13. Council is to be given written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement.
- Reason: To ensure compliance with clause 103 and 104 of the Environmental Planning and Assessment Regulation 2000.*
14. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- divert contaminated run-off away from disturbed areas,
  - erect silt fencing along the downhill side of the property boundary,
  - prevent tracking of sediment by vehicles onto roads by limiting access to the site and, where necessary, installing a temporary driveway and
  - stockpile all topsoil, excavated material and construction debris on the site, erecting silt fencing around the pile where appropriate.
- Reason: To ensure works are completed in line with appropriate standards.*
15. No storage of building materials, soil or equipment is to occur on Council's property or roads without the written consent of Council's Director of Infrastructure and Regulation. No unfenced, potentially dangerous activity or material is to be located in close proximity to the street boundary or pedestrian walkway adjoining the site. No unsupervised transit of plant, equipment or vehicles across public areas or other obstruction of those areas is permitted.
- Reason: To ensure that construction impacts from the development are generally contained within the site.*



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16. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.  
*Reason: To prevent pollution from detrimentally affecting the public or environment.*
17. Under-road conduits are to be provided to cater for electricity, telecommunications, gas supply or other underground utility services. Utility crossings of public roads are to be under-road bored and Council's Director of Infrastructure & Regulation advised of the intention to commence work at least 48 hours in advance. The developer and its agents are responsible for ascertaining the location of existing underground services before commencing work. Any damage to existing services or to the road construction is to be made good at the expense of the developer.  
*Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.*
18. Effective dust control measures are to be maintained during construction to maintain public safety/amenity and construction activities are to be restricted solely to the subject site. No vehicular access from Depot Road is permitted during construction.  
*Reason: To preserve public amenity and minimise impacts on surrounding properties during construction.*
19. Any fill which is placed on the site shall be free of any contaminants and placed in accordance with the requirements of AS 3798-1990 Guidelines on Earthworks for Commercial and Residential Developments. The developer's structural engineering consultant shall:
- identify the source of the fill and certify that it is free from contamination; and
  - classify the area within any building envelope on any such filled lot in accordance with the requirements of "Residential Slabs and Footings" AS 2870.1.
- Reason: To ensure any fill used in construction is of an appropriate standard.*
20. The driveway in the access handle is to be gravel and bitumen sealed or concreted for a width of 3 metres. This is to be constructed to a standard approved by the Director of Infrastructure and Regulation and is to be at the expense of the developer.  
*Reason: To ensure an appropriate level of access.*
21. All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer.  
*Reason: To ensure works are completed in line with appropriate standards.*
22. The internal water mains within the estate are to form a looped system with no dead ends. The design must comply with firefighting minimum pressures and standards which are to be supplied in addition to peak instantaneous demands for a typical residential water demand.  
*Reason: To ensure works are completed in line with appropriate standards.*
23. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.  
*Reason: To ensure pedestrian and vehicular safety during construction.*

**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF A SUBDIVISION CERTIFICATE**

24. The subdivision will be provided with reticulated electricity and suitable telephone provisioning. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity. The applicant shall provide evidence that satisfactory arrangements have been made for telecommunications infrastructure in the subdivision / development. These letters are to be provided to Council prior to the release of the subdivision certificate.  
*Reason: To ensure that subdivision is adequately serviced by utilities.*
25. Prior to the issue of a subdivision certificate, an application for a subdivision certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.

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*Reason: To ensure provision of appropriate documentation.*

26. Prior to the issue of a subdivision certificate, the applicants shall provide evidence to the effect that all utility services, i.e water, sewer, electricity, telecommunications, connected to or used in each of the buildings within the development site is wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.

*Reason: To ensure that subdivision is adequately serviced by utilities.*

27. The applicants shall provide one set of print film copies of "work as executed" plans to Council for works carried out on Council property or benefiting Council. Each plan is to have a scale adjacent to the title block showing the scale used on that plan. The location of any fill introduced, by both plan limit and depth, together with relevant classifications shall be shown on the "work as executed" plans to be submitted to Council.

*Reason: To ensure Council has been provided with the location of new infrastructure.*

28. The applicant / developer shall have prepared documentation for presentation to the Land Titles Office for the dedication to Council of all drainage easements in order to protect the area from inadvertent filling or destruction that could change the flow characteristics of the flow regime.

*Reason: To protect drainage lines from inappropriate development.*

29. Where applicable, the developer must create an easement under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is an "easement for sewerage drainage" in favour of the proposed Lots.
- (b) It must be located centrally over the new sewer line.
- (c) It must have a minimum width of 1 metre.

*Reason: To protect sewer lines from inappropriate development.*

30. Where applicable, the developer must create an easement under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is an "easement for water supply" in favour of the proposed Lots.
- (b) It must be located centrally over the new sewer line.
- (c) It must have a minimum width of 1 metre.

*Reason: To protect water lines from inappropriate development.*

31. Where applicable, the developer must create an easement under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is an "easement for inter allotment drainage" in favour of the proposed Lots.
- (b) It must be located centrally over the inter allotment drainage.
- (c) It must have a minimum width of 1 metre.

*Reason: To protect drainage lines from inappropriate development.*

32. The developer must pay for the extension of Uralla Shire Council's water main, and sewerage/effluent main to service the subdivision.

*Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.*

33. The developer is to provide new kerb and gutter as well as vehicle entrances to the proposed lots to the satisfaction of Council, at their own expense. Driveways are to concrete or bitumen seal from the road to the property boundary.

*Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.*

34. The developer shall have submitted to Council three (3) copies of the Title Plan. The applicant/developer is to ensure that a checklist, clearly showing that all conditions of consent have been met, is provided with the subdivision certificate application.

*Reason: To ensure that appropriate documentation is provided.*

**Stage One**

35. Prior to release of the subdivision certificate for Stage One, a monetary contribution of 10% of the value of Lot 21 DP 1113205 as per the Valuer General's current assessment is required to be paid to Council.

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*Reason: The contribution is required towards public open space under the provisions of the Section 94 Contributions Plan for Uralla Town.*

36. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.

*Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.*

37. A splay corner, minimum 3m x 3m, is to be provided at the intersection of Leece Road and Wilkens Street at no cost to Council.

*Reason: To ensure compliance with the development standards in the Uralla Development Control Plan 2011.*

38. All Stage One civil construction works must be completed.

*Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.*

39. That seven lots are created by the subdivision of Lot 21, DP 1113205:

- Lot 1 of around 868m<sup>2</sup>;
- Lot 2 of around 1271m<sup>2</sup>;
- Lot 3 of around 884m<sup>2</sup>;
- Lot 4 of around 1003m<sup>2</sup>;
- Lot 5 of around 1074m<sup>2</sup>;
- Lot 6 of around 1080m<sup>2</sup>;
- Residual lot of around 1.02 hectares.

*Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*

40. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.

*Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.*

**Stage Two**

41. That eight lots and cul-de-sac are created by the subdivision of the Stage One residual lot of around 10.2 hectares:

- Lot 7 of around 840m<sup>2</sup>;
- Lot 8 of around 825m<sup>2</sup>;
- Lot 9 of around 814m<sup>2</sup>;
- Lot 10 of around 814m<sup>2</sup>;
- Lot 11 of around 814m<sup>2</sup>;
- Lot 12 of around 1446m<sup>2</sup>;
- Lot 13 of around 1475m<sup>2</sup>, and
- Lot 14 of around 1266m<sup>2</sup>.

*Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*

42. All Stage Two civil construction works must be completed.

*Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.*

43. A splay corner, minimum 3m x 3m, is to be provided at the intersection of Wilkens Street and the proposed cul-de-sac and be dedicated as a public road at no cost to Council.

*Reason: To ensure compliance with the development standards in the Uralla Development Control Plan 2011.*

44. The plans supplied for issue of the subdivision certificate for Stage Two must show the battleaxe handle of proposed Lot 9 having a minimum width of 3.65 metres. The

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handle must be concrete or bitumen seal for the entirety of its length.

*Reason: To ensure compliance with the development standards in the Uralla Development Control Plan 2011.*

45. A restriction to the land use, pursuant to Section 88B of the Conveyancing Act 1919, shall be placed on proposed Lots 10, 11, 12 and 13 that prohibits future dwellings being erected where the width of the frontage is less than 16 metres wide at the building line street setback.

*Reason: To ensure compliance with the development standards in the Uralla Development Control Plan 2011.*

46. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.

*Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.*

**CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING**

47. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement.

*Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000*

**CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

48. The owner of the property is to ensure that any building is constructed:

- (a) to meet the setback requirements of the approved plans,
- (b) to be located within the confines of the lot, and;
- (c) so that it does not interfere with any easements or covenants upon the land.

*Reason: To avoid any buildings being erected in a location where it would be inappropriate.*

49. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday 7.00 AM to 5.00 PM

Sunday & public Holidays No construction activities are to take place.

*Reason: To ensure that public amenity is not unduly affected by noise.*

50. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

*Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.*

51. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.

*Reason: To provide effective sanitation of the site during building construction.*

52. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

*Reason: To preserve the amenity of the locality and protect stormwater systems.*

53. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

*Reason: To ensure that Council's stormwater system is protected.*

54. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

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*Reason: To ensure compliance with approved plans.*

55. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are adopted.
- (a) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
  - (b) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
  - (c) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
  - (d) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.

*Reason: Requirement of Council as the Road Authority.*

56. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- (a) divert uncontaminated run-off around cleared or disturbed areas,
  - (b) erect a silt fence to prevent debris escaping into drainage systems or waterways,
  - (c) prevent tracking of sediment by vehicles onto roads,
  - (d) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

*Reason: To prevent pollution from detrimentally affecting the public or environment.*

57. All demolition work to be undertaken in accordance with Australian Standard 2601 – The Demolition of Structures.

*Reason: To ensure that demolition work is undertaken in a manner that is safe and minimises environmental disturbance.*

**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE**

1. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

*Reason: To ensure that public infrastructure is maintained.*

2. The developer is to meet the cost of and be responsible for the construction of vehicular entrances and exits in accordance with Council's requirements.

*Reason: To provide appropriate access to the site.*

**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE**

**Stage One Civil Works**

58. The applicant shall have prepared, by a suitably qualified person, detailed engineering drawings, submitted for Council's approval, generally in accordance with Council's DCP 2011, for the construction of kerb and gutter, stormwater drainage, road pavement and inter-allotment drainage for the Leece Road and Wilkens Street frontages in accordance with the following requirements:

- a) Pavement design for Leece Road shall be based on a design traffic load of  $1 \times 10^6$  ESA's with subgrade testing on 10 day soaked CBR's.
- b) Pavement design for Wilkens Street shall be based on a design traffic load of  $5 \times 10^5$  ESA's with subgrade testing on 10 day soaked CBR's
- c) Full kerb and gutter and associated road pavement is to be provided along the frontage of Leece Road, carriageway width 11.2m, and Wilkens Street, carriageway width 8.0m.
- d) All roadworks shall be constructed with a minimum two (2) coat hot bitumen sealed pavement and include all necessary underground drainage.
- e) Traffic Management Plan including a Traffic Control Plan.

All the above works are to be designed and completed generally in accordance with Council's DCP 2011, and professional practical standards, before the issue of a subdivision certificate.

*Reason: To provide appropriate infrastructure for the proposed development.*

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59. Detailed water and sewer engineering drawings prepared by a suitably qualified person must be submitted for the approval of Council's Director of Infrastructure and Regulation (or nominee), and works shall be at the expense of the developer.  
*Reason: To provide appropriate infrastructure for the proposed development.*
60. The applicant shall have prepared a plan demonstrating the protection of the development by provision of underground drainage pipelines (within easements or roadways) to cater for a stormwater flood frequency of 20% Annual Exceedance Probability (AEP) and fail-safe aboveground flood ways to cater as a minimum for a flooding frequency of 1% AEP, to connect to the existing drainage gully adjacent to the site. Details are to be provided to the relevant Certifying Authority for approval before the issue of a Construction Certificate for the development. Completed works are to be inspected and approved by the relevant Certifying Authority, or works secured for an amount approved by Council's Director of Infrastructure and Regulation (or nominee), before the issue of a subdivision / occupation certificate.  
*Reason: To provide appropriate infrastructure for the proposed development.*
61. The applicant shall have prepared an Inter-allotment drainage design for all lots which do not drain naturally to a public road, to protect those lots and adjoining property. All inter-allotment drainage is to be contained within a suitably located easement (minimum width 2m). Details are to be provided to Council's Director of Infrastructure and Regulation or nominee for approval before the issue of a construction certificate for the development.  
Title Plan submissions are to confirm easement details before the issue of a subdivision certificate for the development.  
Stormwater systems must cater, as a minimum, for a stormwater flooding event of 20% Annual Exceedance Probability (AEP) for pipes, and 1% AEP for aboveground flow paths.  
*Reason: To provide appropriate infrastructure for the proposed development.*
- Stage Two Civil Works**
62. The applicant shall have prepared, by a suitably qualified person, detailed engineering drawings, submitted for Council's approval, generally in accordance with Council's DCP 2011, for the construction of kerb and gutter, stormwater drainage, road pavement and inter-allotment drainage for the Wilkens Street frontage and the new cul-de-sac in accordance with the following requirements:
- a) Pavement design for the new cul-de-sac shall be based on a design traffic load of 7 x 10<sup>4</sup> ESA's with subgrade testing on 10 day soaked CBR's.
  - b) Pavement design for Wilkens Street shall be based on a design traffic load of 5 x 10<sup>5</sup> ESA's with subgrade testing on 10 day soaked CBR's
  - c) Full kerb and gutter and associated road pavement is to be provided along the frontage Wilkens Street, carriageway width 8.0m.
  - d) Full kerb and gutter and associated road pavement is to be provided along the new cul-de-sac, carriageway width 6.0m.
  - e) All roadworks shall be constructed with a minimum two (2) coat hot bitumen sealed pavement and include all necessary underground drainage.
- Traffic Management Plan including a Traffic Control Plan.
- g) The cul-de-sac bulb shall be constructed at the end of the proposed new internal road with a minimum radius of 12 metres to face of kerb to accommodate the turning movement of a semi rigid truck.
- Concrete footpath 1.5m wide within the proposed pathway area.

All the above works are to be designed and completed generally in accordance with Council's DCP 2011, and professional practical standards, before the issue of a subdivision certificate.

*Reason: To provide appropriate infrastructure for the proposed development.*

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63. Detailed water and sewer engineering drawings prepared by a suitably qualified person must be submitted for the approval of Council's Director of Infrastructure & Regulation (or nominee), and works shall be at the expense of the developer.  
*Reason: To provide appropriate infrastructure for the proposed development.*
64. The applicant shall have prepared an Erosion and Sediment Control Plan and Soil and Water Management Plan, in accordance with the requirements of the Department of Housing's Managing Urban Stormwater - Soils and Construction, to be submitted with the application for a Construction Certificate for the development for approval by the relevant Certifying Authority. The Soil and Water Management Plan must include sediment basin calculations and the approved plan implemented in conjunction with the project.  
*Reason: To ensure appropriate site management.*
65. The applicant shall have prepared a plan demonstrating the protection of the development by provision of underground drainage pipelines (within easements or roadways) to cater for a stormwater flood frequency of 20% Annual Exceedance Probability (AEP) and fail-safe aboveground flood ways to cater as a minimum for a flooding frequency of 1% AEP, to connect to the existing drainage gully adjacent to the site. Details are to be provided to the relevant Certifying Authority for approval before the issue of a construction certificate for the development. Completed works are to be inspected and approved by the relevant Certifying Authority, or works secured for an amount approved by Council's Director of Infrastructure and Regulation or nominee, before the issue of a subdivision certificate.  
*Reason: To provide appropriate infrastructure for the proposed development.*
66. The applicant shall have prepared an inter-allotment drainage design for all lots which do not drain naturally to a public road, to protect those lots and adjoining property. All inter-allotment drainage is to be contained within a suitably located easement (minimum width 2m). Details are to be provided to Council's Director of Infrastructure and Regulation or nominee for approval before the issue of a Construction Certificate for the development.  
Title Plan submissions are to confirm easement details before the issue of a subdivision certificate for the development.  
Stormwater systems must cater, as a minimum, for a stormwater flooding event of 20% Annual Exceedance Probability (AEP) for pipes, and 1% AEP for aboveground flow paths.  
*Reason: To provide appropriate infrastructure for the proposed development.*

**ADVISORY NOTES - GENERAL**

67. No clearing of vegetation is authorised under this determination. Any works within the road reserve, including clearing, require a Section 138 approval from Council under the Roads Act 1993.
68. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
69. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
70. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.

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71. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s96 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
72. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

**INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT**

***These conditions are in accordance with Section 4.13 of the Environmental Planning & Assessment Act 1979 by the NSW Rural Fire Service.***

73. The development proposal is to comply with the subdivision layout identified on the drawing prepared by Croft Surveying and Mapping titled "Proposed Lot Layout Lot 21 DP 113505 Leece Road Uralla NSW 2358" and dated 30 January 2018.
74. At the issue of Subdivision Certificate and in perpetuity the entire property shall be managed as an inner protection area (IPA) as outlined within Section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.
75. A restriction to the land use, pursuant to Section 88B of the Conveyancing Act 1919, shall be placed on proposed lots 13 and 14 that prohibits a future dwelling being erected closer than 11m, when measured from;
- The south eastern boundary of proposed lot 13, or
  - The southern boundary point of proposed lot 14.
76. A restriction to the land use, pursuant to Section 88B of the Conveyancing Act 1919, shall be placed upon the residual lot created by the completed development of Stage 1, to provide an APZ of at least 10m in width and located directly adjacent to any boundary that is common with proposed lot 6 (as created in Stage 1 of the subdivision).
77. Water, electricity and gas supply are to comply with section 4.1.3 of Planning for Bush Fire Protection 2006.
78. Public road access shall comply with section 4.1.3 (1) of Planning for Bush Fire Protection 2006.

**MOTION (Crs R Bell / T Toomey)**

That;

Council approve Development Application 38/2018 submitted by Trevor and Jennifer Schofield for a 14 lot residential subdivision on land known as 17 Leece Road, Uralla, being Lot 21 DP 1113205 subject to the following conditions:

**PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)**

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

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

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

1. The work must be carried out in accordance with the requirements of the ***National Construction Code***.



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

**Erection of signs**

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

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

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

**Notification of Home Building Act 1989 requirements**

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

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

**Shoring and adequacy of adjoining property**

**Please Note:** *This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.*

7. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
  - (a) protect and support the adjoining premises from possible damage from the excavation, and
  - (b) where necessary, underpin the adjoining premises to prevent any such damage.

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**GENERAL CONDITIONS**

8. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
9. The owner of the property is to ensure that any structure is installed:
- (a) to meet the setback requirements of the approved plans,
  - (b) to be located within the confines of the lot, and;
  - (c) so that it does not interfere with any easements or covenants upon the land.
- Reason: To avoid any structures being erected in a location where it would be inappropriate.*
10. This approval is for two stages being:
- Stage One being Lots 1 to 6
  - Stage Two being Lots 7 to 14
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
11. A Construction Certificate must be obtained from a Certifying Authority before work commences.
- Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*
12. All engineering works to be designed by an appropriately qualified person and carried out in accordance with Armidale Regional Council Engineering Design Codes in force at the time, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
- Reason: To ensure works are completed in line with appropriate standards.*
13. Council is to be given written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement.
- Reason: To ensure compliance with clause 103 and 104 of the Environmental Planning and Assessment Regulation 2000.*
14. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- divert contaminated run-off away from disturbed areas,
  - erect silt fencing along the downhill side of the property boundary,
  - prevent tracking of sediment by vehicles onto roads by limiting access to the site and, where necessary, installing a temporary driveway and
  - stockpile all topsoil, excavated material and construction debris on the site, erecting silt fencing around the pile where appropriate.
- Reason: To ensure works are completed in line with appropriate standards.*
15. No storage of building materials, soil or equipment is to occur on Council's property or roads without the written consent of Council's Director of Infrastructure and Regulation. No unfenced, potentially dangerous activity or material is to be located in close proximity to the street boundary or pedestrian walkway adjoining the site. No unsupervised transit of plant, equipment or vehicles across public areas or other obstruction of those areas is permitted.
- Reason: To ensure that construction impacts from the development are generally contained within the site.*

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16. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.  
*Reason: To prevent pollution from detrimentally affecting the public or environment.*
17. Under-road conduits are to be provided to cater for electricity, telecommunications, gas supply or other underground utility services. Utility crossings of public roads are to be under-road bored and Council's Director of Infrastructure & Regulation advised of the intention to commence work at least 48 hours in advance. The developer and its agents are responsible for ascertaining the location of existing underground services before commencing work. Any damage to existing services or to the road construction is to be made good at the expense of the developer.  
*Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.*
18. Effective dust control measures are to be maintained during construction to maintain public safety/amenity and construction activities are to be restricted solely to the subject site. No vehicular access from Depot Road is permitted during construction.  
*Reason: To preserve public amenity and minimise impacts on surrounding properties during construction.*
19. Any fill which is placed on the site shall be free of any contaminants and placed in accordance with the requirements of AS 3798-1990 Guidelines on Earthworks for Commercial and Residential Developments. The developer's structural engineering consultant shall:
- identify the source of the fill and certify that it is free from contamination; and
  - classify the area within any building envelope on any such filled lot in accordance with the requirements of "Residential Slabs and Footings" AS 2870.1.
- Reason: To ensure any fill used in construction is of an appropriate standard.*
20. The driveway in the access handle is to be gravel and bitumen sealed or concreted for a width of 3 metres. This is to be constructed to a standard approved by the Director of Infrastructure and Regulation and is to be at the expense of the developer.  
*Reason: To ensure an appropriate level of access.*
21. All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer.  
*Reason: To ensure works are completed in line with appropriate standards.*
22. The internal water mains within the estate are to form a looped system with no dead ends. The design must comply with firefighting minimum pressures and standards which are to be supplied in addition to peak instantaneous demands for a typical residential water demand.  
*Reason: To ensure works are completed in line with appropriate standards.*
23. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.  
*Reason: To ensure pedestrian and vehicular safety during construction.*

**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF A SUBDIVISION CERTIFICATE**

24. The subdivision will be provided with reticulated electricity and suitable telephone provisioning. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity. The applicant shall provide evidence that satisfactory arrangements have been made for telecommunications infrastructure in the subdivision / development. These letters are to be provided to Council prior to the release of the subdivision certificate.  
*Reason: To ensure that subdivision is adequately serviced by utilities.*
25. Prior to the issue of a subdivision certificate, an application for a subdivision certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.

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*Reason: To ensure provision of appropriate documentation.*

26. Prior to the issue of a subdivision certificate, the applicants shall provide evidence to the effect that all utility services, i.e water, sewer, electricity, telecommunications, connected to or used in each of the buildings within the development site is wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.

*Reason: To ensure that subdivision is adequately serviced by utilities.*

27. The applicants shall provide one set of print film copies of "work as executed" plans to Council for works carried out on Council property or benefiting Council. Each plan is to have a scale adjacent to the title block showing the scale used on that plan. The location of any fill introduced, by both plan limit and depth, together with relevant classifications shall be shown on the "work as executed" plans to be submitted to Council.

*Reason: To ensure Council has been provided with the location of new infrastructure.*

28. The applicant / developer shall have prepared documentation for presentation to the Land Titles Office for the dedication to Council of all drainage easements in order to protect the area from inadvertent filling or destruction that could change the flow characteristics of the flow regime.

*Reason: To protect drainage lines from inappropriate development.*

29. Where applicable, the developer must create an easement under Section 88B of the Conveyancing Act in the following context:
- (a) The purpose is an "easement for sewerage drainage" in favour of the proposed Lots.
  - (b) It must be located centrally over the new sewer line.
  - (c) It must have a minimum width of 3 metres.

*Reason: To protect sewer lines from inappropriate development.*

30. Where applicable, the developer must create an easement under Section 88B of the Conveyancing Act in the following context:
- (a) The purpose is an "easement for water supply" in favour of the proposed Lots.
  - (b) It must be located centrally over the new water line.
  - (c) It must have a minimum width of 3 metres.

*Reason: To protect water lines from inappropriate development.*

31. Where applicable, the developer must create an easement under Section 88B of the Conveyancing Act in the following context:
- (a) The purpose is an "easement for inter allotment drainage" in favour of the proposed Lots.
  - (b) It must be located centrally over the inter allotment drainage.
  - (c) It must have a minimum width of 1 metre.

*Reason: To protect drainage lines from inappropriate development.*

32. The developer must pay for the extension of Uralla Shire Council's water main, and sewerage/effluent main to service the subdivision.

*Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.*

33. The developer is to provide new kerb and gutter as well as vehicle entrances to the proposed lots to the satisfaction of Council, at their own expense. Driveways are to concrete or bitumen seal from the road to the property boundary.

*Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.*

34. The developer shall have submitted to Council three (3) copies of the Title Plan. The applicant/developer is to ensure that a checklist, clearly showing that all conditions of consent have been met, is provided with the subdivision certificate application.

*Reason: To ensure that appropriate documentation is provided.*

**Stage One**

35. The Section 94 contributions be set at zero dollars.

*Reason: The contribution is required towards public open space under the provisions of the Section 94 Contributions Plan for Uralla Town.*

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36. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.  
*Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.*
37. A splay corner, minimum 3m x 3m, is to be provided at the intersection of Leece Road and Wilkens Street at no cost to Council.  
*Reason: To ensure compliance with the development standards in the Uralla Development Control Plan 2011.*
38. All Stage One civil construction works must be completed.  
*Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.*
39. That seven lots are created by the subdivision of Lot 21, DP 1113205:
- Lot 1 of around 868m<sup>2</sup>;
  - Lot 2 of around 1271m<sup>2</sup>;
  - Lot 3 of around 884m<sup>2</sup>;
  - Lot 4 of around 1003m<sup>2</sup>;
  - Lot 5 of around 1074m<sup>2</sup>;
  - Lot 6 of around 1080m<sup>2</sup>;
  - Residual lot of around 1.02 hectares.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
40. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.  
*Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.*
- Stage Two**
41. That eight lots and cul-de-sac are created by the subdivision of the Stage One residual lot of around 10.2 hectares:
- Lot 7 of around 840m<sup>2</sup>;
  - Lot 8 of around 825m<sup>2</sup>;
  - Lot 9 of around 814m<sup>2</sup>;
  - Lot 10 of around 814m<sup>2</sup>;
  - Lot 11 of around 814m<sup>2</sup>;
  - Lot 12 of around 1446m<sup>2</sup>;
  - Lot 13 of around 1475m<sup>2</sup>, and
  - Lot 14 of around 1266m<sup>2</sup>.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
42. All Stage Two civil construction works must be completed.  
*Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.*
43. A splay corner, minimum 3m x 3m, is to be provided at the intersection of Wilkens Street and the proposed cul-de-sac and be dedicated as a public road at no cost to Council.  
*Reason: To ensure compliance with the development standards in the Uralla Development Control Plan 2011.*
44. The plans supplied for issue of the subdivision certificate for Stage Two must show the battleaxe handle of proposed Lot 9 having a minimum width of 3.65 metres. The handle must be concrete or bitumen seal for the entirety of its length.

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*Reason: To ensure compliance with the development standards in the Uralla Development Control Plan 2011.*

45. A restriction to the land use, pursuant to Section 88B of the Conveyancing Act 1919, shall be placed on proposed Lots 10, 11, 12 and 13 that prohibits future dwellings being erected where the width of the frontage is less than 16 metres wide at the building line street setback.

*Reason: To ensure compliance with the development standards in the Uralla Development Control Plan 2011.*

46. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.

*Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.*

**CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING**

47. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement.

*Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000*

**CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

48. The owner of the property is to ensure that any building is constructed:

- (a) to meet the setback requirements of the approved plans,
- (b) to be located within the confines of the lot, and;
- (c) so that it does not interfere with any easements or covenants upon the land.

*Reason: To avoid any buildings being erected in a location where it would be inappropriate.*

49. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday 7.00 AM to 5.00 PM

Sunday & public Holidays No construction activities are to take place.

*Reason: To ensure that public amenity is not unduly affected by noise.*

50. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

*Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.*

51. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.

*Reason: To provide effective sanitation of the site during building construction.*

52. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

*Reason: To preserve the amenity of the locality and protect stormwater systems.*

53. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

*Reason: To ensure that Council's stormwater system is protected.*

54. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

*Reason: To ensure compliance with approved plans.*



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55. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are adopted.
- (a) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
  - (b) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
  - (c) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
  - (d) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.

*Reason: Requirement of Council as the Road Authority.*

56. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- (a) divert uncontaminated run-off around cleared or disturbed areas,
  - (b) erect a silt fence to prevent debris escaping into drainage systems or waterways,
  - (c) prevent tracking of sediment by vehicles onto roads,
  - (d) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

*Reason: To prevent pollution from detrimentally affecting the public or environment.*

57. All demolition work to be undertaken in accordance with Australian Standard 2601 – The Demolition of Structures.

*Reason: To ensure that demolition work is undertaken in a manner that is safe and minimises environmental disturbance.*

**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE**

3. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

*Reason: To ensure that public infrastructure is maintained.*

4. The developer is to meet the cost of and be responsible for the construction of vehicular entrances and exits in accordance with Council's requirements.

*Reason: To provide appropriate access to the site.*

**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE**

**Stage One Civil Works**

58. The applicant shall have prepared, by a suitably qualified person, detailed engineering drawings, submitted for Council's approval, generally in accordance with Council's DCP 2011, for the construction of kerb and gutter, stormwater drainage, road pavement and inter-allotment drainage for the Leece Road and Wilkens Street frontages in accordance with the following requirements:

- a) Pavement design for Leece Road shall be based on a design traffic load of  $1 \times 10^6$  ESA's with subgrade testing on 10 day soaked CBR's.
- b) Pavement design for Wilkens Street shall be based on a design traffic load of  $5 \times 10^5$  ESA's with subgrade testing on 10 day soaked CBR's
- c) Full kerb and gutter and associated road pavement is to be provided along the frontage of Leece Road, carriageway width 11.2m, and Wilkens Street, carriageway width 8.0m.
- d) All roadworks shall be constructed with a minimum two (2) coat hot bitumen sealed pavement and include all necessary underground drainage.
- e) Traffic Management Plan including a Traffic Control Plan.

All the above works are to be designed and completed generally in accordance with Council's DCP 2011, and professional practical standards, before the issue of a subdivision certificate.

*Reason: To provide appropriate infrastructure for the proposed development.*

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59. Detailed water and sewer engineering drawings prepared by a suitably qualified person must be submitted for the approval of Council's Director of Infrastructure and Regulation (or nominee), and works shall be at the expense of the developer.  
*Reason: To provide appropriate infrastructure for the proposed development.*
60. The applicant shall have prepared a plan demonstrating the protection of the development by provision of underground drainage pipelines (within easements or roadways) to cater for a stormwater flood frequency of 20% Annual Exceedance Probability (AEP) and fail-safe aboveground flood ways to cater as a minimum for a flooding frequency of 1% AEP, to connect to the existing drainage gully adjacent to the site. Details are to be provided to the relevant Certifying Authority for approval before the issue of a Construction Certificate for the development. Completed works are to be inspected and approved by the relevant Certifying Authority, or works secured for an amount approved by Council's Director of Infrastructure and Regulation (or nominee), before the issue of a subdivision / occupation certificate.  
*Reason: To provide appropriate infrastructure for the proposed development.*
61. The applicant shall have prepared an Inter-allotment drainage design for all lots which do not drain naturally to a public road, to protect those lots and adjoining property. All inter-allotment drainage is to be contained within a suitably located easement (minimum width 2m). Details are to be provided to Council's Director of Infrastructure and Regulation or nominee for approval before the issue of a construction certificate for the development.  
Title Plan submissions are to confirm easement details before the issue of a subdivision certificate for the development.  
Stormwater systems must cater, as a minimum, for a stormwater flooding event of 20% Annual Exceedance Probability (AEP) for pipes, and 1% AEP for aboveground flow paths.  
*Reason: To provide appropriate infrastructure for the proposed development.*  
**Stage Two Civil Works**
62. The applicant shall have prepared, by a suitably qualified person, detailed engineering drawings, submitted for Council's approval, generally in accordance with Council's DCP 2011, for the construction of kerb and gutter, stormwater drainage, road pavement and inter-allotment drainage for the Wilkens Street frontage and the new cul-de-sac in accordance with the following requirements:
- a) Pavement design for the new cul-de-sac shall be based on a design traffic load of 7 x 10<sup>4</sup> ESA's with subgrade testing on 10 day soaked CBR's.
  - b) Pavement design for Wilkens Street shall be based on a design traffic load of 5 x 10<sup>5</sup> ESA's with subgrade testing on 10 day soaked CBR's
  - c) Full kerb and gutter and associated road pavement is to be provided along the frontage Wilkens Street, carriageway width 8.0m.
  - d) Full kerb and gutter and associated road pavement is to be provided along the new cul-de-sac, carriageway width 6.0m.
  - e) All roadworks shall be constructed with a minimum two (2) coat hot bitumen sealed pavement and include all necessary underground drainage.
- Traffic Management Plan including a Traffic Control Plan.
- g) The cul-de-sac bulb shall be constructed at the end of the proposed new internal road with a minimum radius of 12 metres to face of kerb to accommodate the turning movement of a semi rigid truck.
  - h) Concrete footpath 1.5m wide within the proposed pathway area.
- All the above works are to be designed and completed generally in accordance with Council's DCP 2011, and professional practical standards, before the issue of a subdivision certificate.  
*Reason: To provide appropriate infrastructure for the proposed development.*
63. Detailed water and sewer engineering drawings prepared by a suitably qualified person must be submitted for the approval of Council's Director of Infrastructure & Regulation (or nominee), and works shall be at the expense of the developer.  
*Reason: To provide appropriate infrastructure for the proposed development.*



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64. The applicant shall have prepared an Erosion and Sediment Control Plan and Soil and Water Management Plan, in accordance with the requirements of the Department of Housing's Managing Urban Stormwater - Soils and Construction, to be submitted with the application for a Construction Certificate for the development for approval by the relevant Certifying Authority. The Soil and Water Management Plan must include sediment basin calculations and the approved plan implemented in conjunction with the project.  
*Reason: To ensure appropriate site management.*
65. The applicant shall have prepared a plan demonstrating the protection of the development by provision of underground drainage pipelines (within easements or roadways) to cater for a stormwater flood frequency of 20% Annual Exceedance Probability (AEP) and fail-safe aboveground flood ways to cater as a minimum for a flooding frequency of 1% AEP, to connect to the existing drainage gully adjacent to the site. Details are to be provided to the relevant Certifying Authority for approval before the issue of a construction certificate for the development. Completed works are to be inspected and approved by the relevant Certifying Authority, or works secured for an amount approved by Council's Director of Infrastructure and Regulation or nominee, before the issue of a subdivision certificate.  
*Reason: To provide appropriate infrastructure for the proposed development.*
66. The applicant shall have prepared an inter-allotment drainage design for all lots which do not drain naturally to a public road, to protect those lots and adjoining property. All inter-allotment drainage is to be contained within a suitably located easement (minimum width 2m). Details are to be provided to Council's Director of Infrastructure and Regulation or nominee for approval before the issue of a Construction Certificate for the development.  
Title Plan submissions are to confirm easement details before the issue of a subdivision certificate for the development.  
Stormwater systems must cater, as a minimum, for a stormwater flooding event of 20% Annual Exceedance Probability (AEP) for pipes, and 1% AEP for aboveground flow paths.  
*Reason: To provide appropriate infrastructure for the proposed development.*

**ADVISORY NOTES - GENERAL**

67. No clearing of vegetation is authorised under this determination. Any works within the road reserve, including clearing, require a Section 138 approval from Council under the Roads Act 1993.
68. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
69. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
70. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
71. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s96 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

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

**INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT**

***These conditions are in accordance with Section 4.13 of the Environmental Planning & Assessment Act 1979 by the NSW Rural Fire Service.***

73. The development proposal is to comply with the subdivision layout identified on the drawing prepared by Croft Surveying and Mapping titled "Proposed Lot Layout Lot 21 DP 113505 Leece Road Uralla NSW 2358" and dated 30 January 2018.
74. At the issue of Subdivision Certificate and in perpetuity the entire property shall be managed as an inner protection area (IPA) as outlined within Section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.
75. A restriction to the land use, pursuant to Section 88B of the Conveyancing Act 1919, shall be placed on proposed lots 13 and 14 that prohibits a future dwelling being erected closer than 11m, when measured from;
- The south eastern boundary of proposed lot 13, or
  - The southern boundary point of proposed lot 14.
76. A restriction to the land use, pursuant to Section 88B of the Conveyancing Act 1919, shall be placed upon the residual lot created by the completed development of Stage 1, to provide an APZ of at least 10m in width and located directly adjacent to any boundary that is common with proposed lot 6 (as created in Stage 1 of the subdivision).
77. Water, electricity and gas supply are to comply with section 4.1.3 of Planning for Bush Fire Protection 2006.
78. Public road access shall comply with section 4.1.3 (1) of Planning for Bush Fire Protection 2006.

***Following debate a DIVISION was called with the result recorded as follows:***

**FOR:** Cr M Pearce, Cr I Strutt, Cr R Bell, Cr T Toomey, Cr M Disting, Cr L Sampson, Cr N Ledger

**AGAINST:** Nil

**ABSENT:** Cr R Crouch

**19.11/18 CARRIED**

*Cr R Crouch returned to the meeting at 2:03pm.*

Department: Infrastructure and Regulation  
Submitted by: Director of Infrastructure and Regulation  
Reference/Subject: Report 7 - Recommendation to fill the member vacancy on Uralla Township and Environs Committee

**OFFICER'S RECOMMENDATION:**

That;

Council appoint Ms Anne Mayo to the Uralla Township and Environs Committee for the term of this Council and in accordance with the Uralla Township and Environs Committee Constitution.

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

**MOTION (Crs L Sampson / R Crouch)**

That;

Council appoint Ms Anne Mayo to the Uralla Township and Environs Committee for the term of this Council and in accordance with the Uralla Township and Environs Committee Constitution.

**20.11/18 CARRIED**

Department: Infrastructure and Regulation  
Submitted by: Manager Planning and Regulation  
Reference/Subject: Report 8 - Recommendations of Uralla Township and Environs Committee September and October 2018 meetings

**OFFICER'S RECOMMENDATION:**

That Council:

1. Include consideration of the Rocky River Tennis Courts in the Uralla Open Spaces Strategy and provide UTEC with information regarding the tenure of the site, specifically with regard to leasing.
2. Instruct Council's heritage advisor to investigate the history of Fuller Memorial Park as part of the reference material for the Uralla Open Spaces Strategy.
3. Instruct Council's heritage advisor to research the history of the plaque that was removed when Thunderbolt's Grave was enhanced and provide suggestions on options for interpretive signage for the layout of the Pioneer Cemetery.
4. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery.
5. Invite the McCrossin's Mill Museum to submit an application for advertising signage at the Pioneer Cemetery directing people to the Museum for further information regarding the history of the cemetery.
6. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public.
7. Consult with representatives from community groups once Council has a draft plan for the installation of the new playground equipment in Alma Park which was formerly allocated to Pioneer Park under Round 1 of the Stronger Country Communities Fund.

**MOTION (Crs L Sampson / I Strutt)**

That Council:

1. Include consideration of the Rocky River Tennis Courts in the Uralla Open Spaces Strategy and provide UTEC with information regarding the tenure of the site, specifically with regard to leasing.
2. Instruct Council's heritage advisor to investigate the history of Fuller Memorial Park as part of the reference material for the Uralla Open Spaces Strategy.
3. Instruct Council's heritage advisor to research the history of the plaque that was removed when Thunderbolt's Grave was enhanced and provide suggestions on options for interpretive signage for the layout of the Pioneer Cemetery.
4. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery.
5. Invite the McCrossin's Mill Museum to submit an application for advertising signage at the Pioneer Cemetery directing people to the Museum for further information regarding the history of the cemetery.
6. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public.
7. Consult with representatives from community groups once Council has a draft plan for the installation of the new playground equipment in Alma Park which was formerly allocated to Pioneer Park under Round 1 of the Stronger Country Communities Fund.

**21.11/18 CARRIED**

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

Department: General Manager's Office  
Submitted by: Andrew Hopkins  
Reference/Subject: Report 9 - Agenda Items for Budget Review and Finance Committee Meeting

**OFFICER'S RECOMMENDATION:**

That;

Council determine the agenda items for the inaugural Budget Review and Finance Committee meeting to be held at 12:30pm on Tuesday 11th December 2018 as follows: (insert agenda items)

**MOTION (Crs I Strutt / R Bell)**

That;

Council determine the agenda item for the inaugural Budget Review and Finance Committee meeting to be held at 12:30pm on Tuesday 11th December 2018 be as follows:

1. Review of the Long Term Financial Plan.

**22.11/18 CARRIED**

Department: General Manager's Office  
Submitted by: General Manager  
Reference/Subject: Report 10 - Minutes of Bundarra School of Arts Hall s355 Committee

**OFFICER'S RECOMMENDATION:**

That;

Council note the 7th November 2018 Minutes of the Bundarra School of Arts Hall s355 Committee.

*Cr N Ledger left the meeting at 2:17pm.*

**MOTION (Crs L Sampson / R Crouch)**

That;

Council note the 7th November 2018 Minutes of the Bundarra School of Arts Hall s355 Committee.

**23.11/18 CARRIED**

*Cr N Ledger was absent at the time of voting.*

*Cr N Ledger returned to the meeting at 2:19pm.*

**PROCEDURAL MOTION (Crs N Ledger / M Dusting)  
Meeting adjournment (2:20pm to 2:25pm)**

**24.11/18 CARRIED**

*The meeting resumed at 2:33pm.*

Department: Infrastructure and Regulation  
Submitted by: Environmental Management Coordinator  
Reference/Subject: Report 11 – Provision of name and contact details of Council's Native Title Managers to the Minister of Lands and Forestry

**OFFICER'S RECOMMENDATION:**

That;

Council resolve to provide the name and contact details of the Manager Planning and Regulation and the Environmental Management Coordinator as Uralla Shire Council's Native Title Managers to the Minister of Lands and Forestry in accordance with Section 8.8 of the Crown Land Management (CLM) Act 2016.

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

**MOTION (Crs N Ledger / I Strutt)**

That;

Council resolve to provide the name and contact details of the Manager Planning and Regulation and the Environmental Management Coordinator as Uralla Shire Council's Native Title Managers to the Minister of Lands and Forestry in accordance with Section 8.8 of the Crown Land Management (CLM) Act 2016.

**25.11/18 CARRIED**

Department: Community and Governance  
Submitted by: Tourism Promotions and Operations Officer  
Reference/Subject: Report 12 - Monthly Report - Visitor Information Centre and Library

**OFFICER'S RECOMMENDATION:**

That the report be received and noted.

**MOTION (Crs N Ledger / L Sampson)**

That the report be received and noted.

**26.11/18 CARRIED**

Department: Community & Governance  
Submitted by: Coordinator Community Development & Engagement  
Reference/Subject: Report 13 - Community Grants - Extension of Time to The Lions Club of Uralla for Completion of Dangars Lagoon Project

*Cr I Strutt, having previously declared a conflict of interest, left the meeting at 2:37pm.*

**OFFICER'S RECOMMENDATION:**

That Council;

1. Grant an extension of time to 30 June 2019 for the grant made to The Lions Club of Uralla in Round 2 of Council's Community Grants program 2017-18, to assist with the completion of the Dangars Lagoon bird hide and picnic facilities repair and maintenance project; and
2. Notify the Lions Club of Uralla in writing that the grant funds for the funded project be completely expended by 30 June 2019 and no further extensions of time will be made.

**MOTION (Crs N Ledger / R Bell)**

That Council;

1. Grant an extension of time to 30 June 2019 for the grant made to The Lions Club of Uralla in Round 2 of Council's Community Grants program 2017-18, to assist with the completion of the Dangars Lagoon bird hide and picnic facilities repair and maintenance project; and
2. Notify the Lions Club of Uralla in writing that the grant funds for the funded project be completely expended by 30 June 2019 and no further extensions of time will be made.

**27.11/18 CARRIED**

*Cr I Strutt was absent at the time of voting.*

*Cr I Strutt returned to the meeting at 2:39pm.*

Department: Community and Governance  
Submitted by: Coordinator Community Development and Engagement  
Reference/Subject: Report 14 - Community Grants Program 2018-19 – Individuals

*Cr N Ledger, having previously declared a conflict of interest, left the meeting at 2:39pm.*

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

**OFFICER'S RECOMMENDATION:**

That Council approve a \$300 Community Grant in the "Individuals" category to Mrs Nicole Parsons for her daughter Sophie Parsons in accordance with the Community Grants Guidelines - Individual (page 5).

**MOTION (Crs L Sampson / T Toomey)**

That Council approve a \$300 Community Grant in the "Individuals" category to Mrs Nicole Parsons for her daughter Sophie Parsons in accordance with the Community Grants Guidelines - Individual (page 5).

