



## 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.

### ORDINARY COUNCIL MEETING

23 March 2021

Commencing at 12:30pm

Kate Jessep  
GENERAL MANAGER



UINT/21/3309

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- 2 **PRAYER**
- 3 **ACKNOWLEDGEMENT OF COUNTRY**
- 4 **WEBCAST INFORMATION**
- 5 **APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**
- 6 **DISCLOSURES & DECLARATIONS OF INTEREST**  
To be table at the Meeting.
- 7 **CONFIRMATION OF MINUTES**  
Minutes to be confirmed at the 23 March 2021 Meeting of Council:



## MINUTES of

### ORDINARY MEETING OF COUNCIL

Held on 23 February 2021 at 12:33pm

#### Attendance at Meeting:

##### Councillors:

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

##### Staff:

Ms K Jessep, General Manager  
Mr S Paul, Chief Financial Officer  
Mr T Seymour, Director Development & Infrastructure  
Ms N Heaton, Coordinator Governance & Risk & Minute Clerk

##### Apology:

Cr T O'Connor

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UNCONFIRMED

## 1 OPENING & WELCOME

*The Chair declared the meeting opened at 12:33pm.*

## 2 PRAYER

*The Chair read the prayer.*

## 3 ACKNOWLEDGEMENT TO COUNTRY

*The Chair read the acknowledgement to country.*

## 4 WEBCAST INFORMATION

*The Chair advised the meeting was recorded, with the recording to be made available on Council's website following the meeting.*

## 5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

*The Chair advised receipt of a leave of absence from Cr T O'Connor.*

Moved Cr Strutt/ Seconded Cr Toomey

That Cr O'Connor's leave of absence be accepted.

01.02/21

CARRIED

## 6 DISCLOSURES & DECLARATIONS OF INTERESTS

The Chair received the following declarations of pecuniary and non-pecuniary Conflict of Interest Declarations in relation to the 23 February 2021 Meeting

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr Bell	15.1	Non Pecuniary	Significant

## ANNOUNCEMENTS

There were no announcements for the meeting

## 7 CONFIRMATION OF MINUTES

*Minutes to be confirmed at the 23 February 2021 Meeting:*

### 7.1 MINUTES 15 DECEMBER 2020 ORDINARY MEETING OF COUNCIL

Minutes of Ordinary Meeting of Council held 15 December 2020, the chair called for any amendments.

**MOTION Moved: Cr Crouch/ Seconded: Cr Dusting**

That Council adopt the Minutes the Ordinary Meeting of Council held 15 December 2020, with amendments as noted,

1. Amend the Minutes of the 15 December meeting - page 7, Item 7.1, last line of the Recommendation, change "Minutes" to "Meeting".
2. Amend the Minutes Item 29 – CR Robert Cr Crouch – Remove second 'Cr'.

as a true and correct record of the Minutes of the Ordinary Meeting of Council held 15 December 2021.

02.02/21 CARRIED UNANIMOUSLY

## 8 TABLING OF REPORTS & PETITIONS

Nil.

## 9 URGENT, SUPPLEMENTARY & LATE ITEMS/REPORTS OF BUSINESS

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

Nil.

## 10 WRITTEN REPORT FROM DELEGATES

### 10.1 WRITTEN DELEGATE REPORT

*The Chair advised there were no Written Delegate Reports.*

### 10.2 ACTIVITIES 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>	23 February 2021	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
15 December 2020	Council Ordinary Meeting	Chambers
21 December 2020	NEWA Admin	iPad
22 December 2020	NEWA Admin	iPad
22 December 2020	NEWA Christmas Drinks (welcome back Armidale)	Armidale
1 January 2021	New England County Council (Proclamation)	Armidale
11 January 2021	NEWA Admin	iPad



25 January 2021	NEWA Admin	iPad
9 February 2021	Budget Review & Finance Committee	Chambers
10 February 2021	NEWA Presentation to Walcha Council	Walcha
11 February 2021	GM Mid Term Performance Review	Chambers
15 February 2021	NEWA Admin	iPad
17 February 2021	NEWA Admin	iPad
22 February 2021	NEWA Admin	iPad
EXPENSE CLAIMS TABLED - NIL		

<b>COUNCILLOR NAME:</b>		Robert Crouch
<b>COUNCIL MEETING DATE:</b>		23 February 2021
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
12/01/21	Interview re internal audit	Uralla
01/02/21	Listening post	Uralla
02/02/21	GM Strategic Workshop & Briefing for Councillors:- - Framework - LEMC Operations; - Planning Secretary's Environmental Assessment Regulations; - LSPS Consult Briefing; Code of Meeting Practice Policy Review; - Draft Service Register; - Draft Op. Plan and Budget Layout	Uralla
03/02/21	Community Listening post	Bundarra
03/02/21	Bundarra Hall Committee	Bundarra
09/02/21	ARIC meeting	Uralla
09/02/21	Budget review and finance committee	Uralla
09/02/21	UTEC	Uralla
11/02/21	GM Mid Term Performance Review	Uralla
18/02/21	Local Strategic Planning Statement	Uralla
19/02/21	Local Strategic Planning Statement	Bundarra
23/02/21	RDNI meeting	Uralla
23/02/21	Ordinary Council meeting	Uralla
EXPENSE CLAIMS TABLED – NIL		

<b>COUNCILLOR NAME:</b>		Natasha Ledger
<b>COUNCIL MEETING DATE:</b>		23 February 2021
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
18-20 January 2021	Australia Day Street Stall	Uralla
25 January 2021	Australia Day Hall Preparations	Memorial Hall
25 January 2021	Australia Day Ambassador Dinner	Michael's Café
26 January 2021	Australia Day Celebrations	Memorial Hall
2 February 2021	GM Strategic Workshop & Briefing for Councillors:- - Framework - LEMC Operations; - Planning Secretary's Environmental Assessment Regulations; - LSPS Consult Briefing; Code of Meeting Practice Policy Review; - Draft Service Register; - Draft Op. Plan and Budget Layout	Chambers

3 February 2021	Community Listening post	Bundarra
3 February 2021	Bundarra 355 Hall Committee meeting	Uralla
4 February 2021	Community Listening post	Uralla
9 February 2021	Budget Review & Finance Committee Meeting	Chambers
9 February 2021	Audit Risk & Improvement Committee Meeting	Chambers
9 February 2021	UTEC Meeting	Chambers
10 February 2021	NOMs submissions	Chambers
11 February 2021	Regional Water Conference/ food plain harvesting	Webinar/phone
13 February 2021	Friends of Munday's Lane Reserve	St Nics
14 February 2021	Pancakes for everyone at Invergowrie Store courtesy of Barny and Nat – a big thank you	Invergowrie Store
18 February 2021	Community Consultation LSPS	Memorial Hall
19 February 2021	Community Consultation LSPS	Bundarra
23 February 2021	Regional Development Australia	Uralla Bowlo
23 February 2021	Business Breakfast	Uralla Bowlo
23 February 2021	Council Ordinary Meeting	Chambers
NIL CLAIMS TABLED		

<b>COUNCILLOR NAME:</b>	Levi Sampson	
<b>COUNCIL MEETING DATE:</b>	23 February 2021	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
25 November 2020	Australia Day Committee Meeting	Chambers
26 January 2021	Australia Day Celebrations	Memorial Hall Uralla
9 February 2021	Budget Review & Finance Meeting	Chambers
23 February 2021	RDANi Meeting	Uralla Bowlo
23 February 2021	Council Meeting	Chambers
EXPENSE CLAIMS TABLED - \$93.84		

<b>COUNCILLOR NAME:</b>	Tara Toomey	
<b>COUNCIL MEETING DATE:</b>	23 February 2021	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
12 January 2021	UTEC Meeting	Chambers
26 January 2021	Australia Day Celebrations	Memorial Hall Uralla
9 February 2021	Audit Risk & Improvement Meeting	Chambers
9 February 2021	Budget Review & Finance Meeting	Chambers
9 February 2021	UTEC Meeting	Chambers
18 February 2021	LSPS Community Consultation in Uralla	Memorial Hall Uralla
19 February 2021	LSPS Community Consultation in Bundarra	Bundarra Arts Hall
23 February 2021	RDANi Meeting	Uralla Bowlo
23 February 2021	Ordinary Council Meeting	Chambers
EXPENSE CLAIMS TABLED - NIL		

<b>COUNCILLOR NAME:</b>	Robert Bell	
<b>COUNCIL MEETING DATE:</b>	23 February 2021	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
2 February 2021	GM Strategic Workshop & Briefing for Councillors:- - Framework	Chambers

	- LEMC Operations; - Planning Secretary's Environmental Assessment Regulations; - LSPS Consult Briefing; Code of Meeting Practice Policy Review; - Draft Service Register; - Draft Op. Plan and Budget Layout	
9 February 2021	Budget Review & Finance Meeting	Chambers
18 February 2021	LSPS Community Consultation in Uralla	Memorial Hall Uralla
19 February 2021	LSPS Community Consultation in Bundarra	Bundarra Arts Hall
23 February 2021	Ordinary Council Meeting	Chambers
EXPENSE CLAIMS TABLED - NIL		

<b>COUNCILLOR NAME:</b>	Tom O'Connor	
<b>COUNCIL MEETING DATE:</b>	23 February 2021	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
23 February	On Leave	

<b>COUNCILLOR NAME:</b>	Isabel Strutt	
<b>COUNCIL MEETING DATE:</b>	23 February 2021	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
12 January 2021	UTEC Strategic Planning Session	Chambers
26 January 2021	Australia Day Celebration	Memorial Hall Uralla
1 February 2021	Listening Post Uralla	Uralla- CSS
February 2021	GM Strategic Workshop & Briefing for Councillors:- - Framework - LEMC Operations; - Planning Secretary's Environmental Assessment Regulations; - LSPS Consult Briefing; Code of Meeting Practice Policy Review; - Draft Service Register; - Draft Op. Plan and Budget Layout	Chambers
3 February 2021	Community Listening Post	Bundarra Store
4 February 2021	Community Listening Post	Uralla CSS
9 February 2021	Audit Risk & Improvement Committee	Chambers
9 February 2021	Budget Review & Finance Committee	Chambers
9 February 2021	UTEC Meeting	Chambers
11 February 2021	GM Mid Term Performance Review	Chambers
23 February 2021	RDANi Meeting	Uralla Bowling Club
23 February 2021	Council Ordinary Meeting	Chambers
EXPENSE CLAIMS TABLED - NIL		

<b>COUNCILLOR NAME:</b>	Michael Pearce	
<b>COUNCIL MEETING DATE:</b>	23 February 2021	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
16 December 2020	Mayor's Office - Admin	Uralla
17 December 2020	Mayor's Office - Admin.	Uralla
18 January 2021	Mayor's Office - Admin.	Uralla

19 January 2021	Mayor's Office - Admin	Uralla
20 January 2021	Mayor's Office - Admin	Uralla
21 January 2021	Mayor's Office – Admin. Bundarra Sewerage Scheme Construction Announcement.	Uralla  Bundarra
22 January 2021	Mayor's Office - Admin	Uralla
25 January 2021	Mayor's Office - Admin	Uralla
26 January 2021	Mayor's Office – Admin. Australia Day activities and Citizenship Ceremony.	Uralla
27 January 2021	Mayor's Office – Admin. Funding announcement for Visitor Information Centre	Uralla
28 January 2021	Mayor's Office - Admin	Uralla
01 February 2021	Mayor's Office – Admin. Community Listening Post, Uralla Street Stall.	Uralla
02 February 2021	Mayor's Office – Admin. GM Strategic Workshop & Briefing for Councillors:- - Framework - LEMC Operations; - Planning Secretary's Environmental Assessment Regulations; - LSPS Consult Briefing; Code of Meeting Practice Policy Review; - Draft Service Register; - Draft Op. Plan and Budget Layout	Uralla
03 February 2021	Community Listening Post Bundarra General Store.	Bundarra
04 February 2021	Mayor's Office – Admin. Community Listening Post, Uralla Street Stall	Uralla
08 February 2021	Mayor's Office - Admin	Uralla
09 February 2021	Mayor's Office – Admin Audit, Risk and Improvement Committee (Observer ) Budget, Review and Finance Committee meeting.	Uralla
10 February 2021	Mayor's Office - Admin	Uralla
11 February 2021	Mayor's Office – Admin, GM Mid Term Performance Review	Uralla
15 February 2021	Mayor's Office - Admin	Uralla
16 February 2021	New England Bush Fire Management Committee meeting.	Armidale
17 February 2021	Mayor's Office - Admin	Uralla
18 February 2021	Mayor's Office - Admin	Uralla
18 February 2021	Local Strategic Planning Statement (LSPS ) Community consultation	Uralla
19 February 2021	Local Strategic Planning Statement Community consultation	Bundarra
22 February 2021	New England Joint Organisation Board meeting	Tenterfield
23 February 2021	RDANi Meeting	Uralla Bowling Club
23 February 2021	Mayor's Office – Admin. Council Ordinary Meeting	Uralla
EXPENSE CLAIMS TABLED - \$784.00		

The Chair advised the Delegates' reports have been tabled.

## 11 ITEMS PASSED IN BULK

*The Mayor called for agenda items dealt with, in bulk, by exception – as per Section 13 of Council's Code of Meeting Practice.*

*Councillors indicated which items of business they wished to speak on or may vote against. The following item(s) were then moved in bulk.*

**PROCEDURAL MOTION Moved: Cr Sampson/ Seconded: Cr Dusting**

**That Council adopt the Officer's Recommendation of the following items of business on the agenda by way of a single resolution:**

- **Reports of Committees:**
  - ✓ **14.1 Budget Review & Finance Committee meetings held**
    - 14.1.1 8 December 2020
    - 14.1.2 9 February 2021
  - ✓ **14.4 Uralla Township & Environs Committee Strategic Planning Workshop held 12 January 2021**
- **Reports to Council:**
  - ✓ **15.2 Cash at Bank and Investment as at 31 December 2020**
  - ✓ **15.3 Cash at Bank and Investment as at 31 January 2021**
  - ✓ **15.5 Integrated Water Cycle Management Plan and Water Sewer Asset Management Plans**

03.02/21 CARRIED

### 14.1 BUDGET REVIEW & FINANCE COMMITTEE MEETINGS HELD

- 14.1.1 8 December 2020
- 14.1.2 9 February 2021

**MOTION Moved: Cr Sampson/ Seconded: Cr Dusting**

1. That the minutes of the Budget Review & Finance Committee meetings held on 8 December 2020, and 9 February 2021 be noted; and
2. Council endorse the following recommendations:
  - a) That Council undertake community consultation regarding the sustainability of the Shire's water supply with consideration of pricing options (8 December 2020 meeting);
  - b) That the service review information be developed in conjunction with the Integrated Water Cycle Management Strategy; (9 February 2021 meeting)
  - c) That Council work with ZNet and undertake community engagement on water price model structure options as part of the preparation of the 2021/22 Operational Plan. (9 February 2021 meeting)
  - d) Note the Budget Review Committee has reviewed the Horizontal Service Review – Priority 3 Actions Summary and recommend Council confirm the proposed actions marked R & I. (9 February 2021 meeting)

04.02/21 CARRIED

#### 14.4 URALLA TOWNSHIP & ENVIRONS COMMITTEE STRATEGIC PLANNING WORKSHOP HELD 12 JANUARY 2021

MOTION Moved: Cr Sampson/ Seconded: Cr Dusing

That the Uralla Township & Environs Committee minutes of the strategic planning workshop held on 12 January 2021 be noted.

05.02/21 CARRIED

#### 15.2 Cash at Bank and Investments as at 31 December 2020

MOTION Moved: Cr Sampson/ Seconded: Cr Dusing

That:

1. Council note the cash position as at 31 December, 2020 consisting of cash and overnight funds of \$2,763,183, term deposits of \$15,526,569 totalling \$18,289,752 of readily convertible funds.
2. Council note the loan position as at 31 December, 2020 totalling \$2,081,135.

06.02/21 CARRIED

#### 15.3 CASH AT BANK AND INVESTMENTS AS AT 31 JANUARY 2021

MOTION Moved: Cr Sampson/ Seconded: Cr Dusing

1. Council note the cash position as at 31 January, 2021 consisting of cash and overnight funds of \$2,938,216, term deposits of \$15,507,319 totalling \$18,445,535 of readily convertible funds.
2. Council note the loan position as at 31 January, 2021 totalling \$2,080,741.

07.02/21 CARRIED

#### 15.5 INTEGRATED WATER CYCLE MANAGEMENT PLAN AND WATER SEWER ASSET MANAGEMENT PLANS

MOTION Moved: Cr Sampson/ Seconded: Cr Dusing

That Council receive and note the report on the status of Integrated Water Cycle Management Strategy and Water and Sewer Asset Management Plans.

08.02/21 CARRIED

PROCEDURAL MOTION Moved: Cr Toomey/ Seconded: Cr Strutt

That item 16.4 be brought forward following item 15.1.

09.02/21 CARRIED

## 12 MAYORAL MINUTE

*The Chair advised there was no Mayoral Minute.*

## 13 PUBLIC FORUM/PRESENTATIONS

*Cr Bell declared an interest and left the room at 12.57pm.*

### 13.1 SPEAKER 1: MRS AMANDA ADAMS – ITEM 15.1 DA -45-2020 313 GOSTWYCK ROAD URALLA

*The Chair introduced the Speaker.*

*The Speaker made a presentation to Council speaking for Item 15.1.*

*The Chair invited questions from Councillors.*

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

*Cr Bell returned to the meeting at 1.02pm.*

### 13.2 SPEAKER 1: DR JULIAN PRIOR – ITEM 16.4 COUNCILLORS INVOLVEMENT IN THE ASSESSMENT PROCESS FOR STATE AND REGIONAL SIGNIFICANT DEVELOPMENT

*The Chair introduced the Speaker.*

*The Speaker made a presentation to Council speaking for Item 16.4.*

*The Chair invited questions from Councillors.*

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

### 13.3 SPEAKER 2: KATH WOLF – ITEM 16.4 COUNCILLORS INVOLVEMENT IN THE ASSESSMENT PROCESS FOR STATE AND REGIONAL SIGNIFICANT DEVELOPMENT

*The Chair introduced the Speaker.*

*The Speaker made a presentation to Council speaking for Item 16.4.*

*The Chair invited questions from Councillors.*

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

## 14. REPORT OF COMMITTEES

### 14.2 AUDIT RISK & IMPROVEMENT COMMITTEE MEETING HELD 9 FEBRUARY 2021

PROCEDURAL MOTION Moved: Cr Toomey/ Seconded: Cr Bell

That the report lay on the table until the documents referred to at 8.1, 9.6 and 9.7 are formally received by Council.

10.02/21 CARRIED

## 14.3 URALLA TOWNSHIP & ENVIRONS COMMITTEE MEETING HELD 8 DECEMBER 2020

*Cr Ledger left the meeting at 1.26pm.*

*Cr Ledger returned to the meeting at 1.27pm.*

*The Meeting was adjourned at 1.30pm for ten minutes.*

*The meeting resumed at 1.41pm.*

**MOTION Moved: Cr Toomey / Seconded: Cr Strutt**

**That Council:**

1. receive and note the minutes of the Uralla Township & Environs Committee meeting held 8 December 2020, including the following recommendations to Council:
  - a. That Mr Guy Crossley be invited to present to Council his concept design and installation of Fibonacci Park.
  - b. (i) That the Uralla Township Environs Committee is supportive of the proposal to change the name of Hampden Park to Sunny Jim Mackay Park.  
(ii) That public consultation be sought for the change of name of Hampden Park to Sunny Jim Mackay Park.
  - c. (i) That consideration be made with respect to the allocation of open space resources to improve the service levels of the Bridge Street blister gardens.  
(ii) That the Uralla Main Street garden upgrade project be added to Council's project list subject to funding.
  - d. (i) That Council investigate the free camping options within Uralla Shire, including the site at The Glen, as part of the development of the Open Spaces Strategy.  
(ii) That Council liaise with Uralla Rotary Club about the potential reconfiguration of Rotary Park to include the RV Dump-Ezy facility.
2. invites Mr Guy Crossley to present the Fibonacci concept plan to a future workshop,
3. undertake a public notification process and an online survey soliciting opinions from the community regarding the proposed name change of Hampden Park to Sunny Jim Mackay Park, and
4. considers service levels for the Bridge Street Gardens in preparation of the 2021/2022 budget.
5. request the Consultant delivering the Open Spaces Strategy attend a UTEC meeting and engage with the Committee as part of developing the Opens Spaces Strategy.
6. fund the additional cost, if any, from reserves.

11.02/21 CARRIED

## 15 REPORTS TO COUNCIL

### 15.1 DA-45-2020 – 313 GOSTWYCK ROAD URALLA – MR D ADAMS

*Cr Bell declared an interest and left the meeting at 1.49pm.*

**PROCEDURAL MOTION Moved: Cr Crouch/ Seconded: Cr Toomey**

*To move to Committee of the Whole and Standing Orders be suspended.*

12.02/21 CARRIED UNANIMOUSLY

**PROCEDURAL MOTION Moved: Cr Strutt / Seconded: Cr Sampson**

*To resume Standing Orders.*

13.02/21 CARRIED



MOTION Moved: Cr Crouch / Seconded: Cr Strutt

That Council approve the Development Application 45/2020 for a quarry at 313 Gostwyck Road Uralla (Lot 298 DP 755827) subject to the following conditions of consent:

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

*Nil*

***GENERAL CONDITIONS***

1. 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.*

2. 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.*

3. The quarry must not:
  - a) obtain or process for sale, or reuse, more than 30,000 cubic metres of extractive material per year, or
  - b) disturb a total surface area of more than 2 hectares of land by—
    - (i) clearing or excavating, or
    - (ii) constructing dams, ponds, drains, roads or conveyors, or
    - (iii) storing or depositing overburden, extractive material or tailings.

*Reason: To ensure compliance with Schedule 3 of the Environmental Planning and Assessment Regulation 2000.*

4. Developer contributions under Sections 7.11 and 7.12 of the Environmental Planning and Assessment Act 1979 (or equivalent) are to be made quarterly for the life of the development.

*Reason: To ensure compliance with Council's Developer Contributions Plans..*

5. No more than 15 truck movements per day relating to the quarry operations are permitted on Munsies Road.

*Reason: To preserve the amenity of the locality.*

6. 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 COMPLIED WITH DURING CONSTRUCTION AND OPERATION**

7. 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.*
8. The applicant shall ensure that noise pollution is minimised during construction and operation. The use of machinery and/or similar noise producing activities shall be limited to the following hours:-

Monday to Friday	7.30 AM to 4.00 PM
Saturday, Sunday & public holidays	No quarry activities are to take place.

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

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

FOR: Cr M Pearce, Cr R Crouch, Cr M Dusting, Cr L Sampson, Cr I Strutt, Cr T Toomey

AGAINST: Cr N Ledger

ABSENT: Cr O'Connor (Leave of Absence)

14.02/21 CARRIED

*Cr Bell was not present at time of voting.*

*Cr Bell returned to the meeting at 2.04pm.*

**16.4 COUNCILLORS INVOLVEMENT IN THE ASSESSMENT PROCESS FOR STATE AND REGIONAL SIGNIFICANT DEVELOPMENT – CR R CROUCH**

PROCEDURAL MOTION Moved Cr Bell / Seconded Cr Dusting

To move to Committee of the Whole and Standing Orders be suspended.

15.02/21 CARRIED

PROCEDURAL MOTION Moved Cr Toomey / Seconded Cr Bell

To resume Standing Orders.

16.02/21 CARRIED

MOTION Moved: Cr Crouch / Seconded: Cr Toomey

That:

1. Councillors be kept fully informed in a timely manner (subject to commercial in confidence constraints) of communication with the Department of Planning regarding the development of renewable energy developments within Uralla Shire.
2. Councillors be canvassed to provide comment on the Thunderbolt Energy Hub SEARs and a letter outlining Council's expectations for issues to be considered in the Environmental Impact Statement for Thunderbolt Energy Hub be sent to the Developer, The Department of Planning and the Hon Adam Marshall.

3. All future requests for comment relating to Council comments on Regional Significant Projects be brought before Council to ensure community and Councillor concerns are addressed as early in the process as possible and that Councillors are kept fully informed of renewable energy developments in Uralla Shire.
4. Council invites representatives from the Department of Planning to present at a future General Manager's workshop on the planning processes for State Significant Development;
5. Council notes that it has already established Council's position in regards to renewable projects in that Council endorses sustainable development within the Shire, and expects the Development Application to be considered in the context of our Community Strategic Plan, particularly the following stated goals:
  - a) *To Preserve, protect and renew our beautiful environment*
  - b) *Maintain a healthy balance between development and the environment*
  - c) *An attractive environment for business, tourism and industry*
  - d) *Growing and diversified employment, education and tourism opportunities*
  - e) *Further:*
  - f) *A 'cradle to grave' approach should be taken to ensure the project is environmentally sustainable during construction, operation, and decommissioning through appropriate bonding arrangements with the NSW Government*
  - g) *That local employment be preferred*
  - h) *Systems be put in place to preserve environmental values*
  - i) *Any upgrades and maintenance to Council infrastructure to service the construction and/or operation of the development should be at the developer's expense*
  - j) *No council infrastructure should be negatively impacted by the renewable energy projects construction and or operation, and*
  - k) *Protection of the amenity of residents surrounding the renewable energy projects and along transport routes should be the paramount consideration in the decision-making process.*

*Cr Ledger left the room at 2.27pm.*

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

**17.02/21 CARRIED**

*Cr Ledger returned to the meeting at 2.29pm.*

## **15.4 QUARTERLY BUDGET REVIEW SUMMARY**

**PROCEDURAL MOTION Moved: Cr Crouch / Seconded: Cr Sampson**

**That Council move to Committee of the Whole and Standing Orders be suspended.**

**18.02/21 CARRIED UNANIMOUSLY**

*Cr Sampson left the room at 2.31pm and returned to the meeting at 2.32pm.*

*The meeting adjourned at 2.59 pm.*

*The meeting resumed at 3.16pm.*

PROCEDURAL MOTION Moved: Cr Crouch/ Seconded: Cr Ledger

To resume Standing Orders.

19.02/21 CARRIED

PROCEDURAL MOTION Moved: Cr Crouch/ Seconded: Cr Ledger

The meeting adjourned at 3.36 pm.

20.00/21 CARRIED

*The meeting resumed at 3.45 pm.*

MOTION Moved: Cr Crouch / Seconded: Cr Toomey

1. That the second quarter budget review summary for the 2020/21 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted except that savings be found in Quarterly Budget Review 3 to offset the additional employee grade costs for Governance.

21.02/21 CARRIED

#### 15.6 APPOINTMENT OF COMMITTEE CHAIR – URALLA TOWNSHIP AND ENVIRONS COMMITTEE

MOTION Moved: Cr Strutt / Seconded: Cr Ledger

That Council appoint Mr Bob Anderson to the role of Chairperson for the Uralla Township and Environs Committee for a 12 month period.

22.02/21 CARRIED

#### 15.7 WORKS PROGRESS REPORT AS AT 31 JANUARY 2021

PROCEDURAL MOTION Moved: Cr Crouch / Seconded: Cr Toomey

That Council move to Committee of the Whole and Standing Orders be suspended.

23.02/21 CARRIED

PROCEDURAL MOTION Moved: Cr Strutt / Seconded: Cr Dusting

To resume Standing Orders.

24.02/21 CARRIED

MOTION Moved: Cr Ledger/ Seconded: Cr Strutt

That the report be received and noted for the works completed or progressed during December 2020 and January 2021, and works programmed for February 2021.

25.02/21 CARRIED UNANIMOUSLY

## 15.8 WINTERBOURNE WIND FARM COMMUNITY CONSULTATIVE COMMITTEE REPRESENTATIVE

PROCEDURAL MOTION Moved: Cr Pearce / Seconded: Cr Bell

That Council move to Committee of the Whole and Standing Orders be suspended.

26.02/21 CARRIED UNANIMOUSLY

PROCEDURAL MOTION Moved: Cr Bell / Seconded: Cr Strutt

To resume Standing Orders.

27.02/21 CARRIED UNANIMOUSLY

PROCEDURAL MOTION Moved: Cr Bell / Seconded: Cr Sampson

That Council

- a) Nominate the General Manager as Returning Officer to conduct a secret ballot to determine the nominees for item 15.8.

28.02/21 CARRIED

MOTION Moved: Cr Bell/ Seconded: Cr Dusting

That Council

- b) Nominate Cr Crouch as Council's representative, and the General Manager as Council's alternate representative, for the Winterbourne Wind Farm Community Consultative Committee.
- c) Invite Armidale Regional Council, Tamworth Regional Council and Walcha Council to participate in a joint Council workshop to identify common issues of concern and opportunities in relation to the Regional Energy Zone (REZ).

29.02/21 CARRIED

## 15.9 OPERATIONAL PLAN 2020-21 QUARTERLY REPORT AS AT JANUARY 2021

PROCEDURAL MOTION Moved: Cr Bell / Seconded: Cr Crouch

That Council move to Committee of the Whole and Standing Orders be suspended.

30.02/21 CARRIED UNANIMOUSLY

PROCEDURAL MOTION Moved: Cr Dusting/ Seconded: Cr Bell

To resume Standing Orders.

31.02/21 CARRIED

MOTION Moved: Cr Bell / Seconded: Cr Strutt

That Council receive and note the 2020-21 Operational Plan Progress Report at 31 December 2020.

32.02/21 CARRIED

## 15.10 CODE OF MEETING PRACTICE REVIEW

PROCEDURAL MOTION Moved: Cr Toomey/ Seconded: Cr Crouch

That Council move to Committee of the Whole and Standing Orders be suspended.

33.02/21 CARRIED UNANIMOUSLY

PROCEDURAL MOTION Moved: Cr Strutt / Seconded: Cr Bell

To resume Standing Orders.

34.02/21 CARRIED

PROCEDURAL MOTION Moved: Cr Strutt / Seconded: Cr Sampson

That an extension be sought to extend the Council meeting past 5:00 pm.

35.02/21 CARRIED

MOTION Moved: Cr Toomey / Seconded: Cr Crouch

1. Delete Clause 3.33
  - 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
2. Include 11.11
  - 11.11 – All voting at Council meetings must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
3. Amend 4.3 & 4.13 to include “the topic”, allowing addresses to Council on items not on the agenda:
  - 4.3 would become – To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received 1 day before the date on which the public forum is held, and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, or the topic, and whether they wish to comment on, or speak for or against the item.
  - 4.13 would become – Speakers at public forums must not digress from the item on the agenda of the Council meeting or the topic they applied to address Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
4. Amend 4.6 as follows:
  - [as written]. the general manager or their delegate must give reasons in writing for a decision to refuse an application and this must be communicated as soon as practicable. This communication must include the right to make a written appeal to Council through the Mayor.

5. Amend 4.10 as follows:
  - [as written]. The general manager or their delegate may refuse to allow such material to be presented and must provide written reasons for doing so. This communication must include the right to make a written appeal to Council through the Mayor.
6. Amend 4.22 as follows:
  - Where a speaker engages in conduct of the type referred to in clause 4.19, the Council may refuse further applications from that person to speak at public forums for such a period as the Council considers appropriate. Council will consider advice from the General Manager in reaching their decision.
7. Amend 5.22 as follows:
  - A recording of each meeting of the Council and Committee of the Council is to be retained on the Council's website for 12 months. Recordings of meetings may be disposed of in accordance with the State Records Act 1998.
8. That the amended Code of Meeting Practice be placed on public exhibition for a period of 28 days and if no submissions are received, that the amended Code be adopted.

36.02/21 CARRIED

### 15.11 POLICY UPDATE

PROCEDURAL MOTION Moved: Cr Toomey / Seconded: Cr Crouch

That Council move to Committee of the Whole and Standing Orders be suspended.

37.02/21 CARRIED

PROCEDURAL MOTION Moved: Cr Strutt / Seconded: Cr Bell

To resume Standing Orders.

38.02/21 CARRIED

PROCEDURAL MOTION Moved: Cr Crouch / Seconded: Cr Dusting

That item 15.11 Policy Update lay on the table for discussion at a future workshop.

39.02/21 CARRIED

*Cr Ledger requested that her dissent be recorded.*

### 15.12 RESOLUTION REGISTER ACTION STATUS

MOTION Moved: Cr Toomey / Seconded: Cr Sampson

That Council receive and note the Resolution Action Status as at 17 February 2021.

40.02/21 CARRIED UNANIMOUSLY

## 16 MOTIONS ON NOTICE QUESTIONS WITH NOTICE

### 16.1 QUESTION WITH NOTICE

MOTION Moved: Cr Strutt/ Seconded: Cr Ledger

That the questions on notice be received and the responses noted.

41.02/21 CARRIED

### 16.2 DIRECT INDUSTRIAL MARKETING – CR N LEDGER

MOTION Moved: Cr Ledger / Seconded: Cr Sampson

1. To invite regional councils with industrial land on offer, to collectively identify attributes for each individual site to be collated for marketing purposes.
2. To request that collectively together with the JO, we create a marketing/ strategy/ campaign/ package, to achieve industrial expansion throughout regional NSW.

LOST.

### 16.3 SIGNAGE AND COMMUNITY NOTICES – CR N LEDGER

MOTION Moved: Cr Ledger

That Council liaise with community information outlet, or emerging networks to create new Council notice boards to be individually retro fitted in each location.

The Motion lapsed due to a lack of Secunder.

### 16.5 MEDIA POLICY – MAYOR (CR) M PEARCE

MOTION Moved: Cr Pearce / Seconded: Cr Dusting

Through the General Manager, Council draft a Media Policy for Council's consideration.

42.02/21 CARRIED

### 16.6 ACKNOWLEDGEMENT TO MANAGEMENT & STAFF – CR I STRUTT

MOTION Moved: Cr Strutt / Seconded: Cr Bell

That Council acknowledge the exemplary level of management and service provision in the McMaugh Gardens Aged Care Facility and commend management and staff for the outcome of the granting of an additional year of Accreditation for the facility.

43.02/21 CARRIED UNANIMOUSLY



## 17 CLOSURE OF MEETING

The meeting was closed at 6.01pm.

## 18 COUNCIL MINUTES CONFIRMED

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	
MAYOR:	Councillor Michael Pearce

UNCONFIRMED

## **8 TABLING OF PETITIONS**

## **9 URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS**

### **9.1 LATE REPORT**

#### **9.1.1 PREPARATION OF THE 2021 – 2022 OPERATIONAL PLAN**

#### **9.1.2 PUBLIC SPACES LEGACY PROGRAM PROJECTS**

### **9.2 URGENT ITEMS - NIL**

### **9.3 SUPPLEMENTARY ITEMS - NIL**

## **10 WRITTEN REPORTS FROM DELEGATES**

To be received at Meeting.

## **11 ITEMS PASSED IN BULK**

To be received at the Meeting.

Councillors, I am (Chair/Mayor) seeking to have some agenda items dealt with, in bulk, by Exception – as per Section 13 of Council's Code of Meeting Policy.

I will now read and call though the agenda list items – Reports of Committees and Reports to Council to be adopted by Exception and ask Councillor to identify any individual items of business listed, that Councillors intend to VOTE against the recommendation as recorded in the Business paper – or that they wish to speak on

## **12 MAYORAL MINUTE**

Nil

## **13 PUBLIC FORUM/PRESENTATION**

## **14 REPORT OF COMMITTEES**

There are no Reports of Committee to the 23 March 2021 Meeting.

## 15 REPORTS TO COUNCIL

### 15.1 CASH AT BANK AND INVESTMENTS



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**Department:** Finance  
**Prepared by:** Chief Financial Officer  
**TRIM:** Container U21/6687  
**Attachments:** Council's Investments as at 28 February, 2021  
Schedule of loans as at 28 February, 2021

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 4.2 4.2 An effective and efficient organisation.  
**Strategy:** 4.2.2 4.2.2 Operate in a financially responsible and sustainable manner.  
**Activity:** 4.2.2.1 Maintain and control financial system and improve long-term sustainability  
**Action:** 4.2.2.1.5 Maximise return on investment within risk parameters provided by the USC Investments Policy.

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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.

#### RECOMMENDATION:

**That:**

**1. Council note the cash position as at 28 February, 2021 consisting of cash and overnight funds of \$3,116,069, term deposits of \$15,507,319 totalling \$18,623,388 of readily convertible funds.**

**2. Council note the loan position as at 28 February, 2021 totalling \$2,049,219.**

#### 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 \$15,507,319 spread over the next twelve months will receive a range of interest from .1% to 1.55% with an average rate of .85%. 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 28 February, 2021.

#### KEY ISSUES:

The official interest rate remains at 0.25%. The Reserve Bank has not ruled out cutting rates further but this seems unlikely as they focus on quantitative easing initiatives. The current low interest rates will continue to result in reduced investment returns over the coming year.

**COUNCIL IMPLICATIONS:**

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

N/A

**2. Policy and Regulation**

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

**3. Financial (LTFP)**

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

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

The public presentation of this information and Council noting this report is an important part of Council's management of the risk of not maintaining compliance with the Minister's Orders regarding approved investment types and in-turn reduces the risk of future losses on investments.

**7. Performance Measures**

N/A

**8. Project Management**

N/A

<b>Uralla Shire Council</b>				
<b>Investments at 28 February, 2021</b>				
<b>Cash at Bank – Operating Accounts:</b>				
<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>		
National Australia Bank	Main Account	\$284,258.80		
National Australia Bank	Trust Account	\$31,296.33		
Community Mutual	Bundarra RTC	\$26,110.42		
<b>Total</b>		<b>\$341,665.55</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	\$2,774,403.77		
<b>Total</b>		<b>\$2,774,403.77</b>		
<b>Term Deposits:</b>				
<b>Institution</b>	<b>Term</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
Westpac Banking Corporation	2 months	0.10%	8/03/2021	\$500,000.00
Bank of Queensland	7 months	1.55%	10/03/2021	\$800,000.00
Bank of Queensland	12 months	1.40%	12/03/2021	\$800,000.00
National Australia Bank	12 months	1.25%	1/04/2021	\$600,000.00
National Australia Bank	12 months	1.20%	12/04/2021	\$500,000.00
Suncorp	4 months	0.55%	15/04/2021	\$600,000.00
AMP	4 months	0.60%	20/04/2021	\$600,000.00
Suncorp	6 months	0.85%	22/04/2021	\$500,000.00
ANZ	9 months	0.70%	26/04/2021	\$800,000.00
National Australia Bank	12 months	1.10%	21/05/2021	\$1,000,000.00
Westpac Banking Corporation	12 months	0.95%	19/06/2021	\$1,350,000.00
Commonwealth Bank	10 months	0.68%	19/07/2021	\$500,000.00
Westpac Banking Corporation	12 months	0.85%	25/07/2021	\$604,577.42
Suncorp	7 months	0.60%	20/08/2021	\$400,000.00
Westpac Banking Corporation	11 months	0.65%	25/08/2021	\$252,741.34
AMP	9 months	0.70%	31/08/2021	\$700,000.00
ANZ	11 months	0.58%	31/08/2021	\$500,000.00
Commonwealth Bank	12 months	0.71%	16/09/2021	\$1,000,000.00
National Australia Bank	9 months	0.40%	12/10/2021	\$700,000.00
Suncorp	12 months	0.90%	22/10/2021	\$1,000,000.00
Suncorp	12 months	0.90%	26/10/2021	\$1,300,000.00
National Australia Bank	10 months	0.39%	22/11/2021	\$500,000.00
<b>Total</b>				<b>\$15,507,318.76</b>

<b>Uralla Shire Council</b>		
<b>Loans at 28 February, 2021</b>		
<b>Loans:</b>		
<b>Loan no.</b>	<b>Purpose</b>	<b>Balance</b>
165	MGH Property	\$39,951.34
168	Community Centre	\$21,883.01
176	Library Extensions	\$114,116.69
177	Grace Munro Centre	\$91,325.59
181	Creative Village Works	\$0.00
186	Public Toilets Pioneer Park	\$0.00
187	Undergrounding Power and Main Street Upgrade	\$109,686.07
188	Paving and Power Undergrounding	\$28,971.08
189	Bridge Construction	\$189,275.41
190	Bridge construction & industrial land development	\$1,454,010.26
<b>Total</b>		<b>\$ 2,049,219.45</b>

## 15.2 DIVISION DECISION - DA-9-2021 SHED ADDITION TO EXISTING OFFICE – 25 ROWAN AVENUE URALLA

**Department:** Infrastructure & Development  
**Prepared by:** *Manager of Development and Planning*  
**TRIM Reference:** UINT/21/2911  
**Attachments:** UINT/21/2920 Attachment 1 - DA-9-2021 - Development Assessment Report  
 UI/21/1379 Attachment 2 - DA-9-2021 - Plans  
 UI/21/1380 Attachment 3 - DA-9-2021 - Redacted Submission

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 2.1 An attractive environment for business, tourism and industry  
**Strategy:** 2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development  
**Activity:** 2.1.4.1 Process building and development application  
**Action:** 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>	Shed addition to existing office
<b>Property description:</b>	Lot 23 DP 1105006 - Assessment 10026
<b>Applicant:</b>	Stephen and Janet Field
<b>Owner:</b>	Stephen and Janet Field
<b>Zoning:</b>	R1 General Residential
<b>Date received:</b>	12 February 2021
<b>Public notification or exhibition:</b>	Yes
<b>Exhibition period:</b>	15 February 2021 – 2 March 2021
<b>Submissions:</b>	1
<b>Other approvals:</b>	Nil

**RECOMMENDATION:**

That Council approve the Development Application 9/2021 for a shed addition to the existing office at 25 Rowan Avenue Uralla (Lot 23 DP 1005006) subject to the following conditions of consent:

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

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

**2. 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.

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

4. 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.

5. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One of the *National Construction Code*.

**6. Erection of signs**

**7. 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.

8. 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 certifier 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.

9. 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

10. 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.*

11. 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.*

12. The structure is to be inspected at the following stages of construction:

- before the pouring of footings\*\*
- before covering drainage (under hydrostatic test)
- before pouring any reinforced concrete structure \*\*
- before covering the framework for any wall, roof or other building element \*\*
- before covering waterproofing in any wet area\*\*
- before covering any stormwater drainage connections
- when the building work is completed and all conditions of consent have been addressed\*\*

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

Council has limited capacity for inspections, which may only be on specific days. Please contact Council well in advance to arrange an inspection.

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

*Reason: To ensure compliance with appropriate standards.*

13. A Construction Certificate must be obtained from a Certifier before work commences.

*Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*

14. Occupancy of the building is not to take place until the Principal Certifier (PC) has carried out a final inspection and an Occupation Certificate issued.

*Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*

15. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, and a stormwater management plan must be approved by the Council's Director of Infrastructure and Development or nominee prior to the issue of a Construction Certificate.

*Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.*

16. Building construction and associated facilities must comply with Disability (Access to Premises – Buildings) Standards 2010.

*Reason: To ensure an appropriate standard of access to the premises.*

17. Parking facilities, including one disabled car park, are to comply with Part D3.5 of Building Code of Australia and the requirements of Australian Standard 2890.1 – Parking Facilities – Off-street Car Parking and Australian Standard 2890.6 – Off Street Parking for People with Disabilities.

*Reason: To enable use of the car space by people with disabilities and to ensure compliance with the requirements of the Building Code of Australia.*

18. Any rainwater tank must be installed so that it is:

- (a) Not interconnected in any way with Council's water supply without a backflow prevention device.
- (b) If it is connected with Council's water supply, then it must have a backflow prevention device that is compliant with AS 3500 National Plumbing and Drainage Code - Compendium

*Reason: To prevent structural damage to buildings and protect public health.*

19. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.

The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.

*Reason: Statutory requirement*

20. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.

*Reason: Statutory requirement*

Note: A certificate of compliance is a written document, in an approved form that certifies that the plumbing and drainage work to which it relates is code compliant.

21. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:

- a) The owner of the land or the owner's agent,
- b) The Council.

*Reason: Statutory requirement*

22. 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.*

23. 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.*

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

24. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifier (if the PC 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**

25. 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.*

26. 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.*

27. 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.*

28. 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.*

29. 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.

- (d) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (e) 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,
- (f) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (g) 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.*

30. 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**

31. 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 & Development.

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

#### **BACKGROUND:**

Development Application 9/2021 for a shed addition to the existing office at 25 Rowan Avenue Uralla (Lot 23 DP 1005006) was received on 12 February 2021.

One submission was received during the notification period. The submission is discussed below in the 'report' section.

#### **REPORT:**

The development application seeks to gain development consent for a shed addition to the existing office at 25 Rowan Avenue Uralla.

#### *Submission:*

- Existing use: The submission questions the appropriateness of having business premises in a residential area. The current commercial use (agricultural produce industry) is an existing use under the provisions of the Environmental Planning and Assessment Act and is therefore permissible. A site inspection showed that the operation is small in scale and, due to the nature of the operations (seed processing and packaging), would not be anticipated to have any negative amenity impacts greater than could reasonably be expected in a residential area.
- Specifications for sheds in residential areas: There are no residential specific construction standards for sheds.

*Disabled access:* The application's "Operation and Management Details" notes an exemption from the provision of disabled access and facilities under Clause D3.4 of the National Construction Code. The nature of the activities conducted on site do not preclude employment of someone with a physical disability, therefore construction must comply with Disability Standards for Access to Premises.

**KEY ISSUES:**

Approval of the development application is recommended with conditions under the existing use provision of the Act with provisions of the Disability Standards for Access to Premises to be met.

**COUNCIL IMPLICATIONS:**

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

The application was notified as per the provisions of the Uralla Development Control Plan 2011.

**2. Policy and Regulation**

*Uralla Development Control Plan 2011*

*Uralla Local Environmental Plan 2012*

*Environmental Planning and Assessment Regulation 2000*

*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

## Development Assessment Report

DA Number: DA-9-2021

Council: Uralla Shire Council

Location: 25 Rowan Avenue URALLA

Development Description: Shed Addition to Existing Office

Title Details: Lot: 23 DP: 1105006

### Property Details/History

	Checked	Comments
File History	No	
Title Plan	Yes	
Check Ownership	Yes	

### Application Type

Is this application an Integrated Development Application? No

Is it a BASIX affected development? No

### Concurrence/Referral

*Section 4.13 – EP & A Act*

Does this application require concurrence or referral? No

Is there any other issue that requires notation? No

Does this application require referral for decision by Council? Yes

### Local Environmental Plan

*Section 4.15(1)(a)(i) – EP & A Act*

This land is zoned: R1 General Residential

#### List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The current commercial use (agricultural produce industry) is an existing use under the provisions of the Environmental Planning and Assessment Act.

### 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
3	Yes	Impacts on neighbouring properties are expected to be minimal.

### 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? No

### Environmental Impacts

*Section 79c(1)(b) – EP & A Act*

Does this proposal have any potential environmental impacts? No

	Impact	Comment
Amenity	No	The small scale nature of the seed packing and sorting operation is not expected to negatively impact the amenity of neighbouring properties.
Noise	No	Noise from machinery on site is not inconsistent with a residential use.

### 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? 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? Yes

What the type of assessment/approval required? B5.

## Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified?	Yes
Is this application an advertised development application?	No
Were there any written submissions received?	Yes
If Yes, what was the number of submissions received?	1

Submission Maker	Issue	Comment
Robyn Rogers	Noise, general amenity, construction standards	There are no residential specific construction standards for sheds. Amenity impacts are expected to be minimal.

## 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

The application's "Operation and Management Details" notes an exemption from the provision of disabled access and facilities under Clause D3.4 of the National Construction Code. In the opinion of the assessing officer, the nature of the activities conducted on site would not completely preclude employment of someone with a physical disability, therefore construction must comply with Disability Standards for Access to Premises.



## 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:

A handwritten signature in blue ink, appearing to be 'M. Clarkson', written over a light blue circular stamp.

**Matt Clarkson, Manager of Development and Planning**

**Date: 10.3.2021**

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

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

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

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

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.
3. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One of the *National Construction Code*.

### **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.

4. 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 certifier 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.
5. 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***

6. 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.*

7. 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.*

8. The structure is to be inspected at the following stages of construction:
- before the pouring of footings\*\*
  - before covering drainage (under hydrostatic test)
  - before pouring any reinforced concrete structure \*\*
  - before covering the framework for any wall, roof or other building element \*\*
  - before covering waterproofing in any wet area\*\*
  - before covering any stormwater drainage connections
  - when the building work is completed and all conditions of consent have been addressed\*\*

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

Council has limited capacity for inspections, which may only be on specific days. Please contact Council well in advance to arrange an inspection.

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

*Reason: To ensure compliance with appropriate standards.*

9. A Construction Certificate must be obtained from a Certifier before work commences.

*Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*

10. Occupancy of the building is not to take place until the Principal Certifier (PC) has carried out a final inspection and an Occupation Certificate issued.

*Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*

11. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, and a stormwater management plan must be approved by the Council's Director of Infrastructure and Development or nominee prior to the issue of a Construction Certificate.

*Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.*

12. Building construction and associated facilities must comply with Disability (Access to Premises — Buildings) Standards 2010.

*Reason: To ensure an appropriate standard of access to the premises.*

13. Parking facilities, including one disabled car park, are to comply with Part D3.5 of Building Code of Australia and the requirements of Australian Standard 2890.1 – Parking Facilities – Off-street Car Parking and Australian Standard 2890.6 – Off Street Parking for People with Disabilities.

*Reason: To enable use of the car space by people with disabilities and to ensure compliance with the requirements of the Building Code of Australia.*

14. Any rainwater tank must be installed so that it is:
- (a) Not interconnected in any way with Council's water supply without a backflow prevention device.
  - (b) If it is connected with Council's water supply, then it must have a backflow prevention device that is compliant with AS 3500 National Plumbing and Drainage Code - Compendium

*Reason: To prevent structural damage to buildings and protect public health.*

15. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.

The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.

*Reason: Statutory requirement*

16. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.

*Reason: Statutory requirement*

Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.

17. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:
- a) The owner of the land or the owner's agent,
  - b) The Council.

*Reason: Statutory requirement*

18. 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.*

19. 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.*

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

20. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifier (if the PC 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**

21. 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.*
22. 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.*
23. 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.*
24. 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.*
25. 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.
- (d) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
  - (e) 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,
  - (f) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
  - (g) 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.*
26. 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**

27. 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 & Development.
- Reason: To ensure that public infrastructure is maintained.*

## **ADVISORY NOTES – GENERAL**

28. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
29. 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.
30. 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.
31. 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.
32. 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.
33. Prior to any works being undertaken within the road reserve, (including the footpath), a Section 138 approval must be obtained from Council. Please contact Council to obtain an application form.
34. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

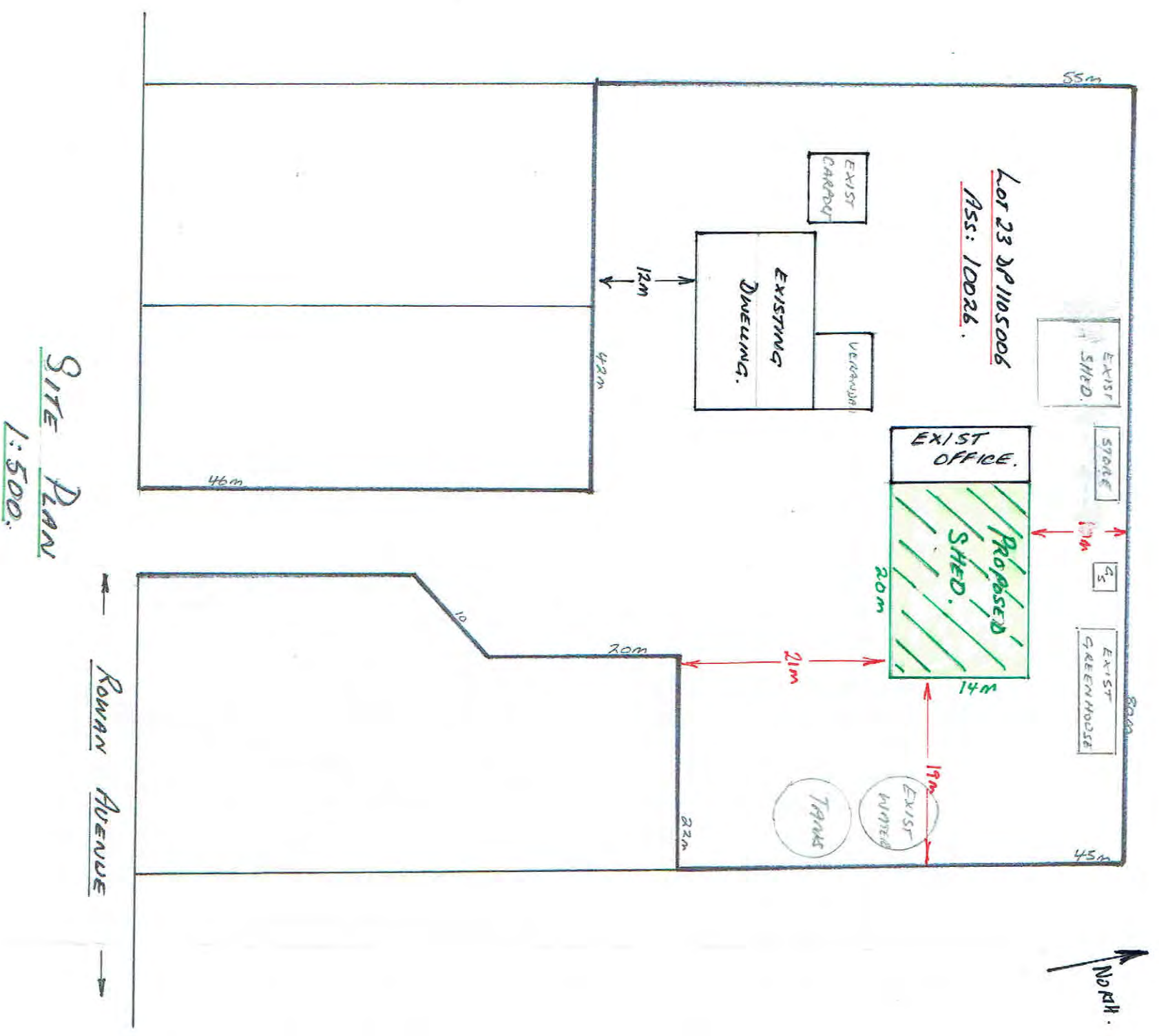
**END**



VIEW OF EXISTING OFFICE FROM ENTRANCE DRIVEWAY.



OFFICE AND VISUALIZATION OF ADDITION SOUTH ASPECT.

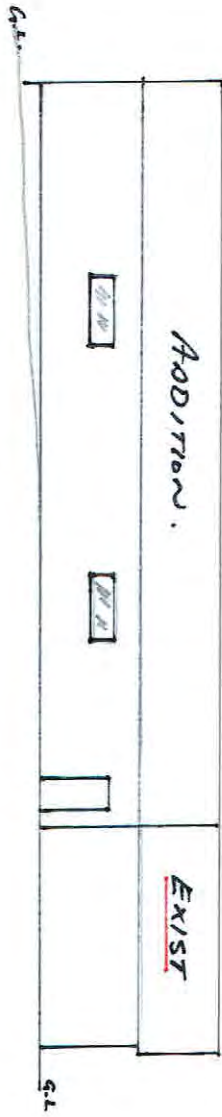


SPECIFICATION.

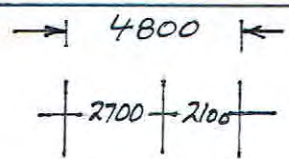
- STEEL FRAMED (PORTAL FRAME CONST).
- SLAB DESIGNED BY A STRUCTURAL ENGINEER.
- COLOURBOND CLADDING TO EXIST OFFICE.
- COLOURBOND ROOF. (PALE EVERGREEN).
- EXISTING OFFICE (CLASS 5) TO BE FIRE SEPARATED FROM PROPOSED SHED (CLASS 8) TYPE C CONSTRUCTION FRL 90/90/90.
- DOORWAY FROM OFFICE AREA INTO NEW SHED SECTION TO BE A FIRE DOOR
- STORMWATER FROM SHED TO BE TAKEN TO TWO EXISTING ON SITE WATER TANKS LOCATED NEAR EASTERN SIDE
- EXSTNG SHIPPING CONTAINER TO BE MOVED.

PROPOSED SHED AT 25 ROMAN AVE FOR S. & J. FIELD. (JAN, 2021 J.).  
20m long x 14m wide x 4.8m HIGH.

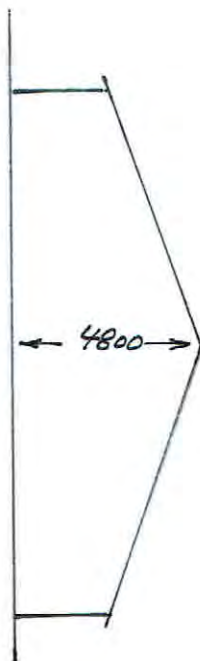




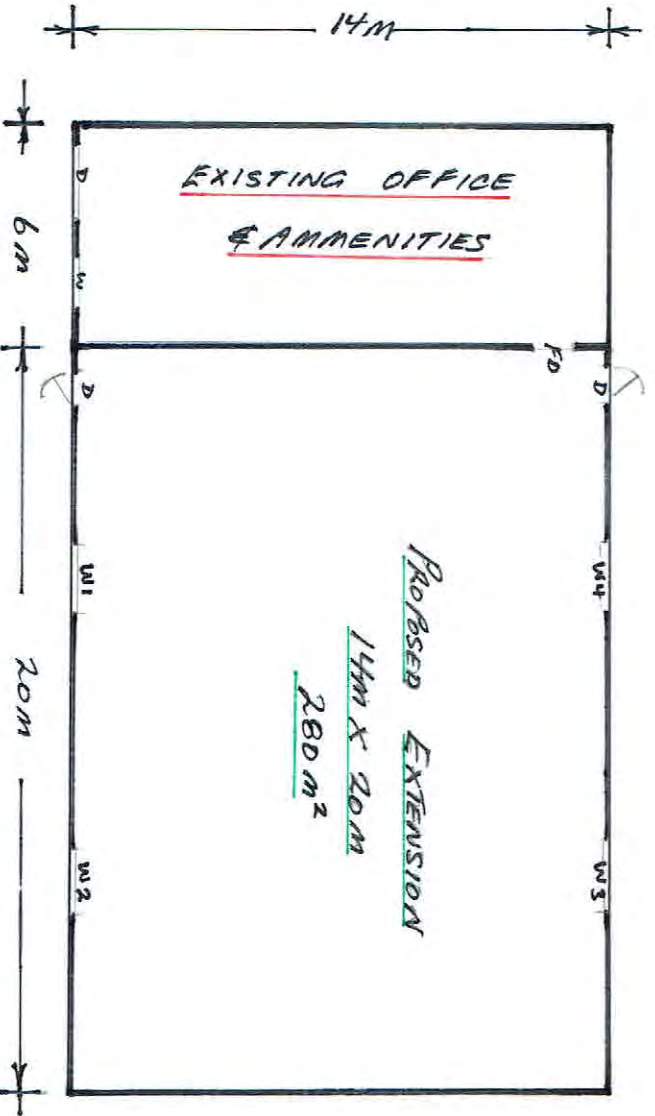
NORTHERN ELEVATION 1:200



SOUTHERN ELEVATION 1:200



EASTERN ELEVATION 1:200



FLOOR PLAN 1:200

WINDOW SCHEDULE.

W1	1800 x 900	ALUM
W2	1800 x 900	ALUM
W3	1800 x 900	ALUM
W4	1800 x 900	ALUM

FIRE WALL.  
 WALL BETWEEN EXIST OFFICE AND ADDITION TO BE TYPE C CONSTRUCTION WITH AN FRL 90/90/90.  
 EMERGENCY LIGHTS & ILLUMINATED TO BE PROVIDED.  
 PORTABLE FIRE EXTINGUISHERS TO BE PROVIDED AS PER USE

PROPOSED SHED AT 25 ROWAN AVE  
 VUAGLLA for S. J. FIELD.  
 LOT 23 DP1105006 (Ass. 10026)  
 20m LONG x 14m WIDE x 4.8 HIGH  
 JANUARY, 2021.

---

**From:** [REDACTED]  
**Sent:** Tuesday, 16 February 2021 6:05 PM  
**To:** Council  
**Subject:** TRIM: DA-9-2021

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**HP TRIM Record Number:** UI/21/939

Attention:  
Matt Clarkson  
Manager Development & Planning.

Dear sir,

I would like to make several comments in relation to this Application No DA-9-2021.

This is a residential area, why does USC consider it appropriate to consider any buildings in this area, that are clearly to be used as part of a Business?