**28.11/18 CARRIED**

*Cr N Ledger was absent at the time of voting.*

*Cr N Ledger returned to the meeting at 2:41pm.*

Department: Infrastructure & Regulation  
Submitted by: Director Infrastructure & Regulation  
Reference/Subject: Report 15 - Heritage Advisory Services Summary for November 2018

**OFFICER'S RECOMMENDATION:**

That the Heritage Advisory Services Summary for November 2018 be received and noted by Council.

**MOTION (Crs I Strutt / L Sampson)**

That;

1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and
2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy.

**29.11/18 CARRIED**

Department: Infrastructure & Regulation  
Submitted by: Director Infrastructure & Regulation  
Reference/Subject: Report 16 - Works Progress Report as at 31 October 2018

**OFFICER'S RECOMMENDATION:**

That the report be received and noted for the works completed or progressed during October 2018, and works programmed for November 2018.

**MOTION (Crs N Ledger / T Toomey)**

That the report be received and noted for the works completed or progressed during October 2018, and works programmed for November 2018.

**30.11/18 CARRIED**

**17. MOTIONS ON NOTICE**

Submitted by: Cr Isabel Strutt  
Reference/Subject: Notice of Motion 1 - Impact of Cost Shifting on Local Government in NSW

**NOTICE of MOTION**

That Council:

- a) Note the latest LGNSW report on the Impact of Cost Shifting on Local Government in New South Wales;
- b) strongly supports the actions of LGNSW in calling on the New South Wales and Federal Governments to end cost shifting and to make a commitment to make no new, increased or

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

transferred responsibilities to local government without a corresponding source of revenue sufficient for the responsibility;

- c) write to State Member the Hon. Adam Marshall MP and Federal Member Hon. Barnaby Joyce MHR confirming the detrimental effect of cost-shifting for Local Government and stating Council's strong support for the actions of LGNSW to achieve an end to cost shifting;
- d) refer this matter to the New England Joint Organisation and the Country Mayors Association seeking support from these organisation for LGNSW actions to bring an end to cost shifting.

**MOTION (Crs I Strutt / N Ledger)**

That Council:

- a) Note the latest LGNSW report on the Impact of Cost Shifting on Local Government in New South Wales;
- b) strongly supports the actions of LGNSW in calling on the New South Wales and Federal Governments to end cost shifting and to make a commitment to make no new, increased or transferred responsibilities to local government without a corresponding source of revenue sufficient for the responsibility;
- c) write to State Member the Hon. Adam Marshall MP and Federal Member Hon. Barnaby Joyce MHR confirming the detrimental effect of cost-shifting for Local Government and stating Council's strong support for the actions of LGNSW to achieve an end to cost shifting;
- d) refer this matter to the New England Joint Organisation and the Country Mayors Association seeking support from these organisation for LGNSW actions to bring an end to cost shifting.

**31.11/18 CARRIED**

Submitted by: Cr Levi Sampson  
Reference/Subject: Notice of Motion 2 - Disclosure of Weekly Works

**NOTICE of MOTION**

That the works updates, contained within the 'Weekly Update' from the GM's office be put on public display via regular Facebook posts including photo/video content when applicable, the Council's new Webpage, and the Council Newsletter eg "Monthly Works Column".

**PROCEDURAL MOTION (Crs R Crouch / M Dusting)**

**To move to Committee of the Whole**

**32.11/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the Notice of Motion.*

**PROCEDURAL MOTION (Crs R Crouch / M Dusting)**

**To resume Standing Orders**

**33.11/18 CARRIED**

*The Chair outlined details of the proposed motion determined during discussion in committee.*

**MOTION (Crs L Sampson / I Strutt)**

That selected extracts from the works updates, contained within the 'Weekly Update' from the GM's office be put on public display via regular Facebook posts including photo/video content when applicable, the Council's new Webpage, and the Council Newsletter eg "Monthly Works Column".

**34.11/18 CARRIED**

Submitted by: Cr Natasha Ledger  
Reference/Subject: Notice of Motion 3 - Refund of expenses

*Cr N Ledger, having previously declared a conflict of interest, left the meeting at 3:02pm.*



**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

**NOTICE of MOTION**

That Council approve reimbursement of \$3240 for travel / fuel expenses.

Date of Travel September 2016 - August 2018 subject to approval by the Chief Financial Officer.

Telecommunications of \$25 per month as set in Appendix B Standards and limits for payments  
Total \$600

No child care fees required.

Total \$3840.00

**PROCEDURAL MOTION (Crs M Pearce / M Dusting)**  
**To move to Committee of the Whole**

**35.11/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the Notice of Motion.*

**PROCEDURAL MOTION (Crs L Sampson / R Bell)**  
**To resume Standing Orders**

**36.11/18 CARRIED**

*The Chair outlined details of the proposed motion determined during discussion in committee.*

**MOTION (Crs M Pearce / M Dusting)**

That Council approve reimbursement of such an amount as is reasonably able to be claimed per Council's policies and as reviewed by Councillors Strutt and Crouch.

**37.11/18 CARRIED**

*Cr N Ledger was absent from the room at the time of voting.*

*Cr N Ledger returned to the meeting at 3:20pm.*

Submitted by: Cr Robert Crouch  
Reference/Subject: Notice of Motion 4 - Interpretation of Sections 531B and 548A of the  
Local Government Act 1993

*Cr R Crouch, having previously declared a conflict of interest, left the meeting at 3:21pm.*

**NOTICE of MOTION**

That Council sign and send the attached letter requesting advice from Local Government NSW on the interpretation of Sections 531B and 548A of the Local Government Act.

**MOTION (Crs T Toomey / R Bell)**

That Council sign and send the attached letter requesting advice from Local Government NSW on the interpretation of Sections 531B and 548A of the Local Government Act.

**38.11/18 CARRIED**

*Cr R Crouch was absent from the room at the time of voting.*

*Cr R Crouch returned to the meeting at 3:22pm.*

**18. SCHEDULE OF COUNCIL RESOLUTIONS**

Schedule of Action Items as at: 27 November 2018

*Councillors undertook a review of the Schedule of Action Items.*



**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

**19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING**

*The Chair noted there were no questions from the previous meeting.*

**20. QUESTIONS FOR NEXT MEETING**

**Questions for 18 December 2018 Ordinary Meeting of Council**

**Cr R Bell**

*Cr R Bell raised the following question/s at the 27 November meeting of Council:-*

1. Please advise the current status of the Uralla State Emergency Service and the SES Control Building.

**21. CONFIDENTIAL BUSINESS**

**PROCEDURAL MOTION (Crs M Dusting / L Sampson)**

**To move into Closed Session of Council**

That;

Council move into closed session and close the meeting to members of the public and press for the following reasons:-

The matters referred to the Closed Session of the 27 November 2018 meeting are received by Council under Section 10A (2)(a) of the Local Government Act (NSW) 1993.

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

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

**(2) The matters and information are the following:**

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

**39.11/18 CARRIED**

**REPORTS TO CLOSED SESSION**

Department:	General Manager's Office
Submitted by:	Senior Executive Officer
Reference/Subject:	Confidential Report 1 - Request for Local Government Area Boundary Adjustment

**OFFICER'S RECOMMENDATION:**

That Council advise Walcha Council it has no objections to the transfer of 4,715m<sup>2</sup> forming Part Lot 1 in Deposited Plan 1215714 from the Uralla Shire Council to the Walcha Council, provided that the cost of survey and any other outgoings are borne by either the applicant or Walcha Council.

**MOTION (Crs R Bell / M Dusting)**

That Council advise Walcha Council it has no objections to the transfer of 4,715m<sup>2</sup> forming Part Lot 1 in Deposited Plan 1215714 from the Uralla Shire Council to the Walcha Council, provided that the cost of survey and any other outgoings are borne by either the applicant or Walcha Council.

**40.11/18 CARRIED**

**PROCEDURAL MOTION (Crs M Dusting / L Sampson)**

**To return to Open Session of Council**

That;

Council move back to Open Session and that the resolutions of the Closed Session become the Resolutions in Open Session.

**41.11/18 CARRIED**

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 November 2018**

**CLOSURE OF MEETING**

*The meeting was closed at:*

*3:32pm*

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



## MINUTES

# Budget Review & Finance Committee Meeting

11 December 2018, 12:30pm, Council Chambers

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**Minutes of the Budget Review & Finance Committee Meeting  
held 11 December 2018, 12:30pm, Council Chambers**

**ATTENDANCE**

Present were Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, M Dusting, N Ledger, L Sampson, I Strutt, T Toomey, General Manager (Mr A Hopkins), Chief Finance Officer (Mr S Paul), Director Community and Governance (Ms T Kirkland), Director Infrastructure and Regulation (Mr T Seymour), Minute Clerk (G Stratton).

**1. OPENING & WELCOME**

*The Chair declared the meeting opened at 12:32pm.*

**2. ACKNOWLEDGEMENT OF COUNTRY**

*The Chair acknowledged Country and Elders past and present.*

**3. APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE**

*The Chair advised there were no apologies received.*

*The Chair advised there were no requests for Leave of Absence.*

**4. DISCLOSURES & DECLARATION OF INTERESTS**

*There were no disclosures or declarations made.*

**5. ANNOUNCEMENTS**

*The Chair advised there were no announcements.*

**6. TABLING OF REPORTS & PETITIONS**

*The Chair advised there were no reports or petitions tabled.*

**7. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS**

*The Chair advised there were no urgent, supplementary or late items of business.*

**8. REPORTS TO COMMITTEE**

Department: General Manager's Office  
Submitted by: General Manager and Chief Financial Officer  
Reference/Subject: Report 1 - Draft Long Term Financial Plan 2019-28

**OFFICER'S RECOMMENDATION:**

That the Committee receive and note resolution 14.11/18 of the November Ordinary Council meeting:

"That Council:

1. Note the draft Long Term Financial Plan (LTFP) 2019-2028.
2. Refer the draft LTFP 2019-2028 to the Budget Review and Finance Committee for priority review so that the draft LTFP can be recommended for adoption by Council."

Minutes of the Budget Review & Finance Committee Meeting  
held 11 December 2018, 12:30pm, Council Chambers

**MOTION (Crs I Strutt / R Crouch)**

That the Committee receive and note resolution 14.11/18 of the November Ordinary Council meeting:

“That Council:

1. Note the draft Long Term Financial Plan (LTFP) 2019-2028.
2. Refer the draft LTFP 2019-2028 to the Budget Review and Finance Committee for priority review so that the draft LTFP can be recommended for adoption by Council.”

**CARRIED**

**9. MOTIONS ON NOTICE**

*There were no ‘Notices of Motion’ addressed to the 11 December 2018 Meeting.*

**10. CONFIDENTIAL BUSINESS**

*There were no Confidential Business items.*

**11. MEETING CLOSE**

*The meeting closed at 1:40pm.*

UNCONFIRMED

**8. ANNOUNCEMENTS**

**9. TABLING OF REPORTS & PETITIONS**

**10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE  
CONFIDENTIAL SECTION**

There are no Items recommended for the Confidential Section.

**11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS**

**12. PRESENTATIONS**

**Thomas O'Connor**

Council Newsletter, Financial Statements, Customer Service and Council Culture

**13. DEPUTATIONS**

There are no Deputations registered for the Meeting.

**14. WRITTEN REPORTS FROM DELEGATES**

To be received at the Meeting.

**15. MAYORAL MINUTE**



## MAYORAL MINUTE

18 December 2018

**MAYORAL MINUTE**

# MAYORAL MINUTE

18 December 2018

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## **RECOMMENDATION:**

That the mayoral minute be received and noted.

## **National Local Roads and Transport Congress, Alice Springs 20th – 22nd November, 2018.**

### **This year's theme -: Connecting Transport Networks Now And Into The Future.**

This congress has built a reputation for influencing significant change, and as this is expected to be the last Roads Congress before the 2019 Federal Election, it is the opportunity to ensure both the Government and Opposition understand the key concerns Local Government share in this crucial area.

For many Councils, local roads and bridges are their single largest area of expenditure and present the greatest challenge in terms of Asset Management and Financial Sustainability.

Local Government is responsible for around 76 % of Australia's road network by length, this equates to driving around the circumference of the Earth 16.5 times.

ALGA's advocacy has contributed to some significant outcomes at the Federal level in recent years including new funding for bridges, a longer-term commitment to the Roads to Recovery ( R2R ) program and a massive injection of extra funding for that vital program. However, none of that would have been possible without a strong and united Local Government voice.

## **Tuesday, 20th November.**

### **Welcome to Country – Kumalie Riley – Arrernte people.**

### **Mayor David O'Loughlin – Australian Local Government Association President ( ALGA )**

Welcome delegates to Alice Springs.

Thanked Alice Springs for hosting Congress and Alice Springs Mayor, Damien Ryan.

This is the third time the Congress has been held in Alice Springs, last time 2013.

I have been re-elected as ALGA President for next 2 years.

Some achievements so far have been –

FAGS indexation freeze lifted.

Base fund for Roads to Recovery from \$350 M to \$400 M from next July.

Convince Government to increase focus on Disaster Mitigation investment.

Bridge renewal program.

All politics is local.

Repair Federal Funding for Local Government -:

Maintain living standards and local economic growth by restoring the quantum of FAG's to a level of at least 1 % of Commonwealth Taxation Revenue.

Realise the Productive Potential of Australian Freight Routes -:

Establish a Local Government Productivity Investment Plan funded at \$200M per year for 5 years.

Boost Safety on Local Roads -:

Improve the safety and management of local roads by doubling Roads to Recovery funding and making the Bridge Renewal program permanent.

Promote Equitable Access to Community Services -:

Achieve more sustainable Local Community Infrastructure at a cost of \$300 M per year for 4 years.



# MAYORAL MINUTE

18 December 2018

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Protect Communities From The Impact of Natural Disasters -:

Invest in targeted disaster mitigation programs at a level of \$200M per year for 4 years.

Strengthen Australia's Circular Economy -:

Commonwealth Leadership is needed to achieve more Cost Effective and Equitable Funding approaches – including access to State waste levies.

Road, Transport and Infrastructure Priorities facing Australia -:

Road Safety.

Infrastructure including market capacity and procurement.

Road market reform including sustainability of road funding into the future.

Transport regulation including a Productivity Commission inquiry and other activities of the NHVR ( National Heavy Vehicle Regulator )

Future technology including electric vehicles.

Road Safety/Statistics -:

On average – approx. 1200 people killed per year.

480 killed on country roads.

Predicted – approx. 5000 killed in the next 10 years.

66 % of fatal accidents on country roads regionally.

## **The Hon Anthony Albanese – Shadow Minister for Infrastructure, Transport, Cities and Regional Development.**

Message via video.

Apologise for not being at the congress.

Local Government across Australia has over 200,000 employees.

Local Government looks after over 650,000 kms of road network.

These roads need to be as safe as possible.

We need to work together at all levels of Government.

We all need to turn around the road toll.

We, Labour are proud to work with you.

We need to do more in the future.

Labour will inject a further \$500M into the Inland Rail project if elected.

Local Government has the expertise and knowledge of your infrastructure.

I want to congratulate you, Local Government for the important work you perform.

We, Labour will campaign for Constitutional Recognition.

If elected next year, Labour will be committed to you.

Thank you for listening and enjoy the congress.

## **Integrating People, Land Use and Transport.**

**Allan Garcia – Chief Executive Officer, Infrastructure Tasmania.**

Allan has over 10 years of experience with Local Government in Tasmania.

Tasmania Performance – at a glance -:

Fastest rate of increase in economic growth – 7%.

Highest relative population growth – up 78% last year.

Highest annual growth in equipment investment in the nation – up 58.5%.

Job vacancies increased by 16% last year.

1.3 M visitors last year, International visitors up 21%.

Total value of buildings – up 45%, highest in the country.

Hobart property prices growth – up 15.9% leading the country.

Continue to top NAB business confidence survey.

# MAYORAL MINUTE

18 December 2018

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Stable Government – Tourism is booming.

Wilderness and scenery still special.

Foodie destination.

Average annual occupancy levels 74.46% state wide.

Hobart -:

410 new hotel rooms last year.

745 rooms under construction.

328 rooms have development approval.

Integrated Land Use, Planning and Infrastructure.

Ideally, land use planning sets the strategic direction and land use intent and the infrastructure planning helps implement growth.

Reality is chicken and the egg, land use planning is interactive and often not at the right time.

Infrastructure provision can follow but also used as a basis of building, so they come true.

Disciplines live in different places with different priorities and actions.

Sequencing not also logical.

Tend to have narrow perspective and not whole of system approach.

Not a question about which should come first.

Issue is when planning has already occurred and how best to align multiple processes in a new phase of planning.

On our shopping list but have by no means resolved integration puzzle.

Planning for Growth.

Infrastructure siloed.

Regulated, competitive, mature, monopolies, different capabilities.

Intergenerational assets and investments.

Report to separate boards.

Broad Government direction.

Government departments easier to direct.

Challenge is bringing unrelated activities under one umbrella.

Infrastructure Overview.

Unprecedented growth of State economy.

Need to ensure key infrastructure to realise benefits well planned and delivered in timely and strategic fashion.

State Government record infrastructure spend - \$8B over next 10 years.

10 year Infrastructure Pipeline released with positive industry feedback.

Capacity and capability of construction industry to respond to private and public capital spend a challenge.

Series of construction industry roundtables to address skills shortages and gaps, as well as streamlining the procurement process.

30 year infrastructure Strategy for the State is in development and should be ready for broad consultation by the year's end.

Infrastructure Pipeline.

Private sector investors have access to better information to inform decision making on where to locate.

Improved capacity to match workforce planning and development to actual future works.

Capacity for evaluation of likely constraints to delivery of projects in short to medium term – overlapping timeframes or competition for resources.

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Opportunity for infrastructure providers to better understand each other's works – co-ordinate delivery, joint planning.

## Construction Industry Roundtable.

In response to record planned infrastructure spend and an industry already operating at or near capacity.

Can't simply rely on competition and excess capacity.

Risks to skills capability emerging, particularly onsite skills – site managers, foreman and secondary traders.

Challenges for industry at recruitment, retention and retirement.

Technology advances requiring greater investment.

Desire to work together to better understand needs to take action on impediments to capability and capacity to contractors, and streamlining procurement process.

Pipeline well-received and being used as a base for future workforce planning needs.

Immediate skills capability constraints being addressed.

## Infrastructure Strategy.

Provides a forward vision on the infrastructure needs of the State.

Will give a clear signal on trends and intent.

Should assist investors and community to make more informed decisions based on a long term evidence base.

Will not be perfect – difficult to predict the future based on what we know of the past, but can contemplate likely scenarios.

Technology is a loose cannon, hard to predict, when it will fire and how far it will go.

Impact of SG, artificial intelligence, robotics – difficult to quantify.

5 year reviews anticipated.

## Bass Strait.

99% of Tasmania's freight moved by sea.

95% of containers and trailers move through Burnie and Devonport.

Bass Strait is direct or indirect element of nearly all Tasmanian supply chains.

TT-line overnight, trailerised service developed as key logistical preference for producers of time sensitive and perishable freight.

Current and planned investment in new vessels by Toll, SeaRoad and TT-Line will provide additional capacity to meet growing needs.

Forecasts show capacity uplift will ensure demand well into the next decade.

## Hobart City Overview – Focus on City Deal.

Examine options to facilitate an Antarctic Precinct at Macquarie Point to harness the unique opportunity presented by the site.

Create a Greater Hobart Transport Vision – to guide a co-ordinated approach to transport planning including accessing the feasibility of future public transport options, such as busways, light rail and ferries.

Establish a Greater Hobart Act, to provide a Strategic Framework for local councils in the region and the State Government to work together to implement the objectives of the Hobart City Deal and complementary strategic outcomes.

Examine options to facilitate the development of the University of Tasmania's STEM ( Science, Technology, Engineering and Maths ) presence in the city, to support both regional and international education and innovation growth and explore options to support affordable housing in the Greater Hobart region.

In all these efforts, innovation, technology and new solutions are preferred.

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## **Stepping up Safety on our Local Roads.**

**Professor Narelle Haworth – Director of the Centre for Accident Research and Road Safety, Queensland. ( CARRS )**

**David Bobberman – Safety Programs Manager – Austroads.**

**Peter Frazer – President, Safer Australian Roads and Highways.**

Narelle Haworth spoke on -:

It's time to stop counting the dead.

We all need to work towards zero fatalities.

Serious injuries are a big issue.

Why is it so difficult to stop counting the dead.

National Road Safety Strategy 2011 – 2020.

We need to reduce serious injuries.

Queensland statistics.

In 2015 for every fatal accident, 7 people were seriously injured.

Significant costs to communities with fatalities and serious injury accidents.

Fatalities in 2015 ( Queensland ) –

70% involved motor vehicles.

5% involved bicycles.

18% involved motor cycles.

13% involved pedestrians.

Queensland 5 fatal categories are -:

Distraction, Drink Drive, Speed, Fatigue and Un-restrained.

Queensland – 2015-2017, Fatalities -: 33% on local roads, 22% on arterial roads, 20% on National State roads.

Local Government plays a crucial role in eliminating death or serious injuries.

Safer roads, safer vehicles, safer drivers.

David Bobberman spoke on -:

Aim for zero for road safety.

Network wide road design.

During the 2 days of this congress, it's predicted there will be approx 3 fatalities and 150 serious injury accidents across the nation.

Austroads look at road networks across Australia and New Zealand representing both Local, State and Federal governments as well as Police districts.

Local Government are responsible for over 900,000 kms of road networks.

National Roads Action Safety Plan.

Future – electric and autonomous vehicles.

Network wide – Safety plans and program development.

Safest Outcome – Project –v- Network.

Project Plan –:

Best outcome for project budget.

Standard redecided on projects.

Inconsistent/unsuitable for user.

PM/designer role influence over time.

Network – wide Safety Plan -:

Best outcome for the network.

Standards set once for functions.

Consistent for user ( self-explain )

Sustainable.

Summary – Road Authority commitment -:

Aim for safest network in 10 years ( not just safest project )

Business plan – Internal training or consultant ( 2019 )

Business plan – Network – wide Safety plan for 2019-2020.

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Peter Frazer spoke on -:

SARAH – Safer Australian Roads and Highways.

Named after his daughter killed in an accident on Hume highway in 2012.

Average 1200 fatalities per year in Australia.

Average 1.2M fatalities per year world wide.

Average 30,000 serious injury accident per year across Australia.

Need to drive to survive.

Vision zero.

Challenge language – Road crashes, not accidents.

Near hits, not near misses.

Create road safety champions and advocates.

Challenge our citizens and community leaders.

Councils have direct connection with communities.

Two-thirds of deaths occur on local roads.

Councils make a difference with communities.

Wear a yellow ribbon during National Road Safety week – 6th – 12th May, 2019.

Councils need to become Local Government Road Safety Champions.

Education, engineering, safe road networks.

Road safety need to be a part of everything we do.

## Wednesday, 21st November.

### Jeff Roorda – Executive Director, JRA Asset Management.

Local Government works well in looking after local infrastructure.

Local Government works well with each other.

Asset Management Plans ( AMP ) need to show what is happening now, sometimes scary – but more importantly need to show what will happen in the future.

AMP's need to be current and up to date and allocate sufficient resources.

Ensure that AMP's and LTFP ( Long Term Financial Plans ) are aligned, credible, reliable, up to date and compliant with best practice.

### Innovation in Pavement Technology.

#### Cr Joseph Hawell – Hume City Council, Victoria.

1311 kms of road network within Council's area.

Project utilising waste products ( recycled plastics ) used in road re-surfacing.

Business Efficiency Network ( BEN )

Reduce energy consumption.

Reduce repurpose waste products.

Optimise water use.

Develop sustainable waste water practice, in doing so, improve financial bottom line.

Project – resurfacing roadway.

300M test trail – mixture of asphalt, 200,000 plastic bags, 63,000 plastic bottles, 4,500 printer cartridges.

### Jerry Tan – National Manager, Research and Development – Downer Group.

Reconophalt -: mixture of recycled items and asphalt.

We acknowledge that there is a major problem with waste items.

Big issues with tyres, glass and plastics.

An example of road re-surfacing -:

For 1 km of road resurfacing you require,

530,000 soft plastic bottles/bags

168,000 glass bottles

12,500 toner cartridges

Plus asphalt mix.

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## **Jan van de Graaff. Tyre Stewardship, Australia.**

Driving the circular economy.

56.3 M tyres disposed of in 2015-2016

3% go to reuse

9% are recycled

47% are exported for fuel

41% are disposed in landfills and other locations.

Victoria have been using rubber crumb shredded tyres and asphalt mix in local roads for several years.

## **Panel Session – Planes and Trains.**

### **The Airport Perspective.**

#### **Simon Burke – Policy Director, Australian Airport Association.**

There are 200 Regional airports owned/run by Local Government.

Australian Airport Association has over 300 members, nationally.

Regional airport infrastructure funding.

Airport security changes.

Productivity Commission inquiry.

Education and industry development.

60% of airports across Australia run at a loss.

AAA – targeting Federal funding of \$15M to continue remote airstrips and upgrade programs over 4 years. \$25M to establish new regional airport infrastructure over 4 years.

Security – Internal Security review and conducted. \$50M to regional airports secured across 60 regional airports.

Inquiry into Economic Regulation of airports. Identification challenges regional airports face. Looking at factors/issues that may impact on the price of regional air fares.

On line training available. Airport practice notes covering safety, lighting and security issues.

Roy Tuomela, Manager Air Traffic Management System Standards –

CASA – Civil Aviation Safety Authority.

Spoke on aerodrome regulations.

CASA safety regulations.

Aircraft movement rates.

Aircraft passenger numbers.

Risk Management plans.

#### **Dave Batic – Chief Executive Officer – Alice Springs airport.**

Alice Springs has a population of less than 30,000 residents.

Alice Springs airport is 3550 hectares, largest in area size in Australia. It has 2 runways, longest being 2.4 kms. The airport also caters for Military aircraft as well. The airport has 25,000 aircraft movements per year and 630,000 passenger numbers per year.

Geographically Alice Springs is a road, rail, air freight route.

Alice Springs airport is currently in negotiation with Japan airlines.

Alice Springs airport is involved with the Asia Pacific aircraft storage project, due to the dry weather conditions of the area.

#### **Melita Lanigan-King, Director, Regional and Industry Benefits, Inland Rail Division at the Department of Infrastructure and Regional Development.**

Inland Rail.

Freight volumes are expected to double by year 2030.

74% of freight is currently transported by road.

Inland Rail project – Melbourne to Brisbane, will convey freight goods in under 24 hours.

There will be over 16,000 jobs in this project.

The project will complete the spine of National Freight transportation.

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Double stacked train carriages up to 1,800 metres long.  
Farm gate to market at a reduced cost.  
Inter-modal freight hubs.

## **John Carleton – Executive Projects Manager, Moree Plains Shire Council.**

### **Inland Rail project.**

There are many projects across Australia.  
There are many opportunities for Local Government.  
Moree transport over 1000M tonnes of grain per year.  
Moree are getting ready for the Inland Rail project.  
Message is – don't forget the community, don't forget Local Government, bring us on the journey.  
History of the project began in 2013.  
He then showed a video of the project.

## **Heavy Vehicle Funding Reform and Council Trials.**

### **Cathryn Geiger, General MANAGER, Land Transport Market Reform, Department of Infrastructure Regional Development and Cities.**

Heavy vehicle funding reform.  
Heavy vehicle road reform.  
Turning the provision of road infrastructure into an economic service with a mechanism to fund less travelled roads.  
What does reform offer -:  
Funding future needs.  
Defined road service.  
Charges benefits to those who pay.  
Economic benefits estimated between \$6.5 M to \$13.8 M over the next 20 years.  
National Service level standards.  
Government involvement and Road managers.  
Heavy vehicles.  
All road users.  
Need for National harmonisation – road date and service levels.  
National consistent data – road design and condition, spending and usage.  
Asset registers and infrastructure ratings.  
Austroads data standards.

## **Technology – driving change.**

### **Jamie French – Applied Technology Manager, Road Service Strategy, Downer.**

### **John Kananghinis – Director, RMK Associates, Automotive Industry.**

### **Mike Brady – General Manager, Infrastructure Services, Toowoomba Regional Council.**

Jamie French – Downer group. Company involved in mining, engineering, utilities, rail and transport.  
The company has over 56,000 employees – 4th largest in Australia.  
Jamie spoke on -:  
Know and understand your technology.  
What is it ?  
Where is it ?  
How is it powered ?  
Understand and know your asset base.  
Utilise Smart City technology –



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Make, model and manufacture of technology.  
Date installed.  
Condition of technology.  
Software version.  
Multimedia.

John Kananghinis – RMK Associates, Automotive Industry.  
Spoke on -:

The future in transportation.  
Autonomous vehicles.  
Technology is ready – into the market place within the next 3-5 years.  
Actually technology is really immature and not as advanced.  
Many possible issues.  
Challenges – mixed use and complex environments.  
Vehicle to vehicle technology.  
Vehicle to infrastructure technology.  
Regulations and liability issues not easy to resolve.  
Showed a number of video clips on autonomous vehicles.  
Showed video on vehicle which was hacked, driver was unable to control vehicle, hackers utilising computer technology had complete control of the vehicle.  
Had potential for serious consequences.

Mike Brady – Toowoomba Regional Council.

Mike spoke on -:  
Journey of his Council's current road projects.  
First/last mile pilot project ( 2014 – 2016 )  
Develop First/last mile strategy ( 2016 – 2018 )  
Need to identify key local freight routes for HPV ( High Priority Vehicles – like B Doubles, B Triples, Road trains )  
Identify the level of service for freight routes.  
Approved routes for HPV's.  
Road user charging -:  
System gaps.  
Planning gaps.  
Knowledge gaps.  
Funding gaps.  
Know your asset.  
Know how it is being utilised.

Outback Way project.  
Australia's longest short cut, known as Australia's Route 66.  
Cr Patrick Hill – Chairman of Outback Highway Development Council.  
\$390 M in funding over past 11 years, further funding requested.  
2,700 kms long – 1,400 kms sealed, 1,300 kms un-sealed.  
Runs from Laverton in Western Australia across through Alice Springs and finishes at Winton in Queensland.  
Route works with 7 Shire Councils, 2 States and 1 Territory.  
Route aims to deliver economic opportunities for transporters, freight, tourism operators and mining related vehicles.  
National Freight and Supply Chain strategy.



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## **The Hon Andrew Broad MP**

**Assistant Minister to the Deputy Prime Minister and Federal member for Mallee, Victoria.**

The ALGA for the opportunity to speak at the congress.

Local Government, what a great job you all do.

Local Government is a very tough level of Government.

Thank you all for the important work you all do.

The Roads and Transport congress is important and has value. You can problem solve, network and identify solutions.

The role of the Australian Government is the security of people.

This world of ours is ever changing.

We need to create an economy which creates endeavours.

There are challenges in the economy that effects Local Government.

There were challenges during the FAGS freeze on indexation.

R2R ( Roads to Recovery ) is an essential program for Local Government.

Always keep your local Federal member informed of projects in your Local Government area.

There is a need for a strong economy with better products – for export.

A strong economy is the engine for a society we want.

A strong society needs to look after our seniors.

A strong society needs to look after investment for our children.

A strong society needs to build stronger communities.

I'm optimistic looking forward into the future.

Local Government/State and Federal working together can make Australia great.

Road funding, Build Better regions funding, drought funding – look locally for your service delivery.

Thank you for having me here today at your congress.

## 16. REPORTS TO COUNCIL



### REPORT TO COUNCIL

<b>Department:</b>	<b>Organisational Services - Finance</b>
<b>Submitted by:</b>	<i>Chief Financial Officer</i>
<b>Reference/Subject:</b>	<b>Report 1 - Cash at Bank and Investments</b>

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.2 A effective and efficient organisation
<b>Strategy:</b>	4.2.2 Operate in a financially responsible and sustainable manner.
<b>Activity:</b>	4.2.2.1 Maintain and control financial system and improve long-term sustainability
<b>Action:</b>	Maintain cash flow and maximise return on investment within risk parameters provided by the Office of Local Government

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#### SUMMARY:

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

#### OFFICER'S RECOMMENDATION:

**That:**

Council note the cash position as at 30 November, 2018 consisting of cash and overnight funds of \$2,079,418, term deposits of \$13,550,000 totalling \$15,629,418 of readily convertible funds.

#### BACKGROUND:

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

#### REPORT:

Current term deposits of \$13,550,000 spread over the next twelve months will receive a range of interest from 2.45% to 2.75% with an average rate of 2.67%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 30 November, 2018.

#### KEY ISSUES:

The RBA left interest rates on hold for the 28th time at their November meeting. There is still less than a 50% chance that official interest rates will rise June 2019 suggesting our current budgeted interest rate is reflective of future earnings. The current low interest rates will continue to result in reduced investment returns over the coming year.

**COUNCIL**

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

N/A

**2. Policy and Regulation**

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

**3. Financial (LTFP)**

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

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

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

**7. Performance Measures**

N/A

**8. Project Management**

N/A

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U18/167
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 30 November, 2018 Diary of Investment Maturity Dates and Amounts

**Uralla Shire Council**  
**Council Business Paper – 18 December 2018**

<b>Uralla Shire Council</b>		
<b>Investments at 30 November, 2018</b>		
<b>Cash at Bank – Operating Accounts:</b>		
<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>
National Australia Bank	Main Account	\$307,884.00
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$25,120.31
<b>Total</b>		<b>\$364,300.64</b>
<b>Business Investment (Cash Management) Account</b>		
<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>
Professional Funds	0.15% above RBA cash rate	\$1,715,116.90
<b>Total</b>		<b>\$1,715,116.90</b>

<b>Term Deposits:</b>			
<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
Commonwealth Bank	2.74%	28/02/2019	\$1,200,000.00
National Australia Bank	2.50%	28/02/2019	\$600,000.00
Bank of Queensland	2.70%	8/04/2019	\$800,000.00
Bank of Queensland	2.70%	8/04/2019	\$500,000.00
National Australia Bank	2.57%	9/04/2019	\$500,000.00
Westpac Banking Corporation	2.55%	24/01/2019	\$500,000.00
Commonwealth Bank	2.69%	6/05/2019	\$600,000.00
Bank of Queensland	2.75%	4/06/2019	\$500,000.00
Bank of Queensland	2.75%	12/06/2019	\$800,000.00
Commonwealth Bank	2.74%	5/07/2019	\$500,000.00
Commonwealth Bank	2.63%	15/01/2019	\$700,000.00
Westpac Banking Corporation	2.74%	25/07/2019	\$1,000,000.00
Commonwealth Bank	2.65%	15/08/2019	\$250,000.00
National Australia Bank	2.70%	26/08/2019	\$1,000,000.00
Commonwealth Bank	2.71%	29/08/2019	\$800,000.00
ANZ	2.70%	10/10/2019	\$400,000.00
National Australia Bank	2.75%	15/10/2019	\$500,000.00
Westpac Banking Corporation	2.71%	18/10/2019	\$1,300,000.00
National Australia Bank	2.75%	21/11/2019	\$300,000.00
ANZ	2.45%	26/11/2019	\$800,000.00
<b>Total</b>			<b>\$13,550,000.00</b>

Uralla Shire Council  
Council Business Paper – 18 December 2018

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<b>Loans:</b>		
<b>Loan no.</b>	<b>Purpose</b>	<b>Balance</b>
165	MGH Property	\$52,053.66
167	Rear Service Lane Land	\$0.00
168	Community Centre	\$38,778.38
176	Library Extensions	\$188,223.13
177	Grace Munro Centre	\$150,602.92
181	Creative Village Works	\$6,877.84
185	Public Toilets Alma Park	\$4,580.91
186	Public Toilets Pioneer Park	\$11,698.52
187	Undergrounding Power and Mainstreet Upgrade	\$149,642.33
188	Paving and Power Undergrounding	\$36,826.82
189	Bridge Construction	\$217,632.08
190	Bridge construction & industrial land development	\$1,678,822.89
<b>Total</b>		<b>\$2,535,739.48</b>



## REPORT OF COMMITTEE

<b>Department:</b>	<b>Community &amp; Governance</b>
<b>Submitted by:</b>	<i>Risk Management and Safety Officer</i>
<b>Reference/Subject:</b>	<b>Report 2 - Report of the Audit, Risk and Improvement Committee Meeting held on 27 November 2018</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.2 An effective and efficient organisation
<b>Strategy:</b>	4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce
<b>Activity:</b>	4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible
<b>Action:</b>	4.2.6.1.3 Facilitate regular meetings of the Audit, Risk and Improvement Committee

### SUMMARY:

This report provides the minutes and recommendations of the Audit, Risk and Improvement Committee Meeting held on 27 November 2018 for determination by Council.

### OFFICER'S RECOMMENDATION:

1. That Council receive and note the unconfirmed minutes of the Audit, Risk and Improvement Committee Meeting held on 27 November 2018 [Attachment A].
2. Report No. 1 Guide: Agency Information 2018-19  
That the Audit, Risk and Improvement Committee recommend that Council:
  - a. Adopt the draft Agency Information Guide 2018-19 [Attachment B].
  - b. Repeal the Access to Council Documents Policy 2015 and remove it from Council's Corporate Documents Register.
3. Report No. 4 Committee Annual Program  
That the Audit, Risk and Improvement Committee recommend that Council receive and note the Committee Annual Program 2019 [Attachment C].

Prepared by staff member:	Matt Fletcher, Risk Management and Safety Officer
TRIM Reference Number:	UINT/18/5800
Approved/Reviewed by Manager:	Trish Kirkland
Department:	Community and Governance
Attachments:	<ol style="list-style-type: none"><li>A. Minutes of AIR Committee held on 27 November 2018</li><li>B. Draft Agency Information Guide 2018-19</li><li>C. ARI Committee Annual Program 2019</li></ol>



## MINUTES

# Audit, Risk and Improvement Committee Meeting

27 November 2018 at 9.00am, Council Chambers

### Members (voting):

Mr Michael O'Connor - Independent External Member (Chair)  
Mr Paul Packham - Independent External Member  
Ms Deborah Creed - Independent External Member  
Cr Robert Crouch  
Cr Tara Toomey

### Attendees (non-voting):

Mr Andrew Hopkins - General Manager  
Mr Simon Paul - Chief Financial Officer  
Ms Elisabeth Brown - Coordinator Governance and Risk (Via phone)  
Mr Matthew Fletcher - Risk Management and Safety Officer

### 1. Meeting Open

- 1.1 The Chair declared the meeting opened at 9.00am.

### 2. Welcome

### 3. Acknowledgement of Country

- 3.1 The Chair acknowledged Country and Elders past and present

### 4. Apologies, Requests for Leave of Absence and Observers

- 4.1 The Chair advised there was an apology from:
- Ms Trish Kirkland - Director Community and Governance;

**MOTION (M. O'Connor / D. Creed) CARRIED**

**Apology accepted.**

- 4.2 The Chair advised there were nil requests for leave of absence  
4.3 The Chair acknowledged and welcomed the presence of Mayor Cr Pearce and Cr Strutt as observers.  
4.4 The Chair welcomed Ms Elisabeth Brown - Coordinator Governance and Risk (Via phone)

### 5. Quorum Confirmation

- 5.1. The Chair declared a Quorum was present.

### 6. Disclosures & Declarations of Interest

- 6.1 The Chair called for Disclosures and Declarations of Interest to be declared.  
6.2 Nil declared.

### 7. Confirmation of Minutes

- 7.1. Minutes from 16 October 2018 presented.  
7.2. Ms Deborah Creed requested that Mr Paul Cornell, who represented the NSW Audit Office at the meeting of 16 October 2018 be noted in the attendees section of the minutes.

**MOTION (M. O'Connor / B. Crouch) CARRIED**

**That the Committee confirm the minutes, as amended, as a true and accurate record of the Committee Meeting held on 16 October 2018.**

### 8. Report Items

- 8.1. Audited 2017-2018 Financial Statements – To be provided as a 'Late Report';

Mr Simon Paul – Chief Financial Officer verbally reported to the Committee that the Engagement Closing Report for the 2017-2018 Financial Statements was yet to be received by Council so hence the Audited Financial Statements could not be reported on at this meeting.

8.2. Guide: Agency Information 2018-19;

MOTION (M. O'Connor / R. Crouch) CARRIED

1. That the Audit, Risk and Improvement Committee consider the requested amendments to the draft Agency Information Guide 2018-19, contained at Attachment A.
2. That the Audit, Risk and Improvement Committee recommend to Council:
  - a. That Council adopt the draft Agency Information Guide 2018-19.
  - b. That Council repeal the Access to Council Documents Policy 2015 and authorise its removal from Council's Policy Register.

8.3. Policy: Complaint Handling 2018;

MOTION (M. O'Connor / R. Crouch) CARRIED

That a decision on the Policy: Complaint Handling 2018 be deferred until further review on policy and process is undertaken.

8.4. Notice of Motion - Council Procurement Procedures;

Prior to meeting be opened Cr Strutt presented the Chair with a letter outlining her observations in regard to Council resolution 38.10/18 (TRIM Reference: UINT/18/5705). The Chair accepted Cr Strutt's letter and her observations were addressed in the foreshadowed motion.

MOTION (M. O'Connor / D. Creed) CARRIED

1. That the Audit, Risk and Improvement Committee recommends that management:
  - a) undertake a review of the procurement process relating to the 'Bingara Road Services' against the processes outlined in the draft procurement policy, and against previous processes for similar services procurement at Uralla Shire Council; and consider if any further action needs to be taken in relation to the letter from Brown & Krippner, in accordance with Council's current complaint handling policy;
  - b) consider the draft Procurement Policy, procedures and practices as part of the 2019 internal audit program;
  - c) outline procurement advertising methodologies against procurement value thresholds.

8.5. Committee Annual Program 2019.

MOTION (M. O'Connor / T. Toomey) CARRIED

1. That the Audit, Risk and Improvement Committee endorse the Committee Annual Program 2019, attached at Attachment A.
2. That the Audit, Risk and Improvement Committee recommend that Council receive and note the Committee Annual Program 2019.

MOTION (D. Creed / M. O'Connor) CARRIED

1. That the Audit, Risk and Improvement Committee have made available to them the draft Internal Reports from the Internal Audit Program.

## 9. Confidential Business

- 9.1. Nil

## 10. Proposed 2019 Meetings

- 10.1. Proposed meeting times were agreed upon as appropriate.

## 11. Business Arising

- 11.1. D. Creed enquired about the state of Council Policies/Procedures and a discussion was held with input from A. Hopkins, E. Brown and M. Fletcher.

## 12. Next Meeting

- 12.1. 2pm Tuesday, 16 April 2019

## 13. Meeting Close

- 13.1 The Chair declared the meeting closed at 10.51am.





# Agency Information Guide 2018-19

## INFORMATION ABOUT THIS DOCUMENT

<b>Date Adopted by Council</b>		<b>Resolution No.</b>	
<b>Document Owner</b>	Director Community and Governance		
<b>Document Development Officer</b>	Coordinator Governance and Risk		
<b>Review Timeframe</b>	Each year		
<b>Last Review Date:</b>	November 2018	<b>Next Scheduled Review Date</b>	November 2019

### *Document History*

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments eg Resolution No.</b>
<b>Version 1</b>	10 July 2018	Draft for endorsement of Audit, Risk and Improvement Committee
<b>Version 2</b>	29 October 2018	Revised draft for endorsement of Audit, Risk and Improvement Committee incorporating amendments requested by Council <b>[15.08/18]</b> .

### *Further Document Information and Relationships*

<b>Related Legislation</b>	Government Information (Public Access) Act 2009 Privacy and Personal Information Protection Act 1998 and Regulation 2009
<b>Related Policies</b>	Plan: Privacy Management 2018
<b>Related Procedures/ Protocols, Statements, documents</b>	Information and Privacy Commission NSW Guideline 6: Agency Information Guides

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## 1 Preface

This Information Guide has been produced by Uralla Shire Council in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act).

Council's Information Guide is prescribed under section 20 of the GIPA Act. It must:

- Describe the structure and functions of the agency;
- Describe the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- Specify any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions;
- Identify the various kinds of government information held by the agency;
- Identify the kinds of government information held by the agency that the agency makes (or will make) publicly available;
- Specify the manner in which the agency makes (or will make) government information publicly available; and
- Identify the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

The Information Guide is available on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) or from Council's Administration Centre at 32 Salisbury Street, Uralla during business hours.



**Uralla Shire Council Administration Centre**

**32 Salisbury Street, Uralla, NSW 2358**

## 2 Local Government Principles

Section 8 of the *Local Government Act 1993* (Local Government Act) comprises a series of principles that provide guidance to councils in carrying out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

### Guiding Principles for Exercise of Functions

The following general principles apply to the exercise of functions by councils:

- a) Councils should provide strong and effective representation, leadership, planning and decision-making.
- b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- g) Councils should work with others to secure appropriate services for local community needs.
- h) Councils should act fairly, ethically and without bias in the interests of the local community.
- i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

### Guiding Principles for Decision-Making

The following principles apply to decision-making by councils (subject to any other applicable law):

- a) Councils should recognise diverse local community needs and interests.
- b) Councils should consider social justice principles.
- c) Councils should consider the long term and cumulative effects of actions on future generations.
- d) Councils should consider the principles of ecologically sustainable development.
- e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

### Guiding Principles for Community Participation

Councils should actively engage with their local communities, through the use of the Integrated Planning and Reporting Framework and other measures.

## Principles of Sound Financial Management

The following principles of sound financial management apply to Councils:

- a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
- b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
- c) Councils should have effective financial and asset management, including sound policies and processes for the following:
  - (i) performance management and reporting,
  - (ii) asset maintenance and enhancement,
  - (iii) funding decisions,
  - (iv) risk management practices.
- d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
  - (i) policy decisions are made after considering their financial effects on future generations,
  - (ii) the current generation funds the cost of its services.

## Integrated Planning and Reporting Principles that apply to Councils

The following principles for strategic planning apply to the development of the integrated planning and reporting framework by councils:

- a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.
- b) Councils should identify strategic goals to meet those needs and aspirations.
- c) Councils should develop activities, and prioritise actions, to work towards the strategic goals.
- d) Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources.
- e) Councils should regularly review and evaluate progress towards achieving strategic goals.
- f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.
- g) Councils should collaborate with others to maximise achievement of strategic goals.
- h) Councils should manage risks to the local community or area or to the council effectively and proactively.
- i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.

## 3 About Uralla Shire Council

Uralla Shire Council is constituted under the Local Government Act and was proclaimed on 5 December 1947, coming into effect on 1 January 1948.

Uralla Shire Council is a large and diverse organisation employing over 160 staff and is responsible for assets in excess of \$300 million, 32 different service areas and an annual budget of approximately \$20 million.

The Uralla Shire local government area covers an area approximately 3,229 square kilometres and is home to a permanent resident population of around 6,310 people. The main township is Uralla, which is located 22 kilometres south of Armidale and 89 kilometres north of Tamworth on the New England Highway.

Other localities in the Uralla Shire local government area include Abington, Arding, Bakers Creek, Balala, Boorolong, Briarbrook, Bundarra, Camerons Creek, Dangarsleigh, Dumaresq, Enmore, Gostwyck, Invergowrie, Kentucky, Kentucky South, Kingstown, Mihi, Rocky River, Salisbury Plains, Saumarez, Saumarez Ponds, Torryburn, Wollun and Yarrowyck.

### 3.2 Vision, Mission and Values

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Our Vision, Mission and Values are contained in our Community Strategic Plan 2017-2027.

#### Our Vision

In 2027, the Uralla Shire will continue to be an active, prosperous, welcoming and environmentally aware community.

#### Our Mission

The Uralla Shire Council is committed to creating a unique environment which offers an excellent quality of life and economic opportunities for its people.

#### Our Values

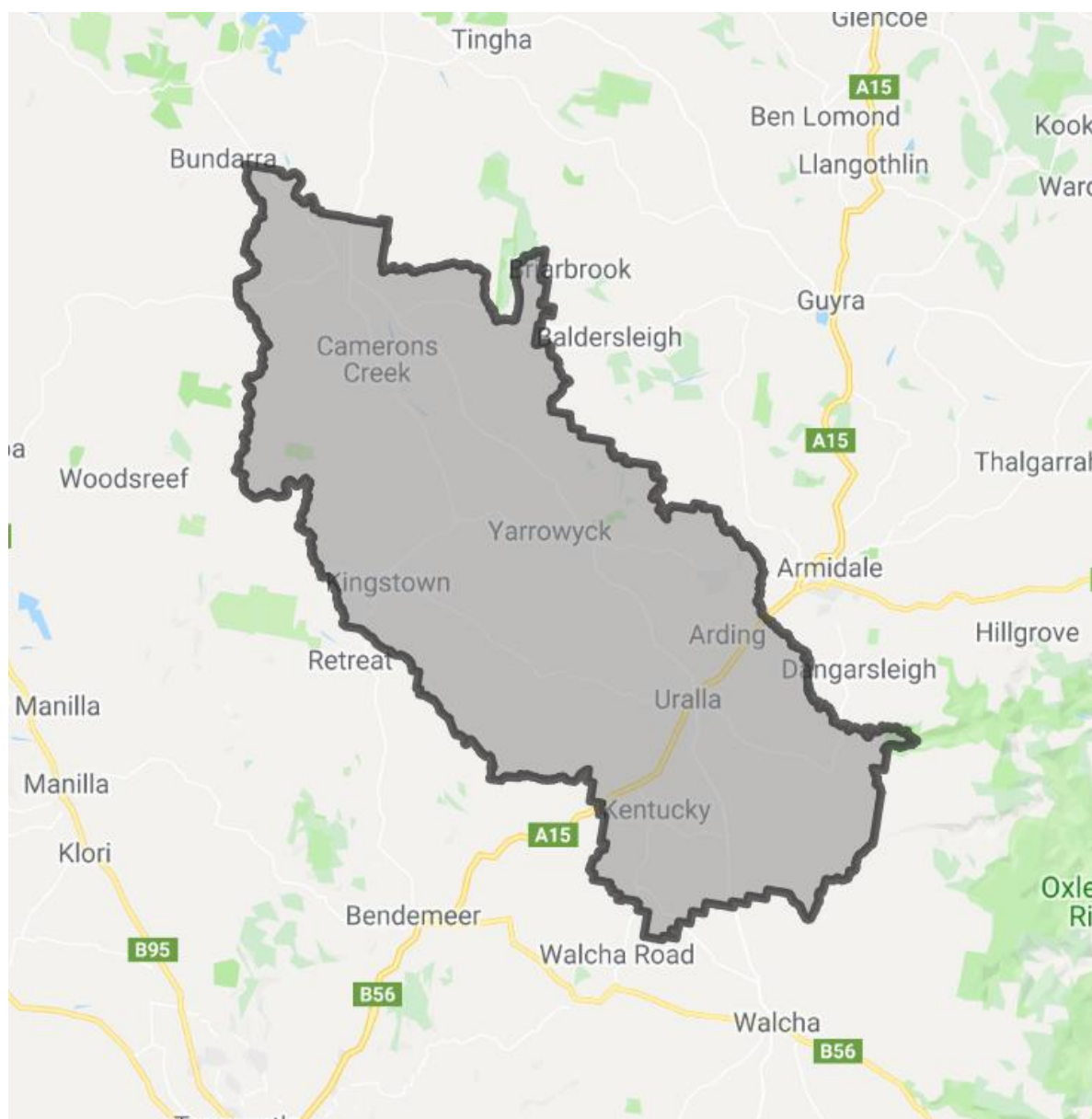
The Uralla Shire community strives to:

- Enjoy a high quality of life;
- Have thriving business centres;
- Have educational and job opportunities available for people with a wide range of skills and aptitudes;
- Have an innovative, adaptive and diverse economy;
- Have access to good public services and relevant infrastructure;
- Have a continuing improvement in its socio-economic status;
- Treasure its natural and built heritage and continue to be progressive;
- Ensure sustainability;
- Provide security and safety for its residents;
- Have a growing population and a sound demographic structure; and
- Retain its independent community-based local government authority.



### 3.3 Map of the Uralla Shire Local Government Area

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## 4 Structure of Council

Uralla Shire Council is governed by eight elected Councillors and a popularly elected Mayor, all of whom were elected at the 2016 Local Government Elections.

Together, the Mayor and Councillors comprise the governing body of Uralla Shire Council. Section 223 of the Local Government Act prescribes the collective role of Council's governing body as follows:

- To direct and control the affairs of the Council in accordance with the Local Government Act;
- To provide effective civic leadership to the local community;
- To ensure as far as possible the financial sustainability of the Council;
- To ensure as far as possible that the Council acts in accordance with the principles for local government (as described above) and the plans, programs, strategies and policies of the Council;
- To develop and endorse the Community Strategic Plan, Delivery Program and other strategic plans, programs, strategies and policies of the Council;
- To determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the Council's resources to implement the strategic plans (including the Community Strategic Plan) of the Council and for the benefit of the local area;
- To keep under review the performance of the Council, including service delivery.
- To make decisions necessary for the proper exercise of the Council's regulatory functions;
- To determine the process for appointment of the general manager by the council and to monitor the General Manager's performance;
- To determine the senior staff positions within the organisation structure of the Council;
- To consult regularly with community organisations and other key stakeholders and keep them informed of the Council's decisions and activities, and
- To be responsible for ensuring that the Council acts honestly, efficiently and appropriately.



**Back Row (L to R):** Cr Kevin Ward, Cr Levi Sampson, Cr Natasha Ledger, Cr Bob Crouch, Cr Mark Disting.  
**Front Row (L to R):** Cr Isabel Strutt (Deputy Mayor), Cr Michael Pearce (Mayor), Cr Robert Bell, Cr Tara Toomey.

## **4.1 Role of the Councillors**

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Section 232 of the Local Government Act prescribes the role of individual Councillors as follows:

- To be an active and contributing member of the governing body;
- To make considered and well informed decisions as a member of the governing body;
- To participate in the development of the Integrated Planning and Reporting framework;
- To represent the collective interests of residents, ratepayers and the local community;
- To facilitate communication between the local community and the governing body;
- To uphold and represent accurately the policies and decisions of the governing body; and
- To make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

## **4.2 Role of the Mayor**

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Section 226 of the Local Government Act confers the following additional responsibilities upon the Mayor:

- Be the leader of the Council and a leader in the local community;
- Advance community cohesion and promote civic awareness;
- Be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities;
- Exercise, in cases of necessity, the policymaking functions of the governing body of the council between meetings of the Council;
- Preside at meetings of the Council;
- Ensure that meetings of the Council are conducted efficiently, effectively and in accordance with the Local Government Act;
- Ensure the timely development and adoption of the strategic plans, programs and policies of the Council;
- Promote the effective and consistent implementation of the strategic plans, programs and policies of the Council;
- Promote partnerships between the Council and key stakeholders;
- Advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of the Council;
- In conjunction with the General Manager, ensure adequate opportunities and mechanisms for engagement between the Council and the local community;
- Carry out the civic and ceremonial functions of the mayoral office;
- Represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level;
- In consultation with the Councillors, to lead performance appraisals of the General Manager; and
- Exercise any other functions of the Council that the Council determines.

### 4.3 Role of the General Manager

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The General Manager is responsible for the efficient and effective operation of Uralla Shire Council and for ensuring the implementing, without undue delay, of decisions of the Council.

As the most senior employee of Council, the General Manager is the only member of staff selected and appointed by Councillors and is appointed on a renewable, fixed-term, performance-based contract for a maximum period of five years.

Section 335 of the Local Government Act confers the following functions on the General Manager:

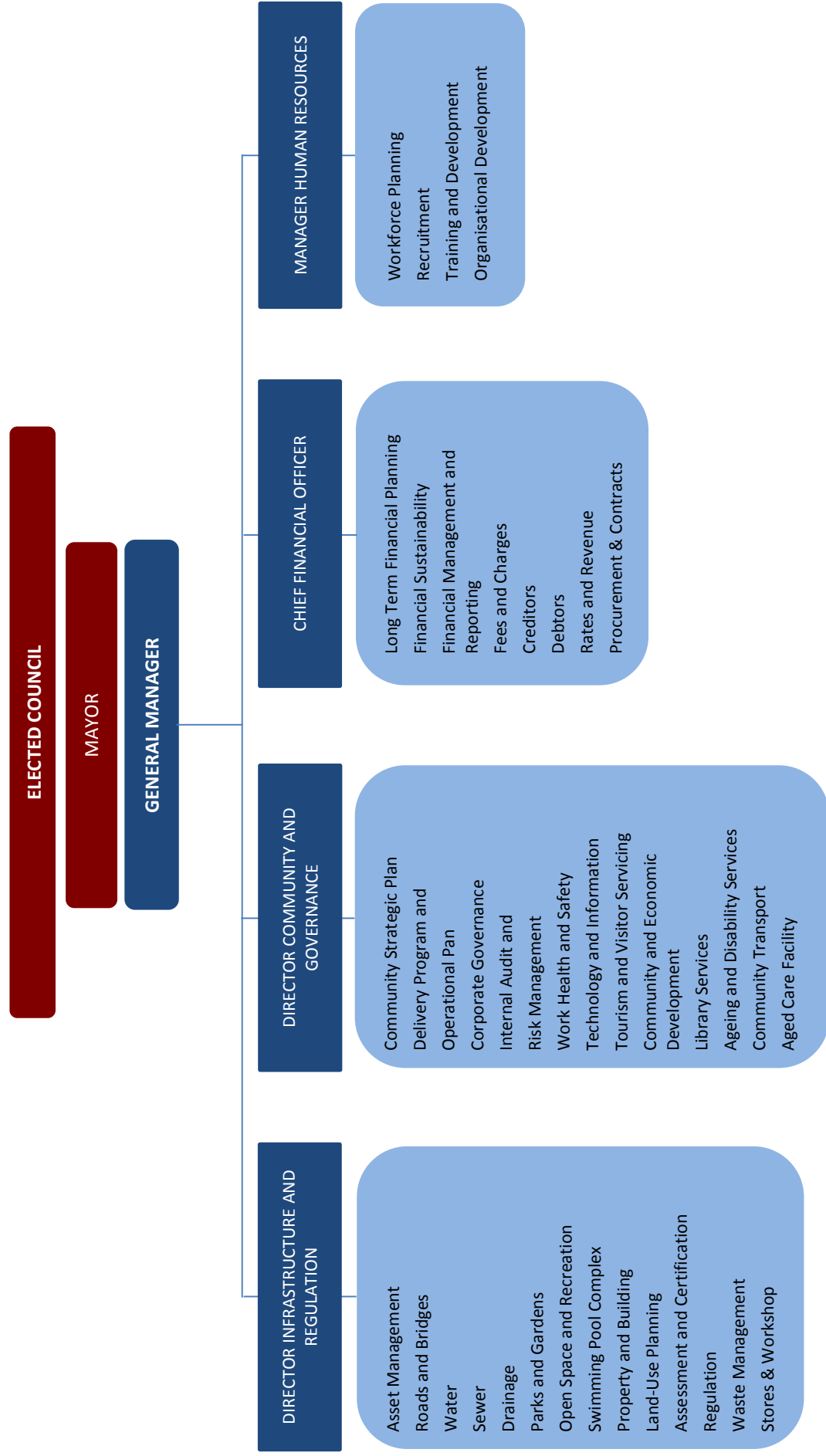
- To conduct the day-to-day management of the Council in accordance with the strategic plans, programs, strategies and policies of the Council;
- To implement, without undue delay, lawful decisions of the Council;
- To advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the Council;
- To advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the Council and other matters related to the Council;
- To prepare, in consultation with the Mayor and the governing body, the Council's Community Strategic Plan, Community Engagement Strategy, Resourcing Strategy, Delivery Program, Operational Plan and Annual Report;
- To ensure that the Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- To exercise any of the functions of the Council that are delegated by the Council to the General Manager;
- To appoint staff in accordance with the organisation structure determined and the resources approved by the Council;
- To direct and dismiss staff;
- To implement the Council's Workforce Management Strategy; and
- Any other functions that are conferred or imposed on the General Manager by or under the Local Government Act or any other Act.

### 4.4 Organisational Structure

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To ensure the efficient and effective operation of Uralla Shire Council and assist the General Manager in exercising his functions under the Local Government Act, Council's organisation structure consists of two departments - Community and Governance, and Infrastructure and Regulation – each of which is led by a Director. The General Manager is also supported by a Chief Financial Officer and Manager Human Resources.

## Uralla Shire Council Organisational Structure



## 5 Functions of Council

Under the Local Government Act, Council's functions can be grouped into the following categories:

<b>Service Functions</b>	Including: <ul style="list-style-type: none"> <li>• Providing community health, recreation, education and information services</li> <li>• Environmental protection</li> <li>• Waste removal and disposal</li> <li>• Land and property, industry and tourism development assistance</li> <li>• Civil infrastructure planning</li> <li>• Civil infrastructure maintenance and construction</li> </ul>
<b>Regulatory Functions</b>	Including: <ul style="list-style-type: none"> <li>• Approvals</li> <li>• Orders</li> <li>• Building certificates</li> </ul>
<b>Ancillary Functions</b>	Including: <ul style="list-style-type: none"> <li>• Resumption of land</li> <li>• Powers of entry and inspection</li> </ul>
<b>Revenue Functions</b>	Including: <ul style="list-style-type: none"> <li>• Rates</li> <li>• Fees and Charges</li> <li>• Borrowings</li> <li>• Investments</li> </ul>
<b>Administrative Functions</b>	Including: <ul style="list-style-type: none"> <li>• Employment of staff</li> <li>• Management plans</li> <li>• Financial reporting</li> <li>• Annual reports</li> </ul>
<b>Enforcement Functions</b>	Including: <ul style="list-style-type: none"> <li>• Proceedings for breaches of the Local Government Act and Local Government (General) Regulations and other Acts and Regulations</li> <li>• Prosecution of offences</li> <li>• Recovery of rates and charges</li> </ul>

While Council's functions are prescribed primarily by the Local Government Act, Council also has responsibilities under other legislation, including:

- *Anti-Discrimination Act 1977;*
- *Community Land Development Act 1989;*
- *Community Services (Complaints, Review & Monitoring) Act 1993;*
- *Companion Animals Act 1998;*
- *Disability Services Act 1993;*
- *Environmental Planning & Assessment Act 1979;*
- *Fines Act 1996;*
- *Food Act 2003;*

- *Government Information (Public Access) Act 2009;*
- *Heritage Act 1977;*
- *Home Care Services Act 1988;*
- *Impounding Act 1993;*
- *Library Act 1939;*
- *Noxious Weeds Act 1993;*
- *Police (Special Provisions) Act 1901;*
- *Protection of the Environment Operations Act 1997;*
- *Privacy and Personal Information Protection Act 1998;*
- *Public Health Act 1991;*
- *Recreation Vehicles Act 1983;*
- *Roads Act 1993 & Road General Regulation 2000;*
- *State Emergency and Rescue Management Act 1989;*
- *State Emergency Service Act 1989;*
- *Strata Schemes (Freehold Development) Act 1973;*
- *Swimming Pools Act 1992;* and
- *Unclaimed Money Act 1995.*

Council also has certain reporting responsibilities to the Office of Local Government (OLG). The OLG has the role of monitoring all councils' compliance with various legislative requirements and industry best practice.

## 5.1 How Council's Functions affect the Public

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As a service organisation, the majority of Uralla Shire Council's activities have an impact on the community. The following is an outline of how the broad functions of Council can affect the public:

- **Service functions** affect the community as Council provides services and facilities to the community. These include library services, customer and visitor services, halls and community centres, recreation facilities, infrastructure and waste management facilities, as well as the provision of human services by Tablelands Community Services and aged care services by McMaugh Gardens Aged Care Centre.
- **Regulatory functions** place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.
- **Ancillary functions** affect only some members of the community. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.
- **Revenue functions** affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.
- **Administrative functions** do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

- **Enforcement functions** only affect those members of the public who are in breach of certain legislation. This includes matters such as the non-payment of rates and charges, unregistered dogs and parking offences.

Community planning and development functions affect areas such as cultural development, social planning and community profile, and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Strategic Plan;
- Providing support to community and sporting organisations through provision of grants, training, information and access to facilities; and
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Australia Day celebrations, NAIDOC Week, Youth Week, Seniors Festival, art and cultural activities as well as promoting events of others.

## 5.2 How the Public can participate in Council's Policy Development and the Exercising of Functions

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Uralla Shire Council offers a number of methods for members of the public to participate in the formulation of Council's policies and the implementation of its functions.

### Council Meetings

Ordinary Council Meetings are held at 12.30pm on the fourth Tuesday of each month (except January) at the Uralla Shire Council Chambers, located at 32 Salisbury Street, Uralla. Extraordinary Council Meetings are held as and when required and the public is notified via Council's website. Members of the public may attend all Council meetings and meetings of its Committees.

Members of the public may also, at the discretion of the Council in each case, be permitted to address a Council Meeting on a particular issue which is listed on the Business Paper for that meeting. Anyone wishing to address a Council or Committee Meeting must make a request in writing to the General Manager (email, letter or fax) before 2.00pm on the day prior to the scheduled Council or Committee Meeting.

Business Papers are made available to the public on the Friday preceding the Council or Committee Meeting and can be accessed online from Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) or in person from Council's Administration Centre at 32 Salisbury Street, Uralla.

### Council Committees

There are also avenues for members of the public to personally participate in Council's policy development and exercising of functions through serving on a Council Committee. Council operates committees, including those constituted under Section 355 of the Local Government Act and delegated functions of Council pursuant to Section 377 of that Act. Vacancies on Council Committees are publicised on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) when they arise.

## Community Consultations

When developing a project, policy or plan, Uralla Shire Council may undertake a community consultation to gather community input and seek feedback from members of the public. In carrying out community consultations, Council may employ a variety of consultation tools, such as public forums, stakeholder workshops, community surveys and community engagement activities with targeted sectors of the community. Community consultations are promoted on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) and through Council's monthly community newsletter.

## Public Submissions

Prior to adoption; all significant plans, strategies and policies of Uralla Shire Council are placed on public exhibition in draft form so that interested members of the public may view them and make comments, should they wish to.

Documents on public exhibition are made available online from Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) and can be inspected in person at Council's Administration Centre at 32 Salisbury Street, Uralla.

Submissions must be made in writing, addressed to the General Manager, and returned to Council by the closing date specified.

## Representation

Local Government in Australia is based on the principle of representative democracy, meaning that citizens elect representatives to their local Council to make decisions on their behalf. In New South Wales, elections are held every four years. The next Local Government Elections are scheduled to be held in September 2020.

At each election, voters elect one popularly elected Mayor and eight Councillors. The Uralla Shire local government comprises two wards, with each ward returning four Councillors. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the Uralla Shire local government area and rate-paying lessees can also vote, but must register their intention to vote on the non-residential roll.

Residents are able to raise issues with, and make representations to, the elected Councillors. They Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf. Councillors' contact details are available online from Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) and can be obtained from Council's Administration Centre at 32 Salisbury Street, Uralla.



## 6 Council Information

Uralla Shire Council holds information, contained in both hard copy and electronic document form, which relates to a number of issues concerning the Uralla Shire local government area. These documents are grouped into four categories:

- a) Electronic Documents;
- b) Physical Files;
- c) Policy Documents; and
- d) General Documents

### Electronic Documents

Council implemented the TRIM electronic document system in 2005. Following its introduction, hard copy, physical files were largely dispensed with, except for development/building/construction applications.

### Physical Files

Prior to 2005, the main type of physical files held by Council included general subject files, development and building files, property files, and street and park files.

### Policy Documents

Council maintains a Policy Register, which is available for inspection on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) or in person at Council's Administration Centre at 32 Salisbury Street, Uralla.

### General Documents

The following list of general documents held by Council has been divided into four sections as outlined in Clause 3 and Schedule 1 of the GIPA Act:

- a) Information about Council;
- b) Plans and Policies;
- c) Information about Development Applications; and
- d) Approvals, Orders and Other Documents.

Under the GIPA Act, these documents are considered Open Access Information. In accordance with Council's legislative responsibilities, these documents held by Council are made publicly available for inspection on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) or in person at Council's Administration Centre at 32 Salisbury Street, Uralla. Any current or previous documents of this type may be inspected by the public free of charge.

Copies can be supplied, where copyright provisions do not apply, for reasonable copying charges, in accordance with Council's adopted Fees and Charges.

## 6.1 Open Access Information

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Under the GIPA Act, the following list of documents or categories of documents are available for public access, free of charge:

### Information about Council

- Annual Reports;
- Annual financial reports;
- Auditor's report;
- Council Code of Conduct;
- Community Strategic Plan;
- Council's Land Register;
- Customer requests for service and complaints;
- Committee Terms of Reference, Reports, Agendas and Minutes;
- Community Directories;
- Equal Employment Opportunity (EEO) management plan;
- Financial Management Records;
- Register of investments;
- Register of delegations;
- Register of graffiti removal work (in accordance with s13 of the *Graffiti Control Act 2008*);
- Register of Councillor voting on planning matters (in accordance with s375A of the Local Government Act); and
- Rates Management Information.

### Plans and Policies

- Council Policies;
- Plans of Management for Community Land; and
- Environmental Planning Instruments, Development Control Plans and Contribution Plans.

### Information about Development Applications

Development Applications and any associated documents received in relation to a proposed development:

- Home Warranty Insurance documents;
- Construction Certificates;
- Occupation Certificates;
- Structural Certification documents;
- Town Planner Reports;
- Submissions received on Development Applications;
- Heritage Consultant reports;
- Tree Inspections Consultant reports;
- Acoustic Consultant reports;

- Land Contamination Consultant reports;
- Records of decisions on Development Applications including decisions on appeals; and
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations of residential buildings and commercially sensitive information.

### Approvals, Orders and Other Documents

- Applications for approvals under part 7 of the Local Government Act;
- Applications for approvals under any other Act and any associated documents received;
- Records of approvals granted or refused, variation from Council Policies with reasons for variation, and decisions made on appeals concerning approvals;
- Orders given under Part 2 of Chapter 7 of the Local Government Act, and any reasons given under section 136 of the Local Government Act;
- Orders given under the authority of any other Act;
- Records of Building Certificates under the *Environmental Planning and Assessment Act 1979*; and
- Compulsory Acquisition notices.

## 6.2 Authorised Proactive Release

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In addition, Council will make as much other information as possible publicly available in an appropriate manner, including on its website. The information will be available free of charge or at the lowest reasonable cost. It includes frequently requested information or information of public interest that has been released as a result of other requests.

## 6.3 Informal Release

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Access to information which is not available as Mandatory Release or Authorised Proactive Release information may be provided through Informal Release. In this regard, applications should be made to Council by submitting the appropriate 'Informal Access to Information' application form. Council will endeavour to release information in response to such a request, subject to any reasonable conditions as Council deems fit to impose.

**Note:** Copyright law applies to most plans and reports. Council cannot reproduce copies of these documents without written permission of the person or company that created them (section 36 *Commonwealth Copyright Act 1969*). If possible, Council will attempt to supply details of copyright owners of plans and reports to assist an applicant to obtain the necessary copyright permission. Council will continue to allow "view only" access for the purposes of the GIPA Act (unless the copyright owner has authorised other uses).

## 6.4 Formal Access Applications

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Notwithstanding the lodgement of an informal application, Council may require a formal access application to be submitted where the information sought:

- Is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure; or
- Contains personal or confidential information about a third party that requires consultation; or
- Would involve an unreasonable amount of time and resources to produce.

To make a formal request for access to information a 'Formal Access Information' application form should be completed. In accordance with the GIPA Act, an application fee of \$30.00 is payable, and additional processing charges may be applicable. An acknowledgement of such application will be provided by Council within five working days.

## 6.5 Other Matters

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Any fees for photocopies of documents provided under the GIPA Act are listed in Council's adopted Schedule of Fees and Charges.

Copies of documents provided are given for information purposes only and are provided by Council to meet its requirements under relevant legislation. Copyright laws still apply to each document. The copyright owner's consent is required if any part of a copyright document is used for any other purpose.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in a disclosure log for inspection by the public.

## 7 Personal Information

Uralla Shire Council collects, stores and uses a broad range of information. A significant part of that information is personal information. Council is required to comply with the Information Privacy Principles (IPPS) in the *Privacy and Personal Information Protection Act 1998* (PPIP Act), which regulate the collection, storage, use and disclosure of personal information held by Council.

Any personal information you provide to us will be used and disclosure for Uralla Shire Council purposes, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law.

The provision of information to Uralla Shire Council is voluntary; no law requires you to provide any personal information to Uralla Shire Council, however, failure to provide certain personal information to Uralla Shire Council may inhibit our ability to provide you with the services you require.

Under the PPIP Act, you have the right to access your personal information held by Uralla Shire Council, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is inaccurate). Should you wish to access or correct your personal information, please make a written request to the Privacy Contact Officer by:

- **Post:** PO Box 106, Uralla NSW 2358
- **Email:** [council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au)

# Audit, Risk and Improvement Committee Annual Program - 2019

Key Responsibilities	Considerations	2019												2020			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Financial Reporting Activities	• Draft financial statements 2018/2019										✓						
	• Management compliance/representation letters 2018/2019											✓					
	• External auditor management letters and Council management responses 2018/2019											✓					
External Audit Activities	• External audit client service plan 2018/2019						✓										
	• Review 2017-18 audit reports, and management responses, to ensure any deficiencies in controls are addressed						✓										
	• Independent members meet with external audit											✓					
Internal Audit Activities	• Endorse Internal Audit program for 2019/2020				✓												
	• Appoint Internal Audit Contractors						✓										
	• Internal audit findings, recommendations and management responses to unacceptable risks for Internal Audit 2018/2019				✓												
	• Internal audit findings, recommendations and management responses to unacceptable risks for Internal Audit 2019/2020														✓		
	• Internal Auditor/s meet with Committee				✓										✓		
	• Risk management process and reporting				✓			✓			✓	✓			✓		
Risk Management and Risk Indicators	• Report on Risk Management Action Plan 2018/2019				✓			✓									
	• Report on any fraud or misconduct				✓			✓			✓	✓			✓		
Monitoring Regulatory Compliance	• Report on the Council's legal and regulatory compliance framework				✓			✓			✓	✓			✓		
	• McMaugh Gardens Prudential compliance statement							✓									
	• Report on compliance breaches				✓			✓			✓	✓			✓		
Governance Gap Analysis	• Receive Governance Gap Analysis						✓										
	• Receive Governance Gap Analysis Improvement Plan										✓						
Policy Register Review	• Policy status and policies reviewed each meeting				✓			✓			✓	✓			✓		
Audit Committee Performance and Review	• Review Committee performance				✓												
	• Chair's Review of Committee Performance																
	• Endorse Annual Committee Program for 2020											✓					

 Audit & Risk Committee Meetings - 2019/2020

Keynotes:





## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Acting Coordinator Governance and Risk</i>
<b>Reference/Subject:</b>	<b>Report 3 - Assessment and Review of Council Policies</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.2	An effective and efficient organisation
<b>Strategy:</b>	4.2.7	Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance
<b>Activity:</b>	4.2.7.1	Improve the corporate governance framework
<b>Action:</b>	4.2.7.1.2	Establish and implement the Corporate Governance Improvement Action Plan

### SUMMARY:

At its Ordinary meeting of 28 August 2018 Council resolved (in part) to receive a report on the status of Council policies, an assessment of their priority for review, and the repeal of Management policies previously adopted by Council.

This report seeks to address this resolution and proposes a progressive assessment and review of council policies.

### OFFICER'S RECOMMENDATION:

**That Council receive and note this report.**

### BACKGROUND:

At its Ordinary meeting of on 28 August 2018 Council considered recommendations of the Audit, Risk and Improvement Committee and resolved (in part) as follows:

*e. Report No. 9 Repeal of Operational Policies*

*Committee Recommendation 9.1:*

*That Council receive a report on the status of Council policies, an assessment of their priority for review, and the repeal of Management policies previously adopted by Council.*

This report addresses the council resolution.

### REPORT:

Many council policies require assessment and review, and it is proposed that this be undertaken progressively and reported to council for exhibition or repeal in accordance with requirements.

#### Status of Council Policies

A summary list on the current status of council policies is provided at Attachment A, which indicates those policy reviews completed since September 2016, those policy reviews underway, and those flagged for priority review.

Assessment of priority for review

It is proposed that council policies are assessed and reviewed progressively with priority for review to be based on the following key areas:

- compliance with Local Government Act, Regulations and legislative requirements
- actions identified specifically as follows:
  - Council's Fraud and Corruption Report identified an action to review and update council's Internal Reporting Policy
  - Council's Governance Improvement Plan identifies the following actions:
    - Adopt a new Code of Conduct and procedure for administering the Code of Conduct, incorporating the provisions of the revised Model Code and Model Procedure, once adopted by the OLG.
    - Adopt a new Code of Meeting Practice, incorporating the provisions of the revised Model Code of Meeting Practice, once adopted by the OLG.
    - Develop a Gift and Benefits Policy and accompanying Gift and Benefits Procedure, incorporating the relevant provisions of the revised Model Code of Conduct for Local Councils in NSW.
    - Develop a Purchasing and Tendering Policy
    - Review the Disposal of Assets Policy
    - Develop and adopt a revised Complaint Handling Policy.

It is noted that several policy reviews have been completed and that the review of other policies is currently underway. These are indicated in Attachment A.

**KEY ISSUES:**

- Council Policies require periodic review to meet legislative and good practice requirements.
- A number of Council Policies are out of date and/or are no longer required.

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement/ Communication (per engagement strategy)**  
Nil.
- 2. Policy and Regulation**  
Review of policies is required to meet statutory and legislative requirements.
- 3. Financial (LTFP)**  
Nil.
- 4. Asset Management (AMS)**  
Nil
- 5. Workforce (WMS)**  
Nil.
- 6. Legal and Risk Management**  
Nil.
- 7. Performance Measures**  
Nil.
- 8. Project Management**  
Nil

Prepared by staff member:	Elisabeth Brown, Acting Coordinator Governance and Risk
TRIM Reference Number:	UINT/18/5923
Approved/Reviewed by Manager:	Trish Kirkland
Department:	Community and Governance
Attachments:	Attachment A: Uralla Council Policy Register 2018-19



Council Corporate Policy Register 2018-19

Policy Title	Review P=Priority C=Complete U=Underway	Statutory Y / N	Legislation	Review Cycle	Record Number	Council Adoption Resolution No.	Date Adopted
Abandoned Vehicles 2013				4 years		249/13	27-Aug-13
Access to Council Documents Policy 2015				4 years		7.06/15	22-Jun-15
Aged Care Facilities - Quarantining of Funds Policy 2013				4 years		249/13	27-Aug-13
Aggregation of Parcels of Land for Rating Purposes Policy 2013				4 years		249/13	27-Aug-13
Aggregators Protocol Policy 2016	C			4 years		Unknown	
Assets Management Policy 2013				4 years		249/13	27-Aug-13
Attendance for Council and new Councillor Induction Policy 2012				4 years		249/13	27-Aug-13
Citizenship Awards Policy 2013				4 years		249/13	27-Aug-13
Code of Conduct - Procedures for Administration Policy 2013	P	Yes	LG Act 1993, S440AA	12 months of election		249/13	01-Aug-13
Code of Conduct Policy 2015	P	Yes	LG Act 1993, S440	12 months of election		249/13	01-Aug-13
Code of Meeting Practice Policy 2015	P	Yes	LG Act 1993, S360	4 years		241/14	28-Jul-14
Community Engagement Policy 2016				4 years		301/14	01-Sep-16
Community Grants Program Policy 2016				4 years		Unknown	
Community Service Delivery of Aged and Disabled Services Policy 2013				4 years		249/13	27-Aug-13
Council Meetings - Matters for Closed Session of Council Policy 2013	P			4 years		249/13	27-Aug-13
Councillor Expenses and Facilities 2018	C	Yes	LG Act 1993, S252	12 months of election	UINT/18/1045	27.03/18	23-Mar-18
Councillors Access to Records & Staff Interaction Policy 2015		Yes	LG Act 1993, S252	4 years		8.08/15	24-Aug-15

Policy Title	Review P=Priority C=Complete U=Underway	Statutory Y / N	Legislation	Review Cycle	Record Number	Council Adoption Resolution No.	Date Adopted
Council's Role as a Provider of Community Services Policy 2013				4 years		249/13	01-Aug-13
Credit Card and Cash Advance Policy 2013				4 years		249/13	27-Aug-13
Debt - Recovery Policy 2013				4 years		249/13	27-Aug-13
Deferment of Conditions of Development Consent Policy 2013				4 years		249/13	27-Aug-13
Delegations of Authority to Committees of Council Policy 2013	P			4 years		249/13	27-Aug-13
Delegations of Authority to Mayor and General Manager Policy 2013	P			4 years		249/13	27-Aug-13
Developments (Small) - Disposal of Storm-water 2013				4 years		249/13	27-Aug-13
Displays on Footpaths Policy 2013				4 years		249/13	27-Aug-13
Disposal of council Assets Policy 2013	P			4 years		249/13	27-Aug-13
Donations - section 356 Policy 2013	P			4 years		249/13	27-Aug-13
Election of Mayor, Deputy Mayor and Delegates to Committees Following General Election Policy 2013	P			4 years		249/13	27-Aug-13
Food Control - Commercial Premises Policy 2013				4 years		249/13	27-Aug-13
Gates and Ramps 2013				4 years		249/13	27-Aug-13
Genetically Engineered Crop Trials and Commercial Crops in Country NSW Policy 2011				4 years		249/11	27-Aug-13
Goods and Services Tax (GST) Policy 2013				4 years		249/13	27-Aug-13
Grazing on roads other than Travelling Stock Routes (TSRs) 2013				4 years		249/13	27-Aug-13
Hairdressers and Skin Penetration Premises Policy 2013				4 years		249/13	27-Aug-13
Handling of Complaints Policy 2015	U			4 years		8.06/15	22-Jun-15

Policy Title	Review P=Priority C=Complete U=Underway	Statutory Y / N	Legislation	Review Cycle	Record Number	Council Adoption Resolution No.	Date Adopted
Highway Closures 2013				4 years		249/13	27-Aug-13
Internal Reporting Policy 2017	P			4 years	UI/18/488	8.09/17	31-Oct-17
Investments Policy 2013				4 years		249/13	27-Aug-13
Landscaping Bonds Policy 2013				4 years		249/13	27-Aug-13
Memorial Seats and Roadside Memorials 2013				4 years		249/13	27-Aug-13
New Fire Brigade Policy 2013				4 years		249/13	27-Aug-13
Prisoner Concessions Policy 2013				4 years		249/13	27-Aug-13
Private Works and Plant Hire Charges 2013				4 years		249/13	27-Aug-13
Provision of Information to and Interaction Between Councillors and Staff Policy 2013		Yes	LG Act 1993, s252	4 years		249/13	27-Aug-13
Regulatory Compliance Policy 2013				4 years		249/13	27-Aug-13
Related Party Disclosures 2017	C			4 years	UINT/17/3544	Res. X03.09.17	23-Jun-17
Risk Management 2018	C			4 years	UINT/18/1469	19.04/18	24-Apr-18
Road Reserves – Splayed corners 2013				4 years		249/13	27-Aug-13
Roads – Crossings for Water Pipes 2013				4 years		249/13	27-Aug-13
Roads – Maintained by Council 2013				4 years		249/13	27-Aug-13
Roadside Vegetation Management 2013				4 years		249/13	27-Aug-13
Rural Fires Policy 2013				4 years		249/13	27-Aug-13
Section 149(d) Certificates - Building Certificate Fee Policy 2013				4 years		249/13	27-Aug-13

Policy Title	Review P=Priority C=Complete U=Underway	Statutory Y / N	Legislation	Review Cycle	Record Number	Council Adoption Resolution No.	Date Adopted
Sponsorship Policy 2013				4 years		249/13	27-Aug-13
Street Store Allocation Policy 2013				4 years		207/11	27-Jun-11
Sub-dividers - Land Valuations and Rates Policy 2013				4 years		249/13	27-Aug-13
Transfer of Land for Unpaid Rates and Charges Policy 2013				4 years		249/13	27-Aug-13
Travel - Interstate and Overseas Policy 2011				4 years		249/13	27-Aug-13
Free Planting Policy 2013				4 years		249/13	27-Aug-13
Water and Sewer Charges Refund 2017	C			4 years	UINT/17/3543	Res. X03.09.17	23-Jun-17
Work "In Lieu" and "In Kind" 2013				4 years		249/13	27-Aug-13



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Tourism Promotions and Operations Officer / Coordinator Community Development and Engagement</i>
<b>Reference/Subject:</b>	<b>Report 4 - Monthly Report - Visitor Information Centre and Library</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1.3 A diverse and creative culture 2.1 An attractive environment for business, tourism and industry.
<b>Strategy:</b>	1.3.1 Provide enhanced and innovative library services that support and encourage lifelong learning. 2.1.1 Promote Uralla Shire and the region as a place to live, visit and invest
<b>Activity:</b>	1.3.1.1 Provide library services and programs 2.1.1.1 Promote Uralla Shire through the Visitor Information Centre
<b>Action:</b>	1.3.1.1 Operate the library services to meet the agreed service levels 2.1.1.1 Operate the Visitor Information Centre to meet agreed service levels

### SUMMARY:

This report provides an outline of activities at the Visitor Information Centre and the Library for the month of November 2018.

### OFFICER'S RECOMMENDATION:

**That the report be received and noted.**

### BACKGROUND:

Not applicable.

### REPORT:

#### Uralla Visitor Information Centre

November, traditionally a quiet month, has continued the trend of previous years. We welcomed 659 visitors: a decrease of 30.99 per cent on the October figure of 955. This was also a decrease 16.26 per cent on the October 2017 figure of 787 visitors. The eight-year average for November is 784 visitors.

The majority of travellers who came through the Visitor Information Centre during the month came from New South Wales (57.66 per cent), then Queensland (25.19 per cent) and Victoria (3.95 per cent). We welcomed an increase in international visitors, recording 45 visitors, principally from UK (18 per cent), Germany (16 per cent) New Zealand and the US (11 per cent each), Canada (9 per cent) followed by Scotland (part of the UK, of course) and Thailand (7 per cent each) and just 2 visitors each from Switzerland, Poland, Eire, Korea, Syria.

The sales for November 2018 totalled \$1,621 (ex GST) which is a notable decrease on the October figure of 38.11 per cent and a 14.14 per cent decrease on the November 2017 figure, however it is pleasing to be slightly ahead of budget for revenue at this time.

**Uralla Shire Council**  
**Council Business Paper – 18 December 2018**

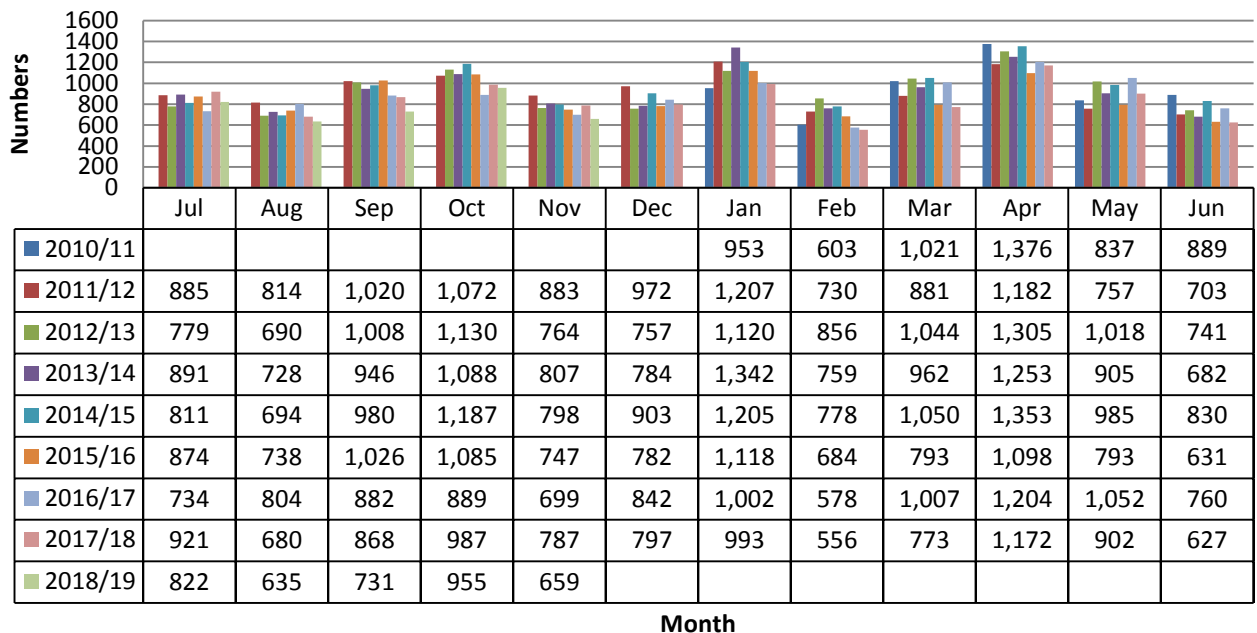
**Sales to-date for 2018-19**

Month	Total (ex. GST)
July	\$2,182
August	\$1,477
September	\$1,738
October	\$2,619
November	\$1,621
<b>Total (\$)</b>	<b>\$9,629</b>

**Annual November Sales**

Year	Total (ex GST)
2014/15	\$539
2015/16	\$1,593
2016/17	\$1,410
2017/18	\$1,888
2018/19	\$1,621

### **Uralla Visitor Information Centre Visitor Numbers**



#### Uralla Library

Loans for November totalled 1,708 items (for all loanable resources). This is an increase of 130 items from the October total loans. Uralla Library placed third for loans in November in the CNRL with 9.12 per cent of total regional loans, ranking behind the larger libraries of Tamworth (37.53 per cent of total loans) and, as well as Narrabri (13.13 per cent) but ahead of Tamworth South (10.67 per cent). This month we welcomed eleven new members.