The shed is very large. Does it meet the specifications for sheds to be erected in Residential areas?

The noise & smells associated with the business activities is not appropriate for Residential areas.

Residential areas are just that, places where residents relax & are entitled to quiet, restful activities. Residents should not have to put up with loud noises ( such as grinding & welding), foul smells & noisy vehicles during weekdays & on weekends.

Council approves these applications & then absolves itself of any responsibility in relation to ongoing issues that might emerge between residents. This causes hostility between neighbors, trying to resolve issues pertaining to the operation of the business without the help of the very body which contributed to the problem in the first place.

I trust you will consider these comments when making a decision regarding this application. If the application does not meet the requirements of buildings in a Residential area, as laid out by the various regulatory bodies, then it must be denied.

Yours sincerely,  
Robyn Rogers.

## 15.3 DIVISION DECISION - DA-10-2021 CARPORT AND ADDITION TO EXISTING SHED – 2 DEPOT ROAD URALLA

Department: Infrastructure & Development  
 Prepared by: *Manager of Development and Planning*  
 TRIM Reference: UINT/21/2665  
 Attachments: UINT/21/2670 Attachment 1 - Development Assessment Report  
 UINT/21/2672 Attachment 2 – Site Plan

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 2.1 An attractive environment for business, tourism and industry  
**Strategy:** 2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development  
**Activity:** 2.1.4.1 Process building and development application  
**Action:** 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:

**Proposal:** Carport and Addition to Existing Shed  
**Property description:** Lot 4 DP 1092795 - Assessment 10800  
**Applicant:** Jeremy and Laurie Schalk  
**Owner:** Jeremy and Laurie Schalk  
**Zoning:** R1 General Residential  
**Date received:** 18 February 2021  
**Public notification or exhibition:** Yes  
**Exhibition period:** 19 February 2021 – 8 March 2021  
**Submissions:** 0  
**Other approvals:** Nil

**RECOMMENDATION:**

That Council resolve to:

1. Refuse the carport for Development Application 10/2021 at 2 Depot Road Uralla (Lot 4 DP 1092795) as it does not meet boundary setback requirements.
2. Approve the shed addition for Development Application 10/2021 at 2 Depot Road Uralla (Lot 4 DP 1092795) subject to the following conditions of consent:

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

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

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

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

3. The work must be carried out in accordance with the requirements of the *National Construction Code*.
4. 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.
5. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One of the *National Construction Code*.

6. ***Erection of signs***

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

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

- 
8. 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:
- (d) showing the name, address and telephone number of the principal certifier for the work, and
  - (e) 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
  - (f) stating that unauthorised entry to the site is prohibited.
9. 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.

**10. Notification of *Home Building Act 1989* requirements**

**11. 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.*

12. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifier 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.
13. 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 certifier for the development to which the work relates (not being the council) has given the council written notice of the updated information.

**GENERAL CONDITIONS**

14. This approval is for the shed addition only. The proposed carport is not approved.
- Reason: To ensure compliance with the Uralla Development Control Plan and to avoid any structures being erected in a location where it would be inappropriate.*
15. The development shall be implemented in accordance with:
- (c) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (d) 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.*

16. 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.*

17. The structure is to be inspected at the following stages of construction:
- before the pouring of footings\*\*
  - before covering drainage (under hydrostatic test)
  - before pouring any reinforced concrete structure \*\*
  - before covering the framework for any wall, roof or other building element \*\*
  - before covering waterproofing in any wet area\*\*
  - before covering any stormwater drainage connections
  - when the building work is completed and all conditions of consent have been addressed\*\*

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

Council has limited capacity for inspections, which may only be on specific days. Please contact Council well in advance to arrange an inspection.

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

*Reason: To ensure compliance with appropriate standards.*

18. A Construction Certificate must be obtained from a Certifier before work commences.

*Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*

19. Occupancy of the building is not to take place until the Principal Certifier (PC) has carried out a final inspection and an Occupation Certificate issued.

*Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*

20. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:

- (a) By piping to the street gutter.
- (b) By piping to a rainwater tank and then via the overflow to the street gutter.

*Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.*

21. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.

The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.

*Reason: Statutory requirement*

22. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.

*Reason: Statutory requirement*

Note: A certificate of compliance is a written document, in an approved form that certifies that the plumbing and drainage work to which it relates is code compliant.

23. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:
- a) The owner of the land or the owner's agent,
  - b) The Council.

*Reason: Statutory requirement*

24. 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 CONSTRUCTION COMMENCING**

25. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifier (if the PC 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**

26. The owner of the property is to ensure that any building is constructed:
- (h) to meet the setback requirements of the approved plans,
  - (i) to be located within the confines of the lot, and;
  - (j) 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.*

27. 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.*

28. 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.*

29. 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.*

30. 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.*

31. 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.*

32. 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.

- (k) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (l) 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,
- (m) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (n) 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.*



33. 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:

- (o) divert uncontaminated run-off around cleared or disturbed areas,
- (p) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- (q) prevent tracking of sediment by vehicles onto roads,
- (r) 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.*

34. 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.*

35. Development involving bonded asbestos material and friable asbestos material:

- (s) work involving bonded asbestos removal work (of an area of more than 10 square metres) or friable asbestos removal work must be undertaken by a person who carries on a business of such removal work in accordance with a licence under clause 458 of the Work Health and Safety Regulation 2011,
- (t) the person having the benefit of the development consent must provide the principal certifier with a copy of a signed contract with such a person before any development pursuant to the consent commences,
- (u) any such contract must indicate whether any bonded asbestos material or friable asbestos material will be removed, and if so, must specify the landfill site (that may lawfully receive asbestos) to which the bonded asbestos material or friable asbestos material is to be delivered,
- (v) if the contract indicates that bonded asbestos material or friable asbestos material will be removed to a specified landfill site, the person having the benefit of the development consent must give the principal certifier a copy of a receipt from the operator of the landfill site stating that all the asbestos material referred to in the contract has been received by the operator.

*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***

36. 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.*

#### **BACKGROUND:**

Development Application 10/21 for a carport and shed addition at 2 Depot Road Uralla (Lot 4 DP 1092795) was received on 18 February 2021.

No submissions were received during the notification period.

**REPORT:**

The development application seeks to gain development consent for a carport and shed addition at 2 Depot Road Uralla.

The development application for the shed addition is compliant with the Uralla Development Control.

The Uralla Development Control Plan requires that the street setback from the secondary street frontage is as per the provisions of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP). The Codes SEPP requires that secondary road setbacks for corner lots >600m<sup>2</sup>–1,500m<sup>2</sup> a dwelling house and any attached development must have a minimum setback from a boundary with a secondary road of 3 meters. As the carport is proposed to be built to the property boundary it is not compliant.

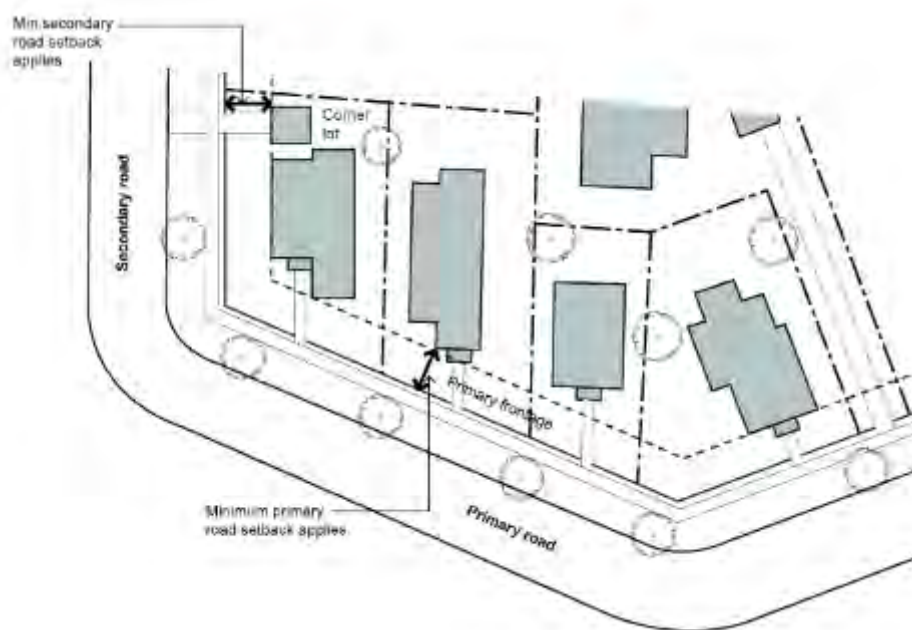


Figure 1: Codes SEPP extract showing secondary road setback.



Images 1 and 2: Annotated streetscape photos 2 Depot Road Uralla.

**KEY ISSUES:**

- Refusal of the carport is recommended as it does not meet boundary set back requirements.
- Approval of the shed with conditions is recommended.

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement/ Communication (per engagement strategy)**  
The application was notified as per the provisions of the Uralla Development Control Plan 2011.
- 2. Policy and Regulation**  
*Uralla Development Control Plan 2011*  
*Uralla Local Environmental Plan 2012*  
*Environmental Planning and Assessment Regulation 2000*  
*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

## Development Assessment Report

DA Number: DA-10-2021 Council: Uralla Shire Council  
 Location: 2 Depot Road URALLA  
 Development Description: Carport & Addition to Existing Shed  
 Title Details: Lot: 4 DP: 1092795

### Property Details/History

	Checked	Comments
File History	No	
Title Plan	Yes	
Check Ownership	Yes	

### Application Type

Is this application an Integrated Development Application? No  
 Is it a BASIX affected development? No

### Concurrence/Referral

*Section 4.13 – EP & A Act*

Does this application require concurrence or referral? No  
 Is there any other issue that requires notation? No  
 Does this application require referral for decision by Council? Yes

### Local Environmental Plan

*Section 4.15(1)(a)(i) – EP & A Act*

This land is zoned: R1 General Residential

#### List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.

### 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
3	Yes and No	The shed addition is compliant however the carport is not as a 3m setback is required, in the context where the proposal is to build the carport to the property boundary.

### 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? No

## Environmental Impacts

*Section 79c(1)(b) – EP & A Act*

Does this proposal have any potential environmental impacts? Yes

	Impact	Comment
Setbacks	Yes	Building the carport to the property boundary would have a negative impact on the streetscape.

## 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? No

## Construction Assessment

Is a construction assessment required? No

## Section 68 Assessment

*Section 68 – LGA Act*

Is a section 68 approval required? Yes

What the type of assessment/approval required? B5

## Notification

*Section 4.15(1)(d) – EP & A Act*

Was this application notified? Yes

Is this application an advertised development application? No

Were there any written submissions received? No

## Public Interest

*Section 79c(1)(e) – EP & A Act*

Does this proposal have any construction or safety issues? Yes No

## Site Suitability

Section 4.15(1)(c) – EP & A Act

**Is this a suitable site for this proposal**  
shed addition, however the carport is not appropriate for the site.

Yes for the

## 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 Development and Planning**

**Date: 8.3.2021**

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

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

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

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

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.
3. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One of the *National Construction Code*.

### **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.

4. 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 certifier 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.
5. 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.*

6. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifier 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.
7. 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 certifier for the development to which the work relates (not being the council) has given the council written notice of the updated information.

## **GENERAL CONDITIONS**

8. This approval is for the shed addition only. The proposed carport is not approved.  
*Reason: To ensure compliance with the Uralla Development Control Plan and to avoid any structures being erected in a location where it would be inappropriate.*
9. 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.*
10. 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.*

11. The structure is to be inspected at the following stages of construction:
- before the pouring of footings\*\*
  - before covering drainage (under hydrostatic test)
  - before pouring any reinforced concrete structure \*\*
  - before covering the framework for any wall, roof or other building element \*\*
  - before covering waterproofing in any wet area\*\*
  - before covering any stormwater drainage connections
  - when the building work is completed and all conditions of consent have been addressed\*\*
- \*\* denotes a critical stage inspection (a mandatory inspection under Section 109C of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a \*development where a critical stage or other nominated inspection has not been carried out.
- Council has limited capacity for inspections, which may only be on specific days. Please contact Council well in advance to arrange an inspection.
- \*All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer
- Reason: To ensure compliance with appropriate standards.*
12. A Construction Certificate must be obtained from a Certifier before work commences.
- Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*
13. Occupancy of the building is not to take place until the Principal Certifier (PC) has carried out a final inspection and an Occupation Certificate issued.
- Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*
14. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:
- (a) By piping to the street gutter.
  - (b) By piping to a rainwater tank and then via the overflow to the street gutter.
- Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.*
15. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.
- The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.
- Reason: Statutory requirement*
16. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.
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- Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.

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*Reason: To ensure pedestrian and vehicular safety during construction.*

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19. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifier (if the PC 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**

20. The owner of the property is to ensure that any building is constructed:
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*Reason: To ensure that public amenity is not unduly affected by noise.*

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*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.*

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

25. 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.*

26. 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.

- (d) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (e) 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,
- (f) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (g) 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.*

27. 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:

- (h) divert uncontaminated run-off around cleared or disturbed areas,
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- (k) 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.*

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

29. Development involving bonded asbestos material and friable asbestos material:

- (l) work involving bonded asbestos removal work (of an area of more than 10 square metres) or friable asbestos removal work must be undertaken by a person who carries on a business of such removal work in accordance with a licence under clause 458 of the Work Health and Safety Regulation 2011,
- (m) the person having the benefit of the development consent must provide the principal certifier with a copy of a signed contract with such a person before any development pursuant to the consent commences,
- (n) any such contract must indicate whether any bonded asbestos material or friable asbestos material will be removed, and if so, must specify the landfill site (that may lawfully receive asbestos) to which the bonded asbestos material or friable asbestos material is to be delivered,
- (o) if the contract indicates that bonded asbestos material or friable asbestos material will be removed to a specified landfill site, the person having the benefit of the development consent must give the principal certifier a copy of a receipt from the operator of the landfill site stating that all the asbestos material referred to in the contract has been received by the operator.

*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**

30. 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.*

## **ADVISORY NOTES – GENERAL**

31. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
32. 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.
33. 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.
34. 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.
35. 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.
36. Prior to any works being undertaken within the road reserve, (including the footpath), a Section 138 approval must be obtained from Council. Please contact Council to obtain an application form.
37. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

**END**



A: PROPOSED 6m x 6m OPEN CARPORT.

B: PROPOSED 4m x 10.5m SHED ADDITION.

AT 2 DEPOT ROAD - URALLA

FOR J. + L. SCHALK.

1:564  
0 5 10m



## 15.4 DIVISION DECISION - URALLA DEVELOPMENT CONTROL PLAN (DCP) AMENDMENT No 5

**Department:** Infrastructure & Development  
**Prepared by:** *Manager of Development and Planning*  
**TRIM Reference:** UINT/21/1529  
**Attachments:** UINT/21/3020 – Uralla Shire Council Development Control Plan – March 2021

---

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 2.2 Growing diversified employment, education and tourism opportunities  
**Strategy:** 2.2.1 Provide land use planning that facilitates employment creation  
**Activity:** 2.2.1.1 Optimise land use planning instruments to support employment creating business and industries  
**Action:** 2.2.1.1.1 Monitor and review Council’s Local Environment Plan and other strategic and supporting planning documents.

---

### 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:

The purpose of this report is to recommend that Council endorse and resolve to publicly exhibit the draft amendment No. 5 of the Uralla Development Control Plan (DCP) 2011 for a period of 28 days.

### RECOMMENDATION:

That Council:

1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and
2. Provide the draft amendment No. 5 of the Uralla Development Control Plan 2011 to the Department of Planning, Industry and Environment for consideration and comment; and
3. Subject to no substantive submissions received, adopt the Uralla Development Control Plan 2011 as amended.

### BACKGROUND:

The Uralla DCP was prepared in 2011. The DCP was amended in August 2012 for minor housekeeping reasons and to include a section concerning regulatory advice to Council regarding the land known as the former Koppers Timber Treatment Site.

The DCP amendment No. 2 provided controls for emerging land uses such as the use of shipping containers, secondary dwellings and bed and breakfast accommodation; new flood planning controls based on the Rocky and Uralla Creeks Flood Study 2014; and general housekeeping amendments to correct typographical errors, and to update the document to Council’s documentation standards.

The DCP was amended for a third time to support rural detached dual occupancy and boundary adjustment clauses included in the Uralla Local Environmental Plan (LEP) 2012.

The Fourth Amendment was Chapter 17 'Barleyfields' of the Uralla Development Control Plan 2011, which was prepared to provide additional controls and guidelines to ensure the logical and sequential development of the Barleyfields residential subdivision.

#### **REPORT:**

The proposed Fifth Amendment, which has been recently exhibited, dealt with minor housekeeping matters, setbacks in rural areas, notification, and minimum lot sizes for manufactured homes, strata subdivisions, as well as multi dwelling housing.

This amendment was exhibited for 28 days with 11 submissions received.

The amendment was modified in response to the submissions, and the Notice of Motion regarding renewable power supply and telecommunications (22 October 2019 Council meeting).

The amended DCP was presented to the 26 November 2019 Council meeting recommending endorsement for public exhibition Council deferred to the DCP, referring it to the Strategic Planning Meeting on 10 December 2019. Following this it was amended to include conditions for commercial renewable energy projects along with sundry minor changes.

At the 25 February 2020 Council meeting, it was resolved to publicly exhibit the DCP for 28 days. Public exhibition comprised newspaper advertisements and publishing to Council's website, Facebook page, and the NSW Planning Portal. Two submissions were received during the public exhibition period, both relating to the renewable energy development standards amendments.

The DCP was presented for adoption at the 23 June 2020 with amendments in response to two submissions relating to development standards for renewable energy projects. Motion 26.06/20 was carried:

*That Council defers consideration of this matter pending further response to questions to Council officers in respect to the Development Control Plan.*

The DCP was then workshopped with Councillors on 15 September 2020, and further amendments relating to development standards for renewable energy projects and a revised heritage chapter have been incorporated.

Given the amendments made since the last public exhibition another public exhibition period is recommended.

#### **KEY ISSUES:**

- The amended development standards for renewable development and heritage conservation in the DCP provide greater direction and certainty for new development.
- Draft amendment No. 5 of the Uralla Development Control Plan (DCP) 2011 is recommended for a further public exhibition period of 28 days and, subject to no further submissions being received, adoption.



**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  
Wind Energy Guideline 2016  
Large-Scale Solar Energy Guideline 2018
  
- 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

# Uralla

URALLA SHIRE COUNCIL



### Acknowledgements

The Uralla Council recognises the traditional inhabitants of the land and recognises their rich culture and intrinsic connection to the land that stretches back over thousands of years. The Uralla Council also acknowledges Aboriginal Elders past and present and pays respect to them and their heritage.

Uralla Council wishes to thank all interested stakeholders for their valuable contributions towards the development of the Uralla Development Control Plan 2011.

### Disclaimer

Information in this document is based on available data at the time of writing this strategic document which deals with technical issues in a summary way. All figures and diagrams are indicative only and should be referred to as such. Whilst Uralla Council has exercised reasonable care in preparing this document it does not warrant or represent that it is accurate or complete. Council or its officers accept no responsibility for any loss occasioned to any person acting or refraining from acting in reliance upon any material contained in this document.

### For Further Information:

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Email: [council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au)

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**Prepared By:** Uralla Shire Council

Version: v29.01.2021

Version no.	Updated by:	Date:	Nature of changes
1	E Cumming & J Wolfenden	19.12.2011	Preparation due to the template Conversion LEP and review of existing DCP's
2	E Cumming	27.8.2012	Housekeeping
3	K Hunter, Consultant	23.3.2015	Bed & Breakfast, Shipping Containers, Flood Controls, Lane Widening, Review Code SEPP Compliance and Housekeeping
4	K Hunter, Consultant	26.10.2015	Detached Dual Occupancy Dwelling
5	K Hunter, Consultant	15.8.2016	Chapter 17 – Barleyfields
6	M Clarkson	10.3.2021	Chapter 9 – Heritage Guidelines Housekeeping and setbacks for rural ancillary development. Minimum lot size for manufactured homes. Development standards for renewable energy projects.

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## 1. INTRODUCTION AND GENERAL PROVISION

This plan is known as the Uralla Development Control Plan (DCP) 2011. It applies to the Shire of Uralla unless otherwise specified elsewhere in this Plan.

The DCP was adopted by Council on 19 December 2011 and became operational upon gazettal of the Uralla Local Environmental Plan 2012 on 23 March 2012.

This DCP repeals the following Development Control Plans:

- Uralla Development Control Plan No. 1 Rural Subdivision
- Uralla Shire Council Development Control Plan No. 2 Rural Building Development
- Uralla Development Control Plan No. 3 Section 18 Town of Uralla Rear Service Lane & Off Street Carpark
- Uralla Shire Council Development Control Plan No. 4 Outdoor Advertising
- Uralla Shire Council Development Control Plan No. 5 Business Development
- Uralla Shire Council Development Control Plan No. 6 Exempt and Complying Development
- Uralla Shire Council Development Control Plan No. 7 Residential Development and the Public Notification of Development Applications
- Uralla Shire Council Development Control Plan Contaminated Land

It may be necessary to refer to more than one chapter in this DCP to ensure that all relevant controls are applied to any specific development. Applicants are encouraged to consult with Council to ensure applicable policies are considered, and to undertake a formal pre-lodgement meeting with Council as part of early considerations for any application.

Where special circumstances exist, the General Manager or Council staff acting under delegation may require standards greater than those specified as acceptable solutions in this DCP. Alternatively, Council may, at its discretion, relax the requirements of this DCP where these are considered unreasonable or unnecessary in the circumstances of the case.

### 1.1 Amendment of the plan

---

The plan may be amended in accordance with the provisions of the Regulations under the *Environmental Planning and Assessment Act 1979*.

This plan was amended by Council on 27 August 2012, 4 May 2015, 26 October 2016, 15 August 2016, and 6 September 2019.

### 1.2 Interpretation of Legislative References

---

Various references are made to legislation in this DCP. Legislation may include Acts, Regulations and Environmental Planning Instruments. Where such legislation changes during the currency of this DCP, reference in the DCP to the legislation should be taken as a reference to the most recent version of that legislation or as a reference to legislation that has replaced the referenced legislation.

### 1.3 Repeal of the plan

---

The plan may be repealed under the provisions of the Regulations under the EP&A Act.

## 1.4 Relevant Local Environmental Plan

---

The plan relates to Uralla Local Environmental Plan 2012 (Uralla LEP), as amended. In the event of any conflict between this DCP and that Plan, Uralla LEP takes precedence.

## 1.5 Planning Pathways

---

There are three distinct planning pathways that most developments<sup>1</sup> will need to follow. These are outlined below.

## 1.6 Exempt Development

---

Under the [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#) (the Codes SEPP), development of a minor nature can be undertaken without the need for formal approval to be obtained. If undertaking such work without approval, the onus is on the developer to ensure that the works are in fact exempt from approval. This can be done through direct reference to the Codes SEPP, use of the Electronic Housing Code or by contacting Council's planning staff. The Codes SEPP can be downloaded via links provided at the NSW Legislation website ([www.legislation.nsw.gov.au/#/view/EPI/2008/572](http://www.legislation.nsw.gov.au/#/view/EPI/2008/572)).

## 1.7 Complying Development

---

Under the Codes SEPP, a range of specified development can be undertaken via a simplified approvals process called Complying Development. Various conditions must be met for the development to be undertaken as Complying Development including meeting the requirements of the National Building Code.

Specific development types that could be undertaken *provided that prescribed conditions are met* include:

- Dwelling construction;
- Housing alterations;
- Commercial and industrial works;
- Subdivision;
- Demolition; and
- Temporary Uses and structures.

Further details about what works would be permissible as Complying Development can be found in the Codes SEPP. To ascertain whether the development is complying development, direct reference to the Codes SEPP or by contacting Council's planning staff are the best methods.

## 1.8 Full Development Application

---

All other development requires approval via a formal development application (DA). Council's DA pro-forma provides details about the information requirements for a DA. This DCP provides additional information about design and planning considerations that must be taken into account as part of the assessment of a DA. Prospective applicants should refer to the relevant chapters of the DCP in order to check what matters they will need to attend to prior to lodgement of a DA.

## 1.9 State Environmental Planning Policies (SEPPs)

---

Some development types can be undertaken in accordance with the provisions set out within a particular SEPP which would take precedence over both Uralla LEP and this document.

<sup>1</sup> Other planning pathways may exist for development of a major nature or those being undertaken by a Government agency. Council staff will advise on these on a case by case basis.

## 1.10 National Construction Code (NCC)

---

The NCC applies for all building construction works. Irrespective of any other control in this document, the NCC will take precedence.

## 1.11 Contributions

---

Where a development will, or is likely to, increase the demand for public services and amenities then Council may require a contribution towards the cost of providing those services and facilities.

Under Council's Section 94 Contributions Plan, contributions may be required for the following services and amenities:

- **Roads.** Development which will impact on the condition of existing roads, or require construction of new roads, will be required to make a contribution to such works so as to improve or upgrade existing roads or construct new roads. Where the existing population will benefit from these works the cost will be apportioned between new and existing development;
- **Traffic management measures.** Any development which is of such a magnitude as to require upgrading or new traffic management measures will be required to make a contribution towards the cost of providing these measures. Depending on the pressure of new development on existing traffic management measures, Council will consider apportioning the cost of the upgrading of current works or providing new works. Works may include the construction of median strips, shoulder widening and deceleration and overtaking lanes;
- **Car parking.** Contributions for car parking may be required where provision of on-site parking is not able to meet demand. Contributions will be based upon the number of spaces, rate of total parking demand and Council's ability to provide parking;
- **Community facilities.** Provision of any necessary facilities;
- **Rural Fire Service.** Contributions for the provision of necessary infrastructure; and
- **Drainage.** Any internal drainage will be wholly provided by the developer unless otherwise specified by Council. If new development contributes additional undesirable run-off, contributions may be sought for drainage augmentation or provision made for retention structures. Contributions may also be sought in any area where erosion and sedimentation processes result as a consequence of development to provide preventative and controlling measures.

NB: For reticulated water supply and sewerage services, the developer is responsible to meet all of the cost of providing the services including any upgrading of existing facilities.

## 1.12 Planting of Vegetation

---

As a general rule, any vegetation that is planted should be located so as to avoid present or future interference with infrastructure including roads, buildings, water and sewer lines or service easements. This will require a consideration of the type of the vegetation and its root system.

## 1.13 Definitions

---

Within this DCP words have the meaning as set in this clause:

**adjoining land** means land which abuts an application site or is separated from it only by a roadway, pathway, driveway or similar thoroughfare;

**advertisement** means the display of symbols, messages or other devices for promotional purposes or for conveying information, instructions, directions or the like, whether or not the display includes the erection of a structure or the carrying out of work;

**advertiser** in relation to an advertisement or an advertising structure, means:

(a) the person who caused the advertisement to be displayed or the advertising structure to be erected;  
or

(b) the owner of the building or land, or the occupier of land, on which the advertisement is displayed or the advertising structure is erected;

**advertising structure** means a structure used or to be used principally for the display of an advertisement;

**AHD** means Australian Height Datum;

**ancillary development** means development on land for a purpose that is ancillary or incidental to a use under the Uralla LEP 2011;

**application site** means the parcel of land to which a Development Application relates, and includes all lands required for the carrying out of the application proposal;

**area** of an advertisement in the form of a sign means the area within the outline of that sign or, where one side is larger than the other, the area within the outline of the larger side; or for any other sign (eg, multi-sides signs), one third of the total surface area of the sign;

**asset protection zone (APZ)** is a buffer zone between a bush fire hazard and buildings, which is managed progressively to minimise fuel loads and reduce potential radiant heat levels, flame, ember and smoke attack;

**building height** means the distance from the natural ground level to the ridgeline of the building;

**building line** see front building line;

**bushfire prone land** means land identified on the Uralla LGA – Bushfire Prone Land Map as published by the NSW Rural Fire Service;

**Code SEPP** means [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#);

**contaminated land** means land in, on or under which any substance is present at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment;

**directional sign** means a sign erected for purposes of directing vehicular or pedestrian traffic, advising or restricting the public;

**EP&A Act** means the Environmental Planning and Assessment Act 1979 (as amended);

**front building line** is a line drawn parallel with the primary street frontage at the point of a building closest to the street. This line is expected to be no closer to the street frontage than specified for the primary street frontage setback;

**hazardous material** anything that, when produced, stored, moved, used or otherwise dealt with without adequate safeguards to prevent it from escaping, may cause injury or death or damage to life, property or the environment;

**integrated development** is development (not being Exempt or Complying) that, in order for it to be carried out, requires development consent and one or more approvals set out in Clause 91 of the *Environmental Planning and Assessment Act 1979* (as amended);

**land** includes any building or part building erected on the land;

**neighbouring land** means any land, other than adjoining land, which is near to a development site (and may include land in a neighbouring local Council area);

**notification plan** means the plan showing the height and external configuration of buildings, which accompanies a Development Application;

**owner** means:

- the person or persons who appear on Council’s computer property records to be the owner of the land at the date of notification
- in the case of land that is the subject of a strata scheme under the Strata Titles Act 1973, or a leasehold strata scheme under the Strata Titles (Leasehold) Act 1986, the Owners’ Corporation
- in the case of land that is community, precinct or neighbourhood parcel within the meaning of the Community Land Development Act 1989, the Association for the parcel;

**residential development** means dwellings, residential flat buildings, motels, boarding houses, hostels, caravan parks, units for the aged and any place where persons would ordinarily be expected to reside and sleep;

**structural adequacy certificate** means certification from a practicing structural or civil engineer that a proposed development can withstand expected flood velocities, including scour, debris and buoyancy forces;

**temporary sign** means an advertisement of a temporary nature which:

- (a) announces any local event of a religious, educational, cultural, political, social, or recreational character or relates to any temporary matter in connection with such an event; and
- (b) does not include advertising of a commercial nature [except for the name(s) of an event's sponsor(s)].

These signs must not be displayed earlier than 28 days before the day on which the event is to take place and must be removed within 14 days after the event.

Note: Advertisements, such as bill posters, which are not removed by the advertiser within 14 days after the advertised event would not be considered "temporary signs". Temporary signs may include advertisements such as banners, bunting, posters, inflatable structures, etc;

**Uralla LEP** means the Uralla Local Environmental Plan 2012.

## 2. SUBDIVISION

### 2.1 About this Chapter

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Subdivision is a process whereby land is broken up into a number of lots, and a Plan of Subdivision is lodged with the Land and Property Management Authority to provide the legal basis for ownership of the new lots created. It will ultimately result in an intensification of land use and as such it is important that the potential impacts of this intensification are considered as part of the approvals process.

This chapter provides information about the matters that Council is required to consider for this type of development under the provisions of the EP&A Act and the Uralla LEP. The Uralla LEP provide the principal development standards relating to subdivision, while this chapter provides additional information about specific controls that Council has implemented to ensure that the likely environmental impacts of subdivision are managed appropriately.

The matters that need to be considered for subdivision will vary depending on where in the Shire it is to be undertaken. This Chapter provides some general information about subdivision in the section 'General Advice to Applicants for Subdivision' and then provides specific information for particular areas in the sections that follow.

### 2.2 Where this Chapter applies

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This Chapter applies to all land within the Uralla Shire.

### 2.3 General Advice to Applicants for Subdivision

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Prior to lodging a Development Application for a subdivision, it is strongly recommended that applicants follow these steps:

- Request a Section 10.7 Planning Certificate from Council to provide information about any restrictions on the land (such as bush fire hazard or flooding);
- Identify the land use zone in which it is planned to undertake the subdivision (this information is provided in the Planning Certificate), and then read the relevant section in this Chapter;
- Draw a rough sketch map of the proposed subdivision indicating approximate lot sizes and the location of any new roads;
- Make an appointment for a meeting with Council's Manager of Planning to discuss the proposed subdivision and to determine the particular requirements that will need to be addressed prior to lodgment of the Development Application;
- Arrange for any reports that may be required to be undertaken. The purposes of the reports are:
  - To determine the suitability of the land for the proposed subdivision,
  - To identify any potential adverse environmental impacts and to propose ways to ensure that any such impacts are avoided or mitigated to an acceptable level.
  - The reports could include some or all of the following depending on the size and location of the land and other circumstances:
    - Flora and fauna report
    - Archaeological report
    - Flood investigation report
    - Traffic report
    - Bush fire hazard assessment report;

- Prepare a conceptual Plan of Subdivision drawn to an appropriate scale. It is recommended that the Plan of Subdivision be drawn by a surveyor (as this will be required anyway before issue of a subdivision certificate prior to finalisation of the subdivision), however a less formal drawing is acceptable for Development Application purposes provided it includes the following information:
  - Description of the land,
  - Property boundaries of the development site and of the lots immediately adjacent,
  - Direction and degree of slope (or the contours of the land and the contour interval),
  - Location of existing built and natural items on or adjacent to the land (e.g. buildings, roads, sewer, town water, electricity, telephone, trees, streams, dams, depressions, rock outcrops etc.),
  - Location of all existing drainage reserves, easements and rights of way affecting or likely to affect the land,
  - The proposed new lots (showing lot size) and any new roads (note that the boundaries of the proposed new lots will need to be relatively accurately shown, as once the consent is issued for the Development Application the plans will be stamped and will form the basis of the subsequent formal Plan of Subdivision to be lodged with the Land and Property Management Authority);
  - Proposed names for new roads,
  - Proposed method for disposing of stormwater from future dwellings or right-of-way or access pavements. Where it is necessary to drain the water from the site across adjoining private property to a suitable discharge point, evidence of a legal agreement with the affected property owners for the creation of appropriate easements will be required prior to subdivision approval being granted,
  - The plan will need to include a north arrow, a scale bar and the date of preparation.
- Prepare a servicing strategy to indicate how the following services will be provided:
  - Water supply
  - Sewer (or alternative solution in non-sewered areas)
  - Storm water drainage

The above steps will usually provide enough information to enable a Development Application to be lodged. When development consent issues, it will include a number of requirements that must be met as part of the development process, including the preparation by a practising civil engineer of engineering plans and specifications for the construction of roads, footpaths, drains and other infrastructure associated with the proposed subdivision. These plans will need to be provided prior to the issue of a construction certificate which then permits the commencement of construction.

## **2.4 Subdivision of Bushfire Prone Land**

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When designing subdivisions for bushfire prone land, it is important to ensure that steps are taken to ensure that subdivision design facilitates safety of residents and firefighters and the defence of property in case of fire. The following specific objectives for residential and rural residential subdivision are from *Planning for Bushfire Protection 2006* published by the NSW Rural Fire Services. Any development of bushfire prone land will need to meet these objectives:

- minimise perimeters of the subdivision exposed to the bush fire hazard. Hourglass shapes, which maximise perimeters and create bottlenecks, should be avoided;
- minimise bushland corridors that permit the passage of bush fire;
- provide for the siting of future dwellings away from ridge-tops and steep slopes – particularly up-slopes, within saddles and narrow ridge crests;
- ensure that separation distances (Asset Project Zones - APZ) between a bush fire hazard and future dwellings enable conformity with the deemed to-satisfy requirements of the NCA. In a staged development, the APZ may be absorbed by future stages;



- provide and locate, where the scale of development permits, open space and public recreation areas as accessible public refuge areas or buffers (APZs);
- ensure the ongoing maintenance of asset protection zones;
- provide clear and ready access from all properties to the public road system for residents and emergency services; and
- ensure the provision of and adequate supply of water and other services to facilitate effective firefighting.

Among other things the implementation of these objectives will require that specified performance criteria be met for the provision of the following:

- Asset protection zones;
- Access roads (public, property access, fire trails); and
- Dedicated water supplies (although these are more likely to be implemented as part of building construction rather than at subdivision).

## 2.5 Subdivision in Residential Areas

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### Where this Section Applies

The Section applies to the following land use zones:

- R1 General Residential
- R2 Low Density Residential

### Aims and Objectives

- To provide safe, convenient and attractive neighbourhoods that meet the diverse and changing needs of the community by:
  - › Offering a wide choice of good quality housing and associated community facilities,
  - › Encouraging walking and cycling,
  - › Minimising energy consumption,
  - › Promoting a sense of place through neighbourhood focal points and the creation of a distinctive identity which recognises and, where relevant, preserves the natural environment;
- To ensure that subdivision will not result in increased risk from bushfire or other environmental hazards;
- To ensure that the intensification of land use does not result in undesirable environmental consequences; and
- To implement the 'user pays' principle for the provision of services to the subdivision.

### Performance Outcomes

- Minimum subdivision size is implemented as per the Uralla LEP;
- Subdivision design and construction meets Council's relevant engineering guidelines;
- Upgrading of lane width to enable the efficient provision of services.

### Acceptable Solutions

- › In addition to minimum lot size requirements,
- › Lots shall have a minimum frontage of 16 metres,
- › Lots fronting cul-de-sacs shall have a minimum frontage of 16 metres at the line of the approved street setback,
- › Corner lots shall have a minimum frontage of 18 metres to each street and the minimum lot size shall be met after allowing for area lost at corners which are to be splayed to a minimum of 3 metres and dedicated as public road;
- If the land is bushfire prone, then the provisions of the NSW Rural Fire Service's publication *Planning for Bushfire Protection 2006* will need to be considered and implemented as appropriate;

- Where no other alternative is possible, (e.g. access or laneway), Council may battle axe allotments. The specifications for these allotments shall be:
  - The access handle is to be excluded from calculation of area of the lot for the purposes of minimum lot size calculations,
    - Minimum width of access handle - 3.65 metres,
    - The access handle is to be concreted or sealed,
    - The access handle shall have a setback of at least that specified for a side setback in the section Setbacks and Building Envelopes in the Residential Development chapter,
    - A maximum of one battle axe lot per existing lot to have access over the handle,
    - The prime objective in designing the access way is to provide for vehicles to be able to move in a forward direction when entering or leaving the site. However, this does not generally apply to the road frontage lot, unless there is a special problem concerning available sight distance,
    - Turning facilities are to be provided within the terms of the access/right-of-carriageway or within each lot, as determined by the Council. This is to be provided for in a Section 88B Instrument as required;
- In subdivisions involving ten or more lots the developer shall be required to provide a financial contribution in accordance with the relevant Section 94 plan with the funds to be applied by the Council in acquiring or improving recreation reserves;
- New roads created by the subdivision shall be constructed and sealed according to Council's technical specifications;
- Council may require that a traffic study to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;
- Council may require that existing roads be upgraded to a suitable standard to cater for any expected increase in traffic;
- The following services shall be provided to each lot at the developer's cost:
  - reticulated water,
  - a sewerage connection,
  - electricity,
  - the necessary underground conduits for the passage of future service lines and NBN cabling (where available),
  - any easements required to facilitate the provision of services and/or inter-allotment drainage;
- Council will carry out all works associated with connection to the existing reticulated water and sewerage network with full costs to be met by the developer;
- Proof of satisfactory arrangements concerning the provision of electricity and telephone service shall be provided prior to issue of the subdivision certificate;
- In general, for any new lot created by a subdivision, the applicant is to meet 100 percent of the costs of constructing kerbing and guttering and all necessary associated stormwater drainage infrastructure. A more detailed treatment of this is provided in Chapter 16 – Kerbing and Guttering;
- Lane Widening: Where land facing an existing lane is to be subdivided, Council requires the provision of a strip of land no more than 4.57m wide across the frontage to be dedicated as a public road at no cost to Council, for the purpose of lane widening. The width of this strip will depend upon:
  - the width of the pavement required;
  - the width required to locate services in the road reserve; and
  - the logical extension of footpaths on both sides of the road
- If wireless NBN connection is proposed, it must be demonstrated that a valid exemption exists under the provisions of Telecommunications (Fibre-ready Facilities –Exempt Real Estate Development Projects) Instrument 2016.

Note: Council requires the minimum road reserve width of 13.7 metres to provide services to new lots and to provide a road carriageway and pedestrian footpaths. The consistent application of this

development control will enable Council to continue its policy of upgrading lanes. Road reserve width refers to the width of the whole road area from fence to fence.

### **Alternative Solutions**

Council may consider alternative approaches provided it can be demonstrated that they would meet the aims, objectives and performance outcomes of this Section.

## **2.6 Subdivision in Village Areas**

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### **Where this Section Applies**

The Section applies to the following land use zones:

- RU5 - Village

### **Aims and Objectives**

- To provide safe, convenient and attractive village neighbourhoods that meet the diverse and changing needs of the community by:
  - Offering a wide choice of good quality housing and associated community facilities,
  - Encouraging walking and cycling,
  - Minimising energy consumption,
  - Promoting a sense of place through neighbourhood focal points and the creation of a distinctive identity which recognises and, where relevant, preserves the natural environment,
  - Providing flexibility in land use.
- To ensure that subdivision will not result in increased risk from bushfire or flood;
- To ensure that the intensification of land use does not result in undesirable environmental consequences; and
- To implement the 'user pays' principle for the provision of services to the subdivision.

### **Performance Outcomes**

- Minimum subdivision size is implemented as per the Uralla LEP, , noting that strata subdivision below the LEP minimum lot size is not permitted;
- Subdivision design and construction meets Council's relevant engineering guidelines.

### **Acceptable Solutions**

- In addition to minimum lot size requirements,
  - Lots shall have a minimum frontage of 16 metres,
  - Lots fronting cul-de-sacs shall have a minimum frontage of 16 metres at the line of the approved street setback,
  - Corner lots shall have a minimum frontage of 18 metres to each street and the minimum lot size shall be met after allowing for area lost at corners which are to be splayed to a minimum of 3 metres and dedicated as public road,
  - Lots shall provide a dedicated area for the installation of effluent disposal facilities which will ideally be installed above the flood planning level. If this cannot be achieved, the effluent disposal system will need to an aerated system. This will be determined on a case-by-case basis, and could have the effect of significantly increasing the minimum lot size that will be required for the subdivision to be approved (also see Council's On-Site Waste Water Management Strategy);
- If the land is bushfire prone, then the provisions of the NSW Rural Fire Service's publication *Planning for Bushfire Protection 2006* will need to be considered and implemented as appropriate;
- Where no other alternative is possible, (e.g. access or laneway), Council may consider battle axe allotments. The specifications for these allotments shall be:
  - The access handle is to be excluded from calculation of area of the lot for the purposes of minimum lot size calculations,

- › Minimum width of access handle - 3.65 metres,
  - › The access handle shall have a setback of at least that specified for a side setback in the section Setbacks and Building Envelopes in the Residential Development chapter,
  - › A maximum of one battle axe lot per existing lot to have access over the handle,
  - › The prime objective in designing the access way is to provide for vehicles to be able to move in a forward direction when entering or leaving the site, However, this does not generally apply to the road frontage lot, unless there is a special problem concerning available sight distance,
  - › Turning facilities are to be provided within the terms of the access/right-of-carriageway or within each lot, as determined by the Council. This is to be provided for in a Section 88B Instrument as required;
- In subdivisions involving ten or more lots the developer shall be required to provide a financial contribution in accordance with the relevant Section 94 plan with the funds to be applied by the Council in acquiring or improving recreation reserves;
- New roads created by the subdivision shall be constructed and sealed according to Council's technical specifications;
- Council may require that a traffic study to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;
- Council may require that existing roads be upgraded to a suitable standard to cater for any expected increase in traffic;
- The following services shall be provided to each lot at the developer's cost:
- reticulated water (if a Town Water Supply system is provided by Council),
  - › electricity,
  - › the necessary underground conduits for the passage of future service lines and NBN cabling (where available),
  - › any easements required to facilitate the provision of services and/or inter-allotment drainage;
- Council will carry out all works associated with connection to the existing reticulated water and sewerage network with full costs to be met by the developer;
- Proof of satisfactory arrangements concerning the provision of electricity and telephone service shall be provided prior to issue of the subdivision certificate;
- The provision of kerbing and guttering is not required.

### **Alternative Solutions**

Council may consider alternative approaches provided it can be demonstrated that they would meet the aims, objectives and performance outcomes of this Section.

## **2.7 Subdivision in Large Lot Residential Areas**

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Land that has been zoned for rural residential purposes (ie, R5 Large Lot Residential) has been assessed as being generally suitable for such purposes. However, there are still a number of factors which must be considered before subdivision and further development of the land can proceed. This section addresses these factors.

### **Where this Section Applies**

The Section applies to the following land use zone:

- R5 - Large Lot Residential

### **Aims and Objectives**

- To ensure that subdivision in Rural Residential Areas is appropriate within the landscape;
- To ensure that subdivision will not result in increased risk from bushfire or other environmental hazards;
- To ensure that the intensification of land use does not result in undesirable environmental consequences; and

- To implement the 'user pays' principle for the provision of services to the subdivision.

#### Performance Outcomes

- Minimum subdivision size is implemented as the Uralla LEP noting that strata subdivision below the LEP minimum lot size is not permitted;
- Subdivision design and construction meets Council's relevant engineering guidelines.
- Access handles for battle-axe blocks are to be excluded from the lot area for the purposes of minimum lot size calculations if the average width is below 25 metres.

#### Acceptable Solutions

- In addition to meeting the lot size requirements of the Uralla LEP, any new lots created in a subdivision must provide at least one building envelope with the following attributes:
  - If bushfire prone land, there must be an existing cleared area or one which can be cleared (subject to restrictions in the *Native Vegetation Act 2003* and the *Threatened Species Conservation Act 1995* ) that is suitable to provide an asset protection zone that meets the requirements of the NSW Rural Fire Services as articulated in *Planning for Bushfire Protection 2006*,
  - Should minimize the clearing of existing vegetation,
  - An existing all weather access or a feasible route for one to be constructed,
  - If bushfire prone land, the site may require a second alternative access route in accordance with *Planning for Bushfire Protection 2006*,
  - Not within a known or potential flood planning area (see 11 - FLOODPLAIN DEVELOPMENT AND MANAGEMENT),
  - Not contaminated land,
  - Must not be on a ridgeline visible from adjacent roads, and
  - Should have suitable locations for the disposal of septic tank overflow (or an alternative aerobic disposal system) (see Council's On-Site Waste Water Management Strategy);
- New roads created by the subdivision shall be constructed and sealed according to Council's technical specifications;
- Council may require that a traffic study to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;
- Council may require that existing roads be upgraded to a suitable standard to cater for any expected increase in traffic;
- Property accesses must not be constructed at points which present traffic difficulties in terms of sight distance, or construction difficulties in terms of stable earthwork slopes in cut or fill batters. They must be in accordance with Council's technical specifications and may require concurrence of the RMS in some circumstances;
- All prominent hilltops and ridges are to be preserved. Subdivisions should be designed so as to:
  - Exclude roads, powerlines and other services and amenities from hilltops,
  - Exclude dams and other earthworks from hilltops,
  - Any tanks and similar structures which are dependent upon gravity for their operation should be designed and located so as to blend in with the natural environment, and
  - Any clearing of vegetation for fence lines, building site, access tracks and asset protection zones shall be undertaken to comply with the provisions of the *Local Land Services Act 2013* and the *Biodiversity Conservation Act 2016*;
- If bushfire prone land, the relevant provisions of *Planning for Bushfire Protection 2006* will need to be addressed, and particular attention is drawn to the following:
  - Rural-residential developments include blocks often associated with lifestyle choices rather than focusing on some form of primary production. Where agricultural pursuits are undertaken they are considered secondary to the residential component of the use of the land. Consideration should be given, where practical, to grouping of rural-residential buildings into clusters which allow for the establishment of APZs (asset protection zones) around a group of dwellings rather

than having to ensure individual protection for a large number of scattered dwellings. The clustering of dwellings provides for better protection with reduced vegetation clearance and hence less environmental impact.

This approach would require the subdivision to be designed in a manner to facilitate the recommended location of dwellings.

- If the lot to be subdivided has an area greater than 1 hectare, or, together with any adjoining land in the same ownership, an area of more than 1 hectare, then the provisions of *State and Environmental Planning Policy 44 Koala Habitat Protection* apply. Among other things, this means that:
  - Council must satisfy itself that the land is not potential or actual koala habitat before giving consent to a development application;
  - Council may only satisfy itself based on information obtained from a person who is qualified and experienced in tree identification;
  - If the land proves to be core koala habitat, then a formal plan of management will need to be prepared by the applicant prior to development consent being granted.

### **Alternative Solutions**

Council may consider alternative approaches provided it can be demonstrated that they would meet the aims, objectives and performance criteria of this Section.

## **2.8 Subdivision in Rural Areas**

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Subdivision in rural areas will result in the creation of relatively large lots with the minimum lot size constrained by the Lot Size Map which forms part of Uralla LEP. Depending on the particular area, the minimum lot size can be 200ha or 400ha. As such, it is expected that suitable sites for dwellings would be able to be readily found, and undesirable impacts from land use intensification would be kept to a minimum. A fairly flexible approach can thus be taken to planning controls for subdivision in rural areas.

### **Where this Section Applies**

The Section applies to the following land use zones:

- RU1 - Primary Production
- RU2 - Rural Landscape

### **Aims and Objectives**

- To ensure that subdivision in Rural Areas is appropriate within the rural landscape;
- To minimize fragmentation of agricultural lands;
- To allow for boundary adjustments and subdivision that facilitate flexibility in the arrangement of agricultural holdings;
- To ensure that subdivision will not result in increased risk from bushfire or other environmental hazards; and
- To implement the 'user pays' principle for the provision of services to the subdivision.

### **Performance Outcomes**

- Minimum subdivision size and dwelling permissibility are implemented as per the Uralla LEP;
- If, for any reason, subdivision would result in the creation of a lot of less than 25ha upon which a dwelling would be permissible, then the provisions of the section Subdivision in Rural Residential Areas shall apply; and
- Subdivision design and construction meets Council's relevant engineering guidelines.

## Acceptable Solutions

- In addition to meeting the requirements of the Uralla LEP, any new lots created in a subdivision where a dwelling would be permissible must provide at least one building envelope with the following attributes:
  - If bushfire prone land, there must be an existing cleared area or one which can be cleared (subject to restrictions in the *Native Vegetation Act 2003* and the *Threatened Species Conservation Act 1995*) that is suitable to provide an asset protection zone (including inner & outer protection areas) that meets the requirements of the NSW Rural Fire Services as articulated in *Planning for Bushfire Protection 2006*,
  - An existing all weather access or a feasible route for one to be constructed,
  - If bushfire prone land, the site may require a second alternative access route in accordance with *Planning for Bushfire Protection 2006*,
  - Not within a known or potential flood planning area,
  - Not contaminated land,
  - Must not be on a ridgeline visible from adjacent roads,
  - Should have suitable locations for the disposal of tank effluent (or an alternative aerobic disposal system) (see Council's On-Site Waste Water Management Strategy), and
  - Should minimize the clearing of existing vegetation;
- Property accesses must not be constructed at points which present traffic difficulties in terms of sight distance, or construction difficulties in terms of stable earthwork slopes in cut or fill batters. They must be in accordance with Council's technical specifications and may require concurrence of the RMS in some circumstances;
- New roads created by the subdivision shall be constructed and sealed according to Council's technical specifications;
- Council may require that a traffic study to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;
- Council may require that existing roads be upgraded to a suitable standard to cater for any expected increase in traffic;
- All prominent hilltops and ridges are to be preserved. Subdivisions should be designed so as to:
  - Exclude roads, powerlines and other services and amenities from hilltops,
  - Exclude dams and other earthworks from hilltops,
  - Any tanks and similar structures which are dependent upon gravity for their operation should be designed and located so as to blend in with the natural environment, and
  - Any clearing of vegetation for fence lines, building site, access tracks and asset protection zones shall be undertaken to comply with the provisions of the *Native Vegetation Act 1997*;
- If bushfire prone land, other requirements in *Planning for Bushfire Protection 2006* may need to be implemented, or advice in the form a Bush Fire Hazard Assessment Report by a suitably qualified accredited person; and
- The provisions of *State and Environmental Planning Policy 44 Koala Habitat Protection* apply to development of rural land. Among other things, this means that:
  - Council must satisfy itself that the land is not potential or actual koala habitat before giving consent to a development application;
  - Council may only satisfy itself based on information obtained from a person who is qualified and experienced in tree identification;
  - If the land proves to be core koala habitat, then a formal plan of management will need to be prepared by the application prior to development consent being granted.
- If Council has agreed that provision of reticulated electricity to the subdivided lot(s) is not viable, provision of alternative methods of supply must:
  - Demonstrate compliance with Australian Standards;
  - Have certification from the manufacturer that they are fit for purpose, and
  - It must be noted on the property title that reticulated power is not provided to the lot.

- If wireless NBN connection is proposed, it must be demonstrated that a valid exemption exists under the provisions of (Fibre-ready Facilities –Exempt Real Estate Development Projects) Instrument 2016.

### **Alternative Solutions**

Council may consider alternative approaches provided it can be demonstrated that they would meet the aims, objectives and performance criteria of this Section.

## **2.9 Subdivision in Commercial and Industrial Areas**

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### **Where this Section Applies**

The Section applies to the following land use zones:

- B2 - Local Centre
- B4 - Mixed Use
- B6 - Enterprise Corridor
- IN1 - General Industrial
- IN2 - Light Industrial

### **Aims and Objectives**

- To provide safe, convenient and attractive employment land neighbourhoods that meet the diverse and changing needs of the community by:
  - Offering a wide choice in land for commercial and industrial purposes,
  - Facilitating development that is consistent with the objectives for the Commercial and Industrial zones in the LEP;
- To ensure that the intensification of land use does not result in undesirable environmental consequences; and
- To implement the ‘user pays’ principle for the provision of services to the subdivision.

### **Performance Outcomes**

- Subdivision design and construction meets Council’s relevant engineering guidelines.

### **Acceptable Solutions**

- Minimum dimensions for the size and shape of proposed allotments do not apply. However, a development application for subdivision must be able to demonstrate that the size and shape of the allotments are appropriate for their proposed use and are able to accommodate business premises, car parking, landscaping and other requirements of the proposed development;
- New roads created by the subdivision shall be constructed and sealed according to Council’s technical specifications;
- Council may require that a traffic study to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;
- A single shared access for newly created lots fronting the New England Highway should be considered to limit the number of access points onto the highway. The need for a shared access will depend on factors such as the length of the frontages of the proposed lots and the location of the subdivision development. Access to the New England Highway will require the concurrence of the RMS;
- Council may require that existing roads be upgraded to a suitable standard to cater for any expected increase in traffic;
- The following services shall be provided to each lot at the developer's cost:
  - reticulated water,
  - a sewerage connection,
  - electricity,
  - the necessary underground conduits for the passage of future service lines and NBN cabling (where available),
  - any easements required to facilitate the provision of services and/or inter-allotment drainage.



- Council will carry out all works associated with connection to the existing reticulated water and sewerage network with full costs to be met by the developer;
- Proof of satisfactory arrangements concerning the provision of electricity and telephone service shall be provided prior to issue of the subdivision certificate;
- In general, for any new lot created by a subdivision, the applicant is to meet 100 percent of the costs of constructing kerbing and guttering and all necessary associated stormwater drainage infrastructure. A more detailed treatment of this is provided in *Chapter 16 – Kerbing and Guttering*; and
- For subdivision for the purposes of residential development in zone B4, the provisions about lot frontage, corner lots and battle axe shaped allotments of the section Subdivision in Residential Areas shall also apply.

### **Alternative Solutions**

Council may consider alternative approaches provided it can be demonstrated that they would meet the aims, objectives and performance criteria of this Section.

## 3. RESIDENTIAL DEVELOPMENT

### 3.1 About this Chapter

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This chapter of the DCP has been prepared as a guide to applicants developing low and medium density residential development (Class 1, 2 and 3 buildings) in Uralla and Bundarra. Together with the LEP, this chapter is intended to provide additional controls and guidance so that development within residential zones is appropriate and serves to enhance the overall character and amenity of neighbourhoods.

### 3.2 Where this Chapter applies

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This Chapter applies to the following zones under Uralla LEP:

- R1 General Residential;
- R2 Low Density Residential;
- RU5 Village

This chapter of the DCP uses ideas from the Australian Model Code for Residential Development (Edition 2) and the NSW Office of Planning & Environment's Residential Development Controls No.1.

### 3.3 General Advice to Applicants for Residential Development

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#### Aim

The aim is to enhance and protect the amenity of the new and the existing residential areas by:

- Providing design controls for residential development; and
- Setting reasonable and attainable environmental standards for solar access, privacy, view, vehicular access, and parking and landscaping; while recognising that zones require controls that match the zone objectives, and that lower density development should be subject to less stringent controls as their amenity impacts are lower.

Vehicular access and parking requirements are outlined in Chapter 6.

#### Application of Controls

In assessing development proposals, Council must consider all the matters specified in Section 79(C) of the EP&A Act. Council may refuse a development, which does not comply with the Heads of Consideration under that Section or may seek to modify a non-complying development by imposing conditions designed to make it comply.

### 3.4 Site Design and Layout

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#### Aim

- To provide flexibility in the layout of buildings;
- To promote good site functioning; and
- To minimise impacts on adjoining properties.

#### Performance Outcomes

- Site design integrates the controls within this chapter of the DCP to produce attractive and functional development; and
- Development respects neighbouring development, by arranging buildings and uses of areas so as to minimise amenity impacts on neighbours, including noise, overlooking and overshadowing.

### Acceptable Solutions

- For two or more dwellings on a lot, a site analysis diagram and design response statement are provided that demonstrate the way in which the site has been developed within the constraints and opportunities of the site;
- Dwellings at the street frontage “address the street” by presenting their front doors and windows to the street;
- Driveways are to be concrete or bitumen sealed from the road to the property boundary;
- Manufactured homes are not permitted below the corresponding LEP minimum lot size for a dwelling house;
- For developments of more than 3 dwellings on a lot,
  - Straight driveways longer than 10m without relief are avoided.
  - A single driveway access may serve a maximum of two dwellings.
  - Walls longer than 10m are to be avoided.
  - Views down a driveway shall be to a landscaped area at the end of the driveway.

### Alternative approaches and design suggestions

Use of a registered architect or experienced designer of multi-unit housing is recommended for developments of 3 or more dwellings.

## 3.5 Density

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### Introduction and General Provisions

Density is one of the key aspects of the different residential zones, which have varying minimum lot sizes. The density provisions of the DCP are designed to ensure that the density of development reflects the aims and objectives of the zone.

### Aim

To ensure that development respects the density characteristics of the zone; and

- To protect neighbourhood character.

### Performance Outcomes

- The minimum site area for a dwelling complements the density of the zone.

### Acceptable Solutions

- Density of dwellings is in accordance with Table 3.1.

Table 3.1 Density

Dwelling Size	Minimum site area per dwelling	
	Zones R1 and RU5	Zone R2
Small (<55m <sup>2</sup> )	130m <sup>2</sup>	182m <sup>2</sup>
Medium (55-84m <sup>2</sup> )	200m <sup>2</sup>	280m <sup>2</sup>
Large (85-125m <sup>2</sup> )	290m <sup>2</sup>	406m <sup>2</sup>
Extra Large (>125 m <sup>2</sup> )	<50% site cover	<30% site cover

### Alternative approaches and design suggestions

Consideration can be given to variations on the minimum areas, where all other standards in the DCP are fully achieved and, in the opinion of the Council, the aims and performance outcomes of the clause are achieved.

### 3.6 Setbacks and Building Envelopes

#### Introduction and General Provisions

Setbacks are one of the key determinants of neighbourhood character. The setbacks in this chapter have been designed to reflect the character, aims and objectives of the various residential zones within Uralla Shire. Setbacks are to be measured against the walls of buildings 1.4m above ground level.

#### Aim

- To minimise impacts on adjoining properties; and
- To maintain streetscape.

#### Performance outcomes

- The streetscape is maintained with setbacks which are consistent with existing development;
- Buildings with wall heights over 3m have greater side and rear setbacks to improve amenity for adjoining properties;
- Side and rear setbacks respect the density character of the zone to which they are applied; and

#### Acceptable solutions

- The maximum building height shall be eight (8) metres; and
- Setbacks are provided in accordance with Table 3.2.

**Table 3.2 Setbacks**

Zone R1 – General Residential

Zone RU5 – Village

Standard	Conditions
Street setback (from primary street frontage) – at least the average distance of the setback of the two adjoining dwelling houses located within 40m of the lot on which the dwelling house is to be erected; or, where there are not two dwelling houses located within 40m of the lot, the front setback shall be a minimum of 6m.	Nil
Street setback (from secondary street frontage if applicable) – as per the Codes SEPP.	Nil
Side and rear setback – Build to boundary	Walls less than 3.5m in height; Fire rated (e.g. brick or masonry); No windows; Not more than 10m along the boundary; Not more than 50% of the boundary length or the total length of adjoining wall built to boundary, whichever is the greater; Complies with overshadowing requirements of this DCP.
Side setback – 900mm	Walls less than 3.5 m in height
Side setback – as per the Codes SEPP	Walls equal to or greater than 3.5 m in height
Rear setback – 1.5m	Walls less than 3.5 m in height
Rear setback – 2.4m + 0.5m for each metre wall is over 3.5 m	Walls equal to or greater than 3.5 m in height
Projection into setbacks – 450mm	Projection is one of the following: fascias, gutters, downpipes, rainwater tanks, chimneys, flues, domestic fuel tanks, cooling or heating appliances,

Standard	Conditions
	light fittings, electricity and gas meters, aerials, antennae, pergolas, sun blinds, unroofed terraces, landings, steps and certain ramps. (As per Cl. 3.7.1.7 of the National Building Code Vol. 2)

#### Zone R2 – Low Density Residential

Standard	Conditions
Street setback (from primary street frontage) – at least the average distance of the setback of the two adjoining dwelling houses located within 40m of the lot on which the dwelling house is to be erected; or, where there are not two dwelling houses located within 40m of the lot, the front setback shall be a minimum of 8m.	Nil
Street setback (from secondary street frontage if applicable) – minimum of 6m.	Nil
Side setback – 1.6 m	Walls less than 3.5 m in height
Side setback – as per the Codes SEPP	Walls greater than 3.5 m in height
Rear setback – 3.2 m	Walls less than 3.5 m in height
Rear setback – 3.2m + 0.5 m for each metre wall is over 3.5 m	Walls greater than 3.5 m in height
Projection into setbacks – 600mm	Projection is one of the following: fascias, gutters, downpipes, rainwater tanks, chimneys, flues, domestic fuel tanks, cooling or heating appliances, light fittings, electricity and gas meters, aerials, antennae, pergolas, sun blinds, unroofed terraces, landings, steps and certain ramps. (As per Cl. 3.7.1.7 of the National Building Code Vol. 2)

#### Alternative approaches and design suggestions

Other proposed setbacks may be considered provided that they would achieve the Aims and Performance Outcomes for Setbacks and would satisfy relevant NBC requirements.

Visitor parking (uncovered) may occupy up to 30% of the front setback area (by width) provided that the development is compatible with the existing streetscape, and any parking spaces are set back at least 1m from the front boundary of the property.

### 3.7 Open Space

#### Introduction and General Provisions

Open space is required with all new residential development to enhance residents' amenity and shall be provided in accordance with the standards in this section. Areas used for driveways, car parking, drying areas and service areas shall not be included as landscaped areas or as part of the usable private open space.

#### Aim

- To provide a landscaped setting for new development;
- To promote the planting of shade trees; and
- To provide for secluded private open space.

## Performance Outcomes

- New development is within a landscaped setting which is compatible with or improves the streetscape of the locality and which softens the appearance of new development;
- Landscaped areas provide for shade trees to enhance the character of the town and to improve solar performance of the development in summer; and
- Open space areas provide adequate area for secluded private open space for each ground floor dwelling and to provide functional private open space for upper floor dwellings. *Note: An upper floor dwelling is a dwelling which, apart from access or parking, is located above another dwelling.*

## Acceptable Solutions

- Landscaped areas are provided in accordance with Table 3.3.

**Table 3.3 Landscaping**

Dwelling Size (Ground floor dwelling)	Landscaped area per dwelling		
	Zones R1 and RU5	Zone R2	Zone R5
Small (<55m <sup>2</sup> )	45m <sup>2</sup>	60 m <sup>2</sup>	No minimum
Medium (55-84m <sup>2</sup> )	45m <sup>2</sup>	60 m <sup>2</sup>	No minimum
Large (85-125m <sup>2</sup> )	45m <sup>2</sup>	60 m <sup>2</sup>	No minimum
Extra Large (>125 m <sup>2</sup> )	45m <sup>2</sup>	60 m <sup>2</sup>	No minimum

Dwelling Size (Upper floor dwelling)	Landscaped area per dwelling		
	Zone R1 and RU5	Zone R2	Zone R5
Small (<55m <sup>2</sup> )	30m <sup>2</sup>	50 m <sup>2</sup>	No minimum
Medium (55-84m <sup>2</sup> )	45m <sup>2</sup>	90 m <sup>2</sup>	No minimum
Large (85-125m <sup>2</sup> )	100m <sup>2</sup>	125 m <sup>2</sup>	No minimum
Extra Large (>125 m <sup>2</sup> )	125m <sup>2</sup>	150 m <sup>2</sup>	No minimum

## Alternative approaches and design suggestions

Landscaped areas for upper floor dwellings may be varied where the development complies with all other standards in this DCP and where the performance objectives of this chapter are achieved. For example this could include a common area of private open space available for the use of residents, or usable balconies (at least 10m<sup>2</sup> wide and 2.4m deep) that do not overlook adjoining secluded private open space, or affect the privacy of other dwellings.

## 3.8 Secluded private open space

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### Introduction and General Provisions

Secluded private open space is an expectation for every private dwelling. This chapter of the DCP outlines the requirements, which differ for ground floor and other dwellings.

#### Aim

- Access to private open space meets the needs of the residents of the development.

#### Performance Outcomes

##### Ground floor dwellings

- Secluded private open space is provided, with at least one usable area for each dwelling, which is directly accessible from a living area,
- Secluded private open space addresses the performance outcomes for solar access in this DCP.

##### Upper floor dwellings

- Access to outdoor private open space is provided for each dwelling without ground level access.

### Acceptable Solutions

- Secluded private open space is provided in accordance with Table 3.4, and must be located behind the front building line.

**Table 3.4 Secluded Private Open Space**

Dwelling Type	Secluded Private Open Space Provision		
	Zone R1 and RU5	Zone R2	Zone R5
Ground Floor	24 m <sup>2</sup> (minimum dimension 3.5m)	<b>30 m<sup>2</sup> (minimum dimension 4.5m)</b>	No minimum
Upper Floor	10m <sup>2</sup> balcony (min depth 2.4m) or access to common open space with provision of amenities, of not less than 15m <sup>2</sup> per dwelling	Not applicable	Not applicable

### Alternative approaches and design suggestions

Enclosing screen walls or fences should be designed to ensure privacy, both from adjoining communal open space or access ways, and from dwellings and their courtyards.

Secluded private open space areas should, where possible, make provision for canopy trees or other shade devices that permit access of winter sun to dwellings but limit summer sun. Where shade trees are provided (which is encouraged) these should be compatible with the building structure and services, when grown to their full size.

## 3.9 Landscaping of Open Space Areas

### Introduction and General Provisions

Landscaping should provide a softening of the development, maintain or enhance the streetscape, and assist to manage solar access. All parts of the site not built upon or paved shall be landscaped with grass, ground covers, shrubs and/or trees. Site design should not result in bare expanses of fencing or driveway with landscaping largely confined to private open space areas. Good quality presentation of public areas is required.

### Aim

- To provide an integrated approach to landscaping which achieves the following performance outcomes.

### Performance Outcomes

- To contribute to the “greening” of Uralla, in particular through the further development of the urban tree canopy;
- To enhance the streetscape by providing good quality presentation to public areas;
- To provide areas for infiltration of water, to minimise off-site drainage requirements; and
- To improve the microclimate around dwellings.

### Acceptable Solutions

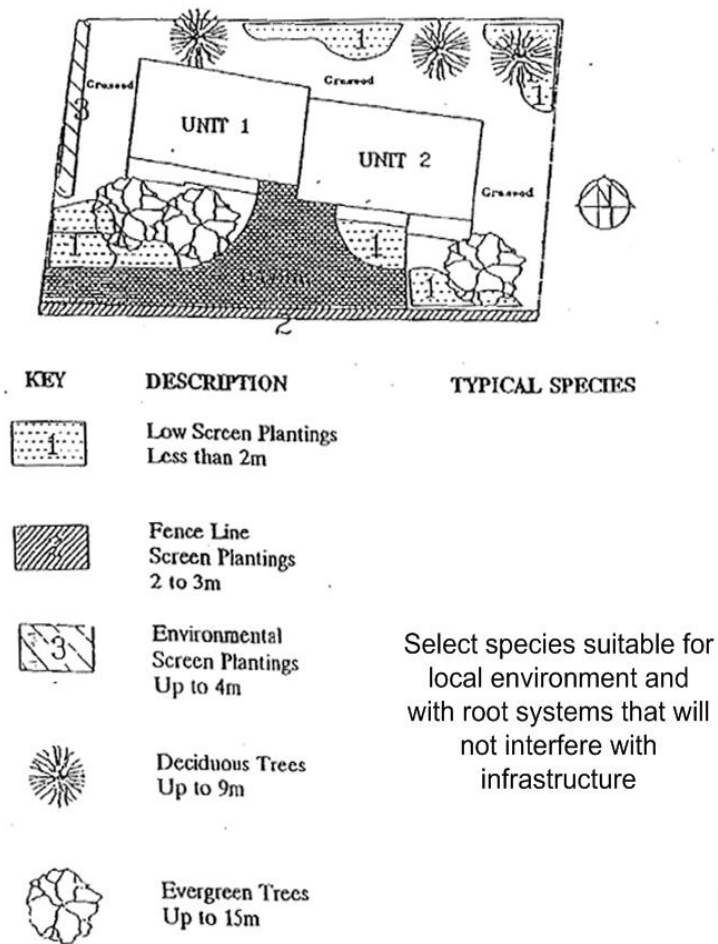
A landscape concept plan (similar to the example given in Figure 3.1) is provided with the development application. A mix of exotic and native vegetation may be used noting that:

- Native trees (particularly ones from the local area) can help to enhance biodiversity and provide urban habitat for birds and other wildlife; and
- Exotic deciduous trees have an important role to play as part of managing solar access (i.e. shading in summer, and allowing sunlight to permeate in the winter).

**Advisory Note**

Local nurseries and/or tree groups can be consulted to determine suitable species for landscaping. Vegetation with root systems which could interfere with infrastructure (e.g. sewer, water, footpaths, roads, buildings) should be avoided.

Figure 3.1 Example of Concept Landscaping Plan



**Alternative approaches and design suggestions**

A landscape plan that has been prepared by a qualified horticulturalist with experience in the climatic conditions and soils found in Uralla Shire will be accepted as an alternative to the acceptable solution.

In established areas, landscaping should relate to the streetscape and the landscaping of adjoining development. Where possible, landscaped areas should adjoin the landscaped areas of adjacent allotments and should incorporate the drip-line of mature trees planted in adjoining properties.

Regard should be given to the use of sun protection devices (i.e. verandas, pergolas, deciduous trees, etc.) along western-facing walls to produce a comfortable microclimate in and around dwellings.

Careful consideration of the layout of external and internal living spaces can increase the occupants' enjoyment of their dwelling. For example, a deck, terrace or balcony could provide an outdoor extension to an internal living room.



### 3.10 Privacy

#### Introduction and General Principles

Maintaining privacy within habitable rooms of dwellings and in secluded private open space is an important aspect of providing development that meets the occupants' needs. The requirements of this chapter should be regarded as minimum requirements, and wherever feasible higher levels of privacy should be provided.

#### Aim

To avoid direct views into windows of dwellings and to ensure that ground level secluded private open space has adequate areas free of overlooking.

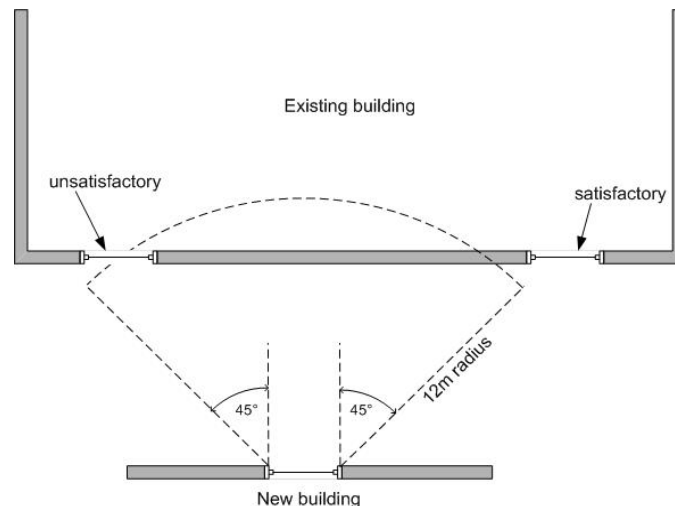
#### Performance Outcomes

- At least 75% of secluded private open space is free from overlooking.
- No direct views occur into habitable rooms of a dwelling.

#### Acceptable Solutions

Direct facing windows or balconies of dwellings are not within 12m of windows, secluded private open space or balconies of other dwellings (at horizontal angles up to 45 degrees – see Figure 3.2).

Figure 3.2 Avoid direct viewing of adjacent windows



Windows are not within 4m (horizontal distance) of a communal area.

#### Alternative Approaches and Design Suggestions

75% of the secluded private open space of a dwelling is not able to be overlooked (This applies to dwellings within the development and dwellings that may be overlooked by the development).

Screening of windows is provided where windows do not meet the acceptable solutions.

Screening can be provided in various ways. These include opaque glass, ensuring sill heights are greater than 1.7m, or the use of lattice or louvre screens attached to the side of windows (maximum permeability of 25%). Screening to common areas and secluded private open space areas can be provided by hedges, fences, courtyard walls or the like.

### 3.11 Fencing

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#### Introduction and General Principles

Fencing of land provides the following benefits:

- It delineates the extent of the property;
- It serves to limit the passage of humans and animals thus enhancing security; and
- It can help to provide privacy.

#### Aim

To ensure that fencing is appropriate to the streetscape and environment in which it is erected.

#### Performance Outcomes

- Properties are suitably delineated;
- Privacy is enhanced where relevant;
- Fence construction materials and form are selected to be sympathetic to the location in which the fence is constructed and any neighbour impacts are minimised.

#### Zone R1 – General Residential & Zone RU5 – Village

##### Acceptable Solutions

- The maximum height of a side or front fence (including gate) between the front of the dwelling and the street shall be 1200mm, and be open –style with no solid panels. Side or rear fences behind the front building line may be built to a maximum height of 1,800mm. No barbed wire is permitted;

##### Alternative Approaches and Design Suggestions

Nil.

#### Zone R2 – Low Density Residential & Zone R5 – Large Lot Residential

##### Acceptable Solutions

- Fencing to be constructed of materials and height suitable to the local area;

### 3.12 Solar Access

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#### Introduction and General Principles

In the New England climate, managing access to winter sun is a major objective. This assists to maintain liveable dwellings and to reduce heating costs. Solar access should be considered as an integral and basic aspect of the design. Relatively high ultraviolet levels in summer also demand that adequate shading be provided where required.

#### Aim

- To manage solar access so as to improve liveability in summer and winter, within the dwelling and in the private open space.

#### Performance Outcomes

- At least 50% of the secluded private open space receives sun between the hours of 10am and 3pm on 21 June.

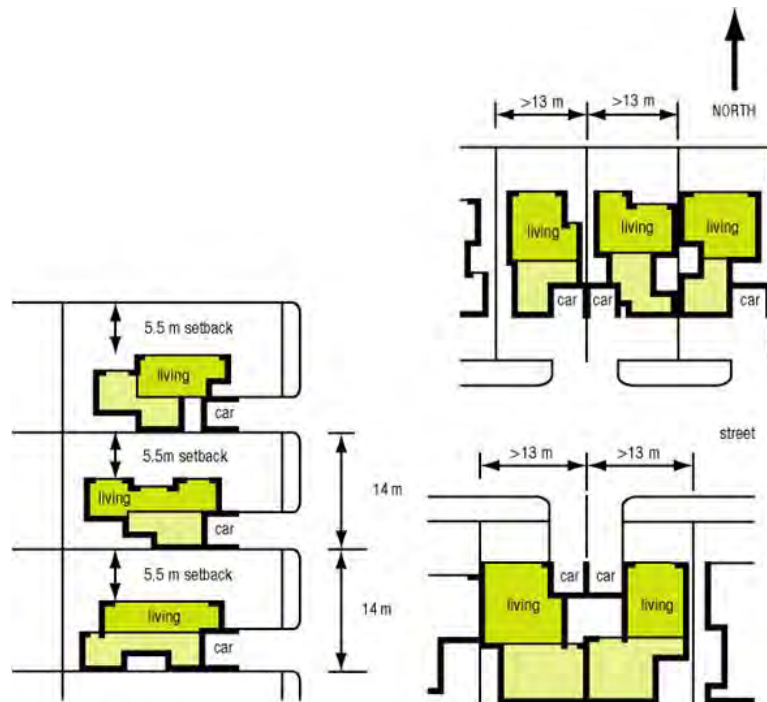
##### Acceptable Solutions

- Dwellings achieve the preferred solar orientation and placement on lots as shown in Figure 3.3 and Figure 3.4 below;
- Eaves and window heights achieve the design outcomes shown in Figure 3. below; and
- Secluded private open space is located on the north side of dwellings, and is provided with summer shade.

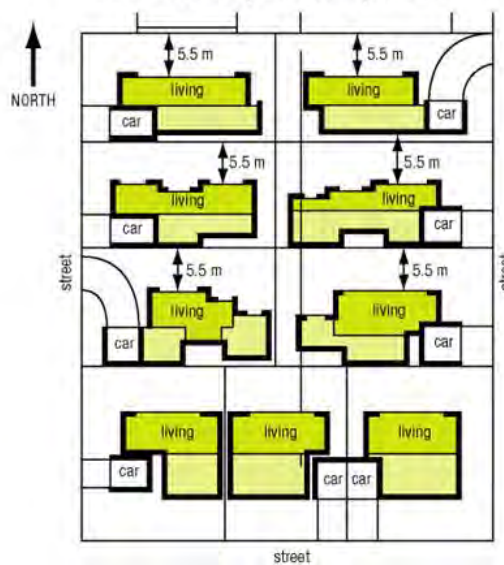


Figure 3.3 Acceptable range for solar orientation

(source: [www.sustainability.vic.gov.au/resources/documents/Siting\\_and\\_solar\\_access.pdf](http://www.sustainability.vic.gov.au/resources/documents/Siting_and_solar_access.pdf))



Blocks that run north-south and east-west can provide good solar access if minimum boundary widths are provided



Wise house placement close to east, west and south boundaries maximises solar access.

Figure 3.4 Placement on lots for best solar access

(source: [www.sustainability.vic.gov.au/resources/documents/Siting\\_and\\_solar\\_access.pdf](http://www.sustainability.vic.gov.au/resources/documents/Siting_and_solar_access.pdf))

The indicated setbacks from the northern boundaries in Figure 3. have been calculated for Victorian latitudes where the minimum winter sun angle is about 30 degrees (for Melbourne). As Uralla is further north, it has a higher minimum winter sun angle of about 36 degrees, and the northern setbacks can thus be reduced to around 4.5 metres. This offset will not always guarantee good solar access, as site conditions such as slope, aspect, vegetation and adjacent structures will also have an impact. In order to achieve the best possible passive solar (and thus energy saving) design, a detailed site plan should be prepared which analyses all of these variables.

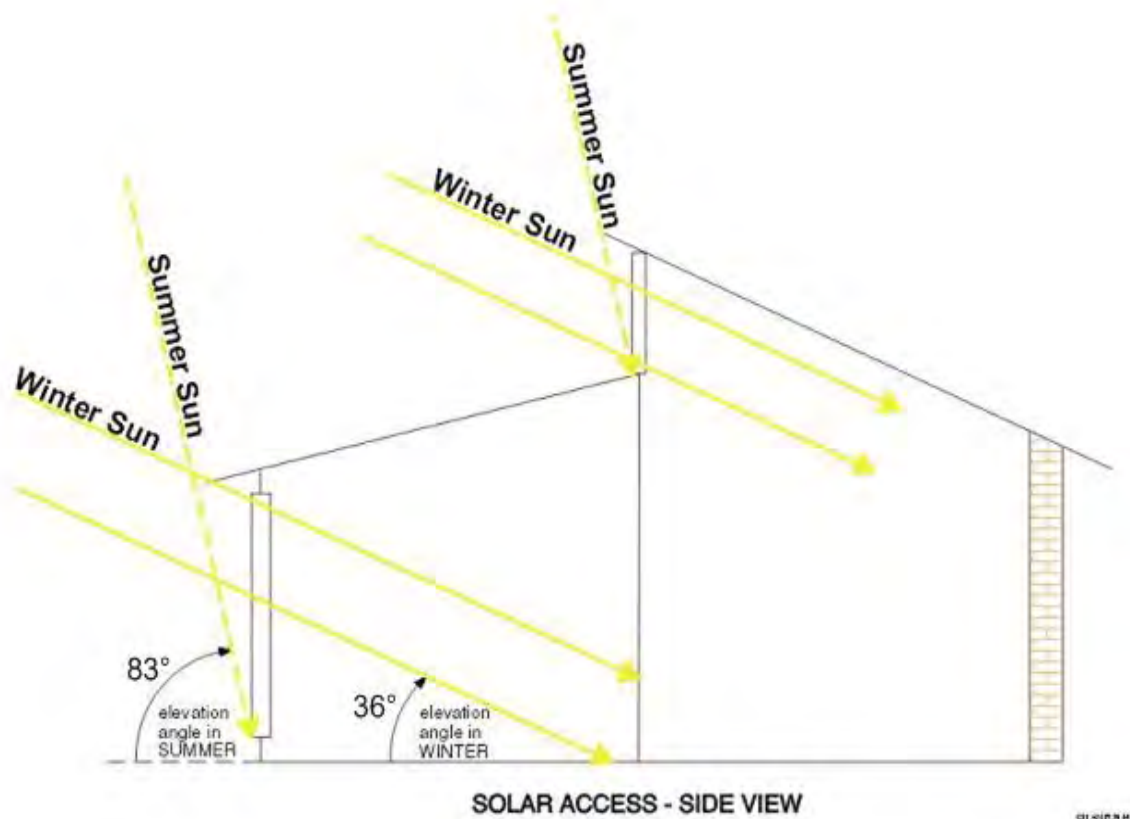


Figure 3.5 Windows and Eaves

(source [http://www.bom.gov.au/climate/environ/housedesign/solar\\_access.shtml](http://www.bom.gov.au/climate/environ/housedesign/solar_access.shtml))

#### Alternative Approaches and Design Suggestions

- Utilise a combination of built elements (e.g. pergolas and eaves) and landscaping to achieve the performance outcomes.

### 3.13 Dual Occupancy

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#### Introduction and General Principles

Dual occupancy (2 dwellings on one lot of land) provides for flexibility in the provision of housing, and enables a higher intensity of use of a lot.

#### Aim

- To ensure that dual occupancy developments are undertaken so as to provide for good liveability for both dwellings;
- To ensure that developments are undertaken so as to minimise impacts on neighbours; and
- To ensure that developments to be sympathetic to the existing streetscape.

#### Performance Outcomes

- Dual occupancy developments are undertaken in accord with the aims of this section.

#### Acceptable Solutions

- Dual occupancies in urban areas may be attached or detached;
- Must comply with all other requirements for dwellings within this Chapter of the DCP;

- The ground floor of an existing dwelling house that is to be altered or added to will not be increased by more than 30 percent as a result of the development where the dwellings would occupy more than 30 percent of the allotment;
- Each dwelling shall be serviced by its own water supply and on-site management system or separately connected to Council's sewer mains;
- Where the development is connected to a reticulated water supply, separate water meters are to be provided to each dwelling and any common property;
- Car parking facilities shall be provided behind the building line for the allotment at a minimum rate of one space per dwelling and served by a driveway having a minimum width of 3 metres;
- A common laundry may be provided only where external access is possible;
- A minimum of 30 % of the total site shall be landscaped area;
- Where available, dwellings must be connected to services (water, sewer and electricity);
- In areas where kerb and gutter is proposed in the future, applicants will be required to provide concrete kerb and gutter to Council's specification for the full frontage of the lot;
- Each dwelling must have its own private open space area in accordance with acceptable solutions given elsewhere in the Chapter;
- The development shall blend and enhance the streetscape of the area;
- The development must comply with the National Building Code, EP&A Act and the Uralla LEP;

### **Alternative Approaches and Design Suggestions**

Nil.

## **3.14 Secondary Dwellings**

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### **Introduction and General Principles**

A secondary dwelling, commonly known as a 'granny flat' is a self-contained dwelling:

- Established in conjunction with another dwelling (the principal dwelling); and
- On the same lot of land as the principal dwelling (not being an individual lot in a strata plan or community title scheme); and
- May be located within, or attached to, or separate from, the principal dwelling.

Applications for secondary dwellings may be submitted to Council as either Complying Development or as a Development Application.

Secondary dwellings are permitted in the following zones:

- Zone R1 General Residential
- Zone R2 Low Density Residential
- Zone R3 Medium Density Residential
- Zone R4 High Density Residential
- Zone R5 Large Lot Residential (DA only)
- Zone RU5 Village (DA only)

### **Complying Development**

- If the proposed secondary dwelling meets the general and land based requirements of the Codes SEPP (refer Clauses 1.17A, 1.18(1) and (2) and Clauses 1.19(1),(3) and (6)) and complies with the development standards of the Affordable Housing SEPP (Schedule 1), then a Complying Development application may be lodged.
- Secondary dwellings that do not meet the development standards of the Codes SEPP or the Affordable Rental Housing SEPP (AHSEPP) require a Development Application.

## **Aim**

The aims of the AHSEPP are:

- Allowing granny flats to be approved as complying development in 10 days;
- Allowing granny flats to be built in all residential zones; and
- Setting clear standards for the development of granny flats.

The aim of Council's DCP controls are to provide local controls and guidelines and to ensure consistency with the AHSEPP for the assessment of Secondary dwellings that require a Development Application.

## **Objectives**

Lot requirements

- To ensure that secondary dwellings are provided on appropriately sized lots;
- To ensure that development densities are not out of character with adjacent lots;
- To ensure that the amenity of residents is maintained; and
- To ensure that 'oversized' lots are not unnecessarily 'sterilised' from future residential subdivision.

## **Site Coverage**

- To ensure that development maximises permeable surfaces and maintains a balance between built and unbuilt areas;
- To ensure that secondary dwelling development complements the density and built character of the area;
- To facilitate on-site stormwater infiltration and harvesting for re-use; and
- To incorporate suitable measures to minimise run-off directly accessing the lake or its waterways.

## **Design**

- To ensure that secondary dwellings meet relevant design and construction standards; and
- To ensure that the design of secondary dwellings meet the needs of its occupants.

## **Private Open Space**

- To ensure that occupants of secondary dwellings have access to private open space to support independent living; and
- Ensure the private open space is usable, functional and easily accessible for occupants.

## **Acceptable Solutions**

- The site area of the land in which the principal and the secondary dwelling are located must be at least 450 m<sup>2</sup>.
- Secondary dwellings must have only one bedroom.
- Secondary dwellings must be constructed to be adaptable for people with a disability. (Adaptable housing is designed so that if and when accessible features are required the superstructure is in place to provide them without major work. It will suit future occupants with varying levels of disability. AS 4299 Adaptable Housing provides relevant construction standards.).
- A lot on which a secondary dwelling is erected must have lawful access to a public road.
- The lot on which a secondary dwelling is located cannot be subdivided.
- A secondary dwelling cannot be located on a single lot of land that is twice the size (200%) of the minimum lot size for that land. The ULEP 2011 specifies the minimum lot size for land.
- The floor area of a secondary dwelling must not be greater than 60 m<sup>2</sup> or 30% of the total floor area of the principal dwelling.

- The maximum site coverage of the principal dwelling, secondary dwelling and driveways and the like, on a lot must be less than:
  - 50% for lots of at least 450 m<sup>2</sup> and not more than 900 m<sup>2</sup> in area;
  - 40% for lots of at least 900 m<sup>2</sup> and not more than 1,500 m<sup>2</sup> in area; or
  - 30% for lots more than 1,500m<sup>2</sup> in area.
- Secondary dwellings must meet the requirements of the National Building Code.
- Secondary dwellings must meet the requirements of SEPP (BASIX) 2004.
- Secondary dwellings attached to or within the principal dwelling must include at least one direct external access.
- External building materials, finishes and colours on the secondary dwelling must complement and be consistent with the principal dwelling.
- Secondary dwellings must have separate private open space (POS), preferably north facing, that is directly accessible from the living area. The minimum area for POS is 24 m<sup>2</sup> with a minimum dimension of 4 m and is not steeper than a 1:50 gradient.
- Details of garbage bin storage areas must be provided with the Development Application.

The full list of development standards for secondary dwellings is found at [Schedule 1 of the AHSEPP](#). It is noted that if the AHSEPP does not explicitly override a local council DCP control, then the local council planning control applies.

Pursuant to the AHSEPP, a consent authority cannot refuse consent to development for a secondary dwelling on either of the following grounds:

- site area if:
  - the secondary dwelling is located within, or is attached to, the principal dwelling, or
  - the site area is at least 450 m<sup>2</sup>; and
- parking; if no additional parking is to be provided on the site.

### **3.15 Multi Dwelling Housing**

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#### **Introduction and General Principles**

Multi dwelling housing (3 or more dwellings on a single lot) provides for flexibility in the provision of housing, and enables a higher intensity of use of a lot.

#### **Aim**

- To ensure that multi dwelling housing developments are undertaken so as to provide for good liveability for all dwellings;
- To ensure that developments are undertaken so as to minimise impacts on neighbours; and
- To ensure that developments are sympathetic to the existing streetscape.

#### **Performance Outcomes**

- Multi dwelling housing developments are undertaken in accordance with the aims of this section.

#### **Acceptable Solutions**

- May be attached or detached;
- Must comply with all other requirements for dwellings within this Chapter of the DCP;
- Must be connected to a reticulated water supply and Council's sewerage system;
- Car parking facilities shall be provided behind the front building line for the allotment at a minimum rate of 1 space per dwelling, and served by a driveway having a minimum width of 3 metres. Also refer to Chapter 6 Access and Parking. Other specific engineering requirements may also apply (including the provision of parking for visitors);
- A minimum of 30% of the total site shall be landscaped area;



- In areas where kerb and gutter is proposed in the future, applicants will be required to provide concrete kerb and gutter to Council's specifications for the full frontage of the lot;
- The development shall blend and enhance the streetscape of the area;
- Multi dwelling housing development may not be located on 'battle-axe' allotments;
- The development must comply with the National Building Code, EP&A Act and the Uralla LEP.

**Alternative Approaches and Design Suggestions**

Nil.

## 4. RURAL DEVELOPMENT

### 4.1 About this Chapter

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This Chapter addresses various aspects of rural development including biodiversity, bushfire management, access to rural properties and dwelling development.

### 4.2 Where this Chapter applies

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This Chapter applies to land zoned in the Uralla LEP as

- RU1 – Primary Production
- RU2 – Rural Landscape
- R5 – Large Lot Residential
- E3 – Environmental Management
- E4 – Environmental Living

Note: Development in the village zones is addressed in chapters dealing with Residential Development and Subdivision.

### 4.3 Biodiversity

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#### Aim

- To support Uralla LEP by providing additional detail and guidance on addressing biodiversity issues associated with development.

#### Performance outcomes

- Biodiversity issues are addressed appropriately in development so that natural environment values are maintained or enhanced as a result of the development; and
- All requirements of relevant environmental legislation have been met.

#### Acceptable solutions

- Proposals are reviewed against the provisions of the NSW Threatened Species Conservation Act 1995 and the NSW Office of Planning and Environment publication “Commonwealth Environmental Protection and Biodiversity Conservation Act 1999 Guide to implementation in NSW May 2007”, by an appropriately qualified and experienced ecologist or environmental scientist, and, if necessary, appropriate additional environmental investigations are conducted;
- Where proposals would significantly affect areas of native vegetation, a review of the potential impact on wildlife habitat and corridors is undertaken by an appropriately qualified and experienced ecologist or environmental scientist ; and
- If the lot to be developed has an area greater than 1 hectare, or, together with any adjoining land in the same ownership, an area of more than 1 hectare, then the provisions of State and Environmental Planning Policy 44 Koala Habitat Protection apply. Among other things, this means that:
  - Council must satisfy itself that the land is not potential or actual koala habitat before giving consent to a development application;
  - Council may only satisfy itself based on information obtained from a person who is qualified and experienced in koala habitat identification; and
  - If the land proves to be core koala habitat, then a formal plan of management will need to be prepared by the applicant prior to development consent being granted.

Note: It is expected that this provision will be triggered for ALL development in zones RU1, RU2 and R5 as all would involve lots in excess of 1ha in area.

(Note: Under the precautionary principle, persons proposing development that would affect significant areas of native vegetation, including grasses, groundcovers, shrubs and trees should make preliminary enquiries with an appropriately qualified and experienced ecologist or environmental scientist prior to preparing and submitting a development application).

#### **Alternative approaches and design suggestions**

None specified.

### **4.4 Bushfire Management**

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#### **Aim**

- To support the Uralla LEP by providing additional detail and guidance on addressing bushfire management issues.

#### **Performance outcomes**

- Development of bushfire prone land is undertaken in accordance with the requirements of Planning for *Bushfire Protection 2006*.

#### **Acceptable solutions**

- Proposals falling within *bushfire prone land* undertake a review in accordance with the provisions of *Planning for Bushfire Protection 2006* published by the NSW Rural Fire Services and provide the appropriate protection to comply with that document. (*Note: if there is uncertainty as to whether a property or proposal is affected, contact Council's Planning Department for further advice*).
- *Planning for Bushfire Protection 2006* identifies six key Bush Fire Protection Measures (BPMs) that must be implemented for developments on bushfire prone lands:
  - The provision of clear separation of buildings and bush fire hazards, in the form of fuel-reduced Asset Protection Zones (and their subsets, inner and outer protection areas and defensible space),
  - Construction standards and design,
  - Appropriate access standards for residents, fire fighters, emergency service workers and those involved in evacuation,
  - Adequate water supply and pressure,
  - Emergency management arrangements for fire protection and/or evacuation, and
  - Suitable landscaping, to limit fire spreading to a building;
- Details for each of the BPMs are provided in *Planning for Bushfire Protection 2006* which is available for download from the Rural Fire Service website ([www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)). Applicants will need to access this document and ensure that their development proposal implements the appropriate design and construction elements specified.

#### **Alternative Approaches and Design Suggestions**

A report by a recognised bushfire planning consultant may propose alternative solutions to those identified in *Planning for Bushfire Protection 2006*. Such solutions should involve early consultation with the Rural Fire Service prior to submission of an application.

### **4.5 Access to Rural Properties – General**

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#### **Performance outcomes**

- The development provides safe, convenient and readily maintainable access from a public road.
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#### **Acceptable solutions**

- Access to rural properties is from a dedicated public road; and

- An access point is constructed at the time of creation of an allotment with such access consisting of a gate recessed 20m from the property boundary, together with a table drain crossing in accordance with Council’s engineering standards.

### Alternative approaches and design suggestions

Rights-of-carriageway to a rural property may only be considered in accordance with Table 4.1:

Note: “Right-of-Carriageway” is a strip of land over which one or more parcels of land enjoy certain right of access. Rights-of-Carriageway are private agreements between individual owners of the parcels of land involved and Council does not have responsibilities nor rights with regards to them. Council will require the approval of all owners of land over which a Right-of-Carriageway is proposed prior to a Development Application for subdivision being lodged. Construction and maintenance of a Right-of-Carriageway is not the responsibility of Council but is the full responsibility of the relevant landholders.

**Table 4.1 Rights of Carriageway**

Benefited lots	Standard of Access	Requirement
Up to 2	Access is maintained at all times to a good trafficable standard suitable for two-wheel drive vehicles	A notation is placed on the title of every benefitting lot such that maintenance of the right-of-carriageway is required, to the standard specified, with the cost being borne proportionally by each owner based on the distance of the access point of their allotment to the public road.
More than 2	Dedicated public road	The access shall be constructed at developer cost to a standard suitable for a dedicated public road.

## 4.6 Access to Rural Properties – Land subdivided for agricultural purposes

### General

Council acknowledges that a subdivision which creates land for sale to another owner may not, in some circumstances, warrant the construction of an independent access to that allotment in accordance with the provisions in this section. This is particularly the case when a subdivision is undertaken for agricultural purposes.

### Performance Outcomes

- All created allotments have legal access; and
- Adequate physical access is available to a new allotment, being an allotment created for agricultural purposes.

### Acceptable Solutions

- Each allotment created has legal access to a dedicated public road either through direct frontage, a right-of-way arrangement, or by consolidation with an existing allotment that has such access;
- A covenant is provided on the title to any allotment created (that does not have constructed physical access provided or already available at the time of creation) to require the construction of such access at such time as the allotment is no longer in the same ownership as a directly abutting allotment; and
- Any such access is constructed prior to transfer of title, and in accordance with Council’s Technical Specifications.
- Note: this includes provisions relating to rights-of-carriageway where relevant.

## 4.7 Rural Dwellings

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### General

Council will give consideration to applications for rural dwellings either as a "right to build" application, or a full application including full design details of the dwelling.

### Note regarding permissibility

**A dwelling must be permissible** with consent under Uralla LEP on the land. This means the dwelling or the "right to build" application must either meet the minimum requirements for the size of land under the LEP or must be permissible with consent under the "existing holding" provisions in the LEP. Applicants are advised to seek legal advice that their proposal is permissible under the LEP prior to submitting an application.

### Note regarding consultation

Prior to submitting an application, applicants are encouraged to consult with any neighbours regarding the proposed dwelling site.

### Basic information to be provided – all applications

The following information provides a guide to the minimum information requirements that Council will need to assess the application:

- An extract of a topographic (or similar) map showing the property (including the allotment proposed for the dwelling and any holding/overall property boundary), the location of the dwelling and the location of powerlines;
- Evidence of the size of the allotment, property and/or holding (e.g. copy of the Deposited Plan, title certificates or similar);
- The location of the proposed access road to the dwelling, and its proposed point of connection with the public road network. This point of connection must comply with the Uralla LEP and must comply with the access requirements for rural properties;
- A site location that is suitable for providing suitable asset protection zones and related Bushfire Protection Measures if the land is bush fire prone land; and
- The location of dams, streams and the like.

### Additional information

- Details of the dwelling including plan and elevations, drawn to an appropriate metric scale, and indicating north point;
- Details of water supply including source of supply, and, where that is from a tank, details of calculations so as to ensure that water supply will be adequate to serve the dwelling. Water supply and storage information also needs to address Planning for Bushfire Protection 2006;
- Details of waste water disposal, including type of system; and
- Submission of a BASIX assessment.

### Performance Outcomes

- Dwelling sites are identified and are provided with safe connection to the public road network;
- Visual and other impacts on neighbours are minimised; and
- Adequate area exists for on-site waste water disposal.
- Manufactured homes are not permitted below the corresponding LEP minimum lot size for a dwelling house.

### Acceptable Solutions

- For RU1 and RU2 zones: The dwelling may not be within 50m of any boundary of the holding. Where possible, ancillary structures such as sheds must be located so as to preserve the amenity of neighbouring properties, and are not to be within 25m of any boundary. In some circumstances these

development standards may be varied due to the environmental or physical constraints of the site (such as when the lot size is well below the minimum lot size of the zone). If relaxation of this development standard is proposed, neighbour notification is required;

- For R5, E3 and E4 zones: The dwelling may not be within 25m of any boundary of the holding. Where possible, ancillary structures such as sheds must be located so as to preserve the amenity of neighbouring properties, and are not to be within 15m of any boundary. . In some circumstances these development standards may be varied due to the environmental or physical constraints of the site (such as when the lot size is well below the minimum lot size of the zone). If relaxation of this development standard is proposed, neighbour notification is required;
- The dwelling complies with the bushfire standards indicated elsewhere in this DCP;
- The dwelling complies with the flood provisions of this DCP;
- Access to the dwelling from the public road network complies with the provisions of this DCP relating to access to rural properties;
- The dwelling is located so that effluent disposal can be managed in accordance with Council's On-Site Waste Water Management Strategy (Note: This is to ensure that on-site disposal of waste water – eg, septic – is not located where there is a risk of contamination of waterways);
- The dwelling is not located adjacent to or within close proximity of:
  - Old sheep and cattle yard sites,
  - Old livestock dip sites,
  - Orchard areas,
  - Disused mining areas;
- The dwelling is not located adjacent to or within close proximity of an approved feedlot or other similar operation.

#### **Alternative approaches and design suggestions**

- Variation to acceptable solutions would need to be supported by a comprehensive statement of environmental effects which addresses the performance outcomes sought for rural dwellings and which demonstrates that the acceptable solutions are unreasonable or unnecessary in the circumstances of the case.

#### **Dual occupancies in Rural Areas**

Additional considerations for dual occupancies:

- *Attached* and *detached* dual occupancies are permitted in the RU1, RU2, R5 and E4 zones;
- Dual occupancies are *not* permitted in the E3 zone;
- No additional vehicular access point to the property is permitted;
- Consolidation of separate land parcels so that the primary dwelling and the detached dual occupancy dwelling are located within a single lot.
- A Site Plan is to be submitted to Council clearly show the location of proposed dual occupancy dwellings and the proximity of proposed dwellings to nearby land uses and buildings, including neighbouring dwellings.
- Provision is made on-site for all weather driveway and parking spaces to serve both dwellings;
- The development is adequately landscaped to protect the scenic amenity of the area;
- Any extensions to an original dwelling (to permit dual occupancy) shall have a design relationship with the existing dwelling house;
- Building materials and colours shall blend with any existing buildings and the natural features of the area and landscape;
- Details of water supply including source of supply, and, where that is from a tank, details of calculations so as to ensure that water supply will be adequate to serve both dwellings. Water supply and storage information also needs to address Planning for Bushfire Protection 2006;
- The proposed treatment of waste water must be in accordance with Council's On-Site Waste Water Management Strategy;
- The development must comply with the provisions of the National Building Code.

## 5. DEVELOPMENT IN COMMERCIAL AND INDUSTRIAL AREAS

### 5.1 About this Chapter

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Uralla town includes a number of areas that constitute 'employment lands' – i.e. areas that provide for job creation and ongoing employment within the town. These are zoned for commercial or industrial land uses, and are intended to support the development and operation of various business enterprises.

In conjunction with the Uralla LEP which provides details of the uses permitted and/or prohibited on employment lands areas, this chapter provides further guidance on how development should be conducted for these land use zones.

Additional planning requirements that must also be met in particular circumstances are provided in other chapters of this DCP. Therefore, this chapter should be read in conjunction with other chapters that are relevant for particular developments including: Subdivision, Heritage Conservation, Development in Gateway Areas, Parking, Signage and Outdoor Advertising, and Commercial Use of Public Footways.

### 5.2 Where this Chapter applies

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This chapter applies to land zoned Business (B2, B4 or B6) and Industrial (IN1, IN2) under the Uralla LEP.

### 5.3 General Advice to Applicants

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Different land uses are permissible within the five employment land zones, and applicants are urged to check with Council's planning staff about the permissibility or otherwise of a proposed development early in the project planning stages.

The employment land zones each have different objectives in terms of the type of enterprise that is appropriate, and developers are encouraged to consider how their proposed development will fit within these.

Part 5A of the Codes SEPP lists certain types of the following development as complying development:

- **Building alterations (internal)** – internal building alterations for all uses (excluding residential accommodation, heavy industry, sex services or restricted premises) including uses such as clubs, hotels, service stations, schools, private hospitals, doctor's offices, medical centres amongst others.
- **Change of use of premises** – change of use of a premises including landscape materials supplies, hardware and building supplies, vehicles sales or hire premises, garden centres, timber yards, packaging industry, medical centre, amusement centre, function centres etc. These uses can only be changed to uses of a similar type which are set out in tables in the SEPP.
- **First use of premises** – approval of a first use and first fitout of a building or tenancy within an approved building will be allowed as complying development. For example, a new commercial office building approved under a development application (DA) may seek to use a part of the building for offices or retail tenancies, as complying development.
- Installation of mechanical ventilation systems, shop fronts and awnings, skylights and roof windows.
- Installation of projecting wall signs, free standing pylon and directory board signs.
- **Ancillary development** including earthworks and retaining walls, driveways, hardstands, paving, fences and garbage bin enclosures and sheds.
- **Industrial Buildings** – new buildings up to 20,000m<sup>2</sup> or additions to buildings up to 5,000m<sup>2</sup>. Development that requires clearing of more than 1,000m<sup>2</sup> of native vegetation cannot be complying development under the code.

- **Commercial buildings** – additions to the rear of existing commercial premises up to 50% of the existing floor area, but not more than 1,000m<sup>2</sup> for retail and 2,500m<sup>2</sup> for commercial offices and businesses.

## 5.4 Aims and Objectives

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This chapter is intended to achieve the following:

- To reinforce the role of the central business precinct (B2 zone) as the main focus for retail and commercial activity within the town;
- To encourage the design of commercial and industrial developments to complement and conserve the existing streetscape character where there is an established character, and to contribute towards the creation of a desirable streetscape image where a streetscape character has not been established;
- To provide guidelines for elements, such as the external appearance of buildings and landscaping, which contribute towards the preservation or establishment of a streetscape character;
- To ensure that the design of developments provides ease of access for pedestrians, including people with disabilities;
- To ensure that business and industrial development is served by the necessary physical infrastructure, including reticulated water supply and sewerage and drainage systems;
- To ensure that adequate vehicular access and parking is provided so as to protect the safety of other road users; and
- To ensure that the provision of public services and amenities for commercial and industrial development does not place an economic burden on the community.

## 5.5 Performance Outcomes

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- Development of existing and new businesses which contribute to the social and economic well-being of Uralla and which enhance the natural and built environments.

## 5.6 Acceptable Solutions

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### Change of Use

Developers are encouraged to consult with Council's staff prior to undertaking a change of use of premises in order to determine which of the following planning pathways would apply:

- Development consent is not required for a change of use of premises that is exempt development under the Codes SEPP (State Environmental Planning Policy (Exempt and Complying Development Codes) 2008). Although consent is not required for exempt development, it is still a requirement that Council is given written notification of the change of use.
- Change of use may also be permissible as complying development under the Codes SEPP. In this case, an application for a Complying Development Certificate will need to be lodged with Council. The following categories are grouped into types of uses that can be changed to other uses of a similar intensity:
  - *Category one*: bulky good premises and large format retail premises (such as hardware and building supplies and warehouse and distribution centres) can be changed to another commercial business, offices, retail and large retail premises and industry.
  - *Category two*: commercial premises such as shops, business offices and medical centres can be changed to other commercial offices, business, retail or medical centres.
  - *Category three*: industrial warehouse uses can be changed to neighbourhood shops, industry and commercial office uses.
  - *Category four*: self-storage units can be changed to neighbourhood shops and industrial and business uses.
  - *Category five*: entertainment facilities can be changed to amusement centres, shops, food and drink premises.



- *Category six:* amusement centres, functions centres and registered clubs can be changed to shops, food and drink premises.
- *Category seven:* a wholesale supplier can be changed to neighbourhood shop, industrial retail outlet or warehouse distribution centre.
- For a change of use of a premises that does not fall into the above categories, a Development Application will need to be lodged with Council.

### **Provision of Services**

- Subdivision within the Commercial and Industrial areas of Uralla requires connection to water and sewerage and the provision of appropriate stormwater drainage (see chapter on Subdivision). However, where any existing lots do not presently have connection to sewerage and water supply or appropriate drainage arrangements, then this will need to be brought up to standard approved by Council's Infrastructure & Regulations Department when any development of the lot is undertaken, irrespective of whether subdivision is involved or not.

### **Access for Persons with Disabilities**

- Adequate provision is to be made to enable persons with disabilities to gain access to the development and to the land on which the development is proposed to be carried out;
- The development is to comply with the relevant Australian Standard for access for disabled persons applying at the time the development application is lodged; and
- The NSW *Anti-Discrimination Act 1977 No 48* provides the legal framework for the provision of access for people with disabilities to employees of, and people seeking goods from, business premises. Under this Act, in some instances it may be permissible to not meet the requirements for disabled access. In addition, considerations of 'unjustifiable hardship' (CI 49C) may mean that the requirements may be relaxed. Applicants would need to obtain independent legal advice as to whether 'unjustifiable hardship' would apply in any given case.

### **Height**

- The height limit for development within the business and industrial zones is 8 metres measured from ground level to the roof ridge.

### **Access and car parking**

These requirements are dealt with in the Chapter 6 Access and Parking.

### **On-site facilities**

- On-site facilities for garbage bin and recycling storage and service meters are to be designed to be physically convenient, visually attractive and require minimal maintenance;
- Garbage and recycling bin storage is to be within the site and not located at the street frontage. Where collection is not on the street frontage, adequate loading and turning areas for service vehicles is to be provided within the development; and
- Adequate provision is to be made for the storage and handling of solid wastes generated by the development. The storage area is to be enclosed and the material stored is to be screened from public view.

### **Development on land adjoining land zoned R1 General Residential**

Business development on land adjoining a residential zone should not have a significant adverse impact on the amenity of the residential areas in the vicinity. Adverse impacts which may arise include:

- Noise associated with the amount of traffic generated by the development;
- The type of traffic generated by the development (cars, delivery vehicles etc);
- Location of car parking and loading/unloading areas;
- Hours of operation;
- Headlight glare from vehicles within the site;

- Odour;
- Nuisance caused by illumination of the development for advertising and/or security reasons; and
- Visual impact associated with the setback of the development from the common property boundary and the design and scale of the development.

Possible adverse impacts on the locality, including the above factors, should be considered when choosing the site and designing the development.

### **Energy efficiency**

Opportunities may exist to design layouts for a development which minimise winter heat loss and make use of solar energy. This may be achieved by:

- Locating main office and/or retail areas on the north side of the building. Storage areas, toilets and other rooms requiring minimum climate control could be located away from the north side;
- Walls set back sufficiently from the north site boundaries to enable winter solar access to the main north facing areas;
- Buildings to incorporate window shading devices, such as eaves, verandahs and blinds, to reduce exposure from hot summer sun, especially on the western side of the building; and
- Landscaping that incorporates good solar design principles.

## **5.7 Zone B2 – Specific Considerations**

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### **B2 Local Centre**

This zone relates to the core of Uralla’s business district. The objectives of the zone are:

- To provide a range of retail, business, entertainment and community uses that serve the needs of people who live in, work in and visit the local area;
- To encourage employment opportunities in accessible locations;
- To maximise public transport patronage and encourage walking and cycling; and
- To allow for residential and other accommodation while maintaining active retail, business or other non-residential uses at street level.

It should be noted that there are restrictions on residential uses in this zone, with dwelling houses being prohibited. (Note: existing dwellings remain permissible under ‘existing use rights’ contained in clauses 106 to 109 of the EP&A Act.)

### **Heritage Considerations**

The majority of the B2 zone is contained within a Heritage Conservation Area and contains a number of listed heritage items. As such, any proposals for development within the B2 zone should be carefully checked to see whether heritage provisions will apply to the development.

As heritage considerations can place significant restrictions on the type of development that can be undertaken, it is strongly recommended that potential developers contact Council planning staff early in the development process to discuss this.

For any development to be undertaken on Heritage Items or with a Heritage Conservation Area, the provisions of Chapter 9 Development and Heritage Conservation will also apply.

### **Building lines and setbacks**

This plan does not specify the setbacks of buildings from the property boundaries within the B2 zone. Each development will be assessed on its individual merits. The following criteria will be used to determine whether the building line and side and rear setbacks for a particular development are acceptable.

### **Front Building line**

The main criteria for determining the front building line for new development is the effect that it will have on the streetscape. A front setback of 0 metres would generally be appropriate given that this is the existing situation in much of the zone.

The front building line for each application will be assessed on its merits taking into account such factors as:

- Consistency or compatibility with the building line for adjoining properties;
- The length of the building and the overall layout of the development;
- The design of the building and the overall layout of the development;
- The purpose for which the development will be used;
- The impact on the streetscape quality of the locality;
- The maximisation of sight distances for drivers using the road, including visibility of points of access to the road;
- The minimisation of distraction to drivers using the road; and
- Any possible future need to alter the road alignment.

Development on corner lots should address both frontages and have regard to the character of the respective streetscapes.

### **Side and rear setbacks**

The side and rear setbacks for a development will be assessed on their individual merits. In determining suitable setbacks for a development proposal Council will take into account:

- The likely impact on adjoining land;
- Fire safety requirements;
- The visual impact of the bulk and scale of the development; and
- The impact on the streetscape quality of the locality.

## **5.8 Zone B4 – Specific Considerations**

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The B4 zone is located adjacent to the B2 zone and provides for a more diverse range of uses appropriate to land not in the heart of the commercial centre. The objectives of the zone are:

- To provide a mixture of compatible land uses;
- To integrate suitable business, office, residential, retail and other development in accessible locations so as to maximise public transport patronage and encourage walking and cycling; and
- To encourage development that supports or complements the primary office and retail functions of the local centre zone.

The permitted land uses in this zone are intended to be more flexible than those in the B2 zone, reflecting the presently more diverse existing land uses and encouraging further development of this area for a range of potential uses. Some relaxation of the restriction on residential uses compared to the B2 zone occurs in this zone, although dwelling houses remain a prohibited use. While there are a number of existing residential buildings in this zone, it is not intended that this becomes a predominantly residential area.

### **Building lines and setbacks**

#### **Front setbacks**

As this is a mixed use zone including existing commercial and residential land uses along with a diversity of streetscape character, different requirements exist in the zone as follow:

- Hill Street between Bridge and Maitland Streets - Buildings are permitted to be built with a 0m front setback subject to satisfactory compliance with the factors specified for the front building line in Zone B2;

- Salisbury Street between Bridge and Maitland Streets - Buildings are permitted to be built with a 0m front setback subject to satisfactory compliance with the factors specified for the front building line in Zone B2;
- Other street frontages in the zone - Generally a front setback of 6m applies, although this can be varied subject to consideration of the factors specified for the front building line in Zone B2.

#### **Side and rear setbacks**

The side and rear setbacks for a development will be assessed on their individual merits. In determining suitable setbacks for a development proposal Council will take into account:

- The likely impact on adjoining land;
- Fire safety requirements;
- The visual impact of the bulk and scale of the development; and
- The impact on the streetscape quality of the locality.

### **5.9 Zone B6 – Specific Considerations**

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#### **B6 Enterprise Corridor**

This zone is located along the New England Highway to the south of East Street. The objectives of the zone are:

- To promote businesses along main roads and to encourage a mix of compatible uses;
- To provide a range of employment uses (including business, office, retail and light industrial uses); and
- To maintain the economic strength of the (Uralla Town) Centre by limiting retailing (in the Enterprise Corridor).

#### **Building lines and setbacks**

All street frontages in the zone

Generally a front setback of 8m applies, although this can be varied subject to consideration of the factors specified for the front building line in Zone B2.

#### **Side and rear setbacks**

The side and rear setbacks for a development will be assessed on their individual merits. In determining suitable setbacks for a development proposal Council will take into account:

- The likely impact on adjoining land;
- Fire safety requirements;
- The visual impact of the bulk and scale of the development; and
- The impact on the streetscape quality of the locality.

#### **Development in Gateway Areas**

As the B6 zone is a gateway area, the provisions of Chapter 10 Development in Gateway Areas apply.

### **5.10 Zone IN1 – Specific Considerations**

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The objectives of this zone are:

- To provide a wide range of industrial and warehouse land uses;
- To encourage employment opportunities;
- To minimise any adverse effect of industry on other land uses;
- To support and protect industrial land for industrial uses; and
- To enable other land uses that provide facilities or services to meet the day to day needs of workers in the area.

#### **Building lines and setbacks**

All street frontages in the zone

Generally a front setback of 8m applies, although this can be varied subject to consideration of the factors specified for the front building line in Zone B2.

#### **Side and rear setbacks**

The side and rear setbacks for a development will be assessed on their individual merits. In determining suitable setbacks for a development proposal Council will take into account:

- The likely impact on adjoining land;
- Fire safety requirements;
- The visual impact of the bulk and scale of the development; and
- The impact on the streetscape quality of the locality.

### **5.11 Zone IN2 – Specific Considerations**

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The objectives of this zone are:

- To provide a wide range of light industrial, warehouse and related land uses;
- To encourage employment opportunities and to support the viability of centres;
- To minimise any adverse effect of industry on other land uses;
- To enable other land uses that provide facilities or services to meet the day to day needs of workers in the area; and
- To support and protect industrial land for industrial uses.

There are three distinct areas around Uralla that are zoned for light industrial use. One of these is located immediately to the south of the B6 Enterprise Corridor land and provides significant development potential with excellent highway frontage. Together with the B6 land, it is within an important gateway area and as such any development needs to achieve specified visual and amenity outcomes (see Chapter 10 Development in Gateway Areas).

#### **Building lines and setbacks**

All street frontages in the zone

Generally a front setback of 8m applies, although this can be varied subject to consideration of the factors specified for the front building line in Zone B2.

#### **Side and rear setbacks**

The side and rear setbacks for a development will be assessed on their individual merits. In determining suitable setbacks for a development proposal Council will take into account:

- The likely impact on adjoining land;
- Fire safety requirements;
- The visual impact of the bulk and scale of the development; and
- The impact on the streetscape quality of the locality.

## 6. ACCESS AND PARKING

### 6.1 About this Chapter

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This chapter of the DCP been prepared as a guide to Council's requirements in connection with the provision of car parking, access and loading facilities as part of development works within the Uralla Shire. The chapter supports desired growth while protecting traffic and pedestrian flows.

### 6.2 Where this Chapter applies

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This Chapter applies to all zones under the Uralla LEP.

### 6.3 Aims and Objectives

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To provide a guide for the provision of access and parking associated with development in Uralla Shire in order that:

- Traffic safety and management are maintained or improved;
- Parking areas are provided that are convenient, functional and sufficient for use;
- Adequate provision is made for access and parking for people with disabilities;
- A balance is achieved between the needs of the proposed use and of vehicular and pedestrian traffic; and
- Parking areas, once established, are maintained in an adequate condition that continues to provide facilities that comply with those required when development consent was granted.

### 6.4 Access and Traffic Generation

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The potential of a development to create additional traffic loads on the road network needs to be assessed. For smaller developments, there is unlikely to be any appreciable impact, and it will be sufficient to ensure that safe access (road connection and footpath crossing) is provided as required.

For more significant developments, Council may require a Traffic Impact Study to be undertaken in order to address the following matters:

- The rate of traffic generation associated with the proposed development;
- The impact(s) the traffic generated by the development will have on traffic efficiency, amenity, safety, and road pavement life;
- The cost impacts of traffic generated by the development and how those costs are to be met; and
- In addition, consideration must be given as to whether the development constitutes 'traffic generating development' (as per Schedule 3 of the State Environmental Planning Policy (Infrastructure) 2007), and thus whether it must be referred to the Roads and Traffic Authority for comment.

### 6.5 Parking Requirements

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#### General

- The provisions of this chapter will be applied to new development. The provisions of this chapter will also be applied to the extension of an existing building or works as if it were an independent development;
- Off-street car parking provision now provided to existing developments shall be retained. Additional parking spaces required for any new development or redevelopment shall comply with the provisions of this chapter;
- In the case of a change in the use of an existing building, Council will apply the provisions of this DCP if it considers that the proposed new use will produce a substantially different parking requirement than those attributable to the existing use;

- The total number of on-site parking spaces provided in association with new development shall be in accordance with the recommended ratios set out in this Chapter as appropriate, subject to any qualifications or exceptions which may be applicable in the circumstances of the case. In this regard parking proposals that provide less parking than required by this Chapter shall be supported by a parking study. *(Note the specific definition of Gross Leasable Floor Area in the notes to the Standard of Provision Table below.); and*
- In the event of a conflict between this chapter and an Australian Standard, the Australian Standard (AS 2890) shall prevail.

## 6.6 Provision of Parking Spaces

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### Aims

- To provide accessible car parks; and
- To provide sufficient car parks to serve the needs of particular developments.

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### Performance Outcomes

- New car parks are sufficient in number and design to provide appropriately for the needs of new developments;
- Adequate provision is made for parking for people with disabilities; and
- All parking bays must be readily accessible and an adequate area is provided for the turning and maneuvering of vehicles.

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### Acceptable Solutions

Council will require the provision of on-site car parking at the rate set out in

- 6.3 for any particular type or category of development;
- Car parking is provided on the site of the development;
- The layout and dimensions of car parking areas is in accordance with the design standards and principles as set out in Appendix B;
- Provision of car parks for people with disabilities shall be in accordance with AS 2890.6 (2009);
- All required car parking areas, driveways, turning areas and loading areas are paved in either a bitumen seal coat, asphaltic or bituminous concrete, cement concrete, concrete paving blocks, or brick paving blocks. *Note: The standard of paving required will be dependent upon the type of development proposed, with regard to traffic loadings including turning movements of heavy vehicles;*
- In villages and rural areas paving to driveways, turning areas, loading areas and car parking areas shall be all-weather. *Note: surface materials to be at the discretion of Council's Director of Infrastructure & Development;*
- All parking spaces shall be suitably marked by lines, or indicated by other approved means; and
- Free and uninterrupted access to car parking areas shall be maintained at all times.