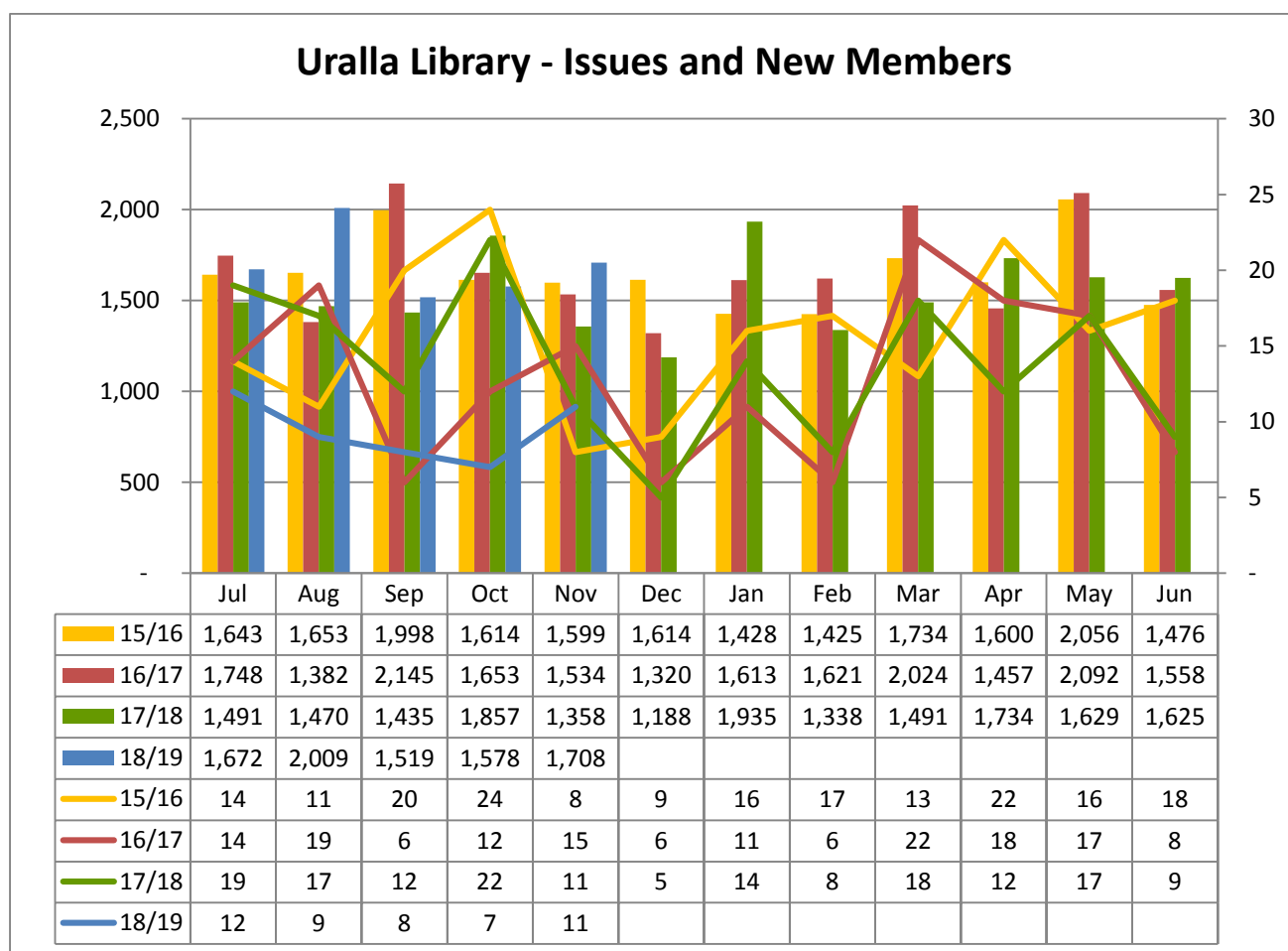
Activities held at the Library during November included:

- Tech Savvy Seniors Roadshow workshops - Introduction to smartphones/tablets; Introduction to the internet/email and Scam Talk – were all well attended
- A visit to the Library from the State Librarian and State Library Council Members also attended by Councillor Strutt and the General Manager
- Regular activities are well patronised and include: Chess & Checkers Club, Colouring Group, Storytime, Lego Club, Monthly Book Group
- Artist of the Month is now booked until July 2019.

**Uralla Shire Council**  
**Council Business Paper – 18 December 2018**

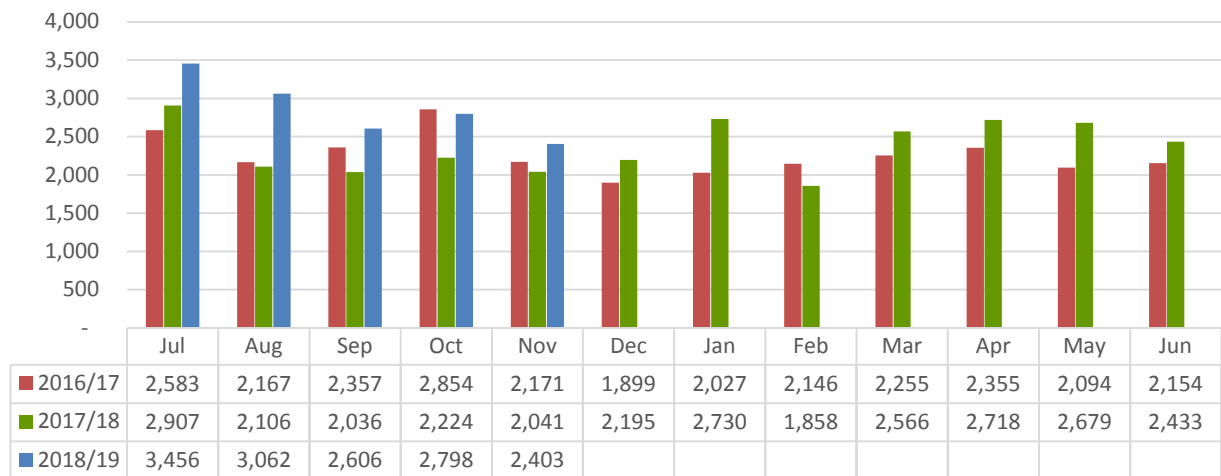
**Figures to-date for 2018-19 Financial Year**

Month	Loans	New Members
July	1,672	12
August	2,009	9
September	1,519	8
October	1,578	7
November	1,708	11
<b>Total</b>	<b>8,486</b>	<b>47</b>

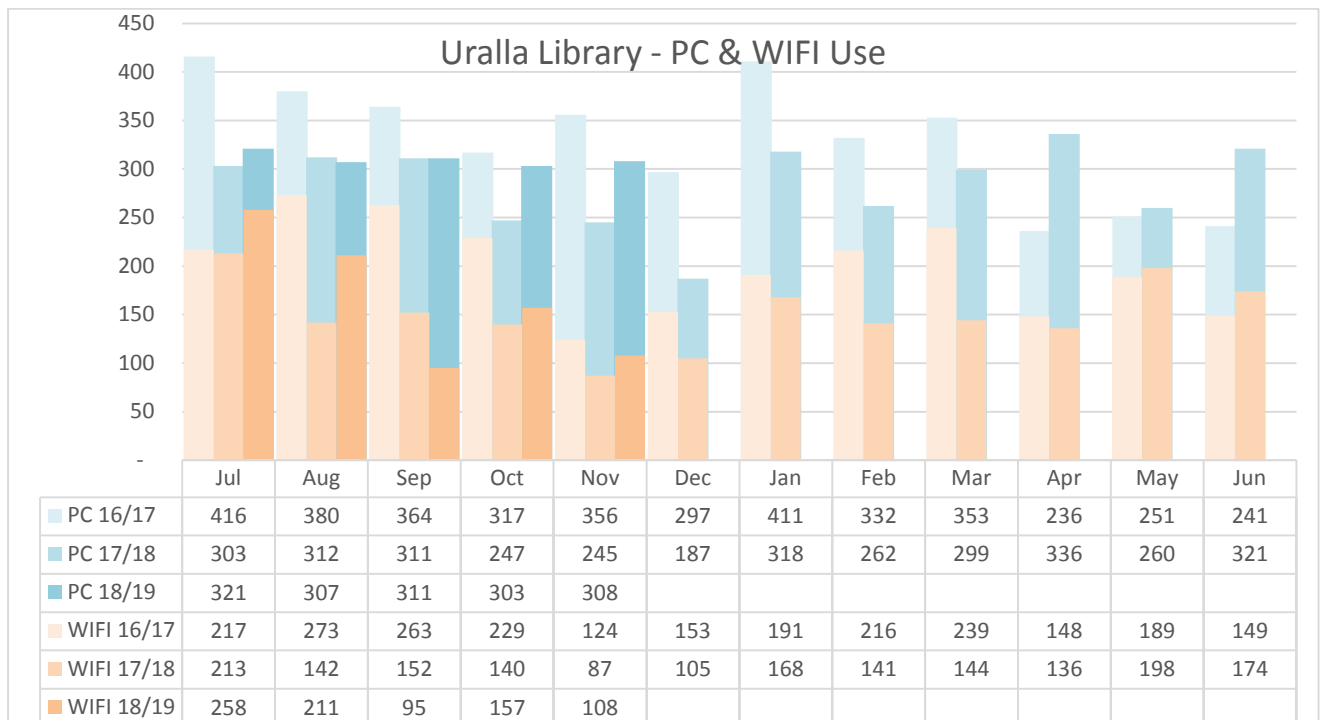


**Uralla Shire Council**  
**Council Business Paper – 18 December 2018**

**Library Door Counter**



**Uralla Library - PC & WIFI Use**



**COUNCIL IMPLICATIONS:**

- 1. Community Engagement/ Communication (per engagement strategy)**  
Nil.
- 2. Policy and Regulation**  
Nil.
- 3. Financial (LTFFP)**  
Nil.
- 4. Asset Management (AMS)**  
Nil.



**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil

Prepared by staff member:	Clare Campbell, Jane Ogden
TRIM Reference Number:	UINT/18/5815
Approved/Reviewed by Manager:	Trish Kirkland
Department:	Community and Governance
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	<i>Director Infrastructure &amp; Regulation</i>
<b>Reference/Subject:</b>	<b>Report 5 - Heritage Advisory Services Summary for December 2018</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	3.1	To preserve, protect and renew our beautiful natural environment
<b>Strategy:</b>	3.1.2	Protect the Shire's historic buildings and sites, recognising their value to the community
<b>Activity:</b>	3.1.2.1	Provide heritage services and support
<b>Action:</b>	3.1.2.1.1	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund

### SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for December 2018. His next visit will be Tuesday, 8 January 2019.

### OFFICER'S RECOMMENDATION:

**That the Heritage Advisory Services Summary for December 2018 be received and noted by Council.**

### BACKGROUND:

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

### REPORT:

Council's Heritage Advisor is currently researching content for interpretive signage for the Goldfields Walking Tour to be constructed as part of the Pathways Project under the Round 2 of the Stronger Country Communities Fund.

### COUNCIL IMPLICATIONS:

- 1. Community Engagement/Communication (per engagement strategy):**  
Provide heritage advisory services to the community to recognise and promote the value of Uralla Shire's heritage.
- 2. Policy and Regulation:**  
Privacy and Personal Information Protection Act 1998  
OLG Model Policy – Private and Confidential Information
- 3. Financial (LTFP):**

Nil

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

Nil

**5. Workforce (WMS):**

Nil

**6. Legal and Risk Management:**

Nil

**7. Performance Measures:**

Nil

**8. Project Management:**

Nil

Prepared by staff member:	Manager Planning & Regulation
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Attachment 1 - Heritage Advisor Summary



research | interpretation | education | tours | project management

## HERITAGE ADVISORY MEMO

No. 64

date: 4 December 2018

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### ITEM 1: Rocky River Goldfields, Uralla

This report expands on my Rocky River report of 7 August, 2018 and suggests text that could be used on interpretive panels, however, the information should be seen as a work in progress.

The text provided concentrates on the boom period 1852-1867.

While the text is lengthy in parts the aim of the text is to evoke the sense *'that one is within the goldfields during the boom years'* and comes from extracts published in newspapers written by those in the goldfields at that time.

Interpretive panels could focus on activities associated with the goldfields and use titles that would *'pique the interest'* of those walking along the trail.

Titles could include, but not be limited to:

#### Eureka – the rush is on

A short time ago two gentlemen, of a family to whom the colony is much indebted, heard favourable accounts of the Bundarra country, and as they knew it had a granite formation, they determined to try if it was a second Braidwood. Accordingly they prospected that country, and luckily found a rich spot on the Rocky River, from which I am informed they have got as much as ten ounces a week; another party soon took up a claim adjoining them, which I am told is equally rich. Hundreds of gold diggers have visited them during the last fortnight; their visits have been generally hurried ones, and few of them having had experience in granite country, they mostly thought the Rocky a most unlikely place for gold.

I visited the Rocky River diggings to-day, and counted fifteen tents, and five cradles busy at work. The cradlers get their auriferous earth from the soft granite bed rock, and have only a few feet of sandy drift to remove; and they are not annoyed with water in that part of the bed of the creek which they have opened. Some parties who have lately come are washing the earth from the hollows in the rocks in the creek. Many parties have sunk holes and prospected them with their tin dishes, but the two successful parties who I have mentioned are I think the only ones who have given the Rocky a good trial; and if their claims are the only good ones to be found they are indeed most fortunate, for these claims are the first that they opened in that locality.

(From a correspondent)

*Maitland Mercury and Hunter River General Advertiser*  
1 December, 1852

The population of these diggings at present I would estimate at from 1300 to 1400 souls. The number of licenses issued for the present month up to this date is 730 and if the population continues to increase at the same rate as of late, the number shortly will be doubled.

Almost all parties are doing well, particularly those at the deep sinking on the top of Mount Jones. Some of the claims there are really very rich; the sinking is from 40 to 80 feet deep, the greater part of which is through rock or lava. The time taken in bottoming these deep shafts is from three to five weeks, but so-me parties work day and night, and of course get down sooner. The stuff is all taken up by windlasses (new here), the holes being too deep for levers. Looking at the washing stuff taken out of some of these claims the gold can be distinctly seen, a sure sign that there is "a pile" underneath for the fortunate owners.

As the diggers are now devoting their attention to ridge sinking, I have no doubt, with the present population, but these diggings will extend over a large tract of country, as on all the hills around indications of gold may be seen.

Yesterday and to-day there has been a rush to Mount Welch. A great number of shafts are in course of being put down. I understand one party washed from two panfuls of dirt 5 dwts. Of gold from a hole only four feet deep. Next week I shall be able to give more particulars regarding this new place, as by that time the other shafts will be bottomed.

A great number of Chinese are at work here, and, as at the other diggings, they are very fortunate and persevering.

A. DIGGER

*Armidale Express and New England General Advertiser*  
14 June, 1856

### **Chinese – conflict + customs**

Many nationalities were present at Rocky River one of the most prominent being the Chinese. While largely accepted they brought with them customs, beliefs and a work ethic that differed from that of their European counterparts and this led to problems within the gold fields.

Some of the fresh arrivals of Chinese seemed to be rather abroad on their advent to the Rocky diggings. A few of them, approaching a shaft where I was working, asked (in their broken gibberish) permission to look down, a request which was readily granted. Standing on tiptoe, with out-stretched necks, at a safe distance, they appeared like so many geese looking into a bottle; but they very soon accommodated themselves to their new circumstances, as they are now as busy as ants, working in shafts and cradling headings wherever they can find water.

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
3 April, 1858

A rush has taken place to the lower end of Maitland Point, where I understand the claims are turning out very rich, but I am sorry to add that the whole ground has been taken up by rapacious Chinese. Other payable ground, at the junction of Mount Welsh Gully with the Rocky, has fallen into the hands of the copper-coloured race – in short, almost all the payable claims at these diggings are in the possession of Celestials, and if these creatures continue to arrive at the same rate as they have done in the last six or seven weeks the Rocky will be almost entirely in the hands of the Tartars; and, as they grow in numbers, they grow both in impudence and

impertinence. I could quote several instances where they have endeavoured to intimidate Europeans by their numbers and treacherous recourse to knives and other dangerous weapons, and unless some very stringent measures be enacted by Parliament, to prevent our gold fields from being overrun by these locusts, I fear we shall have a repetition of the Buckland chastisement. They already outnumber the white population on several of our diggings, and eventually they must prove troublesome colonists – if they deserve that name. All the diggers in New South Wales should petition strongly against Chinese being allowed on any gold field except under an almost prohibitory tax. If this were the case, fewer of them would leave their own country for our shores.

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
10 April, 1858

The rush to Maitland Point seems to increase. Hundreds are sinking there at present, and the prospects obtained from some of the shafts already bottomed are said to have weighed over an ounce. The new-chum Chinese seem to hold the best part of the ground, as they muster strong in that quarter, being upwards of 400 in number. Last week two or three dozen of the “me no saavi” portion of them were driven to the lock-up, and kept in durance vile until they found the necessity to “saavi” how requisite it was for each of them to have a miner’s right.

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
17 April, 1858

The rush to Mount Welsh promises to be the most important that we have had for some time past. All those who bottomed on the channel have got payable stuff. About 100 shafts are in course of being put down so that by next week I shall be enabled to give more definite information. The number of Chinese on the ground is truly astonishing; they now consider themselves a very important body, and readily show fight to the white population. A large Chinese store and butchering establishment is now in full operation on these diggings; I need not add that both branches are extensively patronised.

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
10 July, 1858

A meeting was held on Monday evening, for the purpose of petitioning Parliament against the influx of Chinamen into this country, and for their expulsion from the gold fields was a bumper – Mr. Williams’s large saloon being choked full. .... The gentlemen who moved and seconded the resolutions gave John Chinaman a severe handling; they quite agreed with the Bear at Botany, in saying –

*“John Chinaman, my Joe, John,  
It seems quite clear to me,  
The myriads that keep coming, John,  
From your dear land of tea,  
Would very soon quite swamp us,  
And that would never do  
You’d better stay at home, John;  
Our gold we can’t give you.”*

The petition is a lengthy document, and fully explains our grievances. The language may be looked upon by some as strong but great dangers require strong measures. It is to be entrusted

to Mr. Parkes for presentation, the diggers having lost all confidence in the hon. Gentlemen who misrepresent them in the Assembly, and which must be remembered at the next election.

*Armidale Express and New England General Advertiser*  
24 July, 1858

While the New South Wales Legislative Council rejected the 1858 Bill to restrict the number of Chinese immigrants into the colony, in 1861 it passed the Chinese Immigration Regulation and Restriction Act. This Act, which had been tied to the influx of Chinese gold-seekers, was repealed in 1867 once the gold rushes had petered out.

New South Wales later reintroduced legislation restricting the number of Chinese entering the Colony. The *Influx of Chinese Restriction Act 1881* applied an entrance tax of £10 and a limit on each ship of one Chinese passenger per 100 tons of ship's tonnage. This Act was amended in 1887, raising the poll tax to £100 and the tonnage to one Chinese passenger per 300 tons. In 1898 New South Wales enacted another restrictive law aimed at excluding all non-Europeans, including British subjects. This Act included a dictation test and retained the tonnage limits against Chinese immigrants introduced in the earlier legislation.

When visiting the rush, I witnessed a Chinese funeral. It would appear that they have a prejudice against digging graves for any of their own countrymen, and accordingly a white man was engaged to dig a shallow sepulchre 4 feet deep, and afterwards to fill it in, for which he was handsomely paid. A numerous procession in Indian file followed the body, and after it was placed in its last resting-place about a dozen candles were lighted and fixed on the surface of the ground at the foot of the newly-filled grave. The whole party then bowed down and dunted their foreheads on the earth, and having gone through several genuflections and set off a number of crackers they adjourned to the Napoleon Hotel, whence, after partaking of some refreshments, they dispersed.

(From our special correspondent)  
Rocky River, 15<sup>th</sup> April, 1860

*Armidale Express and New England General Advertiser*  
21 April, 1860

The Chinese inhabitants are at the present exhuming the bodies of their deceased countrymen, for the purpose of exporting the bones hence to China. If such is one of their peculiar customs by all means let them enjoy it, but the most ardent admirer of the Chinese would scarcely permit them to intrude their disgusting custom of any who feel repugnant to view such scenes. Complaints have frequently been made respecting their desecration of the burial ground by their heathen orgies. Only last week a party of Chinese was busy a greater part of each day for several days burning small candles, setting off crackers, jumping about and gesticulating in a manner anything but soothing to those who view that small piece of ground as the last resting place of a dear relative or friend. To-day an eyewitness informs me that the scene in the burial ground was most disgusting. Four graves were opened and the bodies taken therefrom. One of these had no flesh on, merely the white bones remaining; but on another the decomposed flesh was still adhering. This the operators coolly (sic) rubbed off (sic) and threw on one side, saying "no wantee him." After cleaning the bones they washed them in what appeared to be gin, and then placed them apart for carrying away. As I said before, let them enjoy their own custom, but we should protest against any more being interred in a burial ground used by Christians, who hold such rites in abhorrence. Let them have another place to bury their dead, where their buffoonery and noise cannot lacerate the feelings of the mourner visiting the grave of a dear relative. Such will always be the case if they are permitted to inter their dead amongst ours. Fancy the feelings of sorrowing relatives if they found that the narrow tomb which held the remains of one beloved in life had been opened, the bones taken out, and the other portions, coffin, &c., carelessly thrown

on one side by these desecrators of the dead. Such is a very probable mistake in grave yards such as ours, if they be any longer permitted to inter and afterwards exhume their countrymen in the Uralla Burial Ground.

(From our special correspondent)

Rocky River, 2<sup>nd</sup> Nov, 1863

*Armidale Express and New England General Advertiser*

7 November, 1863

Pe Shong, the Chinese Interpreter, died here last week. He had been living here eight or nine years, and was very well liked by the Europeans. Since the disgusting desecration of our graveyard by the Chinese when exhuming the remains of their countrymen for the purpose of sending them to China, no Chinaman have been allowed burial in it. They have now an enclosure of their own, in which they may practise their peculiar customs without outraging the feelings of the Christian community. An urgent request to inter the remains of Pe Shong in the Uralla ground was made by several of his friends, European and Chinese, and a promise given that they would not be exhumed. Permission to do so was withheld until, as I am informed, proof of his baptism into a Christian Church was produced, when it was granted.

(From our special correspondent)

Rocky River, 23<sup>rd</sup> August, 1865

*Armidale Express and New England General Advertiser*

26 August, 1865

.....The Chinese, as usual are, are working the river bed. John, as a general rule, doesn't like the hard work of sinking deep shafts, and would rather work in a mob, stripping the shingle from the paddock in the river or treading the wearying wheel. But, besides this, I have long had a suspicion that John gets very much more gold from this kind of work than is generally imagined. This opinion I have mentioned to several gentlemen well acquainted with the gold fields and with the habits of the Chinese, and they take the same view. It has been found utterly impossible to discover how much gold a party of Chinese is making. John is not only secretive but timorous, and, being fully aware of his own natural cowardice, endeavours to disarm attack by appearance and profession of poverty. They work steadily on, their numbers and the division of their labour making that really light which to an onlooker would seem very heavy work. But they would not work so persistently, heaving out and stacking up stones, cutting and building races, and treading that everlasting wheel unless it paid them well; and I am thoroughly convinced that it does pay them well when they can get a dry season. It is altogether a mistake to say that the Chinese will work for less than a European. They may do so when it is a question of European labour, but mob them together, put them in a large party, and I am quite sure that they will work at gold-mining for wages that would satisfy very many Englishmen. I am astonished that strong parties of Europeans have not gone into these bed claims; but with whites there is always the same difficulty about combination. The "poor man" is determined to remain solitary and dignified, wraps himself in the mantle of his many wrongs, and remains the "poor man" ever; whilst John Chinaman chums in with his fellows, clears out a paddock whilst the "poor man" is telling his wrongs, and washes out a score or so ounces of gold whilst the other is camped by the fire smoking his pipe. Europeans have never worked the river bed in the same systematic manner that the Chinese have done, owing to this want of combination; and it is owing to this that whatever isolated attempts have been made have been failures. Anything short of regularly stripping a paddock in these river claims is utterly futile.

By the 'S. M. Herald's Wandering Reporter

*Armidale Express and New England General Advertiser*

9 June, 1866



## Accommodation + commercial activity

Hearing that the Rocky River gold field was progressing, on Tuesday last I determined to make a push, and take ocular demonstration for the truth. I arrived at our old friend, Mr. Samuel McCrossin's and from instructions started down the creek to have a view of the field. About a mile below I saw great numbers of tents on both sides of the river, in which there were families, all of whom seemed comfortable and happy; and wherever I went I was invariably met with a smile of welcome. On enquiring how their husbands were doing, the general answer was – "Oh! we can't complain." Being a stranger, and not wishing to be too inquisitive, I did not like to question them too minutely. On getting further down the creek, I saw numbers of drays unloading the washing-stuff, and returning, all apparently eager in their occupation. On asking some of the parties who were engaged at the cradle how they were doing, I was answered by "Look for yourself!" I accordingly waited for some time, until the cradle was cleared out, and the party most kindly washed out the contents of the dish; and from what I saw I am certain he had two ounces of gold. This was early in the day, shortly after breakfast; and if their stuff turned out the same during the day, the party must have washed out from twelve to fourteen ounces of gold. After seeing the washing system I went on, and found that I had to leave the creek and go up and ascent. After leaving the creek a short way, I saw a very nice house erected on the right-hand side of the road, which, on examination, I found was intended for a public-house, to be kept by a Mr. Allingham. On getting further, I saw another house erecting on the left hand side, by Mr. James McCrossin; it is of a very superior description, the slabs being sawn – a novelty on this side of the country. I wondered at the distance the gold field was from the creek. I kept rising higher on the hill until I came to a large tent, where there was a concourse of people. On getting to this tent, I found that one of the Armidale auctioneers (a Mr. Rae) was holding a sale of books. I remained for some time, and was greatly astonished at the want of spirit displayed by the diggers in not bidding for the books. Beautifully bound books, apparently Bibles, Tracts, & c., were sold for a mere nothing. The diggers do not appear to be a reading people, and books of the class the auctioneer had for sale were completely at a discount. A very fine mare, the property of the Rev. Mr. Maxwell, was sold for £25, I was told. The diggings are only a short way higher up the mountain, and as I went on I found great numbers of holes had been sunk, apparently from ten to twenty feet in depth, from which diggers were drawing up the earth in buckets and putting into carts. On my up the hill I happened to be close behind a dray, and by chance casting my eye on the bottom of the cart, I plainly distinguished the fine gold lying amongst the earth. The gold diggers must lose quantities of gold by not having close drays. After viewing the working of the different claims, I returned leisurely down the hill, and passed up the creek. I spoke to several of the washers, and found them much more communicative than in the morning. I enquired of them what they thought their weekly earnings would amount to. Some told me about £4 a week each man; one man told me £10 each week had been earned for the last two weeks in his party; another party told me that they had made £20 each man.

(From a correspondent)  
Armidale 9 April, 1856

B. ROSS  
Golden Fleece Inn, Maryland.

*Armidale Express and New England General Advertiser*  
12 April, 1856

A stranger on a dark night standing on Mount Mutton, and looking across up Mount Jones, would be apt to suppose that he was in the vicinity of a large scattered township, from seeing the many lighted tents, hearing the loud voices of all nations, the singing of songs, the playing of bagpipes, fiddles, flutes, organs and hurdy-gurdies – the firing of pistols and barking of dogs, and a number of other hubbubs, too numerous to mention.

Already we have three public-houses (and more in prospect), six stores, five butchers, two bakers, six public and a number of private boarding houses, four blacksmiths, shoemakers, tailors, lollypop-makers and barbers.

A. DIGGER

*Armidale Express and New England General Advertiser*  
14 June, 1856

The rush alluded to in my last, to the head of the Sawyer's Gully, has to a certain extent turned out a winner. I can safely say that two shafts out of every four will pay. This week will go far to prove whether this locality is really auriferous or not. To the best of my knowledge, 300 or 400 shafts are now in course of being sunk. The prospects got from dishes washed are from one half to one and a half pennyweights, but I have seen as high as four and a half pennyweights of gold got from one dishful of stuff taken from a deserted shaft.

This part of the diggings is now all life and bustle. Tents are up; we have blacksmiths, bakers, and butchers, and, in the course of a few days we shall have lollypop makers and tailors. It is to be hoped that the expectations of the diggers in this rush will be realised.

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
18 October, 1856



Rocky River Goldfields  
Watercolour paintings "Sketchbook: scenes in New South Wales, 1856-1857 - Mrs. Allan Macpherson"  
Call number: PXA 3819  
State Library of NSW

Numbers of our residents are now forming gardens around their dwellings, a sign that they intend making some permanent stay here. Shepherds and others who have facilities for growing vegetables should keep in view that there is always a ready and profitable market to be met with here for "anything green."

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
29 November, 1856

Before concluding my remarks upon the Rocky River, I must not omit to say that most of the miners now on this gold field may be regarded as permanent residents. They have comfortable dwellings, and in nearly all cases have availed themselves of the right of purchase, on the score of improvement, given by the Land Act. This right is limited to two acres, but, like all the provisions of the not to be amended and immutable Land Act, this one is so framed as permit of its evasion in the simplest manner possible. Thus, the miners have four, six, and even eight

acres; this being managed by claiming two, three, or more two-acre blocks, by right of improvements made on each.

By the 'S. M. Herald's Wandering Reporter

*Armidale Express and New England General Advertiser*  
9 June, 1866

More information of commercial activity, such as accountants, auctioneers, bakers, banks, blacksmiths, boarding houses, bootmakers, builders, butchers, carriers, coach proprietors, confectioners, cordial makers, dentists, doctors, hairdressers, jewellers, nurseries, pastry cooks, photographers, publicans, restaurants, saddlers, storekeepers, theatres, veterinary surgeons, watchmaker, activity that would have played a major role in life at the Rocky River goldfields, is required for this section.

### **Faith + teachings**

At these diggings we have a vast number of children running about, almost wild, without education, and not even one school-master to give them a lesson. Parents should know their duty to their offspring, and educational boards (of whose private quarrels we have read so much of late) should know that an uneducated mass is not the material to form a mighty or moral great country.

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
27 March, 1858

In a late number of the 'Sydney Herald' a writer from the Rocky justly complains of the great want of means of education at these diggings, there being no funds allowed by Government to endow a school of any description, though we are a higher-taxed class than any other portion of the community, and the solitary teacher on Sydney Flat has to depend solely for remuneration from his pupils – the consequence of which is that the greater number of the children on the Rocky are being reared in the state of melancholy ignorance.

*Armidale Express and New England General Advertiser*  
8 January, 1859

.....Another very pleasing matter is that the miners have been thoughtful of their children, and have made ample provision for their education, there being two non-vested National schools on the Rocky River, both of which are well supported, having an average attendance of somewhere about fifty children each.

By the 'S. M. Herald's Wandering Reporter

*Armidale Express and New England General Advertiser*  
9 June, 1866

More information of religious activity/instruction is required for this section as there were no churches at Rocky River from 1852 to about August of 1854, and by 1858 the Anglicans had discontinued their services and by 1861 there seems to have been no clergyman of a denomination resident at Rocky River.

More information is also needed about education for although there were no schools at Rocky River prior to 1856 two schools appear to have opened later that year but there were no schools by March 1858, However, during 1858 a school was opened in the Presbyterian Church and another school was opened on 26 September, 1859. Until 1860 the frequent closing and

re-opening of schools was almost certainly due to fact that they were maintained by public subscription and by pupil's fees.

### **Accidents do happen**

An accident of a very painful nature occurred here on Wednesday, 22<sup>nd</sup> October by which the lives of five men were lost. After dinner these men descended their shaft, on Sydney Flat, and left no person on the top at the windlass; at supper-time the brother of one of the men, thinking it remarkable that they were not knocking off work, went to the shaft, but could see no appearance of them; he then descended, and ascertained that the roof of the tunnel in which they were working had fallen in; he immediately gave the alarm to the other diggers, who wrought to no avail all night, one party having driven twenty feet during the night from an adjoining shaft without finding any traces of them.

This occurrence created great excitement and grief among the miners, crowds of who surrounded the shaft all Thursday; the Commissioner also, when apprised of the circumstance, was promptly on the spot, and remained all day exerting himself to the utmost on behalf of the unfortunate men.

The first body was dug out in the afternoon, and the remainder were found about midnight; the names are McKenzie, Ross, McLean, McLeod, and Urquhart; they were all from Ross-shire, in the north of Scotland.

McLean's body was first discovered; the arms were clasped round a prop, and about four feet of sand were heaped over him. After immense labour, the body of McLeod was found; he appeared nearly upright, with his arm stretched out towards two of his mates, who seemed as if attempting to reach them. The other body was jammed up against the side of the tunnel in an act of driving, with a pick beside him; this body was most injured by the falling mass, which must have come down instantaneously and loosened from the ironstone – a height of twenty-two feet. During the awful interval of suspense, the exertions of the assisting diggers were most praiseworthy.

The bodies were buried on Friday, at sunset. The funeral was most imposing – nearly every European miner attending; the Commissioner read the funeral service over the five graves.

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
8 November, 1856

A melancholy accident occurred here last week, from choke damp, in one of the deep shafts of Mount Welsh. The unfortunate victim, who lost his life, was a young man of the name Daniel Bowen, a native of Connecticut, U.S. As the particulars will likely appear in another part of your paper, it is unnecessary for me to repeat them. The deceased was much respected and led a very exemplary life while amongst us, which must be a great source of consolation to his distant relations.

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
27 March, 1858

### **Law + order**

The necessity for increased police protection here is becoming very apparent. About a fortnight ago a person, while standing at his tent door, was fired at by some scoundrel. The charge, which took effect in the face, appears to have been small gravel. The individual who had such a narrow escape of losing his life was confined to his bed for several days, but I am happy to state that he is recovering. One side of his face is very much scarred. The police barracks ought to be removed

to the new diggings, where the great bulk of the population is concentrated. Robberies are becoming so frequent, also, that if the Government wish to protect life and property at these diggings they should immediately send more police.

(From our own correspondent)  
Rocky River, June 4

*Armidale Express and New England General Advertiser*  
7 June, 1856

### **Not all beer + skittles**

Christmas the most joyous and festive season of the year, passed off very quietly in this part, which I attribute mostly to so many of our brother diggers having gone away to eat their roast beef and plum pudding amongst their friends. On Monday last, known amongst us as Boxing Day, some of our Maitland people got up a game of cricket, which afforded a good deal of amusement, and there are several matches made up to come off after New Year's Day. It was rumoured that there were to be some races in Armidale on Boxing Day, and a good many of our folks, anticipating some sport, made an early start in the morning, but to the disappointment of our sporting community, it turned out a regular hoax. However, some of the diggers were determined not to be done out of their day's amusement, so they got up a hack race amongst themselves, but as I stopped to take an active part in the cricket playing I do not know any particulars.

(From our correspondent)  
Rocky River, Dec. 27, 1853

*Maitland Mercury and Hunter River General Advertiser*  
7 January, 1854

These diggings are now assuming the life, bustle, and gaiety of a large township. We have a number of amusements. Messrs. Foote and Co. have erected a fine bowling alley, 70 feet long, which is a bumper day and night. The skittle alley is also getting its share. Billiards and bagatelle tables will soon be up. These, and a theatre and circus in prospect, will go far to drive away the monotony of an evening at the diggings. There are fewer cases of drunkenness now than when the population was not one-fourth of its present number.

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
13 September, 1856

The Circus party have left us to-day. They were a source of great amusement to crowded houses that patronised them during their stay here. The serenaders will soon commence. Mons. Rinardet's fortnightly balls are well got up and respectably conducted, but there is something wanting. Why not make arrangements that more ladies should attend. This, I think, could be remedied by appointing stewards, who could issue circulars and induce their fair friends to attend and patronise one of the most harmless amusements that could be entered into.

(From our special correspondent)

*Armidale Express and New England General Advertiser*  
11 October, 1856

As mentioned in my report of 7 August, 2018 the following poem could also be included on an interpretive panel.

## From a digger's notebook

*Come, all ye thoughtless diggers,  
That toil so hard for gold,  
Oh! listen to instruction  
Before you are too old;  
Make glorious Independence  
Your chief, your only aim;  
Then hoard your precious metal,  
While you have a good claim.  
It is not in brute intemperance-  
It is not in women's smiles-  
It is not in mere existence,  
Depending on your toils-  
But in life's dreary winter,  
To nurse your shattered frame  
That is the greatest blessing  
Can result from a good claim.  
To trust each day to fortune,  
Oh! what a slender hope!  
If fate o'ercasts your lucky star,  
You are darkly left to grope.  
When age and want against you play.  
You are sure to lose the game;  
And conscience, like Job's friends, will say,  
You have yourself to blame.*

SINBAD

Rocky River, March, 1859

*Armidale Express and New England General Advertiser*  
19 March, 1859

The text suggested in this report provides a 'first hand' account and in some cases the text is fairly lengthy. In designing interpretive panels consideration should be given to the length of the text so that it retains the interest of those reading the panels.

Text could also include technical information as to how the goldfields of granite and basalt were worked - shafts, shovels, picks, barrows, carts, tin dishes, windlasses, wooden cradles, buckets, sluicing, puddling machines, tailings, water races, reservoirs, holding dams, tunnelling and horse drawn tramways.

***While the Rocky River goldfield became the richest field in NSW, producing over 30,000 ounces of gold in 1863 it had produced approximately 120,000 ounces between 1856-1860 which represented almost 2% of total world production in that period.***

As stated at the beginning of this report some of the text is lengthy in parts. It will need to be reduced in words for interpretive panels but could be included in its entirety if an App were to be produced as part of the Rocky River Goldfields walk.

A brochure providing a more detailed history of the significance of the Rocky River Goldfields could complement the interpretive signage panels and App providing a more meaningful experience through the goldfields for the general public.





research | interpretation | education | tours | project management

**HERITAGE ADVISORY MEMO**

**No. 64**

**date: 4 December 2018**

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**ITEM 2: Next Heritage Advisor visit**

The Heritage Advisor's next visit will be 8 January, 2019.





## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	<i>Manager Planning and Regulation</i>
<b>Reference/Subject:</b>	<b>Report 6 - Uralla Township and Environs Committee Member Vacancy</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1.1	Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces
<b>Strategy:</b>	1.1.2	Embellish our community with parks, paths, cycleways, facilities and meeting places
<b>Activity:</b>	1.1.2.1	Prepare open space strategy
<b>Action:</b>	1.1.2.1.1	Engage with the community and key stakeholders in developing the Open Spaces Strategy

### OFFICER'S RECOMMENDATION:

*That Council resolve to advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of John Kurko.*

### BACKGROUND:

Uralla Township and Environs Committee meeting minutes from 13 November 2018 note in General Business that the committee requests Council to advertise a member vacancy following the resignation of John Kurko.

### CONCLUSION:

It is appropriate that Council advertise the vacancy to facilitate replacement of the departing committee member.

### COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**  
Nil
- 2. Policy and Regulation**  
Nil
- 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

**Disclosure of Political Donations and Gifts**

Has a Political Donations Disclosure Statement been received in relation to this application?	No
Political Donation Disclosure Statement register details	N/A
Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed?	No
Gift and benefits register details	N/A

Prepared by staff member:	Matt Clarkson, Manager Planning and Regulation
TRIM Reference Number:	U18/7402
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Uralla Township and Environs Committee minutes for November 2018

## URALLA TOWNSHIP & ENVIRONS COMMITTEE

Tuesday 13 November 2018, 6pm Eastern Daylight Savings Time (5pm Qld time), Council Chambers

### Minutes

#### **Meeting opened: 6pm**

#### **Present:**

Andrea Wallace (AW), Carl Merten (CM), Shaun Platford (SP), Ariella Van Luyn (AvL), Colin Hull (CH), Nolene Porter (NP), Jim Sinclair (via phone for a brief time but experienced sound quality problems)

Cr Isabelle Strutt (IS), Cr Levi Sampson (LS), Cr Natasha Ledger (NL), GM Andrew Hopkins (AH), observers

#### **Apologies:**

Philip Smith (late apology)

John Kurko, who also tendered his resignation from the committee because of work commitments

#### **Correspondence:**

##### **Inward:**

Uralla Shire Council, letter regarding Council Resolution re Recommendations of UTEC from July & August meetings, 10 October (circulated with agenda)

Kaye Sutton, Letter regarding historic town signs, 17 October (see attachment 1)

##### **Outward:**

Minutes of UTEC 9 October meeting to Uralla Shire Council, 13 October

Motion that previous minutes were correct as read:

Moved: NP, Seconded: KM, carried

#### **Business arising from previous meeting**

##### **1. Re-classification of land of caravan park, Queen St**

NP reported that council is seeking to re-classify the land from community to operational for the business of the caravan park. This information has been re-advertised and is back on public display. See: [http://uralla.nsw.gov.au/index.cfm?page\\_id=1390](http://uralla.nsw.gov.au/index.cfm?page_id=1390). There is a public meeting about this matter 12 Dec

#### **General Business**

1. **The committee requests council to advertise another position on UTEC to replace John Kurko**
2. **Jo Fletcher from the Neighbour Centre re: Community Garden**

**Notes provided by Jo Fletcher:**

- Community Garden went to a Council meeting on the 30/8/2010. Land in Wood Street (next door to the pool) was approved and granted for such usage
- Robert Bell came to the site and viewed the proposed layout.
- Council supported the garden by donating a startup amount of \$3500
- Incredible Edible raised \$1000 for the garden through fundraising which helped purchase tools and gloves
- Original “driving force” for the garden was a team lead by Deni McKenzie, followed by the leadership of Sue Dyer
- At the end of 2012 the Community Garden asked to come under the banner of the Uralla Neighbourhood Centre. This helped with insurance costing and grant applications
- In 2013-2014 a new site plan was undertaken with a team of new young members.
- In 2014 this plan was discussed with council. The idea of a fence was found to be a restriction to the openness of the area and discouraged the idea of community and connectedness. The group then registered as an incorporated body.
- Ground breaking ceremony was held in 2014 and Mayor Pearce turned the first spade on the land
- In 2015 with the help of Council and Uralla Neighbourhood Centre, the garden group lead by David Ryan was able to secure a grant from the Royal Agricultural Society of NSW.
- In 2015 the idea of a pond had to be changed as there were many restrictions due to open areas and water courses
- In 2017 the Uralla Community Garden once again came back under the banner of the Uralla Neighbourhood Centre. This was because the committee could not maintain the numbers as required for an incorporated body. By de registering as an incorporated body and coming back under the Uralla Neighbourhood Centre we could offer a volunteer’s insurance cover and associated coverages.
- The Community Garden is maintained by volunteers and members associated with the Uralla Neighbourhood Centre and is open to all community members.
- The Community Garden helps community members feel connected via volunteering. It is a learning opportunity for many and for others it is an opportunity to share information and resources. It helps support those in our community overcome and maintain social isolation, mental health wellbeing, work for the dole commitments and work and development orders.
- The Community Garden is one of the primary producers for the food pantry that services members of the community that are under growing economic stress. And easy way for people to access fresh produce without asking for help. The stigma and confidence reducing situation of asking for help is lowered as they can help themselves to garden produce while giving something back to the community.

- The current planting plan for the garden includes shade trees, fruit trees, shrubs, natives, legumes, strawberries, herbs, leeks, carrots, onions, zucchini, silver beet, kale, asparagus, tomatoes, potatoes, pumpkins, perpetual spinach, lettuce and rocket. Many are already established, and others need to be re sown. The vision in recent times is to move toward a garden that requires low watering maintenance and low labor-intensive plantings. We are also are looking at produce that has longevity in shelf life.
- An example of a community learning opportunity is the Chook Day to be held on the 24<sup>th</sup> November 2018

**Q&A:**

- Anyone can be involved in the garden by contacting the Neighborhood Centre or ringing Ladybird Nursery
- The garden is a sub-group of the neighbour centre
- 7-8 regulars are for the garden
- Neighbourhood is funded by but this funding does not cover the garden, so the Centre fundraises is for community garden and other projects
- Julie Hicks from Ladybird Nursey is supplying plants
- Plant donations can be made to Julie and monetary donations to the Neighbourhood Centre

### **3. "Historic Uralla " Castle signs**

The committee suggests use of a sign with a castle icon, which is an internationally-recognised symbol for a historic town.

- See Correspondence from UHS, attachment 1
- Originally requested by the Creative Village Committee (CVC), but never implemented by USC.

**Recommendation: USC install Historic Uralla Castle signs on the four main entrances to Uralla**

Moved LVE, CH, carried unanimously

### **4. Signage**

- Refer to attachment 2, from the U-Watch Document, which provides a suggested design and site of the signs
- Originally recommended by the CVC.

**Recommendation: USC develop design and costings for improved signage**

**Additional recommendation:**

- **USC develop a holistic signage scheme with uniformity in design, which**

- **Includes investigating the design suggested in 'rationalisation of informational signs' document (attachment 2)**
- **Park signs: adoption of a uniform, "distinctive to Uralla" design, colour scheme and font.**

Moved CH, Seconded SP, Carried unanimously

LvE: It will be important that such sign designs can be extended and changed

CH: There is a case to improve signage, especially for the carpark behind the main street, which currently only has a small P sign

SP: suggested a fifth on Kingstown Rd and Thunderbolt's Way near Bowl's club, cnr of Hill and Queen St?

LS: Need to improve signage and enhance entries to the town

- Entry to Uralla signs

Recommendation: USC amend the "Altitude 1km" to "Elevation 1012 m"

LvE: accuracy and national standards should be consulted prior to making a decision on this matter.