Note: When assessing car parking spaces provided, no account shall be taken of spaces which do not have direct access to a driveway, or which are double banked (except where specific provision is made for tandem or "stack" spaces) or obstructed in any way.

### Alternative approaches and design suggestions

A design that complies with the relevant Australian Standard and/or any relevant State Environmental Planning Policies will be considered.

While the Council would normally expect the provision of car parking to be on the site of the development, Council is prepared to consider the provision on other land owned or leased by the developer provided that the alternate location is convenient to the subject development, and an appropriate legal mechanism is put in place to ensure the ongoing availability of the off-site parking for the life of the development.

Where developers are unable to meet the requirement to provide on-site parking, Council may require a cash contribution in lieu. Contributions will be based upon the number of spaces, rate of total parking demand, cost of provision and Council's ability to provide parking.

**Table 6.1 Car Park Provision - Acceptable Solutions**

Please Note: Council will require the number of spaces to be rounded up, ie, 2.4 spaces to 3 spaces unless Council determines otherwise based on individual merits of the proposed development.

Land and building use	Rate of Provision
All educational establishments	Council will require the provision of on-site set-down and pick-up areas for buses and cars taking students to or from the school or colleges. Specific requirements depending on the educational use must also be met. Consultation with Council is strongly suggested as part of the site design process.
Boarding houses, hostels, unlicensed hotels, guests houses and similar uses	1 space per 3 guest rooms, plus 1 space for a manager, plus 1 space per 3 employees or part thereof.
Bowling clubs	30 spaces per green.
Brothels	2 spaces per room used for prostitution plus one 1 space for each employee.
Catering and reception premises	1 space per 3 guests.
Detached dwellings (single units)	2 spaces (stack parking permitted) per dwelling.
Dual occupancy/duplex residential buildings i.e. a building containing two but no more than two flats such as duplex, maisonettes or semi-detached dwellings.	One or two bedroom* unit: 1 on-site car parking space per unit. Three bedroom unit: 2 on-site car parking spaces per unit.
Home for aged persons	1 space per 5 units plus 1 space for resident manager or as per requirements under SEPP (Housing for People with a Disability), whichever is the lesser.
Hospitals, nursing homes and similar institutions	1 space per 3 beds, plus 1 space for each resident or staff doctor, plus 1 space for each three employees or part thereof.
Industrial warehouses	1 space per 100 square metres.
Industries (other than motor vehicle repair workshops)	1 space per 2 staff employed, or 1 space per 100 square metres of gross leasable floor area (whichever is the greater).
Licensed hotels, clubs and restaurants	1 space per guest room or unit, plus 1 space for manager, plus 1 space per 7.5 square metres of bar, lounge, restaurant service areas.



Land and building use	Rate of Provision
Motels	1 space per unit, plus 1 space for manager, plus 1 space per 7.5 square metres of bar, lounge, restaurant service areas.
Motor vehicle repair workshops (includes panel beating and spray painting workshops, general repair or servicing of motor cars and light commercial vehicles and trucks)	1 space per 60 square metres of gross leasable floor area.
Motor vehicle showrooms and display areas	1 space per 100 square metres of gross leasable floor area of the building plus 1 space per 320 square metres of open display area – Note: this assumes one space is required per 16 cars displayed. One car display – equals 20 square metres.
Offices, including banks, professional offices and other similar uses	1 space per 50 square metres of gross leasable floor area.
Places of worship, mortuary, chapels, church halls and similar uses	1 space per 5 seats, or, if no seats, 1 space per 10 square metres of gross leasable floor area likely to be used for seating.
Pre-school, infants and primary schools	1 space per staff employed.
Residential flat buildings i.e. more than two dwellings	One bedroom unit: 1 space per unit Two bedroom unit: 1.2 space per unit Three bedroom unit: 1.5 spaces per unit; Visitors parking: 1 space for every 3 units or part thereof.
Restaurants, refreshments rooms and cafes (where no liquor license is required)	1 space per 10 square metres of service area.
Secondary schools	1 space per staff employed, plus 1 space per 10 senior students (Years 11 and 12).
Service stations	3 spaces for service station use, with additional spaces to be provided for other on-site uses in accordance with Table 3.1.
Shops, (not including supermarkets), department stores and the like.	1 space per 35 square metres of gross leasable floor area.
Sports stadium	1 space per 10 seats.
Squash courts, tennis courts and bowling alleys	3 spaces per court or alley.
Supermarkets	1 space per 20 square metres of gross leasable floor area.
Tertiary schools and colleges	1 space per staff employed, plus 1 space per 5 students, plus 1 space per live-in student where residential accommodation is provided.
Theatres, concert halls, cinemas and similar uses	1 space per 10 seats.

Note: This chapter defines parking standards for a number of uses, which are the most frequently encountered. The Council will define a requirement for uses not referred to in the DCP according to the merits of the specific case. The RMS Guide to Traffic Generating Development may be utilised in this instance, noting that this document requires updating and may not be relevant in all instances.

### **Explanatory Notes**

1. In this Chapter Gross Leasable Floor Area means the overall usable area of the building excluding amenities, stairways, lift wells and plant rooms.
2. Ancillary or incidental uses will be assessed as part of the main user of the building i.e. the office of a supermarket will be included in the area of the supermarket and will not be treated as a separate office use.
3. A use comprising a combination of two or more uses such as combined motor sales and repairs will be assessed as if the two uses existed independently and the required on-site parking provisions will be the aggregation of the independently derived requirements.
4. For the purpose of Table 6.1, "bedroom" is taken to be any room which would be available for use as a bedroom without structural alteration to the dwelling.
5. The parking provision for restaurants and function rooms may be reduced where it is demonstrated that the time of peak demand for parking associated with each facility does not coincide or where common usage reduces total demand. Each case will be considered on its individual merits.
6. If the calculation of required car spaces results in a non-integer value such as 3.6, then this should be rounded up or down according to the following rule:
  - › Partial values less than 0.5 can be rounded down (e.g. 2.4 can be rounded down to 2)
  - › Partial values of 0.5 or more should be rounded up (e.g. 2.5 and 2.7 would both be rounded up to 3).

## 7. COMMERCIAL USE OF PUBLIC FOOTWAYS

### 7.1 About this Chapter

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This Chapter provides a framework for managing the commercial use of public footways.

### 7.2 Where this Chapter applies

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This Chapter applies to land zoned Business (B2, B4 and B6) under the Uralla LEP.

### 7.3 General Advice to Applicants for Commercial Use of Public Footways

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#### Aims

- To support the Uralla LEP by providing additional detail and guidance on the regulation of the commercial use of public footways and public spaces; and
- To enable businesses to enter into a lease agreement with Council, for the use of public footways and public spaces within the business zones, for certain commercial purposes in the Uralla Local Government Area.

#### Objectives

- To manage footpath use by private enterprise in a controlled and safe manner;
- To ensure the commercial use of footways does not compromise safety;
- To permit the provision of outdoor seating in the business zone;
- To minimise the risk of injury to the public;
- To ensure a free path of travel for all pedestrians;
- To ensure access to and from premises is not obstructed;
- To ensure people with a disability are not disadvantaged; and
- To provide additional colour and interest to the business areas of the shire.

#### Gaining Approval

The following approvals/consents are required to be obtained prior to the use of public footways for commercial purposes:

- Development Consent under Part 4 of the EP&A Act;
- Approval under clauses 125 and/or 138 of the *Roads Act, 1993*;
- Approval under clauses 68 of the *Local Government Act, 1993*.

Should Council determine to grant consent to an application for the commercial use of a public footpath, Council will obtain/issue the abovementioned approvals/consents as part of the development consent process.

#### Lease Agreement

As well as the abovementioned approvals the applicant shall enter into a lease agreement with Council for the area of public land used by the development. The term of any lease agreement shall not exceed the term of the development consent. The lease charges are detailed in Council's current Management Plan.

#### Public Liability Insurance

As a condition of any approval Council will request that at all times the applicant shall have in force a Public Liability Insurance policy in the sum of not less than \$20,000,000 or otherwise as specified by Council. The policy shall include the public area the subject of the development consent and shall indemnify Council in the event of any claim. Council shall be named in the policy as an interested party.

A copy of the policy shall be lodged with Council prior to the release of the development consent and thereafter annually.

### **Hours of Operation**

The hours of operation of any commercial use of a public footpath shall not exceed the hours of operation of the associated premises.

## **7.4 Footpath Clearance and Building Access**

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### **Introduction and General Provisions**

The layout of activities and outdoor furniture pertaining to any use of a public footpath should maintain unobstructed pedestrian flows and should not compromise the safety of the footpath's users. It should also enhance or complement the existing neighbourhood character.

### **Aims**

- To ensure the commercial use of footways does not compromise the access or safety of its users and pedestrians.

### **Gaining Approval**

The following approvals/consents may be required to be obtained prior to the use of public footways for commercial purposes:

- Development Consent under Part 4 of the EP&A Act;
- Approval under clauses 125 and/or 138 of the *Roads Act, 1993*;
- Approval under clauses 68 of the *Local Government Act, 1993*.

Should Council determine to grant consent to an application for the commercial use of a public footpath, Council will obtain/issue the abovementioned approvals/consents as part of the development consent process.

### **Performance outcomes**

- Commercial use of footpaths is arranged so that there is enough room for its users to move around without obstructing or endangering pedestrians;
- Unobstructed access along the footpath as well as to and from all premises is maintained at all times;
- The width of any required emergency exit is not diminished, obstructed or encroached upon by any use of the footpath;
- Vehicular traffic entitled to cross the footpath is not obstructed by any use of the footpath;
- Access for disabled persons is not obstructed by any use of the footpath; and
- Outdoor furniture or stands are stable and safe.

### **Acceptable solutions**

- Except for blisters (see Figure 7.3 ), commercial uses of footpaths must be located outside the associated premises. In this regard commercial uses of footpaths shall be set back 1 metre from the associated premise's projected side boundaries and 600mm from the kerb;
- A clear pedestrian pathway of at least 2 metres wide must be maintained along the footpath. This clear pathway must be kept clear of obstacles (including sandwich boards) at all times;
- Doorways and crossovers must be maintained clear at all times for a width at least equal to that of the doorway or crossover;
- Outdoor furniture/stands/umbrellas must be stable with no sharp corners, edges or projections;
- Outdoor furniture/stands/umbrellas must not be fixed to the pavement but care must be taken to ensure stability in windy conditions;

- In the Uralla Heritage Conservation Area, outdoor furniture comprising seats and table shall be constructed as per the standard design already in use including the forged end pieces marked 'Uralla 2002'; and
- Freestanding umbrellas may be used in areas without shade only and they must not overhang any pedestrian corridor and must have a minimum clearance of 2.1 metres.

Note: 900mm high (canvas) screens and/or planter boxes of a high standard of appearance may be used to delineate dining areas subject to Council approval.

- Commercial uses along footpaths should generally be arranged as shown in Figure 7.1 through Figure 7.3.

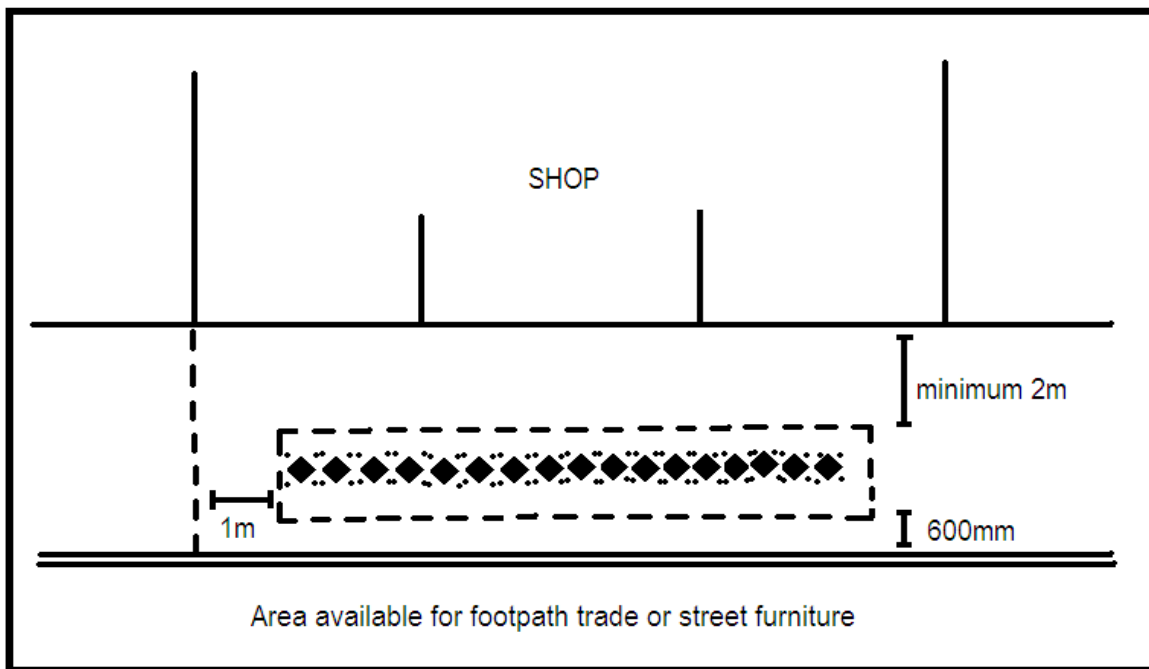


Figure 7.1 Footpath lease area adjacent to the kerb

Additional seating or display space may be available by placing the dining or display area towards the kerb. Where shopkeepers wish to use a combination of shopfront and kerbside dining or display areas, then a transition zone not less than three metres long shall be maintained where a deviation in the pedestrian thoroughfare is required. These facilities shall be located in accordance with Figure 7.2.

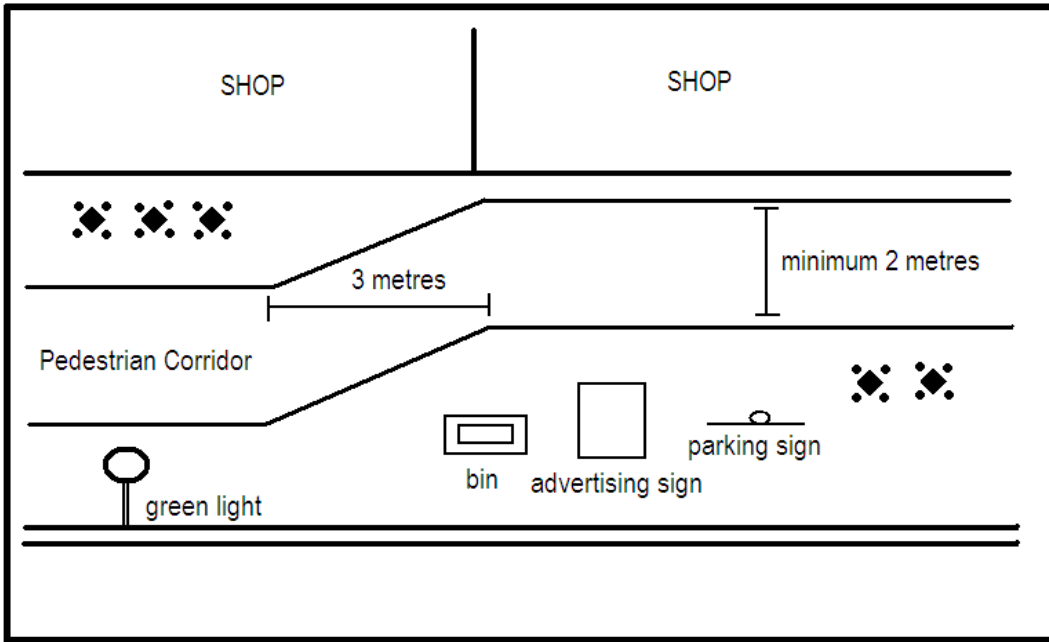


Figure 7.2 Alternative footpath lease area arrangements

Kerb blisters provide ideal areas for commercial activities to take place. Council may consent to the use of kerb blisters for footpath dining or other uses where the use extends in front of adjoining shops where no objection is raised by the adjoining shopkeeper. (Figure 7.3).

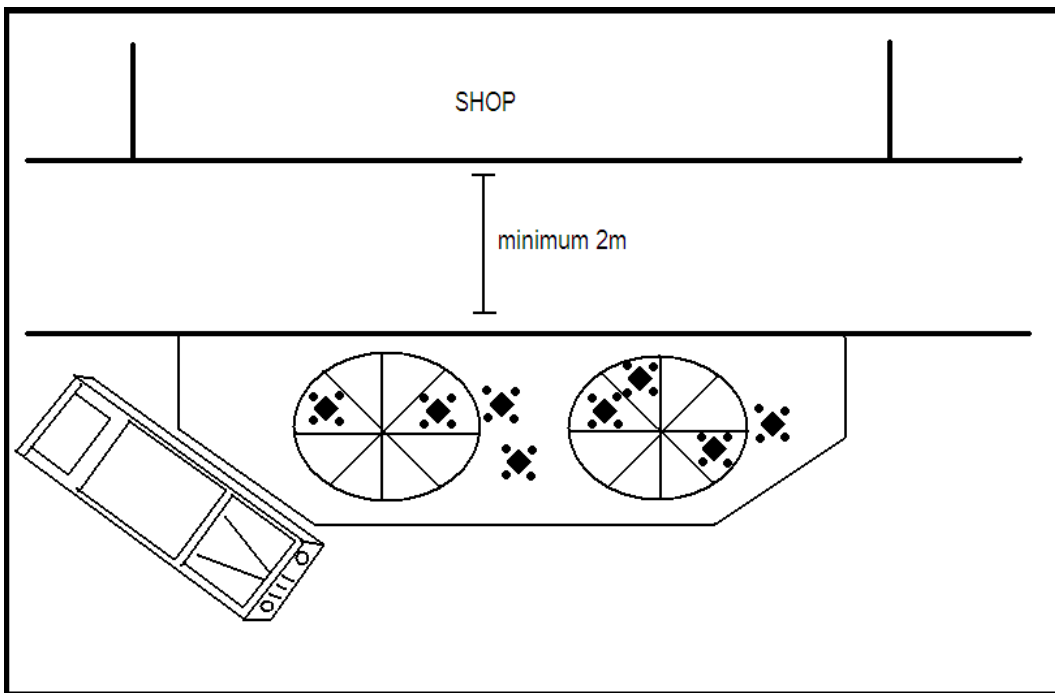


Figure 7.3 Blister dining or displays

## 7.5 Operation of Outdoor Dining Areas

### Aims

- To ensure outdoor dining areas maintain good levels of hygiene; and
- To ensure an outdoor dining area does not compromise the access or safety of its users and other pedestrians.

### **Performance Outcomes**

- Outdoor dining areas are to be kept clean and managed as Council approved food premises;
- Outdoor dining areas and their users should not obstruct or endanger pedestrians; and
- Outdoor dining areas should not detract from the existing or preferred neighbourhood character.

### **Acceptable Solutions**

- Outdoor dining areas are provided only in conjunction with Council approved food premises;
- The outdoor dining area is either in front or immediately adjacent to the food premises;
- Outdoor dining areas do not operate beyond the approved hours of operation for the associated food premises;
- Outdoor dining areas are only to be located on sealed surfaces that comply with all of Council's requirements. Note: Should an applicant propose outdoor dining on an unsealed surface, the applicant will be required to pay the cost of construction for the required sealed surface;
- Outdoor furniture, other facilities and the pavement are kept clean and free of food scraps or other droppings and litter at all times;
- The lessee provides and maintains litter bins in the dining area;
- An outdoor water point is provided, such being recessed into the wall of the associated food premises and is used for cleaning the outdoor dining area as required;
- The lessee steam cleans the pavement of the outdoor dining area and adjacent pavement immediately if directed to do so by an officer of Council;
- Outdoor furniture is maintained in an aesthetically pleasing condition; and
- Outdoor furniture is kept strictly within a bounding area in compliance with the requirements outlined above in the *Footpath Clearance and Building Access* clause.

### **Alternative approaches and design suggestions**

- Any development within the Uralla town centre Heritage Conservation Area will need to be undertaken in a manner that does not detract from heritage values.

## **7.6 Merchandise Displays on Public Footpath Areas**

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### **Aims**

- To ensure merchandise displays on public footpath areas do not compromise the access or safety of pedestrians.

### **Gaining Approval**

Approval under clause 68 of the *Local Government Act, 1993*.

### **Performance Outcomes**

Displays shall not interfere with safe pedestrian use of the footpath.

## **7.7 Sandwich Boards**

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### **Aims**

- To ensure that the placement of sandwich boards on public footpath areas do not compromise the access or safety of pedestrians.

### **Gaining Approval**

Approval under clause 68 of the *Local Government Act, 1993*.

### **Performance Outcomes**

- Sandwich boards are to be secured to ensure stability; shall not interfere with safe pedestrian use of the footpath, and shall have a maximum area of 1m<sup>2</sup> for each face.

## 8. SIGNAGE AND OUTDOOR ADVERTISING

### 8.1 About this Chapter

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The purpose of this chapter is to provide guidance about the permissible use of signage and outdoor advertising. It provides information from State Environmental Planning Policy 64 – Advertising and Signage, and the Codes SEPP 2008, both of which apply to Uralla Shire.

If there is any inconsistency between the chapter and the above mentioned SEPPs, then the SEPPs take precedence.

### 8.2 Where this Chapter Applies

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This Chapter applies to all zones under the Uralla LEP.

#### Aims and Objectives

- To provide guidance for development involving the erection of signs and advertising structures within Uralla Shire; and
- To ensure that the provisions of the relevant State Environmental Planning Policies are applied within the Uralla Shire.

#### Performance Outcomes

- Signs provide clear guidance about the type and nature of a business without imparting unacceptable adverse impacts on neighbours or the environment;
- Signs within defined heritage areas or on or near heritage buildings are designed and located so as to minimise visual and other impacts on the heritage values; and
- Signs are to be of a type, size and location appropriate for the land zone and locale in which they are placed.

### 8.3 General advice to Applicants for Development

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#### Development applications

- All advertising structures (except those listed above as not requiring approval) are subject to a development application prior to being erected;
- A development application fee is payable as specified in Council's current Management Plan; and
- The application shall indicate the sign's position and location, site, size, construction details, if double sided, distance from other signs, wording, and colour. (The sign must be non-flashing and not interfere with traffic.)

In determining an application for a sign, Council shall take into consideration the following matters:

- The aims, objectives and performance outcomes of this chapter;
- The need to limit the number of signs to any one business;
- Requirements for advertisers to maintain their signs in good order and condition as part of the visual environment;
- The need to define the various types of signs;
- The likely impact of the proposed advertising structure on the amenity of the neighbourhood;
- The likely impact of the proposed advertising structure on the historic, scientific, cultural, social, archaeological, architectural, natural or aesthetic significance and its setting as the case may be; and
- The likely impact of the proposed advertising structure on traffic safety in the locality.



A development consent for a sign or advertising structure will usually have a maximum period of 15 years after which time the consent will lapse [as per Cl 14 of State Environmental Planning Policy No 64—Advertising and Signage].

### **Maintenance**

All signs must be professionally painted and maintained in good order and condition, to Council's satisfaction, at all times.

### **Signs that are not acceptable**

The following types of signs are not considered acceptable:

- Signs which project from the building facade and obscure the view of neighbouring buildings or interrupt the perspective view of the streetscape;
- Signs which obstruct any other existing signs;
- Signs fixed to trees or light, telephone or power poles, etc.;
- Signs which could reduce road safety by adversely interfering with the operation of traffic lights or authorised road signs;
- Any sign which would, in the opinion of Council, be unsightly, objectionable or injurious to the amenity of the locality, any natural landscape, public reserve or public place;
- Signs on or attached to parked vehicles directing attention to a nearby business or goods for sale;
- Numerous small signs and advertisements carrying duplicate information;
- Any sign not on the land to which it refers or relates within the urban areas (except for tourist / directional signs);
- Overhead banners and bunting, except for:
  - temporary signs related to local festivals, fairs or celebrations; or
  - the opening of a new business, for a duration not exceeding two weeks;
- Signs on bus sheds, seats and waste bins unless approved by Council or for community related purposes; and
- Any sign located over the footpath which is lower than 2.6m above the footpath.

### **Illegal signs**

Council will seek removal of all illegal, redundant and poorly maintained signs to achieve an orderly and interesting display of signage in the Shire.

Council may order the advertiser to alter, obliterate, demolish or remove an advertisement and any associated advertising structure where:

- The advertisement is unsightly, objectionable or injurious to the amenity of any natural landscape, public reserve or public place at or near where the advertisement is displayed;
- An unauthorised signage or advertisement is displayed;
- An unauthorised advertising structure is erected; or
- Alternatively, where the condition of signage or an advertising structure poses a public risk, Council may take whatever statutory steps permissible to remove the risk.

Should the advertiser not comply with the order, Council may undertake the work and charge the offending party for the cost of the work. In such cases Council may also impose appropriate fines and/ or orders.

### **Acceptable Solutions**

Signs shall comply with the specifications in Table 8.1 and can only be erected where they are permissible as detailed in this chapter and Uralla LEP.

### **Signs in Heritage Areas or on or near Heritage Buildings**

The only permissible signs for heritage areas are the following:

- Business identification signs;

- Building identification signs; and
- Replacement of the above signs.

A development application must be lodged for any new business identification or building identifications signs. In addition to the general requirements for a development application for a sign as noted above, a DA for a sign in a heritage area or on or near a heritage building must explicitly address how any undesirable impacts of the sign will be minimised. Council's Heritage Advisor is available by appointment to assist in this process. Additional matters that will need to be considered include:

- Proposed sign location;
- Proposed sign colours and size of lettering;
- Proposed size of sign; and
- Proposed illumination of sign.

The following guidelines, which primarily aim to protect the heritage value of individual buildings and the conservation area, should also be considered for development involving outdoor advertising:

- Applied signs should not obscure the building silhouette presented to the street;
- Original signs should stay in situ wherever possible;
- Where a sign is of cast letters forming part of the architecture of the building but is no longer applicable to the business, it may be painted to match the background colour of the building;
- Signs are not to be painted onto stone or brick walls;
- Signs should not cover architectural details, including windows, doors or cast iron balustrading;
- Signs on modern buildings may be illuminated but may only be lit with continuous light ie, not blinking or intermittent;
- A preferable alternative to electric signage on historic buildings is illumination of the building which advertises its business as well as its heritage qualities;
- Lettering styles should be sympathetic with the architectural style of the building on which the advertisement is to be placed, especially for signage on or above awnings;
- The number of colours should be restricted to the minimum and the colours used should relate to the general colour effect of the building, especially for signage on or above awnings;
- Signs should not be placed on parapets unless it is part of the original design;
- Advertising is permitted on blinds; and
- Signs are to be stationary ie, non-motorised.

#### **Street seat and bus shelter advertising**

- A seat and bus shelter including advertising sign when located within the road reserve (on footpath) must not obstruct pedestrian or vehicular traffic unnecessarily;
- The area of any sign will not exceed 1.4m<sup>2</sup>;
- The advertisement will apply to local business houses only;
- Council will control the location and wording of each sign; and
- The sign is to be of heritage colours and lettering in the Uralla Commercial Precinct Heritage Conservation Area.

### **Sandwich boards**

See Chapter 7 Commercial Use of Public Footways.

Tourist information/directional signs

Notwithstanding any other provision of this Policy, Council may authorise the erection of signs, indicating the location of attractions in the locality including:

- Places of historic, scientific, educational or public interest;
- Picnic areas, parks or rest areas;
- Public buildings, public utilities or essential services;
- Recreational, sporting, charitable or religious facilities, including facilities for the motorist, e.g. caravan parks, camping areas, hotel/motels, service stations, churches and sports clubs; and
- Tourist related facilities or undertakings.

### **Signs in Residential Zones (R1, R2 & R5)**

The only permissible signs for residential zones are the following:

- Business identification signs;
- Building identification signs; and
- Replacement of the above signs.

Signs other than these are prohibited by clause 10 of SEPP 64 Advertising and Signage.

Signs in Business and Industrial Zones (B2, B4, B6, IN1 and IN2)

Development consent will only be granted in respect of an signage relating to the purpose for which the land is used. Note explicit limitations for signage in heritage areas and on heritage buildings noted above.

### **Area and height of signs**

- No signage or advertising structures will have a surface area greater than 10m<sup>2</sup> except where such signs are replacement signs. In this case, if the sign is larger than that allowed and was erected prior to the introduction of this policy, Council may approve it provided that the new sign is not larger than the sign it replaces;
- The height of any free-standing sign will not exceed 8m from the ground except where it replaces an existing sign, in which case Council may approve such sign provided that it does not exceed the height of the original sign;
- The height of signs erected on roof lines shall not exceed 1m between the roof line and the bottom of the advertising sign; and
- All advertising signs approved by Council are to comply with State and regional electricity regulations in respect to safety distances from electrical power lines and installations.

### **Location**

- An advertising structure within the Business or Industrial zones shall be located at the discretion of Council within the boundaries of the same lot to which the sign refers; and
- The location of signage or advertising structures shall also be in compliance with the Roads and Maritime Services requirements in respect of classified roads and State Rail Authority in respect of railway land. The same conditions shall apply to Council roads to prevent a sign from interfering with safety.

### **Number of signs**

There is a limit of two advertising structures in the business zones and four advertising structures in industrial zones to each advertiser.

### **Signs in Rural Zones (RU1 and RU2)**

The only permissible signs for rural zones are the following:

- A sign directing the travelling public to –
  - › Tourist facilities or activities, or

- Places of scientific, historical or scenic interest;
- A sign relating to the land on which the sign is to be displayed, or to premises situated on that land or adjacent land, and specifying one or more of the following particulars –
  - The purpose for which the land or premises is or are used,
  - The identification of a person residing or carrying on an occupation or business on the land of premises,
  - A description of an occupation or business in the preceding point, or
  - Particulars of the goods or services dealt with or provided on the land or premises.

Signs other than these are prohibited by clause 10 of SEPP 64 Advertising and Signage.

#### **Location**

- The advertising structure shall be erected not less than 5m from the frontage or road frontage of the site on State Rail Authority land or classified roads;
- The location of advertising structures shall also be in compliance with the Roads and Traffic Authority requirements in respect of classified roads and State Rail Authority in respect of railway land. The same conditions shall apply to Council roads to prevent a sign from obscuring or interfering with safety; and
- Concurrence of the RMS may be required.

Controls for signs greater than 20m<sup>2</sup> in area.

Clauses 17, 18 and 19 of SEPP 64 contain specific provisions for signs with an area in excess of 20m<sup>2</sup>. Applications for such signage will need to comply with these provisions.

Table 8.1 Signage

SIGN TYPE	DEFINITION	REQUIREMENTS
Advertising Panel	Any advertising structure, other than those described below, which is unilluminated, including a hoarding or bulletin board	<ol style="list-style-type: none"> <li>not to extend laterally beyond the wall/boundary</li> <li>projection above the top of the wall not to exceed 2.m</li> </ol>
Awning Sign: under-awning	Sign attached to the underside of an awning (other than the fascia or return end)	<ol style="list-style-type: none"> <li>Shall not exceed 2.5 metres in length</li> <li>Shall not exceed 0.5m in depth</li> <li>Shall be erected horizontal to the ground at right angles to the building and no closer than 2.6 metres from the ground</li> <li>Shall not project beyond the awning</li> <li>Shall be securely fixed by metal support</li> <li>Maximum of 1 sign per 6 metres of street frontage with a maximum of 2 signs per business. Signs shall be spaced at least 6 metres apart from other under-awning signs on the same or adjoining properties</li> </ol>
Awning Sign: above-awning	Sign attached to the upper side of an awning (other than the fascia or return end)	<ol style="list-style-type: none"> <li>This form of sign is considered unacceptable in all areas.</li> </ol>
	Sign attached to the fascia or return of an awning	<ol style="list-style-type: none"> <li>Shall not project vertically or horizontally beyond the fascia or return end of the awning to which it is attached</li> <li>Shall not extend more than 300mm from the fascia or return end of the awning</li> </ol>
Floodlit Sign	Illuminated (as to any part of the advertising area) by an external light source and whether or not included in any other class of advertising structure	<ol style="list-style-type: none"> <li>Maximum size to be determined by signage type</li> <li>Lighting medium must be at least 2.6 metres above the ground if the sign projects over a footpath</li> <li>Lighting must not create glare to vehicles or pedestrians.</li> <li>Lighting must be located to avoid light spill into residential properties</li> </ol>

SIGN TYPE	DEFINITION	REQUIREMENTS
Flush Wall Sign	Attached to the wall of a building (other than the transom of a doorway or display window)	<ol style="list-style-type: none"> <li>1. Shall not project more than 300mm from the face of the wall</li> <li>2. Shall not project beyond the corner of the building or above the parapet or eaves</li> <li>3. Shall be located to complement the architecture of the building</li> <li>4. Shall not cover any window or architectural projections</li> <li>5. Shall not have an advertising area greater than 4.5m<sup>2</sup></li> <li>6. Where the sign projects more than 50mm from the face of the wall, the sign shall have a minimum clearance of 2.6 metres from ground level to the underside of the sign</li> <li>7. Shall not be illuminated internally</li> </ol>
Illuminated Sign	Illuminated (as to any part of the advertising area) by an internal source of artificial light and whether or not included in any other class of advertising structure	<ol style="list-style-type: none"> <li>1. Maximum size to be determined by signage type</li> <li>2. Lighting must not create glare to vehicles or pedestrians.</li> <li>3. Lighting must be located to avoid light spill into residential properties</li> <li>4. Must not be a flashing sign</li> </ol>
Moving Sign	Attached to a building and capable of movement by any source of power (whether or not included in any other class of advertising structure)	<ol style="list-style-type: none"> <li>1. This form of sign is considered unacceptable in all areas.</li> </ol>
Painted Wall Sign	Painted on to a wall of a building	<ol style="list-style-type: none"> <li>1. Shall not have an advertising area greater than 4.5m<sup>2</sup>.</li> </ol>
Painted Blind Sign	A sign painted on a blind attached to the fascia or front underside of an awning	<ol style="list-style-type: none"> <li>1. Shall not have an advertising area greater than 2.0m<sup>2</sup></li> <li>2. The blind must run parallel with the street frontage</li> </ol>
Projecting Wall Sign	Attached to the wall of a building (other than the transom of a doorway or display window) and projecting horizontally more than 300mm	<ol style="list-style-type: none"> <li>3. Will not generally be permitted unless they can be demonstrated to be of an architectural style which is particularly suited to that building and to the design of that and adjoining buildings</li> <li>4. Shall not be located above the awning of a building</li> <li>5. Shall be erected horizontal to the ground at right angles to the building and no closer than 2.6 metres from the ground</li> <li>6. Shall have a maximum width of 1.2 metres</li> <li>7. Shall have a maximum depth of 0.5 metres</li> </ol>

SIGN TYPE	DEFINITION	REQUIREMENTS
		<ul style="list-style-type: none"> <li>8. Shall not be within 0.6 metres of the vertical projection of the kerb</li> <li>9. Maximum of 1 sign per 6 metres of street frontage with a maximum of 2 signs per business. Signs shall be spaced at least 6 metres apart from other under-awning signs on the same or adjoining properties</li> </ul>
Roof Sign	Erected above the roof or parapet of a building	<ul style="list-style-type: none"> <li>1. This form of sign is considered unacceptable in all areas.</li> </ul>
Top Hamper Sign	Attached to the transom of a doorway or display window of a building	<ul style="list-style-type: none"> <li>1. Shall not extend below the level of the head of the doorway or window it is attached to</li> <li>2. Shall be located on the ground floor and shall not project above the ceiling level</li> <li>3. Shall not be more than 3 m<sup>2</sup> in area</li> <li>4. Shall be painted or fixed flat to and not project more than 50mm from the surface of the wall</li> <li>5. Shall not be internally illuminated</li> </ul>

#### Reference

Australian Council of National Trusts, 1984. "Lettering and Signs on Buildings, C. 1850-1900", Technical Bulletin 2.2 (Copy available at Council's Office)

Department of Planning (undated). "Outdoor Advertising. An Urban Design-Based Approach", Department of Planning, Sydney. (Copy available at Council's Office)

Jackson, R. and Lawrance, C. 2006. Conserving Historic Signs. Conservation guideline for historic signs and new signs for heritage building, NSW Heritage Office. (Available on the NSW Heritage Office website).

NSW Heritage Office (undated). "Street Smart: Corporate Development in Historic Town Centres", NSW Heritage Office. (Copy available at Council's Office)

Pears, Harry C. 2009. "Decorate with type: Typeface Research". (Example of various type for particular decades) (Copy available at Council's Office)

## 9. HERITAGE GUIDELINES

### 9.1 Part 1 - About this Chapter

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The intent of this chapter is to provide guidance about development of heritage items or within Heritage Conservation Areas.

Heritage items and Heritage Conservation Areas are listed in Uralla Local Environmental Plan 2012 (LEP) and their locations are recorded on the associated Heritage Maps.

The LEP also states objectives for heritage conservation and explicitly addresses requirements for development in heritage areas or on heritage items.

This Chapter provides additional information about development and heritage conservation.

### 9.2 Where this Chapter Applies

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This Chapter applies to all land identified in the LEP and associated maps as having heritage.

### 9.3 General Advice to Applicants for Development

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In order to help assist developers undertake developments that respect and enhance heritage values, Council has a heritage advisor who is available for consultation free of charge to potential developers. Council recommends that developers contact Council early in their design process and seek advice on heritage issues so that the design response can be more cost-effectively worked into the overall design solution.

### 9.4 Exempt Development

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- Must not be carried out on land that comprises, or on which there is, an item that is listed on the State Heritage Register under the Heritage Act 1977; however
- Where heritage items listed in Schedule 5 of the LEP are clearly mapped and described, certain types of exempt development can take place on parts of the lot that are not the heritage item;
- Additionally, development that is subject to a specific exemption under s57 of the Heritage Act 1977 may be carried out as exempt development.

Note: only certain types of development are permitted to be undertaken as Exempt Development and these are specified in the Codes SEPP.

### 9.5 Complying Development

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Complying development cannot be carried out on an item listed on the State Heritage Register (SHR) or that is subject to an interim heritage order under the Heritage Act 1977; however

- Complying development may be carried out on such land if the development is located outside of the area of the item as defined on the SHR or if the work is subject to a specific exemption under s57 of the Heritage Act 1977;
- Where heritage items are clearly mapped and described, complying development can take place on parts of the lot that are not the heritage item. Additionally, development that is enabled by the Codes SEPP and also identified in specific exemptions under the Heritage Act 1977 is enabled on heritage items;
- Complying development generally cannot take place on heritage items and draft heritage items locally listed on Schedule 5 of the LEP; but if the item is clearly mapped or described, the development can still take place on the land outside the mapped area;



- May be permissible within a Heritage Conservation Area, although not for development under the General Housing Code or the Rural Housing Code unless the development is for a (residential) detached outbuilding or a swimming pool; and
- Certain complying development types are permissible under the General Commercial and Industrial Code in the Codes SEPP (see chapter 5 Development in Commercial and Industrial Areas).

## **9.6 Objectives Of This Chapter**

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The objectives of the chapter are:

- to protect and conserve items and places with heritage significance in the Uralla Shire,
- to promote and encourage appropriate and sympathetic design solutions where restoration or new work is proposed for properties or places of heritage significance in the area,
- to improve the appearance of local streetscapes,
- to ensure the setting of places of heritage significance and the streets in which they are located are not compromised by unsympathetic new development, and
- to ensure that conservation meets the design principles of the Burra Charter.

## **9.7 Land To Which This Chapter Applies**

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This chapter applies to land in the Uralla Shire local government area.

## **9.8 Addressing The Guidelines Of This Chapter**

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The guidelines for European heritage are set out in this chapter. The objectives and guidelines need to be addressed for each development proposal. Alternative approaches may be proposed, provided these adequately address the relevant objectives and guidelines and comply with legislation.

## **9.9 Heritage Items and/or Heritage Conservation Areas**

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If development is to take place on a heritage site or item (including an archaeological site or item), or in a Heritage Conservation Area, the objectives and guidelines outlined in this chapter must be addressed.

Heritage Conservation Areas are identified in Schedule 5 – Part 2 – Heritage Conservation Area of ULEP 2012. Heritage Conservation Areas are found in:

- Bundarra Commercial Precinct
- Rocky River Goldmining Precinct
- Uralla Commercial Precinct
- Wollun Village Precinct

## **9.10 Relevant Studies**

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The following Heritage studies have been undertaken to identify places of heritage significance in Uralla Shire:

- Uralla Heritage Study (Peter Meyers Architect, 1987), and
- Uralla Community Based Heritage Study (Stage 1 Michael Fox Architects, 2009) (Stage 2 Sue Jackson-Stepowski Heritage Planning Consultant, 2013).

Each item has a Heritage Inventory Sheet identifying the significant features of the heritage item or the Heritage Conservation Area.

A Uralla Main Street study has also been undertaken (Richard J. Ratcliffe, 1997).

## 9.11 Significance

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As a general principle, Council seeks to ensure that development affecting heritage buildings and precincts recognises and respects, rather than detracts from, what is significant about them. 'Significance' can usually be determined from a combination of visual inspection and historical research, which is summarised in Heritage Inventory Sheets. 'Significant' aspects would typically include architectural and aesthetic features, historic, scientific or cultural associations, the garden or landscape setting of a property or archaeological value.

Development to upgrade properties to provide for increased amenity and facilities, as well as the requirements for parking, accessibility and fire safety measures are all components which can have a significant effect on the historic character of dwellings, commercial buildings and streetscapes.

## 9.12 Burra Charter

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This part of the DCP adopts the conservation policy embodied in the Australia ICOMOS Charter for the Conservation of Places of Cultural Significance (The Burra Charter).

The Burra Charter is widely accepted by Government agencies at all levels and by private industry as the standard philosophy for heritage conservation practice in Australia. The Charter sets down principles, processes and practices for the conservation of significant places.

Some useful definitions from the Burra Charter are:

**Conservation** means all the processes of looking after a place so as to retain its cultural significance.

**Maintenance** means the continuous protective care of a place, and its setting. Maintenance is to be distinguished from repair which involves restoration or reconstruction.

**Preservation** means maintaining a place in its existing state and retarding deterioration.

**Restoration** means returning a place to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material.

**Reconstruction** means returning a place to a known earlier state and is distinguished from restoration by the introduction of new material.

**Adaptation** means changing a place to suit the existing use or a proposed use.

**Interpretation** means all the ways of presenting the cultural significance of a place.

**Fabric** means all the physical material of the place including elements, fixtures, contents and objects.

Copies of The Burra Charter are available at Council's Administration office and Uralla Shire Library.

## 9.13 Basic Principles

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Changes to heritage buildings and heritage sites should be based on the following principles:

- do as much as is necessary and as little as possible,
- change should be based on an understanding of heritage significance, and
- the level of change should respect the heritage significance of the item or area.

All features of heritage significance should be conserved or reinstated. Any unsympathetic alteration should be removed and the original features and elements reconstructed as closely as possible.

Whenever there is a choice, do whatever will improve the appearance and unity of the street.

In most cases there will always be some choice; a choice of colour scheme for example. Only highly significant buildings should be painted in their original colours. Otherwise select a colour scheme which fits in with the existing streetscape.

For new buildings or alterations to buildings not heritage listed, the degree of flexibility will be greater. Where there is considerable variety within a street or a row of buildings, features of the immediate neighbours should be taken as the starting point. If these are in very different or contrasting styles, your building should try and create a better link between them. The way to do this is to focus elements of both.

#### **9.14 Documents to be Submitted with a Development Application**

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When lodging a Development Application for development on land on which a heritage item is situated, or within a Heritage Conservation Area, or within the vicinity of a heritage item or Heritage Conservation Area, Council may require a Heritage Management Document (HMD) to be prepared and submitted for assessment.

The circumstances in which a HMD may be required will vary depending on the works proposed and the likely impact they will have on the heritage significance of the item or the Heritage Conservation Area. Discussions with Council staff and the heritage advisor are recommended to determine what may be needed to assist in assessing a Development Application.

#### **9.15 State Heritage Items**

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Any works to a State Heritage item (including demolition) requires approval or exemption under the *Heritage Act 1977*.

When a Development Application is lodged with Council for demolition or development of any type for a State Heritage Register listed item, the integrated development application process commences and Council will, as part of that process, refer the application to the Heritage Council for concurrence.

#### **9.16 Conservation Incentives**

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Council recognises the need to be flexible with heritage items in terms of providing for their long-term conservation. Uralla LEP2012 Clause 5.10 (10) - Conservation Incentives enables Council to approve development relating to a heritage item or the site of a heritage item that would otherwise be prohibited in the zone.

If an applicant seeks approval for development under the conservation incentives clause, Council must also be satisfied that:

- the conservation of the heritage item or Aboriginal place of heritage significance is facilitated by the granting of consent, and
- the proposed development is in accordance with a heritage management document that has been approved by the consent authority, and
- the consent to the proposed development would require that all necessary conservation work identified in the heritage management document is carried out, and
- the proposed development would not adversely affect the heritage significance of the heritage item, including its setting, or the heritage significance of the Aboriginal place of heritage significance, and
- the proposed development would not have any significant adverse effect on the amenity of the surrounding area.

In addition to the abovementioned clause, Council offers a free Heritage Advisor service to encourage conservation work.

### 9.17 Introduction

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This chapter is provided to assist building owners and designers in the process of managing a heritage item, whether it be to demolish, renovate, rebuild or restore a heritage building.

Uralla Shire has many buildings of heritage significance dating back to the 1850s. There are several architectural features that are characteristic of Uralla Shire, including the local Armidale 'blue' brick and heritage in the Shire is represented by a range of periods, styles and building types.

Heritage conservation does not aim to freeze development. The need to upgrade buildings to modern standards is recognised, however, changes should take place in the most sympathetic way possible. The elements that lead to an item or area being listed should be retained. These are the characteristics that create the heritage significance. Sometimes these characteristics relate to the external appearance of the building; but in other cases, there may be less visible aspects of historic or social interest, such as a particular event or story attached to the building. Each site must be considered on the significance of its merits and also take into account the needs of the owner, the cumulative impact of the changes and the community's interest. In most cases there will be no conflict. A building that relates well to its neighbours will be more attractive to prospective purchasers.

### 9.18 Adaptive Reuse

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Adaptive reuse of heritage buildings is a change where a new use is introduced as the building is no longer suitable for the original function.

Reusing heritage buildings allows the retention of history for future generations through the retention of significance and the adaptation of elements of the site and structure to allow for a new use.

#### Objectives

- To encourage the adaptive reuse of buildings and structures which are no longer suitable for their original uses.
- To ensure that adaptive reuse respects the significance of the place.
- To ensure that the impacts of the changes on heritage significant elements is minimized.

#### Controls

Adaptive reuse and the associated changes to the site and building:

- Should only occur where the original use is no longer viable.
- Should retain the general appearance of the building such that its original role can be readily interpreted.
- Should retain all significant architectural qualities of the building and structure and particularly features that contribute to the streetscape and the heritage significance of the place.
- If significant fabric is unavoidably removed it will be stored on site for possible future reinstatement;
- Should involve minimal change to the significant fabric of the place.
- Should respect significant associations and meaning of the place
- Must be readily reversible and should not compromise the inherent flexibility of the place and its potential for other uses.
- Where incorporating additions, plant and equipment or services which are required to facilitate adaptive reuse, should be concealed from view within the broader streetscape.
- Must have regard to the relevant legislation of the National Construction Code (NCC) and other relevant Australian Standards.

## 9.19 Demolition

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Demolition of any heritage listed building requires Development Consent from Council.

Demolition of a heritage item is unlikely to be permitted unless it can be demonstrated that the item is not reasonably capable of repair. Specifically, demolition of any building is unlikely to be permitted unless:

- the item is intrusive to the overall significance of the area; or
- the item is structurally unsound beyond the point of repair and represents a public danger; or
- there is a concurrent Development Consent for the replacement structure, except where demolition is proposed on the basis that the item is structurally unsound.
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Where a heritage item or building is proposed to be demolished, a Heritage Impact Statement should justify why this is the preferred action after the consideration of options for retention. The Statement should include historical information on the property, an assessment of the quality and physical condition of the building (clearly outlining any alterations which have occurred over time and whether these contribute or detract from the building's significance) and a comparative analysis of the building in relation to others of its kind in the Shire.

The recommendations of the report should be based on the heritage significance of the item, not on the development potential of the land it is situated on.

Council will consider not only the external appearance and condition of the structure but will weigh up the heritage significance of the property, its contribution to the history and identity of the street and setting, its rarity and its importance to Uralla Shire as a whole.

### Objectives

- To retain heritage buildings and structures or elements which contribute to the significance of the item.
- To retain a valuable and useful record of places where consent is provided by council for demolition.
- 

### Controls

- Buildings that are listed as heritage items or contribute to the significance of an item should not be demolished.
- Partial demolition of a heritage item will only be permitted when it can be established in a Statement of Heritage Impact that the loss will not have a substantial impact on the significance of the heritage item.
- Outbuildings associated with heritage items can only be demolished where a Statement of Heritage Impact can establish that the structure does not contribute to the significance of the heritage item.
- Photographic records of building/s, which may need to include measured drawings, are to be provided to Council prior to the commencement of any demolition works. Archival recording shall be in accordance with the NSW Heritage Office Guidelines.

## 9.20 Accessibility, Fire Upgrading and Fire Safety

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The best way to ensure that a heritage building survives for future generations is for it to be used. Yet historic buildings were not designed with modern requirements for access, fire safety and building services in mind. In fact, some of our oldest buildings predate the existence of any formal building regulations in Australia.

The Disability Discrimination Act 1992 requires that all public buildings be accessible to people with disabilities. An accessible building is one that incorporates features to enable dignified and equitable access to buildings by people with a disability. *The Disability (Access to Premises – Buildings) Standards 2010* prescribes a single set of design and construction requirements covering access to new buildings and an extension to, or modification of, an existing building. These requirements are called up by the *National Construction Code (NCC)*.

Fire safety standards - ensuring that people can evacuate the building or fight a fire - are the responsibility of both building owners and statutory authorities. Nearly all heritage buildings are affected.

The provision of equitable access and fire safety upgrading of heritage items and buildings within a Heritage Conservation Area should:

- take into consideration the heritage significance of heritage items and buildings within Heritage Conservation Areas,
- ensure that the maximum possible heritage fabric is retained during upgrading processes for access and fire safety measures and minimise adverse impacts upon heritage fabric, spaces, features and building appearance from the street, and
- ensure that all new building work is to comply with the accessibility provisions of the Disability (Access to Premises – Buildings) Standards 2010 and the National Construction Code (NCC) as required.

In cases where a development proposal does not achieve strict compliance with accessibility or fire safety requirements Council may request that the applicant submit a report prepared by a suitably qualified access consultant which demonstrates that the proposed alternative solution satisfies the relevant performance requirements.

Alternative solutions, deemed-to-satisfy provisions and negotiated agreements with fire safety and access experts are to be applied wherever possible to maximise positive heritage outcomes.

## **9.21 Subdivision and Curtilage**

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Land associated with a heritage building is often important in providing a setting to a heritage item. The grounds of a heritage item can often ensure that important views to and from a heritage building are available. Subdivision is permitted where an adequate curtilage can be established to protect the setting.

If a property to be subdivided has been identified as a heritage item, the following design principles need to be observed:

- the integrity of the original primary building and its surrounds should be conserved by ensuring an adequate curtilage is retained.
- on rural properties this curtilage should include any front landscaped areas or tree-lined driveways
- original outbuildings on rural properties should be considered as should any site of possible archaeological interest; and
- any important views to and from the remaining original complex should be conserved.

### **Objectives**

- To ensure that subdivision does not result in a loss of appropriate curtilage to the heritage item.
- To ensure that any subdivision of a heritage property protects its heritage significance including fabric, historic curtilage, setting and associated views.
- To retain and conserve the integrity of important and characteristic historical subdivision patterns.

### **Controls**

- Subdivision of an allotment that includes a heritage item is unlikely to be permitted unless it can be demonstrated, in a Heritage Impact Statement, that an adequate curtilage for the heritage item is retained.
- Subdivision of land that includes a heritage item is unlikely to be permitted unless it can be demonstrated in a Statement of Heritage Impact that proposed or future development on the created allotments will protect the property and its setting including historic curtilage, significant buildings, gardens, outbuildings and associated views to and from the heritage item.

- New development, including site consolidation, is not to obscure or degrade the established subdivision pattern of the streetscape in the vicinity of the heritage item or within the heritage conservation area.
- The design of works and services, such as kerbing and guttering, access crossings and the like should be consistent with original elements of the heritage Item or Heritage Conservation Area.

Subdivision should not require rearranged existing or historic vehicular access or car parking that would adversely affect the streetscape of the Heritage Conservation Area.

### **Part 3 – Heritage Conservation Guidelines – Buildings and Site Elements**

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#### **9.22 Siting, Setbacks and Orientation**

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##### **Objectives**

- To ensure that development does not obscure existing views to or from heritage buildings nor inhibit their appreciation.
- To ensure that the relationship between heritage buildings, their sites and the streetscape, are compatible with, and do not detract from, the character of heritage items and Heritage Conservation Areas.
- To ensure setbacks of new buildings and building additions are compatible with the existing buildings and the streetscape and do not adversely affect the heritage values of any building, or Heritage Conservation Areas.

##### **Controls**

- Alterations or additions should occur at the rear of the existing building to minimise visual impact on the main (street) elevation of the building.
- Additions to the side of a building should not remove or sever car access to the rear, where it cannot be appropriately provided elsewhere.
- Rear additions are generally best stepped back from side setbacks or building lines.
- Side additions should not compromise the ability for driveway access to the rear of the block.
- Larger additions can be successful when treated as a separate entity to retain the character of the original building in its own right.
- Where there is a uniform historically based setback, this setback shall be maintained in a new development.
- Setback from side boundaries should be consistent with typical buildings in the immediate vicinity.
- Where a building has been demolished to make way for new development, the former building's setback should be adhered to in the new development.
- Front and side setbacks should be typical of the spacing between buildings located in the vicinity of the new development.
- The existing orientation pattern of buildings in the area should be maintained.
- An adequate area around the building including landscaping, fencing, and significant trees should be retained.
- New development should be aligned to the predominant building line and should be sited in a similar location to development that exists on neighbouring properties.
- New development is not to be built forward of an established building line.
- If the established building line varies, the new building should not be set closer to the street than any adjoining historic buildings (even if it is not a heritage item).
- Site amalgamation is discouraged where the original subdivision pattern is intact.

## 9.23 Scale and Form

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### Objective

- To ensure that additions to a heritage item and new buildings on the site of a heritage item are of a scale consistent with the heritage item and respect the character of the surrounding area.
- To ensure that significant elements of the form of a heritage item are not obscured or destroyed by alterations and additions.
- To ensure that the form of a heritage item retains its importance in the streetscape and/or townscape.

### Controls

- Alterations and additions to a heritage item should not be larger in scale than the heritage item and easily interpreted as new work.
- Alterations and additions to a heritage item should not detract from important aspects of the form of the heritage item.
- Significant elements of the form of a heritage item such as roof forms, chimneys, walls, verandahs and parapets should not be demolished or obscured by alterations and additions.

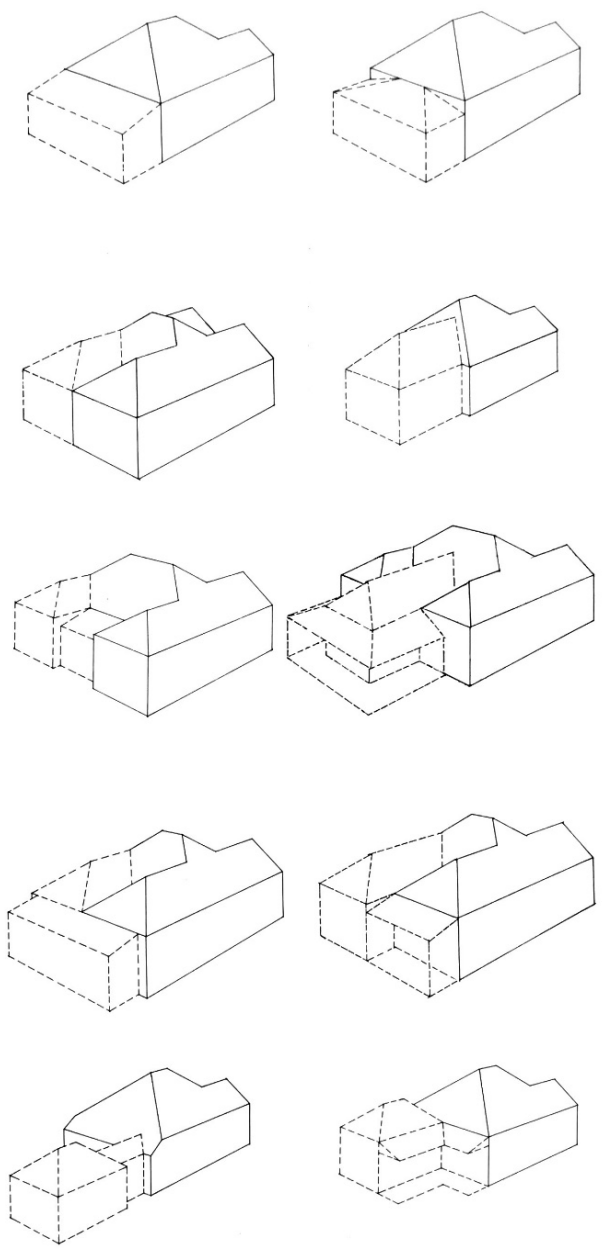
### Additions to old houses

Are best designed to blend into the form of the structure rather than dominating it.

The following drawings show the additions with a dashed line.

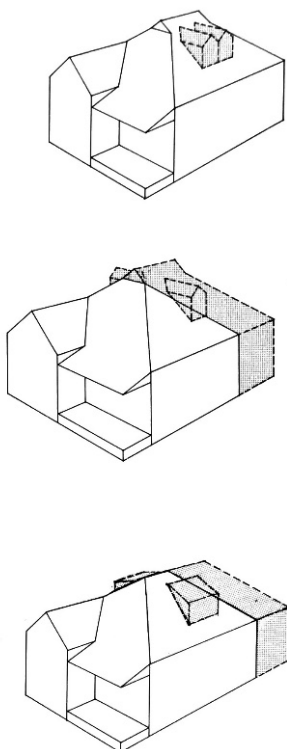
Top row:           lean-to additions  
Centre rows:     combination wing and lean-to additions  
Bottom row:      pavilion additions





Increasing living space by expanding upwards.

The following drawings show the additions shaded.



## 9.24 Building Materials, Finishes and Colours

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### Objective

- To ensure that building materials, finishes and colours respect the significance and character of heritage Items and buildings within Heritage Conservation Areas.

## 9.25 Materials and Finishes

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### Objectives

- To ensure that materials and finishes are appropriate to the significance and character of the building and surrounding area.

### Controls

- Additions to heritage buildings shall incorporate traditional combinations of materials that are compatible with the original/existing building. Original materials and details on older buildings need not be copied, but can be used as a reference for new elements.
- It may not be appropriate or necessary to replicate the original combination of materials used. For instance, timber weatherboard extensions to brick houses was a common practice which is still appropriate today, as was the use of corrugated iron roofs at the rear of houses behind main roofs constructed with tile or slate. The use of fibre cement planks in view of weatherboard is to be avoided.
- Face brickwork should never be painted or rendered. Apart from taking away the traditional character and texture these alterations are, for all practical purposes, irreversible.

- Where brick is used it should be in traditional dark colours, not modern, light or cream brick.
- The use of highly reflective materials is to be avoided.
- The use of faux finishes and detailing to replicated heritage buildings and their design is to be avoided. These tend to give an impression of superficial historic detail and are often incorrect in form and proportion.
- Changes to the fabric of a building which is a heritage item shall be:
  - Minor; and
  - Reversible.

## 9.26 Colours

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Exterior colours used on buildings of the Victorian, Federation and Inter-War periods were from a comparatively narrow range due to the limited availability of colouring agents. They were used to enhance the natural colours of building materials and highlight particular elements or decoration.