Committee to make no recommendations on this matter as it is a minor change

- Warning Signs in Parks.

The GM previously advised UTEC that the signs were installed for "legal" reasons.

AW: suggested re-writing of this item to be less wordy. For example, 'consider changing signs to something less obtrusive and conform to the uniform design policy suggested above.'

Draft Recommendation: USC seek clarification from the relevant authority, and point out the reasons for seeking exemption.

Committee to make no recommendations on this matter as it was felt that these signs were necessary in a litigious society.

## **5. Fuller Memorial Park**

**Recommendation: USC demolish the (vandalised) Street Stall and concrete pots**

Moved: CM

Seconded: CH

Carried 6:1

It was noted that previous UTEC committee minutes (11 Sept) requested that a Heritage Officer investigate what the park looked like in the past.

It was also noted that previous UTEC committee minutes had recommended removal of pots (12 June). Therefore, it was felt this recommendation should not need to be discussed again.

It was noted visual aides provided by the heritage officer would be useful to help guide redevelopment of the park.

## **6. Uralla 2358 Park**

Currently known as Pioneer Park. A delegation of committee members had agreed to see Adam Marshall and a late November meeting has been booked with his office.

LS: 'Grant guru' is worth looking into.

Action: AVL will subscribe to grant guru and share with committee

NL: wished to note that Long neck turtle mentioned in 'rationalisation of street signage' (attachment 2) is unique to the area

Meeting closed: 7.06pm

### **Next Meeting**

Tuesday 11 December, 6-7pm, Council Chambers

26 July 2018

Mr Andrew Hopkins  
General Manager  
Uralla Shire Council

Dear Mr Hopkins,

Re: Historic Town signs:

<http://www.rms.nsw.gov.au/business-industry/partners-suppliers/documents/technical-manuals/touristsignsv4.pdf>

Some years ago and on several occasions, the then Creative Village Committee asked Council to install the standard tourist Historic Uralla 'Castle' signs at the four entrances to Uralla.

Unfortunately the Senior Council Officer who was delegated that responsibility 'didn't get around to it'.

Uralla has become a destination for cultural tourism, which benefits the whole community and the signage can only enhance Uralla's reputation.

We'd be grateful if you'd arrange for the placement of these signs.

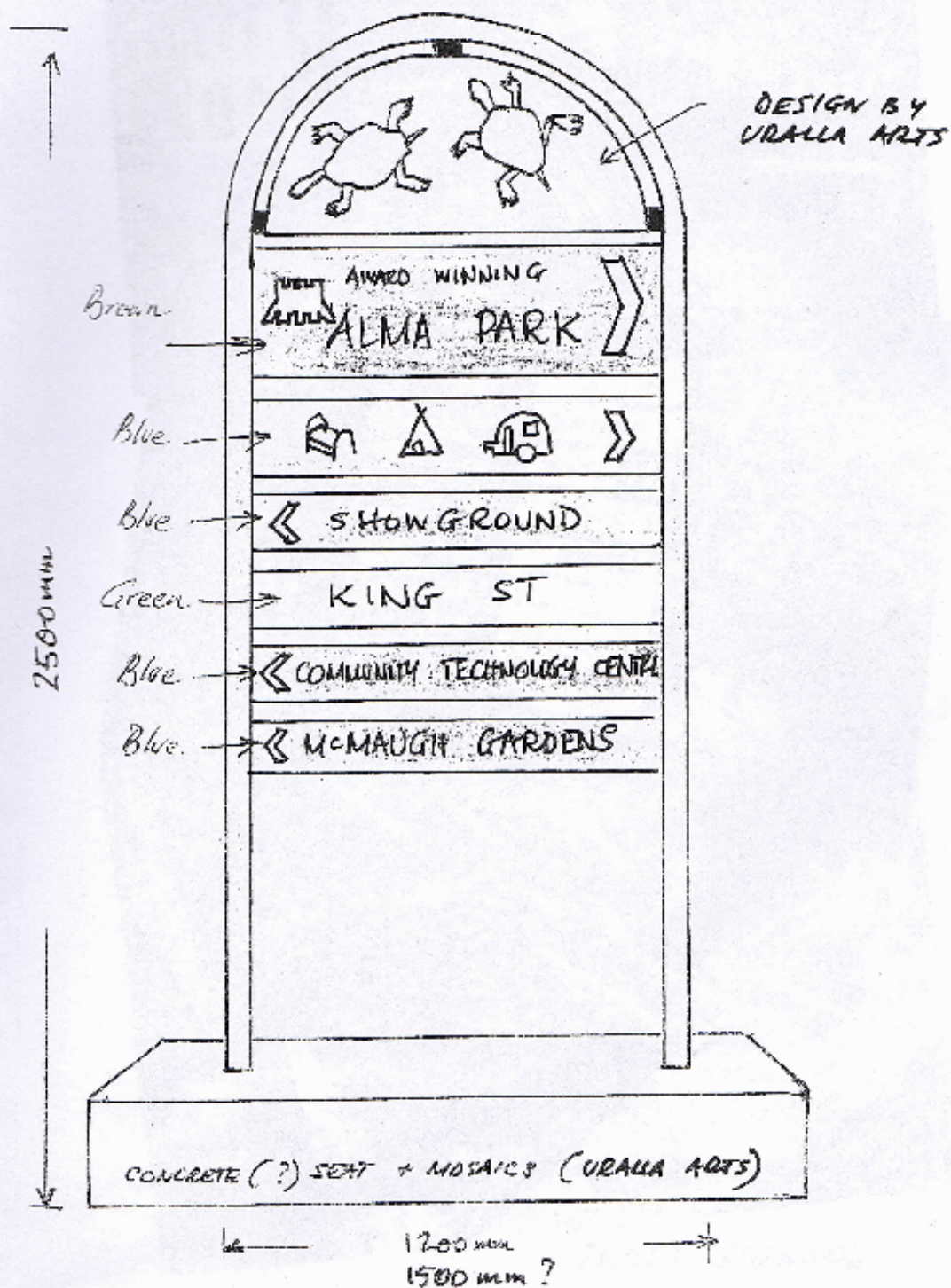
Yours sincerely,

Best wishes,

(Ms) Kaye Sutton  
Honorary Assistant Secretary  
Uralla Historical Society  
McCrossin's Mill Museum

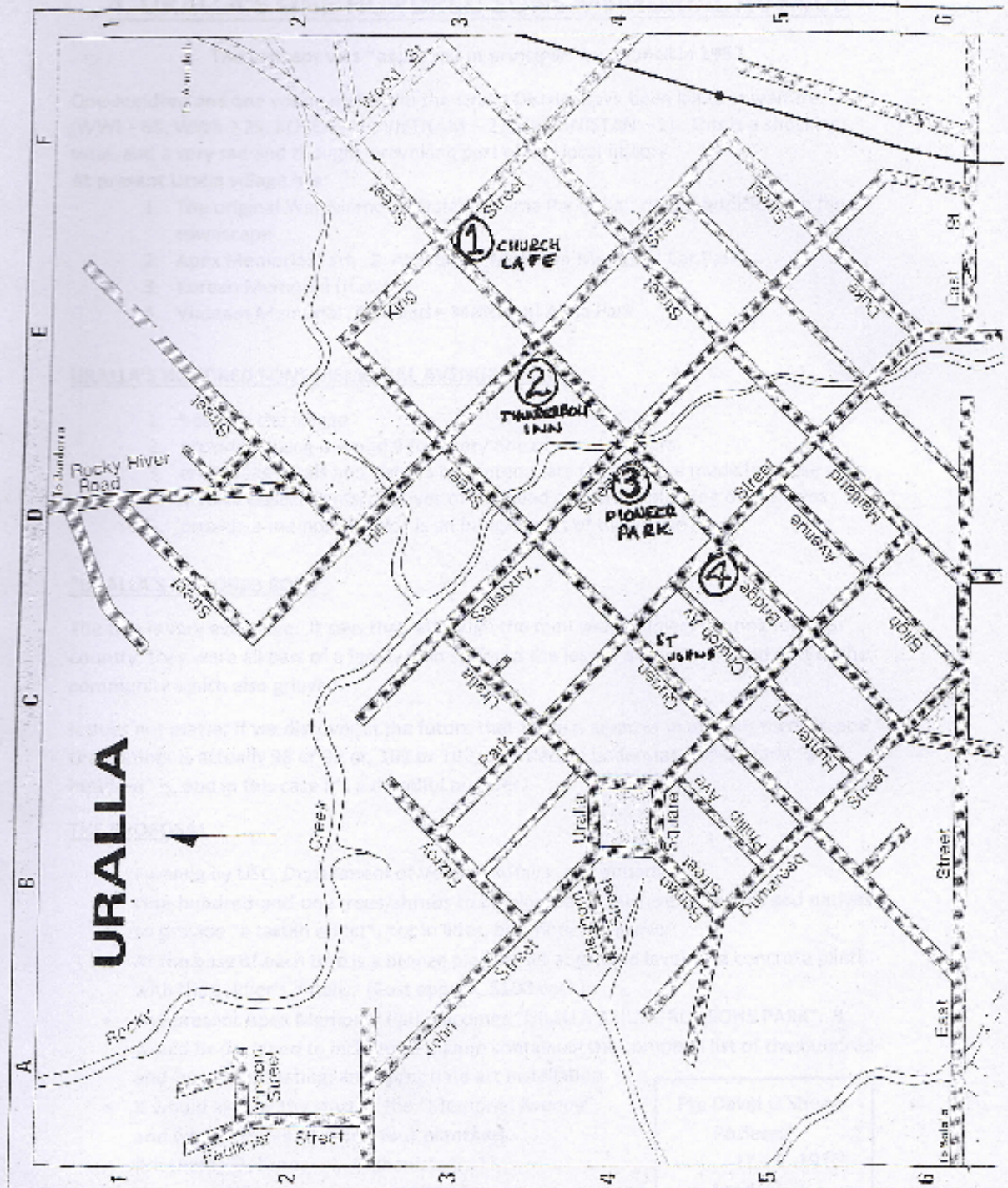
### 3. RATIONALISATION OF SIGNAGE

#### SUGGESTED DESIGN





# RATIONALISATION OF STREET SIGNAGE - SITES





## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	<i>Director Infrastructure &amp; Regulation</i>
<b>Reference/Subject:</b>	<b>Report 7 - Works Progress Report as at 30 November 2018</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	<b>2.3</b>	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained
<b>Strategy:</b>	<b>2.3.1</b>	Provide an effective road network that balances asset conditions with available resources and asset utilisation
<b>Activity:</b>	<b>2.3.1.1</b>	Deliver road and drainage maintenance services and capital works programs

### SUMMARY:

The purpose of this report is to inform Council of the works that have been completed or progressed for the previous month, and works being undertaken in the current month.

### OFFICER'S RECOMMENDATION:

**That the report be received and noted for the works completed or progressed during November 2018, and works programmed for December 2018.**

### BACKGROUND:

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

### REPORT:

#### A. Works Undertaken in November 2018

Munsie Bridge, Gostwyck Road, opened by Barnaby Joyce, Member for New England, on 16 November 2018

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>1. Main Road Maintenance</b>    |                                      |
| MR73 Thunderbolts Way              | General maintenance, roadside mowing |
| MR124 Bundarra Road                | General maintenance, roadside mowing |
| MR132 Barraba Road                 | General maintenance                  |
| <b>2. Sealed Roads Maintenance</b> |                                      |
| Uralla Streets                     | Patching, mowing                     |
| Bundarra Town Area                 | Patching, mowing                     |
| Kentucky/Wollun Area               | Patching                             |
| Sealed Rural Roads                 | Patching, roadside mowing            |

**3. Unsealed Roads Maintenance Grading**

Trida Road	Graded
Reids Road	Graded
Yarrowyck Crossing Road	Graded
Gwydir Park Road	Graded
Woodlands Road	Commenced Grading
Rowbottoms Road	Graded
Mount Butler Lane	Graded
Big Ridge Road	Graded
Munsies Road	Graded
Stanley Vale Road	Graded
Wilkinsons Road	Graded
Val View Road	Graded
Holloways Lane	Graded
Thomas Lagoon Road	Graded
Saumarez War Service Road	Graded
Rose Hill Road	Graded
Rock Abbey Road	Graded
Retreat Road	Commenced Grading

**4. Construction**

Bingara Road 13.3km to 15.0km	Continue reconstruction and bitumen seal
Eastern Avenue for 2km South of Causeway	Completed installation of drainage pipes

**5. Bridge / Sign**

Wilkens Street	Completed developer kerb and gutter works
Eastern Avenue for 2km South of Causeway	Completed installation of drainage pipes
Hillview Road	Commence pipe extension
Allinghams Road	Commence pipe extension
Uralla	Clean out pipes
	Install 80kph speed zone on Barleyfields Road

**6. Town Area**

Uralla	Park maintenance, Recreational area maintenance, Cemetery maintenance, Sporting field maintenance, tree pruning, storm clean up.
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**B. Works to be continued/undertaken in December 2018**

**1. Main Road Maintenance**

Bitumen patching  
 Guide posting  
 Sign maintenance

**2. Sealed Roads Maintenance**

Bitumen patching  
 Guide posting

- 3. Unsealed Roads Maintenance**  
Bundarra, Retreat and Balala areas  
subject to available water supplies.
- 4. Bridge/Sign**

Uralla	Bridge maintenance works
Hillview Road	Complete pipe extension
Allinghams Road	Complete pipe extension
- 5. Construction**

Bingara Road 13.3 km to 15.0 km	Complete construction and bitumen seal
Eastern Avenue for 2km South of Causeway	Commence reconstruction works
- 6. Town Area**  
Routine maintenance  
Fertilise sporting ovals

**KEY ISSUES:**


















Nil

**COUNCIL IMPLICATIONS:**

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

Prepared by staff member:	Works Manager & Director Infrastructure & Regulation
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Works Program to 30 November 2018



Capital Works Program 30 November 2018																	
		May 2018	June 2018	July 2018	August 2018	September 20	October 2018	November 20	December 20	January 2019	February 20	March 2019	April 2019	May 2019	June 2019		
ID	Task	Task Name	Text1	Cost	Estimate												
1		Upgrades		\$2,079,319.18	\$2,490,000.00												
2		Munsie Bridge	Completed. Officially opened 16/11/18.	\$729,637.43	\$800,000.00												
20		Bundarra Road - Barloo road	Project completed. Costing analysis completed.	\$623,179.47	\$350,000.00												
33		Bingara Road Upgrade (6.6km to 8.9km) - R2R	Project completed.	\$444,414.56	\$506,000.00												
46		Bingara Road Upgrade last 1.7km to Shire boundary - R2R	Design progressed to allow for construction of the last 1.7km to the Council boundary. Under construction - base course.	\$212,663.46	\$374,000.00												
58		Eastern Avenue	Design completed - Works deferred in favour of Bingara Road upgrades. Drainage pipe installation has commenced	\$60,432.18	\$320,000.00												
69		Burtons Lane. 0.0 to 1.39km from Noalimba Avenue. Rehab and single lane seal	Detailed costing to be undertaken. Scheduling to be finalised.	\$0.00	\$250,000.00												
83		Bundarra Road - Invergowrie Road - REPAIR Project	DesignCommenced. Pricing to be reviewed. Scheduling to be	\$5,255.48	\$302,000.00												
95		Gilmore Place, Uralla.	Draft brief prepared. To be undertaken by contractors. Yet to be	\$0.00	\$40,000.00												
109		Park Street Uralla. Queen Street to Uralla Street. Rehab 100m by	Draft brief prepared. To be undertaken by contractors. Yet to be scheduled.	\$3,736.60	\$50,000.00												
122																	
123		Footpaths		\$0.00	\$87,160.00												
124		Shared path Maitland Street 200m	RMS Funding not approved. Could be deferred to next year.	\$0.00	\$86,000.00												
130																	
131		Stormwater		\$19,622.66	\$67,701.00												
132		Rowan Avenue Stormwater	Design commencement delayed.	\$1,376.35	\$45,000.00												
142		Wilkins Street. Kerb and Channel Private works.	Project completed .	\$18,246.31	\$22,701.00												
Project: Works Program December		Task Split Milestone Summary	Project Summary External Tasks External Milestone Inactive Task			Task Summary External Tasks External Milestone Inactive Task			Manual Summary Rollup Manual Summary Start-only Finish-only			Deadline Baseline Baseline Milestone Baseline Summary			Progress Manual Progress		

Page 1



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	<i>Director Infrastructure &amp; Regulation</i>
<b>Reference/Subject:</b>	<b>Report 8 - Uralla Bridges Assessment</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.3	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained
<b>Strategy:</b>	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation
<b>Action:</b>	2.3.1.1	Deliver road and drainage maintenance services and capital works programs
<b>Action</b>	2.3.1.1.4	Seek funding for transport infrastructure expansion projects

### SUMMARY:

Council was successful in a funding application for a bridge capacity assessment to determine HML capability of its structures on Thunderbolts Way, Bundarra Road and Torryburn Road by undertaking a Level 3 assessment. The Deed of Agreement identified funding up to \$63,000 to “Undertake Level 3 bridge structural assessments for 14 bridges up to B-Double HML standards”.

### OFFICER’S RECOMMENDATION:

That:

1. The Uralla Bridges Assessment report be received and noted by Council,
2. Council endorse the opening of these routes to HML B-Double vehicles, and
3. Council continue to liaise with RMS with a view to opening the Lone Pine Bridge in Bundarra to B-Double HML vehicles.

### BACKGROUND:

Council has been unable to approve B-Double HML vehicles on the Regional Roads including Thunderbolts Way and Bundarra Road, and the local Torryburn Road in the absence of an assessment of the structural capacity of its bridges on these roads.

The Lone Pine Bridge over the Gwydir River in Bundarra is an asset owned by the Roads and Maritime Services (RMS). RMS have been undertaking a Level 3 assessment of the Lone Pine Bridge. The Level 3 assessment has yet to be concluded, but if HML capacity is unavailable for the current 2 lane operation, providing for a single lane operation may satisfy the RMS to permit B-Double HML vehicles to cross the Gwydir River at this location.

**REPORT:**

The investigation was undertaken by a bridge design consultant. The report has concluded that the Uralla bridges investigated are deemed to be HML compliant.

Only thirteen (13) bridges were assessed as the original application included the Lone Pine Bridge. The Lone Pine Bridge Level 3 assessment was already underway through the RMS.

The Uralla Bridges Level 3 Assessment Report has been circulated to the Local Traffic Committee for their information.

The Lone Pine Bridge crossing the Gwydir River (owned by the RMS) remains the only structure on Thunderbolts Way yet to be deemed HML compliant.

**KEY ISSUES:**

HML vehicles provide for greater transport efficiencies.

The Council's bridges have been assessed as part of the Level 3 Bridges Assessment and deemed to be HML capable.

**CONCLUSION:**

Council can open the routes to B-Double HML vehicles subject to RMS identifying a satisfactory solution to the Lone Pine Bridge in Bundarra on Thunderbolts Way.

**COUNCIL IMPLICATIONS:**

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

Provide a press release on the report's findings (in accordance with the funding deeds requirements) and provide information on Council's website

**2. Policy and Regulation**

N/A

**3. Financial (LTFP)**

100% funded by the Fixing Country Roads Loads Assessment stream

**4. Asset Management (AMS)**

Maintenance works identified in the report to be programmed and undertaken.

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Level 3 Bridges assessment has addressed the risk of unknown structural capacity.

**7. Performance Measures**

Nil

**8. Project Management**

By Infrastructure and Regulation staff

Prepared by staff member:	Director Infrastructure & Regulation
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Bridge Design FINAL Bridges Load Rating Report



PO Box 9140,  
Wyoming, NSW 2250  
ph (02) 4322 0011  
ABN 63 145 429 063

Uralla Shire Council  
Attention: Terry Seymour

B1823-R-01

26 October 2018

## Uralla Bridges - Load Rating Report

### 1 Introduction

Bridge Design were commissioned by Uralla Shire Council to assess thirteen (13) bridges throughout the Shire. Information on these bridges may be found in Table 1.1.

A level 3 inspection was undertaken at each of the bridges to ascertain their condition. The bridges were then analysed for Higher Mass Limit (HML) loading in accordance with AS5100.7. Information on HML vehicles may be found in Appendix A.

---

Principal J. R. Alexander BE, MEngSci, MIEAust  
Associate D. O. Anabalon BE, ME, MIEAust





Table 1.1: List of Bridges

Ref. No	Road	Crossing	Bridge Name	Latitude	Longitude	Year Built	Length (m)	No. of spans	Skew angle	Clear Width (m)	Deck Material
1	MR73 Thunderbolts Way	Salisbury Waters		-30.7232	151.5144	1965	54.9	6	0°	7.3	PSC
2	MR73 Thunderbolts Way	Uralla Creek	Shanahans Bridge	-30.6495	151.5000	1929	22.9	3	30°	6.1	RC
3	MR73 Thunderbolts Way	Tolleys Gully		-30.5694	151.4470	1929	13.5	3	0°	6.1	RC
4	MR73 Thunderbolts Way	Gwydir River		-30.4958	151.3756	1959	72.5	6	0°	7.3	Steel
5	MR73 Thunderbolts Way	Cachs Creek		-30.4041	151.3158	1952	37.2	5	0°	6.7	RC
6	MR73 Thunderbolts Way	Dairy Creek		-30.3827	151.2847	2002	16.5	2	0°	7.6	PSC
7	MR73 Thunderbolts Way	Basin Creek		-30.3628	151.2485	1982	36.7	3	40°	8.0	PSC
8	MR73 Thunderbolts Way	Laura Creek		-30.2325	151.1300	1959	54.9	4	0°	7.3	Steel
9	MR124 Bundarra Road	Saumarez Creek		-30.5100	151.5854	1969	35.3	2	0°	7.3	Steel
10	MR124 Bundarra Road	Boorolong Creek	Milsons Bridge	-30.4789	151.4274	1961	82.3	6	25°	7.3	Steel
11	MR124 Bundarra Road	Iwata Gully		-30.5038	151.5058	2011	12.0	1	0°	7.0	Precast
12	MR124 Bundarra Road	Oaky Creek		-30.4808	151.4041	2002	26.0	3	0°	8.0	Precast
13	Torryburn Road	Back Creek	Westbury Bridge	-30.4534	151.2076	2011	26.5	4	0°	6.7	Precast

## 2 Condition Assessment

Level 3 inspections were undertaken on all thirteen bridges. This involved a site inspection by an RMS-trained bridge inspector and a structural engineer. The findings of each bridge are detailed below.

### 2.1 Salisbury Waters

The bridge over Salisbury Waters on Thunderbolts Way was designed in 1959 and constructed in 1965. It consists of six spans with a total length of 54.9m. The bridge has a clear width between barriers of 7.3m and supports two lanes of traffic. The deck consists of fourteen prestressed P-girders and an in situ concrete slab. The abutments and piers are made of reinforced concrete and are supported by 355mm square concrete piles.

This bridge is in good condition. The girders are sound. Moisture staining is present on the piers as a result of deterioration of the deck joints. A spall was identified on the Pier 2 headstock which should be monitored for corrosion of the reinforcement. Some cracking of the deck surface was observed but is not unexpected.

The condition of this bridge does not compromise its structural capacity.



View of bridge looking north



**Eastern side of bridge**



**Pier and girders underneath**



**Spall on Pier 2 upstream**



**Cracking of deck surface**

## **2.2 Uralla Creek (Shanahans Bridge)**

The bridge over Uralla Creek on Thunderbolts Way was designed in 1928 and constructed in 1929. It consists of three spans with a total length of 22.9m. The bridge has a clear width between barriers of 6.1m and supports two lanes of traffic. The bridge has a skew of 30°. The deck consists of four cast in situ reinforced concrete girders and a cast in situ slab. The bridge was constructed in three segments; a central span cast with the piers and two end spans connected with a half-joint approximately 2m from the piers. The southern abutment is the original concrete spread footing. The northern abutment was replaced in 2008 with a reinforced concrete headstock supported on four driven concrete piles.

The abutments, piers, girders and cross girders are in good condition. Repairs have been made to the underside of span 3 girder 1 (west) with some kind of resin which appear to be satisfactory. The bearings are corroded but functional.

Moisture is seeping through the half-joints and leading to a build up of moss on the sides and underneath which is not ideal from a durability perspective. This moss was removed for the inspection and no cracking was observed on the sides or underneath. There is no noticeable lateral displacement of the deck at the half-joints.

The condition of this bridge does not compromise its structural capacity.





**View of bridge looking south-east**



**Bridge deck**



**Underneath of bridge looking north**



**Pier 1 western side**



**Half-joint Span 1 eastern side**



**Half-joint Span 1 western side**





**Abutment B (north)**



**Span 3**



**Repair to Span 3 Girder 1**

### 2.3 Tolleys Gully

The bridge over Tolleys Gully on Thunderbolts Way was constructed in 1929. It consists of three spans with a total length of 13.5m. The bridge has a clear width between barriers of 6.1m and supports two lanes of traffic. The deck consists of three cast in situ reinforced concrete girders and a cast in situ slab. The two end spans are cantilevers. The piers consist of three reinforced concrete columns. The abutments are masonry walls and are not connected to the bridge structure.

This bridge is in good condition. The girders, cross girders and deck are in good condition. There is a 0.1mm crack is present in girder 1 at pier 1 which should be monitored. The rock wall at Abutment B has some cracking but there is no movement.

The condition of this bridge does not compromise its structural capacity.



**View of bridge looking south**



**Construction date 1929**





**Bridge deck**



**Span 3 and Abutment B, looking west**



**Crack in rock wall at Abutment B**



**Spans 1 and 2 and Abutment A, looking south-west**



**Girder 1 at Pier 1**



**0.1mm horizontal crack in Girder 1 at Pier 1**





**Underside of deck**

## **2.4 Gwydir River**

The bridge over the Gwydir River on Thunderbolts Way at Yarrowyck was designed in 1957 and constructed in 1959. It consists of six spans with a total length of 72.5m. The bridge has a clear width between barriers of 7.3m and supports two lanes of traffic. The deck consists of six steel girders and an in situ concrete slab. The abutments and piers are made of reinforced concrete and sit on spread footings bearing onto rock.

The bridge is in good condition. The steel beams have been painted and the coating is largely intact. There is moisture staining on the piers and some corrosion of the ends of the beams although there is no section loss. Some of the bearing bolts and nuts are corroded and should be replaced. There is some transverse cracking on the deck which should be monitored. The piers have lost some fines due to weathering but this does not threaten the reinforcement at present.

The condition of this bridge does not compromise its structural capacity.



**View of bridge looking south**



**Side view**



**Underside of deck**



**Corroded bearing bolts**





**Loss of fines on pier columns**

## **2.5 Cachs Creek**

The bridge over Cachs Creek on Thunderbolts Way was designed in 1951 and constructed in 1952. It consists of five spans with a total length of 37.2m. The bridge has a clear width between barriers of 6.7m and supports two lanes of traffic. The end spans consist of reinforced concrete deck slabs and the middle spans consist of three reinforced concrete girders and a reinforced concrete slab. The abutments and piers are made of reinforced concrete and sit on spread footings.

This bridge is generally in good condition. There is some minor cracking on the deck surface but this is not a concern. The joints have deteriorated which has led to moisture staining on the piers. Flexural cracking in the girders and end slabs is less than 0.1mm wide. The piers are in good condition although there has been some patch repairs to the headstocks underneath some of the girders.

The condition of this bridge does not compromise its structural capacity.



**View of bridge looking north-west**



**Side view**



**Abutment A**



**View underneath facing Abutment B**





**Pier 4**



**Repair to Pier 2 under Span 3 Girder 2**



**Bridge deck**



## 2.6 Dairy Creek

The bridge over Dairy Creek on Thunderbolts Way was designed in 2000 and constructed in 2002. It consists of two spans with a total length of 16.5m. The bridge has a clear width between barriers of 7.6m and supports two lanes of traffic. The deck consists of thirteen RMS prestressed girders and an in situ concrete slab. The abutments are reinforced concrete headstocks supported on 900mm diameter bored concrete piles. The pier consists of a reinforced concrete headstock, three 600mm diameter reinforced concrete columns and a reinforced concrete pile cap supported by three 1200mm diameter bored concrete piles.

The structure is in good condition. The creek has scoured the surface to 0.5m below the top of the pier piles on the western side. Settlement of approximately 20mm has occurred at both approaches.

The condition of this bridge does not compromise its structural capacity.



**View of bridge looking south-east**



**Side view**



**Abutment B**



**Scour at pier**



**End of bridge**



## 2.7 Basin Creek

The bridge over Basin Creek on Thunderbolts Way was designed in 1981 and constructed in 1982. It consists of three spans with a total length of 36.7m. The bridge has a clear width between barriers of 8.0m and supports two lanes of traffic. The bridge has a skew of 40°. The deck consists of fourteen prestressed RMS girders and an in situ concrete slab. The abutments and piers are made of reinforced concrete and are supported on spread footings bearing on rock.

This bridge is in good condition. Settlement has occurred at Abutment B on the northbound side creating an uneven road surface. Cracking of less than 0.1mm on the Pier 2 headstock does not present any structural issues.

The condition of this bridge does not compromise its structural capacity.



**View of bridge looking south**



**Settlement at Abutment A (northbound lane)**



**Abutment B**



**Abutment A**



**Downstream side**



## 2.8 Laura Creek

The bridge over Laura Creek on Thunderbolts Way was designed in 1958 and constructed in 1959. It consists of four spans with a total length of 54.9m. The bridge has a clear width between barriers of 7.3m and supports two lanes of traffic. The deck consists of six steel girders and an in situ concrete slab. Shear connectors have been welded to the beams so that the deck acts as a composite system. The abutments are reinforced concrete walls supported on driven concrete piles at Abutment A (southern) and spread footings at Abutment B (northern). The piers are reinforced concrete headstocks and columns supported on spread footings.

This bridge is in good condition. The steel girders have been painted and this remains intact with no loss of section. There is moisture staining on the piers as the joints are failing. The bearings are in good condition. There is a 1mm crack in the Abutment B diaphragm on the western side, otherwise the abutments are in good condition. The piers and deck are also in good condition.

The condition of this bridge does not compromise its structural capacity.



**View of bridge looking north**



**Downstream side**



**Abutment B**



**Underside of deck**



**Bridge deck**



**Bridge deck**

## **2.9 Saumarez Creek**

The bridge over Saumarez Creek on Bundarra Road was designed in 1968 and constructed in 1969. It consists of two spans with a total length of 35.3m. The bridge has a clear width between barriers of 7.3m and supports two lanes of traffic. The deck consists of four steel girders and an in situ concrete slab. Shear connectors have been welded to the beams so that the deck acts as a composite system. The abutments are reinforced concrete walls supported on driven steel piles. The pier is a reinforced concrete headstock and columns supported on spread footings.

This bridge is in good condition. There is approximately 10mm of settlement at Abutment A (Armidale end). There is a 0.3mm vertical crack in Abutment A running the full height. There is however no signs of displacement. There is some cracking in the abutment and pier headstocks underneath the beams. The steelwork has been painted and is largely intact although there is some loss of paint girder 4 of span 2. There is no evidence of corrosion of the girders. Loss of fines has occurred in the pier



piles at ground level although the reinforcement is unaffected at this time. The deck surface is in good condition. Some corrosion of the steel barrier has occurred and there are missing washers on approximately half of the barrier bolts.

The condition of this bridge does not compromise its structural capacity.



**View of bridge looking west**



**Side view looking north**



**End of deck**



**Deck surface**



**Underside of deck**



**Loss of paint on beams**



**Abutment**

## **2.10 Boorolong Creek (Milsons Bridge)**

Milsons Bridge over Boorolong Creek on Bundarra Road was designed in 1959 and constructed in 1961. It consists of six spans with a total length of 82.3m. The bridge has a clear width between barriers of 7.3m and supports two lanes of traffic. The bridge has a skew of 25°. The deck consists of six steel girders and an in situ concrete slab. Shear connectors have been welded to the beams so that the deck acts as a composite system. The abutments are reinforced concrete walls supported spread footings. The piers are reinforced concrete headstocks and columns supported on spread footings.

This bridge is in good condition. The beams and cross girders have been painted and this remains largely intact. The deck concrete is in good condition. The abutments are also in good condition. Moisture staining is present on the piers due to seepage through the deck joints. There is loss of fines in the pier columns of piers 4 and 5 due to weathering from the stream. A spall on the underside of the Pier 3 headstock has



exposed some reinforcement and should be repaired to prevent corrosion of the reinforcement. There is a spall on the diaphragm at Pier 2 which should also be patched.

The condition of this bridge does not compromise its structural capacity.



**View of bridge looking north**



**Deck surface**



**Damaged barrier at Approach B**



**Piers and underneath of deck**



**Girders and cross girders**





**Minor corrosion in span 4 girder 6**



**Typical bearing**



**Weathering at pier column**





**Spall in diaphragm at Pier 2**



**Spall at Pier 3**



**Abutment A**



**Abutment B**

### **2.11 Iwata Gully**

The bridge over Iwata Gully on Bundarra Road was constructed in 2011. The bridge consists of a single 12m span and has a clear width between barriers of 7.0m, supporting two lanes of traffic. The deck consists of three reinforced concrete deck units that were constructed by New England Precast. The abutments are reinforced concrete spread footings.

This bridge is in fair condition. Damage has occurred to the centre deck unit at both ends. At Abutment A (Armidale end) the end of the deck has cracked through and spalled off exposing the reinforcement. This location appears to be underneath the wheel path of trucks heading in both directions as they tend to drift towards the middle of the road to be clear of the barriers. The damage to the deck units should be repaired to prevent deterioration of the reinforcement.

The abutment sill is in good condition. There are no signs of cracking or displacement which would indicate settlement of the foundations. There is a 1mm crack in the Abutment A wall on the south side which has been patched but has since opened up.

The condition of this bridge does not compromise its structural capacity.



**View of bridge looking west**



**Deck surface**



**700mm long crack in centre deck at Abutment A**





**Cracked corner in centre deck at Abutment B**



**End of centre deck at Abutment A - underneath**



**End of centre deck at Abutment A - underneath**



**Side view**



**Abutment A**



**1mm crack in Abutment A wall (south side)**



## 2.12 Oaky Creek

The bridge over Oaky Creek on Bundarra Road was designed and constructed in 2002. It consists of three spans with a total length of 26.0m. The two end spans are 7m long and the centre span is 12m long. The bridge has a clear width between barriers of 8.0m and supports two lanes of traffic. The deck consists of seven Rocla M-Lock planks. The abutments and piers are reinforced concrete headstocks supported on bored piles.

There is a permanent sag in the centre span (span 2) of approximately 20mm. The strength of the bridge is not compromised but the deflection may be noticeable to vehicles.

There is flexural cracking of the beams in all spans but predominantly span 2. The cracking would have resulted in a slight reduction in the stiffness of the deck and consequently increased the deflection. Reinforced concrete will crack under loading. The maximum crack widths are 0.1mm and the girders are structurally sound. Fine cracking <0.1mm is also present along the edges of the diaphragms at the ends of the beams. For crack widths of less than 0.3mm there is not expected to be any durability issues.

The top of the beams have some chipping under the wheel paths. Span 3 girder 5 has a loose bolt at the connection to span 2 which needs to be tightened. The plates for the tie rods are not galvanised and are beginning to corrode. The elastomeric strip bearings are in good condition.

The abutments and piers are also in good condition. The tops of the girders at Abutment B (west) are 20mm lower than the top of the abutment wall and the road surface. It is possible that the abutment wall is being tilted back due to braking forces as it is a separate piece to the sill.

The condition of this bridge does not compromise its structural capacity.



**View of bridge looking**





**Deck surface**



**Chipping of beam ends**



**20mm difference between Abutment B and beams**



**Sag in Span 2**



**<0.1mm cracking at diaphragm and corroded plates on tie bolts**



**Loose tie bolt span 3 girder 5**





**Pier 2**



**Span 2 flexural cracking**



**Span 2 flexural cracking**



**Span 2 flexural and shear cracking**



**Span 2 flexural and shear cracking**



**Bearing strip**

### 2.13 Back Creek (Westbury Bridge)

Westbury Bridge over Back Creek on Torryburn Road was refurbished in 2011.

The original bridge was 26.5m long consisting of a 5.2m long northern span and two 10.7m long spans. This bridge consisted of timber girders and decking and reinforced concrete piers. These piers have been retained for the new structure. The three pier headstocks have been raised and widened with a reinforced concrete headstock that has been placed over the original structure. The bridge now consists of four spans with a total length of 31.2m. A new 3.9m long fourth span has been created with a new southern abutment constructed. The bridge has a clear width between barriers of 6.7m and supports two lanes of traffic. The new deck consists of three reinforced concrete deck units that were constructed by New England Precast.

Chipping of the deck concrete has occurred along the ends of the units and around the tie down bolts. The deck units are sitting on 100mm wide x 25mm thick elastomeric bearing strips. Some strips have been placed in multiple layers (including some 75mm wide x 10mm thick strips) apparently in order to achieve the desired deck level. The ends of some of the deck units do not line up with the pier centre lines. The worst case is Pier 3 upstream (pictured) where the bearing strip overhangs the end of the beam by approximately 40mm. The deck units should be monitored for movement to ensure they don't slip off the bearings.

The original concrete headstock at Abutment A is in good condition. The original pier headstocks are partially obscured by the new headstocks but also appear to be in good condition. The headstock at Abutment A has been widened with an in situ concrete footing poured adjacent to the original headstock on each side to accommodate the outer beams. There is a crack running along the interface suggesting the two are not integrated. These additions are in good condition. Abutment B appears to be a concrete spread footing 370mm wide and at least 600mm deep and is also in good condition.

There is a 0.2mm vertical crack in the top of the Pier 3 headstock above the upstream column which should be monitored. The remaining pier headstock additions are in good condition.

The deck unit beams are largely in good condition. Span 1 beam 1 has a chipped corner at the pier 1 end and Span 4 beam 6 has a spall on the underside near Abutment B. No reinforcement is exposed. The deck units have no flexural cracking.

The condition of this bridge does not compromise its structural capacity.





**View of bridge looking north-east**



**Deck surface**



**Deck surface**





**Spalling of deck concrete**



**Non-galvanised barrier bolts**



**Side view**



**Abutment A**



**Beam at Abutment A**



**Pier 1 upstream and chipped corner on end of beam**



**Beams at pier**



**Bearing under downstream beam at Pier 3**



**0.2mm vertical crack in Pier 3 headstock above upstream column**





**Span 4**



**Abutment B**



**Spall in underside of span 4 beam 6 at Abutment B**

### 3 Load Rating

The bridges were assessed in accordance with AS 5100.7 (2017). The structures were analysed in SpaceGass using 3D grillage models. Vehicle loads were applied as node loads derived from a moving load generator.

3.2m wide design lanes were adopted in this analysis and positioned to produce the most adverse effects. The vehicles were displaced in the lanes such that the distance between the edge of the lane and the centre-line of the wheels was 600mm.

For Uralla Creek and Tolleys Gully the carriageway width is only 6.1m. For these bridges two design lanes were adopted each 3.05m wide and the vehicles were placed centrally in these lanes.

The following ultimate load factors were adopted:

- Dead Load
  - Steel 1.05
  - Concrete 1.1
- Superimposed Dead Load 1.2
- Live Load
  - HML / GML 2.0
  - T44 2.0

A second lane factor of 0.8 was adopted.

The following HML vehicles were analysed:

- 45.5t Semi-trailer
- 68t B-Double
- 85t Road Train

#### 3.1 Salisbury Waters

The original design drawings were provided for this bridge. The bridge was analysed for two lanes of HML vehicles.

The following material properties were assumed based on the age of the bridge:

- Concrete compressive strength: 20 MPa
- Reinforcement yield strength: 275 MPa

Concrete and reinforcement strengths for the beams were taken from the drawings.

The results of the analysis are displayed in Table 3.1. The capacity exceeded the effect under HML loading for all members. This structure is therefore capable of carrying HML vehicles.



**Table 3.1: Salisbury Waters Analysis**

Member	HML Maximum Effect	Estimated Capacity
Girders - bending	244 kNm	340 kNm
Girders - shear	118 kN	160 kN
Pier Headstock - bending	72 kNm -103 kNm	170 kNm -170 kNm
Pier Headstock - shear	199 kN	600 kN

### 3.2 Uralla Creek (Shanahans Bridge)

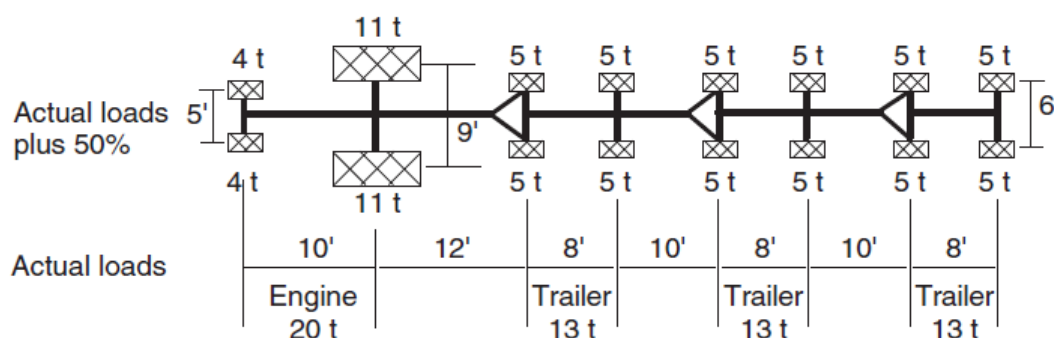
The original design drawings were provided for this bridge. The bridge was analysed for two lanes of HML vehicles.

The following material properties were assumed based on the age of the bridge:

- Concrete compressive strength: 20 MPa
- Reinforcement yield strength: 230 MPa

The design loading was assumed to be the British standard loading train. This load was introduced by the British Ministry of Transport in 1922 and prevailed until 1931. This load is shown in Figure 3.2.1 and consisted of a 20t engine and three 13t trailers. A 50% dynamic load allowance was applied to all axles.

This bridge would have been designed to working loads which is an entirely different design philosophy to the ultimate limit state for which the bridges have been analysed. A live load factor of 1.5 has been adopted for the standard loading train to approximate the working loads being 67% of the ultimate capacity.

**Figure 3.2.1: Standard loading train (Ryall, 2008)**

The results of the analysis are displayed in Table 3.2. The capacity exceeded the effect under HML loading for all members. This structure is therefore capable of carrying HML vehicles.

**Table 3.2: Uralla Creek Analysis**

Member	HML Maximum Effect	Standard Loading Maximum Effect	Estimated Capacity
End Span Girders - bending	167 kNm	182 kNm	172 kNm
Half-joint - shear	114 kN/m	109 kN/m	150 kN/m
Centre Span Girders - bending	396 kNm -600 kNm	351 kNm -488 kNm	398 kNm -640 kNm
Centre Span - shear	281 kN	245 kN	324 kN
Cross Girder - bending	51 kNm	60 kNm	60 kNm
Pier Column - bending	200 kNm	153 kNm	204 kNm

### 3.3 Tolleys Gully

Enquiries were made with RMS regarding drawings for this bridge but none were available. It was constructed around the same time as Shanahans Bridge and is assumed to be designed to the same loading. The bridge was analysed for two lanes of HML Semi-Trailers and compared with two lanes of GML Semi-Trailers.

The results of the analysis are displayed in Table 3.3. The estimated capacity of members could not be determined without drawings. The ratio of the effects of the HML loading to the Standard loading is similar to that for Uralla Creek which was shown to have sufficient strength. There are some members where the effects of the Standard loading are less than those under GML and HML loading.

This bridge has been in service for approximately 90 years and currently carries General Mass Limit (GML) loading. The bridge has been inspected and determined to be in good condition. This suggests the bridge has sufficient capacity for GML loading. Increasing the loading to HML represents an increase in member actions of approximately 7%. It is highly likely that the bridge has sufficient capacity for the additional loading from HML vehicles. Indeed HML loads are more strictly controlled than GML loads so the risk of overloading under HML loading would be similar to the risk under GML loading which is very low. Overloading of the bridge would result in noticeable cracking and spalling in overloaded members which would be easily identified.

**Table 3.3: Tolleys Gully Analysis**

Member	HML Maximum Effect	GML Maximum Effect	Standard Loading Maximum Effect
End Span Girders - bending	-570 kNm	-554 kNm	-606 kNm
End Span - shear	311 kN	306 kN	293 kN
Centre Span Girders - bending	408 kNm -640 kNm	387 kNm -612 kNm	414 kNm -548 kNm
Centre Span - shear	348 kN	335 kN	329 kN
Cross Girder - bending	72 kNm	70 kNm	183 kNm
Pier Column - bending	268 kNm	255 kNm	222 kNm

### 3.4 Gwydir River

The original design drawings were provided for this bridge. The bridge was analysed for two lanes of HML vehicles.

The following material properties were assumed based on the age of the bridge:

- Structural steel grade: 250 MPa
- Concrete compressive strength: 20 MPa
- Reinforcement yield strength: 275 MPa

The results of the analysis are displayed in Table 3.4. The capacity exceeded the effect under HML loading for all members. This structure is therefore capable of carrying HML vehicles.

**Table 3.4: Gwydir River Analysis**

Member	HML Maximum Effect	Estimated Capacity
Girders - bending	728 kNm	917 kNm
Girders - shear	282 kN	1093 kN
Deck - bending	27 kNm/m	35 kNm/m
Pier Headstock - bending	1052 kNm -530 kNm	1355 kNm -1057 kNm
Pier Headstock - shear	404 kN	1133 kN
Pier Column - bending	490 kNm	998 kNm

### 3.5 Cachs Creek

The original design drawings were provided for this bridge. The bridge was analysed for two lanes of HML vehicles.

The following material properties were assumed based on the age of the bridge:

- Concrete compressive strength: 20 MPa
- Reinforcement yield strength: 275 MPa

The results of the analysis are displayed in Table 3.5. The capacity exceeded the effect under HML loading for all members. This structure is therefore capable of carrying HML vehicles.

**Table 3.5: Cachs Creek Analysis**

Member	HML Maximum Effect	Estimated Capacity
End slab - bending	108 kNm/m -64 kNm/m	133 kNm/m -78 kNm/m
End slab - shear	111 kN/m	337 kN/m
Main Span Girders - bending	977 kNm	988 kNm
Main Span Girders - shear	356 kN	848 kN
Deck - bending	33 kNm/m	63 kNm/m
Pier - bending	426 kNm -203 kNm	936 kNm -832 kNm
Pier - shear	246 kN	350 kN

The design of this bridge results in negative bending over the abutments. The magnitude of this negative bending will be slightly increased with HML loading which could lead to increased cracking in the deck surface at these locations. However, the cracks would only be temporary under loading and the crack widths would not be sufficient to present a durability problem.

### 3.6 Dairy Creek

The original design drawings were provided for this bridge. This bridge was designed to the 1992 Austroads code which included T44 loading. The bridge was analysed for two lanes of HML vehicles and this was compared to the effects for two lanes of T44 vehicles.

The following material properties were determined from the bridge drawings:

- Concrete compressive strength: 32 MPa Deck and Substructure  
50 MPa Girders
- Reinforcement yield strength: 400 MPa

The results of the analysis are displayed in Table 3.6. The capacity exceeded the effect under HML loading for all members. This structure is therefore capable of carrying HML vehicles.

**Table 3.6: Dairy Creek Analysis**

Member	HML Maximum Effect	T44 Maximum Effect	Estimated Capacity
Girders - bending	197 kNm	200 kNm	296 kNm
Girders - shear	144 kN	144 kN	270 kN
Pier Headstock - bending	76 kNm -225 kNm	89 kNm -256 kNm	878 kNm -878 kNm
Pier Headstock - shear	149 kN	167 kN	1670 kN

### 3.7 Basin Creek

The original design drawings were provided for this bridge. This bridge was designed to for NAASRA 1976 loading which included T44. The bridge was analysed for two lanes of HML vehicles and this was compared to the effects for two lanes of T44 vehicles.

The following material properties were determined from the drawings:

- Concrete compressive strength: 25 MPa      Abutments & Piers  
30 MPa      Deck  
40 MPa      Girders

The reinforcement yield strength was assumed to be 410MPa given the age of the structure.

The results of the analysis are displayed in Table 3.7. The capacity exceeded the effect under HML loading for all members. Additionally the effect under the T44 design load exceeded that for HML loading. This structure is therefore capable of carrying HML vehicles.

**Table 3.7: Basin Creek Analysis**

Member	HML Maximum Effect	T44 Maximum Effect	Estimated Capacity
Girders - bending	468 kNm	539 kNm	710 kNm
Girders - shear	191 kN	220 kN	335 kN
Abutment Headstock - bending	695 kNm -713 kNm	760 kNm -772 kNm	1348 kNm -1348 kNm
Abutment Headstock - shear	624 kN	661 kN	1010 kN
Pier Headstock - bending	426 kNm -839 kNm	439 kNm -860 kNm	1883 kNm -2143 kNm
Pier Headstock - shear	763 kN	779 kN	1728 kN



### 3.8 Laura Creek

The original design drawings were provided for this bridge. The bridge was analysed for two lanes of HML vehicles.

The following material properties were assumed based on the age of the bridge:

- Structural steel grade: 250 MPa
- Concrete compressive strength: 20 MPa
- Reinforcement yield strength: 230 MPa

The results of the analysis are displayed in Table 3.8. The capacity exceeded the effect under HML loading for all members. This structure is therefore capable of carrying HML vehicles.

**Table 3.8: Laura Creek Analysis**

Member	HML Maximum Effect	Estimated Capacity
Girders - bending	943 kNm	1294 kNm
Girders - shear	320 kN	1093 kN
Deck - bending	21 kNm/m	37 kNm/m
Pier Headstock - bending	477 kNm -722 kNm	705 kNm -1071 kNm
Pier Headstock - shear	501 kN	1028 kN
Pier Column - bending	284 kNm	448 kNm

### 3.9 Saumarez Creek

The original design drawings were provided for this bridge. The bridge was analysed for two lanes of HML vehicles.

The following material properties were assumed based on the age of the bridge:

- Structural steel grade: 250 MPa
- Concrete compressive strength: 20 MPa
- Reinforcement yield strength: 345 MPa

The results of the analysis are displayed in Table 3.9. The capacity exceeded the effect under HML loading for all members. This structure is therefore capable of carrying HML vehicles.

**Table 3.9: Saumarez Creek Analysis**

Member	HML Maximum Effect	Estimated Capacity
Girders - bending	2074 kNm -832 kNm	2310 kNm -910 kNm
Girders - shear	574 kN	1250 kN
Deck - bending	25 kNm/m	54 kNm/m
Pier Column - bending	512 kNm	602 kNm

The design of this bridge results in negative bending over the abutments and piers. The magnitude of this negative bending will be slightly increased with HML loading which could lead to increased cracking in the deck surface at these locations. However, the cracks would only be temporary under loading and the crack widths would not be sufficient to present a durability problem.

### 3.10 Boorolong Creek (Milsons Bridge)

The bridge was analysed for two lanes of HML vehicles.

The following material properties were assumed based on the age of the bridge:

- Structural steel grade: 250 MPa
- Concrete compressive strength: 20 MPa
- Reinforcement yield strength: 275 MPa

The results of the analysis are displayed in Table 3.10. The capacity exceeded the effect under HML loading for all members. This structure is therefore capable of carrying HML vehicles.

**Table 3.10: Boorolong Creek Analysis**

Member	HML Maximum Effect	Estimated Capacity
Girders - bending	925 kNm	1314 kNm
Girders - shear	314 kN	1093 kN
Deck - bending	22 kNm/m	48 kNm/m
Pier Headstock - bending	369 kNm -591 kNm	458 kNm -793 kNm
Pier Headstock - shear	533 kN	1029 kN
Pier Column - bending	160 kNm	342 kNm

### 3.11 Iwata Gully

The designs for this bridge are not available. The bridge was analysed for two lanes of HML vehicles. The deck units were constructed by New England Precast and were

designed to T44 loading. The effects of T44 loading were compared to the effects of HML loading. The abutments are on spread footings so the bending will be minimal. The abutments are in good condition and there are no indications of any settlement of the foundations.

The results of the analysis are displayed in Table 3.11. The estimated capacity of members could not be determined without drawings. The maximum effect under T44 loading exceeded that for HML loading for all members. Since the deck units were designed to T44 loading they are therefore capable of carrying HML vehicles.

The bridge is currently open to General Mass Limit (GML) vehicles and has been for seven years. The effect of GML loading is also shown in Table 3.11. The girder bending under HML loading represents an increase of 7% of GML loading. The girders show no signs of flexural cracking at present which suggests their strength is adequate for the loads they have experienced thus far.

**Table 3.11: Iwata Gully Analysis**

Member	HML Maximum Effect	GML Maximum Effect	T44 Maximum Effect
Girders - bending	1019 kNm	956 kNm	1224 kNm
Girders - shear	444 kN	407 kN	530 kN
Deck - bending	42 kNm -37 kNm	42 kNm -37 kNm	46 kNm -42 kNm

### 3.12 Oaky Creek

The original design drawings were provided for this bridge. This bridge was designed to the 1992 Austroads code which included T44 loading. The bridge was analysed for two lanes of HML vehicles and this was compared to the effects for two lanes of T44 vehicles.

The following material properties were assumed based on the age of the bridge:

- Concrete compressive strength: 32 MPa
- Reinforcement yield strength: 400 MPa

The results of the analysis are displayed in Table 3.12. The estimated capacity of members could not be determined without drawings. The effect under the T44 design load exceeded that for HML loading for all members. The drawings for this bridge did not contain information on the reinforcement for the planks, abutment headstocks or pier headstocks. However, since the bridge was designed for T44 loading and the effect of T44 loading exceeded the effect of HML loading for all members, the bridge is therefore capable of carrying HML vehicles.

### Table 3.12: Oaky Creek Analysis

Member	HML Maximum Effect	T44 Maximum Effect
End Span Girders - bending	195 kNm	198 kNm
End Span Girders - shear	119 kN	145 kN
Centre Span Girders - bending	421 kNm	497 kNm
Centre Span Girders - shear	163 kN	197 kN
Abutment Headstock - bending	185 kNm -213 kNm	209 kNm -246 kNm
Abutment Headstock - shear	166 kN	179 kN
Pier Headstock - bending	252 kNm -347 kNm	278 kNm -391 kNm
Pier Headstock - shear	257 kN	288 kN

### 3.13 Back Creek (Westbury Bridge)

The drawings for the original piers were available but there is no information on the date of construction. The designs for the refurbishment of this bridge are not available. A sketch of the typical pier widening detail was provided to Bridge Design in 2015. The dimensions on this sketch The bridge was analysed for two lanes of HML vehicles.

The deck units were constructed by New England Precast and were designed to T44 loading. The effects of T44 loading were compared to the effects of HML loading.

The following material properties were assumed based on the age of the components:

- |                                  |         |                      |
|----------------------------------|---------|----------------------|
| • Concrete compressive strength: | 20 MPa  | Original Piers       |
|                                  | 40 MPa  | Deck Units/New Piers |
| • Reinforcement yield strength:  | 275 MPa | Original Piers       |
|                                  | 400 MPa | Deck Units/New Piers |

The results of the analysis are displayed in Table 3.13. The estimated capacity of members could not be determined without drawings. The maximum effect under T44 loading exceeded that for HML loading for all members. Since the deck units were designed to T44 loading they are therefore capable of carrying HML vehicles.

The bridge is currently open to General Mass Limit (GML) vehicles and has been for seven years. The effect of GML loading is also shown in Table 3.13. The girder bending under HML loading represents an increase of 10% of GML loading. The girders show no signs of flexural cracking at present which suggests their strength is adequate for the loads they have experienced thus far.

**Table 3.13: Back Creek Analysis**

<b>Member</b>	<b>HML Maximum Effect</b>	<b>GML Maximum Effect</b>	<b>T44 Maximum Effect</b>	<b>Estimated Capacity</b>
5m Span Girders - bending	309 kNm	276 kNm	309 kNm	unknown
5m Span Girders - shear	222 kN	207 kN	246 kN	unknown
10m Span Girders - bending	821 kNm	749 kNm	1001 kNm	unknown
10m Span Girders - shear	348 kN	317 kN	408 kN	unknown
Deck - bending	29 kNm -13 kNm	28 kNm -13 kNm	34 kNm -15 kNm	unknown
Abutment A Headstock - bending	85 kNm -75 kNm	77 kNm -70 kNm	88 kNm -75 kNm	83 kNm
Abutment A Headstock - shear	262 kN	236 kN	270 kN	260 kN
Abutment A Column - bending	45 kNm	39 kNm	45 kNm	71 kNm
Pier Headstock - bending	190 kNm -244 kNm	177 kNm -233 kNm	213 kNm -267 kNm	279 kNm -292 kNm
Pier Headstock - shear	362 kN	346 kN	393 kN	391 kN
Pier Column - bending	71 kNm	66 kNm	84 kNm	71 kNm

The bending and shear at the piers under HML loading did not exceed the estimated capacity. Abutment B was not part of the original structure and appears to be a concrete footing. It is not known if this member is reinforced. There are no signs of cracking or settlement in this abutment and can therefore be assumed to be satisfactory.

At Abutment A (the northern abutment) the original structure is largely unchanged. Concrete has been placed around the outer edges of the original headstock and this is supporting the outer girders. The remaining four girders are supported by the original headstock. The estimated capacity in bending and shear is marginally less than the effects under HML loading but this is acceptable in an ultimate limit state where load redistribution is possible. The headstock has been in service with the current deck arrangement for seven years. It was inspected and showed no signs of cracking.



## 4 Summary

Bridge	HML Capable?	Comments
1 - Salisbury Waters	Yes	Good condition. Sufficient capacity determined from drawings.
2 - Uralla Creek	Yes	Good condition. Sufficient capacity determined from drawings.
3 - Tolleys Gully	Yes	Good condition. No drawings available to determine capacity. Available evidence suggests sufficient capacity is present.
4 - Gwydir River	Yes	Good condition. Sufficient capacity determined from drawings.
5 - Cachs Creek	Yes	Good condition. Sufficient capacity determined from drawings.
6 - Dairy Creek	Yes	Good condition. Sufficient capacity determined from drawings.
7 - Basin Creek	Yes	Good condition. Sufficient capacity determined from drawings.
8 - Laura Creek	Yes	Good condition. Sufficient capacity determined from drawings.
9 - Saumarez Creek	Yes	Good condition. Sufficient capacity determined from drawings.
10 - Boorolong Creek	Yes	Good condition. Sufficient capacity determined from drawings.
11 - Iwata Gully	Yes	Largely in good condition although repairs will need to be made to the decks. No drawings available to determine capacity. Decks designed to T44 loading so there is sufficient capacity for HML.
12 - Oaky Creek	Yes	Flexural cracking and sagging of girders but structural capacity not compromised. Drawings not available to determine capacity of decks, abutments and piers. Bridge designed to T44 loading so there is sufficient capacity for HML.
13 - Back Creek	Yes	Largely in good condition with minor non-structural defects. No drawings available of new works to determine capacity. Decks designed to T44 loading so there is sufficient capacity for HML. A sketch of typical works suggests there is sufficient capacity in the new piers.

It is recommended that all of the bridges are inspected after permitting HML vehicles to verify that there are no adverse effects of increasing the loading. The bridges should be inspected regularly as part of the ongoing maintenance program.

Yours faithfully,

Mitchell Kramer

Bridge Engineer

Appendix A  
Heavy Vehicle Mass Limits  
RTA - June 2010

# Heavy Vehicle Mass Limits



JULY 2010

This fact sheet outlines the maximum mass allowed for various vehicle, trailer and combination types when travelling in New South Wales.



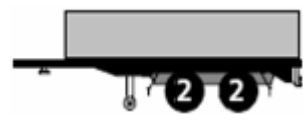
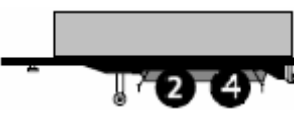


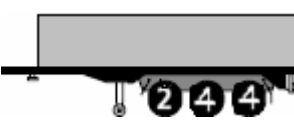
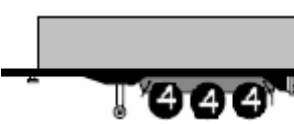




## Rigid Trucks – General Access Vehicle

GML	6	6	12t	
CML	N/A			
GML	6	13	19t	
CML	6	13.5	19.5t	
GML	6	16.5	22.5t	
CML	6	17	23t	
GML	10 <sup>(1)</sup>	9	19t <sup>(1)</sup>	
CML	N/A			

- (1) Twin-Steer axle group with load-sharing suspension can operate an extra one tonne (ie 11t). The extra one tonne allowed on the twin steer axle group increases the total gross mass of the combination by one tonne.

∂ Concessional Mass Limit Notice 2006

# Trailers – General Access <sup>(2)(3)(4)</sup> / Restricted Access Vehicle <sup>(2)(4)(5)(6)</sup>

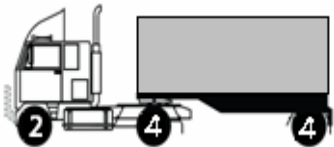
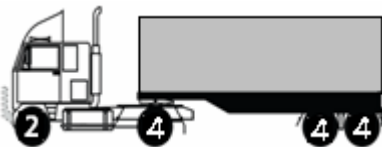
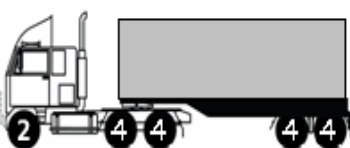

				
	Pig Trailer	Others	Pig Trailer	Others
GML	6t	6t	8.5t	9t
				
	Pig Trailer	Others	Pig Trailer	Others
GML	13t	13t	15t	16.5t
				
	Pig Trailer	Others	Pig Trailer	Others
GML	15t	15t	18t	20t
				
	Pig Trailer	Others	Pig Trailer	Others
GML	N/A	18t	N/A	25.5t

- (2) The total length of a combination does not exceed 19 metres.
- (3) The total mass of a combination does not exceed 42.5 tonnes.
- (4) The loaded mass of a dog trailer or pig trailer must not exceed the loaded mass of the towing vehicle.
- (5) Truck and Dog trailer mass limits over 42.5 tonnes and up to 50 tonnes are available under General Class 3 Truck and Dog Trailer Combination Notice, 2005.
- (6) CML and HML are not applicable to both Truck & Dog and Truck & Pig combinations.

Note: Pig trailer means a trailer with one axle group or single axle near the middle of its load-carrying surface, and connected to the towing vehicle by a drawbar.



## Semi Trailers – General Access / Restricted Access Vehicle

									
GML	6	9	9	24t	6	9	16.5	31.5t	
CML	N/A				6	9	17	32t	<sup>∂</sup>
									
GML	6	16.5	16.5	39t	6	16.5	20	42.5t	
CML	6	17	17	40t	6	17	21	43.5t	<sup>∂</sup>
HML	N/A				6	17	22.5	45.5t	IAP <sup>∫</sup>

<sup>∂</sup> Concessional Mass Limits Notice 2006.

<sup>∫</sup> Higher Mass Limits (Eligible Vehicles) Notice 2006.

IAP Vehicle must be fully enrolled in the Intelligent Access Program.

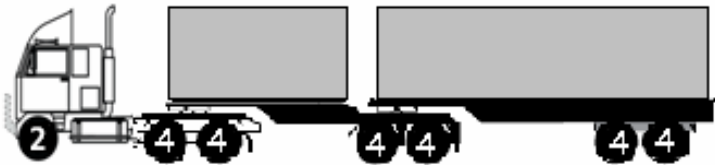
## B-Doubles (19 metres) – General Access Vehicle <sup>(7)</sup>

GML	6	16.5	16.5	16.5	50t <sup>(7)</sup>
CML	6	17	17	17	51t <sup>(7)∂</sup>
HML	N/A				

<sup>(7)</sup> General B-Doubles Permit Notice 2005.  
Note: B-Doubles that are not longer than 19 metres AND have a GCM up to 50 tonnes may operate on all roads, except where prohibited by a load limit sign.

<sup>∂</sup> Concessional Mass Limits Notice 2006.

## B-Doubles (19 metres) – Restricted Access Vehicle<sup>(7)</sup>

					
GML	6	16.5	16.5	16.5	55.5t <sup>(7)</sup>
CML	6	17	17	17	57t <sup>(7)∂</sup>
HML	6	17	17	17	57t IAP <sup>(7)∫</sup>


(7) General B-Doubles Permit Notice 2005.

∂ Concessional Mass Limits Notice 2006.

∫ Higher Mass Limits (Eligible Vehicles) Notice 2006.

IAP Vehicle must be fully enrolled in the Intelligent Access Program.

## B-Doubles (23 metres) – Restricted Access Vehicle<sup>(7)</sup>

					
GML	6	16.5	20	16.5	59t <sup>(7)</sup>
CML	6	17	21	17	61t <sup>(7)∂</sup>
HML	6	17	22.5	17	62.5t IAP <sup>(7)∫</sup>

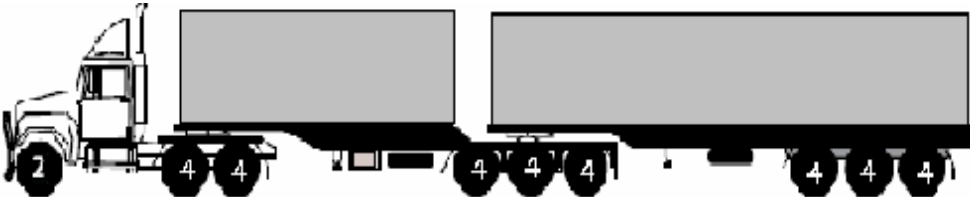
(7) General B-Doubles Permit Notice 2005.

∂ Concessional Mass Limits Notice 2006.

∫ Higher Mass Limits (Eligible Vehicles) Notice 2006.

IAP Vehicle must be fully enrolled in the Intelligent Access Program.

## B-Doubles (25/26 metres) – Restricted Access Vehicle<sup>(7)(8)</sup>

					
GML	6	16.5	20	20	62.5t <sup>(7)(8)</sup>
CML	6	17	21	21	64.5t <sup>(7)(8)</sup> <sup>∂</sup>
HML	6	17	22.5	22.5	68t IAP <sup>(7)(8)</sup> <sup>∫</sup>

(7) General B-Doubles Permit Notice 2005.

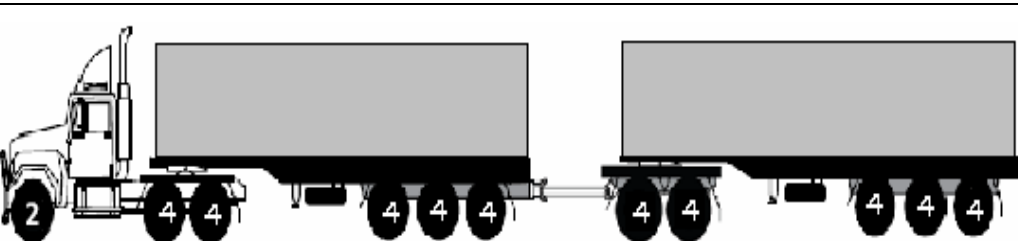
(8) 26 metre B-Double Exemption Notice 2005.

∂ Concessional Mass Limits Notice 2006.

∫ Higher Mass Limits (Eligible Vehicles) Notice 2006.

IAP Vehicle must be fully enrolled in the Intelligent Access Program.

## Road Trains (up to 36.5m) – Restricted Access Vehicle<sup>(9)</sup>

						
GML	6	16.5	20	16.5	20	79t <sup>(9)</sup>
CML	6	17	21	17	21	81t <sup>(9)</sup> <sup>∂</sup>
HML	6	17	22.5	17	22.5	85t IAP <sup>(9)</sup> <sup>∫</sup>


(9) General Notice for the Operation of Road Trains 2005.

∂ Concessional Mass Limits Notice 2006.

∫ Higher Mass Limits (Eligible Vehicles) Notice 2006.

IAP Vehicle must be fully enrolled in the Intelligent Access Program.

## B-Triple (up to 36.5m) – IAP<sup>(9)(10)</sup>

							
GML	6	16.5	20	20	20	20	82.5t IAP <sup>(9)</sup>
CML	6	17	21	21	21	21	84.5t IAP <sup>(9)∂</sup>
HML	6	17	22.5	22.5	22.5	22.5	90.5t IAP <sup>(9)∫</sup>

(9) General Notice for the Operation of Road Trains 2005.

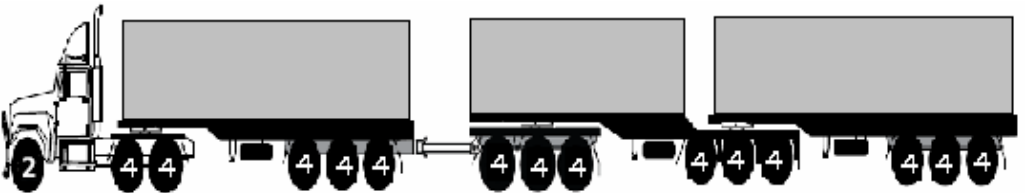
(10) Refer to RTA "Road Train Modernisation Program: B-Triple & AB-Triple Operating Conditions" for further information.

∂ Concessional Mass Limits Notice 2006.

∫ Higher Mass Limits (Eligible Vehicles) Notice 2006.

IAP Vehicle must be fully enrolled in the Intelligent Access Program.

## AB-Triple (up to 36.5m) – IAP<sup>(9)(10)</sup>

							
GML	6	16.5	20	20	20	20	102.5t IAP <sup>(9)</sup>
CML	6	17	21	21	21	21	104.5t IAP <sup>(9)∂</sup>
HML	6	17	22.5	22.5	22.5	22.5	113t IAP <sup>(9)∫</sup>

(9) General Notice for the Operation of Road Trains 2005.

(10) Refer to RTA "Road Train Modernisation Program: B-Triple & AB-Triple Operating Conditions" for further information.

∂ Concessional Mass Limits Notice 2006.

∫ Higher Mass Limits (Eligible Vehicles) Notice 2006.

IAP Vehicle must be fully enrolled in the Intelligent Access Program.

## Quad Axles – IAP<sup>(11)</sup>

GML	6	16.5	20	42.5t IAP
CML	N/A			
HML	6	17	27	50t IAP <sup>f</sup>

(11) Refer to RTA 'NSW Quad-Axle Semi-Trailer Pilot Scheme' for further information.

<sup>f</sup> Higher Mass Limits (Eligible Vehicles) Notice 2006.

IAP Vehicle must be fully enrolled in the Intelligent Access Program.

## Summary – mass limits for single axles and axle groups

Description of single axle or axle group	General Mass Limit (GML) (tonnes)	Concessional Mass Limit (CML) (tonnes)	Higher Mass Limit (HML) (tonnes)
<b>STEER AXLE</b>			
Single steer axle	6.0 <sup>§</sup>	6.0 <sup>§</sup>	6.0 <sup>§</sup>
Twin steer axle	10.0	10.0	10.0
Twin steer axle with load-sharing suspension system	11.0	11.0	11.0
<b>NON-STEER AXLE GROUPS</b>			
Single axles and Single axle groups fitted with single tyres			
- with a section width of less than 375mm	6.0	6.0	6.0
- with a section width of 375mm - 450mm	6.7	6.7	6.7
- with a section width of at least 450mm	7.0	7.0	7.0
Single axles and Single axle groups fitted with dual tyres	9.0	9.0	9.0
Tandem axle group fitted with single tyres			
- with a section width of less than 375mm	11.0	11.5	11.5
- with a section width of 375mm - 450mm	13.3	13.8	13.8
- with a section width of at least 450mm	14.0	14.5	14.5
Tandem axle group fitted with single tyres on one axle and dual tyres on the other	13.0	13.5	13.5
Tandem axle group fitted with dual tyres	16.5	17.0	17.0
Tri-axle group with either single tyres with section width of at least 375mm, dual tyres, or a combination of those tyres	20.0	21.0	22.5
Quad-axle group fitted with dual tyres	20.0	N/A	27.0

# Notes

† The gross mass of a vehicle or vehicle combination must not exceed the lowest of:

- The sum of the axle and axle groups mass;
- The total gross mass of the combination;
- The sum of the manufacturer's mass limits for the Prime Mover (GVM) and the semi-trailers (Gross Trailer Mass); or
- The Gross Combination Mass (GCM) limit specified by the prime mover manufacturer.

◇ All requirements and conditions are to be observed when a vehicle is operating under Permit Notice.

§ Under Gazette Notices published in NSW, prime movers with a GVM of 15 tonnes or more meeting Front Under-run Protection Systems, cabin strength and ADR80/01 (engine emissions standards) can operate at 6.5 tonnes on the steer axle. The extra 500kg allowed on the steer axle increases the total gross mass of the combination by 500kg.

∂ Vehicles wishing to operate at CML must meet all the requirements listed in the "Concessional Mass Limits Notice 2006". Subject to the following CML Limits:

- A maximum one (1) tonne increase for a vehicle or vehicle combination with an allowable gross mass not exceeding 55 tonnes.
- A maximum two (2) tonnes increase for a vehicle or vehicle combination with an allowable gross mass exceeding 55 tonnes.
- For more information about mass, dimension and axle spacing, refer to RTA document 'Heavy Vehicle Mass, Loading and Access' available on [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au) under 'Heavy Vehicles'
- For all permit notices, visit [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au) in the 'Rules & Regulations' section under 'Heavy Vehicles'.

For more information on the Intelligent Access Program visit [www.rta.nsw.gov.au/iap](http://www.rta.nsw.gov.au/iap) or [www.iap.gov.au](http://www.iap.gov.au)



## Appendix B

### Sketch of typical pier widening detail

67785073

ATTENTION  
ROBERT  
BELL

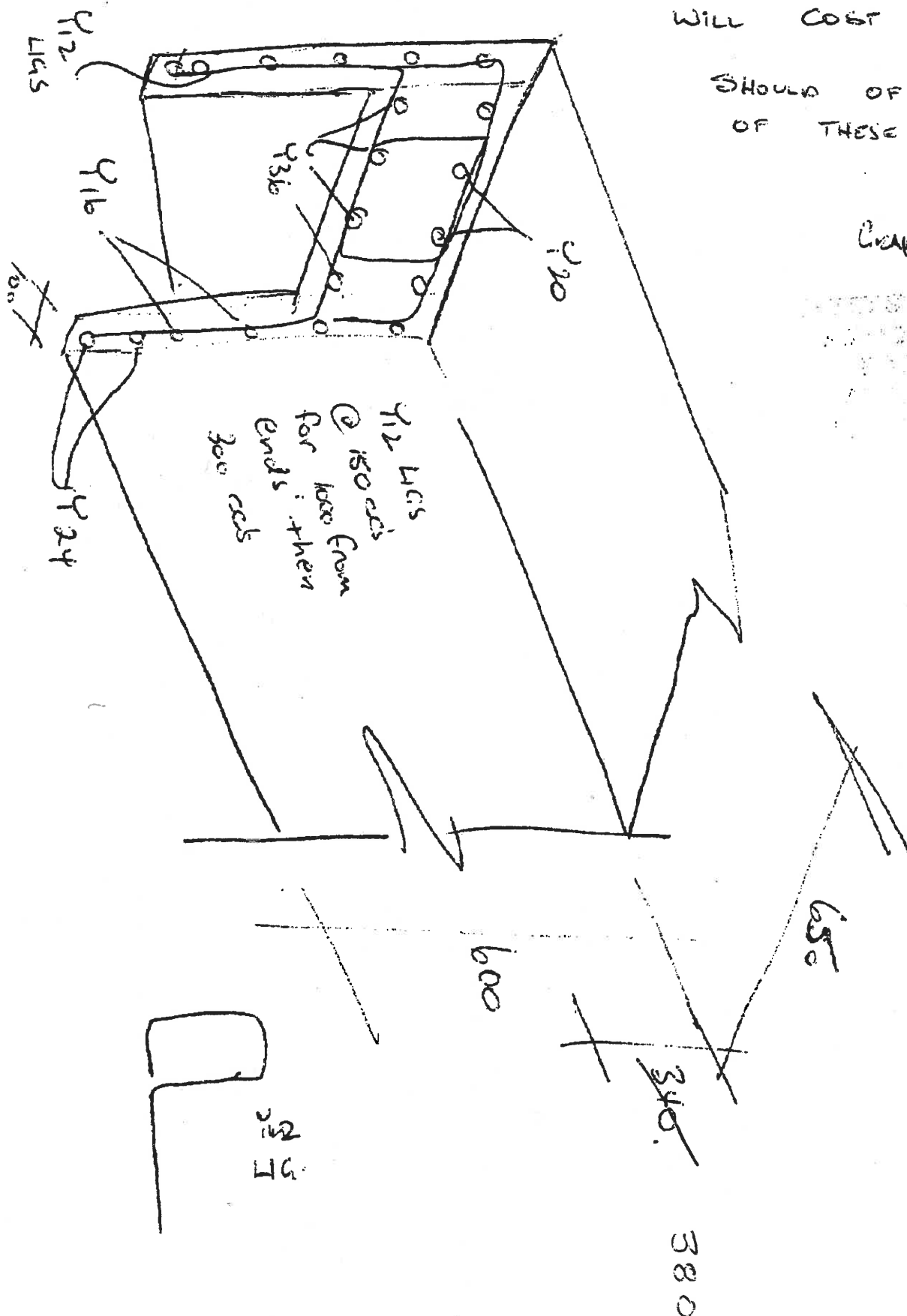
Pier Cap Proposal.

WILL COST \$2300.00 EA  
+ GST.

SHOULD OF THOUGHT  
OF THESE FIRST

REGARDS

GRAHAM HUSTON.





## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	<i>Director of Infrastructure &amp; Regulation</i>
<b>Reference/Subject::</b>	<b>Report 9 - Development Approvals and Refusals for November 2018</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
<b>Activity:</b>	2.1.4.1	Process building and development applications
<b>Action:</b>	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

### SUMMARY:

The following details the development approvals issued by Council and by private certification for November 2018 for the entire local government area. A listing of development applications outstanding with a status as at the end of November 2018 has also been provided.

For information purposes a summary of the development values is provided from January 2008 until the end of November 2018. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of November 2018 is provided.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the development approvals and refusals for November 2018.**

**Uralla Shire Council**  
**Council Business Paper – 18 December 2018**

**REPORT:**

**Development Applications**

**Approved:**

Development Application Number	Applicant	Property	Development
DA-38-2018	Mr T & Mrs J Schofield	17 Leece Road, Uralla	Staged 14 Lot Residential Subdivision
DA-50-2018	St John's Parish Council	12 Park Street, Uralla	Landing, Ramp & Path
DA-55-2018	Uniplan Group Pty Ltd	7A Phillip Avenue, Uralla	Installation of Manufactured Home
DA-56-2018	Mr B Taylor	502 Terrible Vale Road, Kentucky South	Subdivision of One Rural Lot to Create Two Rural Lots – Agricultural Purposes Only
DA-57-2018	Mrs R Doran	19 Hill Street, Uralla	Subdivision of 1 Urban Lot into 2 Urban Lots
DA-58-2018	Mrs J Jurd	28 Souter Street, Bundarra	Subdivision of 3 Urban Lots into 2 Urban Lots
DA-59-2018	Mr J Kurko	48 Hill Street, Uralla	Dwelling Additions & Alterations – Bathroom, Laundry, En suite & Carport
DA-60-2018	Uralla District Show Society	8A King Street, Uralla	Storage Shed
DA-61-2018	Mr M & Mrs F Welbourn	7 Leece Road, Uralla	Living & Dining Room Alterations
DA-62-2018	Mr W Lawrence	8 Warwick Street, Uralla	Shed (including Washroom) and Carport
DA-63-2018	Mr G & Mrs G Downes	10 Leece Road, Uralla	Playroom in Existing Shed
DA-64-2018	Mr P Byrne	115 Rifle Range Road, Rocky River	Change of Use – Transport Depot
DA-65-2018	Ms C Shantal	83 Barleyfields Road, Uralla	Conversion of Shed to Dwelling
<b>Monthly Estimated Value of Approvals: \$323,560.00</b>			

**Cancelled:** Nil

**Withdrawn:**

Development Application Number	Applicant	Property	Development
DA-17-2012-2	Balala Composting Pty Ltd	185 Balala Road, Balala	Modification – Composting Facility

**Refused:** Nil

**Comparison to November 2017:**

November 2017:	\$588,500.00	November 2018:	\$323,560.00
Year to date:	\$4,825,208.00	Year to date:	\$3,618,198.00
(Calendar Year)		(Calendar Year)	

**Uralla Shire Council**  
**Council Business Paper – 18 December 2018**

**Development Applications Outstanding**

Application Number	Applicant	Property	Development	Status
DA-21-2017	Mr V Hudson	19 Karava Place, Uralla	Dual Occupancy & Conversion of Shed to Dwelling	Awaiting Applicant
DA-35-2017	Mr C & Mrs K Cooper	36 Uralla Street, Uralla	Dwelling	Under Assessment
DA-37-2018	Mr G & Mrs S Selby	116 Marble Hill Road, Saumarez Ponds	Dual Occupancy – Conversion of Shed to Dwelling	Awaiting Applicant
DA-40-2018	Mr L & Mrs C Seccombe	22 Baker Road, Invergowrie	2 Lot Subdivision	Awaiting Applicant
DA-44-2018	Mr K Hartley – Starfish Enterprises Network Ltd	192 Dumaresq Road, Saumarez Ponds	Natural Burial Ground – Private Cemetery & Shed	Awaiting Applicant
DA-47-2018	Croft Surveying & Mapping	49 Marble Hill Road, Saumarez Ponds	Subdivision of 1 Rural Lot into 3 Rural Lots	Under Assessment
DA-48-2018	Croft Surveying & Mapping	216 Invergowrie Road, Invergowrie	Subdivision of 3 Rural Lots into 10 Rural Lots	Under Assessment
DA-51-2018	Local Government Engineering Service Pty Ltd	Lot 14 Rowan Avenue, Uralla	Light Industrial Staged 23 Lot Subdivision	Under Assessment with Moree Plains Shire Council
DA-66-2018	Ms S Rich	50 Hill Street, Uralla	Dwelling Additions & Alterations	Under Assessment
DA-67-2018	Mr T & Mrs R Butcher	113 Ferris Lane, Saumarez Ponds	Conversion of Shed to Secondary Dwelling	Under Assessment
				<b>Total: 10</b>

**Construction Certificates**

**Approved:**

Application Number	Applicant	Property	Construction
CC-63-2018	Mr G & Mrs G Downes	10 Leece Road, Uralla	Playroom in Existing Shed

**Refused:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Construction
CC-45-2014-2	Mr I Mackintosh	Lot 266 Bakers Lane, Kentucky	Dwelling
CC-49-2018	Ural Australia Pty Ltd	119 Bridge Street, Uralla	Signage
CC-61-2018	Mr M & Mrs F Welbourn	7 Leece Road, Uralla	Living Room & Dining Room Alterations

**Total Monthly Estimated Value of Construction Certificate Approvals: \$237,060.00**

**Uralla Shire Council**  
**Council Business Paper – 18 December 2018**

**Complying Development Certificate Applications**

**Approved:**

Application Number	Applicant	Property	Construction
CDC-28-2018	Mr M & Mrs T Orchard	58 Muirhead Street, Bundarra	Above Ground Swimming Pool – Partially Submerged
CDC-29-2018	Mr C Witcher	4 Rowan Avenue, Uralla	Shed
CDC-30-2018	Mr M Burney	190 Retreat Road, Balala	Alterations & Additions to Dwelling

**Refused:** Nil

**Withdrawn:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Development
CDC-31-2018	Rossbuild Constructions	50 Budumba Road, Invergowrie	Dwelling & Shed

**Total Monthly Estimated Value of Complying Development Certificate Approvals: \$423,744.00**

**Comparison to November 2017:**

November 2017:	\$8,000.00	November 2018:	\$423,744.00
Year to date:	\$1,895,640.00	Year to date:	\$3,469,264.00
(Calendar Year)		(Calendar Year)	

**Calendar Year Development Values**

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
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	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	8,131,959	82,979	5,953,666	2,178,293
2018	7,087,462	79,634	3,618,198	3,469,264

2018 to date



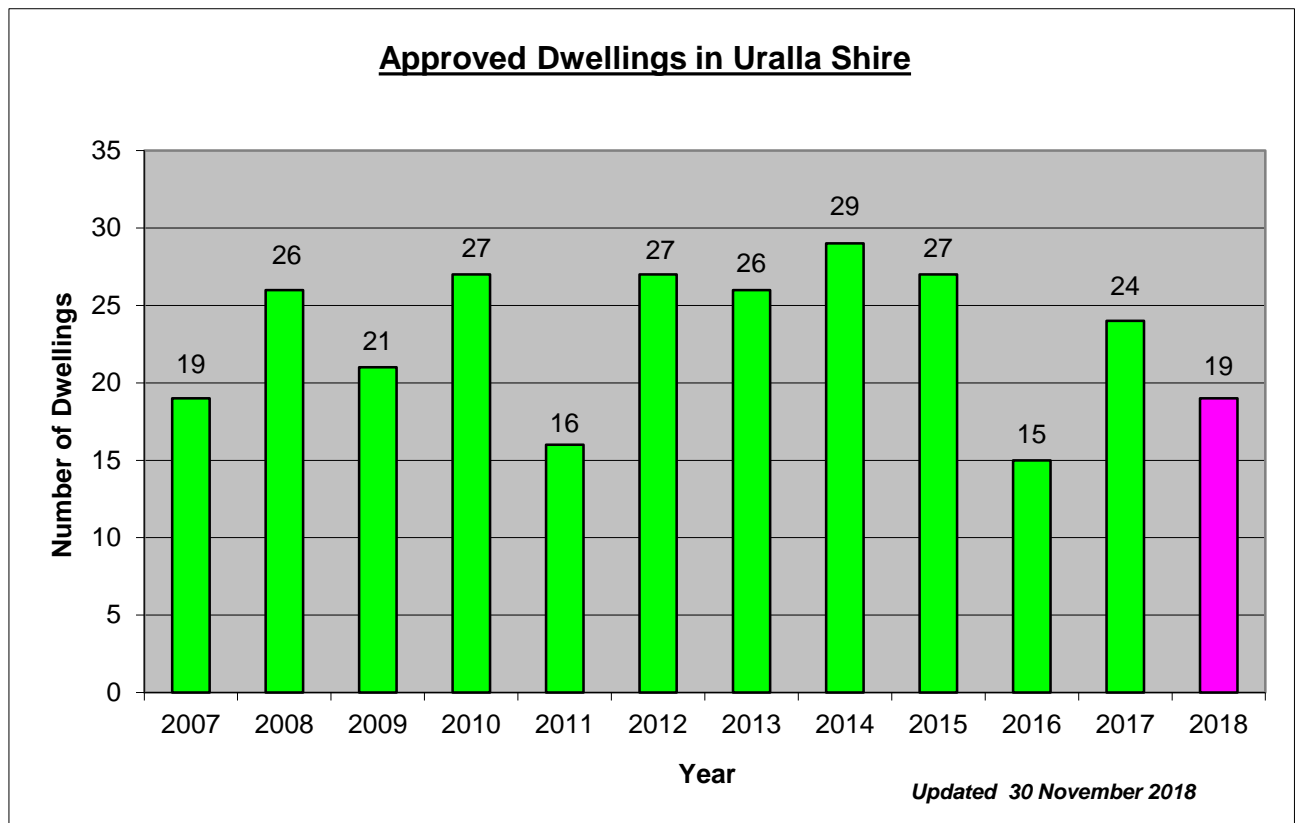
**Uralla Shire Council**  
**Council Business Paper – 18 December 2018**

**Financial Year Development Values**

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	9,073,505	87,245	6,057,412	3,016,093
2018-2019	2,744,609	74,179	1,061,155	1,684,454

2018-2019 to date

**Approved Dwellings 2007-2018**



**KEY ISSUES:**

- *Development Applications approved by Council for November 2018 – 13*
- *Development Applications refused by Council for November 2018 – 0*
- *Development Applications cancelled by Council for November 2018 – 0*
- *Development Applications withdrawn by Applicant for November 2018 – 1*
- *Outstanding Development Applications as at 30 November 2018 – 10*
- *Construction Certificates approved by Council for November 2018 – 1*
- *Construction Certificates refused by Council for November 2018 – 0*
- *Construction Certificates issued by private certification for November 2018 – 3*
- *Complying Development Applications approved by Council for November 2018 – 3*
- *Complying Development Applications refused by Council for November 2018 – 0*
- *Complying Development Applications withdrawn by Applicant for November 2018 – 0*
- *Complying Development Applications issued by private certification – 1*
- *Total Development Value for 2018 as at 30 November 2018 – \$7,087,462*
- *Average Development Value for 2018 as at 30 November 2018 – \$79,634*
- *Development Application Value for 2018 as at 30 November 2018 – \$3,618,198*
- *Complying Development Application Value for 2018 as at 30 November 2018 – \$3,469,264*
- *Approved dwellings as at 30 November 2018 – 19*

**COUNCIL IMPLICATIONS:**

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

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

**2. Policy and Regulation**

*Environmental Planning & Assessment Act, 1979.*

*Environmental Planning & Assessment Regulations, 2000.*

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

Prepared by staff member:

Administration Officer

TRIM Reference Number:

U12/168

Approved/Reviewed by Manager:

Manager Planning & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	<i>Director of Infrastructure &amp; Regulation</i>
<b>Reference/Subject::</b>	<b>Report 10 - DIVISION DECISION - Development Application 47/2018 – M and J Croft – 3 Lot Residential Subdivision – 49 Marble Hill Road, Saumarez Ponds</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
<b>Activity:</b>	2.1.4.1	Process building and development applications
<b>Action:</b>	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

### NOTE TO COUNCILLORS:

In accordance with the provisions of S375A of the Local Government Act 1993, a Division is to be called whenever a motion for a planning decision is put to the meeting, for the purpose of recording voting on planning matters.