The selection of a paint scheme to any existing or new building should be carefully chosen to ensure that it complements the original building and not result in the visual importance of the heritage item being reduced. To determine original paint colours one can scrape back newer layers of paint to see what the older, or original colours were. Scrapings should be taken from areas sheltered from sun and rain. Allow for fading of the original colour.

Old black and white photographs are also useful as they indicate shades on different elements of the building. Previously unpainted surfaces should never be painted. Painting of original stone or face brick is practically irreversible, as is cement rendering.

### Objectives

- To conserve historic colour schemes.
- To ensure that external colour schemes are appropriate to the period of the individual buildings, groups of buildings and/or enhance the character of the Heritage Conservation Area.
- To ensure that external colours do not detract from or visually dominate the heritage item and its significance.

### Controls

- Colour schemes must be appropriate to the period and style of the heritage item.
- Colour schemes for new development in Heritage Conservation Areas should have a relationship with traditional colour schemes for the dominant style of development found in the Heritage Conservation Area.
- At least two contrasting colours are to be chosen for the elements of the principal façade (and secondary façade if a corner building).
- Original unpainted stone, brickwork, terracotta, glazed or tessellated tiling that is unpainted or unfinished by other mediums is not to be rendered, bagged, painted or otherwise refinished.
- The use of fluorescent paint and primary colours on heritage items or on buildings in Heritage Conservation Areas is not permitted.
- Only buildings with high heritage significance should be painted in their original colour schemes. Otherwise a traditional colour scheme which fits in with the street, as a whole, should be considered, especially for that part of the building from the awning soffit upwards.
- Dominant use of bright corporate colours on building facades is generally inconsistent with maintaining the heritage character and significance of a building and/or Heritage Conservation Area.
- Parapets, awning soffits and fascias that are continuous across more than one occupancy should be painted with the same colour(s) irrespective of the different signage.

These notes apply in the following colour palette:

Dominant: Area that is greatest eg. walls  
Secondary: Area that is visible but less in area eg. fascia or soffit  
Trim/accent: e.g., architectural details, windows and frames plus signs

Variations from the palette may be considered providing they conform to the principles of this DCP.

These colours have been provided as a general guide and are referenced to the Australian Standard AS 2700  
And British Standard BS 4800.


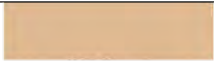



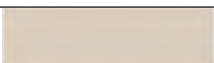


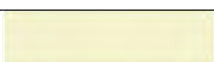

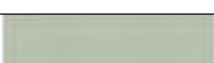



## VICTORIAN ERA COLOUR PALETTE

circa 1840-1890

AREA OF BUILDING	COLOURS	AS2700 OR BRITISH STANDARD	COLOUR SAMPLE
<b>Dominant</b>	Biscuit	X42	
	Portland Stone	Traditional colour	
	Sandstone	Y53	
	Buff	X41	
	Cream	Y34	
<b>Secondary</b>	Eau de Nil	G44	
	Light Straw	Y24	
	Pale Stone	BS381c 367	
	Teal	T63	
<b>Trim/accent</b>	Red Oxide	R63	
	Deep Bronze Green	G63	
	Dark Crimson	Traditional colour 5925	
	Deep Brunswick Green	G11	
	Olive	BS381c 298	






## FEDERATION ERA COLOUR PALETTE

circa 1890-1915





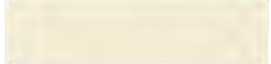





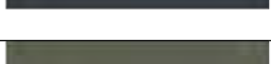
AREA OF BUILDING	COLOURS	AS2700 OR BRITISH STANDARD	COLOUR SAMPLE
<b>Dominant</b>	Pale Ochre	X21	
	Biscuit	X42	
	Raffia	X31	
	Portland Stone	Traditional colour	
	Yorkstone	Traditional colour	
	Buff	Traditional colour	
	Manilla	Y45	
<b>Secondary</b>	Venetian Red	R62	
	Pale Primrose	Y33	
	Salmon Pink	R42	
	Grey Green	BS2660 4-047	
	Stoneware	Traditional colour	
<b>Trim/accent</b>	Dark Crimson	Traditional colour 5925	
	Mid Brunswick Green	Traditional colour 50127	

## INTER WAR COLOUR PALETTE

circa 1915-1940

AREA OF BUILDING	COLOURS	AS2700 OR BRITISH STANDARD	COLOUR SAMPLE
<b>Dominant</b>	Manilla	Y45	
	Pale Primrose	Y33	
	Cream	Y34	
	Pale Stone	BS381c 367	
	Regency White	Traditional colour	
<b>Secondary</b>	Lime White	Traditional colour 37131	
	Opaline	G32	
	Salmon Pink	R42	
	<b>Trim/accent</b>	Grey Green	BS2660 4-047
Oatmeal		Y54	
Pewter		N63	
Egyptian Red		Traditional colour 37007	
Dark Crimson		Traditional colour 5925	

## WWII TO PRESENT ERA COLOUR PALETTE

AREA OF BUILDING	COLOURS	AS2700 OR BRITISH STANDARD	COLOUR SAMPLE
<b>Dominant</b>	Raffia	X31	
	Biscuit	X42	
	Sandstone	Y53	
	Light Stone	Y24	
<b>Secondary</b>	Lime White	Traditional colour 37131	
	Light Grey Blue	B44	
	Eau de Nil	G44	
<b>Trim/accent</b>	Blue Gum	T44	
	Pale Ochre	X21	
	Charcoal	B64	
	Slate	G64	

**Note: Colour samples shown are a guide only and should be verified prior to selection.**



### 9.27 Materials

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Roof forms and details to heritage buildings vary according to building type and architectural style. This variety makes an important contribution to the aesthetic significance and visual complexity of heritage items and Heritage Conservation Areas.

While slate was often used on more expensive buildings up until the First World War roofs were most commonly of corrugated iron, especially in the twentieth century. Terra cotta tiles are relatively rare in the Uralla Shire. Terra cotta was sometimes used for decoration on chimneys, ridge capping and rainwater heads.

The sheet length of corrugated iron is important. Modern production methods enable corrugated sheet to be produced in lengths much longer than is usually required. This means that most roofs can be covered in a single row of sheets, eliminating the need for overlapping joints which are a major source of corrosion. These advantages need to be weighed against the change in appearance that full-length sheets bring. On steeply sloping roofs of short sheets *the joins can be seen as the shadow line of the overlapping sheet and, less obviously, the additional nailing needed at the join. These provide a distinct horizontal element to the appearance of many roofs and their loss may lead to a change in the character of the roof.*

Typical roof forms were:

- hipped roofs for residential buildings, the older ones being higher pitched than the more recent with the gable often at the street frontage only.
- gabled roofs for ancillary buildings like garages and sheds.
- verandah roofs that are a direct extension of the main roof though at a lower pitch.
- simplicity of overall form, usually having a consistent main ridgeline and with few secondary projections.
- forms with chimneys and fireplaces to living and kitchen areas.

#### Objectives

- To ensure that the roof form is retained and not destroyed or obscured through unsympathetic alterations and additions.
- To ensure that significant roof materials and details are conserved.
- To ensure that new work is compatible with the roofing materials used in original heritage item or in Heritage Conservation Areas.

#### Controls

- Original roofing materials should be retained wherever possible. Second hand materials may be appropriate to repair damaged or broken roof material. Where significant repairs are required, it is desirable to maintain the original presentation to the street. In these circumstances, good roof material from rear or side elevations of buildings should be transferred to the front elevation of the building.
- Full-length corrugated iron sheets can be used on planes of a roof that are not readily visible.
- Re-roofing on heritage items will only be acceptable where it is proven that the roofing materials are significantly deteriorated and beyond repair.
- Roofs should retain the details of the original roof.
- Traditional roofing materials of the area should be used, such as corrugated galvanised iron roofing and associated elements including the appropriate gutter profile, downpipe and rolled flashings.
- Rare details such as astragals, acroteria and spear points should be conserved and new work in the vicinity should be sympathetic.

- Corrugated galvanized steel, in an unpainted finish, is a most appropriate roofing material for new buildings in historic areas. Pre-finished steel in a Gull Grey or other shades in some circumstances may also be suitable.
- Modern profile steel (trim-deck) roof sheeting is not appropriate.
- Tiles may be appropriate in areas with buildings dated between 1900 and 1930. Unglazed terracotta tiles are the most appropriate.
- The colour and glazing of many terracotta tiles make them inappropriate.
- Roof extensions, alterations and extensions should be carefully designed so that they relate to the existing roof in pitch, eaves and ridge height, do not impact on the principal elevation of a heritage item and are not to be visible from the street.
- Roofs are not to be re-pitched to accommodate attic development.
- The roof form for new residential development should:
  - be consistent with the character of any adjacent heritage items and of the immediate streetscape to at least two lots to either side of the heritage item.
  - be of simple overall form i.e. consistent main ridge line and with few secondary projections and without multiple steps in alignment.
  - be hipped between 30 and 35 degrees, with minimal use of projecting gables to the street.
  - include a verandah roof as an extension of the main roof, either at the same or a lower pitch.
- Ogee or quad profile guttering is preferable and plastic downpipes should be avoided in prominent positions (street elevation).

## 9.28 Chimneys

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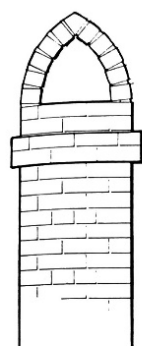
Fireplaces and chimneys were an important element in buildings up until the middle of the twentieth century, contributing to the character and skyline of the building.

### Objective

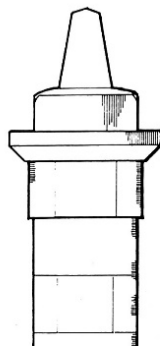
- chimneys and pots that contributed to the aesthetic significance of a heritage item.

### Controls

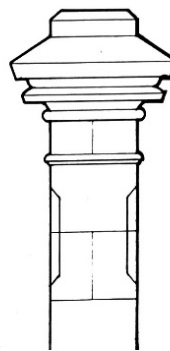
- Original chimneys, details and pots must be retained even if their function is no longer required.
- Missing chimneys and pots should be reinstated.



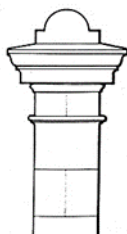
Colonial



Early Victorian



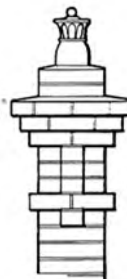
Mid Victorian (Gothic Revival)



Mid Victorian (Italianate)



Late Victorian



Edwardian



About 1915

## 9.29 Parapets

Parapets form the most distinctive part of most heritage buildings in commercial precincts and in some cases the variation in style is considerable.

Many roofs on heritage buildings cannot be seen from the street because they are hidden by parapets.

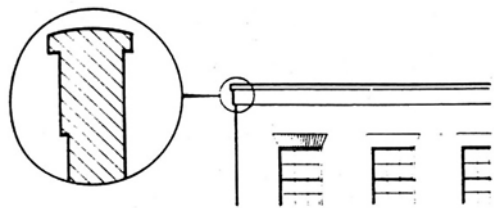
Some commercial precinct buildings have had their parapets, or whole upper levels altered, covered or rendered over. In some instances reinstatement of the original remains a possibility. In others the loss is irreversible. Where reinstatement is possible, it will usually be the preferred option. Old photos or drawings will provide a guide.

### Objectives

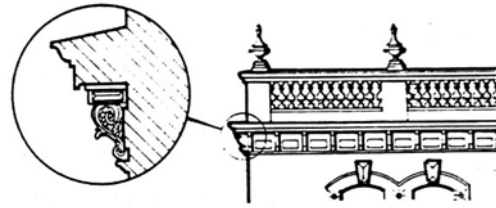
- To retain original parapets.
- To reinstate missing parapet details that contributed to the aesthetic significance of a heritage item.

### Controls

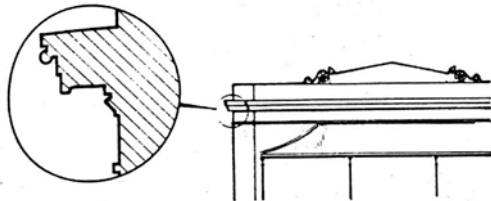
- Original parapets and details should be retained.
- Missing parapet details should be reinstated.
- Existing parapets are not to be clad in metal sheeting, and existing face brick parapets shall not be rendered, painted or coated in any way.
- New parapets are to be constructed of masonry or rendered masonry.



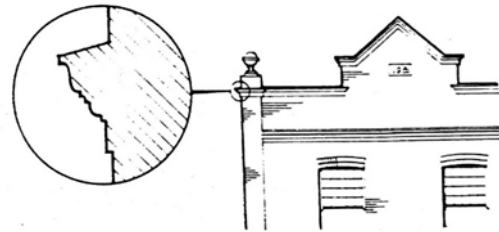
Colonial



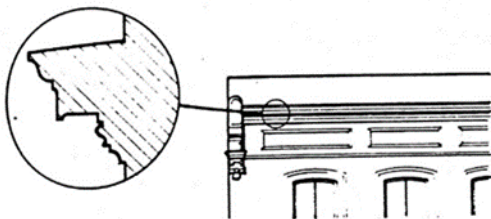
Late Victorian



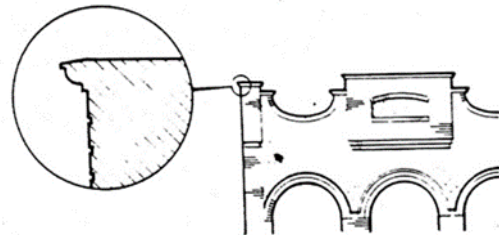
Early Victorian



Edwardian



Mid Victorian



1918

## Walls – Brickwork and Timber

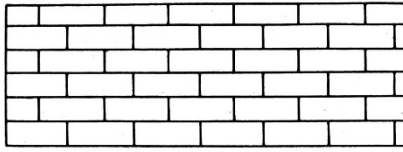
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### 9.30 Brickwork

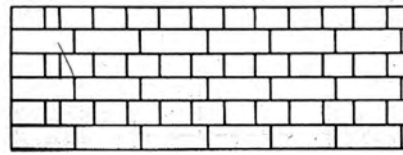
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On heritage items it is important to note the brick and mortar colour, the type of joint and the brick laying pattern (called bonding). It may be possible to replace missing or damaged bricks with second hand bricks from the same period. Original face brickwork should never be coated, painted or rendered. This destroys the building's original colours and textures and robs it of its period character.

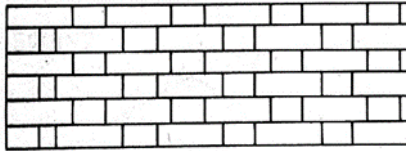
## Brick bonds



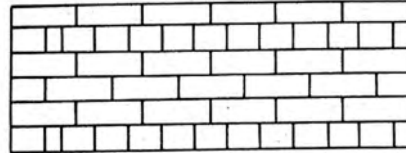
Stretcher



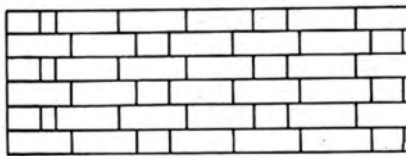
English



Flemish

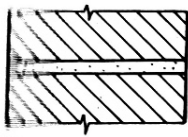


Colonial

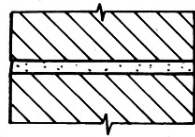


Garden Wall

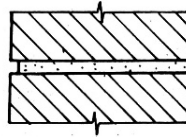
## Brick pointing



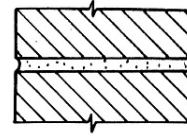
Flush



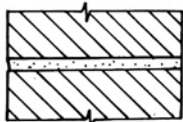
Up struck



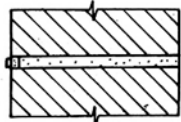
Square raked



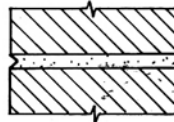
Round raked



Down struck



Tuck pointed



'Vee' raked

### 9.31 Timber

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Many building elements are made of timber, such as window frames, boarding, fascias, brackets, columns and friezes. Many joinery companies have similar profiles in stock. If an exact copy is required the joiner can measure a profile to be run off.

Timber buildings generally require more constant maintenance to keep them in pristine condition. Modern paints applied in accordance with manufacturers' instructions, have quite a long life and can help keep maintenance costs down.

#### Objectives

- Wall cladding materials used in any redevelopment shall be compatible with the wall materials used on the heritage item and in the Heritage Conservation Areas.

#### Controls

- Cladding materials which set out to imitate materials such as brick, stone, and weatherboard should be avoided as they tend to detract from the authentic character of the surrounding authentic buildings of heritage value.
- Existing face brick or stone on heritage items or heritage buildings in a Heritage Conservation Area should remain unpainted and un-rendered.
- New development is to adopt the following cladding materials, where the context and character of the surrounding development dictates:
- 150mm weatherboards splayed or rusticated profile are generally appropriate for Heritage Conservation Areas They should be square edged profile unless the surrounding buildings are post 1920s.
  - Replacing weatherboards with imitation metal cladding will not be supported (or is not an acceptable alternative);
  - Bricks should be plain with natural coloured mortar struck flush with the brickwork (not deeply raked); and
  - Bricks of mixed colours (mottled) should be avoided, as should textured 'sandstock' bricks, unless they complement the surrounding building's material.
- New face brickwork should match the existing brick in colour and texture, and type of jointing and mortar colour.
- Timber board imitations are not acceptable for additions to heritage items and are not appropriate where visible from the street in Heritage Conservation Areas.
- Lightweight materials such as ribbed coloured metals should be avoided on vertical wall or parapet surfaces.

### 9.32 Windows and Doors

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The spacing, proportions and detailing of doors and windows of residential heritage items are a major contributing factor to their aesthetic significance. Changing doors and windows or adding new openings can dramatically affect the character of a heritage item.

#### Objectives

- To retain original doors and windows that contribute to the aesthetic significance of a heritage item.
- To reinstate missing details that contributed to the aesthetic significance of a heritage item.
- To ensure that the character and pattern of new window and door openings is compatible with the appearance of the original buildings and the area as a whole.
- 

#### Controls

- Original window and door openings in a heritage item should be retained and conserved.

- Where original windows and doors in visually prominent elevations have been removed and/or replaced with inappropriate materials and designs, and new joinery is proposed, it should be similar to the original in design, material and finish.
- Alterations are to avoid arbitrary changes to openings or other features which do not fit in with the symmetry or character of the original design.
- New windows and doors visible from the street must be vertically proportioned and use colours and materials which complement the original character of the building.
- If a large area of glass is required, vertical mullions should be used to suggest vertical orientation. A large window could also be set out from the wall to form a simple square bay window making it a contributory design element rather than a void.
- Coloured glazing, imitation glazing bars and arched tops are not encouraged.
- Simply detailed four panel doors or those with recessed panels are generally appropriate.
- New dormer windows should be located on the rear roof of the building and the design based on traditional local examples. The scale, details and proportions need to be sympathetic with the original design of the building.
- Extensive glass areas will only be permitted in the visually prominent elevations where they were a feature of the original design of the building.
- Roof lights will only be permitted in roofs not visible from the street.
- New two storey buildings shall provide window openings that are vertical (i.e. taller than their width).
- Externally fixed security bars are not permitted.



Colonial



Mid Victorian



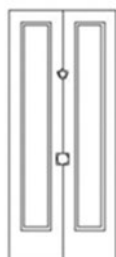
Late Victorian



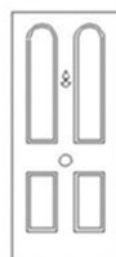
Federation



Inappropriate window types with horizontal emphasis



Early Victorian



Mid Victorian



Late Victorian



Early Federation



Late Federation

### 9.33 Verandahs, Awnings and Window Hoods

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Verandahs, awnings and window hoods are a predominant characteristic of most early buildings by their projection, decorative detail and they make an important contribution to the streetscape when visible from the street.

They can be of various forms with many verandah roofs continued on from the main roof, with the pitch of the verandah roof sometimes being lesser than the main roof and they have an important function in creating a transitional space between the exterior and interior of a building and provide amenity and weather protection.

Detail incorporated into verandah forms includes timber or cast iron posts, brackets, friezes, balustrades and railings, and covering roof forms. Timber is the prevalent material for traditional verandah construction and detailing in the Uralla Shire.

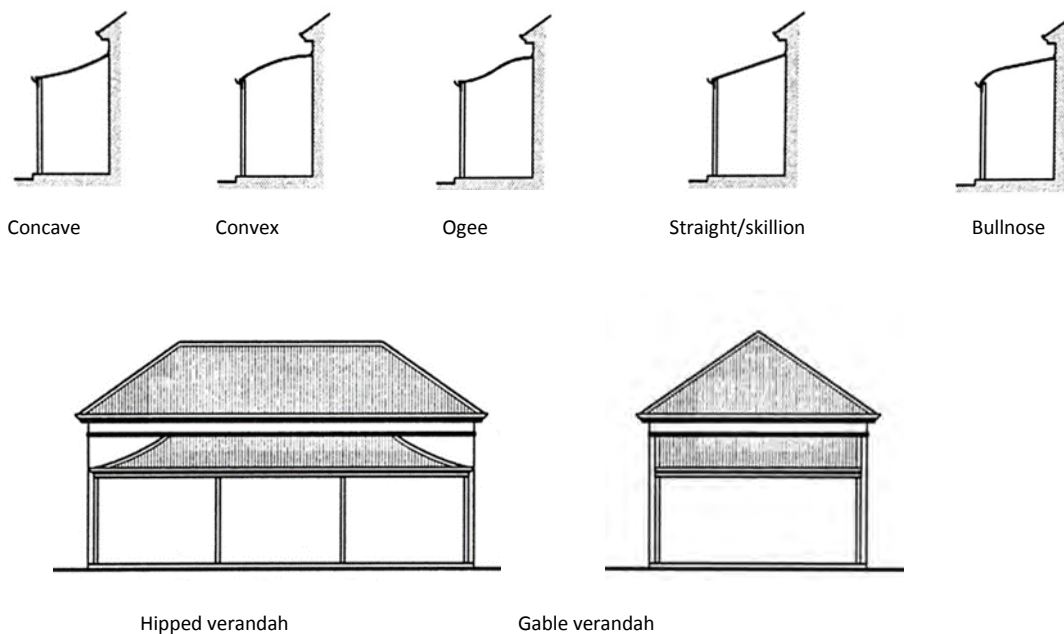
#### Objectives

- To retain, conserve and reinstate verandahs, awnings and window hoods on buildings that are heritage items or are within Heritage Conservation Areas.

#### Controls

- Original verandahs, awnings and window hoods shall be retained and conserved.
- Verandahs, awnings and window hoods are encouraged to be reconstructed, where evidence of the original structure exists, using traditional materials.
- Any development involving verandahs, awnings and window hoods shall ensure that the relevant following criteria are satisfied:
  - brackets and fascias are kept simple, not ornate,
  - awnings are to be low pitch and of similar height to adjacent buildings,
  - eaves and fascias shall be a maximum of 300mm consistent with the scale and character of the building and adjacent buildings,
  - awning roofing is to be opaque and generally of metal sheeting, corrugated in profile.
- Original open verandahs shall not be enclosed.
- If a building which originally had post supported verandahs or awnings is proposed to be altered it should aim to replicate the original style and details.
- Replacement of suspended awnings with original post supported awnings is encouraged. However, replacement of original suspended awnings with post supported verandahs is inappropriate.
- Verandah posts shall be set back a minimum of 0.7m from the kerb to avoid vehicular impact damage and be non-structural.
- New awnings shall not be attached to buildings specifically designed without awnings.
- New awnings may be built in the modern style of suspended steel. However, the dimensions and siting of the new awning should consider the pitch, height and depth of verandahs and awnings on neighbouring buildings.
- New buildings should incorporate front verandahs, awnings or hoods consistent with the existing character of the streetscape or Heritage Conservation Area.





### 9.34 Shopfronts

Shopfronts are an important part of the history and streetscape in the Uralla Shire. Many shopfronts from the nineteenth and twentieth centuries have been retained and their architectural detail is intact. They demonstrate the changing pattern of commercial trading and are an important part of the Shire's retailing history and enhance the character and interest our commercial precincts. They are an asset to the community.

Maintaining the heritage character of our commercial precincts is crucial for attracting business, shoppers and visitors and good shopfront design will enhance the retail experience for customers.

#### Objectives

- To retain and conserve the original and early fabric of traditional shopfronts.
- To ensure restoration, reconstruction and infill development involving traditional shopfronts is in accordance with, or sympathetic to, traditional shopfront design and detailing, and that adverse impacts and loss of fabric is minimised.
- To ensure new development near or adjacent to traditional shopfront buildings is sympathetic to the significance and character of the Heritage Conservation Area.

#### Controls

##### *Original fabric and restoration*

- Original or early shopfronts and any associated fabric are to be retained and conserved where significant, including tiled flooring to shop entrances.

Note: Where accessibility requirements conflict with the original fabric of shop entry areas, a solution is to be reached that appropriately balances conflicting requirements.

- Where original shopfronts have been altered and replaced by an unsympathetic alteration, reinstatement is encouraged where there is evidence of the original style or detailing on the building.

- Where there is evidence of early suspended street front awnings, such as original suspension points and suspension devices, these are to be retained or reinstated where possible.
- Shopfront glazing shall not be infilled with brickwork, blockwork, timber panels, glass bricks or blocks that will change that character of the building at ground floor level.
- Previously painted surfaces such as render and timber joinery should continue to be painted.
- Face brickwork, stonework or tiling is not to be rendered, painted or coated in any way.
- Where brickwork and/or stonework have been painted, paint should be removed.
- Roller shutters and externally fixed security bars are not permitted.

#### **New shopfronts and infill**

- New work must respect the traditional patterns of the shopfronts in the wider streetscape.
- New work must respect the differing street frontage conditions of other building types such as former post offices, churches, hotels and early office buildings. Conversion of these building types to shopfronts is not generally supported.
- New forms, materials and details should match or be sympathetic to the (predominant) style and period of the wider streetscape.
- New shopfronts may be contemporary in style, but respond to the characteristic elements of traditional and significant shopfronts in the surrounding area, including coursing lines, window arrangements, surface treatments and awning details.
- The whole of the frontage at ground floor should be glazed within an appropriate framing structure, except where there is a side entry to an upper level.
- Blanking out of glazed areas with signage or opaque film is not supported.
- A recessed entry should be provided.
- Walls below awning level, surrounding window and door openings, shall be in glazed ceramic wall tiles in the following sizes or combinations of sizes: 100 x 100 mm, 150 x 75 mm, 150 x 150 mm, 200 x 100 mm.
- Tiling shall generally be plain finished and white, cream, beige, green, burgundy or black. Contrasting detailing using strip tiles, border tiles or skirting tiles in darker colours may be appropriate subject to Council approval.
- Floor tiling to recess and hamper type entrances shall be unglazed ceramic mosaic type tiles in a colour and style appropriate to the character of the building.
- New street verandahs or balconies of infill development are not to imitate or replicate traditional verandah or balcony detailing, but are to reference traditional forms using contemporary design and traditional materials where possible.
- Roller shutters and externally fixed security bars are not permitted.

### **9.35 Modern Technology**

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Modern technology can include fixtures such as air-conditioning, solar panels and hot water systems, photovoltaic panels, aerials, wind energy installations and satellite dishes with associated cabling and equipment.

Modern technology should not impact on significant building elements, fabric and views to and from the heritage item and setting.

#### **Objectives**

- To protect and retain significant roofscapes and views.
- To protect the original fabric and details of roofs and chimneys.
- To ensure that modern technology does not detrimentally impact on the character and significance of individual buildings and streetscapes.
-

## Controls

- Modern technology should be located so that it is not visible from the public domain or from the property's primary street frontage or on the front/street elevation.
- Modern technology should be located on ancillary buildings such as sheds, garages and carports, where possible.
- Modern technology should be no higher than the ridge line of the primary roof of a heritage item.
- Solar panels and plate devices should be installed on the plane of roofs and avoid supplementary structures to orient the panels and devices to another angle.
- Independent structures such as aerials and wind turbines can be located in rear gardens where they can be screened with planting and the scale will not dominate the heritage significance.
- Supplementary devices such as compressors and meters should be located at ground level in a screened location and to suit reasonable access.
- Devices should generally be dark in colour and that the colour is uniform across the device.
- Cables and associated devices should be a suitable colour and screened from the public domain.
- Solar hot water tanks are to be located at ground level with their associated flat plate collectors located on the plane of the roof.
- Exhaust vents, skylights, air conditioning ducts and units, solar panels, TV antennae and satellite dishes should not be visible on the main (street) elevation or attached to chimneys on Heritage Items. In Heritage Conservation Areas they should be hidden from view as much as possible.
- Essential changes to cater for electrical wiring, plumbing or other services should be limited to what is essential to permit the new use to proceed.

## 9.36 Vehicle Access – Paving and Driveways

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### Objectives

- To ensure that paving and driveways are compatible with the character of the heritage Item or Heritage Conservation Area.

### Controls

- Wheel strips over public footway areas are preferable to solid driveways.
- Preferred materials for driveways include wheel strips and gravel. Plain or stamped concrete should be avoided.
- Hard driveway surfaces must not dominate the front garden area.
- Vehicle access should be from rear lanes where available.

## 9.37 Landscaping and Gardens

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Properties were often built with an important relationship established to surrounding garden areas, particular trees, and incorporated carefully landscaped views to and from the primary buildings and their verandahs. The 'grounds' of the property may be included in the listing description.

Landscapes and garden settings are a highly significant contributor to the aesthetic and cultural values of the Uralla Shire.

The setting, or visual curtilage, includes the area around the item that contributes to its heritage significance. This almost always includes the front garden area and those of the adjacent properties.

Period gardens enhance the relationship of the house to its setting. The garden softens and enhances views of the house and screens out unsympathetic buildings or alterations and additions.

Early plantings are important elements of a heritage item or Heritage Conservation Area. They can often be landmarks and contribute to the setting of a building. The maintenance or restoration of gardens can add to the authentic conservation of a building.

## Objectives

- To ensure that landscape elements such as original plantings that contribute to the setting of a heritage item, or a streetscape within the Heritage Conservation Area are protected and retained.
- To promote landscaping that is consistent with the character of individual buildings and groups of buildings, and with the character of Heritage Conservation Areas.
- To ensure that planting does not compromise important views into or out of Heritage Conservation Areas.

## Controls

- Original garden settings, remnants of gardens and individual plantings are to be retained, particularly where visible from the public domain or noted within an approved conservation management plan or heritage inventory sheet.
- Original surfaces such as brick dish drains, close jointed brick paving or stone flagging common to Victorian and Federation sites, and pebble aggregate, quarry tile or mosaic tile aprons common to later Californian Bungalow styles should be retained.
- New plantings are to maintain appropriate curtilages for buildings, protect important views and landscape features and not interfere with the appreciation of significant building aspects such as building facades and shopfronts.
- Generous green landscaped areas should be provided in the front of new residential buildings to assist in maintaining the character of the streets and Heritage Conservation Areas.
- Hard surfaces should be kept to a minimum. Screening of hard surfaced areas is encouraged.
- Important contributory landscape characteristics such as canopy cover or boundary plantings should be retained in new development.

## 9.38 Fences

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Original fences contribute to the significance of a building or area and should be retained and maintained. These may be very modest in scale but everyday fences play an important role in establishing and maintaining the heritage significance of an area.

Front fences and gates are often the first thing that is seen when approaching a heritage property and can set the tone for the rest of the experience.

Common materials were timber, iron and brick. Front fences were usually more decorative than side and rear fences. Side boundary fences usually reduce in height between the building line and the street boundary.

Timber houses generally had timber fencing; brick houses had brick fencing.

Fences can also dominate the streetscape, block neighbourhood surveillance, and reduce social interaction. Tall blank fences facing the street are particularly unsympathetic as they separate the house from the public domain.

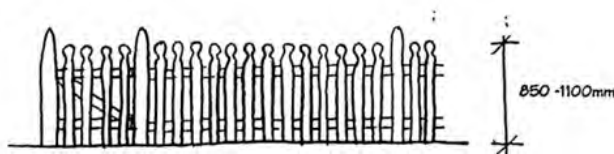
## Objectives

- To ensure fencing complements the style and character of the building, contributes to the streetscape and is consistent with established patterns.
- To retain original walls, fences and gates.
- To reinstate traditional fences and gates on street frontages in a style and manner consistent with the existing buildings.
- To maintain traditional heights of fences and their elements.

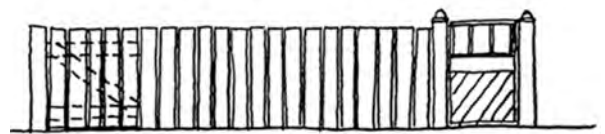
## Controls

- Original fences and gates are to be retained and conserved and should be repaired rather than replaced where possible. Details and heights must match the existing where repairs occur.

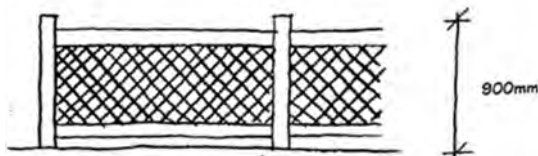
- New fencing shall be consistent with the existing heights, style and materials of the era of the building or streetscape.
- Plain or colour treated metal fences are not considered to be appropriate for heritage items or Heritage Conservation Areas on any street frontage or side boundary.
- Tall solid masonry walls shall not be constructed forward of the established building line.
- Original masonry should not be painted, unless the original was or existing masonry is painted.
- Fencing forward of the building line constructed of timber pickets, metal pickets or wrought metal panels or a combination of masonry (with significant transparency) should not be greater than 1.2 metres in height above the adjacent public footpath level, unless it is an original wall or fence, or replacing an original wall or fence.
- Side and rear fencing should be unpainted timber palings.
- Gates are to extend to no higher than the top of the fence.
- Front fences should be of materials characteristic to the surrounding area, particular to the street and suitable to the era of the house.



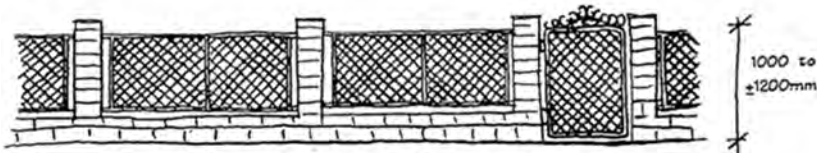
Picket fence 1880-1920



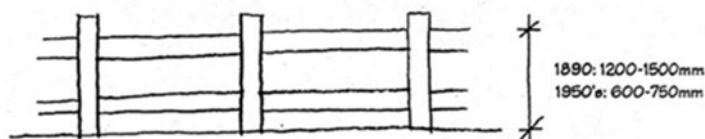
Paling fence 1880-1920



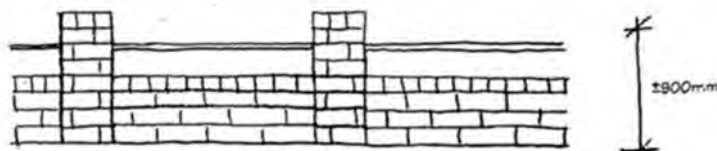
Timber and wire mesh fence 1920-1950



Brick and wire mesh fence 1920-1940



Horizontal rail fence



Low brick fence with piers and rails 1930-1950

### 9.39 Ancillary Buildings – Garages, Carports and Sheds

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Most early buildings were designed without garages or carports. The house that was generally the only structure visible from the street. It was only when motor vehicles appeared that garages were constructed and this was usually as a separate structure to the rear of the property.

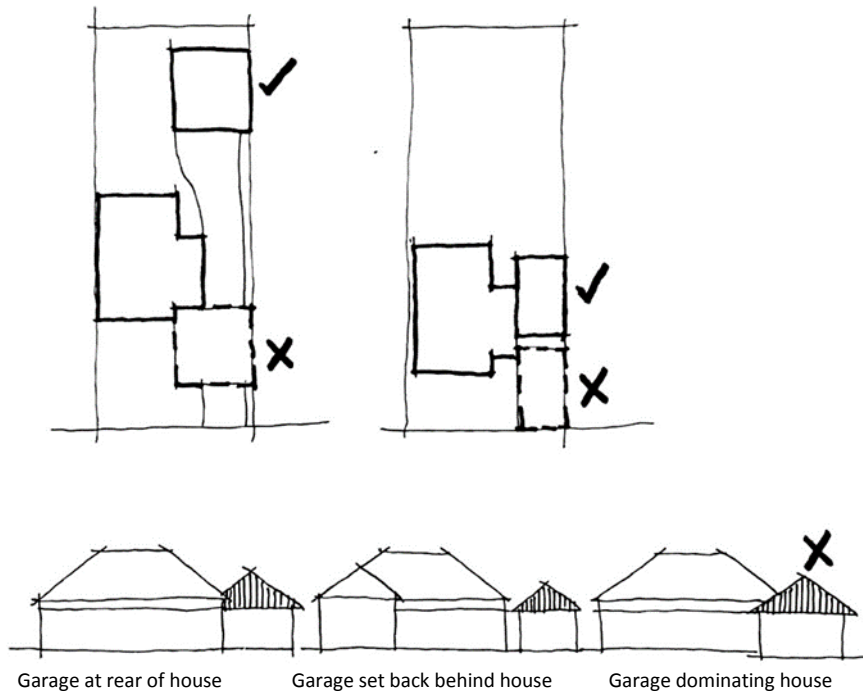
Garages and carports can have a detrimental effect on the aesthetic significance of a heritage item as they generally obscure views to and from the prominent elevations. These structures change the pattern of the streetscape while the scale, proportions and materials of contemporary structures are unsympathetic with traditional materials and associated elements.

#### Objectives

- To ensure that significant buildings, rather than vehicular access and parking structures, remain the dominant element in the streetscape.
- To ensure that the design of garages, carports, sheds and driveways are sympathetic in their location, form, materials and details to the setting of nearby buildings.
- To ensure that garages, carports and sheds are designed to minimize the detrimental impact on visually prominent elevations and the streetscape.
- To ensure that garages, carports and sheds do not detract from the character of the area and/or heritage item due to inappropriate location, design and/or materials.

#### Controls

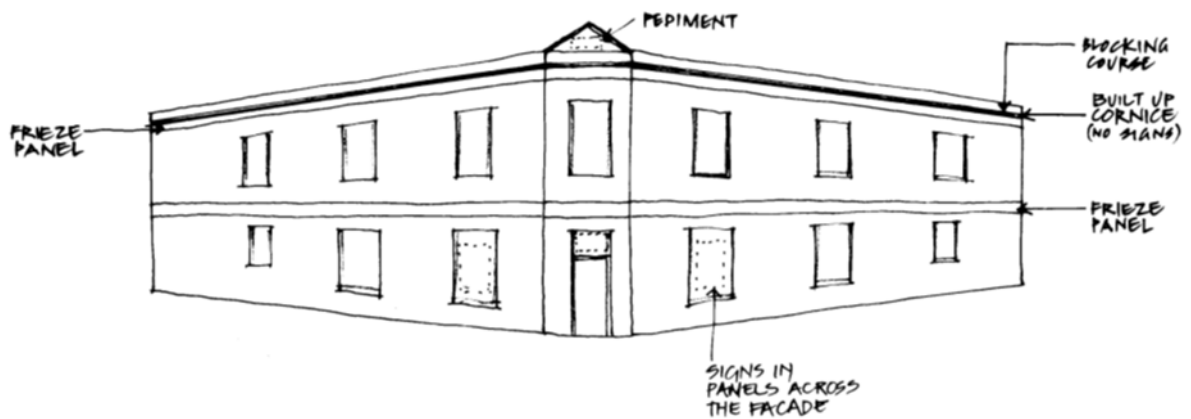
- Garages, carports and sheds should be located behind the front building line of the primary building, preferably at the rear or set well back at the side of the primary building behind the rear building line.
- Garages, carports and sheds should generally be freestanding and not connected to the primary building,
- Garages, carports and sheds should be complementary in design, style, form and materials to the primary building and not dominate the primary building, site or streetscape.
- Garages, carports and sheds should make reference to any established historic patterns in the street.
- Garages should have simple hipped, gable or skillion roofs depending on the design of the primary building.
- The pitch of a single garage roof should, in most cases, be comparable or slightly lower than that of the primary building – generally 25° – 30°.
- Simple open light construction carports are preferable to solid heavily detailed buildings.
- Prefabricated and/or aluminium garages, carports and sheds are not permitted in front of heritage items or contributory buildings in Heritage Conservation Areas.
- Colours and materials should blend into the surrounding landscape. Galvanised corrugated iron roof profile and timber board profile cladding for walls are preferred.
- Car parking should not be constructed in mature gardens at the expense of the landscape setting.
- Use of landscaping such as screening or planting and front fences may be useful tools in integrating the structure with its site.
- Driveways should be formed of two wheel tracks wherever possible to reduce visual impact on the conservation area and setting of the building.
- Driveways are not to be surfaced with bright white, stamped or patterned concrete.
- Existing outbuildings should be maintained and reused wherever possible.
- Shipping containers are not permitted to be used as storage sheds.

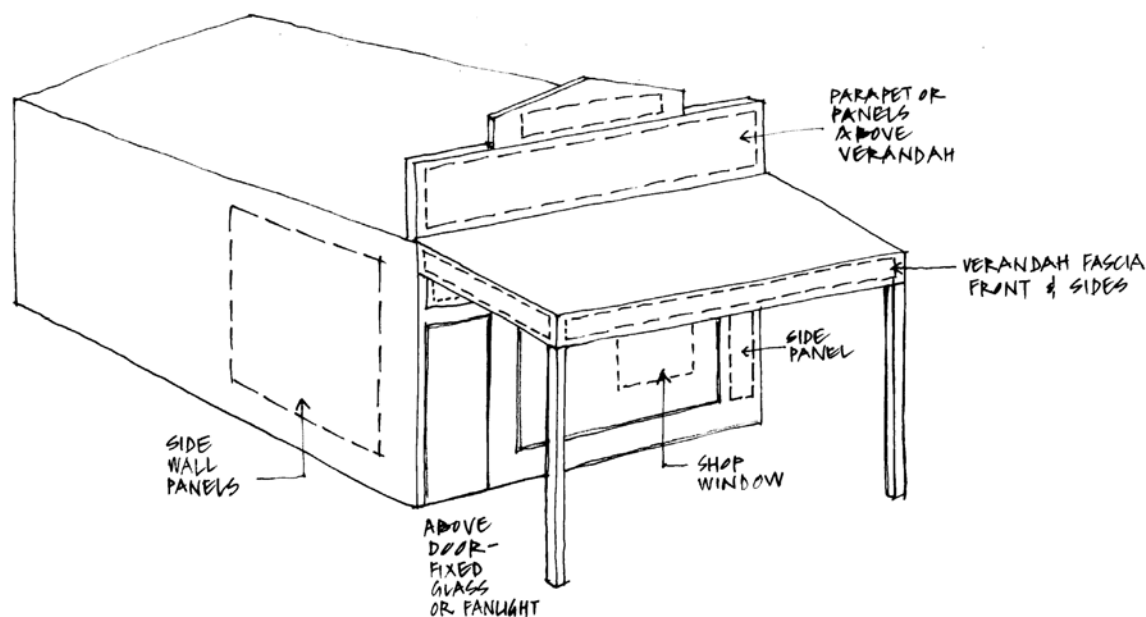


## 9.40 Signage

The appearance of our Heritage Conservation Areas and commercial precincts contributes significantly to Uralla Shire's overall environmental quality and well-designed signs can make a positive contribution to the visual and functional amenity of our towns.

Historically signs were rarely placed on pilasters architectural moulding or across incised decorative patterns. They were placed so as to allow the architectural details of buildings to remain prominent and in locations as shown below.





Well located and appropriately designed signage serves to effectively identify and promote buildings and businesses in our commercial precincts and can positively contribute to the character of the streetscape. Conversely, signs that are inappropriately located, poorly designed and excessive in number create visual and physical clutter and can significantly detract from streetscape character.

Signage should always respect and enhance the amenity of the area they are located, be simple in design and avoid proliferation which can be confusing and detract from the building and streetscape.

The only permissible signs on heritage buildings or within Heritage Conservation Areas are the following:

- business identification signs
- building identification signs; and
- replacement of the above signs.

### Preferred locations

#### *Name signs*

Pediment block above cornice, frieze panel or wall below cornice, frieze panel above ground floor.

### Lettered windows

Shopfronts (glazed panels), frieze panels above doors – fanlight, windows, side panels

### General

Carcass of building, building fronts, street façade, side walls, designated areas (sign fields, e.g. parapet, pediment and verandahs and under awning and on blinds)

### Objectives

- To ensure that signage respects and enhances the amenity of the area and that the architectural characteristics of the building always dominate over signage.
- To provide a consistent approach to the type, location, design, materials, style and illumination of signage.
- To prevent the proliferation of signage and to encourage the rationalisation of existing and proposed signs.
- To ensure signs are not located where they may be hazardous and/or distracting to pedestrians or motorists.



## Controls

- Original signs should stay insitu wherever possible and be conserved.
- Signs adjacent to heritage items or older buildings in Heritage Conservation Areas should be designed and located sympathetically.
- Signs should not cover architectural details, including windows, doors or cast iron balustrading, or ornamentations on a building,
- Signs should be located flush with the wall surface and generally be located below awning level.
- Signs are not to be painted onto stone or brick walls.
- Large advertising, projecting wall signs and signs projecting above the line of the roof parapet and the edges of the facade are to be avoided.
- Where a sign is of cast letters forming part of the architecture of the building but is no longer applicable to the business, it may be painted to match the background colour of the building.
- Signs should not be fluorescent, multi-coloured, internally illuminated or flashing. On modern buildings signs may be illuminated but only lit with continuous light ie, not blinking or intermittent.
- A preferable alternative to electric signage on historic buildings is illumination of the building which advertises its business as well as its heritage qualities.
- Colours should be sympathetic to the surrounding area and be related to the colours of the era of the building.
- The number of colours should be restricted to the minimum and the colours used should relate to the general colour effect of the building, especially for signage on or above awnings.
- The use of bright corporate colours and sign designs which are not related to the architecture of the building or character of the area are not considered appropriate.
- The use of entire glazed shopfronts for temporary notices is not considered appropriate, nor is the use of temporary fluorescent signwriting.
- Lettering styles should be sympathetic with the architectural style of the building on which the advertisement is to be placed, especially for signage on or above awnings.
- Traditional styles of lettering can be interpreted for modern buildings such as the use of raised lettering or traditional styles such as Clarendon, Ionic, Tuscan, Modern and Fat.
- Lettering styles may involve shaded letters, the mixing of sizes and styles of letters and ornamental scrolls as relevant to the period of architecture of the building.

## Part 4 – Bibliography and Additional Information

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## 10. DEVELOPMENT IN GATEWAY AREAS

### 10.1 About this Chapter

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The southern approaches (gateways) to Uralla along the New England Highway and Thunderbolt's Way each have areas of industrial and/or commercial land. It is important that as these sites are developed, an aesthetically pleasing town entrance vista is maintained and where possible enhanced. This chapter provides guidance to help ensure that this is achieved.

### 10.2 Where this Chapter applies

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This chapter applies to land zoned B6 Enterprise Corridor and IN2 Light Industrial adjoining the New England Highway and Thunderbolt's Way to the south of Uralla.

### 10.3 Aims and Objectives

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- To ensure that the southern gateway areas of Uralla provide an inviting and pleasing vista for those travelling towards Uralla.

### 10.4 Performance Outcomes

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- Development in gateway areas serves to enhance the overall landscape and streetscape.

### 10.5 General Advice to Applicants for Development

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A pre-lodgement meeting with Council is recommended in the conceptual planning stages of any development.

### 10.6 Acceptable Solutions

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Development within the southern gateway areas should contribute towards an attractive streetscape and a significant aspect of this is the provision of landscaped areas along site frontages. Given the diversity of developments permitted within the zones, landscaping is one of the few elements which can provide a unifying theme towards creating an established streetscape. A landscaping plan is to be submitted with any development application.

The landscaping requirements and guidelines for development are:

- The area between the front site boundary and the building line is to be landscaped;
- Car parking areas are permitted between the front site boundary and the building line but only if the car park is suitably screened from public view with landscaping;
- High fences or walls along site boundaries adjacent to public roads are not considered desirable. However, where they are required for noise attenuation or security purposes and the like, the fence or wall is to be set back at least 1 metre from the front boundary and the area between the fence or wall and the front boundary is to be landscaped to reduce its visual impact;
- Unutilised parts of the site should be landscaped;
- Existing trees should be retained where possible;
- Since landscaped areas are to be properly established and maintained, particular attention should be given to the types of landscaping materials (including plants, fencing and paving) to be used so as to achieve a durable and low maintenance landscaped area;
- Large car parking areas should use landscaping to break up the visual impact of the expanse of sealed surface and to provide shade; and
- Trees may be planted to shade buildings, especially deciduous trees planted to control north sun entry to windows.

## 11. FLOODPLAIN DEVELOPMENT AND MANAGEMENT

### 11.1 About this Chapter

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The purpose of this Chapter is to supplement flood planning provisions of the Uralla LEP. Council's flood studies have been developed in accordance with the NSW Government's Floodplain Development Manual 2005 which provides recommended approaches to the various planning controls that ought to be applied to land within a Flood Planning Area.

Flood studies have been completed for the Bundarra Village and land adjacent to the Rocky and Uralla Creek within the Uralla town area. The remainder of flood susceptible land adjacent to waterways within the LGA have not been studied and are subject to the standard provisions of Clause 6.2(3) of the LEP.

The manual categorises floodplain risk into three hydraulic classifications; "floodways", "flood storage" and "flood fringe", with each category broken down into "high hazard" and "low hazard" flood risk.

Under the standard clauses within the Uralla LEP, Council is required to apply planning controls to the following land:

- land that is shown as "Flood Planning Area" on the Flood Planning Map; and
- other land at or below the Flood Planning Level.

The LEP Flood Planning Map Sheet FLD\_001A identifies the Flood Planning Area at Bundarra. Planning controls that apply to this area are indicated in the section in this chapter headed "Flood Planning Controls – Bundarra". Area specific flood planning controls for Uralla are provided in this chapter headed "Flood Planning Controls – Uralla".

Council is also required to apply planning controls to other land in the Shire even if it is not formally identified or mapped through a flood study. This applies to land near waterways within the Shire. Planning controls that apply to these areas are indicated in the section headed "Flood Planning Controls – Unmapped Areas".

### 11.2 Where this Chapter applies

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This Chapter applies to all land within the Uralla Shire.

### 11.3 Terms used in this Chapter

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Technical terms used in this Chapter are defined below.

**Annual exceedance probability (AEP)** the chance of a flood of a given or larger size occurring in any one year, usually expressed as a percentage.

**Extreme flood** has been adopted as the design 1% AEP flood factored by three (3) for emergency management purposes.

**Floodway areas:** those areas of the floodplain where a significant discharge of water occurs during floods. They are often aligned with naturally defined channels. Floodways are areas that, even if only partially blocked, would cause a significant redistribution of flood flow, or a significant increase in flood levels.

**Flood storage areas:** those parts of the floodplain that are important for the temporary storage of floodwaters during the passage of a flood. The extent and behaviour of flood storage areas may change with flood severity, and loss of flood storage can increase the severity of flood impacts by reducing natural flood attenuation. Hence, it is necessary to investigate a range of flood sizes before defining flood storage areas.

**Flood fringe areas** the remaining area of flood liable land after floodway and flood storage areas have been defined.

**Flood planning level** the level of a 1% AEP flood event plus 0.5 metres freeboard.

**Flood Planning Map** 1. Uralla Local Environment Plan 2012 Flood Planning Map;

2. Figure 11.2 Flood Planning Area at Uralla.

#### **11.4 Relationship to Other Planning Instruments**

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This Chapter has been prepared to be consistent with the aims, objectives and provisions of all relevant State Environmental Planning Policies (SEPP's), the Uralla LEP and the NSW Floodplain Development Manual.

Minor development may be carried out in accordance with the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP). Clauses 3A.38 and 3.36C *Development standards for flood control lots* of the Codes SEPP provides controls for complying development carried out in a flood storage area, a floodway and high hazard area.

#### **11.5 General Advice to Applicants**

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Applicants should check with Council staff on whether flood controls would apply in any given situation.

#### **11.6 Aims and Objectives**

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- To provide detailed controls for the assessment of applications lodged in accordance with the EP&A Act for development on flood liable land;
- To facilitate appropriate development for flood liable land;
- To ensure consistency when dealing with applications relating to flood liable land;
- To manage the risk to life, property and minimise the cost to the community as a result of flood events;
- To permit minor extensions to existing development at floor levels consistent with that existing development, where appropriate;
- To provide guidelines for determination of merit of proposed development on flood liable land; and
- To inform the community of Council's policies for the use and development of flood liable land.

#### **11.7 Performance Outcomes:**

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- Development is consistent with the principles of the NSW Floodplain Development Manual and the Uralla LEP;
- Development does not materially increase the risk to life; and
- New development occurs at or above the relevant flood planning level for area.

#### **11.8 Acceptable Solutions:**

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##### **Flood Planning Controls – Bundarra**

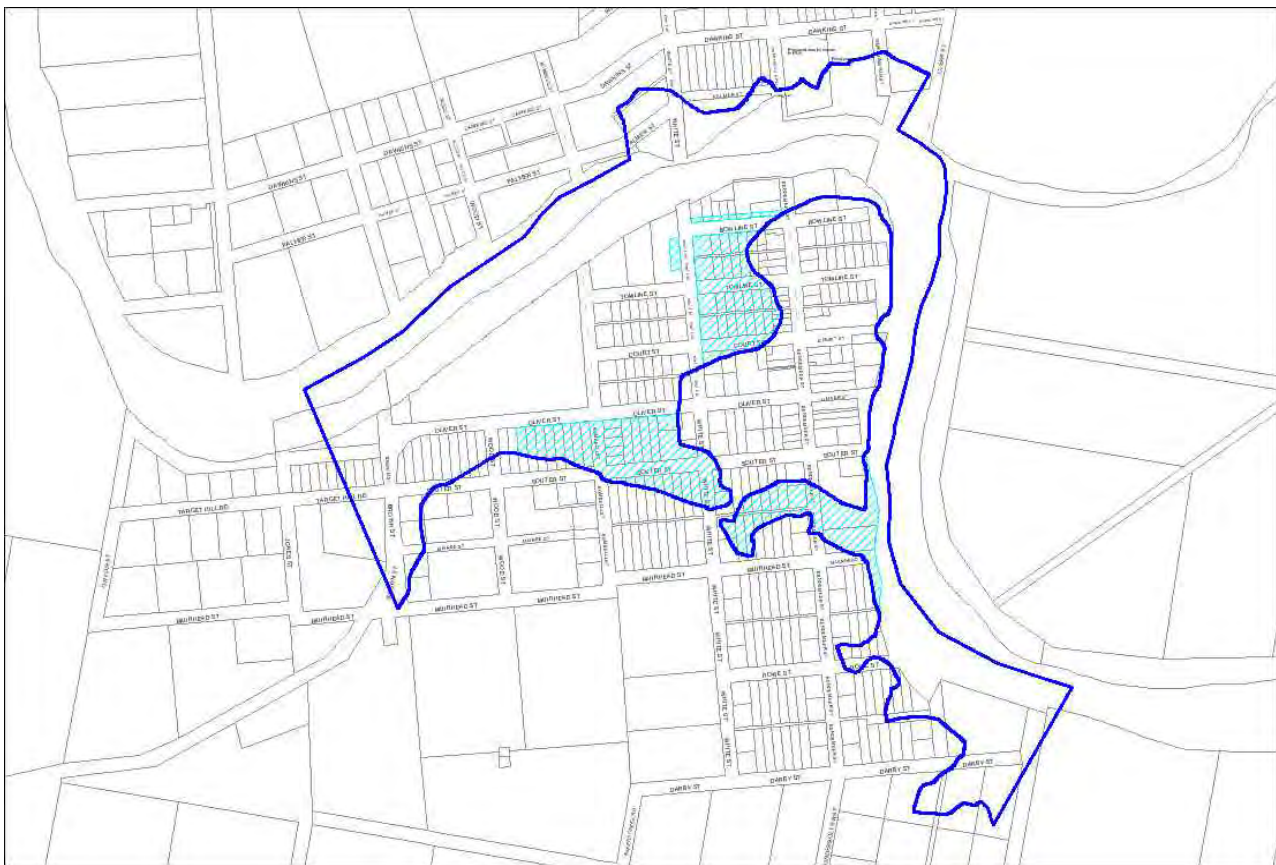
Flood planning controls are based upon a flood plain management study completed in 1982 by consultants Cameron McNamara. In this study, the consultants identified two distinct flood control areas within the flood planning area at Bundarra – Area A which can be characterised as a *floodway*, and Area B which can be characterised as a *flood storage area*.<sup>2</sup>

<sup>2</sup> While not formally identified as either 'floodway' or 'flood storage area' in the Cameron McNamara study, the areas can be reasonably characterized in this way given the general comments about flood behavior and flow provided in that study.

The Flood Planning Area is as mapped in Flood Planning Map Sheet FLD\_001A in the LEP, and reflects a level at the Bundarra gauge of 13.2m plus a freeboard of 0.5m (AHD 653.54). This height (AHD 653.54) is the *Flood Planning Level* for Bundarra.

Land in the floodway would be subject to relatively deep inundation and access problems in the 1% AEP flood event, and as such further development within this zone should be limited. The flood storage area can support further development provided that various precautions are implemented. The areas hatched in light blue in Figure 11.1 are the flood storage areas, while the rest of the flood planning area enclosed by the dark blue line is expected to behave as a floodway in a 1% AEP flood event.

Before determining an application for development on land within the Flood Planning Area in Bundarra, Council must take into account the general considerations applying to all applications as well as those additional matters which are relevant to the type of development that is proposed.



**Figure 11.1** Flood Planning Area at Bundarra. Flood storage areas are hatched in light blue.

Unhatched area is floodway in a 1% AEP event.

### **Flood Planning Controls - Uralla**

Flood planning controls are derived from the *Rocky and Uralla Creeks Flood Study* completed in June 2014 by Paterson Consultants Pty Ltd and are summarised as follows:

- There are virtually no areas that would be considered as “flood storage” as separate from “floodway”.
- “Flood fringe” can be defined as where flood depths are less than 0.3 metres. Plotting of the areas of “flood fringe” shows such areas are not more than 4 metres from the design 1% AEP flood extent.
- The flood extent of the design 1% AEP event should be defined as “floodway”.
- Distances between low and high hazard areas are very small, therefore, the flood extent of the design 1% AEP flood is defined as “High Hazard Floodway”.

Figure 11.2 identifies the design 1% AEP flood extents as “High Hazard Floodway” (shown dark blue) with the extent of the “Extreme Flood” for emergency management purposes (shown light blue). Flood planning levels for Uralla are found at Figure 18 of the Rocky & Uralla Creeks Flood Study available from Council or on the Council website at <http://www.uralla.nsw.gov.au>.

Before determining an application for development on land within the Flood Planning Area in Uralla, Council must take into account the matters listed in Flood Planning Clause 6.2(3) of the LEP.

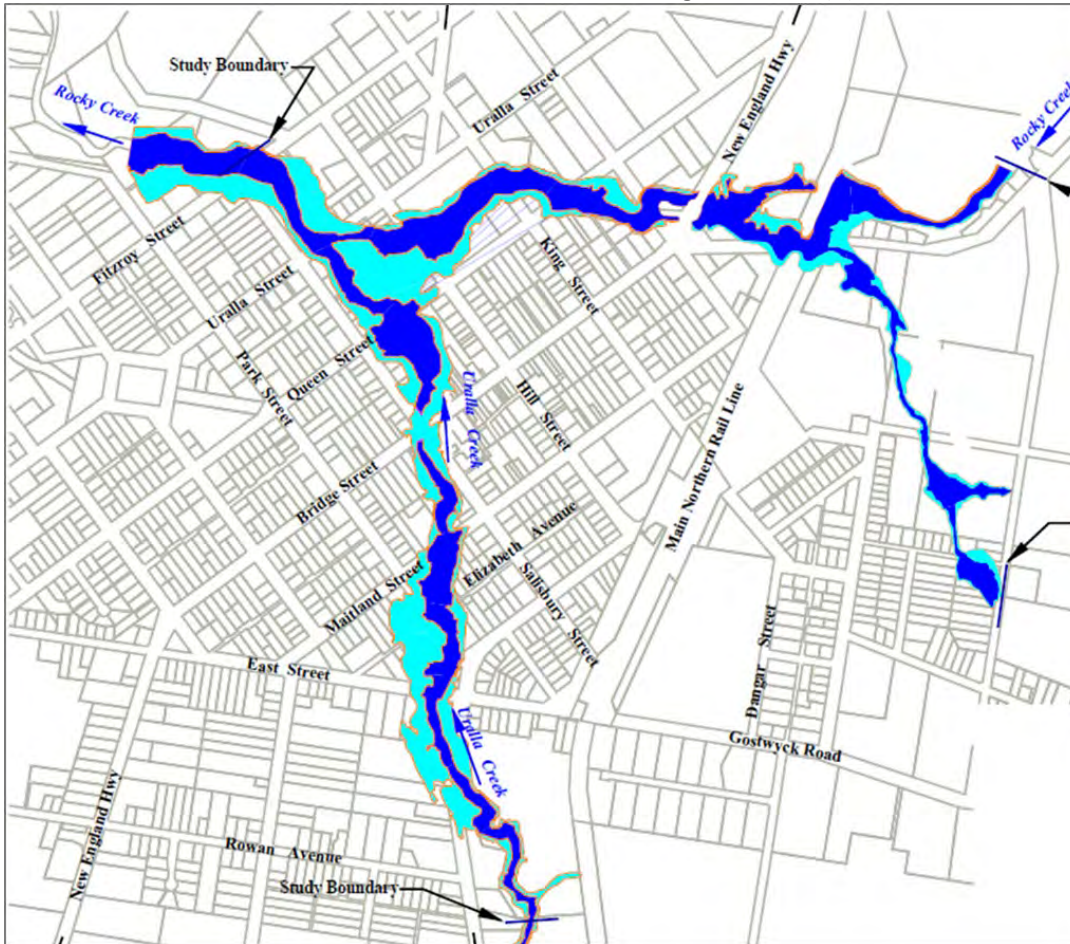


Figure 11.2 Flood Planning Area at Uralla

LEGEND

Extent of Extreme Flood  
High Hazard Floodway (extent of design 1% AEP event)



### Development in Floodways

Development in floodways may adversely affect flood levels and velocities due to the potential to block or divert flow. There is also the potential for structures to be damaged or undermined due to the flow of water. In general, it is preferable that structures not be located in a floodway.

### Development Generally

- Building floor levels, including non-habitable rooms, shall be at or above the Flood Planning Level;
- Filling of land shall ensure flood flow velocities shall not be increased by more than 10 %;
- Community infrastructure is not to be located in the floodway; and
- Any dangerous goods or chemicals must have adequate and proper storage above the Flood Planning Level.

### New Development

- No new buildings are to be constructed in the floodway unless the site has been filled to above the 1% AEP flood level (refer separate controls for filling of land in the floodway) or the development is

certified<sup>3</sup> by a qualified engineer that it will not alter flood behaviour to the detriment of other property;

- Filling of land or enclosed building foundations will only be permitted where it can be demonstrated there will be no change to flood behaviour beyond the property boundary;
- Where filling or enclosed building foundations are involved, the proposal shall be accompanied by a certified flood study report (refer footnote #3) which demonstrates that there will be no measurable adverse effect on flood behaviour, over the full range of floods, beyond the property boundary or adverse effects to drainage or surface runoff of adjoining properties;
- Buildings will not be enclosed below the Flood Planning Level, except for the purposes of a garage and laundry facilities and the entry to a maximum enclosed area of 40 square metres;
- Any on-site sewerage management system must be constructed above the Flood Planning Level or must be sealed against flood waters; and
- Development shall be sited to provide safe access (vehicular and pedestrian) to a location above the 1% AEP flood level.

### **Redevelopment**

- Redevelopment and extensions to existing buildings will only be permitted for legal/ authorised structures.
- Consideration will be given to redevelopment and extensions to existing buildings where it can be demonstrated that there is a net public benefit or improvement in the flood impact of the existing structure.
- Floor levels of new work, including non-habitable rooms, shall be equal to or above the Flood Planning Level.
- Consent will not be granted to convert existing sheds, garages or the like that are sited below the Flood Planning Level for habitable purposes.
- Flood proofing shall be provided to all parts of the structure up to the Flood Planning Level by the provision of approved flood proofing measures<sup>4</sup>.
- Extensions to existing buildings:
  - May result in an additional area floor area less than 75% of the existing floor area of the building.
  - Building extensions are not to be sited to cause further intrusion into the floodway.
  - The floor level of attached extensions will match or be no lower than the existing building floor level.
  - The floor level of detached extensions shall be at or above the Flood Planning Level.
  - Building material requirements for extensions shall be consistent with the material listed in Table A.11.1 (Appendix).
  - Building extensions will require structural engineer's certification (refer footnote #3) that the structure can withstand the force of floodwater, debris and buoyancy in a PMF flood and that cladding and other non-structural components are designed to cater for the force of floodwater, debris and buoyancy up to the FPL.

### **Fencing**

- Fencing in floodways shall be permeable to the flow of flood water and designed to minimise the accumulation of debris.
- Post and wire or collapsible fencing is preferred. Alternatively, fencing shall have a maximum obstruction up to 900mm to the flow of 15%, openings of no less than 125mm and a maximum height of 1.2m (the use of open mesh with 100mm minimum openings is permitted for swimming pool fences).

<sup>3</sup> Unless instructed otherwise by Council, flood certification and flood studies shall be prepared under the guidelines of the NSW Government's Floodplain Development Manual 2005 and shall be undertaken and certified by a professional Civil / Hydraulic Engineer with qualifications suitable for admission as a corporate Member of Engineers Australia.

<sup>4</sup> Refer Appendix 11.1 Flood Proofing Guidelines

### **Development in Flood Storage Areas and Extreme Flood Extent**

Prior to giving consent to any development with these areas, Council shall take into consideration the following:

- Any adverse influence on the passage of flood waters;
- Depths of inundation and possible duration;
- Access during a major flood event;
- The structural adequacy of any structure which is the subject of the application and the structure's ability to withstand flooding (refer footnote #3);
- A mound consisting of suitable consolidated fill at least of a height equivalent to the Flood Planning Level and with top dimensions at least three metres larger in all directions than the dwelling. The fill shall have batters of 3:1 or flatter, adequately protected by pitching or grass to prevent erosion and be contained within the allotment, or other approved method of construction;
- Any on-site sewerage management system must be constructed above the Flood Planning Level or must be sealed against flood waters; and
- Community infrastructure for the purpose of emergency services is not to be located in these areas.

### **Additional Matters for Consideration – Commercial and Industrial Development**

When considering an application to carry out development for commercial or industrial purposes within flood liable land (floodway, flood storage or extreme flood extent), Council shall consider the following additional matters:

- The floor level of any structure or building shall be at or above the Flood Planning Level;
- The likely depth of water and the proposed floor level;
- Measures to store or remove goods and plant above the Flood Planning Level;
- Whether any development below natural ground level is capable of being adequately drained;
- Whether satisfactory egress is provided from the building during times of a major flood event; and
- Any dangerous goods or chemicals must have adequate and proper storage above the Flood Planning Level.

### **Flood Planning Controls – Unmapped Areas**

As noted above, land outside of the Uralla and Bundarra flood planning areas in the proximity of waterways are also subject to inundation during flood events. However, in the absence of a flood study it is not possible to accurately identify the location of a Flood Planning Level for the various waterways involved. The only recourse is to base analysis on historical data and qualitative assessment. Unfortunately, historical flood information gives an incomplete picture of flood risk. The scant information often available does not provide an understanding of the range of potential flood risk, their likely frequency, nor a good understanding of the variation in hazard across the floodplain. Hence exposure to hazard and the cumulative impacts of development decisions would not be fully understood.

The Floodplain Management Manual provides the following advice:

Until a flood study is completed (providing a better understanding of flood behaviour and hazard) it is important that consideration and implementation of appropriate limits and controls for different scales of development are set. These could include:

- Small scale and infill development outside known significant flow areas. These may require minimum fill and floor levels based upon known historical flood levels and a freeboard allowance, typically 0.5m for residential development though a higher freeboard may be considered appropriate due to the degree of uncertainty. For infill development minimum fill levels may not be feasible and it may be more appropriate to require minimum floor level and structural certification of below floor components;



- Larger scale developments or developments in areas known or expected to have significant flood flows. The proponent may be required to submit a flood assessment to determine potential impacts on flood behaviour, set appropriate minimum floor and fill levels. No significant impacts on flood behaviour on other properties should be acceptable. Emergency management should be considered in relation to the local flood plan, with self-sufficient evacuation a requirement; and
- Additions and extensions to existing development should be considered in light of the philosophy of merit based decision making and the information available on flood risk.

Additional Information Required for Development Applications in Unmapped Areas where there is Potentially

### **Flood Liable Land**

Depending on the circumstances, Council may require an applicant to provide a Flood Investigation Report by a suitably qualified and experienced professional to determine whether the proposed site for a development would be within the FPL in a 1% AEP flood event. If it would be, then the appropriate controls would be applied.

The appropriate controls for this section are the same as the general controls for the Bundarra Flood Planning Area, and the specific controls for Flood Control Area A at Bundarra.

## **11.9 Alternative Solutions and Design Suggestions:**

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### **Other forms of development**

Any forms of development not covered by the acceptable solutions need to demonstrate consistency with the principles of the NSW Floodplain Development Manual 2005 and the Aims, Objectives and Performance

### **Outcomes of this Chapter.**

Note: An applicant may determine the category of hazard pertaining to a particular site by applying the methodology detailed in the NSW Government Floodplain Development Manual, 2005. Any such application and calculations shall be accompanied by certification from an appropriately qualified practising engineer that the principles of the Floodplain Development Manual, and this Chapter of the DCP have been adopted.

### **Variations to the DCP requirements**

Council may give consideration to varying the requirements of this plan where these are considered unreasonable or unnecessary in the circumstances of the case (such as where infill development or replacement of existing buildings is proposed) and where the Aims, Objectives and Performance Outcomes of this Chapter will not be compromised.

Any request for variation must be accompanied by sufficient calculations and documentation to allow Council's Director of Infrastructure & Development to give the proposed variation full consideration in deciding to recommend to Council approval or refusal of the variation.

Decision criteria for variations to the DCP

In assessing all such applications Council will have regard to:

- The relevant provisions of the *EP&A Act 1979* as applicable in the circumstances;
- The likely effect of the development on the depth, velocity and distribution of flood waters and flood behaviour;
- The potential for damage to the development and the likely damage to stock, machinery and equipment to be located in the development;
- The number of persons expected to be housed or employed in the development and the measures to be established for their evacuation and the social disruption and financial loss arising from such evacuation;
- The availability of alternative flood free sites and reasonable alternative uses for the land;

- The potential for cumulative adverse impact if the proposed variation sets, or is likely to set a precedent; and
- The relationship to adjoining development.

### **11.10 Flood Proofing Guidelines**

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Flood proofing refers to any combination of measures incorporated in the design, construction and alteration of individual buildings or structures subject to flooding, to reduce or eliminate flood damages.

Flood proofing by filling of the site is generally preferable where:

- practical;
- if below the GFPL, compensatory works are provided to ensure there is no net loss in flood storage at any flood level;
- if in a floodway, compensatory works are provided to ensure there is no increase in adjacent flood levels nor redistribution of flow; and
- otherwise permitted.

Retrofitting removable shutters and the like to doors and windows may be a viable option for existing development however this form of flood proofing is generally not viable for new development or extensions to development as it relies on ongoing maintenance of the equipment and timely intervention by the building occupiers. Notwithstanding, removable shutters and the like would be a valuable adjunct to the measures described below.

Therefore, when flood proofing is specified in this Plan and flood proofing by filling is not suitable, the following basic guidelines shall be complied with.

The guidelines in Table A.11.1 provide an outline of basic construction materials for development below the applicable Flood Planning Level. It should be noted that compliance with these guidelines does not guarantee the performance of a structure under flood conditions. Further structural details and certification may be required by Council for specific proposals.

Table A.11.1 Flood Compatible Materials

Component	Flood Compatible Material
Flooring and Sub-floor	Concrete slab-on-ground monolith construction Suspended reinforced concrete slab
Wall Structure	Solid brickwork, blockwork, reinforced, concrete or mass concrete
Wall and Ceiling Linings	Fibro-cement Brick, face or glazed Clay tile glazed in waterproof mortar Concrete Concrete block Steel with waterproof applications Stone, natural solid or veneer, waterproof grout Glass blocks Glass Plastic sheeting or wall with waterproof adhesive
Roof Structure	Reinforced concrete construction Galvanised metal construction
Doors	Solid panel with water proof adhesives Flush door with marine ply filled with closed cell foam Painted metal construction Aluminium or galvanised steel frame
Insulation	Closed cell solid insulation Plastic/polystyrene boards
Windows	Aluminium frame with stainless steel rollers or similar corrosion and water resistant material.
Nails, Bolts, Hinges and Fittings	Brass, nylon or stainless steel Removable pin hinges Hot dipped galvanised steel wire nails or similar
Main Power Supply	Subject to the approval of the relevant authority the incoming main commercial power service equipment, including all metering equipment, shall be located above the designated flood level. Means shall be available to easily disconnect the dwelling from the main power supply.
Wiring	All wiring, power outlets, switches, etc., should be located above the designated flood level. All electrical wiring installed below this level should be suitable for continuous underwater immersion and should contain no fibrous components. Earth leakage circuit-breakers (core balance relays) or Residual Current Devices (RCD) must be installed. Only submersible type splices should be used below maximum flood level. All conduits located below the relevant designated flood level should be so installed that they will be self-draining if subjected to flooding.
Electrical Equipment	All equipment installed below or partially below the designated flood level should be capable of disconnection by a single plug and socket assembly.
Heating and Air Conditioning Systems	Heating and air conditioning systems should be installed in areas and spaces of the house above the designated flood level.

Component	Flood Compatible Material
Fuel storage for heating purposes	Heating systems using gas or oil as a fuel should have a manually operated valve located in the fuel supply line to enable fuel cut-off. The heating equipment and related fuel storage tanks should be mounted on and securely anchored to a foundation pad of sufficient mass to overcome buoyancy and prevent movement that could damage the fuel supply line. The tanks should be vented to an elevation of 600 millimetres above the designated flood level.
Ducting for heating/cooling purposes	All ductwork located below the relevant flood level should be provided with openings for drainage and cleaning. Self-draining may be achieved by constructing the ductwork on a suitable grade. Where ductwork must pass through a water-tight wall or floor below the relevant flood level, a closure assembly operated from above relevant flood level should protect the ductwork.

## 12. REGULATION OF BROTHELS

### 12.1 About this Chapter

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Brothels require development consent from Council before they can operate and must also comply with Council's planning controls. These controls are contained within the Uralla LEP and this chapter of the Development Control Plan.

The planning controls are designed to ensure that brothels operate in appropriate locations and in an appropriate manner so that their effects on the community are minimised and do not result in the loss of any community amenity.

### 12.2 Where this Chapter applies

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This Chapter applies to any application for a brothel in the Uralla Shire.

### 12.3 General Advice to Applicants for Brothels

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#### **Purpose**

The purpose of this chapter is to provide detailed planning controls and guidance for the operation of brothels.

#### **Aims**

This aims of this chapter are to:

- Provide guidelines and planning controls for the determination of development applications for brothels in the Uralla Shire; and
- Ensure that the operation of brothels meets community standards and does not adversely affect the amenity of land used for educational, recreational, residential, cultural, religious /community purposes, or neighbourhood businesses.

#### **Objectives**

The objectives of this chapter of the DCP are:

- To ensure that brothels are appropriately located to minimise offence to the community and mitigate any adverse social impacts;
- To ensure that the access to brothels is safe for patrons and staff;
- To ensure that brothels are designed to minimise the impact and presence of the development in the locality;
- To ensure that there is adequate provision for off street car parking;
- To ensure the safe and healthy operation of brothels;
- To ensure that brothels operate at times where they will have least impact on the community and surrounding neighbourhood; and
- To allow Council to monitor the operation of approved brothels in terms of compliance with conditions of consent and complaints from the general public.

#### **Application of the Chapter**

Council shall take the provisions of this chapter into consideration in determining applications for the operation of brothels. Compliance with the provisions of this Chapter does not necessarily mean that Council will consent to an application. Council must consider the full range of matters listed under Section 4.15 of the EP&A Act. Each application will be considered on its merits.

*Note that Council may give consideration to a time-limited consent, in particular where Council is of the opinion that a limited period of operation is necessary to fully assess whether a brothel could operate in a compliant manner. Within this period the applicant shall be entitled to seek an amendment under Section 4.55 of the EP&A Act to allow an extension to the operation of the brothel. Council may then decide to either allow the brothel to operate for a further period or decline to amend the period of operation, in which case the brothel shall cease operation on the expiration of the consent.*

### **Information to be supplied**

The following information as a minimum must accompany any development application for a brothel:

- Plan Information:
  - i. A fully dimensioned location plan, drawn to scale, showing proximity and location to nearby churches, schools, community facilities, hospitals, bus stops, parks and recreation facilities used by children, such as amusement arcades, sporting fields etc and distance from any residential zone or from properties used or partly used or capable of being lawfully used for residential purposes (other than ancillary dwellings); and
    - Type of land uses carried out on adjacent and nearby properties; and
    - The location of any other brothel in the vicinity;
  - ii. A fully dimensioned site plan drawn to scale which locates the proposed brothel accurately in relation to the boundaries of the subject land;
  - iii. A floor plan and elevation plans of the building drawn to scale which indicates the proposed use of each room and shows compliance with the National Building Code and the *Disability Discrimination Act 1992*; and
    - Entrances to and exits from the site; and
    - Location, number and layout of off-street car parking; and
    - The exterior colour scheme of the proposed brothel; and
    - Details of the existing and proposed external lighting.
- Written Information:

The application shall include a Statement of Environmental Effects detailing the proposed use and indicating the following:

- › Name of occupier of the premises or contact person;
- › Number of employees, including the number of sex workers;
- › Proposed hours of operation;
- › Number of rooms in the premises proposed to be used for prostitution;
- › Car parking facilities;
- › Method of laundering linen/towels;
- › Sanitary facilities to be provided;
- › Health and hygiene control;
- › Ventilation and lighting; and
- › Security provisions.

The Statement of Environmental Effects submitted with the application shall also demonstrate how the proposal complies with Council's planning requirements and the matters to be assessed under Section 4.15 of the EP&A Act.

- (b) A Waste Management Plan is to be prepared in accordance with the NSW Health Department's guidelines.

Note: Failure to comply with this Plan or submit the information detailed above will usually mean that the application will be delayed or refused.

## 12.4 Establishment of Brothels

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### Introduction and General Provisions

Brothels are only to be located within the industrial zones (IN1 and IN2) as identified in the Uralla LEP.

#### Aims:

- To ensure brothels and associated activities remain discreet and dispersed; and
- To prevent safety problems for staff and patrons.

#### Performance outcomes

- Brothels are not located in such concentration (either alone or in combination with other sex-related businesses) as to result in the creation of a "red light" district;
- Access to or from a brothel is not near or within view from a church, hospital, bus stop, school or any place frequented by children for recreational or cultural activities;
- Patrons of brothels do not loiter outside the premises;
- Access to the premises is clearly illuminated in order to discourage loitering and to ensure the safety of patrons and staff;
- Brothel premises are designed to be compatible with the built form of adjacent premises; and
- Disabled persons are able to access the development (as per requirements of the National Building Code).

#### Acceptable solutions

- The brothel is not located within 100 metres (by pedestrian travel paths) of any other brothel;
- The brothel is not in a "shop front" premises;
- The brothel is not located within 150 metres (by pedestrian travel paths) of existing dwellings and hospitals;
- The brothel is not located within 200 metres (by pedestrian travel paths) from churches, schools, recreation areas and childcare centres;
- The brothel does not adjoin a residential flat, a residential flat building, an activity operated by a religious institution, a restaurant, a supermarket, a video shop, or amusement parlours and/or arcades;
- The brothel is not be located in or adjoining licensed premises, motels, boarding or guest houses;
- The brothel does not contain more than 4 separate rooms for the purposes of sex services;
- The brothel is provided with a waiting room of at least 20 square metres in size;
- The brothel is fitted with the necessary facilities and services for Class 6 buildings under the National Building Code;
- All windows are covered with blinds or curtains at all times;
- Outdoor lighting complies with Council's requirements; and
- Access for disabled persons is provided to the development in accordance with the *Disability Discrimination Act, 1992* and the National Building Code.

#### Alternative approaches and design suggestions

N/A.

## 12.5 Operation of Brothels

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### Introduction and general provisions

The premises must be kept in a clean condition at all times. Cleaning is to be carried out by staff as required. Particular attention must be paid to showers, baths and toilets (which may harbour and spread fungi if inadequately disinfected and ventilated), linen, and swimming and spa pools.

**Other general provisions:**

- Hours of operation are to avoid times of peak community activity in the locality;
- Signs indicating that any premises are used for, are available for use, or that a person is available, for the purposes of sex services are not to be erected;
- No food or alcohol shall be served or consumed by clients on the premises; and
- In addition to emergency service providers, the brothel must allow entry to Police and authorised persons from Uralla Shire Council (planning, health and building sections) or the NSW Department of Health immediately upon request.

**Aims**

- To ensure the health and safety of patrons and staff; and
- To ensure the brothel and associated activities remain discreet.

**Performance outcomes**

- Adequate sanitary facilities are provided for staff and patrons;
- Showers, baths and toilets are kept clean and free of mould and fungus;
- Linen provided to patrons and staff is clean;
- Contaminated waste is appropriately managed and disposed of;
- Good levels of hygiene are maintained for swimming and spa pools;
- The use of the premises does not give rise to transmission of noise to any place of different occupancy or an offensive noise as defined in the *Protection of the Environment Operations Act 1997*; and
- The brothel maintains a discreet profile.

**Acceptable solutions**

## Sanitary facilities:

- Sanitary facilities are provided in accordance with the requirements of the National Building Code Part F. Separate toilet facilities are provided for staff;
- Each room contains its own sanitary facilities comprising shower, toilet and hand basin for the use of both sex workers and their clients. All required hand basins shall be provided with an adequate supply of potable water, at a temperature of at least 40°C, delivered through an approved mixing device which can be adjusted to enable hands to be washed under hot running water;
- The proprietor ensures that baths, toilets, and showers are cleaned and disinfected after each use with a hypochlorite based disinfectant; and
- Soap and single use towels are provided at all hand basins required in the premises.

## Linen:

- The proprietor provides clean linen or clean cover; and clean towels for the use of individual clients and sex workers;
- All linen, including towelling, which comes into contact with sex workers or clients, is changed immediately after use;
- Two receptacles are provided for the separate storage of clean and used linen;
- Linen is washed by category in a hot water wash (water temperature a minimum of 70 degrees Celsius) using laundry detergent; and
- All linen items are thoroughly dried after washing.

*Note: It is recommended that proprietors use private contractors to launder towels, sheets etc. When laundering is carried out on the premises, commercial/industrial equipment must be used.*

**Contaminated waste:**

- Contaminated waste is disposed of by Environment Protection Authority licensed waste collectors. Used condoms must be double bagged in plastic and placed in a suitable waste receptacle on the premises.



**Spa and swimming pools:**

- Spa baths are drained after each use so they can be cleaned and refilled with fresh water. Note: Officers of Council and the NSW Health Department may carry out periodic tests to ensure the pool water is suitable for bathing purposes;
- The proprietor keeps on the premises an accurate kit used for the testing of pool water. The kit is able to determine the concentration of:
  - free chlorine, total chlorine, and combined chlorine; or
  - total bromine; or
  - baquacil;
  - pH; and
  - reserved alkalinity.
- Swimming and spa pools comply with the NSW Health Department Guidelines for Disinfecting Public Swimming Pools and Spa Pools; and
- All swimming or spa pools are disinfected by a method approved by the NSW Health Department.

Note: Approved methods include:

- chlorine, or
- bromine, or
- salt water chlorination, or
- ozone.
- Spa pools are drained each day so they can be cleaned and refilled with fresh water;
- Swimming or Spa pools are provided with a system of automatic analysis and dosage control equipment that will maintain the level of disinfectant;
- Tests are conducted on every swimming pool or spa pool before the pool or spa is opened each day, and every four (4) hours thereafter when the pool or spa is in use; and
  - A log book of the pool or spa water quality is kept by the proprietor and is available for inspection by Council's officers.

*Note: The temperature of the water in the bathing area of a spa pool should not be allowed to exceed 40°C. The guidelines for disinfecting public swimming and spa pools can be obtained from Council's Infrastructure & Regulations Department.*

**Ventilation and Lighting:**

- The premises are ventilated in accordance with the requirements of the National Building Code; and
- The premises are provided with adequate lighting in accordance with Australian Standard AS 1680.

**Noise:**

- The use of the premises does not give rise to sound levels at any point on the boundary of a site greater than 5dBA above the background levels specified in Australian Standard 1055, Acoustic Description and Measurement of Environment Noise.

**Alternative approaches and design suggestions**

N/A.

## 13. NOTIFICATION PROCEDURES

### 13.1 About this Chapter of the DCP

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#### Outline

This Chapter of the DCP:

- Supplements the provisions of the Uralla LEP; and
- Provides policies and guidelines on the notification of Development Applications.

#### Purpose

This Chapter of the DCP outlines Council's policy for community notification in the assessment of development applications and the formulation of development guidelines and policies. The Chapter also outlines the necessary procedures involved in carrying out such notification.

#### Aims and Objectives

- Set out Council's requirements for the notification of development applications and formulation of guidelines and policy;
- Provide for public participation in the consideration of applications that may detrimentally affect the enjoyment of property or the public interest;
- Ensure the community is consulted during the formulation of guidelines and policies;
- Ensure that policy formulation is undertaken in a wider and more informed context;
- Allow for a reasonable time for inspection and making submissions on applications while recognising the obligations of the Council to determine applications within prescribed periods;
- Provide a direct avenue of access to the application process by affected residents and owners who wish to express their concerns about proposals to Council staff, Councillors or the relevant Council Committee;
- Set out matters for which the Council will have regard when forming its opinion as to whether or not the enjoyment of adjoining land may be detrimentally affected by a proposed development;
- Specify the circumstances when notification is not required; and
- Detail the form that notification will take and an applicant's responsibility to provide a notification plan.

### 13.2 Structure of this Chapter

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This Chapter is divided into the following parts:

- About this Chapter - Outlines the purpose, principal aims and contents of this Section;
- Notification and Advertising Procedures and Guidelines - This sets out the level of public consultation required for various development applications. Detailed guidelines regarding public notification and advertising procedures are also provided;
- Integrated, Designated and other categories of Development - This deals specifically with the notification and advertising requirements of the above categories of development.

### 13.3 Notification Procedures and Guidelines for Applications

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This section provides detailed guidelines on procedural processes that must be followed when notifying the community of applications. This plan provides for two levels of public consultation that an application may be subject to, these are notification and advertising.

### 13.4 Notification of Applications

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Adjoining landowners will be given notice of an application if, in the opinion of Council, the enjoyment of land adjoining the development may be detrimentally affected by the proposed development.

The following issues will be considered in forming an opinion as to whether or not the enjoyment of land may be detrimentally affected by a proposed development:

- The views to and the views from the land;
- Overshadowing of the land;
- The privacy of the land;
- The likelihood of the land being detrimentally affected by the proposed use, such as noise, odour or other polluting emissions;
- Proposed hours of use for the development;
- The scale or bulk of the proposed development; and
- The siting of the development in relation to site boundaries.

Upon the lodgement of an Application, the Planning Manager will determine who may be detrimentally affected in terms of the matters to be considered.

*Note: Council may also broaden the extent of notification following any inspection of the development site, or increase the length of notification.*

### **13.5 Applications which will not be notified**

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The following Applications will not be notified as per the provisions of this document:

#### **Exempt and Complying Development:**

- Exempt or complying development as set out in [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#) (the Codes SEPP).

#### **Subdivisions:**

- Minor boundary adjustments, which do not require physical works; and
- Strata subdivision proposals.

#### **Commercial or Industrial Uses:**

- The change of use of buildings (in a commercial and industrial zone), except at Council's discretion.

#### **Houses and Extensions:**

- Detached single-storey dwellings (other than second-hand dwellings);
- Ancillary structures associated with residential developments, including carports, pergolas, garden sheds and the like, which are sited 1m from any boundary, sited behind or in-line with the existing building line and comply with Council's building setbacks;
- Alterations to an existing residential building where the works will not result in any change to the height, external configuration or external façade of the existing building;
- Single rural dwellings on properties of greater than 10 hectares, where the proposed dwelling is located a minimum of 20m from the boundaries of the property;
- Alterations and extensions to rural dwellings on properties of greater than 10 hectares, where the proposed dwelling is located a minimum of 20m from the boundaries of the property; and
- Rural workers accommodation on properties greater than 100 hectares where the proposed accommodation is located a minimum of 20 m from the boundaries of the site.

#### **Swimming Pools:**

- Private swimming pools.

### **13.6 Persons to be Notified**

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Written notice of a Development Application will be sent to those persons who appear to the Council to own or occupy adjoining land and neighbouring land if, in the Council's opinion, the enjoyment of the land may be detrimentally affected by the development proposal. This could include land opposite or otherwise distanced from the application site.

### **13.7 Other Referrals**

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Certain Development Applications will attract a need for notification of other government authorities and the seeking of their comments.

Notice will also be given to relevant Councils listed below, if the proposed development is located in proximity to the Local Government Area boundaries of:

- Armidale Regional Council;
- Tamworth Regional Council;
- Walcha Shire Council; or
- Gwydir Shire Council;

In the case of an Integrated Development Application, the application is to be referred to the relevant authority in accordance with Clause 52A of the *Environmental Planning and Assessment Regulation 2000*. Notification of Amendments prior to determination & Modification Applications under S96

### **13.8 Amendments prior to Determination**

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An applicant may make amendments to an application at any time *before its determination*, subject to Council's acceptance of those amendments. In these circumstances, Council will re-notify:

- Those persons who made submissions on the original application; and
- Any persons who own adjoining or neighbouring land (including those persons who were previously notified of the application) who may in Council's opinion potentially be detrimentally affected by the proposal as amended.

NOTE: If re-notification is required, further sets of plans for this purpose must be provided by the applicant. Modification of an Approval (after Determination) under Section 96

An applicant may lodge an application to modify an approval (under Section 96 of the EP&A Act) if Council is satisfied that the development, as proposed to be modified, remains substantially the same development as that originally approved. Council will re-notify persons who made submission on the original application and any persons who own adjoining or neighbouring land only where in Council's opinion those persons could be detrimentally affected by the proposal as amended.

Submissions received in relation to the modified proposal will be considered in Council's assessment of the application.

### **13.9 Notification Period**

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A person may inspect a plan and make a submission within the notification period which will be a minimum of 14 days.

*Note: For “advertised” and “designated development” the length of the notification period varies and will be in accordance with the advertising requirements of the Environmental Planning and Assessment Regulations (2000), unless a longer period is determined by Council.*

### **Form of Submissions from Persons Notified & the General Public**

Submissions made in respect of applications must be in writing and addressed to the General Manager. Submissions must clearly indicate the name and address of the person making the submission and details of the proposal to which the submission relates. Should an objection be part of the submission, the reasons for the objection are to be provided. All submissions are to be accompanied by a form declaring any donations or gifts to an elected member of Council or a Council staff member (as set out in the form available for such declarations available from Council or Council’s website).

*Note: Information regarding the making of a submission shall be provided with the notification letter.*

### **13.10 Consideration of Submissions**

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Council will consider all submissions received within the specified time period before determining a Development Application. In making a determination the content of a submission must be balanced with the Council’s statutory obligations. Submissions form a part of the assessment of an application and each application will be assessed on its merits.

When determining a development application, Council will take into consideration any submissions it has received during the notification period. Delegated authority will not be used to determine a development application that has received a written objection to the proposal. Development applications that have had a written objection submitted will be referred to the relevant standing Council Committee for comment prior to being referred to Council for determination discussion.

#### **Applicant to be advised of Objections**

Written submissions cannot remain confidential as they may be used to assist in negotiations with the owner/applicant of the proposal or be included in Council business papers. The applicant, on request, will be advised of the terms of any objection and is entitled to read all submissions received. Where applications are amended in response to objections received, comments may be sought from previous objector/s.

#### **Notification of Determination**

Following determination of an application each person who made a submission will be advised in writing of Council’s decision in determining an application as soon as practical.

#### **Advertising of Applications**

Where Council considers a given development may have the potential to have a much wider impact than just on nearby property owners or have a community interest, Council may decide that the development application should be advertised in the local print media (i.e. newspapers). A person may inspect a plan and make a submission within the advertising period which will be a minimum of 14 days.

#### **Advertising & Notification Costs**

The applicant shall pay the Council a fee in accordance with Council’s adopted Schedule of Fees and Charges to cover the cost of advertising and notification of the application and any amendment or modification of it.

### **13.11 Integrated, Designated Development and other Categories of Development**

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Statutory notification requirements exist under the EP&A Act for certain categories of development such as:

- Integrated Development;
- Designated development; and

- Other types of Approvals, including assessment of “activities” under Part 5 of the EP&A Act.

These must be advertised and exhibited in line with the requirements as outlined in the EP&A Act and the Regulations.

Note: The requirements of the EP&A Act and Regulations are mandatory.

### **Integrated Development**

This is defined as a category of development (not being Exempt or Complying) that, in order for it to be carried out, requires development consent and one or more approvals set out in Clause 91 of the EP&A Act 1979.

### **Public Notification and Exhibition**

The advertising and exhibition period is a minimum of 21 days. Written notice is to be provided to neighbouring owners surrounding the application site. The written notice shall contain all information as outlined in the Regulations to the Act. The relevant government authority is to be forwarded a written notice of application and notification plan within 2 days of receiving the application. The notice shall also clearly state that the application is an Integrated Development.

### **Designated Development**

Designated Developments are developments, which have major impacts on the environment. Schedule 3 of the EP&A Regulations outlines what types of Development are classified as Designated Development.

### **Public Notification and Exhibition**

The advertising and exhibition period is a minimum of 30 days. Written notice is to be given to neighbouring owners surrounding the application site. The written notice shall contain all information as outlined in the Regulations to the EP & A Act. The relevant government authority is to be forwarded a written notice and notification plan. The notice shall also clearly state that the application is a Designated Development. Notice must include:

- A minimum of 2 public notices in local newspaper circulated in the area; and
- A notification sign placed on the property (application site).

### **Other types of Approval**

“Activities” under Part 5 of the EP&A Act must be notified and exhibited in accordance with the requirements of Section 113(1) of that act.

### **Public Notification and Exhibition**

The advertising and exhibition period is a minimum of 30 days and advertising must include:

- A minimum of 2 public notices in a local newspaper circulated in the area.

## 14. CONTAMINATED LAND

### 14.1 About this Chapter

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Development on land that is contaminated is a significant planning issue. At its worst, contamination can be a risk to the health of users of land and/or the environment, and this risk can be exacerbated when a change of land use occurs. All development is subject to controls contained in the following documents:

- Contaminated Land Management Act 1997;
- State Environmental Planning Policy No 55 – Remediation of Land; and
- Managing Land Contamination – Planning Guidelines, SEPP 55-Remediation of Land.

This Chapter provides a summary of the planning controls relating to development activity.

### 14.2 Where this Chapter applies

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This Chapter applies to all land within the Uralla Shire.

### 14.3 General Advice to Applicants

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There is a requirement that prior to issuing development consent for any development (including both Complying Development and Development Applications), Council is required to consider whether the land is (or might be) contaminated, and if it is to ensure that appropriate investigatory and/or remedial action is undertaken prior to consent being issued.

The onus is on the developer of the land to take the necessary steps to determine whether the land is actually or potentially contaminated prior to lodgement of an application. Among other things, this will entail consideration of whether any of the land uses identified in Table 14.11 have ever been undertaken on the subject land.

Table 14.1 Potential land contaminating activities

- acid/alkali plant and formulation
- agricultural/horticultural activities
- airports
- asbestos production and disposal
- chemicals manufacture and formulation
- defence works
- drum re-conditioning works
- dry cleaning establishments
- electrical manufacturing (transformers)
- electroplating and heat treatment premises
- engine works
- explosives industry
- gas works
- iron and steel works
- landfill sites
- metal treatment
- mining and extractive industries
- oil production and storage
- paint formulation and manufacture
- pesticide manufacture and formulation
- power stations

- railway yards
- scrap yards
- service stations
- sheep and cattle dips
- smelting and refining
- tanning and associated trades
- waste storage and treatment
- wood preservation
- 

The above uses are those referred to in Table 1 of Managing Land Contamination-Planning Guidelines. The Guidelines make the following important note about this list:

*It is not sufficient to rely solely on the contents of this Table to determine whether a site is likely to be contaminated or not. The Table is a guide only. A conclusive status can only be determined after a review of the site history and, if necessary, sampling and analysis.*

#### **14.4 Aims and Objectives**

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- To provide a consistent basis for Council in dealing with land use planning and development matters, as well as requests for information from the public, where land is, or may potentially be, contaminated as a result of existing or previous land use activities;
- To ensure that land use changes will not increase the risk to human health or to the environment;
- To minimise the potential for adverse social and economic consequences which may arise from a failure to identify and respond to issues of potential or actual contamination as part of the land use planning and development process;
- To avoid inappropriate restrictions on land use as a consequence of existing or previous land use activities;
- To ensure that Council fulfils its legal obligation of duty of care in relation to land contamination issues; and
- To provide effective risk management for Council and community by reference to the law, industry best practice literature and protocols, having regard in particular to the EP&A Act.

#### **14.5 Performance Outcomes**

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- Contaminated lands are identified and remediated as required as part of the development process.

#### **14.6 Acceptable Solutions**

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As noted above, Council is required to ensure that any contamination on land is appropriately addressed as part of any development process.

#### **SEPP 55 Requirements for Development**

The following is drawn directly from the relevant section of State Environmental Planning Policy No 55 – Remediation of Land:

1. Council will not consent to the carrying out of any development on land unless:
  - a) it has considered whether the land is contaminated, and
  - b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and
  - c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose.



2. Before determining an application for consent to carry out development that would involve a change of use on any of the land specified in subclause (4), Council will consider a report specifying the findings of a preliminary investigation of the land concerned carried out in accordance with the contaminated land planning guidelines.
3. The applicant for development consent must carry out the investigation required by subclause (2) and must provide a report on it to Council. Council may require the applicant to carry out, and provide a report on, a detailed investigation (as referred to in the contaminated land planning guidelines) if it considers that the findings of the preliminary investigation warrant such an investigation.
4. The land concerned is:
  - d) land that is within an investigation area,
  - e) land on which development for a purpose referred to in Table 14.1 is being, or is known to have been, carried out,
  - f) to the extent to which it is proposed to carry out development on it for residential, educational, recreational or child care purposes, or for the purposes of a hospital—land:
    - i. in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose referred to in Table 14.1 has been carried out, and
    - ii. on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).

### **Other Planning Considerations for Contaminated Land**

In addition to the specific requirements for a development, Council is also required to consider contaminated lands issues in a number of other situations including:

- Making of a Local Environmental Plan;
- Spot rezoning; and
- Making a Development Control Plan.

### **14.7 Alternative Solutions**

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Any alternative solutions must comply with the provision of:

- Contaminated Land Management Act 1997;
- State Environmental Planning Policy No 55 – Remediation of Land; and
- Managing Land Contamination – Planning Guidelines, SEPP 55-Remediation of Land.

### **14.8 Former Pole Treatment Plant**

---

The Environment Protection Authority (EPA) have given specific regulatory advice to Council regarding this land known as the former Koppers Timber Treatment Site Lot 385 DP 755846.

While the EPA considers that regulatory intervention on this former timber site is not warranted and that the site is suitable for industrial use in principle, this site is nevertheless a contaminated land. Council, as a development consent authority, is advised to observe State Environmental Planning Policy No.55 (SEPP 55) – Remediation of land. In this regard, the EPA offers the following specific advice:

1. Should any part of the land be redeveloped for a use more sensitive than commercial/industrial use, that specific area must be subject to a formal contaminated site assessment to confirm its suitability of the intended use.
2. There has been no groundwater assessment carried out on the site in the past. The EPA believes that the risk that the site will be subject to extensive groundwater contamination is relatively low. This potential risk should not predicate the in-principle suitability of the site for industrial use. However, we recommend that Council requires a preliminary groundwater assessment on the areas where the timber treatment facilities were located and were subsequently remediated to a soil standard suitable for industrial use. The general location of these areas can be found in the EES 1994 Validation Report.

The findings may assist Council in determining whether an environmental management plan (EMP) is required in managing any residual contamination left on the site, for example, whether onsite extraction of groundwater for a particular use is permitted. The EPA should be provided with a copy of the findings.

Letter to Council from the NSW Environment Protection Authority dated 14 February 2012.

## 15. OTHER MATTERS

### 15.1 About this Chapter

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This chapter provides information about additional matters not covered elsewhere in this DCP.

### 15.2 Where this Chapter applies

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This Chapter applies to all land within the Uralla Shire.

### 15.3 Temporary Dwellings

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The following applies to the use of a building as a temporary dwelling while a permanent dwelling is being erected and where both dwellings are located on the same parcel of land.

Where it is proposed to reside in a moveable dwelling, such as a caravan, Council approval is required.

Occupation of a temporary dwelling cannot commence until:

- Development consent for the erection of the permanent dwelling and the use of a temporary dwelling has been granted;
- A construction certificate for the erection of the permanent dwelling has been issued, footing/slabs poured and inspected by Certifier; and
- A compliance certificate has been issued to confirm that washing, bathing, cooking and toilet facilities have been provided for the temporary dwelling.
- 

If the temporary occupancy is undertaken without Council's approval, the dwelling must be vacated prior to consideration of the application.

The following criteria will be taken into account when Council's delegated officer determines whether to approve an application for temporary occupation:

- The circumstances of the case;
- The standard and type of temporary dwelling proposed and its location; and
- Matters relating to health and convenience.
- 

The initial period of occupation of the temporary dwelling is to be no longer than twelve (12) months. Council will extend the period if:

1. Satisfactory progress is being made in the construction of the permanent dwelling within the twelve (12) month period; and
2. The circumstances of the case justify an extension to the period.

Upon completion and occupation of the permanent dwelling, the use of the temporary dwelling for residential purposes must cease.

### 15.4 Relocation of Buildings

---

The following provisions apply to the relocation of a building to land within Uralla Shire. A proposal to relocate a building requires development consent from Council and a construction certificate.

The development application is to be supported by a detailed report of an inspection of the dwelling to be relocated, including photographs. The inspection is to be carried out by a suitably qualified person such as an architect, building surveyor, building consultant or engineer.

In determining whether to grant development consent Council must take into consideration:

- The condition and acceptability of the building;
- The purpose for which the building is to be used;
- Compliance with the National Building Code; and
- The suitability of the building for the proposed site and to adjacent development.

Within 12 months of the building being sited on the land, a compliance certificate must be applied for which confirms that the development has been completed and all conditions of the development consent have been satisfied. Where the development will not be completed within twelve (12) months, the applicant may apply, at least one month prior to the expiration of the 12 month period, for an extension of time to complete the development. The request is to be made in writing and give reasons for seeking the extension. Council will take these reasons into consideration in determining whether to extend the period for completion of the project.

Prior to the structure being relocated on the site a bond is to be lodged with Council. Lodgement of the bond is to ensure satisfactory completion of all external works within twelve (12) months, or later period if council has granted an extension, of the building being sited on the land. The bond can be a Deed, bank guarantee or joint account. The amount of the bond shall be determined as per Council's management plan.

A refund of the bond and occupation of the building cannot occur until a compliance certificate has been issued confirming that the development has been completed and all conditions of consent of the development have been satisfied.

## 15.5 Shipping Containers

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Shipping containers are considered a 'building' under the EP&A Act and as such may require development consent unless the development is Exempt Development.

### Exempt Development

The [\*State Environmental Planning Policy \(Exempt and Complying Development\) 2008\*](#) (the Code SEPP) has some exemptions from the requirement to obtain development consent for the placement of shipping containers. These exemptions relate to:

- Some farm buildings (see Subdivision 16 of the Code SEPP)
- Building site shed, office or associated structure (temporary).
- 

If the proposed shipping container development meets the development standards of the SEPP then development consent is not required.

Shipping containers are not permitted on land zoned E1 National Parks and Nature Reserves or E2 Environmental Conservation.

If the proposal is not exempt development then development consent is required prior to the installation of any shipping and/or storage container on any land. In assessing a Development Application, the following controls are applicable.

### General Standards (All zones)

- Containers must comply with the criteria specific to the zone of the property (below);
- Containers must not be located over water, wastewater or stormwater mains or dedicated drainage easements;
- Containers must not be located over effluent treatment disposal areas/systems;
- Containers must not be located over gas lines or underground power lines;
- Setbacks to overhead powerlines must comply with the requirements of the relevant electricity authority;

- Containers must be screened from the streetscape by suitable vegetation or other appropriate screening;
- Containers will not be permitted in flood liable areas;
- Containers must be painted a neutral colour to blend with the surrounding natural environment and built structures, with the proposed colour to be approved by Council;
- Containers must not be stacked;
- Containers will not be permitted in Heritage Conservation Areas or on lots containing a Heritage Item unless they are approved on a short-term basis (less than 2 years) in conjunction with an approved Development Application and Construction Certificate for specific works;
- Containers must not contain sanitary facilities or be used for the collection of rainwater;
- Containers must be placed on flat, solid ground. Any associated earthworks (cut and fill) must be in accordance with the [State Environmental Planning Policy \(Exempt and Complying Development\) 2008](#) (Subdivision 15 – Earthworks and retaining walls); and
- Containers must not be used to store contaminated or hazardous materials.

#### **Residential, Village or Rural Residential zones:**

*(R1 General Residential Zone, R2 Low Density Residential, RU5 Village Zone, R5 Large Lot Residential Zone)*

- A maximum of one (1) container with a maximum size of 12.2m x 2.2m (40 x 7 feet) per property;
- Containers must not be located within the front building setback (6m from the boundary facing a road). Note: This applies to both frontages for corner allotments;
- Containers must not be located forward of the building line on any parcel of land within the zone (building line being the setback associated with an existing dwelling erected on the property);
- Containers must not be located any closer than one (1) m from side and/or rear boundaries;
- Containers must be located within any building envelope associated with the lot; and
- Containers must be used for domestic storage purposes only.

#### **Rural and Environmental zones:**

*(RU1 Primary Production Zone, RU2 Rural Landscape, E3 Environmental Management Zone, E4 Environmental Living)*

- A maximum of one (1) container per allotment is permissible if it is in accordance with Subdivision 16 of the Code SEPP. Additional containers require Development Consent;
- Containers must not be located within 50 m of the front, side or rear boundaries of a property and must comply with setback standards that apply to the particular parcel of land and be within any specified building envelope for that parcel; and
- Containers must be used for domestic or agricultural storage purposes only.

#### **Industrial zones:**

*(IN1 and IN2 Industrial Zone)*

- Containers being stored on industrial land for the purpose of re-sale or hire will not be required to meet all setback requirements provided they are not being used for storage or other purposes. If used for storage or other purposes, approval is required and the requirements of the National Building Code (NBC) and Council will apply; and
- The placement and use of shipping containers in Industrial zones shall be assessed on a case-by-case merit basis following submission of a Development Application.

#### **Business zones:**

*(B2 Local Centre Zone, B4 Mixed Use Zone, B6 Enterprise Corridor Zone)*

- Containers will only be approved on a temporary basis, for a maximum of 12 months;
- Containers must not encroach upon any existing car-parking spaces; and
- Containers will be assessed as a NBC Class 7 building and as such will be assessed for fire rating and essential services.

**Modification of shipping container:**

- Any shipping container modified for residential purposes, ie, dwelling, dual occupancy, secondary dwelling and granny flat must be compliant with the provisions of the National Construction Code and BASIX.

**15.6 Bed and Breakfast Accommodation**

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Bed and breakfast accommodation means an existing dwelling in which temporary or short-term accommodation is provided on a commercial basis by the permanent residents of the dwelling and where:

- meals are provided for guests only, and
- cooking facilities for the preparation of meals are not provided within guests' rooms, and
- dormitory-style accommodation is not provided.
- 

The Codes SEPP provides that certain Bed and Breakfast Accommodation may be carried out as Complying Development, however, land based exclusions including bush fire prone land, critical habitat and certain heritage listings means that some development for Bed and Breakfast Accommodation will require a Development Application.

This section of the DCP provides controls for Bed and Breakfast Accommodation that requires a Development Application.

Bed and Breakfast Accommodation is permissible with consent in the following zones:

- RU1 Primary Production
- RU2 Rural Landscape
- RU5 Village
- R1 General Residential
- R2 Low Density Residential
- R5 Large Lot Residential
- B2 Local Centre
- B4 Mixed Use
- SP3 Tourist
- E3 Environmental Management
- E4 Environmental Living
- Clause 5.4 of the ULEP limits guest accommodation to no more than four (4) bedrooms.

**Objectives**

- To promote the use of dwellings for the purposes of providing small scale tourist accommodation;
- To ensure that Bed and Breakfast Accommodation does not adversely affect the character of the surrounding neighbourhood or rural area;
- To ensure that potential impacts to the amenity of neighbours is minimized; and
- To ensure that Bed and Breakfast Accommodation provides an acceptable level of amenity to guests, and maintains adequate health and safety standards.

**Controls**

- Bed and Breakfast accommodation must:
  - Be operated by the permanent residents of the dwelling house,
  - Be used for short term guests only,
  - Have at least one (1) guest bathroom (separate to the bathroom serving the permanent occupants of the dwelling),
  - Have a fire extinguisher and fire blanket in the kitchen,
  - Have at least one (1) off-road car parking space per guest bedroom, and

- Not be carried out on Strata or Community Title dwelling houses without the prior approval of the owner's corporation or the neighbourhood association;
- Comply with the relevant provisions of the National Building Code, including fire safety, the provision of sanitary facilities and safety of swimming pools;
- Signage must not exceed a single sign with a maximum area of 1.2 m<sup>2</sup>;
- Signage must not be illuminated and the style and materials of the sign must be compatible with the character of the area;
- No stacked car parking will be permitted;
- Parking spaces must be provided to an all-weather, dust free standard and suitably drained to prevent drainage nuisance to an adjoining property;
- Parking spaces must be suitably screened and planting is to be provided between the car parking area/s and adjoining properties;
- In the case of proposals in rural areas, access must be provided to 2-wheel drive all weather standard; and
- Where reticulated sewerage is not available, the existing or proposed onsite sewerage disposal system is to be designed (or upgraded) to ensure that all effluent can be disposed of onsite having regards to any increase in expected effluent loadings and capacity of soils to accept wastewater.

## 16. KERBING AND GUTTERING

### 16.1 About this Chapter

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This chapter provides details about various requirements for kerbing and guttering.

### 16.2 Where this Chapter Applies

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This chapter applies to the following land use zones within Uralla Shire:

- R1 & R2
- IN1 & IN2
- B2, B4 & B6

### 16.3 Aims and Objectives

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- To ensure that the 'user pays' principle is implemented in an appropriate manner; and
- To ensure that kerb and gutter infrastructure is provided for new developments.

### 16.4 Performance Outcomes

---

- Kerbing and guttering is provided as a routine component of subdivision developments.

### 16.5 Acceptable Solutions

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The following are particular provisions in relation to the costs of kerbing and guttering:

- Where subdivision is not involved, owners are to contribute 50 percent of the total cost of the kerb and gutter when it is constructed as part of Council's Works Programme;
- Where a subdivision creates any new allotment, the applicant is to meet 100 percent of the costs of construction of all kerbing and guttering and all necessary associated stormwater drainage;
- Where a subdivision creates a drainage problem, the applicant is to pay 100 percent of the costs involved in rectifying that problem;
- Where Council requires as a condition of approval to a subdivision that kerb and gutter must be constructed in order to achieve any of the following:
  - overcome a drainage problem,
  - connect to existing nearby kerb and gutter,
  - prevent a drainage problem,
  - overcome or prevent a traffic problem,
  - improve the amenity of the allotments created,the applicant is to pay 100 percent of the cost of the kerbing and guttering involved;
- The subdivision of corner blocks can create confusion and the method of dealing with them needs to be clear. In such cases the need to construct kerb and gutter will be considered by Council for each of the road frontages as follows:
  - If the conditions in 4 above occur in either or both road frontages and Council consequently requires that kerb and gutter must be constructed, as a condition of approval to the subdivision, then the applicant is to contribute 100 percent of the cost of kerb and gutter in either or both frontages in which the need for the kerb and gutter is identified.
  - If the conditions in 4 above do not apply to both road frontages or only apply to one road frontage and Council does not require kerb and gutter to be constructed in one or both frontages, the applicant will contribute 50 percent to the cost of kerb and gutter when the work is included in Council's Works Programme, as per item 1 above.
  - Alternatively, if the applicant wishes kerb and gutter to be constructed in any case, then the conditions as per item 6 below apply;



- Where a subdivision is involved and Council does not require kerbing and guttering to be constructed but the applicant wishes kerbing and guttering to be constructed, then the applicant shall make a 100 percent contribution to the costs of doing so;
- Where a subdivision creates a situation which can best be solved by extending kerbing and guttering beyond the boundaries of the land to be subdivided, Council will consider meeting the cost of that extension in its works programme. If associated funds are not available to Council to solve the problem, the costs will need to be fully met by the applicant or the application may be refused;
- In the above clauses a reference to the cost of kerbing and guttering refers also to the cost of associated road pavement, shoulder and sealing works and footpath construction works required to be undertaken as part of the kerbing and guttering works; and
- Where an applicant is required to dedicate land to Council for public road or open space purposes, no special consideration is to be given in the matter of kerbing and guttering costs.

## **16.6 Exemptions**

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An applicant may be exempt from the requirement to construct kerbing and guttering if such construction is impractical because of site conditions. Any such exemption would be subject to Council approval.

## **16.7 Alternative Solutions**

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Nil.

## 17. BARLEYFIELDS

### 17.1 About this Chapter

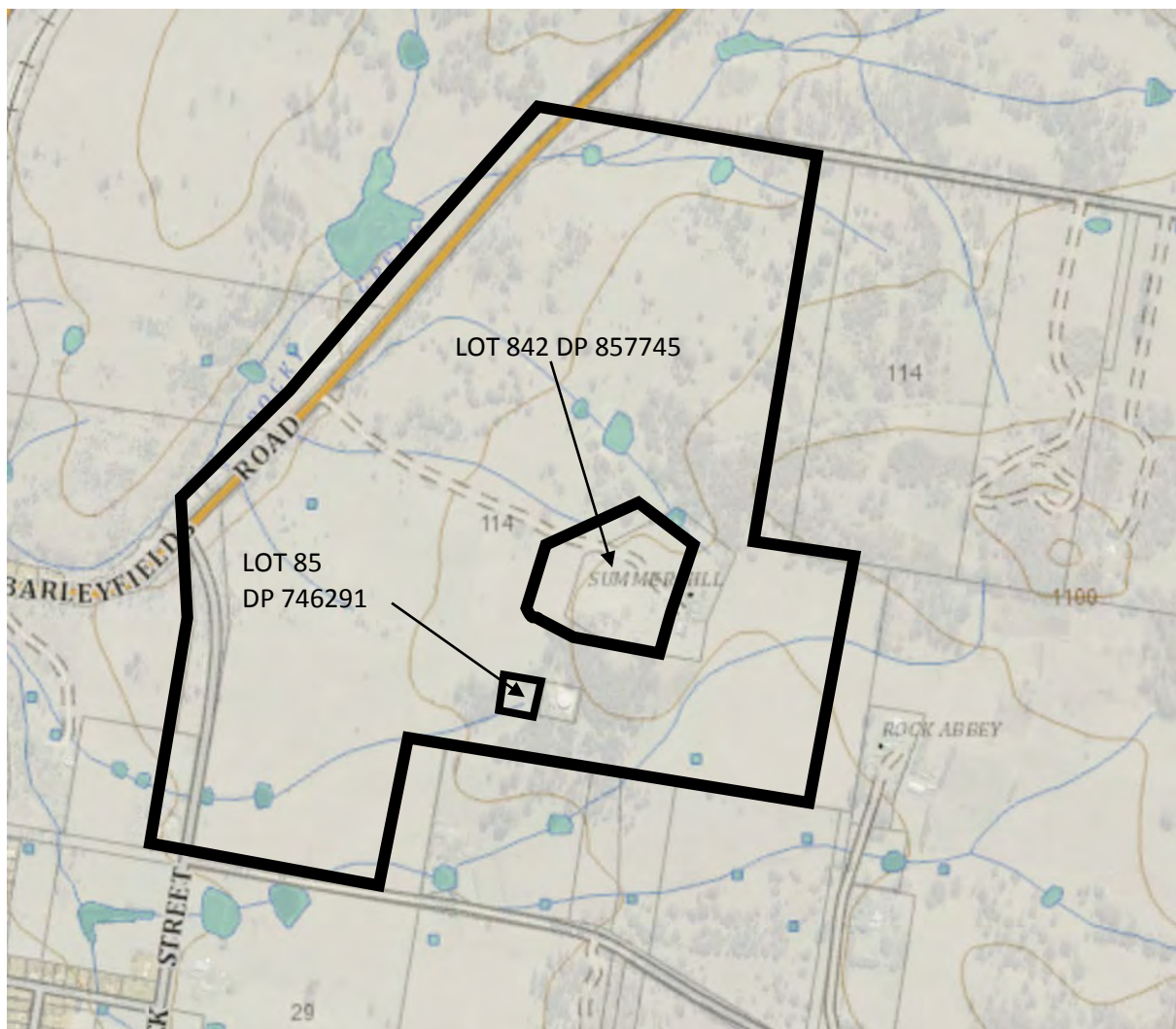
This chapter provides the development Masterplan, principles and site controls for development within the land known as 'Barleyfields'.

The purpose of this chapter is to provide a logical, master planned framework for the efficient staged release of low density residential land in a socially, economically and environmentally sustainable manner.

### 17.2 Where this Chapter applies

This Chapter applies to the land within the heavy black edging shown in *Figure 17.1*.

Figure 17.1 Land to which Chapter 17 applies



Lot 842 DP 857745 and Lot 85 DP 746291 are excluded from the land to which this Chapter applies.

### 17.3 Masterplan

---

A Masterplan has been prepared for Barleyfields that sets out a logical subdivision layout in consideration of the following key elements:

- Efficient staging of the subdivision
- Road network
- Stormwater and servicing strategy
- Urban design controls

The preferred subdivision layout Masterplan is shown in *Figure 17.2 - Barleyfields Masterplan*.

### 17.4 Development Lots

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Development lots are also known as 'super lots'. Development lots can be further subdivided into smaller lots. The Barleyfields development lots are:

Lot 1	4.04 ha
Lot 2	4.28 ha
Lot 3	4.42 ha
Lot 4	4.13 ha
Lot 5	4.21 ha
Lot 6	5.07 ha
Lot 7	5.35 ha

These lots are shown on *Figure 17.3 - Development Lots*.

#### Objectives

- To maintain the semi-rural residential character of the area;
- To enable low density residential development;
- To maintain the integrity of the Barleyfields Masterplan low density subdivision layout; and
- To ensure that development does not compromise future development for low density residential purposes in accordance with the Barleyfields Masterplan.

#### Controls

- Future dwellings and buildings within the development lots:
  - Must be located within the lot boundaries of the Barleyfields Masterplan low density subdivision layout.
  - Be set out by a surveyor.
  - Serviced by an aerated rather than a transpiration wastewater system.
- Metal (colourbond) or paling fencing is not permitted as lot boundary fencing.
- Access driveways are to be constructed to a rural residential standard.
- All mature native canopy trees with a diameter at breast height (dbh) greater than 200 mm are to be retained.

Figure 17.2 Masterplan Subdivision Layout



Figure 17.3 Masterplan Development Lots



## 17.5 Low Density Residential Lots

---

The Barleyfields Masterplan provides for the creation of 41 low density residential lots over eight (8) stages. Development proposals are to be consistent with the Barleyfields Masterplan and the staging strategy shown in Figure 17.4.

### Objectives

- Barleyfields will provide a variety of low density lot sizes to facilitate housing diversity and to meet the housing needs and choice for rural character living within a low density residential environment.
- Residential development is to be of a scale and character consistent with a low density residential environment.

### Principles

- to create a road and lot layout suitable for low density detached residential housing;
- to retain and enhance existing stands of trees as remnant native vegetation;
- to integrate stormwater management into landscape approaches for the site;
- to create a landscape of a high visual amenity with a distinct landscape character;
- to consider the interface between future residential lots and the adjacent rural land; and
- to utilise plant species with a low water requirement and longevity.