### SUMMARY:

<b>Proposal:</b>	3 Lot Residential Subdivision
<b>Property description:</b>	Lot 16 DP 243988
<b>Applicant:</b>	Michael and Jayne Croft
<b>Owner:</b>	Michael and Jayne Croft
<b>Zoning:</b>	R5 Large Lot Residential
<b>Date received:</b>	13 September 2018 (RFS approval received 10 October 2018)
<b>Public notification or exhibition:</b>	Neighbour notification
<b>Exhibition period:</b>	9 October 2018 – 24 October 2018
<b>Submissions:</b>	1
<b>Other approvals:</b>	Nil

### SUMMARY:

This report is for the determination of a development application with one submission requiring consideration.

The proposed development is a 3 lot residential subdivision to be completed over two stages: Lot 162 and residual form Stage 1, with Lots 161 and 163 forming Stage 2.

**OFFICER'S RECOMMENDATION:**

That Council approve Development Application 47/2018 submitted by Michael and Jayne Croft for a 3 lot residential subdivision on land known as 49 Marble Hill Road, Saumarez Ponds, being Lot 16 DP 243988 subject to the following conditions:

***PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)***

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

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

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

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.

***Erection of signs***

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

***GENERAL CONDITIONS***

4. The development shall be implemented in accordance with:
  - (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

*Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*

5. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

*Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.*

6. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.

*Reason: To prevent pollution from detrimentally affecting the public or environment.*

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

*Reason: To ensure pedestrian and vehicular safety during construction.*

**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE**

8. The subdivision will be provided with reticulated electricity and suitable telephone provisioning. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity. The applicant shall provide evidence that satisfactory arrangements have been made for telecommunications infrastructure in the subdivision / development. These letters are to be provided to Council prior to the release of the subdivision certificate.

*Reason: To ensure that subdivision is adequately serviced by utilities.*

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*Reason: To ensure provision of appropriate documentation.*

10. The applicant/developer is to ensure that a checklist, clearly showing that all conditions of consent have been met, is provided with the subdivision certificate application.

*Reason: To ensure that appropriate documentation is provided.*

**Stage One**

11. That two lots are created by the subdivision of Lot 16 DP 243988, one of about 2 hectares and the other about 3.7 hectares.

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12. The driveway in the access handle to proposed Lot 163 is to be gravel and bitumen sealed or concreted for a width of 3 metres and for the length of proposed lot 162. This is to be constructed to a standard approved by the Director of Infrastructure and Regulation and is to be at the expense of the developer.

*Reason: To ensure a minimal level of dust and noise are generated by the access to proposed lot 163.*

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14. The Section 94 Contribution for Fire Fighting Equipment for proposed Lot 162 must be paid.

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15. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.

*Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.*

## Stage Two

16. Evidence must be provided that demonstrates that Crown Lands has approved the closure of the identified section Yellow Box Drive shown in plan 181035\_D prepared by Croft Surveying and Mapping dated 31.08.18, and that the aforementioned portion is in the same ownership as the residual component of Lot 16 DP 243988.

*Reason: To ensure that the development has owner's consent.*

17. That two lots are created by the subdivision of the residual component of Lot 16 DP 243988 and the acquired portion of Yellow Box Drive, one of about 2 hectares and the other about 2.08 hectares.

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21. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday                      7.00 AM to 5.00 PM

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**INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT**

22. At the issue of subdivision certificate and in perpetuity the property around the existing dwelling on Lot 163 shall be managed as an inner protection area (IPA) for the following distances as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones':
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  - west for 30 metres.
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24. In recognition that no reticulated water supply is available to the development, a 20,000 litre fire fighting water supply shall be provided for fire fighting purposes at the existing dwelling on Lot 163. The fire fighting water supply shall be installed and maintained in the following manner:
- (a) Fire fighting water supply tank(s) shall be located not less than 5 metres and not more than 20 metres from the approved structure.
  - (b) New above ground fire fighting water supply storages are to be manufactured using non-combustible material (concrete, metal, etc.). Where existing fire fighting water supply storages are constructed of combustible (polycarbonate, plastic, fibreglass, etc.) materials, they shall be shielded from the impact of radiant heat and direct flame contact.
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  - (e) The gate or ball valve, pipes and tank penetration are adequate for the full 50mm inner diameter water flow through the Storz fitting and are constructed of a metal material.
  - (f) All associated fittings to the fire fighting water supply tank(s) shall be non-combustible.
  - (g) Any below ground fire fighting water supply tank(s) constructed of combustible (polycarbonate, plastic, fibreglass, etc.) materials shall be shielded from the impact of radiant heat and direct flame contact.
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  - (l) Fire fighting water supply tank(s) and associated fittings, located within 60 metres of a bushfire hazard and on the hazard side of an approved building, shall be provided with radiant heat shielding to protect the tank from bush fire impacts and maintain safe access to the water supply for fire fighters.
  - (m) Pumps are to be shielded from the direct impacts of bush fire.
  - (n) A Static Water Supply (SWS) sign shall be obtained from the local NSW Rural Fire Service (RFS) and positioned for ease of identification by RFS personnel and other users of the SWS. In this regard:
    - i. Markers must be fixed in a suitable location so as to be highly visible; and
    - ii. Markers should be positioned adjacent to the most appropriate access for the water supply.
25. Property access to the existing dwelling on Lot 163 shall comply with the following requirements of section 4.1.3(2) of 'Planning for Bush Fire Protection 2006':
- a minimum carriageway width of four metres; and
  - a minimum vertical clearance of four metres to any overhanging obstructions, including tree branches.

#### **ADVISORY NOTES – GENERAL**

1. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
2. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
3. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
4. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent

under s4.55 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.

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

**END**

**BACKGROUND:**

A Development Application was submitted on 13 September 2018 by Development Application 47/2018 submitted by Michael and Jayne Croft for a 3 lot residential subdivision on land known as 49 Marble Hill Road, Saumarez Ponds, being Lot 16 DP 243988. Integrated terms of approval from the Rural Fire Service were provided on 10 October 2018

**REPORT:**

Issues identified in the submission:

- Road closure – The submission raised concerns about the impact of the road closure on flora and fauna as well as access.

Ultimately the issues raised will be matters of consideration for Crown Lands in their assessment of road closure application W557778 and consequent consultation with surrounding land holders. As Stage 2 cannot progress without Crown Lands agreeing to the road closure, no impact is apparent should Crown Lands refuse the application.

**CONCLUSION:**

This development application is being recommended for approval subject to conditions of consent.

**COUNCIL IMPLICATIONS:**

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

Nil

**2. Policy and Regulation**

*Uralla Local Environmental Plan 2012*

*Uralla Development Control Plan 2011*

*Environmental Planning & Assessment Act 1979*

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**9. Disclosure of Political Donations and Gifts**

Has a Political Donations Disclosure Statement been received in relation to this application? Yes

Political Donation Disclosure Statement register details N/A

Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed? No

Gift and benefits register details N/A

Prepared by staff member: Matt Clarkson, Manager of Planning and Regulation

TRIM Reference Number: DA-47-2018

Approved/Reviewed by Manager: Terry Seymour, Director of Infrastructure & Regulation

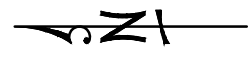
Department: Infrastructure & Regulation

Attachments: A - Site plan

B - Development Assessment Report

C - Submission





Notes:  
1. Areas and dimensions are indicative and subject to final title survey.  
2. Aerial Image ©Digital Globe 2018 & © GeoEye 2018. Overlay is indicative only.  
3. 2m contours are indicative, derived from *STRM Derived 1 Second Digital Elevation Model* ©Geoscience Australia



Lot Layout Lot 16 in DP243988 being 49 Marble Hill Rd SAUMAREZ PONDS NSW 2350			
"Southall" 100 Barney Street Armida NSW 2350 p: 02 6772 1077 m: 0414 782 867 e: office@croftsurveying.com		Date: 31.08.18	Reference: 181035 - D
Surveyor: Michael Croft		Sheet 1 of 1 1:1500 at A3	

# Development Assessment Report

DA Number: DA-47-2018 Council: Uralla Shire Council  
 Location: 49 Marble Hill Road SAUMAREZ PONDS  
 Development Description: Staged 3 Lot Subdivision  
 Title Details: Lot: 16 DP: 243988

## Property Details/History

	Checked	Comments
File History	No	Not relevant to the application.
Title Plan	Yes	No issues apparent.
Check Ownership	Yes	

## Application Type

Is this application an Integrated Development Application? Yes  
 Is it a BASIX affected development? No

## Concurrence/Referral

*Section 4.13 – EP & A Act*

Does this application require concurrence or referral? Yes  
 Is there any other issue that requires notation? Yes  
 Does this application require referral for decision by Council? Yes

Department	Referral	Response Received	Comments/Issues Raised
NSW RFS	Yes	Yes	Integrated consent conditions received 10 October 2018.

## Local Environmental Plan

*Section 4.15(1)(a)(i) – EP & A Act*

This land is zoned: R5 Large Lot Residential

### List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.
4.1 Minimum subdivision lot size	Yes	Stage 1 is compliant. Stage 2 will be compliant should Crown Lands permit road closure application W557778 to proceed.

Is there a draft LEP or draft LEP amendment which may affect this proposal? No



## Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal?

Yes

Chapter	Compliance	Comment
2	Yes	No access issues, however a condition of consent to seal the battleaxe handle is required to minimise dust / noise impacts to proposed lot 162.

Is there a draft DCP which may affect this proposal?

No

## Regional Environmental Plan

The proposed development is not inconsistent with the New England North West Regional Plan.

## State Environmental Planning Policy

Is this proposal affected by a SEPP?

Yes

List all relevant SEPPs		
SEPP	Compliance	Comment
State Environmental Planning Policy No 44—Koala Habitat Protection	Yes	Subdivision only, no works proposed where vegetation is present. Where there is existing vegetation, this is the area already developed. No impact expected, and the application presents as being consistent with the aims of the SEPP.
State Environmental Planning Policy (Rural Lands) 2008	Yes	No land fragmentation below minimum lot size. No apparent conflict between residential land uses and other rural land uses.

## Subdivision

Is this application for subdivision?

Yes

How many new lots are being created?

2

## Environmental Impacts

Section 79c(1)(b) – EP & A Act

	Impact	Comment
Tree Loss	No	Building envelopes are within cleared areas.
Flora	No	No clearing proposed.
Fauna	No	No clearing proposed.

## Environmental Impacts – Threatened Species

Section 4.15(1)(b) – EP & A Act

Has a Threatened Species Impact Assessment been prepared?

No

## Environmental Impacts – Heritage

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	
Aboriginal	No	

## Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected?

No

## Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map?

Yes

Category: Category1/Buffer

Comment: Integrated terms of approval issued 10 October 2018.

## Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council?

No

## Infrastructure

Has an engineering assessment been completed?

No

Does this proposal have any potential infrastructure impacts?

No

## Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required?

No

## Developer Contributions

Section 7.11 – EP & A Act

Does this proposal require any Developer Contribution?

Yes

List Contributions

Contribution Plan	Levy (eg per ET)	Rate (\$)	Comment
1(c) Rural	Bushfire contributions	\$814 per lot (2018-2019).	

## Signage

Does this proposal require signage?

No

## Notification

*Section 4.15(1)(d) – EP & A Act*

Was this application notified?

Yes

Were there any written submissions received?

Yes

If Yes, what was the number of submissions received?

1

Submission Maker	Issue	Comment
Delys Middleton	Unformed Crown road closure	Issues raised will be matters of consideration for Crown Lands in their assessment of road closure application W557778 and consequent consultation with surrounding land holders. As Stage 2 cannot progress without Crown Lands agreeing to the road closure, no impact is apparent should Crown Lands refuse the application.

## Public Interest

*Section 79c(1)(e) – EP & A Act*

Does this proposal have any construction or safety issues?

No

## Site Suitability

*Section 4.15(1)(c) – EP & A Act*

Is this a suitable site for this proposal

Yes

## Assessing Officer General Comment

### ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

## Recommendation

No significant adverse impacts are known or expected on the natural, social or economic environment as a result of the approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

## Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached:

No

Signed: 

**Matt Clarkson, Manager of Planning and Regulation**

**Date: 4.12.2018**

## ***PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)***

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## **ADVISORY NOTES – GENERAL**

- 26. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
- 27. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
- 28. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
- 29. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.

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

**END**

---

**From:**  
**Sent:** Sunday, 21 October 2018 5:49 PM  
**To:** Council  
**Subject:** TRIM: Objection to aspects of DA -47-2018

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**HP TRIM Record Number:** UI/18/3008

Dear Development Officer,

I am sending you a second objection to aspects of DA-47-2018, following one I sent you last week. Please note, that this one is to replace that earlier submission.

Thank you,

I WISH TO OBJECT TO THE PROPOSED PERMANENT CLOSURE OF YELLOW BOX DRIVE (UNFORMED) AT THE REAR OF THE CROFTS' PRESENT HOUSE AND GARDEN.

**GROUND'S FOR OBJECTION:**

This easement at the back of both our lands has been open for the last 40 years since I have lived at . It has occasionally been closed in part, temporarily, when landowners have wanted to separate cows from calves, or visiting horses and so forth, but never permanently. Obviously the Crofts need to satisfy council regulations regarding the size of the third block of land in their application (ie in order for it to be 2.08 hectares), but this in itself should not be sufficient reason for the Commissioners to sell off Crown Land and effect its permanent closure. If the applicant has not already sought and received prior agreement from the Crown Lands Office, permitting the submission of the Development Application, then it may well be an invalid submission.

It is important to keep this road open as a native wildlife corridor, as part of a travelling stock route, (even more needed in an ever drying climate), and as a significant access route for fire trucks, tree loppers engaged in keeping tree branches away from electricity poles, and for other service vehicles. The applicant should also have sought assessment about whether the ground cover meets the criteria for Endangered Ecological Community issues. (The name Yellow Box Drive is significant, isn't it?)

This submission is made by:

---



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Manager Community Care</i> <i>Manager McMaugh Garden's Aged Care Centre</i>
<b>Reference/Subject:</b>	<b>Report 11 - Strategic Business Plans for Community Services Business Units</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.2 An effective and efficient organisation
<b>Strategy:</b>	4.2.2 Provide a range of services that meet benchmarks determined with the community, having regard to quality and cost
<b>Activity:</b>	4.2.2.2 Develop and implement business plans for all council business areas
<b>Action:</b>	4.2.2.2.1 Develop and implement a business plan for McMaugh Gardens 4.2.2.2.2 Develop and implement a business plan for Tablelands Community Support 4.2.2.2.3 Develop and implement a business plan for Tablelands Community Transport

### SUMMARY:

This report provides the Strategic Options Papers for Tablelands Community Support/Transport and McMaugh Gardens Aged Care Centre, recommending the preferred strategic direction for Council's consideration and on which business plans will be developed.

### OFFICER'S RECOMMENDATION:

1. That Council adopt the recommended strategic options below, provided by Stewart Brown Consulting:
  - a) Tablelands Community Support, Option 1B - Programs and Operations as contained in the Strategic Options Report at Confidential Attachment A, including combining Tablelands Community Transport and Tablelands Community Support into one Business Unit; and Option 2B - Geographical area as contained in the Strategic Options Report at Attachment A, to focus service in both the Uralla Shire municipal boundaries and wider Armidale Region, and including investment in marketing and promotions to transition the combined service into a provider of choice.
  - b) McMaugh Gardens Aged Care Centre, Option 1B – Refurbishment of the current site as contained in the Strategic Options Report at Confidential Attachment B, including renewal and upgrade of the existing facility as contained within the Asset Maintenance and Renewal Report at Confidential Attachment C.
2. That Stewart Brown Consulting be informed of the adopted strategic options for McMaugh Gardens Aged Care Centre and Tablelands Community Support so that the next stage, being detailed Business Plan development, can be progressed in accordance with Diagram 1.

**BACKGROUND:**

In 2012 Council partnered with the Office of Local Government to undertake a Promoting Better Practice Review of Council (Review), which resulted in a range of improvement recommendations.

The Review Report identified that Council operated three (3) Category 2 Business Activities, as defined in accordance with Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality where gross operating turnover is less than \$2m per annum, being McMaugh Gardens Aged Care Centre, Council Combined Water Supplies, and Uralla Local Sewerage Fund.

The Review Report contained Recommendation 31 - develop and implement a business plan for each of the businesses that Council operates.

Since the Review Report:

- McMaugh Garden's Aged Care Centre has become a Category 1 Business Activity with an operating turnover greater than \$2m per annum, and
- Council's aged and disability service -Tablelands Community Support – is transitioning from a Commonwealth block funded service provider to a consumer directed business competing for clients in a highly competitive service industry, with an operating turnover in excess of \$1m per annum (not including \$800,00 in CHSP block funding).

In response to the Office of Local Government's Fit for the Future Reform Program (FFtF), Council considered and endorsed a Council Improvement Program (CIP), at its Ordinary Meeting held 22 June 2015.

The CIP contains a range of strategic actions to review/develop strategic business plans for Council's commercial business units to achieve certain financial sustainability outcomes to improve Council's performance against the Own Source Revenue Ratio. Two of these strategic actions are set out below:

	<u>Strategic Actions</u>	<u>Outcomes</u>
• 1.2.1	Develop a strategic business plan for Tablelands Community Support	Full recovery of corporate overheads obtained
• 1.2.2	Develop a strategic business plan for McMaugh Garden's Aged Care Centre	Revenue and profit margin increased

In 2017 Council redeveloped the 4-year delivery program and annual operational planning documents. During this process, a review of the CIP was undertaken to identify outstanding strategic actions. These were included in the combined 2017-21 Delivery Program and 2017-18 Operational Plan and adopted by Council at its Ordinary Meeting held 27 June 2017.

In addition to the actions to develop a strategic business plan for McMaugh Gardens and Tablelands Community Support, an action to develop a business plan for Council's community transport service – Tablelands Community Transport – was included.

Although still block funded by Transport for NSW (TfNSW) until 30 June 2020, it is necessary to develop a business model and business plan for Tablelands Community Transport to ensure the service is better positioned to adapt to the new funding models post 30 June 2020.

At its Ordinary Meeting held 27 February 2018, council considered a report titled 'Report 8 - Community Services - Strategic Business Plans' that set out the estimated costs for procuring a suitably qualified consultant to develop the Strategic Business Plans, refer to:

[http://www.uralla.nsw.gov.au/files/uploaded/file/Your%20Council/Business%20Papers/2018%20Business%20Papers/27%20February%20Business%20Paper%20\(Final\)\(1\).pdf](http://www.uralla.nsw.gov.au/files/uploaded/file/Your%20Council/Business%20Papers/2018%20Business%20Papers/27%20February%20Business%20Paper%20(Final)(1).pdf)

A detailed request for quotation process was undertaken and the preferred consultant, Stewart Brown was contracted to provide the business plan services.

Stewart Brown undertook a series of stakeholder consultation sessions, including a workshop with councillors on 10 July 2018. Once the stakeholder engagement process was complete, Stewart Brown prepared a Strategic Options Paper for the community service business units, and presented these to the Councillor workshop on 9 October 2018. The process and next steps are set out in the graphic below. The current step in the process of developing the strategic business plans, as indicated in the red circle, is this report providing the recommended strategic direction on which to develop each detailed business plans for Councils consideration.

The Strategic Options Paper for Tablelands Community Support/Transport is contained at **Confidential** Attachment A, and for McMaugh Gardens Aged Care Centre at **Confidential** Attachment B.

Diagram 1 – Business Planning Process



For McMaugh Garden's, a prerequisite for the business plan development was a detailed facility maintenance and renewal report to establish the nature, extent and costs associated with maintaining and renewing the facility asset to an appropriate standard for an aged care facility operating for high/high care residents. This asset facility report is contained at **Confidential** Attachment C.

#### **REPORT:**

##### Tablelands Community Support

This report recommends that Council adopt Strategic Option 1B for Programs and Operations and Strategic Option 2B for Geographical area, contained in the Strategic Options Report at Attachment A. The report provides a 'Summary of Options' at pages 38 and 39, and a SWOT analysis for the recommended options, as reproduced below:

##### **Strengths**

- Results in provision of quality Community Care, Ageing and Disability Services to the Uralla Shire community
- Integrated business structure catering for the needs of aged persons in the community
- More contemporary structure with clearer and stronger staff responsibilities
- Establishes clear pathway for integration of CHSP and HCP funding and services



Weaknesses

- Change management required
- Investment into IT systems such as CRM

Opportunities

- Common CRM systems across all care services
- Ability to look after client throughout the client journey from CHSP through to residential care

Threats

- - Red tape in Council system/ intervention

The recommended Strategic Options, will provide Tablelands Community Support with the best possible opportunity for sustainable operations as the Federal and State Government continue to drive sector changes. In summary the recommendation means:

- Continuing existing programs:
  - Home Care Packages
  - National Disability Insurance Scheme
  - Commonwealth Home Support Program
- Merging operations of Tablelands Community Support and Tablelands Community Transport into one business unit, with financial accounting and reporting remaining separate for the purpose of funding acquittals.
- A focus on services geographically to the Armidale Region and Uralla Shire.
- Improve the transparency of financial reporting, in particular for Council overhead charges and client fees
- Investing in marketing and promotional by retaining annual operating surplus or part operating surplus for investing into ongoing business development to become a provider of choice within Uralla Shire Municipal boundary and Armidale Region.

McMaugh Gardens

This report recommends Council adopt the Stewart Brown Consulting recommended Option of 1B, contained in the Strategic Options Report at Attachment B. The report provides a “Summary of Options” at page 23, and a SWOT analysis for the recommended option, as reproduced below:

Strengths:

- Results in a fit-for-purpose aged care facility operating in Uralla catering for residents with high care needs
- Commitment to community
- Knowledge retained – staff loyalty, skills and competencies
- Significant barriers to entry for new competition
- Maintains philosophy and values
- Enhances brand and reputation

Opportunities:

- Diversification through additional services
- Provision of across spectrum care services
- Increased funding through Significant Refurbishment Supplement
- Grant Funding<sup>1</sup>

Weaknesses:

- Requires level of capital investment<sup>1</sup>
- Regional location – high costs of construction/workforce
- Transition of residents during refurbishment<sup>2</sup>

**Threats:**

- Access to skilled labour/cost/productivity of labour<sup>3</sup>
- Government intervention and legislative changes
- Capital funding access
- Declining occupancy levels and increased focus/move to care at home<sup>4</sup>

**Note:**

<sup>1</sup>The Asset Maintenance and Renewal report at **Confidential** Attachment C, estimates costs at a total \$805,354 over 5 years, and the option recommended by Stewart Brown Consulting provides for the associated increase in accommodation subsidies as a result of the refurbishment. Please note an application for Refurbishment Funding for McMaugh Gardens has been lodged with Aged Care Regional, Rural and Remote Infrastructure Grant 2018. The Grant is for up to \$500,000.00. Applications closed on 24 October 2018.

<sup>2</sup>A staged plan has been developed for managing placement of residents during refurbishment works.

<sup>3</sup>McMaugh Gardens continues to maintain a full complement of staff. In addition the ongoing provision of work placement opportunities for students ensures development of more skilled staff into the future

<sup>4</sup>McMaugh Gardens has been able to maintain an average occupancy level of 97.28% which is above the benchmark of 95.69%.

**KEY ISSUES:**

- Progressing the 2017/18 Operational Plan actions to develop strategic business plans for Council's Community Service Business Units requires Council to determine its preferred strategic option for each service on which the business plans will be developed.

**CONCLUSION:**

Tablelands Community Support

As detailed in the Strategic Options Paper provided by Stewart Brown Consulting, at Attachment A, Options 1B for Programs and Operational and 2B for Geographical Area, including combining the Support and Transport Services into one business unit will remove a siloed approach facilitate a combined focus on marketing and promotion and to cross pollination between services. This will provide a clear pathway for integration of CHSP and HCP funding and services, which is likely to occur in post 2020.

McMaugh Gardens

As detailed in the Strategic Options Paper provided by Stewart Brown Consulting, at Attachment B, Option 1B – Refurbishment of current site, including renewal and upgrade of existing facility as per Asset Renewal Report, will provide improvements to efficient building design and provide opportunity to best cater for residents with high care needs and dementia so that the facility can operate at a higher Benchmark performance, attract increased revenue via department accommodation subsidies, and therefore remain financially viable into the future.

**COUNCIL IMPLICATIONS:**

1. **Community Engagement/ Communication (per engagement strategy)**  
Stakeholder engagement undertaken
2. **Policy and Regulation**  
Nil

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Detailed Asset Facility maintenance and renewal report provided at Attachment C.

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Manager Community Care

Manager McMaugh Gardens Aged Care Centre

Prepared by staff member:

Wendy Kurko  
Christine Valencius

TRIM Reference Number:

UINT/18/5832

Approved/Reviewed by Manager:

Trish Kirkland

Department:

Community and Governance

Attachments:

- A. **Confidential** - Strategic Options for Tablelands Community Support/Transport
- B. **Confidential** - Strategic Options for McMaugh Gardens Aged Care Centre
- C. **Confidential** - Asset Facility report for McMaugh Gardens Aged Care Centre



## REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	General Manager
Reference/Subject:	Report 12 - Interpretation of Sections 531B & 548A of LG Act 1993 – LGNSW Response

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.1	A strong, accountable and representative Council
Strategy:	4.1.3	Provide open, accountable and transparent decision making for the community
Activity:	4.1.3.1	Implement and maintain a transparent and accountable decision making framework

### SUMMARY:

The purpose of this report is to provide Council with the response received from Local Government NSW in relation to resolution 38.11/18.

### OFFICER'S RECOMMENDATION:

***That Council receive and note the attached email received from Local Government NSW which provides advice about the interpretation of Sections 531B and 548A of the Local Government Act 1993.***

### REPORT:

At its Ordinary Meeting of 27<sup>th</sup> November 2018 Council resolved **(38.11/18)** as follows:

*That Council sign and send the attached letter requesting advice from Local Government NSW on the interpretation of Sections 531B and 548A of the Local Government Act.*

By email dated 7<sup>th</sup> December Ms Jessica Wood, Legal Officer – Member Services, at Local Government NSW responded to the letter sent in accordance with resolution 38.11/18.

Ms Wood's email is attached and is self-explanatory.

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	UINT/18/5925
Approved/Reviewed by Manager:	N/A
Department:	General Manager's Office
Attachments:	A. Email from LGNSW dated 7 <sup>th</sup> November 2018

## Gabrielle Stratton

---

**From:** Jessica Wood <jessica.wood@lgnsw.org.au>  
**Sent:** Friday, 7 December 2018 3:55 PM  
**Subject:** RE: Sections 531B and 548A of the Local Government Act 1993

Dear Gabrielle,

Thank you for the letter from the Mayor requesting advice on the application of sections 531B and 548A of the *Local Government Act 1993* (LG Act).

I apologise for my delay responding. Could you please pass my reply below onto the Mayor?

I understand that the Council wishes to explore options for providing rate relief to developers who have subdivided residential properties but have not yet built dwellings on the properties.

Section 548A of the LG Act allows a council on a case by case basis to combine parcels of land when calculating a minimum or base rate. The provision can only be used in situations where there may be an element of unfairness because of how the provision has been used elsewhere in the LGA and where hardship may be caused to a rateable person. Hardship is determined on a case by case basis.

Section 531B of the LG Act allows a council to combine land parcels when calculating charges. Again, it may only be used in situations of unfairness and hardship.

These provisions cannot be used where there is a dwelling on each parcel of land.

These provisions are designed to avoid situations where a landowner with multiple lots is paying multiple set amounts. Calculation of the *ad valorem* component is not affected.

In the case of a subdivision of land, generally speaking a council should cease using the valuation of the (former) single parcel of land and instead use the valuations of the new multiple parcels. Of course, the aggregated value of the multiple parcels is usually considerably higher than the value of the former single parcel.

The council may:

- Start using the new rating values from the first quarter after the deposited plan is registered, or
- Start using the new valuations from the start of the new financial year after the development has been approved.

These options do not relate to the sale of the property.

While there can be a long time between registration of deposited plans and DA approval, at the end of the day the council will have to cease using the old single valuation and start using the valuation furnished by the Valuer General.

For further advice, I suggest contacting the NSW Revenue Professionals.

Kind Regards,

JESSICA WOOD  
**LEGAL OFFICER – MEMBER SERVICES**

T 02 9242 4125  
M 0436 425 127  
[jessica.wood@lgnsw.org.au](mailto:jessica.wood@lgnsw.org.au)

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**From:** Gabrielle Stratton <GStratton@uralla.nsw.gov.au>  
**Sent:** Friday, 30 November 2018 11:21 AM  
**To:** Jessica Wood <jessica.wood@lgnsw.org.au>  
**Subject:** Sections 531B and 548A of the Local Government Act 1993

Dear Ms Wood,

Please see attached letter from Cr Michael Pearce, Mayor regarding the above matter. I confirm the original has been sent to you by post.

Kind regards

**Gabrielle Stratton**  
**Senior Executive Officer**  
Uralla Shire Council | Po Box 106 Uralla NSW 2358  
p 02 6778 6303 | f 02 6778 6349  
[gstratton@uralla.nsw.gov.au](mailto:gstratton@uralla.nsw.gov.au) | [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au)



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## REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director of Infrastructure & Regulation
Reference/Subject:	Report 13 - Industrial Land Subdivision – Probity Advice for the Sale of Lands

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.2	Growing diversified employment, education and tourism opportunities
Strategy:	2.2.2	Support and encourage existing business and industry to develop and grow
Activity:	2.2.2.1	Encourage business and industry development
Action:	2.2.2.1.2	Progress the development of the light industrial project in Rowan Street

### SUMMARY:

This report is to advise Council in regards to the probity advice received in regard to the management of the future sales of land parcels within the subdivision of IN2 Light Industrial zoned land, being Lot 14 DP 787477.

### OFFICER'S RECOMMENDATION:

That Council resolve to:

- a) Receive and note the probity advisors recommendations
- b) Prepare a probity plan to detail the procedures going forward to manage the sales of lots within the subdivision.

### BACKGROUND:

At its meeting of the 28 August 2018, in considering the Industrial Land Subdivision and how to deal with unsolicited approaches to purchase part of the land within the subdivision, Council resolved at **OM 40.08/18**;

*That;*

- a) *Upon receipt of report from valuation consultant, confirm the minimum acceptable price for each Lot;*
- b) *Seek advice from a probity adviser on the appropriate way forward in relation to any direct negotiations to conduct the sale or lease of lands within the subdivision;*
- c) *Engage with the offeror in accordance with the probity adviser's recommendations.*

**REPORT:**

The probity advice (attached) identifies the recommended way forward to effect the sales of the lots within the proposed subdivision.

**Probity Recommendation – The Way Forward**

Unsolicited Proposals Option

31. Council can consider future unsolicited proposals subject to the following checks and balances.
32. Any direct negotiations for the sale or lease of lands within the proposed Subdivision in circumstances of unsolicited proposals can occur but not until such time as the registration of the title lots are finalised.
33. In addition, it is recommended that prior to any negotiations, a Council Policy be prepared for unsolicited proposals utilising the Government Guidelines (as contemplated by the Circular) so as to not conflict with the current Policy in respect of the disposal of Council assets.
34. A marketing campaign may assist in the encouragement of unsolicited proposals and would have a twofold effect of ensuring a degree of transparency and fairness by putting the sale or lease of the proposed Subdivision in the public domain. The marketing campaign (and the sale or lease of the lands) should be limited to Stage 1 of the proposed Subdivision so as to test the market.
35. Consideration of any unsolicited proposals must be guided by the documents referred to in paragraph 10 of this advice with the preference for a standalone Council Policy.
36. At first instance and in preparation of progressing the strategy of seeking unsolicited proposals, there must be put in place a probity plan and all parties involved in the marketing and possible negotiations for sale or lease of the lands must sign a confidentiality agreement.
37. Importantly an external probity adviser must be appointed to the process and prior to any marketing.
38. If in the event negotiations are successful for the sale or lease of lands in the proposed Subdivision, then a confidential report must be put to Council for a final resolution.
39. In any negotiations there is a need to advise a proponent of an unsolicited proposal that the success in purchasing lands will be subject to Council resolution (and in the context of the minimum land sale prices for Stage 1 in accordance with Council's resolution).
40. In prioritising the method of sale or lease of the lands by direct negotiations it is recommended that the Council should:
  - 40.1 Appoint an external probity advisor, establish a probity plan and ensure that all relevant parties have signed a confidentiality agreement; and then
  - 40.2 Conduct a marketing campaign through the appointed real estate agent and consider the offers of any unsolicited proposals in accordance with the probity plan and at the direction of the probity advisor; and then
  - 40.3 Report to Council for resolution on the sale or lease of any lands within the proposed Subdivision.

Expressions of Interest, Auction or Private Treaty Sales Option

41. Council may undertake an initial marketing campaign for the sale of the lands in Stage 1 of the proposed Subdivision through a public advertisement process by way of Expressions of Interest (EOIs) in accordance with s55(4)(a) of the Act and the prerequisite tendering of clauses 166 to 179 of the *Local Government (General) Regulation 2005*.
42. However, it is recommended that the sale of lands in Stage 1 of the proposed Subdivision should be sold by way of public auction and private treaty sale which is permitted by way of s55(3)(d) of the Act.
43. The lands in Stage 1 should be put to public auction at first instance and then any remaining lots should then be put to sale by private treaty. The marketing campaign would be undertaken by the appointed real estate agent.
44. Any expressions of interest, auction or private treaty sales can only occur after the registration of the title lots.
45. With any auction of the lands it is considered appropriate that the reserve price be set in accordance with the Valuation Report however it may be appropriate that the reserve price be subject to a discount rate in circumstances where the reserve price is not achieved during the auction.
46. We note that Council did resolve to adopt the minimum land sale prices for lots in Stage 1 in accordance with the Valuation Report. Consideration should be given to whether a percentage discounted should be applied to the set minimum land prices for the lots for the purposes of any auction.
47. In addition, a delegation could be given to the Mayor and the General Manager to have the authority act as Council's "vendor" at auction so as to have a discretion to accept any offer if the reserve price is not achieved (subject to the percentage discount).
48. For those lots which may remain unsold at auction it is recommended that there be a further marketing campaign with the selling of the lots by way of private treaty sale with reserve prices as determined by the Valuation Report.
49. A further valuation may need to be obtained as the current September 2018 market valuation determination may be out of date due to market forces by the time the proposed Subdivision is subject to any further sale.
50. It is recommended that before substantive marketing campaign for EOIs, auction or private treaty sale of the lands is commenced:
  - 50.1 An external probity advisor is to be appointed to ensure that the marketing and selling of the lands is a transparent process;
  - 50.2 An internal project manager is appointed to manager the sale of the lands;
  - 50.3 A probity plan must be prepared - either a plan to evaluate any EOIs received or a plan to ensure that the marketing for the auction and sale of the lands is open and transparent;
  - 50.4 Both Council employees and the appointed real estate agent (and any other external party engaged by Council dealing with the sale of the lands) must execute a confidentiality agreement and make a declaration that they have no conflict of interest; and finally

- 50.5 The probity advisor must certify by way of report that he or she is satisfied that Council has complied with the probity plan and the selling of the lands through an EOI process or by auction and private treaty sale can proceed.
51. We can see no issue in commencing a preliminary marketing campaign but limited to campaign for creating public interest in the future sale of lands in proposed Subdivision.
52. Although this advice relates to Stage 1 of the proposed Subdivision, the selling of any lands in Stage 2 should be considered at a later date and assessed against the completed sales of Stage 1 lands.

**KEY ISSUES:**

- Council's compliance with legislative requirements and demonstration of probity in its dealings.
- The lots within the industrial subdivision have been valued by a registered valuer.
- Currently the land is still classified as Community Land. Council has lodged an application to the Department of Planning and Environment for Gateway Approval to reclassify the land as Operational Land to enable the subdivisional development and subsequent sale of the land. The Gateway approval has been received for the Planning Proposal and the public hearing has been scheduled to be held in the Uralla Shire Council Chambers at 5:30pm on Wednesday, 12 December 2018. The Planning Proposal was readvertised to accommodate the requirement of a public hearing not provided in the first period of public exhibition.

**CONCLUSION:**

The attached probity advice provides guidance for Council to progress the engagement of an agent and manage the sales of the land in a compliant manner.

Compliance with the probity advice will satisfy part b) of the August resolution at **OM 40.08/18**.

The development of a probity plan to assist in the management of the commercial aspects of the project.

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement/ Communication (per engagement strategy)**  
Nil
- 2. Policy and Regulation**  
Advice has been received from a probity advisor as per part b) of the August resolution.
- 3. Financial (LTFP)**  
Council has budgeted for the cost of subdivision development. The project costs shall be re-estimated following the conclusion of the detailed design.
- 4. Asset Management (AMS)**  
The creation of the subdivision will provide additional assets to Council.
- 5. Workforce (WMS)**  
Nil
- 6. Legal and Risk Management**  
Appropriate probity advice and land sales strategy will ensure the best interests of the community are maintained and not compromise the Council by adequately demonstrating probity.

**7. Performance Measures**

Nil

**8. Project Management**

Overall project management of the development will be undertaken by Council staff or consultants.

Prepared by staff member:	Director of Infrastructure and Regulation
TRIM Reference Number:	U15/292
Approved/Reviewed by Manager:	Director of Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Attachment 1 - Redacted Probity Advice Attachment 2 - <b>Confidential</b> Probity Advice

## Email Letter

**From**  
Matthew Pearce

**Direct**  
92916167

**Partner**  
Michael Winram

**Date**  
14 November 2018

**Email**  
matthew.pearce@maddocks.com.au

**To**  
Terry Seymour  
Director - Infrastructure  
and Regulation

**Organisation**  
Uralla Shire Council

**Email**  
tseymour@uralla.nsw.gov.au

Our Ref: 7717207

### **CONFIDENTIAL ADVICE**

Dear Sir

#### **Request for Probity Advice on Unsolicited Proposals**

We refer to your request for advice dated 21 October 2018.

You seek our advice in respect of the Council resolution of 28 August 2018 which considered the Closed Session Confidential Report dealing with an appropriate way forward to conduct the sale of lands within the proposed plan for subdivision of the IN2 Light Industrial zoned land which it owns, being Lot 14 DP 787477 (the proposed Subdivision).

In particular, probity advice in relation to whether there should be any direct negotiations for the sale or lease of lands within the proposed Subdivision in circumstances of unsolicited proposals and a probity recommendation as to the way forward concerning the sale of the lands.

Further you seek a review of a confidentiality agreement for the appointed real estate agent to sign in respect of the marketing and sale of the lands within the proposed Subdivision.

#### **Background**

We note the following:

1. The Council is in the process of developing the proposed Subdivision in stages with the intention to sell or lease the subsequent lots for purposes of stimulating economic activity in Uralla. It is anticipated that the development of the Subdivision (and the eventual registration of individual titles for sale or lease) would not occur until October 2019.
2. On 5 June 2018 Council received an offer from [REDACTED] to purchase [REDACTED] in Stage 1 of the proposed Subdivision [REDACTED].

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- ## Guidelines, Policies and Circulars dealing with Unsolicited Proposals & Tendering

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- 11.5 Uralla Shire Council – Disposal of Council Assets (the Policy).
12. The Government Guidelines (referred to in paragraph 10.1) form the basis of the consideration which need to be applied when councils are considering unsolicited proposals. This is supported by the Circular and supplemented by the ICAC Guidelines.
13. The Local Government Guidelines and the Policy determine the nature and extent of tendering required.
14. The Guidelines, Policies and Circulars will not be repeated within this advice but are essential for the formulation of the probity recommendation provided below.

## Probity Consideration of Unsolicited Proposals

15. The *Local Government Act* 1993 forms the legislative basis of how councils should function in the context of their duty to residents and ratepayers and in particular acting within the notion of probity.
16. The Confidential Report relevantly identifies section 8A of the Act and the guiding principles detailed in subsections (b), (f) and (h). In short, a council must carry out functions which provide the “*best possible value for residents and ratepayers*”, ensuring that councils manage their lands so that a benefit is obtained by the current and future community and in doing so, act in a way that is fair, ethical and without bias in the interests of the local community.
17. There are always issues of probity relating to unsolicited proposals and as such, proposals are tested against Guidelines, Policies and Circulars which have been issued by the NSW Department of Premier and Cabinet supported by the Office of Local Government with oversight from the Independent Commission Against Corruption.
18. The Government Guidelines are the primary document which needs to be carefully considered by a council when considering an unsolicited proposal.
19. It is clear that for an unsolicited proposal to be advanced, such a proposal must meet, at the very least, the guiding principles of “uniqueness” and “value for money” as outlined in the Government Guidelines.
20. Such guiding principles focus upon whether an unsolicited proposal will deliver the strategic direction sought by a council and, in addition, whether an unsolicited proposal represents value for money upon return on investment.
21. The road testing of an unsolicited proposal against the Government Guidelines is to test whether a competitive tender process (an open tender or selective tender process) could achieve a better outcome for residents and ratepayers of a council, ensure that a council has properly managed their lands for the benefit of the community and whether the consideration of the proposal has been a fair, ethical and transparent process.

## The Unsolicited Proposals by [REDACTED]

22. A reading of the facts and documentation surrounding the Unsolicited Proposals by [REDACTED] reveals little detail as to the nature and extent of the proposals other than the need for the land to expand [REDACTED] growing business.
23. From a valuation point of view the offer of [REDACTED] in Stage 1 of the proposed Subdivision is below the market valuation of the land as provided by Council’s valuer. In addition, the alternative offer dealing with the creation of a narrow allotment is silent on any monetary consideration.

- ## Probity Recommendation – The Way Forward

31. Council can consider future unsolicited proposals subject to the following checks and balances.
32. Any direct negotiations for the sale or lease of lands within the proposed Subdivision in circumstances of unsolicited proposals can occur but not until such time as the registration of the title lots are finalised.
33. In addition, it is recommended that prior to any negotiations, a Council Policy be prepared for unsolicited proposals utilising the Government Guidelines (as contemplated by the Circular) so as to not conflict with the current Policy in respect of the disposal of Council assets.
34. A marketing campaign may assist in the encouragement of unsolicited proposals and would have a twofold effect of ensuring a degree of transparency and fairness by putting the sale or lease of the proposed Subdivision in the public domain. The marketing campaign (and the sale or lease of the lands) should be limited to Stage 1 of the proposed Subdivision so as to test the market.
35. Consideration of any unsolicited proposals must be guided by the documents referred to in paragraph 10 of this advice with the preference for a standalone Council Policy.

36. At first instance and in preparation of progressing the strategy of seeking unsolicited proposals, there must be put in place a probity plan and all parties involved in the marketing and possible negotiations for sale or lease of the lands must sign a confidentiality agreement.
37. Importantly an external probity adviser must be appointed to the process and prior to any marketing.
38. If in the event negotiations are successful for the sale or lease of lands in the proposed Subdivision, then a confidential report must be put to Council for a final resolution.
39. In any negotiations there is a need to advise a proponent of an unsolicited proposal that the success in purchasing lands will be subject to Council resolution (and in the context of the minimum land sale prices for Stage 1 in accordance with Council's resolution).
40. In prioritising the method of sale or lease of the lands by direct negotiations it is recommended that the Council should:
  - 40.1 Appoint an external probity advisor, establish a probity plan and ensure that all relevant parties have signed a confidentiality agreement; and then
  - 40.2 Conduct a marketing campaign through the appointed real estate agent and consider the offers of any unsolicited proposals in accordance with the probity plan and at the direction of the probity advisor; and then
  - 40.3 Report to Council for resolution on the sale or lease of any lands within the proposed Subdivision.

## Expressions of Interest, Auction or Private Treaty Sales Option

41. Council may undertake an initial marketing campaign for the sale of the lands in Stage 1 of the proposed Subdivision through a public advertisement process by way of Expressions of Interest (EIOs) in accordance with s55(4)(a) of the Act and the prerequisite tendering of clauses 166 to 179 of the *Local Government (General) Regulation 2005*.
42. However, it is recommended that the sale of lands in Stage 1 of the proposed Subdivision should be sold by way of public auction and private treaty sale which is permitted by way of s55(3)(d) of the Act.
43. The lands in Stage 1 should be put to public auction at first instance and then any remaining lots should then be put to sale by private treaty. The marketing campaign would be undertaken by the appointed real estate agent.
44. Any expressions of interest, auction or private treaty sales can only occur after the registration of the title lots.
45. With any auction of the lands it is considered appropriate that the reserve price be set in accordance with the Valuation Report however it may be appropriate that the reserve price be subject to a discount rate in circumstances where the reserve price is not achieved during the auction.
46. We note that Council did resolve to adopt the minimum land sale prices for lots in Stage 1 in accordance with the Valuation Report. Consideration should be given to whether a percentage discounted should be applied to the set minimum land prices for the lots for the purposes of any auction.
47. In addition, a delegation could be given to the Mayor and the General Manager to have the authority act as Council's "vendor" at auction so as to have a discretion to accept any offer if the reserve price is not achieved (subject to the percentage discount).





## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	<i>Manager Planning and Regulation</i>
<b>Reference/Subject:</b>	<b>Report 14 - Funding for the Uralla Shire Open Space Strategy Consultancy</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1.1	A proud, unique and inviting community
<b>Strategy:</b>	1.1.2	Embellish our community with parks, paths, cycleways, facilities, and meeting places
<b>Activity:</b>	1.1.2.1	Prepare Open Space Strategy
<b>Action:</b>	1.1.2.1.2	Develop an overarching Open Spaces Strategy with an Action Plan guided by community consultation, and including disability inclusion and access provisions

### OFFICER'S RECOMMENDATION:

**That Council vote \$20,000 from its current salaries and wages budget to fund a consultancy to undertake the Uralla Shire Open Space Strategy.**

### BACKGROUND:

Council budgeted \$21,000 in the 2017/2018 budget for preparation of the Open Space Strategy, of which \$20,150 was unspent. Staff have undertaken the background research and preliminary community consultation to facilitate the preparation of the strategy.

This budget allocation was not included in the re-votes put to Council at the November Ordinary Meeting and was therefore not carried over to the 2018/2019 budget. However, the requirement for the funding remains and Council staff do not have the capacity or the specialist ability to perform the required remaining tasks.

The General Manager has advised that, due to delays in progressing additional human resources as envisaged by the 2018-19 Budget, there will be capacity within the salaries and wages budget to accommodate these consultant costs.

### CONCLUSION:

A budget variation is necessary to enable engagement of a consultant to progress the Uralla Shire Open Space Strategy.

### COUNCIL IMPLICATIONS:

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

Community consultation has been undertaken with further consultation required.



**2. Policy and Regulation**

Nil

**3. Financial (LTFP)**

A \$20,000 budget allocation will be required.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Project management is to be undertaken by Council staff.

**Disclosure of Political Donations and Gifts**

Has a Political Donations Disclosure Statement been received in relation to this application?	No
Political Donation Disclosure Statement register details	N/A
Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed?	No
Gift and benefits register details	N/A

Prepared by staff member:	Matt Clarkson, Manager Planning and Regulation
TRIM Reference Number:	U18/7391
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	<i>Manager Waste, Water and Sewer Services</i>
<b>Reference/Subject:</b>	<b>Report 15 - Waste Management Services Options Evaluation</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	3.3	Reuse, recycle and reduce wastage
<b>Strategy:</b>	3.3.1	Promoting recycling, reusing and providing regular and efficient waste and recycling services
<b>Activity:</b>	3.3.1.1	Provide waste removal and recycling services within the Shire
<b>Action:</b>	3.3.1.1.1	Provide waste collection services in an efficient and effective manner

### SUMMARY:

Uralla Shire Council should develop a long term strategy for the management and operations of Council's waste management services.

An assessment of the options and review of the services is considered to be warranted.

### OFFICER'S RECOMMENDATION:

**That Council:**

- 1. Engage the necessary consultancy services to undertake an assessment of the available long term waste management options available to Council;**
- 2. Approve a budget variance of up to \$40,000 from the Waste Management Fund for the consultancy.**

### BACKGROUND:

Uralla Shire Council does not have a long term strategy to guide necessary investment in and development of waste management services for the Shire.

Modelling has been undertaken to determine the potential remaining life of the Uralla landfill licenced area under various operational scenarios.

### REPORT:

The long term strategy for Council's waste management operations need to be determined.

After the assessment of the options and selection of the preferred strategy, Council will be better able to inform the long term financial plan and the shorter term plant procurement requirements.

**KEY ISSUES:**

Key questions for consideration in the assessment include, but are not limited to the following:

- Are the current services and charges financially sustainable?
- How long will it be possible for Council to sustain direct management of waste management services? Considerations should include limitations to developing new landfill resources.
- What, if any, new and additional services is Uralla Shire Council in a position to provide for the community?
- Should the current service levels be reduced, increased, offered to a larger area or remain as is?
- What are the alternative, available, waste management service models for the Uralla Shire community?

**CONCLUSION:**

A provision of a long term strategic direction will better inform the Long Term Financial Planning including asset and workforce planning and management.

It is recommended that Council proceed to engage suitable services to examine the business case and community benefits of the available long term waste management options available to Council. A budget variance of up to \$40,000 to cover expenditure for the consultancy will be required.

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement/ Communication (per engagement strategy)**  
*Not required.*
- 2. Policy and Regulation**  
*Nil*
- 3. Financial (LTFP)**  
*The chosen strategy will inform the LTFP*
- 4. Asset Management (AMS)**  
*The chosen strategy will inform the Asset Management Plans.*
- 5. Workforce (WMS)**  
*The chosen strategy will inform the WMS.*
- 6. Legal and Risk Management**  
*No anticipated legal issues. An assessment of the risks associated with each long term waste management strategy will form part of the options assessment.*
- 7. Performance Measures**  
*To be identified via the options assessment. .*
- 8. Project Management**  
*Manager Waste, Water and Sewer Services*

Prepared by staff member:	Stephanie McCaffrey
TRIM Reference Number:	
Approved/Reviewed by Manager:	Terry Seymour
Department:	Infrastructure and Regulation
Attachments:	Nil

## 17. MOTIONS ON NOTICE



### NOTICE OF MOTION

<b>Submitted by:</b>	<b>Cr Tara Toomey</b>
<b>Subject:</b>	<b>Notice of Motion 1 – Bridge St Design Project</b>

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1.1	A proud, unique and inviting community
<b>Strategy:</b>	1.1.1	Provide vibrant and welcoming town centres, streets and meeting places

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#### BACKGROUND

Council resolved at the 30<sup>th</sup> October 2018 Meeting to ratify the recommendations of the Traffic Committee as contained in the report attached to that business paper. (29.10/18)

The Traffic Committee recommendation is that ;

1. The High Pedestrian Activity Area Concept Plan for Bridge Street be received and noted by Council, and
2. Council make application for funding of the detailed design through the Walking Regional Communities category in the Active Transport Program for 2019/20.

The High Pedestrian Activity Area Concept Plan was initially presented to the community in February 2018 and generated a strong response against the plan. Many submissions were made in writing in addition to a large crowd attending a public meeting.

The key findings in the revised report included;

- Legislated 40kph zone not recommended
- Recommendation of closed in intersections (to reduce the length of travel on the tarmac for pedestrians) while providing for the necessary vehicle movements
- Recommended street planting with improvements to locations and species
- Retaining the existing pedestrian crossing in Bridge St is desirable
- Recommendation to replace Hill St Pedestrian Crossing with a refuge arrangement
- Review and update the current street lighting arrangements

It is reasonable to assume that elements of this revised draft would be considered when the detailed design is put together.

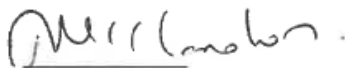
In moving to ratify the recommendations of the Traffic Committee, Council has also noted that consultation with the business proprietors along Bridge St, RMS and the transport industry and bus companies will be important for a successful outcome.

This motion seeks to ensure that the detailed design, for which funding has now been applied, is presented to the entire Uralla Shire community for discussion and for their input, in addition to those areas of consultation previously noted.

**COUNCILLOR'S MOTION:**

**That Council**

- 1) Resolve to present any design for the Bridge Street area to the entire Uralla Shire community via Council newsletter, social media, print media and by additional information to any address where street frontage is impacted by the design
- 2) Give full consideration to the suggestions and ideas that come from the community before progressing, consider the Creative Village concepts, refer the design to the UTEC committee, and provide feedback to the community accordingly
- 3) Refer to the Local Traffic Committee the ongoing concerns raised by local bus drivers and others about :
  - a. the perceived adverse impact on traffic flow of narrowing the Bridge St area
  - b. the growing use of Maitland St as an alternative to the National Highway/Bridge St
  - c. the increased reports of dangerous driving along this alternate route (as evidenced by the increasing crash history at the King & Maitland St intersection that is yet to be addressed)
- 4) Receive advice from the General Manager about including in the works list and budget, the planting and maintenance of those blisters which are not currently maintained by the generosity of the community, for example the blister on the corner of Park and Bridge Sts
- 5) Outline the impact of the project on our 18/19 budget or Long Term Financial Plan as part of the consultation process

  
Councillor T Toomey

**Supporting Councillors:**

NAME OF COUNCILLOR: Bob Craich

SIGNED: 

**18. SCHEDULE OF COUNCIL RESOLUTIONS**



**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 March 2015	26.03/15	Land Disposal – Karava Place, Uralla	That Council: 3. Give the General Manager delegation to negotiate payment options; and 4. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MTPR/DIR	2/6/15	Negotiations between all parties not yet completed. Lot 103 – No agreement made May 2018: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.	B
23 Nov 2015	24.11/15	Bergen Road Land Acquisition and Exchange for Road Works	That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DIR	May 2019	Survey plans completed. Awaiting result of other like applicants. Item to be revisited.	B
25 July 2016	17.07/16	2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way realignment	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the governor for approval to acquire the Land described as Lot 1, 2 and 7 in deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the roads Act 1993	DIR	Feb 2019	Gazettal pending for Lots 1, 2 and 3.. Referred to Council's solicitors.  June 2018. Application being processed by OLG for Lots 1, 2 and 3. Lot 7 (Crown Land) to be progressed separately with the Lands Department.  Sept 18 - OLG have provided approval. Gazettal can be undertaken for Lots 1, 2 and 3.  December 2018. Gazettal notice prepared and signed and submitted to Council's solicitor to finalise.	B
25 July 2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan	DIR	Feb 19	Application has been sent to Office of Local	B

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
		<b>approaches to new Emu Crossing Bridge</b>	<p>753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.</p>	DIR		<p>Government by solicitors (Nov 16) for approval.</p> <p>Letter drafted to Local Member regarding delays in processing from OLG.</p> <p>June 2018. Application being processed by OLG.</p> <p>August 2018 – Further delays as OLG has requested extension of Lands Department approval for Lot 110 and updated confirmation of status of land claims.</p> <p>Referred to Council solicitors to progress.</p>	B
25 July 2016	19.07/16	<b>2.18.06.11 Road Closure Request – Lot 32 DP 813093</b>	<p>That Council:</p> <p>2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A &amp; L McLean upon completion of the road closure on the basis that the purchase price is based on the value of the land plus the full cost of the road closure application; and</p> <p>3. Delegation be given to the General Manager to:</p> <p>a. Complete the road closure, and</p> <p>b. Undertake any necessary negotiations to complete the sale.</p> <p>4. Approve the fixing of the Council Seal to all necessary documents.</p>	DIR	Feb 17	<p>2. Noted</p> <p>3. Future action once closure has been undertaken</p> <p>4. Future action once closure has been undertaken</p> <p>June 2018: Approval from crown lands for Road closure. Land Registry services have advised that current survey plan may be used for gazettal.</p>	<p>B</p> <p>A</p> <p>A</p> <p>B</p> <p>C</p>

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 February 2017	23.02/17	Dept: I&R Submitted by: Director I & R Reference/Subject: Report 13 - Uralla Local Traffic Committee	That: 1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council. 2. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history. 3. Council drafts a Road Closure policy for review by the LTC. 3. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting.	DIR		August 2018: closure is currently with Council solicitors. November 2018 –closure complete and valuer engaged to determine price for sale. December 2018 – valuation received.	C
28 February 2017	26.02/17	Dept: I&R Submitted by: DIR I&R Reference/Subject: Report 16 - Rowan Avenue, Stormwater Drainage	That: 1. The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available. 2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. 3. The residents of 21 and 23 Rowan Avenue be advised of councils resolution.	DIR	April 18 Dec 17	1. Budgeted for construction in 17/18. Rescheduled to be completed by March 2019. Design commenced. 2. Installed during December 2017. 3. Completed	B C C
25 July 2017	22.07/17	Dept: I&R: Submitted by: Dir I&R	That Council: (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access,	DIR		a) Completed	C

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
		<b>Reference/Subject:</b> Report 11 - Uralla Sporting Complex	(b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and  (c) develop a plan of management for the sharing of the facilities among the user groups,  (d) staff investigate relocation and redevelopment of the playground area.			b) No residual funding available. SCCF Round 2 funding has provision for seating.  c) Under preparation.  d) Location identified and funding requested under Stronger Country Communities Grants Program Round 2. Grant application for Sports Complex upgrades has been approved.	C  B  B
22 August 2017	20.08/17	<b>Dept: I&amp;R</b> <b>Submitted by:</b> DIR I&R <b>Reference:</b> Report 13 – Development Application 25/2017 M Smith & L Ducat	That Council;  a) Support the Clause 4.6 Development Application 25/2017 being for a variation of minimum lot size on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 under the ownership of PJ & CM Ducat subject to conditions.  b) Request concurrence from the Director General of the NSW Office of Planning & Environment.  c) Upon receipt of concurrence from the Director General of the NSW Office of Planning & Environment, delegate the General Manager to approve Development Application 25/2017 submitted by M Smith and L Ducat for a staged development being: <ul style="list-style-type: none"> <li>Stage 1 - Subdivision of two lots being Lots 3 and 4 with building envelopes, and the construction of a dwelling in the E4 zoned land</li> <li>Stage 2 - Subdivision of two lots being Lot 1 and 2 along the zone boundary with a building envelope on Lot 2 on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 subject to the following conditions</li> </ul> d) Amend Uralla Local Environmental Plan 2012 to:	MTPR  MTPR MTPR  MTPR	Sept 2017  Sept 2017	a) Noted  b) Requested from DG  c) Pending – developer advised of proposed modification  d) Stage 1 determination issued.	C  C B  C

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Nov 2017	13.11/17		<ul style="list-style-type: none"> <li>Alter the zone boundary on Lot 13 DP 875212 between the E4 and R5 zone to be 50 metres from the edge of the working face of the quarry, and Amend Clause 4.1A by modifying the wording to reflect the current model clause and one that would better suit the subdivision of split zoned land circumstance and be clearer in its intent.</li> </ul> <p>That;  That Council review its development control plans to consider setbacks and other issues for RU2 &amp; RU1 zoning.</p>	MTPR	July 2018	Completed.	B
19 Dec 2017	15.12/17	<b>Dept: Community &amp; Governance</b> <b>Submitted by: Dir C&amp;G</b> <b>Reference/Subject: Report 8 – Report of the Audit and Risk Committee Meeting held on 21 November 2017</b>	<p>That;</p> <ol style="list-style-type: none"> <li>Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017</li> <li>Council adopt the following Committee Recommendation:  Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1</li> </ol> <p>Council:</p> <ol style="list-style-type: none"> <li>Set the meeting schedule for 2018 as follow: <ul style="list-style-type: none"> <li>9am Tuesday, 10 April 2018</li> <li>9am Tuesday, 10 July 2018</li> <li>9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements</li> <li>9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm)</li> </ul> </li> <li>Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.</li> <li>Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.</li> <li>Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.</li> </ol> <p>Report No. 6.4 Procurement Policy Final Draft  Committee Recommendation 6.4.1:</p> <p>That:</p> <ol style="list-style-type: none"> <li>the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and</li> <li>the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and report the draft</li> </ol>	RMSO		Noted	C
				RMSO		Noted	C
				RMSO	28/2/18	c) EOI called and reported to March Ordinary Meeting	C
				RMSO	31/1/18	d) Noted for inclusion in 2018 Audit & Risk Committee Forward Plan.	C
				CFO	27/11/17	a) Email sent to senior staff seeking feedback	C
				CFO/DCG	5/1/18	b) Prepare Council paper to put policy on public exhibition for 28 days.	

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.</p> <p>3. Council:</p> <p>a) note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.</p> <p>b) as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.</p>	CFO	21/11/17	c) Awaiting draft policy review to include tendering provisions and provisions regarding procurement for TCS as discussed with external auditor	B
				RMSO	31/1/18	Noted. Internal audit completed; draft report provided to ARIC members with final report to go to next ARIC meeting	C
24 April 2018	19.04/18	Dept: C&G Submitted by: RMSO Reference/Subject: Report 4 – Report of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018	<p>1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A.</p> <p>2. Report No. 2 Chair's Review of Committee Performance. Committee Recommendation 2.1: <i>That Council receive and note the Audit, Risk and Improvement Committee Chair's Review of Committee Performance Report [Attachment B].</i></p> <p>3. Report No. 3 Policy Risk Management 2018. Committee Recommendation 3.1: <i>That Council:</i> a. <i>place the draft Policy: Risk Management 2018, as amended by the Committee, on public exhibition for a period of 28 days [Attachment C].</i> b. <i>adopt the draft Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no public submissions being received.</i></p> <p>4. Report No. 4 2018 Internal Audit Program Committee Recommendation 4.1: <i>That Council receive and note the:</i> a. <i>Charter: Internal Audit 2018, as modified by the Committee [Attachment D].</i> b. <i>2018 Internal Audit Program, as modified by the Committee [Attachment E].</i></p>	RMSO	27.04.18	Noted	C
				RMSO	27.04.18	Noted	C
				CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
				CGR		No submissions received, added to Policy Register	C
				RMSO		Noted	C
				RMSO		Noted	C



**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>5. Report No. 5 Committee Annual Program Committee Recommendation 5.1: <i>That Council receive and note the 2018 Annual Committee Program, as modified by the Committee [Attachment F].</i></p> <p>6. Report No. 6 Policy: Fraud and Corruption Control 2018 and Strategy: Fraud and Corruption Control 2018. Committee Recommendation 6.1:</p> <p>a. <i>That Council:</i></p> <p>i. <i>place the draft Policy: Fraud and Corruption Prevention 2018 on public exhibition for a period of 28 days [Attachment G].</i></p> <p>ii. <i>adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.</i></p> <p>b. <i>That Council adopt the Strategy: Fraud and Corruption Control 2018, as modified by the Committee, and note the financial implications for its implementation [Attachment H].</i></p> <p>7. Report No. 7 Risk Management Action Plan 2017-18 Committee Recommendation 7.1:</p> <p><i>That Council:</i></p> <p>a. <i>receive and note the four improvement actions plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) resulting from Council's insurer's 'Continual Improvement Pathway Workbooks' used to self-assess the integrity of Council's existing systems [Attachment I].</i></p> <p>b. <i>refer the four improvement action plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) to the Director Infrastructure and Regulation for consideration as to funding and resourcing for implementation as part of the 2018/19 Operational Plan and Budget preparation process.</i></p>	RMSO		Noted	C
				CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
				CGR		No submissions received, added to Policy Register.	C
				CGR		Strategy added to Corporate Documents Register following adoption.	C
				DIR		Noted	C
				DIR		Pending.	B
24 April 2018	48.04/18	Submitted by: <b>Cr Crouch</b> Reference/Subject: Notion of Motion 2	That; Council investigate the options for use of sustainable energy throughout the Shire, for lots of greater than 5000m <sup>2</sup> to be self-sufficient.	DIR	Ongoing	Investigation commenced. To be presented at a future workshop.	B

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 April 2018	50.04/18	<p>– Council support for sustainable energy</p> <p>Dept: I&amp;R Submitted by: DIR Ref/Subject: Late Report 2 – Industrial Land Subdivision</p>	<p>That; Council resolve to:</p> <ul style="list-style-type: none"> <li>• Endorse option 2 of the Kehoe Myers report dated 6 April 2018 for the subdivision of the Uralla Industrial Estate, being Lot 14 DP 787477, Rowan Avenue Uralla,</li> <li>• Progress detailed design of the subdivision and the construction of Stage 1,</li> <li>• Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project.</li> </ul>	DIR	Ongoing	<p>December 2018 – presentation given to workshop.</p> <p>Noted</p> <p>Survey and design consultant commissioned</p> <p>Signage installed.</p> <p>Engagement of local agent pending. Valuer engaged to provide valuations for each Lot within the endorsed layout.</p> <p>October 2018 – Valuation received.</p> <p>November 2018 – Probity advice received. Under review.</p> <p>December 2018 – Report prepared for Council in relation to probity advice.</p>	C
24 July 2018	15.07/18	<p>Dept: DIR Submitted by: MTPR Ref/Subject: Report 5 - DIVISION DECISION - Development Application 35/2017 – Dwelling – 36 Uralla Street, Uralla</p>	<p>That; Report 5 lay on the table awaiting further information from the applicant.</p>	MTPR		<p>Pending. Applicant has requested and been granted a processing hold on the DA.</p> <p>December 2018 – Amended plans received.</p>	B
24 July 2018	35.07/18	<p>Dept: DIR Submitted by: MTPR Ref/Subject: Report 14 - Petition for a</p>	<p>That; Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.</p>	DIR		Pending	B

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 August 2018	9.08/18	Primitive Campground at The Glen recreation area. Dept: DIR Submitted by: MTPR Ref/Subject: Report 2 – Design options for the redevelopment of Pioneer Park under the Stronger Country Communities Fund – Round 1	That Council; 1. Place the Option 1 and Option 2 proposals, contained in this Business Paper, on public exhibition for submissions for a period of not less than 14 days. 2. Advise the New South Wales Government that, after receiving community feedback, it wishes to change the location of the approved project from Pioneer Park to Porter Park. 3. Subject to New South Wales Government approval change the location of the approved project from Pioneer Park to Porter Park: a) Endorse the redevelopment works underway, funded through Round 1 of the Stronger Country Communities Fund for all other parks. b) Engage with Council's Uralla Township and Environs Committee to further develop concepts for Pioneer Park. c) Place any concept plans developed with Council's Uralla Township and Environs Committee for Pioneer Park on public exhibition for a period of not less than 14 days. 4. Should New South Wales Government approval to modify the Pioneer Park project not be received, consider the submissions received during the public exhibition period of the Options 1 and 2 proposals, as contained in this Business Paper, at the September Ordinary Meeting and determine the preferred option for implementation.	MTPR	Sep 2018	Complete  Advised  Awaiting response	C C  B  A  A  A  A
28 August 2018	15.08/18	Dept: DCG Submitted by: CGR Ref/Subject: Report 3 – Recommendations of the Audit, Risk and Improvement Committee held on 10 July 2018 laid on the table	That; The following recommendations of the Audit, Risk and Improvement Committee, previously submitted to the Ordinary Meeting of Council held on 24 July 2018 and resolved to be laid on the table, be lifted from the table:  a. Report No. 5 Plan: Corporate Governance Improvement Action 2018 That Council: 1. Review the draft Plan: Corporate Governance Improvement Act 2018 [Attachment A] to clarify section 6.11 in relation to (u) Purchasing and Tendering Policy and (v) Disposal of Assets Policy. 2. Place the draft Plan: Corporate Governance Improvement Action 2018, as modified by the Committee, on public exhibition for a period of 28 days. 3. Adopt the draft Plan: Corporate Governance Improvement Action 2018, subject to no public submissions being received.	CGR	Oct 2018	Plan reviewed and updated as required  Placed on public exhibition for 28 days.  No submissions and strategy adopted.	C  C  C

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>b. Report No. 6 Guide: Agency Information 2018-19  <i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. Amend the draft Guide: Agency Information 2018-19 [Attachment B] at section 4 to reference the relevant section of the Local Government Act 1993 and ensure the dot points reflect the relevant section of the Act regarding the role of the Governing Body.</li> <li>2. Amend the map contained on page 101 of the draft Guide: Agency Information 2018-19 to reflect the correct name of Armidale Regional Council.</li> <li>3. Refer the draft Guide: Agency Information 2018-19, as amended by (1) and (2) above, to Council's Audit, Risk and Improvement Committee for its consideration.</li> </ol> <p>c. Report No. 7 Plan: Privacy Management 2018  Committee Recommendation 7.1:  <i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. Place the draft Plan: Privacy Management 2018 [Attachment C], on public exhibition for a period of 28 days.</li> <li>2. Adopt the Plan: Privacy Management 2018, subject to no public submissions being received.</li> <li>3. Repeal the Privacy and Confidentiality Policy 2013 and authorise its removal from Council's Policy Register.</li> </ol> <p>d. Report No. 8 Policy: Complaint Handling 2018:  <i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. Make the following amendments to the draft Policy: Complaint Handling 2018 (Attachment D): <ol style="list-style-type: none"> <li>a. Modify the first paragraph under Section 4.4 to read: Council has adopted a four-tiered approach to handling standard complaints.</li> <li>b. Insert as a third tier, 'Review by the Governing Body': If the Complainant remains unsatisfied with the outcome, the complaint, will be submitted to the Governing Body of Council.</li> <li>c. Insert as a second paragraph under Section 4.6: Council appreciates complainants are often under a degree of stress when lodging a complaint and Council will take reasonable steps to understand the issues. The decision on whether or not a complainant is behaving unreasonably and/or the complaint is</li> </ol> </li> </ol>	CGR	Nov 2018		C
				CGR	Nov 2018	1. Amendments made	C
				CGR	Nov 2018	2. Amendments made	C
						3. Referred to Audit, Risk and Improvement Committee on 27/11	C
				CGR	Oct 2018	1. Placed on public exhibition for 28 days.	C
						2. No submissions received, policy adopted	C
						3. Repealed	C
				CGR	Nov 2018	1. Revisions made and referred to ARIC on 27/11/2018	C

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>vexatious is the responsibility of the General Manager. All complainants (including those whose complaints are deemed unreasonable or vexatious) will be advised of their right to appeal to the Council Governing Body.</p> <p>d. Insert on page 161 at Section 4.5.2 at the end of the second paragraph: The person appointed to be the independent Code of Conduct reviewer or their associate cannot become the investigator if it is determined that an investigation is required.</p> <p>2. Refer the draft Policy: Complaint Handling 2018, as amended by (1) above, to Council's Audit, Risk and Improvement Committee for its consideration.</p> <p>e. Report No. 9 Repeal of Operational Policies Committee Recommendation 9.1:  <i>That Council receive a report on the status of Council policies, an assessment of their priority for review, and the repeal of Management policies previously adopted by Council.</i></p>	CGR	Nov 2018	2. Referred to ARIC on 27/11/2018	C
				CGR	Dec 2018		A
28 August 2018	17.08/18	Dept: DIR Submitted by: DIR Ref/Subject: Report 6 – Minutes of Uralla Township and Environs Committee	<p>That Council;</p> <p>a) Receive the minutes of the Uralla Township and Environs s355 Committee meetings dated 10 July 2018.</p> <p>b) Consider the recommendations contained within the minutes of the 10 July meeting at the September Councillor Strategic Planning Workshop.</p> <p>c) Endorse the comments in this report in relation to the recommendations from the May and June 2018 meetings.</p> <p>d) Provide a copy of this report and the resolution to the Uralla Town and Environs s355 Committee</p>	DIR	Sep 2018	<p>Noted</p> <p>Pending</p> <p>Noted</p> <p>Copy provided</p>	C B C C
28 August 2018	40.08/18	Dept: DIR Submitted by: DIR Ref/Subject: Confidential Report 1 – Industrial Land Subdivision	<p>That;</p> <p>a) Upon receipt of report from valuation consultant, confirm the minimum acceptable price for each Lot;</p> <p>b) Seek advice from a probity adviser on the appropriate way forward in relation to any direct negotiations to conduct the sale or lease of lands within the subdivision;</p> <p>c) Engage with the offeror in accordance with the probity adviser's recommendations.</p>	DIR		<p>a) Report to Council October meeting</p> <p>b) Advice received. Under review</p> <p>c) Pending</p>	C C B

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 Sept 2018	16.09/18	Dept: CGR Submitted by: CGR Ref/Subject: Report 6 – Annual Code of Conduct Statistical Return 2018	That; the Code of Conduct Annual Statistical Report for the period 1 September 2017 to 31 August 2018 be: a) received and noted, and b) provided to the Office of Local Government by 31 December 2018.	CGR		a) Noted b) To be completed by 31 December 2018.	A
25 Sept 2018	20.09/18	Dept: DIR Submitted by: DIR Ref/Subject: Report 8 – Munsie Bridge Give Way Signage	That; a) Council approve the installation of Give Way signage on the eastern approach to Munsie Bridge; and b) Council remove the B Double restrictions from Gostwyck Road and Munsie Bridge.	DIR		a) Signage installed b) Completed.	C C
25 Sept 2018	22.09/18	Dept: DIR Submitted by: MTPR Ref/Subject: Report 10 – DIVISION DECISION - Planning Proposal, Amendment to the Uralla Local Environment Plan 2012 (ULEP 2012) by the inclusion of site specific enabling clause under Schedule 1 'Additional permitted uses' of the ULEP 2012	That; Council endorse Planning Proposal – Amendment to Schedule 1 of the Uralla LEP 2012, prepared by Bath Stewart Associates Pty Ltd for Kanha Pty Ltd and submit the document to the Department of Planning and Environment for a Gateway Determination.	MTPR		Referred to Department of Planning & Environment  November 2018 – Gateway Determination received and public exhibition commenced.	B



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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 Sept 2018	30.09/18	Dept: DIR Submitted by: MTPR Ref/Subject: Report 16 – Recommendations of Uralla Township and Environs Committee July and August 2018 meetings	That Council resolve to: 1. Consider readoption of the lapsed slogan, “Find Yourself in Uralla”, and the stylised copperplate “Uralla” logo, in the context of the development of a Destination Marketing Plan 2. Consider installation of “Find Yourself” street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan. 3. Engage with Uralla Arts in relation to their proposal to design a makeover for The Glen recreation area information shelter. 4. Engage with Uralla Arts in relation to their proposal to provide a strategy for the completion of “Constellations of the South” installation at The Glen recreation area. 5. Engage with Uralla Arts in relation to their proposal to provide specifications and cost estimates for walking track works and exercise stations at The Glen recreation area. 6. Incorporate minor “Fibonacci” design components within a prominent existing park or other public area within Uralla to gauge public interest in the concept. 7. Write to the Uralla Township and Environs Committee and advise that no funding is available under the Regional Tourism Product Development Program for upgrading or developing meeting and/or local community facilities—including picnic or playground areas, local parks, barbeques, meeting facilities and regional and town entry features. 8. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter. 9. Provide a copy of this report and Council’s resolution to the Uralla Township and Environs Committee.	MTPR		1. Noted 2. Noted 3. Pending 4. Pending 5. Pending 6. Pending	B B B B B B
25 Sept 2018	38.09/18	Submitted by: Cr T Toomey Ref/Subject: Notice of Motion 2 – Drought Relief Financial Assistance	1. That Council give 28-days public notice of the proposed \$3,000 in financial assistance to the Uralla Neighbourhood Centre Incorporated to support the drought relief measures being delivered such as the food pantry, counselling, and one-off relief payments for critical support. 2. That Council, subject to receiving no submissions during the 28-day public notice period, contribute \$3,000.00 in financial assistance to Uralla Neighbourhood Centre Incorporated to support the drought relief measures being delivered.	CCDE	Oct 2018	1. Public Notice in October newsletter. 2. Completed – payment to Neighbourhood House being processed 5Dec18	B C

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
30 Oct 2018	14.10/18	Dept: Submitted by: Ref/Subject: Report 8 – Draft Licence Variation EPL 1626 Uralla Sewer October 2018	That Council; 1. Accept the conditions of the Pollution Studies and Reduction Program as proposed on the draft Environmental Protection Licence (EPL 1626) for the Uralla sewer treatment plant and reticulation network, and 2. Note that a budget variation of up to \$40,000 will be required at the time of incurring the expenditure for the consultancy as required by the EPA under Clause 8(U1)U1.1.	MWWSS		1. Completed 2. Noted.	C B
30 Oct 2018	15.10/18	Dept: General Manager's Office Submitted by: SEO Ref/Subject: Report 9 – Minutes of Bundarra School of the Arts Hall s355 Committee	That Council; 1. Note the 19 July 2018 and 5 September 2018 Minutes of the Bundarra School of Arts Hall s355 Committee. 2. Amend the 2018-19 Fees and Charges so that the fee for the Bundarra School of Arts Hall Small Regular Usage hall hire fee is reduced from \$14 per session to \$10 per session; 3. Publicly notify the proposed change in fees for a period of 28 days and authorise the General Manager to change the fee should there be no negative submissions received.	CCDE	Nov 2018	1. Noted 2. Pending 3. On Public Exhibition until 5 December 2018	B
30 Oct 2018	29.10/18	Dept: Infrastructure & Regulation Submitted by: DIR Ref/Subject: Report 16 – High Pedestrian Activity Area Concept Plan for Bridge Street	That; Council ratify the recommendations of the Traffic Committee as contained in this report.	DIR		Noted and actioned.	B
30 Oct 2018	33.10/18	Dept: Infrastructure and Regulation Submitted by: DIR Ref/Subject: Late Report 1 – Drought Communities Program - Extension	That Council; 1. Participate in the Drought Communities Program with the following list of projects in priority order, noting that the funding is unlikely to extend to all projects: a. Uralla Memorial Hall – upgrades/repairs b. Grace Munro Centre, Bundarra – upgrades/repairs c. The Showgrounds Lands Management Committee projects d. Bundarra Hall – upgrades/repairs e. Kentucky Hall – upgrades/repairs f. Composite project including eg Bird Hide repairs at Dangars Lagoon, shed and concrete pad for Friends of McMaugh Gardens, repainting of the logo frames on the 4 Uralla town entrances. g. Control of roadside weeds and vermin h. Uralla Preschool – upgrades/repairs i. Series of community events	DIR		1. Noted	B

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30 Oct 2018	34.10/18	<b>Submitted by: Cr I Strutt</b> <b>Ref/Subject: Notice of Motion 1 - "Renew Our Libraries Campaign"</b>	<p>2. Authorise a committee comprising of the Mayor, the Deputy Mayor and the General Manager to determine the amount of funding to be attributed to each project.</p> <p>3. Secure the necessary human resources to:</p> <ol style="list-style-type: none"> <li>Scope the necessary works and pricing to support the funding application(s);</li> <li>Prepare the funding application(s);</li> <li>If successful, procure and coordinate the contractors and materials necessary to deliver the works; and</li> <li>Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed.</li> </ol> <p>4. Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program.</p>	CCDE	23 Nov 2018	<p>2. Noted</p> <p>3. Scoping commenced</p> <p>4. Noted. Contractors contacted and advised.</p>	B  B  B
30 Oct 2018	35.10/18	<b>Submitted by: Cr T Toomey</b> <b>Ref/Subject: Notice of Motion 2 – Uralla VIC</b>	<p>That Council;</p> <p>1. Resolve to place the works identified by the plans for internal construction (Option 1), garden and tower on public display for a period of 28 days including on Council's website and social media accounts;</p> <p>2. Note that these works have been estimated at \$273,529, plus an additional \$33,059 being for Detail design development and approval (\$3,287), Development/Construction Certificate Application Consent and Certification (\$18,886), Tender process and construction contract administration (\$7,386) and QS pre-tender construction cost estimates (\$3,500);</p> <p>3. Consider the feedback from the public display period before commencing any works;</p> <p>4. Note that the VIC Restricted Fund contains \$283,775.48;</p> <p>5. Not support any additional staffing until analysis has been undertaken and a business case presented to Council;</p> <p>6. Thank the members of the business community who have offered support to Council in developing a cost effective point of sale system for use in the refurbished VIC.</p>	TPOO	Nov 2018	<p>1. On exhibition until 5 December 2018</p> <p>2. Noted</p> <p>3. Noted</p> <p>4. Noted</p> <p>5. Noted</p> <p>6. Letters to be sent</p>	B  C  C C C B

### SCHEDULE OF ACTIONS – RESOLUTION REGISTER

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
13 Nov 2018	X4.11/18	Dept: General Manager's Office Submitted by: GM Ref/Subject: Report #2 – By-election Logistics	That Council; 1. Engage the NSW Electoral Commission to undertake the by-election required as a consequence of the vacancy created by Cr Kevin Ward's resignation. 2. Advise the NSW Electoral Commission that Council concurs with the by-election date being set for Saturday 16th February 2019. 3. Request the Minister for Local Government to approve a 28 day extension, in accordance S293 of the Local Government Act, to the three month election timeframe prescribed by S292(a) of the Act. 4. Vote up to \$40,000 for NSW Electoral Commission costs for the by-election. Costs are to be taken from the following votes within the existing 2018-19 budget and restrictions: <ul style="list-style-type: none"> <li>\$2,500 from councillor meeting fees.</li> <li>\$12,500 councillor travel.</li> <li>\$2,000 SRV consultation materials costs.</li> <li>\$15,000 NEJO 18-19 membership fee.</li> </ul> 5. That the timeframe for the election be added to the Uralla Shire Council website and facebook page.	GM	Nov 2018	1. Complete  2. Complete  3. Complete  4. Pending  5. Pending finalisation of the timeframe	C  C  C  B  A
28 Nov 2018	11.11/18	Dept: Finance Submitted by: CFO Ref/Subject: Report 2 - 2018/19 – 1st Quarter Budget Review Statements	That; 1. The first quarter budget review summary for the 2018/19 financial year be received and noted; 2. The adjustments to budget allocations, including transfers to and from reserves, be adopted; and 3. Expenditure to be revoted from 2017/18 be adopted.	CFO	Dec 2018	Adjustments for quarter 1 posted to Authority by Corporate Accountant	C
28 Nov 2018	20.11/18	Dept: Infrastructure and Regulation Submitted by: DIR Ref/Subject: Report 7 - Recommendation to fill the member vacancy on Uralla Township and Environs Committee	That; Council appoint Ms Anne Mayo to the Uralla Township and Environs Committee for the term of this Council and in accordance with the Uralla Township and Environs Committee Constitution.	DIR	Dec 2018	Complete.	C
28 Nov 2018	21.11.18	Dept: Infrastructure and Regulation Submitted by: MTPR Ref/Subject: Report 8 - Recommendations of Uralla Township	That Council; 1. Include consideration of the Rocky River Tennis Courts in the Uralla Open Spaces Strategy and provide UTEC with information regarding the tenure of the site, specifically with regard to leasing. 2. Instruct Council's heritage advisor to investigate the history of Fuller Memorial Park as part of the reference material for the Uralla Open Spaces Strategy.	MTPR		Pending	B

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Nov 2018		and Environs Committee September and October 2018 meetings	<p>3. Instruct Council's heritage advisor to research the history of the plaque that was removed when Thunderbolt's Grave was enhanced and provide suggestions on options for interpretive signage for the layout of the Pioneer Cemetery.</p> <p>4. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery.</p> <p>5. Invite the McCrossin's Mill Museum to submit an application for advertising signage at the Pioneer Cemetery directing people to the Museum for further information regarding the history of the cemetery.</p> <p>6. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public.</p> <p>7. Consult with representatives from community groups once Council has a draft plan for the installation of the new playground equipment in Alma Park which was formerly allocated to Pioneer Park under Round 1 of the Stronger Country Communities Fund.</p>	GM	Dec 2018	Complete	C
28 Nov 2018	22.11/18	Dept: GM Submitted by: GM Ref/Subject: Report 9 - Agenda Items for Budget Review and Finance Committee Meeting	<p>That; Council determine the agenda item for the inaugural Budget Review and Finance Committee meeting to be held at 12:30pm on Tuesday 11th December 2018 be as follows: 1. Review of the Long Term Financial Plan.</p>	DIR	Dec 2018	Complete	C
28 Nov 2018	25.11/18	Dept: I & R Submitted by: EMC Ref/Subject: Report 11 – Provision of name and contact details of Council's Native Title Managers to the Minister of Lands and Forestry	<p>That; Council resolve to provide the name and contact details of the Manager Planning and Regulation and the Environmental Management Coordinator as Uralla Shire Council's Native Title Managers to the Minister of Lands and Forestry in accordance with Section 8.8 of the Crown Land Management (CLM) Act 2016.</p>	CCDE	Dec 2018	Letter written, signed and mailed	C
28 Nov 2018	27.11/18	Dept: Community & Governance Submitted by: CCDE Ref/Subject: Report 13 - Community Grants - Extension of Time to The Lions Club of Uralla	<p>That Council; 1. Grant an extension of time to 30 June 2019 for the grant made to The Lions Club of Uralla in Round 2 of Council's Community Grants program 2017-18, to assist with the completion of the Dangars Lagoon bird hide and picnic facilities repair and maintenance project; and 2. Notify the Lions Club of Uralla in writing that the grant funds for the funded project be completely expended by 30 June 2019 and no further extensions of time will be made.</p>				



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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Nov 2018	28.11/18	for Completion of Dangars Lagoon Project Dept: Community & Governance Submitted by: CCDE Ref/Subject: Report 14 - Community Grants Program 2018-19 – Individuals	That Council approve a \$300 Community Grant in the “Individuals” category to Mrs Nicole Parsons for her daughter Sophie Parsons in accordance with the Community Grants Guidelines - Individual (page 5).	CCDE	3 Dec 18	Letter of approval written, signed and emailed	C
28 Nov 2018	29.11/18	Dept: Infrastructure & Regulation Submitted by: DIR Ref/Subject: Report 15 - Heritage Advisory Services Summary for November 2018	That; 1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and 2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy.	DIR/MTPR		1. –Complete 2. Pending	C B
28 Nov 2018	31.11/18	Submitted by: Cr I Strutt Ref/Subject: Notice of Motion 1 - Impact of Cost Shifting on Local Government in NSW	That Council; a) Note the latest LGNSW report on the Impact of Cost Shifting on Local Government in New South Wales; b) strongly supports the actions of LGNSW in calling on the New South Wales and Federal Governments to end cost shifting and to make a commitment to make no new, increased or transferred responsibilities to local government without a corresponding source of revenue sufficient for the responsibility; c) write to State Member the Hon. Adam Marshall MP and Federal Member Hon. Barnaby Joyce MHR confirming the detrimental effect of cost-shifting for Local Government and stating Council’s strong support for the actions of LGNSW to achieve an end to cost shifting; d) refer this matter to the New England Joint Organisation and the Country Mayors Association seeking support from these organisation for LGNSW actions to bring an end to cost shifting.	GM		a) Noted b) Noted c) Pending d) Pending	C C B B
28 Nov 2018	34.11/18	Submitted by: Cr L Sampson Ref/Subject: Notice of Motion 2 - Disclosure of Weekly Works	That selected extracts from the works updates, contained within the 'Weekly Update' from the GM's office be put on public display via regular Facebook posts including photo/video content when applicable, the Council's new Webpage, and the Council Newsletter eg "Monthly Works Column".	CCDE	Dec 2018	a) Noted	B

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER**  
**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Nov 2018	37.11/18	Submitted by: Cr N Ledger Ref/Subject: Notice of Motion 3 - Refund of expenses	That Council approve reimbursement of such an amount as is reasonably able to be claimed per Council's policies and as reviewed by Councillors Strutt and Crouch.	CFO	Dec 2018	Reimbursement paid	C
28 Nov 2018	38.11/18	Submitted by: Cr R Crouch Ref/Subject: Notice of Motion 4 - Interpretation of Sections 531B and 548A of the Local Government Act 1993	That Council sign and send the attached letter requesting advice from Local Government NSW on the interpretation of Sections 531B and 548A of the Local Government Act.	GM	Nov 2018	Complete	C
28 Nov 2018	40.11/18	Dept: GM Submitted by: SEO Ref/Subject: Confidential Report 1 - Request for Local Government Area Boundary Adjustment	That Council advise Walcha Council it has no objections to the transfer of 4,715m2 forming Part Lot 1 in Deposited Plan 1215714 from the Uralla Shire Council to the Walcha Council, provided that the cost of survey and any other outgoings are borne by either the applicant or Walcha Council.	GM	Nov 2018	Complete	C

## Responsibility Matrix

Each of the resolution actions is assigned to a responsible local government officer, who provides progress reports to the Council each month. Set out below is the responsibility legend used throughout this Schedule of Actions document:

• GM	General Manager	General Manager's Office
• CFO	Chief Financial Officer	General Manager's Office
• MHR	Manager Human Resources	General Manager's Office
• DIR	Director Infrastructure and Regulation	Infrastructure and Regulation
• EMC	Environmental Management Coordinator	Infrastructure and Regulation
• MWWSS	Manager Waste, Water and Sewer Services	Infrastructure and Regulation
• MTPR	Manager Town Planning and Regulation	Infrastructure and Regulation
• MIW	Manager Infrastructure and Works	Infrastructure and Regulation
• DCG	Director Community and Governance	Community and Governance
• CCDE	Coordinator Community Development and Engagement	Community and Governance
• CGR	Coordinator Governance and Risk	Community and Governance
• MMG	Manager McMaugh Gardens Aged Care	Community and Governance
• MCC	Manager Community Care	Community and Governance
• CTI	Coordinator Technology and Information	Community and Governance
• TPOO	Tourism Promotion and Operations Officer	Community and Governance
• RMSO	Risk Management and Safety Officer	Community and Governance

## 19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING



### REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	<i>Director Infrastructure and Regulation</i>
<b>Reference/Subject:</b>	<b>Response to Questions from November 2018 Ordinary Meeting</b>

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#### OFFICER'S RECOMMENDATION:

**That Council note the responses to Cr Bell's question from November 2018 Ordinary Meeting.**

#### **QUESTION 1: From Cr Bell**

Please advise the current status of the Uralla State Emergency Service and the SES Control Building.

#### **RESPONSE:**

The Uralla SES is currently inactive. The Armidale SES are responding to requests for assistance in the Uralla area in the interim until the Uralla SES is reactivated.

Prepared by staff member:	Director Infrastructure and Regulation
TRIM Reference Number:	UINT/18/5924
Approved/Reviewed by Manager:	Director Infrastructure and Regulation
Department:	Department Infrastructure and Regulation
Attachments:	NIL

**20. QUESTIONS FOR NEXT MEETING**

Questions will be received at the Meeting.

**21. CONFIDENTIAL BUSINESS**



END OF BUSINESS PAPER