## 17.6 Staging

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### Objectives

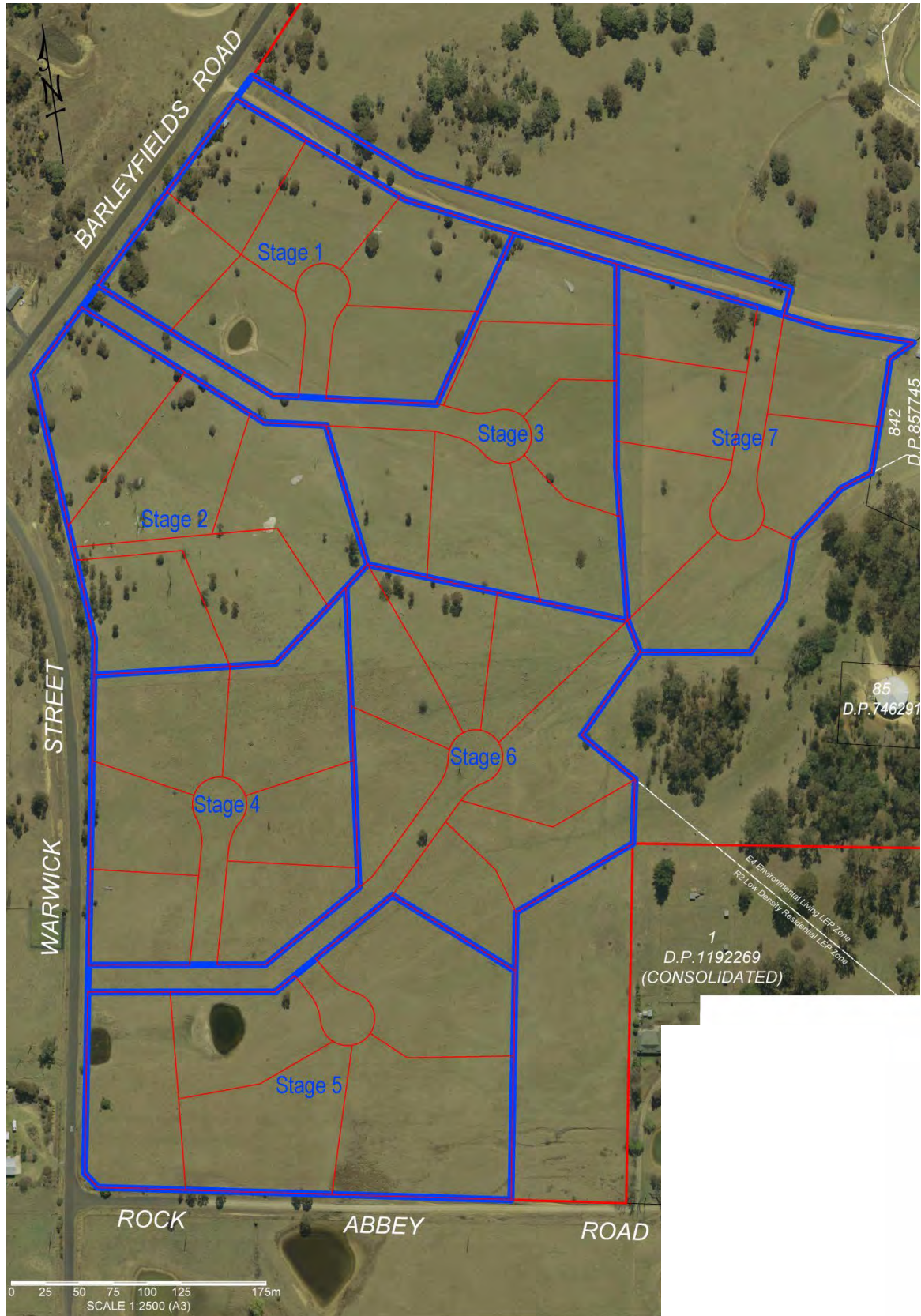
Development staging aims to:

1. Enable the gradual release of land to meet the low density housing needs of the Uralla area.
2. Enable the progressive provision of internal road, sewer and water reticulation connections.
3. Enable the progressive provision of stormwater detention measures.

### Controls

1. Development is to occur in logical stages, generally as shown in Figure 17.4.

Figure 17.4 Masterplan Staging



## 17.7 Servicing

---

### Objectives

- To incorporate best practice urban water management techniques relating to stormwater quality and quantity.
- Ensure that the provision and management of servicing is in accordance with “best practice” standards.

### Controls

- Developers will be required to extend water and sewer infrastructure as identified in Figures 17.5 and 17.6.
- Stormwater infrastructure will be provided as shown in Figures 17.7A and 17.7B.
- Where services identified in Figures 17.5, 17.6 and 17.7(A & B) are not in place, it will be the developer’s responsibility to forward fund these services.
- Existing dams are to be retained for stormwater detention and water quality purposes.

## 17.8 Street Trees

---

### Objective

- Street tree planting will comprise “New England” species and will provide Autumn colour and reflect the character of Uralla streetscapes.

### Controls

- One (1) street tree will be planted every 20 metres of road frontage.
- Street trees will be selected from the following species:
  - › *Acer x freemanii* ‘Celzam’ Celebration (Red Maple).
  - › *Fagus sylvatica* f. *purpurea* (Copper Beech).
  - › *Quercus palustris* (Pin Oak).
  - › *Fraxinus* ‘pennsylvanica Wasky’ Skyward (Green Ash).
  - › *Pyrus calleryana* Chanticleer (Ornamental Pear)
  - › *Pistacia chinensis* (Pistacio)
  - › *Prunus cerasifera* ‘Nigra’ (Flowering Plum)
  - › *Acer negundo* ‘Sensation’ (Box Elder)



Figure 17.5 Water Servicing Plan



Figure 17.6 Sewer Servicing Plan



Figure 17.7A Stormwater Servicing Plan

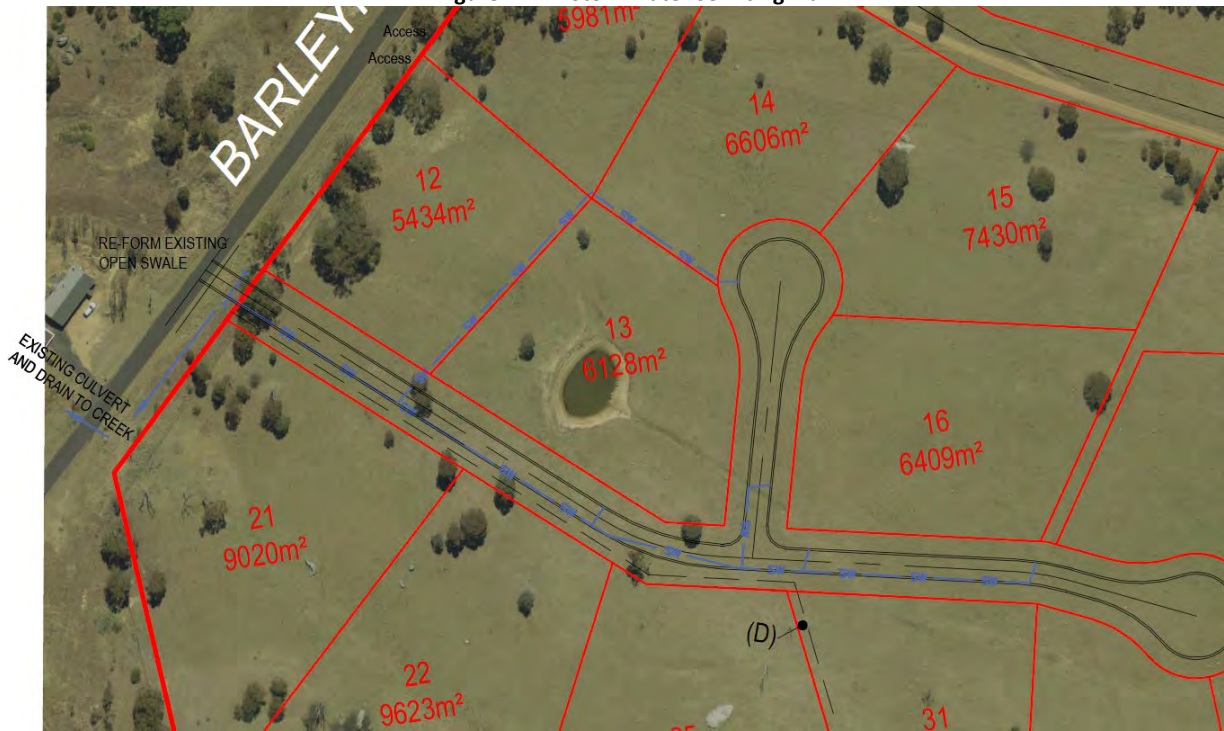


Figure 17.7B Stormwater Servicing Plan



## 17.9 Low Density Residential Development

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'Dwellings' and 'dual occupancies' (attached and detached) are permissible with consent in the R2 Low Density Residential zone.

Objective

Residential development is to be of a scale and character consistent with a low density residential environment.

### Controls

#### 1. Density

Minimum site area per:	
Dwelling	2,500 m <sup>2</sup>
Dual Occupancy – Detached	2,500 m <sup>2</sup>
Dual Occupancy - Attached	2,500 m <sup>2</sup>

#### 2. Building Setbacks

STREET	SIDE/REAR
10 m to main frontage –if corner allotment 6 m to secondary frontage.	3 m

#### 3. Height of buildings - must not exceed two storeys (8.5 m).

## 17.10 Boundary Fencing

---

### Objectives

- To maintain the semi-rural character of the neighbourhood.
- To encourage permeable fencing to maintain view lines within the Barleyfields DCP area.

### Controls

- These controls apply equally to the development lots and the low density residential lots.
  - Metal or paling fencing is not permitted within the Barleyfields DCP area.

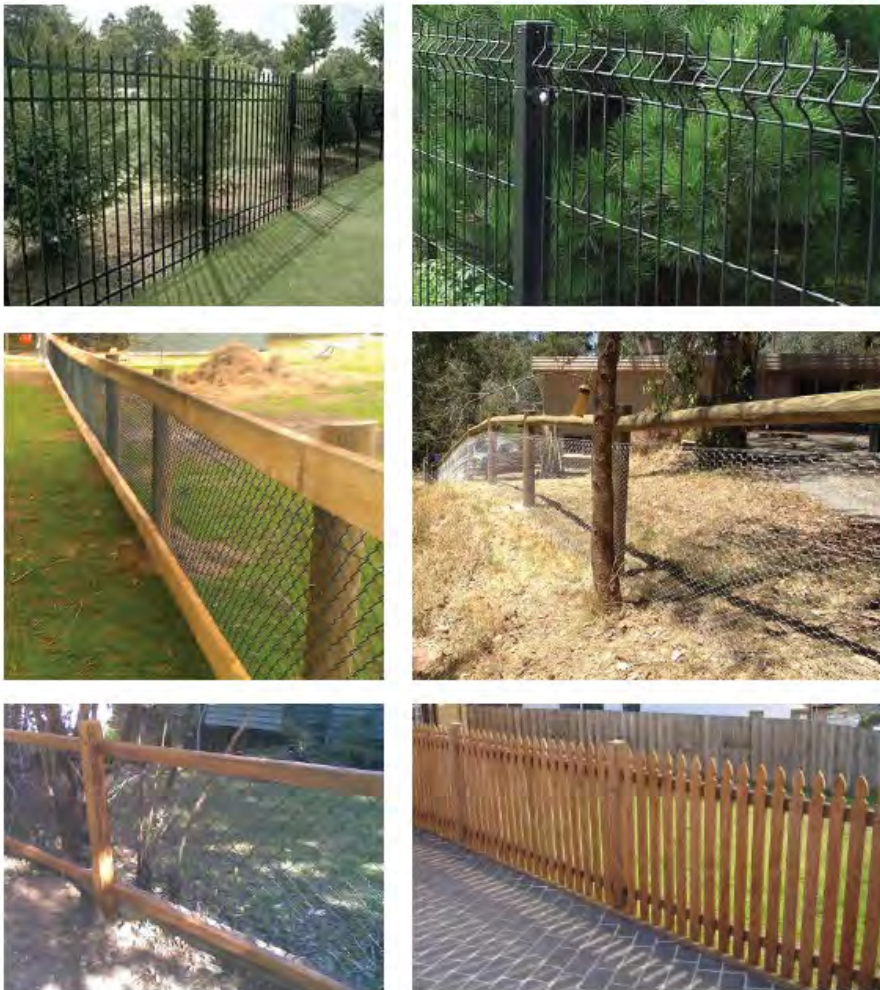
## 17.11 Acceptable Solutions

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The following types of fencing are considered suitable within the Barleyfields DCP area.



### *Street front fencing*



### *Side and rear fencing*

## 18. LARGE SCALE RENEWABLE ENERGY DEVELOPMENT

### 18.1 About this Chapter

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This chapter provides details about development standards for commercial renewable energy developments.

### 18.2 Where this Chapter Applies

---

This chapter applies to all RU1 Primary Production, RU2 Rural Landscape, E3 Environmental Management and E4 Environmental Living land within the Shire where renewable energy development with a generation capacity in excess of 100 kilowatts is proposed.

### 18.3 Aims and Objectives

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- To minimise potential land use conflicts;
- To ensure that there is no unreasonable impacts on the amenity of adjoining land users, the broader community or the travelling public.

### 18.4 Acceptable Solutions

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The following are particular provisions in relation to the development of renewable energy projects:

- The developer must assess the visual impact of the project including an assessment of the development on the scenic value and character of the locality. This assessment should consider how the proposal will maintain the unique local character of the area and all significant vistas;
- The siting of any infrastructure that forms part of the development must be informed by community consultation to establish key landscape features, areas of scenic quality and key public viewpoints valued by the community and information about the relative scenic value that may be impacted by the development. The proposal should seek to minimise impacts on key landscape features and key viewpoints and so minimise potential land-use and community conflicts. The infrastructure should not occupy more than 120 degrees of the 360 degrees of the viewshed from any dwelling not associated with the development, key public viewpoints, or state or regional roads;
- No development is permitted within 500m of a dwelling or business premises not associated with the project;
- Development must not be within 200m of the access to a dwelling or business premises not associated with the project;
- No development is permitted forward of the average building line setback of the nearest adjacent properties;
- For RU1 and RU2 zones the infrastructure is not permitted within 50m of any boundary of the holding. For E3 and E4 zones the infrastructure is not permitted within 25 m of any boundary.
- All road accesses not within the development site are to be constructed according to current AustRoads standards;
- All infrastructure, including cabling, must be fully dismantled and removed from the site within 24 months of decommissioning.

### 18.5 Exemptions

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Where a proposed development is not State Significant Development, relaxations of the above development standards may be considered where site specific attributes of the development make imposition of a standard unwarranted in the view of Council.

## **18.6 Alternative Solutions**

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Variations to acceptable solutions must be supported by a comprehensive statement of environmental and social effects which addresses performance outcomes sought and which demonstrate that acceptable solutions are unreasonable or unnecessary in the circumstances of the case and in the view of Council.



Uralla Shire Council Development Control Plan

Adopted: 19 December 2011

Amended: 5 June 2020

Version: v05062020

For further information:

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## 15.5 DRAFT URALLA SHIRE COUNCIL ADVERSE EVENTS PLAN

Department: Infrastructure & Development  
Prepared by: *Manager Development & Planning*  
TRIM Reference: UINT/21/525  
Attachments: UINT/21/1341 – Draft Uralla Shire Council Adverse Events Plan

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 3.2 Maintain a healthy balance between development and the environment  
**Strategy:** 3.2.3 Ensure that Uralla Shire is sufficiently prepared to deal with natural disasters including bushfires, major storms and flood events  
**Activity:** 3.2.3.1 Collaborate with service providers to be emergency response ready

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### SUMMARY:

This report recommends that the draft Uralla Shire Council Adverse Events Plan be placed on public exhibition, provided to representatives of the Local Emergency Management Committee and the Regional Emergency Management Officer, and be adopted by Council if no substantive submissions are received during the exhibition period.

### RECOMMENDATION:

That Council resolve to:

1. Place the draft Uralla Shire Council Adverse Events Plan on public exhibition for a period of 28 days;
2. Provide the draft Uralla Shire Council Adverse Events Plan to representatives of the Local Emergency Management Committee and the Regional Emergency Management Officer for consideration and comment; and
3. Subject to no substantive submissions received, adopt the Uralla Shire Council Adverse Events Plan.

### BACKGROUND:

The Drought Communities Extension Programme Deed of Agreement requires that Council prepare an adverse events plan and submit a copy of the adverse events plan with the final project report.

### REPORT:

The draft Uralla Shire Council Adverse Events Plan (see Attachment 1) has been prepared in accordance with the requirements of the Federal Government's Drought Communities Programme to give consideration to the following:

- Natural resource management;
- Economic diversification and community resilience; and
- Communication and coordination.

The draft Adverse Events Plan has been prepared in consideration of 'Drought in Australia', the Coordinator-General for Drought's advice on a Strategy for Drought Preparedness and Resilience, available at [https://www.agriculture.gov.au/sites/default/files/documents/advice-long-term-strategy-drought-preparedness-resilience\\_1.pdf](https://www.agriculture.gov.au/sites/default/files/documents/advice-long-term-strategy-drought-preparedness-resilience_1.pdf)

The purpose of the adverse events plan is to provide guidance for Council and the community to prepare for, manage, and facilitate the recovery from adverse events that directly and indirectly affect the Uralla Shire by meeting the following key objectives:

- building community leadership capability and community resilience and capacity to adapt and cope with chronic stresses and acute shocks caused by adverse events;
- identifying key strategies and actions to be undertaken by Council and other relevant stakeholders in order to prepare for and recover from adverse events that affect Uralla Shire; and
- standardising the approach of Council to meet the needs of the community in dealing with adverse events.

The adverse events plan describes the key strategies and actions at a local level to prepare for and recover from adverse events. Adverse events may be events for which Council has full or partial responsibility, or external events which are the responsibility of another agency which may involve a commitment from Council.

The draft Adverse Events Plan has been prepared in consideration of the Uralla Shire Council Local Emergency Management Plan and the Uralla Shire Council Enterprise Risk Management Policy.

Following Council's endorsement of the draft Adverse Events Plan, it is appropriate that it is circulated to the appropriate response agencies for comment as part of the stakeholder engagement process.

#### **KEY ISSUES:**

- The Drought Communities Extension Programme Deed of Agreement requires that Council prepare an adverse events plan and submit copy of same with the final project report.
- Following Council's endorsement the draft Uralla Shire Council Adverse Events Plan will be placed on public exhibition for a period of not less than 28 days and provided to representatives of the Local Emergency Management Committee for consideration and comment.

#### **COUNCIL IMPLICATIONS:**

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

Following Council's endorsement of the draft Uralla Shire Council Adverse Events Plan will be placed on public exhibition for a period of not less than 28 days for public comment.

##### **2. Policy and Regulation**

Uralla Shire Council Community Strategic Plan 2017-2027  
Uralla Shire Council Local Emergency Management Plan (EMPLAN)  
Uralla Shire Council Enterprise Risk Management Policy

##### **3. Financial (LTFP)**

Costs associated with the preparation of the draft Uralla Shire Council Adverse Events Plan have been provided under the Drought Communities Extension Programme funding agreement.

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

The draft Adverse Events Plan sets out the importance of maintaining Council assets to manage adverse events which may impact community resources and facilities.

##### **5. Workforce (WMS)**

During an adverse event Council staff may be redeployed in accordance with specific delegations to address emergencies, as permitted by Award conditions and Work Health Safety legislation and as resolved by Council at the time of the event.

**6. Legal and Risk Management**

The draft Adverse Events Plan forms a part of Council's risk management activities by guiding Council's preparations, management, and facilitation of recovery from adverse events.

**7. Performance Measures**

Following adoption, the Adverse Events Plan will be reviewed following any activation of the Plan in response to an adverse event, legislative changes affecting the Plan, or exercises conducted to test all or part of the Plan.

**8. Project Management**

Drought Communities Extension Programme project management is undertaken by the Manager of



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**Strategy:**

**Adverse Events Plan**

**2021**

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### INFORMATION ABOUT THIS DOCUMENT

<b>Date adopted by Council</b>		<b>Council resolution no.</b>	
<b>Document Owner</b>	Director Infrastructure and Development		
<b>Document Development Officer</b>	Manager Development & Planning		
<b>Review Timeframe</b>	Three (3) years		
<b>Last Review Date:</b>	2021	<b>Next Scheduled Review Date</b>	2024

#### **Document History**

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments</b>
1	October 2020	Document prepared for internal review.

#### **Further Document Information and Relationships**

<b>Related Legislation*</b>	Work Health and Safety Act 2011
<b>Related Policies</b>	Enterprise Risk Management Policy
<b>Related Procedures/ Protocols, Statements, documents</b>	Uralla Shire Council Local Emergency Management Plan (EMPLAN) (UIN/20/908) Emergency Risk Management Report, Uralla Shire Council - Local Emergency Management Committee, June 2007 (UIN/19/985) <a href="#">‘Drought in Australia’, Coordinator-General for Drought’s advice on a Strategy for Drought Preparedness and Resilience</a> Uralla Shire Council Business Continuity Plan (BCP) (draft)

*\*Note: Any reference to Legislation will be updated in the Strategy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.*

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## Part 1 | Administration

### BACKGROUND

The Uralla Shire Council Adverse Events Plan has been prepared by the Uralla Shire Council in response to the requirements of the Federal Government's Drought Communities Programme.

This document has been prepared in consideration of 'Drought in Australia', the Coordinator-General for Drought's advice on a Strategy for Drought Preparedness and Resilience.

### PURPOSE

The purpose of the Uralla Shire Council Adverse Events Plan is to provide detailed guidance for Council and the community to prepare for, manage, and facilitate the recovery from adverse events that directly and indirectly affect the Uralla Shire, in particular how Council can undertake community capacity and resilience building at a Local Government level.

### OBJECTIVES

The objectives of this plan are to:

- Formalise existing measures in place at Uralla Shire Council which build community leadership capability and community resilience to adapt and cope with chronic stresses and acute shocks caused by adverse events;
- Identify key strategies and actions to be undertaken by Council and other relevant stakeholders, in order to prepare for and recover from adverse events that affect Uralla Shire; and
- Standardise the approach of Council to meet the needs of the community during recovery from adverse events.

### SCOPE

The plan describes the key strategies and actions at a local level to prepare for and recover from adverse events. These events may be events for which Uralla Shire Council has full or partial responsibility or external events which are the responsibility of another agency (eg the NSW Rural Fire Service or NSW Health) that may involve a commitment from Council.

The strategies and actions contained in this plan should not be confused with the Uralla Shire Council Emergency Management Plan (EMPLAN). The EMPLAN has been developed in collaboration with the New England Local Emergency Management Committee (LEMC) and provides important information to Council, other government agencies and emergency services necessary to respond to a disaster. Further, this plan does not replace the framework and formalised processes set out by Resilience NSW in the NSW Recovery Plan, which assists Council in disaster recovery.

The strategies contained in this plan shall be considered in conjunction with other relevant plans and policies, including:

- Uralla Shire Council Community Strategic Plan 2017-2027
- Uralla Shire Council Delivery Programs and Operational Plans
- Uralla Shire Council Local Emergency Management Plan (EMPLAN)
- Uralla Shire Council Enterprise Risk Management Policy
- Uralla Shire Council Business Continuity Plan (BCP) (*draft*)



The intention is to consider how to facilitate community preparedness and resilience in the recovery of any adverse event in alignment with existing Council, State and Commonwealth Government emergency management and disaster recovery information.

## VISION

*The Uralla Shire community is prepared for, and is capable of managing adverse events, to maintain excellent quality of life, sustainability, and economic prosperity into the future.*

## DEFINITIONS

An **adverse event** means an event or incident that has a negative impact on the wellbeing of the community.

An adverse event causes serious disruption to the functioning of a community or a society by creating widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources.

A **disaster** is a serious disruption of the functioning of a community or a society at any scale due to hazardous events that causes loss of life, injury, distress or danger to persons, or loss of, or damage to, property. A disaster is generally declared by the State once an adverse event exceeds the ability for a localised response.

## PRINCIPLES

This plan supports the six principles of the National Principles for Disaster Recovery:

1. Understanding the context  
*Successful recovery is based on understanding community context, with each community having its own history, values and dynamics.*
2. Recognising complexity  
*Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.*
3. Using community-led approaches  
*Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.*
4. Coordinating all activities  
*Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.*
5. Communicating effectively  
*Successful recovery is built on effective communication between the affected community and other partners.*
6. Recognising and building capacity  
*Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience.*

## LEVEL OF RESPONSE

The response of Council will vary in relation to adverse events depending on the:

- Seriousness of the event
- Numbers of people involved
- Risk exposure
- Financial impacts
- Media interest
- Need to involve other stakeholders

Therefore, the response to each adverse event should be proportionate to its scale, scope and complexity.

## COMMUNICATION

Communication in relation to any adverse events shall be in accordance with Council's Community Engagement Policy and Strategy and any relevant communication plan. Council will use a variety of communication methods to provide the community with relevant information in relation to adverse events including print, radio, and social media.

## ROLES AND RESPONSIBILITIES

### General Manager

The General Manager must exercise diligence so that Council fulfils its obligations arising from an adverse event and under the *Work Health and Safety Act 2011* (WHS Act 2011.)

### Council Executive

The Council Executive are responsible for:

- Exercising due diligence in responding to an adverse event and facilitating Council's compliance with its WHS duties;
- Supporting staff in response to an adverse event;
- Maintaining an understanding of Council operations including its hazards and risks;
- Allocating appropriate Council resources and implementing processes to minimise risks;
- Maintaining Council's processes for receiving, considering and responding to information regarding incidents, hazards and risks; and
- Maintaining Council's compliance with any duty or responsibility under the WHS Act 2011 or associated codes of practice and regulations.

### Managers and Supervisors

Managers and Supervisors of Council, contractors of Council, or other affiliated groups of Council, are responsible for:

- Implementing and monitoring WHS policy and procedures within their work group;
- Identifying and controlling workplace hazards and risks; and
- Reporting and responding appropriately to any adverse event.

### Workers

Council workers are responsible for:

- Taking reasonable care for his or her own health and safety;

- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Attending training and participating in reviews, and
- Complying so far as reasonably able with any reasonable instruction that is given by Council to allow Council to respond to an adverse event.

## REVIEW PROCESS

This plan will be reviewed by Council every three (3) years following the New England Local Emergency Management Committee's (LEMC) review of the Uralla Shire Council Local Emergency Management Plan, or following any:

- Activation of the Plan in response to an adverse event;
- Legislative changes affecting the Plan; and
- Exercises conducted to test all or part of the Plan.

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## Part 2 | Community Context

### MAJOR FEATURES

#### Transportation Routes and Facilities

- **Major Roads: New England Highway (National Highway A15)**  
The New England Highway runs from the south of the Shire through Uralla and towards Armidale in the north and is the primary transport route through the Shire.
- **Other Roads: Thunderbolts Way**  
Thunderbolts Way runs in a north westerly direction from Walcha through the Shire intersecting the New England Highway in Uralla township, and continues northwest to Bundarra and on to Inverell.
- **Rail Routes: Regional North West Line (Sydney – Armidale)**  
The railway line runs through Wollun in the south of the Shire, through Kentucky and Uralla. The railway line continues north to Armidale, where the line ends.
- **Regional Airports:**  
The nearest regional airport to the Uralla Shire is Armidale Regional Airport (ARM) located to the north of Uralla township, approximately 10 minute drive on the New England Highway.  
The Tamworth Regional Airport (TMW) is located to the south of the Shire, approximately one hours drive from the Uralla township on the New England Highway.  
Both airports offer a number of services operating to and from Sydney and Brisbane.

#### Land Use

Land in the Uralla Shire is predominantly made up of rural grazing country, with 68.9% of land zoned farmland, reflecting Uralla Shire's dependence on primary production as the major area of employment and income.

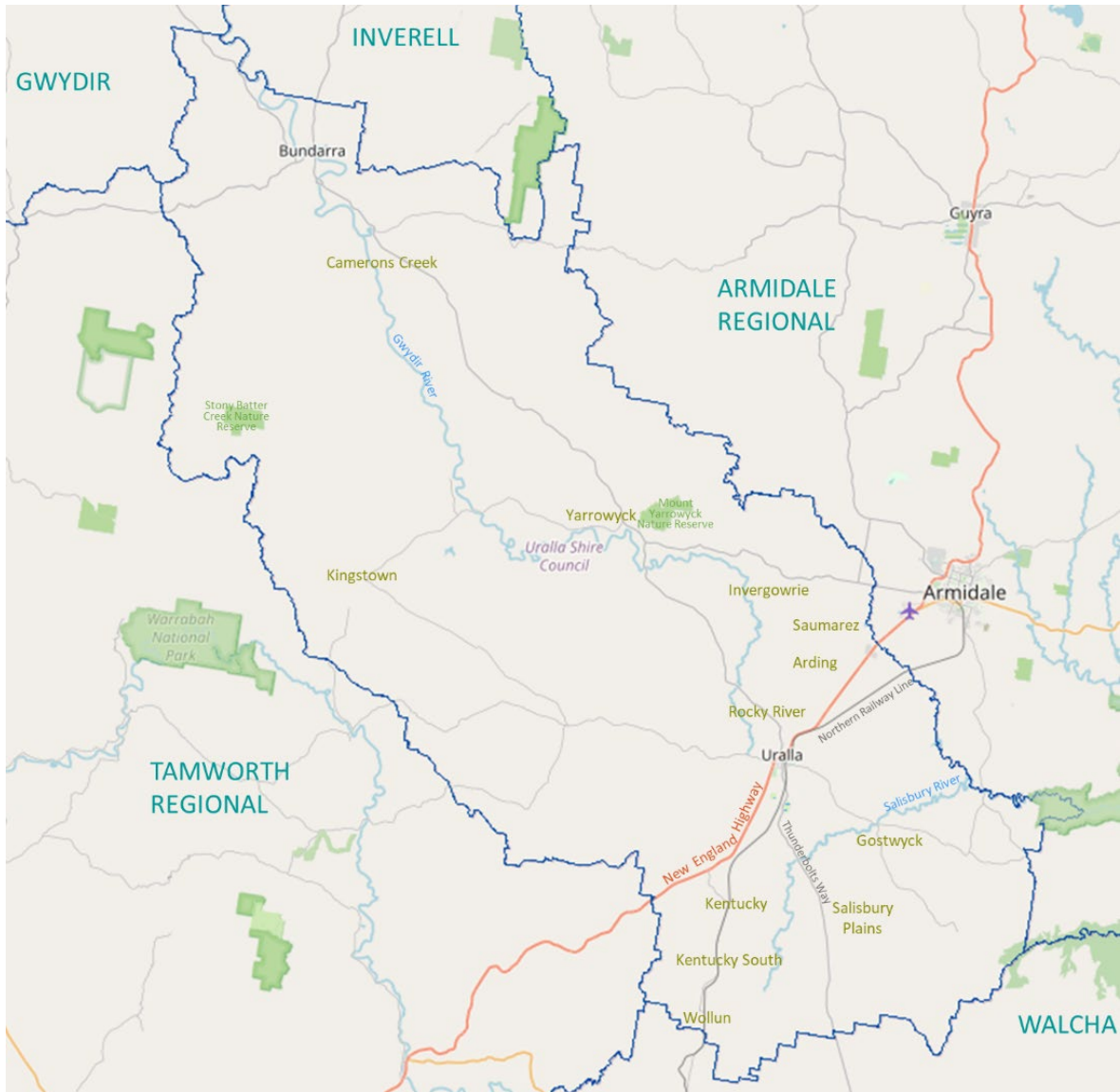
Of the remaining land in the Uralla Shire, 15.5% is zoned Rural Residential, indicating a significant proportion of landowners/residents residing on large lots or conducting small-scale agricultural enterprises. Ordinary Residential zoned land comprises 13.9% and Business zoned land comprises 1.7%.

#### Economy and Industry

Principal employment within Uralla Shire revolves around agriculture production in the form of merino sheep, beef cattle, vineyards, apples and other fruit. The 2016 Australian Census reported 12.8% of the population's industry of employment as beef cattle farming (5.4%), sheep-beef cattle farming (4.5%), and sheep farming (2.9%).

Other industries reported in the 2016 census with the highest percentage of employment in the Shire include higher education (5%) due to Uralla Shire's proximity to Armidale Regional Council and the University of New England, and local government administration (3.9%). Uralla Shire Council is the largest single employer in the Shire.

SHIRE MAP



## HAZARDS AND RISKS SUMMARY

A Local Emergency Risk Management (ERM) Study was undertaken by the New England Area Local Emergency Management Committee, which identified the following hazards as having risk of causing loss of life, property, utilities, services and/or the community's ability to function within its normal capacity. These hazards have been identified as having the potential to create an emergency.

The Uralla Shire Emergency Risk Management Report (June 2007) should be referenced to identify the complete list of consequences and risk descriptions.

Hazard	Risk Description	Likelihood Rating	Consequence Rating	Risk Priority	Combat/Responsible Agency	Council Recovery Responsibilities
Agricultural Disease (Animal)	An agriculture/horticulture incident that results, or has potential to result, in the spread of a communicable disease or infestation.	Possible	Moderate	Low	NSW Department of Primary Industries	<ul style="list-style-type: none"> <li>• Comply with State/ Federal arrangements</li> <li>• Support lead recovery agency</li> <li>• Facilitate community communications</li> </ul>
Communicable Disease (Human)	Pandemic illness that affects, or has potential to affect, large portions of the human population	Possible	Moderate	Medium	NSW Department of Health	<ul style="list-style-type: none"> <li>• Comply with State/ Federal arrangements</li> <li>• Support lead recovery agency</li> <li>• Facilitate community communications</li> </ul>
Dam Failure	A dam is compromised that results in localised or widespread flooding.	Rare	Moderate	Low	Uralla Shire Council NSW SES	<ul style="list-style-type: none"> <li>• Respond to and control event</li> <li>• Liaise with support recovery agencies</li> <li>• Facilitate community communications</li> </ul>

Dam Failure	Town water supply is lost	Rare	Major	Low	Uralla Shire Council	<ul style="list-style-type: none"> <li>Respond to and control event</li> <li>Liaise with support recovery agencies</li> <li>Facilitate community communications</li> </ul>
Earthquake	Earthquake of significant strength that results in localised or widespread damage.	Rare	Moderate	Low	LEOCON	<ul style="list-style-type: none"> <li>Comply with State/ Federal arrangements</li> <li>Support lead recovery agency</li> <li>Facilitate community communications</li> </ul>
Drought	A prolonged serious or severe rainfall deficiency.	Likely	Major	High	Office of Drought Response (NSW Department of Planning, Industry & Environment)	<ul style="list-style-type: none"> <li>Comply with State/ Federal arrangements</li> <li>Support lead recovery agency</li> <li>Facilitate community communications</li> </ul>
Fire (Bush or Grass)	Major fires in areas of bush or grasslands.	Almost certain	Major	High	NSW Rural Fire Service Fire & Rescue NSW	<ul style="list-style-type: none"> <li>Comply with State/ Federal arrangements</li> <li>Support lead recovery agencies</li> <li>Facilitate community communications</li> </ul>
Fire (Industrial)	Serious industrial fire in office complexes and/or warehouses within industrial estates.	Possible	Minor	Medium	NSW Rural Fire Service Fire & Rescue NSW	<ul style="list-style-type: none"> <li>Comply with State/ Federal arrangements</li> <li>Support lead recovery agencies</li> <li>Facilitate community communications</li> </ul>

Fire (Residential)	Serious commercial fires in shopping centres and adjoining residential housing, aged persons units, nursing homes and hospitals.	Possible	Moderate	Medium	NSW Rural Fire Service Fire & Rescue NSW	<ul style="list-style-type: none"> <li>• Comply with State/ Federal arrangements</li> <li>• Support lead recovery agencies</li> <li>• Facilitate community communications</li> </ul>
Flood (Flash)	Heavy rainfall causes excessive localised flooding with minimal warning time	Possible	Moderate	Medium	NSW SES	<ul style="list-style-type: none"> <li>• Comply with State/ Federal arrangements</li> <li>• Support lead recovery agency</li> <li>• Facilitate community communications</li> </ul>
Hazardous Release	Hazardous material released as a result of an incident or accident.	Unlikely	Moderate	Medium	Fire & Rescue NSW	<ul style="list-style-type: none"> <li>• Comply with State/ Federal arrangements</li> <li>• Support lead recovery agency</li> <li>• Facilitate community communications</li> </ul>
Infestation – insect/plant	An infestation of insects or plants may affect sections of the community bringing about quarantine and movement restrictions.	Possible	Minor	Medium	NSW Department of Primary Industries – Health	<ul style="list-style-type: none"> <li>• Comply with State/ Federal arrangements</li> <li>• Support lead recovery agency</li> <li>• Facilitate community communications</li> </ul>
Storm (severe) – snow and cold	Severe storm with accompanying lightning, hail, wind, and/or rain that causes severe damage and/or localised flooding. Includes tornado storm events.	Possible	Major	Medium	NSW SES	<ul style="list-style-type: none"> <li>• Comply with State/ Federal arrangements</li> <li>• Support lead recovery agency</li> <li>• Facilitate community communications</li> </ul>



Storm (severe) – electrical/wind/rain/hail	Storm events may affect sections of the community.	Likely	Major	High	NSW SES	<ul style="list-style-type: none"> <li>• Comply with State/ Federal arrangements</li> <li>• Support lead recovery agency</li> <li>• Facilitate community communications</li> </ul>
Transport Emergency (Road)	A major vehicle accident that disrupts one or more major transport routes that can result in risk to people trapped in traffic jams, restrict supply routes and/or protracted loss of access to or from the area.	Likely	Moderate	Medium	LEOCON	<ul style="list-style-type: none"> <li>• Comply with State/ Federal arrangements</li> <li>• Support lead recovery agency</li> <li>• Facilitate community communications</li> </ul>
Utilities Failure	Major failure of essential utility for unreasonable periods of time as a result of a natural or man-made occurrence.	Unlikely	Moderate	High	LEOCON	<ul style="list-style-type: none"> <li>• Comply with State/ Federal arrangements</li> <li>• Support lead recovery agency</li> <li>• Facilitate community communications</li> </ul>

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## Part 3 | Delivery

### CONTEXT

The key strategies and actions within the Uralla Shire Adverse Events Plan respond to the objectives of the plan to build community leadership capability and community resilience and capacity to adapt and cope with chronic stresses and acute shocks caused by adverse events. Adverse events, in particular drought and the potential for bushfires, storms and floods, impact upon the productivity and profitability of grazing, which is the main industry within Uralla Shire, as well as local businesses and the community as a whole.

When grazing experiences a downturn, local services and businesses suffer as less money is spent locally. This may lead to unemployment, the increased risk of businesses closing, fewer new employment opportunities and some people leaving the community to access employment elsewhere.

Adverse events also have significant social and environmental impacts. Stress affects health and wellbeing of the whole community. Farmland and natural areas can become degraded as a result of adverse events.

The Uralla Shire Adverse Event Plan is intended to assist the Council and the community to prepare for adverse events, build community resilience and capacity to adapt and cope, and manage community recovery following any adverse event.

The support of State and Federal Governments is essential to this process, as local councils do not have the capacity to respond to the full extent required to prepare their communities for future adverse events.

### KEY STRATEGIES AND ACTIONS

Uralla Shire Council has identified the following key strategies and actions in order to prepare for and recover from adverse events that affect Uralla Shire. The key strategies and actions are presented within the Federal Government's priorities framework.

These key strategies and actions aim to support a stronger rural community and stronger local economy.

#### 1. Stewardship of important natural resources

**Priority Strategy 1.1 Actively manage natural resources within Uralla Shire.**

Action 1.1.1: In conjunction with the New England County Council as appropriate, manage vegetation cover, pest and weed control on Council owned lands.

Action 1.1.2: Manage water resources within the Uralla Shire.

**Priority Strategy 1.2 Support local land owners to manage natural resources.**

Action 1.2.1: Support and encourage workshops and programs organised by Government agencies, including Local Land Services, to assist farmers and farm businesses, including feed and pest management.

**Priority Strategy 1.3 Maintain Council assets to manage the impacts of adverse events on community resources and facilities.**

Action 1.3.1: Maintain Council assets in accordance with Council's maintenance schedules to manage impacts of minor adverse events, including minor storm events through drainage work maintenance.

**2. Incentives for good practice**

**Priority Strategy 2.1 Advocate for up-skilling or income diversification.**

Action 2.1.1: Promote and advocate for local training opportunities to support the provision of additional skills in the local community.

Action 2.1.2: Encourage farmers to consider programs that provide supplementary income, such as carbon farming, environmental stewardship and renewable energy.

**3. Improving planning and decision making**

**Priority Strategy 3.1 Advocate community awareness of regional, State and Federal support programs**

Action 3.1.1: Advocate awareness of, and encourage access to, the Rural Financial Counselling Service.

Action 3.1.2: Support awareness of available Government financial assistance and income support.

Action 3.1.3: Promote resources and programs available to small businesses, such as the NSW Small Business Commissioner and Business Connect.

**Priority Strategy 3.2 Provide and advocate for community care support services.**

Action 3.2: Connect local people to relevant services through the Uralla Tablelands Community Centre and provide contact details for relevant organisation and service details through Council's social media and website.

**Priority Strategy 3.3 Provide flexible payment options with provisions for personal hardship.**

Action 3.3.1: Maintain Council policies on hardship and debt collection which provide assistance to those landholders experiencing genuine hardship as a result of an adverse event who have a good rates payment history.

**Priority Strategy 3.4 Advocate the needs of the community to local and regional institutions.**

Action: Promote communication with financial institutions to provide advice and work cooperatively with residents/businesses during times of adverse events.

#### 4. Building community resilience

**Priority Strategy 4.1 Council staff are trained and prepared to assist in managing the impacts of adverse events**

Action 4.1.1: Council staff have received training relevant to their area of work to assist and protect the community in adverse events, such as clearing fallen trees from roads as a result of storms and managing road access during flood events and traffic incidents.

Action 4.1.2: Respond to major repair incidents in accordance with Council works procedures, including road and building repairs.

**Priority Strategy 4.2 Advocate the needs of the Shire to State and Federal Governments**

Action 4.2.1: Continued advocacy to the Federal and State Governments in the interests of the Uralla Shire local community.

Action 4.2.2: Seek grant funding opportunities that benefit the Uralla Shire community in the long term to build community capacity and resilience.

**Priority Strategy 4.3 Support economic development in the Uralla Shire**

Action 4.3.1: Support and promote the Buy Local and Buy from the Bush campaigns to support local businesses.

Action 4.3.2: Seek opportunities and support businesses to diversify Uralla Shire's economic base to minimise impacts of adverse events.

**Priority Strategy 4.4 Support community mental health and wellbeing**

Action 4.4.1: Support capacity and resilience of individuals by advocating mental health training and counselling services.

**Priority Strategy 4.5 Maintain strong partnerships and connections to regional councils through the New England Joint Organisation**

Action 4.5.1: Support the strong connection with neighbouring council areas and shared services through the New England Joint Organisation.

#### 5. Informing farmers, communities and governments

**Priority Strategy 5.1 Provide consistent and clear communication to enable informed decision making.**

Action 5.1.1: Promote the delivery of local projects, programs and services to the community through a range of media sources.

Action 5.1.2: Maintain community information and resources on Council's website.

**LOCAL SUB PLANS, SUPPORTING PLANS AND POLICIES**

Responsibility for the preparation and maintenance of appropriate sub and supporting plans rest with the relevant Combat Agency Controller or the relevant Functional Area Coordinator.

The sub/supporting plans have been developed in consultation with the New England Local Emergency Management Committee (LEMC).

The plans listed below are supplementary to this Adverse Events Plan. The sub/supporting plans have been endorsed by the LEMC and are determined as compliant and complimentary to the arrangements listed in the Uralla Shire Council Local Emergency Management Plan.

These plans are retained by the Local Emergency Management Officer on behalf of the LEMC.

Plan/Policy	Purpose	Combat / Responsible Agency
Flood Plan 2015	Identifies areas prone to flooding and determines development controls. Flood Emergency Plan to be developed.	NSW State Emergency Service
Kentucky Creek Dam. Modified Dam Safety Emergency Plan. June 2007	Covers preparedness measures, response operations and immediate recovery measures from a dam break event.	NSW State Emergency Service
Snow and Ice Plan 2015	Covers the operation and communication process within government agencies when snow or ice is detected on the New England Highway.	Roads & Maritime Services (Transport NSW)

## 15.6 REVIEW OF COUNCIL'S WASTE MANAGEMENT OPERATING AND SERVICE DELIVERY ENVIRONMENT

<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared by:</b>	<i>Manager Water, Waste and Sewerage Services</i>
<b>TRIM Reference:</b>	UINT/21/3018
<b>Attachments:</b>	UINT/21/3019 - Attachment 1 -USC Uralla Landfill - Site Development Plan V3 UINT/20/4909 - Attachment 2 - USC Bundarra Landfill - Site Development Plan V2 UI/21/1412 - Attachment 3 -USC Kerbside Waste Collection Services Investigation V4 UINT/20/4911 - Attachment 4 - USC Green Waste - Investigation V1

### 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>	3.3.1.1.5	Undertake a review of Council's waste management operating and service delivery environment

### SUMMARY:

This report is to inform and make recommendations to Council to improve the efficiency and effectiveness of the Uralla Shire Waste Facilities. Recommendations are derived from the Site Development Plans and Kerbside Waste Collection and Green Waste Investigations reports developed by waste consultant Proterra Group. These reports make a number of recommendations that call for the purchase of new equipment, modifications to service areas and changes to functions at Council's Waste Facilities.

### RECOMMENDATION:

**That Council:**

Receives the reports as prepared by Proterra Consulting titled;

- USC Uralla Landfill - Site Development Plan V3
- USC Bundarra Landfill - Site Development Plan V2
- USC Kerbside Waste Collection Services Investigation V4
- USC Green Waste - Investigation V1

Adopts the recommendations in the reports, through

**Uralla Waste Management Facility (UWMF):**

1. procurement of a Waste Compactor in 2020/2021
2. procurement of a Wheel Loader in 2020/2021
3. disposal of the current tip truck and excavator following delivery of wheel loader and compactor

4. undertaking investigations into the potential locations for overfilling above the current design fill plan at the Uralla Waste Facility, to produce a modified landfill profile design
5. undertaking an investigation into daily cover sources
6. procurement or commencement of contract services of a Hook lift truck and bins in 2021/2022 financial year
7. commencing discussions with neighbouring Councils regarding the potential for a region wide waste strategy

#### Bundarra Waste Management Facility (BWMF):

8. design and construction of a waste transfer station for BWMF
9. termination of landfilling operations at the Bundarra Waste Management Facility (BWMF) to replace with a transfer station
10. commencing the transportation of waste from Bundarra transfer station to Uralla
11. coordination of transfer bin collection routes with Bundarra and Kingstown facility following construction of transfer station
12. undertaking investigation of options to transport waste to other landfills in the region
13. undertaking the capping and rehabilitation of closed landfill cells at BWMF
14. commencing discussions with neighbouring Councils regarding the potential for a region wide waste strategy
15. continuing kerbside waste collection services for the current locations with current service standards

#### Kerbside Collection Services:

16. continuing providing kerbside waste collection services to Walcha Shire Council
17. continuing as an opt-in kerbside green waste collection services for the Uralla township and look to expanding this service to the other townships in the Uralla Shire
18. considering extension of general waste and recycling kerbside collections services to near residents of major townships
19. investigating options for an external contractor to conduct kerbside waste collection services
20. Investigating contract arrangement for collection and processing of co-mingled recyclables
21. Investigating frequency and bin size of co-mingled recyclables

#### Uralla Green Waste Management:

22. continuing to mulch green waste from the green waste collection at Uralla Landfill and Bundarra Transfer Station
23. continuing the cessation of the trade of the mulch as a commercial product and use the product internally
24. not undertaking composting of food and organic waste at USC facilities
25. conducting waste education for the community through NIRW to reduce food and organic waste to landfill
26. conducting investigations into grants available through EPA for community food and organic waste enterprises

**BACKGROUND:**

At its meeting in July 2019, at OM 27.07/19, it was resolved;

*“That Council; De-scope the project to only fund Uralla Landfill, Bundarra Landfill, the Kerbside waste collection services and the green waste sections of the Waste Management Consultancy brief within the original budget of \$40,000.”*

The initial project scope included the Materials Recovery Facility operations.

The documents have now been completed and reviewed, with recommendations for these documents included in this report.

**REPORT:**

Proterra Group were commissioned in August 2019 to produce studies into a number of aspects of waste management in Uralla Shire. The original scope of studies was reduced in scope to the following items:

1. Delivery of a Uralla Landfill site development plan
2. Delivery of a Bundarra Landfill site development plan
3. Delivery of an investigation into kerbside collection services
4. Delivery of an investigation into green waste management

The documents received are included as attachments to this report.

The following section includes a summary of all recommendations made from these reports.

**Uralla Landfill Site Development Plan Recommendations:**

Recommendations for the Uralla Landfill site development plan, are as detailed below:-

Priority	Action	Timeframe	Estimated cost	Budgeted 20/21
1	Procure a Waste Compactor	2020/2021 Budget	\$280,000 (est 2 <sup>nd</sup> Hand)	Yes
2	Procure a Wheel Loader	2020/2021 Budget	\$280,000	No
3	Consider sale of tip truck and excavator	Following delivery of wheel loader and compactor	To be investigated	N/A
4	Investigate locations of overfilling above design fill plan. Produce modified landfill profile design.	As soon as practicable	Unknown	No
5	Review daily cover sources. Consider alternatives to soil (waste lids)	Following implementation of recommendations 1 to 3	To be investigated	No
6	Procure hook lift truck and bins	2021/2022 financial year	To be investigated	No
7	Investigate a region wide waste strategy	As soon as practicable	To be investigated	No



## Bundarra Landfill Site Development Plan Recommendations:

Recommendations for the Bundarra Landfill site development plan, are as detailed below:-

Priority	Action	Timeframe	Estimated cost	Budgeted 20/21
1	Cease landfilling operations at the BWMF	Immediately	Unknown	No
2	Design and construct waste transfer station	2021/2022 Budget	\$149,500	No
3	Transport waste from Bundarra transfer station to Uralla	Following construction of transfer station	To be investigated	No
4	Coordinate transfer bin collection routes with Bundarra and Kingstown facility following construction of transfer station	Following construction of transfer station	Unknown	No
5	Evaluate options to transport waste to other landfills (Inverell / Armidale)	Medium term – Following period of disposing waste at Uralla landfill	To be investigated	No
6	Cap and rehabilitate closed landfill cells	Medium Term (5-7.5yrs) – As funding becomes available; nothing provided for in budget as at 30 June 2020	\$90,808 p.a. over 7 years; total \$635,662	No
7	Investigate region wide waste strategy	As soon as practicable	To be investigated	No

## Kerbside Collection Plan Recommendations:

Recommendations for the kerbside collection services are as detailed below:-

Priority	Action	Timeframe	Estimated cost	Budgeted 20/21
1	Continue kerbside waste collection services for the current locations with current service standards	Immediately	N/A	N/A
2	Continue providing kerbside waste collection services to Walcha Shire Council. Costs for providing this service should be separated from USC operations to better analyse viability/profitability	Immediately	N/A	N/A
3	Continue as an opt-in kerbside green waste collection service for the Uralla township and expand this service to the other townships in the Uralla Shire	2020/2021 Budget	To be investigated	No

4	Consider extension of general waste and recycling kerbside collections services to near residents of major townships.	2020/2021 Budget	To be investigated	No
5	Consider investigating options for an external contractor to conduct kerbside waste collection services.	2020/2021 Budget	To be investigated	No
6	Investigate contract arrangement for collection and processing of co-mingled recyclables	As soon as practicable	To be investigated	No
7	Investigate frequency and bin size of co-mingled recyclables.	Following a review of MRF operations (Priority 5)	To be investigated	No
8	Investigate region wide waste strategy	As soon as practicable	To be investigated	No

### Green Waste Investigation Recommendations:

Recommendations for the Green Waste investigation are as detailed below:-

Priority	Action	Timeframe	Estimated cost	Budgeted 20/21
1	USC continue to mulch green waste from the green waste collection at Uralla Landfill and Bundarra Transfer Station	Immediately	Unknown. Charges under review.	No
2	USC cease the trade of the mulch as a commercial product and use the product internally	Complete	No	N/A
3	Composting of FOGO waste at USC facilities is not introduced	Immediately	Nil	N/A
4	Waste education delivered to the community to reduce FOGO waste to landfill	2020/2021 Budget	To be investigated.	No
5	Investigate grants available through EPA for community FOGO enterprises	2020/2021 Budget	To be investigated.	No

#### KEY ISSUES:

- The consultant's recommendations provide for a number of immediate operational improvements that meet EPA requirements.
- Further investigations are required as identified in the consultant's recommendations.

#### CONCLUSION:

The recommendations produced by the reports presented should be adopted to improve the remaining life of the current waste facility and the efficiency of its operations. Implementation of the recommendations of the report will improve the life expectancy and reduce the operating costs of Council's waste facilities.

#### COUNCIL IMPLICATIONS:

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

Education and advertising.

**2. Policy and Regulation**

- EP Licence No. 5899.
- Protection of the Environment Operations Act (POEO Act) 1997
- Protection of the Environment Operations (Waste) Regulation 2014
- Protection of the Environment Operations (General) Regulation 2009
- Waste Avoidance and Resource Recovery Act 2001
- Environmental Planning & Assessment Act 1979
- Land and Environment Court Rules 2007
- Planning Regulation 2017
- National Environment Protection Council (New South Wales) Act 1995
- Protection of the Environment Operations (Clean Air) Regulation 2010
- National Environment Protection (Ambient Air Quality) Measure
- Water Act 1912
- Water Management Act 2000
- Biodiversity Conservation Act 2016
- Local Land Services Act 2013
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

**3. Financial (LTFP)**

Items for 20/21 already included in 20/21 budget. Remaining items to be included in forward budgets.

**4. Asset Management (AMS)**

Will include new provision for EPA mandated capping and closure of the BWMF in the annual financial statements and an estimated increase to the annual operating costs of the land fill of between \$55K and \$74K p.a.

**5. Workforce (WMS)**

Involves Council staff, consultants and contractors.

**6. Legal and Risk Management**

Implementation of the recommendations will assist Council in meeting its licence obligations, improve the levels of service and reduce the long term costs of operations through improved efficiencies. Effective compaction will further extend the life of the Uralla Landfill's existing footprint.

**7. Performance Measures**

EPA licensing requirements met

**8. Project Management**

Manager Water, Waste and Sewer



**SITE DEVELOPMENT PLAN**

**URALLA LANDFILL  
URALLA SHIRE COUNCIL**

## AMENDMENT, DISTRIBUTION and APPROVAL

ISSUE	AUTHOR	REVIEWER	APPROVED FOR ISSUE		
			NAME	SIGNATURE	DATE
1	Michael Shellshear	Sean Rice	Michael Shellshear		29/11/2019
1	Michael Shellshear	Sean Rice	Michael Shellshear		27/05/2020
1	Kimberley Morgan	Michael Shellshear	Michael Shellshear		08/03/2021

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## **1 INTRODUCTION**

### **1.1 GENERAL**

Proterra Group Pty Ltd (Proterra) was engaged by Uralla Shire Council (USC) to prepare a waste management strategy to address issues relating to its waste management facilities and to investigate options for streamlining or altering methods of waste operations. USC has identified a number of key issues that currently (or will in the future) present challenges and risks to Council. USC is also intent on enhancing and/or rationalising recycling services in a manner which is sustainable and affordable to USC rate payers.

The purpose of this document is review the operations of the Uralla Landfill to provide USC with guidance on complying with the relevant legislation and advice on improving operations at the facility.

### **1.2 USC'S OBJECTIVES**

USC has provided clear objectives and deliverables to be addressed for the Uralla Landfill. This plan will focus on delivering solutions to the following areas:

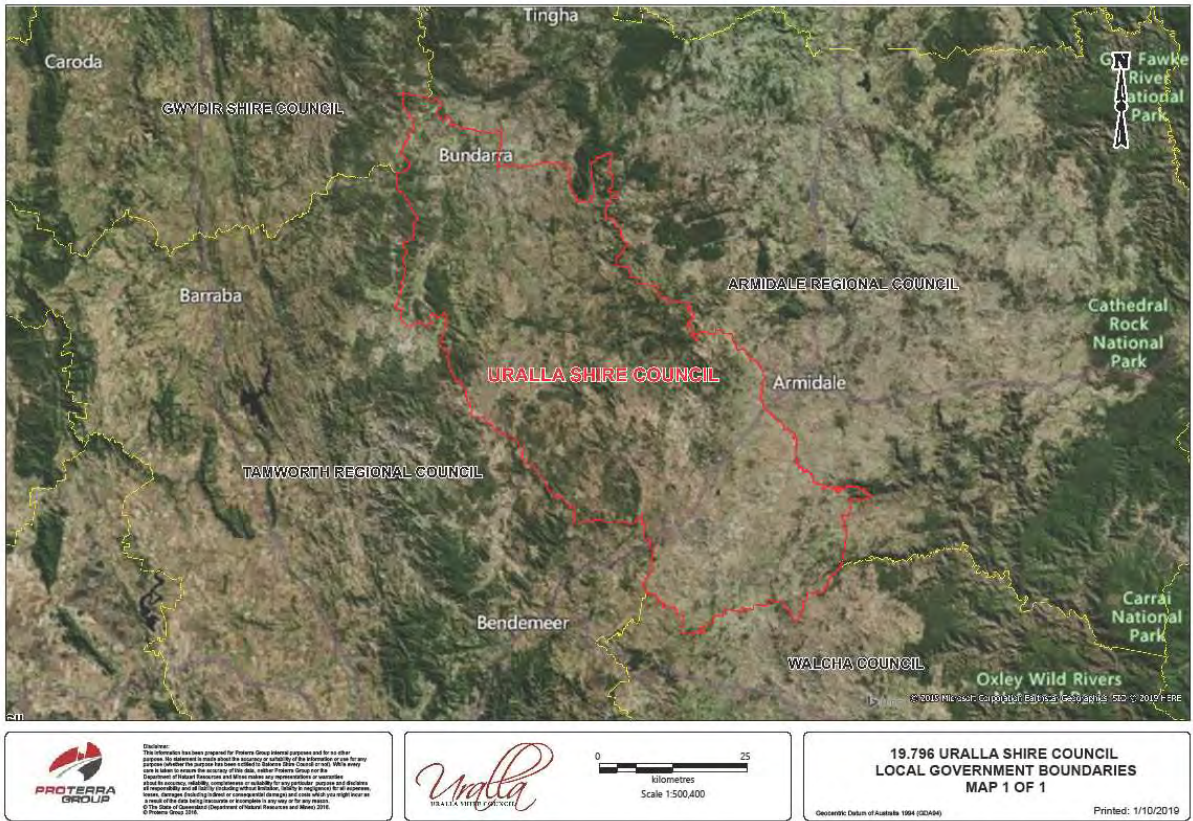
1. Review a recently prepared preliminary conceptual design and landfill life assessment report and provide advice as to which scenarios/options modelled should be pursued.
  - a. Identify any other options available; and
  - b. Alternative landfill options, including developing a new landfill, or transporting waste to another facility within the region, should be considered.
2. Investigate options available to Council for the operations of the landfill:
  - a. Should also consider the operations of Council's MRF, transfer stations, CRC and kerb side waste collection services
3. Provide a final options report outlining the requirements in relation to:
  - a. Operational and capital infrastructure and plant recommendations, in particular, waste compactors and installation of a weighbridge;
  - b. Identification of the impact on Council's LTFP, asset management plan, and human resourcing strategy;
  - c. Licencing, regulations and approvals;
  - d. Key gaps, barriers and risks associated with the options presented; and
  - e. Each option having costings, cost-benefit analysis and business case, where applicable

Each deliverable listed above will be addressed with the following key issues in mind:

- Long Term Financial Plan Implications;
- Compliance with legislation;
- Service levels to the community;
- Risk Management;
- Regulatory Approvals; and
- The need to develop a Project brief for further Engineering investigations, detailed designs and cost estimates for future works.

## 2 BACKGROUND

The USC area is located in New South Wales' New England region. The USC area has a population of 6,411 people and covers an area of 3,226 square kilometres. Major industries in the area are agriculture, sheep, cattle, forestry and fishing. Neighbouring Local Government Authorities include Tamworth Regional Council, Gwydir Shire Council, Armidale Regional Council and Walcha Council. Figure 2-1 shows USC's location.



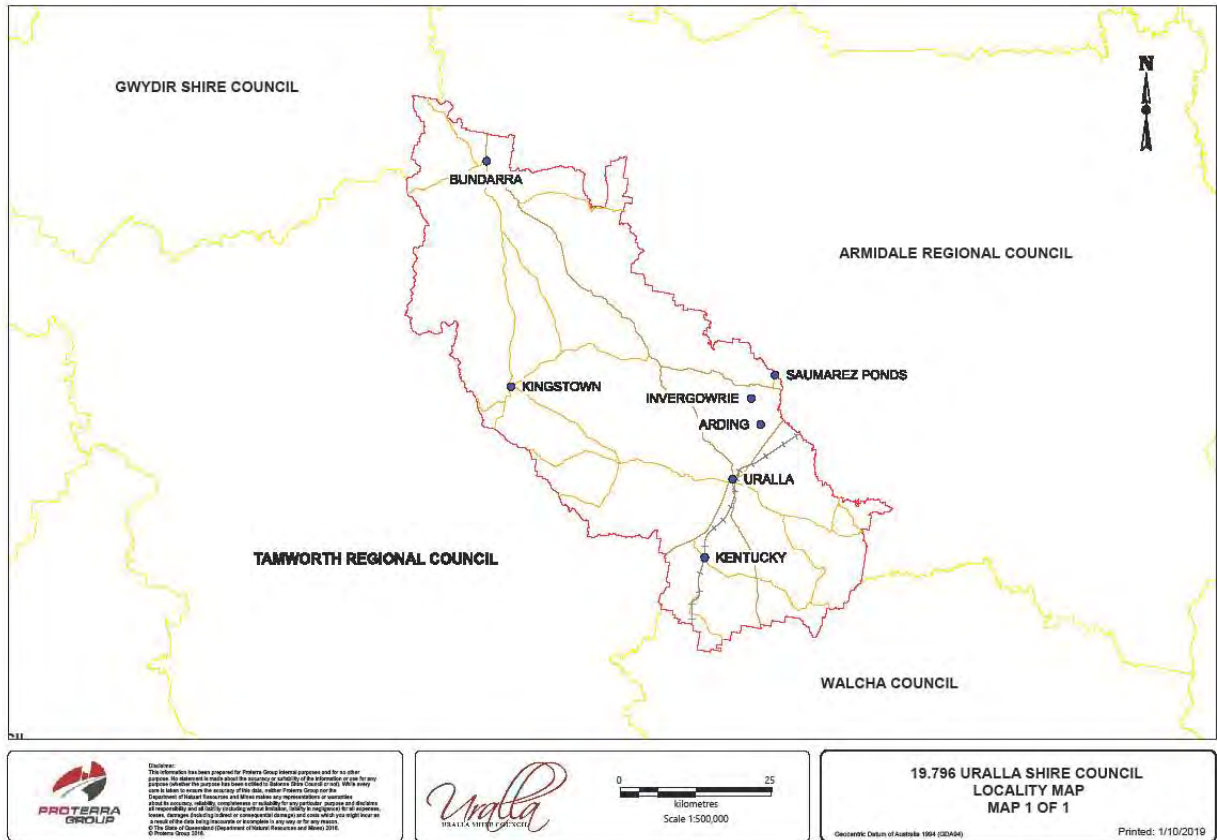
**Figure 2-1 Locality Map - Uralla Shire Council Area**

### 2.1.1 USC's Waste Facilities and Operations

USC operates the waste management facilities as shown in Table 2-1. The location of these sites can be seen in Figure 2-2.

**Table 2-1 USC Waste Management Facilities**

<b>Waste Facility</b>	<b>Population</b>	<b>Location</b>	<b>Facility Type</b>	<b>Waste Volume (Tonnes per annum)</b>	<b>Staff</b>	<b>Hours of Operation</b>
Uralla	2,743	Tip Road, Uralla (off Rowan Avenue)	Landfill, Community Recycling Centre and MRF	5,000 (Estimated)	1	8:00am–4:00pm (Mon, Tues, Thurs, Fri) 9:00am–2:00pm (Sat & Sun)
Bundarra	394	Bingara Road, Bundarra	Landfill (with Resource Recovery Areas)	155	1	8:00am–4:00pm (Mon, Thurs, Fri) 9:00am–3:00pm (Sun)
Kingstown	94	Bendemeer Road, Kingstown	Transfer Station	29	1	8:30am–3:30pm (Wed & Sun)
Kentucky	158	Dorley Lane, Kentucky	Domestic Recycling Station	N/A	Unstaffed	24 Hours



**Figure 2-2 Uralla Shire Waste Facility Locations**



## 2.3 CLIMATE DATA

An understanding of localised climate data is integral to the responsible operation of any waste management and landfilling operation.

### 2.3.1 Uralla Waste Facility

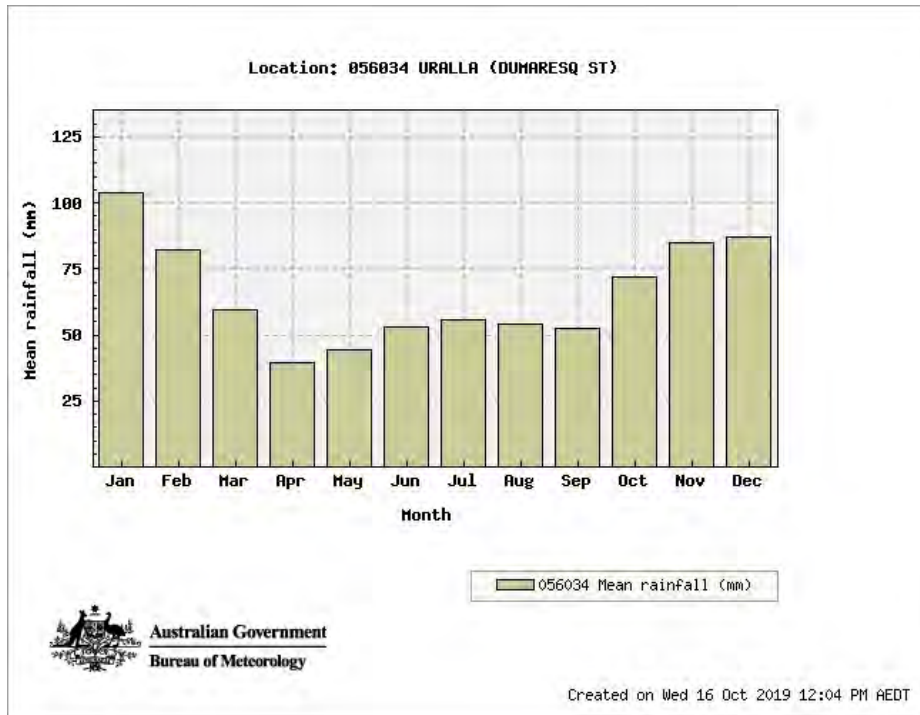
The nearest climate data collection location to the UWMF is the Dumaresq St, which is approximately 1.6 km away. The Australian Bureau of Meteorology collects climatic data for the Uralla area and the collection location is detailed in Table 2-2. Considering the short distance between the climatic data station and the waste facility, meteorological data collected at the Dumaresq Street Station could reasonably be considered as representative of that at the UWMF.

**Table 2-2 Site Details for the Australian BoM climate data station, Dumaresq Street, Uralla NSW**

Site Name		Dumaresq Street, Uralla NSW	
Site Number		056034	
Commenced		1901	
Latitude:	30.64° S	UTM Easting	355,299.44
Longitude:	151.49° E	UTM Northing	6,609,322.09
Elevation		1012 m	
Operational Status		Open	

Located on the Northern Tablelands in New South Wales, Uralla generally experiences pleasant summers and cool, wet winters. Uralla has a mean temperature of 26°C in January and a mean minimum temperature of 0.3°C in winter.

Of most relevance in relation to this Site Development Plan is the rainfall data for this location. The Uralla Shire is situated in a temperate environment where the annual mean rainfall is approximately 794 mm. Rainfall in Uralla region is summer dominant. Mean rainfall for the years 1917 to 2019 is presented in Figure 2-7.



**Figure 2-4 Mean rainfall 1901-2019, Dumaresq Street, Uralla NSW**



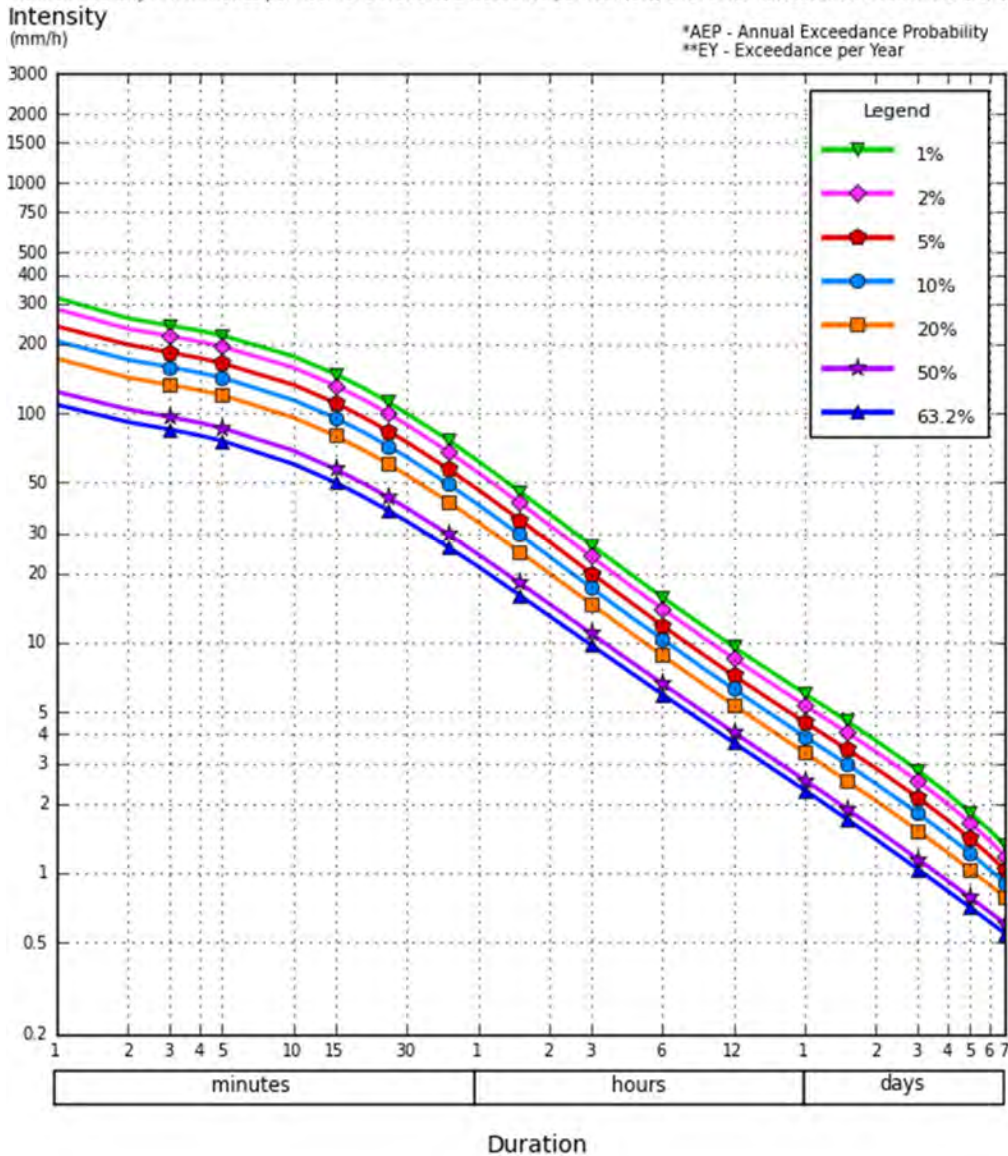
Rainfall exceedance per year (EY) and annual exceedance probability (AEP) are represented graphically in Figure 2-5.

**Requested coordinate** Latitude: -30.6400 Longitude: 151.4900  
**Nearest grid cell** Latitude: 30.6375 (S) Longitude: 151.4875 (E)

## IFD Design Rainfall Intensity (mm/h)

Issued: 17 October 2019

Rainfall intensity in millimetres per hour for Durations, Exceedance per Year (EY), and Annual Exceedance Probabilities (AEP).



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**Figure 2-5 IFD Design Rainfall Depth, Uralla NSW**

## 2.4 SITE ECOSYSTEM

The site has been used for waste disposal for many years, hence the project is not expected to have any significant impact on fauna habitat.

The activity is not expected to have any significant impact on aquatic ecology.

Feral animals (dogs, cats, rats etc) and scavengers (ibis, crows etc) are likely to be attracted by site activities.

## 2.5 RELEVANT WASTE LEGESLATION AND GUIDELINES

Approval and operation of UWMF is subject to, and potentially subject to a range of New South Wales and National Acts and legislation including:

- Protection of the Environment Operations Act (POEO Act) 1997
- Protection of the Environment Operations (Waste) Regulation 2014
- Protection of the Environment Operations (General) Regulation 2009
- Waste Avoidance and Resource Recovery Act 2001
- Environmental Planning & Assessment Act 1979
- Land and Environment Court Rules 2007
- Planning Regulation 2017
- National Environment Protection Council (New South Wales) Act 1995
- Protection of the Environment Operations (Clean Air) Regulation 2010
- National Environment Protection (Ambient Air Quality) Measure
- Water Act 1912
- Water Management Act 2000
- Biodiversity Conservation Act 2016
- Local Land Services Act 2013
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

From an environmental management perspective, the primary legislation governing operation of the Uralla Shire Council's Waste Facilities are the:

- Protection of the Environment Operations Act (POEO Act) 1997
- Protection of the Environment Operations (General) Regulation 2009
- Protection of the Environment Operations (Waste) Regulation 2014
- Waste Avoidance and Resource Recovery Act 2001

The landfilling activity conducted at the Uralla Waste Facility are defined as a scheduled activity under section 5 of the Protection of the Environment Operations Act (POEO Act) 1997. Chapter 3 of the POEO Act requires that a scheduled activity may only be conducted under the approval of an Environmental Protection Licence. USC operates the UWMF under Licence No. 5899. The Licence contains conditions for the operation of the waste management facility.

## **2.6 EXISTING WASTE MANAGEMENT OPERATIONS AND PROCESSES**

The Uralla landfill accepts a range of municipal solid waste (MSW) types. A minor amount of regulated waste may be deposited at the site. Wastes that are managed at the facility are either separated/sorted for reuse/recycling or disposed of in landfill. Wastes that are accepted and managed at the UWMF are included in table 2-3 below. USC places a high priority upon waste separation to ensure waste is only landfilled as a last resort.

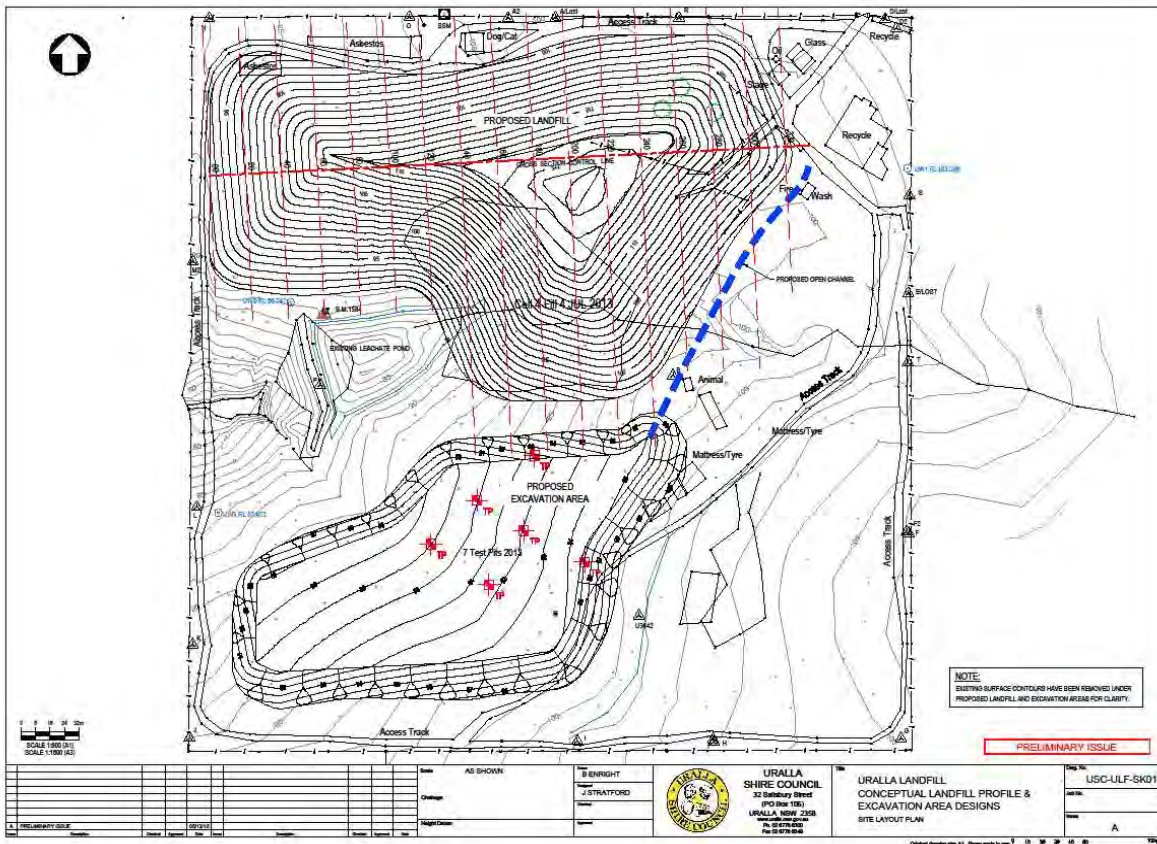
**Table 2-3 UWMF Waste Streams and Management Methods**

<b>Waste Type</b>	<b>Disposal Method</b>
<b>MSW</b> from kerbside collection "wheelie bins" collected from: <ul style="list-style-type: none"> <li>• Uralla;</li> <li>• Bundarra;</li> <li>• Invergowrie;</li> <li>• Kingstown; and</li> <li>• Kentucky.</li> </ul>	Landfilled – General waste cell
<b>MSW</b> from Kingstown waste transfer station	Landfilled – General waste cell
<b>MSW</b> delivered to facility by residents - "self-haul"	Landfilled – General waste cell
<b>Greenwaste</b> from kerbside collection "wheelie bins" collected from Uralla only	Stockpiled. Ground periodically and used for landfill capping
<b>Greenwaste</b> delivered to facility by residents - "self-haul"	Stockpiled. Ground periodically and used for landfill capping
<b>Comingled Recyclables</b> from kerbside collection "wheelie bins" collected from: <ul style="list-style-type: none"> <li>• Uralla;</li> <li>• Bundarra;</li> <li>• Invergowrie;</li> <li>• Kingstown; and</li> <li>• Kentucky.</li> </ul>	Processed at Uralla MRF.
<b>Construction and Demolition waste</b>	Landfilled

<b>Waste Type</b>	<b>Disposal Method</b>
<b>Waste Concrete</b>	Stockpiled. Crushed periodically and used for landfill capping and internal roads.
<b>Clean Fill (Soil)</b>	Stockpiled for use as waste cover
<b>Timber</b>	Stockpiled. Ground periodically and used for landfill capping
<b>Waste Oil</b>	Held on site for collection by recycling contractor
<b>Scrap Steel</b>	Stockpiled on site for collection by recycling contractor
<b>Whitegoods</b>	Stockpiled on site for collection by recycling contractor
<b>Batteries</b>	Stockpiled on site for collection by recycling contractor
<b>Dead Animals</b>	Landfilled – Dead Animal Pit
<b>Asbestos</b> (Regulated Waste)	Landfilled – Asbestos Area
<b>Tyres</b> (Regulated Waste)	Stockpiled on site for collection by recycling contractor

### 2.6.1 Existing Waste Filling and Landfill Life Assessment

A detailed filling strategy and landfill life assessment will not be conducted by Proterra Group for this site development plan. Logicus Environmental Management have previously been engaged by USC in 2013 and 2018 to conduct studies focussed on the UWMF landfill planning, design operations, remaining life calculations and remediation. A copy of the Logicus EM report is included as appendix C of this plan. Section 3.3 of this site development plan will review the 2018 Logicus EM report and provide commentary for the landfill filling and remediation scenarios modelled.



**Figure 2-6 Uralla Landfill Conceptual Design (Landfill Profile and Excavation Areas)**

**2.6.2 Leachate Collection and Disposal**

Leachate from the general waste cell is stored in a lagoon located centrally in the facility and disposed of by evaporation. Leachate pumping and processing equipment system comprise of bottom loading transfer pump (in-line system) located at the leachate storage dam, pumping through contained HDPE hose transferring leachate to a series of HDPE six line and various actuated valves. Leachate irrigation is recirculation of the untreated leachate is achieved via the operation of the recirculation system, which will as far as possible, evenly distribute the recycled leachate throughout the body of the landfill surface area to achieve volume loss by evaporation

**2.6.3 Landfill Plant and Equipment**

USC staff currently manage the operations of the Uralla Landfill using the following items of plant and equipment:

- 12T Excavator
- 8T Tipper
- Compactor (Currently out of order)

Most of the plant utilised at the landfill is reaching the end of its life and in the case of the compactor, currently not operational.



Figure 2-7 USC 12T Excavator and 8T Truck



Figure 2-8 USC Waste Compactor (Out of Order)

#### 2.6.4 Concerns with Current Operations

Current operations are currently raising concerns for Council in the following areas:

- Poor compaction of waste;
- Suitability and Reliability of Plant and Equipment
- Excessive volumes of cover material; and
- Windblown litter.

### 3 ONGOING WASTE MANAGEMENT OPERATIONS AND PROCESSES

#### 3.1 PROPOSED WASTE MANAGEMENT OPERATIONS AND SERVICES

It is proposed that landfilling operations can be significantly improved at the UWMF with the implementation of practices to build upon and improve positive aspects of the current operations.

#### 3.2 ASSESSMENT OF LANDFILL DESIGN FILL PLAN

##### 3.2.1 Landfill Design

The latest design of the Uralla Landfill has been completed by USC in December 2013. The design contains a final surface profile for the landfill cells, leachate pond, and proposed excavation area. It is understood this design is being utilised by USC for landfilling operations and forms basis of the landfill life calculations recently conducted by Logicus EM.

##### 3.2.1.1 Landfill Footprint

The 2013 USC design focusses future landfilling operations in the northern side of the facility. An excavation area has been designated to the south of the proposed landfill cells as a source of waste cover material. The leachate pond is located centrally between the landfill and excavation areas on the western edge of the site. This plan will not consider the positioning of the transfer station, MRF and CRC shed which are currently located near the site entrance in the north eastern corner. It is considered that the USC design is appropriate and should be continued. It will concentrate landfilling activities in areas previously used for landfilling while opening up excavation areas to the south as a source of waste cover material.

##### 3.2.1.2 Landfill Profile

The landfill profile shown on the 2013 USC design includes a finished landfill profile approximately 10m high with batters sloping back to the natural surface at a grades ranging between of approximately 1:3 and 1:4. The proposed excavation area is proposed to be approximately 3m deep and follows the natural fall of the terrain from east to west.

#### 3.2.2 Landfilling Methods

There are a range of landfilling methods currently practised by waste management operators, however the most common methods can be generally classified into three categories:

- Area method;
- Trench method; and
- Depression method

Each of these methods is introduced below.

##### 3.2.2.1 Area Method

The filling operation usually is started by building an earthen levee against which wastes are placed in thin layers and compacted.

The length of the unloading area varies with the site conditions and the size of the operation. The width over which the wastes are compacted varies depending on the terrain.

A completed lift, including the cover material, is called a cell. Successive lifts are placed on top of one another until the final grade in the ultimate development plan is reached. The length of the unloading area used each day shall be such that the final height of the fill is reached at the end of each day's operation.

If a small amount of usable cover material is available at the disposal site, the ramp variation of the area method is often used. In this method, solid wastes are placed and compacted as described for the area method and are partially or wholly covered with earth scraped from the base of the ramp. Additional soil must be hauled in, as in the area method.

Because of increasing costs and the problems associated with obtaining usable cover material, the use of the ramp method must be based on a detailed economic feasibility study.

### **3.2.2.2 Trench Method**

The trench (or ditch) method is used in flat regions and consists of periodically digging trenches 2 or 3 m in depth with an excavator or tracked dozers. The soil taken out is stockpiled for later use as covering material for a subsequent trench.

Wastes are placed in the trench, and then spread, compacted and covered with soil. The trench method of landfilling is ideally suited to areas where an adequate quantity of cover material is available at the site and where the water table is not near the surface.

The operation continues until the desired height is reached. The length of trench used each day shall be such that the final height of fill is reached at the end of each day's operation. The length also shall be sufficient to avoid costly delays for collection vehicles waiting to unload. Cover material is obtained by excavating an adjacent trench or continuing the trench that is being filled. The trench method, however, is not readily amenable to the proposed requirements for installation of liners and leachate collection and treatment systems.

Care must be taken when it rains because the water may flood the trenches. Therefore, canals and/or exclusion bunds must be built on the perimeter to collect and divert the water and to provide internal drainage. In extreme cases, it may be necessary to pump out the accumulated water. The sidewall of the ditches need to keep the slope of the excavated soil. Trench excavation requires favourable conditions regarding water table depth and adequate soil.

Lands with a high water table or very close to the surface are not suitable because groundwater could be contaminated. Rocky soil is not adequate since excavation is very difficult.

### **3.2.2.3 Depression Method**

At locations where natural or artificial depressions exist, it is often possible to use them effectively for landfilling operations. Gullies, ravines, dry borrow pits, and quarries have all been used for this purpose. The techniques to place and compact solid wastes in depression landfills vary with the geometry of the site, the characteristics of the cover material, the hydrology and geology of the site, and the access to the site.



If a gully floor is reasonably flat, the first fill in a gully site may be carried out using the trench method operation discussed previously. Once filling in the flat area has been completed, filling starts at the head end of the depression and ends at the mouth. Wastes are usually deposited on the gully floor and from there are pushed up against the gully face at a slope of about two to one. In this way, a high degree of compaction can be achieved.

Pit and quarry landfill sites are always lower than the surrounding terrain, so control of surface drainage is often the critical factor in the development of such sites.

Borrow pits and quarries usually do not have suitable soil or geological properties for landfilling because they display high permeability and fracturing. As with gully sites, pit and quarry sites are filled in multiple lifts, and the method of operation is essentially the same. A key to the successful use of pits or quarries is the availability of adequate cover material to cover the individual lifts as they are completed and to provide a final cover over the entire landfill when the final height is reached. Because of settlement, it is usually desirable to fill pit and quarry sites to a level slightly above that of the surrounding terrain.

The depression method is also not readily amenable to liners and leachate collection systems.

### 3.2.1 Proposed Landfilling Method for Uralla Waste Management Facility

Historically, a combination of the trench and area method has been used for landfilling at the UWMF. To achieve the surface profile in the 2013 USC design the area method will be the primary form of landfilling into the future.

In using the area method, the landfilling operations will need to comply with any relevant EPA conditions, and should adhere to the "Environmental Guidelines – Solid Waste Landfills" (the guideline), produced by the New South Wales, Environmental Protection Agency. This SDP has been developed to comply with the Second Edition of the "Environmental Guidelines – Solid Waste Landfills", 2016.

USC's Licence does not include any key constraints relating to the dimensions to be used in landfilling operations. With the exception of waste cover depths, the NSW guideline also does not contain specifications for waste placement. In this case a combination of the NSW guideline, the Queensland guideline and accepted industry best practice is recommended and included in table 3-1 below.

**Table 3-1 Key Dimensional Constraints Proposed for Uralla Landfilling**

<b>Element</b>	<b>Guideline Requirement</b>	<b>USC Considerations</b>
Tipping Face Size	Keep covering waste to maintain the active tipping area at less than 30 metres x 30 metres.	30m x 30m may be too large for volume of waste received. Size may need to be reduced.
Lift Height	Place wastes at the base of each lift and compact wastes in layers of less than 2 metres.	Achievable constraint
Batter Slopes (Earth and Waste)	Avoid unconfined waste slopes with gradients steeper than 2 horizontal to 1 vertical unit.	Achievable constraint
Daily Waste Cover	Use 150mm of soil, where soil is used as cover.	Achievable constraint. May be substituted or used in conjunction with ground greenwaste, steel landfill covers on landfill face to reduce earthworks.
Intermediate Waste Cover	Use 300mm of soil, where soil is used as cover.	Achievable constraint. May be substituted or used in conjunction with ground greenwaste.

### **3.3 REVIEW OF AIRSPACE AND LANDFILL LIFE CALCUALTIONS**

#### **3.3.1 Airspace Calculation**

This section of the site development plan with review the airspace and landfill life calculations conducted by Logicus EM in June 2018.

The available Uralla landfill airspace documented in Logicus 2013 assessment and the actual surface surveyed by Croft in May/June 2018, survey data or design model of available landfill airspace of 229,500m<sup>3</sup> or void space available between 21-29 years. The assumptions used by Logicus EM for final capping (1.5m thick) and batter slopes (grades between 1:3 and 1:4) are reasonable. Without having access to the survey data or design model to confirm, Proterra Group assume the available landfill airspace of 229,500m<sup>3</sup> to be accurate.

It must be noted that Logicus EM identified a volume of approximately 9,500m<sup>3</sup> filled over the design surface. This presents a problem in achieving the intent of the 2013 design and will most likely require a re-design of the finished profile. It is not considered practical to move or reshape such a large volume of waste.

### 3.3.2 Landfill Airspace and Life Variables

#### 3.3.2.1 Annual Waste Disposal

There is currently no weighbridge at the UWMF, thus all waste volumes are estimated. Logicus EM volumes were calculated by indexing waste volume estimates from the '2012/2013 USC Yearly Waste Data Report – Uralla Landfill'. A linear increase in waste tonnages landfilled at Uralla of 1.5% per annum has been assumed by Logicus EM. This figure is considered conservative as Census data shows almost zero population growth between 2011 and 2016. Waste diversion from landfill and recycling practices has probably also limited increases in landfill volumes. A more accurate method of calculating waste volumes and landfill airspace in the absence of a weighbridge is to conduct geometric surveys at regular intervals to compare the airspace consumed for a known period of time.

#### 3.3.2.2 Compaction Rates

Compaction at the Uralla landfill has been achieved at times using a small, aged compactor. USC staff have indicated that the compactor is no longer used due to reliability issues and therefore compaction rate would be estimated at approximately **385 kg/m<sup>3</sup>** and with daily cover applied at approximately **425 kg/m<sup>3</sup>**. A compaction rate of 550kg/m<sup>3</sup> has been assumed for the Logicus EM landfill life calculations. The Logicus EM estimate is considered an underestimate of the values provided by USC for current compaction rates due to lack of compaction plant at the landfill. Due to the discrepancy in the figures provided by USC and those used in the Logicus EM report, the landfill lifespan for the business as usual scenario has been recalculated by Proterra Group. The proposed scenarios modelled using specialised waste compaction equipment (Cat 816K, Tana E26 or similar) which use a waste density of 750kg/m<sup>3</sup> is considered appropriate and achievable at Uralla.

#### 3.3.2.3 Cover to Waste Ratio

Logicus EM model current waste cover at the Uralla Landfill at a ratio of 15%. This would be considered a low estimate and waste cover at very small landfills with no compaction equipment could be expected to be much higher, possibly in the 25-35% range. The addition of compaction equipment and steel waste covers could reasonably be expected to reduce the waste cover ratio to 10% as predicted by Logicus EM in their 2018 assessment.

### 3.3.3 Recommendations -Review of Landfill Life Assessment

Logicus EM modelled three scenarios for the Uralla landfill life calculations using the assumptions and inputs listed above. A summary of the three options is included in table 3-2 below.

**Table 3-2 Logicus EM Landfill Life – Scenarios Modelled**

	<b>Business as Usual</b>	<b>Scenario 1 (Compaction Increase)</b>	<b>Scenario 2 (Compaction Increase and artificial waste covers)</b>
Tonnes per Annum (2018)	4196	4196	4196
Projected Tonnage Increase (%/annum)	1.5	1.5	1.5
Compaction Rate (kg/m <sup>3</sup> )	385	750	750
Cover to Waste Ratio (%)	110	15	10
Design Airspace (excluding capping) (m <sup>3</sup> )	229,500	229,500	229,500
Design Capping Volume (1.5m phytocap)	69,788	69,788	69,788
<b>Landfill Remaining Life (Years)</b>	<b>18</b>	<b>27</b>	<b>28</b>

Proterra Group have conducted a review of the Logicus landfill life assessment modelling and report and conclude that the landfill life assessments are generally considered reasonable. Proterra group do however note that the waste cover and compaction assumed in the business as usual case probably results in over estimate for the landfill life. The landfill life under this option could reasonably be expected to be approximately 18 years based on revised compaction rates.

To more accurately assess the landfill life, assist reporting and better track waste movements Proterra Group recommends that USC investigate the option of constructing a weighbridge at the facility. This is however considered a secondary priority to employing improved landfilled practices and procuring a waste compactor.

Proterra Group concur with Logicus EM's conclusion that the remaining life of the Uralla Landfill places Council a positive position for future landfilling at the site. With more planning and modifications to landfilling practices, Proterra Group believe landfilling should be continued at the UWMF as opposed to transferring waste to Council's other landfill at Bundarra or facilities outside the Shire.

### 3.4 PROPOSED PLANT AND EQUIPMENT

#### 3.4.1 Waste and Earthmoving Equipment

It is proposed that USC utilise a wheel loader for general activities at the landfill including shifting earth / waste cover material to the landfill face and pushing up general waste. The loader could also be used for other operations at the UWMF including pushing up recoverable resource stockpiles and operations at the MRF. The proposed wheel loader would include tool carrier capabilities and include both lifting forks and a 4-in-1 bucket. Proterra Group recommends a loader equivalent to a Caterpillar 938M be investigated. Smaller machines may also be feasible. These machines can be equipped with specialist equipment for waste operations including guards and solid tyres. A brochure including the specifications for small wheel loaders (waste handler) is included as appendix D.



Figure 3-1 Caterpillar 930M Wheel Loader with Waste Handler Accessories

#### 3.4.2 Waste Compaction Equipment

Whilst wheel loaders are versatile machines for moving waste and earth within the site, they are not effective at providing compaction of waste in a landfill cell. This is achieved at most sites using specialist waste compactors or tracked loaders in very small facilities. The existing compactor at the landfill is in very poor condition and should be replaced as a priority. As these machines are costly and would receive little use at the UWMF, consideration may be given to procuring a second-hand waste compactor. A waste compacter equivalent to a Caterpillar 816K or Tana E26 is considered the appropriate machine for the Uralla landfill.



**Figure 3-2 Caterpillar 816K Waste Compactor**

### **3.4.3 Excavator**

The existing 14T excavator is aging and undersized for efficient waste operations at the UWMF. Consideration should be given to selling the excavator and wet hiring a larger machine from either Council's external fleet or local earthmoving contractors. Activities for the excavator would generally include excavating new cells below ground or winning cover material from the proposed excavation area. An excavator approximately 20T in size, hired on an as needed basis would be considered the most efficient machine for this site.

### **3.5 LANDFILL OPERATING HOURS**

It is proposed that the Uralla landfill is operated at the current level of operations. At all other times and on weekends, waste in the landfill would remain covered with daily soil cover or alternative covers such as waste lids. Self-hauled commercial waste entering the UWMF on weekends that would currently be unloaded at the landfill face would be deposited in the transfer station bin.

### **3.6 COST ESTIMATE FOR CURRENT OPERATIONS**

USC's waste operations budget for the Uralla Landfill is currently \$259,763 per annum. It is understood that this operations budget also includes the cost of constructing new landfill cells and other minor improvements around the site. Table 3-5 provides a current summary of USC's operating budget for the QWMF.

**Table 3-3 Current Operating Budget for Uralla Landfill**

<b>Item</b>	<b>Cost</b>
Administration	\$58.00
Insurance	\$138.00
Contracts	\$17,885.00
Depreciation	\$16,638.00
Overheads/Internal Recharges	\$30,769.00
Staff Training	\$1,265.00
Employee Costs	\$103,076
Contracts	\$26,958.00
Internal	\$62,975.00
<b>TOTAL</b>	<b>\$259,763</b>

### **3.7 COST ESTIMATE FOR ONGOING OPERATIONS**

The cost of ongoing operations (excluding capital works upgrades) will be dependent upon a range of factors including:

- Nature of supervision of the landfill;
- Operating hours/days for landfill;
- Type and number of plant based at the landfill; and
- Labour costs for USC or contractor staff engaged at the facility.

For the purposes of the ongoing cost calculation, operations at the landfill have been calculated assuming a 40-hour week (8 hours each weekday). Proposed plant at the facility is assumed to be a second-hand waste compactor (Caterpillar 812/826 or equivalent) and a new Caterpillar 938M wheel loader. The rates below are typical of those used by Proterra Group for waste facility operations contracting. These are considered to be close estimate of the annual cost of operating the Uralla landfill. This estimate applies only to the landfilling and bulk resource recovery area operations and does not encompass the waste transfer station, MRF or CRC shed.

**Table 3-4 Estimated Annual Landfill Operating Cost - Open 5 days per week - Staffed Full-Time**

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Cost</b>
1	Wages	52	Weeks	\$1,298.28	\$67,510.33
2	Additional Wages to cover Leave Periods	4	Weeks	\$1,806.29	\$7,225.18
3	Staff Training (First Aid, WHS, Plant Operator tickets etc)	1	Item	\$1,522.50	\$1,522.50
4	Fire Fighting Trailer	1	Item	\$7,612.50	\$7,612.50
5	Miscellaneous Hand Tools	1	Item	\$964.25	\$964.25
6	Onsite Operators Vehicle	1	Item	\$10,150.00	\$10,150.00
7	Smart Phone for Operator	1	Item	\$609.00	\$609.00
8	Uniforms, PPE etc	1	Item	\$761.25	\$761.25
9	Public Liability Insurance for a Waste Facility (Specific for Waste)	1	Item	\$1,116.50	\$1,116.50
10	Diesel Fuel for Machines	8500	L	\$1.52	\$12,941.25
11	Supply of Excavator (Intermittent Use)	1	Item	\$5,075.00	\$5,075.00
12	Supply of Tipping Truck (Intermittent Use)	1	Item	\$10,150.00	\$10,150.00
13	Management and Travel for inspections	1	Item	\$10,150.00	\$10,150.00
14	Supply of Gurney, Air Compressor, Ride on mower and miscellaneous	1	Item	\$2,030.00	\$2,030.00
15	Supply Used Cat 816/826 Compactor	1	Item	\$71,050.00	\$71,050.00
16	Supply New Cat 938M Wheel Loader	1	Item	\$60,000.00	\$60,000.00
17	Overheads (18%)	1	Item	\$48,396.20	\$48,396.20
<b>Total (Excl. GST)</b>					<b>\$317,263.95</b>



## 4 RECOMMENDATIONS

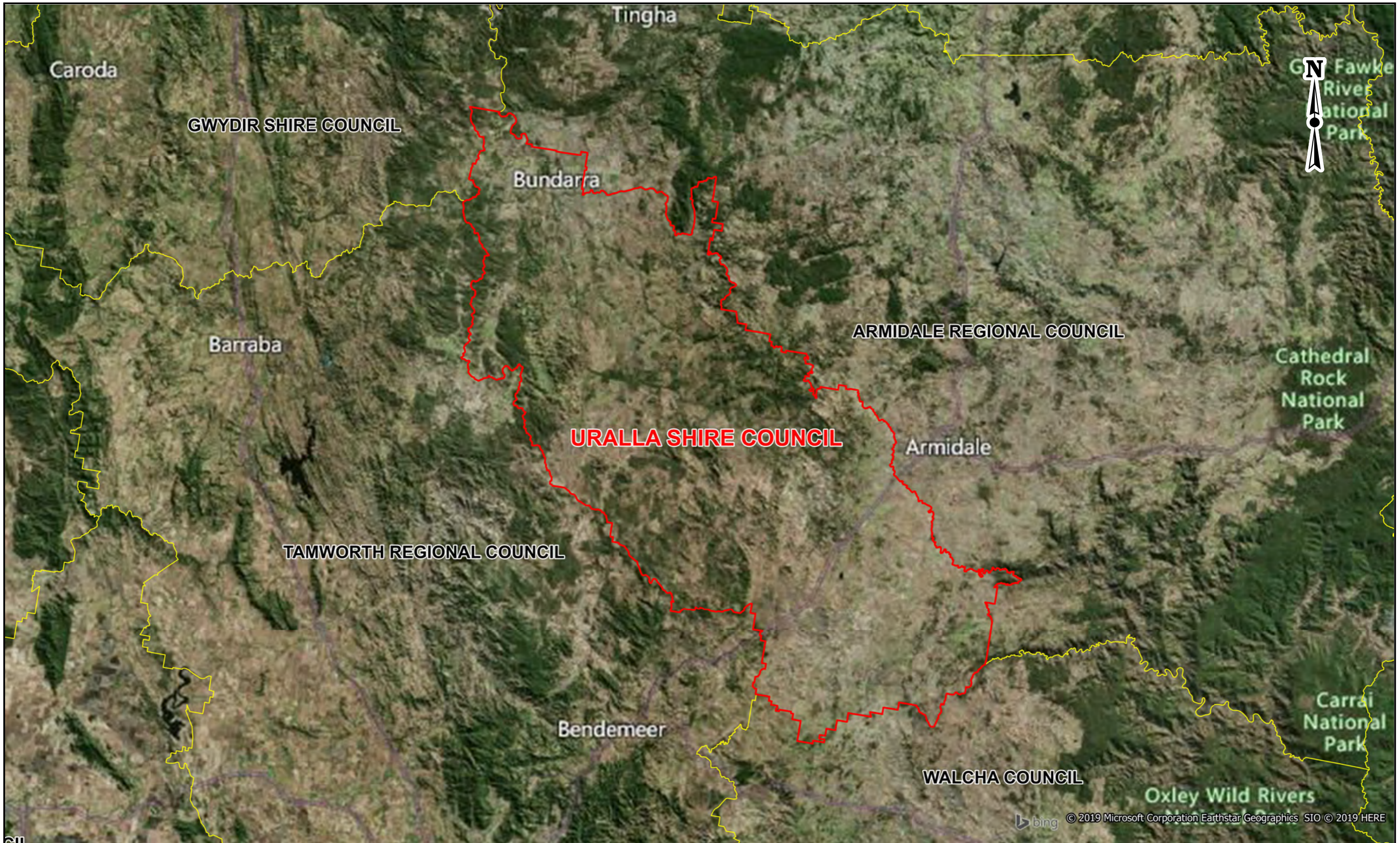
Proterra group recommends the following items are further investigated and implemented at the Uralla landfill to ensure compliance with legislation, reduce Council's exposure to risk and to reduce complaints. The recommendations listed below in table 4-1 are listed in order of priority from most to least important.

**Table 4-1 Uralla Landfill Site Development Recommendations**

Priority	Action	Timeframe
1	Procure Waste Compactor	2020/2021 Budget
2	Procure Wheel Loader	2020/2021 Budget
3	Consider selling tip truck and excavator	Following delivery of wheel loader and compactor
5	Investigate locations of overfilling above design fill plan. Produce modified landfill profile design.	As soon as practicable
6	Review daily cover sources. Consider alternatives to soil (waste lids)	Following implementation of recommendations 1 to 3
7	Procure Hook lift truck and bins	As soon as practicable
8	Investigate region wide waste strategy	As soon as practicable




**APPENDIX A: SITE MAPPING**




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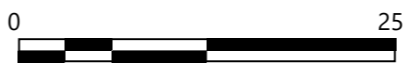


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**URALLA SHIRE COUNCIL**



0 25  
kilometres  
Scale 1:500,400

**19.796 URALLA SHIRE COUNCIL  
LOCAL GOVERNMENT BOUNDARIES  
MAP 1 OF 1**

Geocentric Datum of Australia 1994 (GDA94)

Printed: 1/10/2019

**GWYDIR SHIRE COUNCIL**



**BUNDARRA**

**ARMIDALE REGIONAL COUNCIL**

**KINGSTOWN**

**SAUMAREZ PONDS**

**INVERGOWRIE**

**ARDING**

**URALLA**

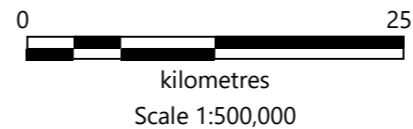
**TAMWORTH REGIONAL COUNCIL**

**KENTUCKY**

**WALCHA COUNCIL**



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**19.796 URALLA SHIRE COUNCIL  
LOCALITY MAP  
MAP 1 OF 1**

Geocentric Datum of Australia 1994 (GDA94)

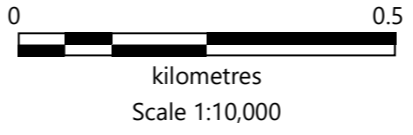
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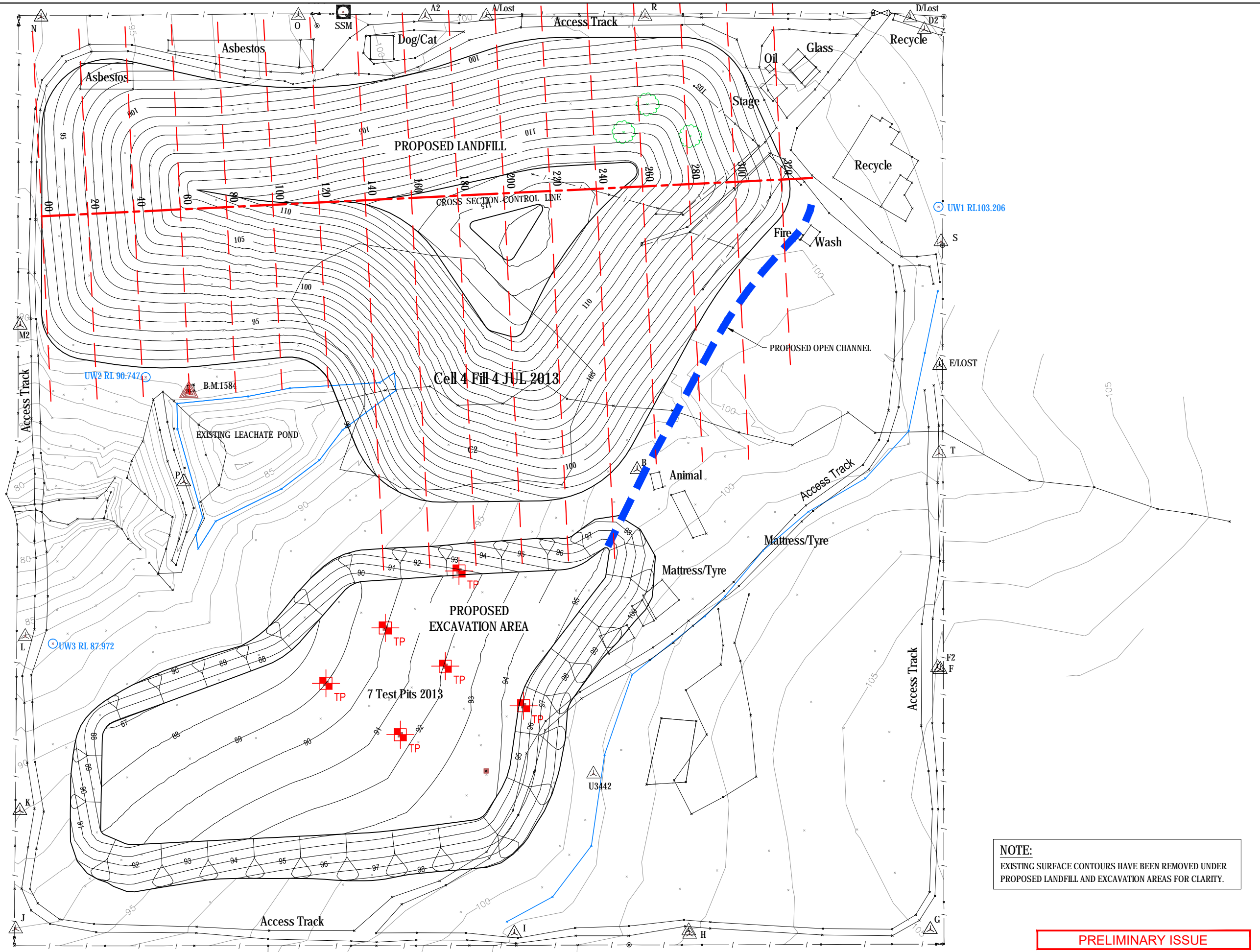
**19.796 URALLA SHIRE COUNCIL  
 URALLA WASTE FACILITY  
 LOCALITY MAP**

Geocentric Datum of Australia 1994 (GDA94)

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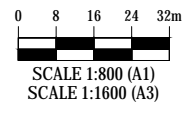


**APPENDIX B: CONCEPT DESIGN DRAWINGS**



**NOTE:**  
EXISTING SURFACE CONTOURS HAVE BEEN REMOVED UNDER PROPOSED LANDFILL AND EXCAVATION AREAS FOR CLARITY.

**PRELIMINARY ISSUE**



Business Paper 23 March 2021 Ordinary Meeting

287

Issue	Description	Checked	Approved	Date	Issue	Description	Checked	Approved	Date
A	PRELIMINARY ISSUE			05/12/13					

Scale	AS SHOWN
Chainage	
Height Datum	

Drawn	B ENRIGHT
Designed	J STRATFORD
Checked	
Approved	



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Title  
**URALLA LANDFILL  
CONCEPTUAL LANDFILL PROFILE &  
EXCAVATION AREA DESIGNS**  
SITE LAYOUT PLAN

Dwg. No.	USC-ULF-SK01
Job No.	
Issue	A



**APPENDIX C: LOGICUS ENVIRONMENTAL MANAGEMENT REPORT**

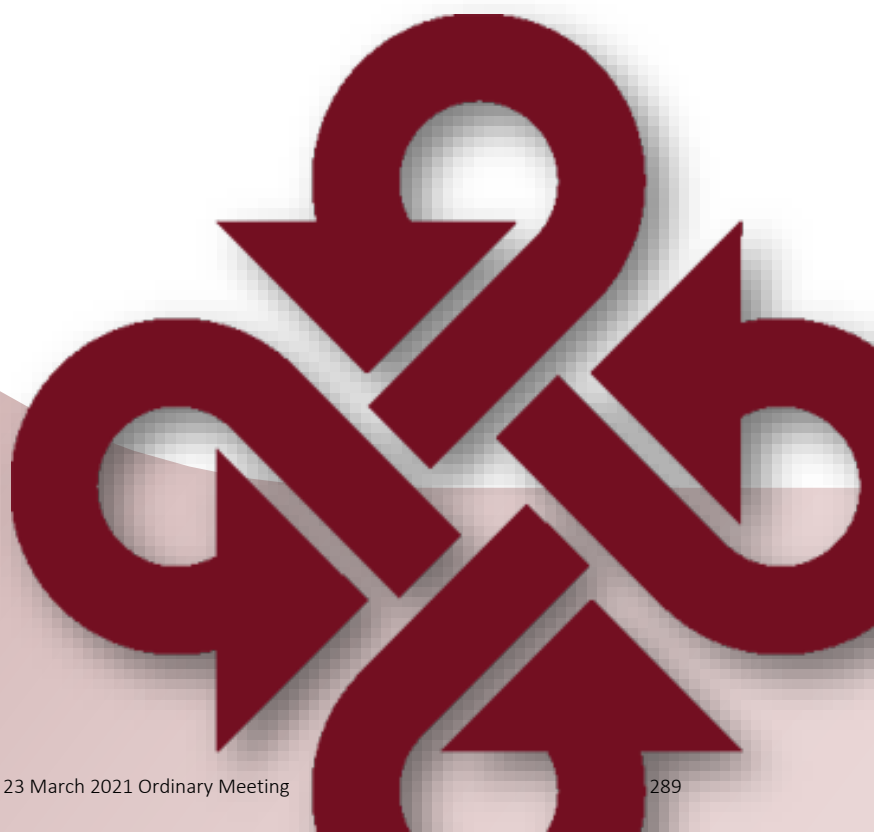




**LOGICUS**  
Environmental Management

**CONCEPTUAL DESIGN /  
FILLING PROGRESS,  
LANDFILL 'LIFE'  
ASSESSMENT & LANDFILL  
REMEDIATION COST  
ESTIMATES**

**Uralla Landfill**



## DOCUMENT CONTROL

VERSION	DATE	AUTHOR / REVIEWER	DETAILS
DRAFT	25/06/18	LOGICUS Environmental Management	Provided to USC
FINAL	02/06/18	LOGICUS Environmental Management	Updated with comments from USC

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## PROJECT OVERVIEW / SUMMARY

Uralla Shire Council (USC) owns and operates the **Uralla Landfill & Recycling Facility** under an Environmental Protection Licence (EPL) **L5899**, issued by the NSW Environment Protection Authority (EPA). The EPL relates to the activities of a General Solid Waste (Putrescible) Landfill.

Understanding the importance of the facility in providing for the ongoing waste disposal needs of the Uralla Council area AND in response to increasing compliance expectations by the EPA, USC engaged LOGICUS Environmental Management (LOGICUS EM) to assist with providing a 'conceptual' facility design in 2013 (refer **Appendix 1**), which:

- Delivered a landfill 'shape', that could be progressively constructed by USC staff and/or contractors, over time and which 'maximised' the airspace available for receipt of waste; AND
- Proposed an excavation concept which could provide a balanced volume of 'virgin' soil to provide for day to day landfilling operations AND contribute to the landfill remediation (capping) obligations of the site (understanding that no formal capping design was required, only a simple soil profile); AND
- Proposed a range of opportunities that may assist USC in operating the facility in more a more sustainable manner than had been occurring at that time (2013).

Since that original report was prepared, landfilling at the Uralla Landfill has progressed and USC has now sought to:

1. Revisit the landfill's 'remaining life' projections; AND

Additionally, in knowing that closure and replacement of the Uralla landfill will create a sizeable financial burden, USC have also sought to better understand:

2. The estimated financial liability, faced by Council, for remediating the Uralla landfill site (landfill capping works) at some point in the future, as required by present regulatory obligations.

Essentially this report provides high level responses to the two (2) key matters which USC sought to have addressed in 2018.

Due to the level of confidence in the accuracy of some of the data upon which the report is based, the report contents should be utilised as a precursor to undertaking a detailed 'master plan' for the facility (Landfill Environmental Management Plan – including formal engineering designs for the landfill surfaces, capping and excavation area), which will allow USC to better prepare (politically & financially), to deliver sustainable waste & resource recovery services for its community, well into the future.

## PROJECT LIMITATIONS

The accuracy and limitations of the provided supporting landfill disposal and survey data (2013) was identified by LOGICUS EM to USC as being somewhat flawed.

To correct the survey data component, a detailed drone survey of the Uralla Landfill site was completed by Croft Surveying (May / June 2018) which captured an accurate 'landfill surface'. This 2018 survey model was compared, by Croft, with the 2013 landfill concept design.

Croft reported a number of anomalies, including inconsistencies in the extent of landfilling / capping design surface intersects (on concept plans) and physical overfilling (i.e. waste placed above the 2013 concept final design levels) as part of their support work.

Additionally, historical landfill disposal data (how many tonnes of waste are buried on site each year) remains somewhat vague and potentially erroneous. This is because of the use of volume-based estimates used at the site (i.e. no weighbridge is present) and the limitations associated with visual 'estimation' of volume and waste type records generated by site staff.

Concurrently, variables such as level of compaction being achieved and cover soil usage are not presently measured / known by USC. Whilst not uncommon, industry values substituted in the modelling undertaken, may or may not represent the Uralla Landfill situation.

Similarly, there is presently no approved final capping design for the site. The 2013 models / report was based on a known area and a nominal one (1) meter thick cap profile. This was chosen for ease of re-calculation of soil / cover volumes requirements once a formal design had been adopted.

For this 2018 report, a 1.5m nominal cap profile has been selected which is more in line with the likely thickness of a 'Phytocap' arrangement for which USC is presently favouring due to its potential for delivering reduced overall remediation costs when compared to the more common engineered 'geosynthetic' style landfill capping method.

Notwithstanding these matters, the 2018 landfill life assessment and remediation cost estimate presented are considered to be generally representative and therefore suitable for informing the high-level aims detailed by USC.

LOGICUS EM does however urge caution in use of results shown in the report for any wider, ancillary purpose AND strongly suggests that levels of confidence, for all data / modelling contained in the report, be improved prior to committing to any significant binding future directions. (i.e. This report should be considered as providing general insight until more detailed investigations are completed to better inform robust modelling / cost estimates / designs).

# LANDFILL LIFE CALCULATION METHODOLOGY & VARIABLES

## **BASE LEVEL MODELLING – LANDFILL LIFE**

Essentially, base level calculation of landfill 'Life' considers a number of variables and site parameters which act in concert. These are:

- Total waste inputs for burial at the facility, measured in Year 0 (expressed in tonnes).
- Forecast increase in waste received for burial each year (expressed as a percentage).
- Rate of Waste Compaction that is forecast to be achieved (expressed as kilograms per cubic metre).
- The ratio of cover material applied to contain waste, build bunds etc. during the normal operation of the site (expressed as a percentage of void consumed). This does not include the capping layer.
- The designed void space available for waste placement (in cubic metres), excluding the landfill capping layer volume - which is expressed separately.

More detailed landfill life calculations may assess and incorporate allowances for (as examples):

- local rainfall & infiltration through capping & cover materials;
- evaporation rates;
- design height of the waste stock over time;
- porosity of landfill walls;
- detailed waste composition audit inputs;
- settlement of the waste over time.

At the request of USC, only **Base Level Modelling** has been undertaken which essentially reflects the scale of operations and the limitations pertaining to the available site data used as model input variables.

## **VARIABLES AND DATA INPUT RATIONALES**

The variables and rationale applied to arrive at model input values are explained as:

### **Waste Tonnages to Landfill**

The total tonnage of materials that required burial at the facility has been based on the previously provided USC '2012/13 Yearly Waste Data Report – Uralla Landfill'. In the absence of more recent data being supplied by USC, this figure was extrapolated to a 2018 value (increased by 1.5% per annum) and the result included for use as the baseline waste input (Year 0 or 2018) in all models.

## Projected Tonnage Increase (Growth)

A linear tonnage increase has been assumed which primarily accounts for population growth and waste increases due to societal changes (lifestyle, waste packaging etc.).

There were no included changes on a year by year basis such as closure of a nearby landfill and re-direction of waste to the site OR major industry / development commencing (or ceasing) in the region.

A conservative percentage estimation based on trends from similar sized regional areas has therefore been assumed, being 1.5% per annum.

## Compaction

The modelled tables include allowance for variable compaction levels with the Business as Usual (BaU) table including a low current compaction estimate (derived from visual assessment) because of the use of a light / aged compactor (which has only been operating infrequently due to breakdowns and other constraints).

Scenarios 1 and 2 include indicative compaction rates reflecting more common 'modern' compactors (Cat 816K, Tana E26 or similar) of around **750kgs/m<sup>3</sup>**.

## Cover to Waste Ratio

USC's site is a relatively small landfill operation and the use of daily cover has continued to be observed to be 'sparse'. While this is generally beneficial in terms of avoiding available landfill space consumption by soil, it can lead to a range of other environmental issues and is generally a non-compliance with the obligations of the NSW EPA Environmental Guidelines: Solid Waste Landfills (2<sup>nd</sup> Edn. 2016).

For the purposes of the BaU model, the Cover to Waste ratio has been assumed at 15% which is a low-end estimation derived through experience at similar small landfills **that are complying with cover requirements in their relevant EPL**.

*Note: Small landfills do tend to suffer as a result of the lower volumes of waste received on a daily basis, which drives cover usage higher (25% is not uncommon for very small sites).*

*Use of alternate covers (such as tarps, spray on 'shells', landfill lids etc.) can bring this percentage downward toward and sometimes below 10% (This has been modelled as Scenario 2 in conjunction with a larger compactor than is presently servicing the site in 2018).*

*A site specific 'alternate cover system assessment' should be completed and a selection made which delivers a reduction in soil usage as well as reducing windblown litter, sedimentation, odour and leachate generation potential - in turn vastly improving EPL compliance (if viable).*

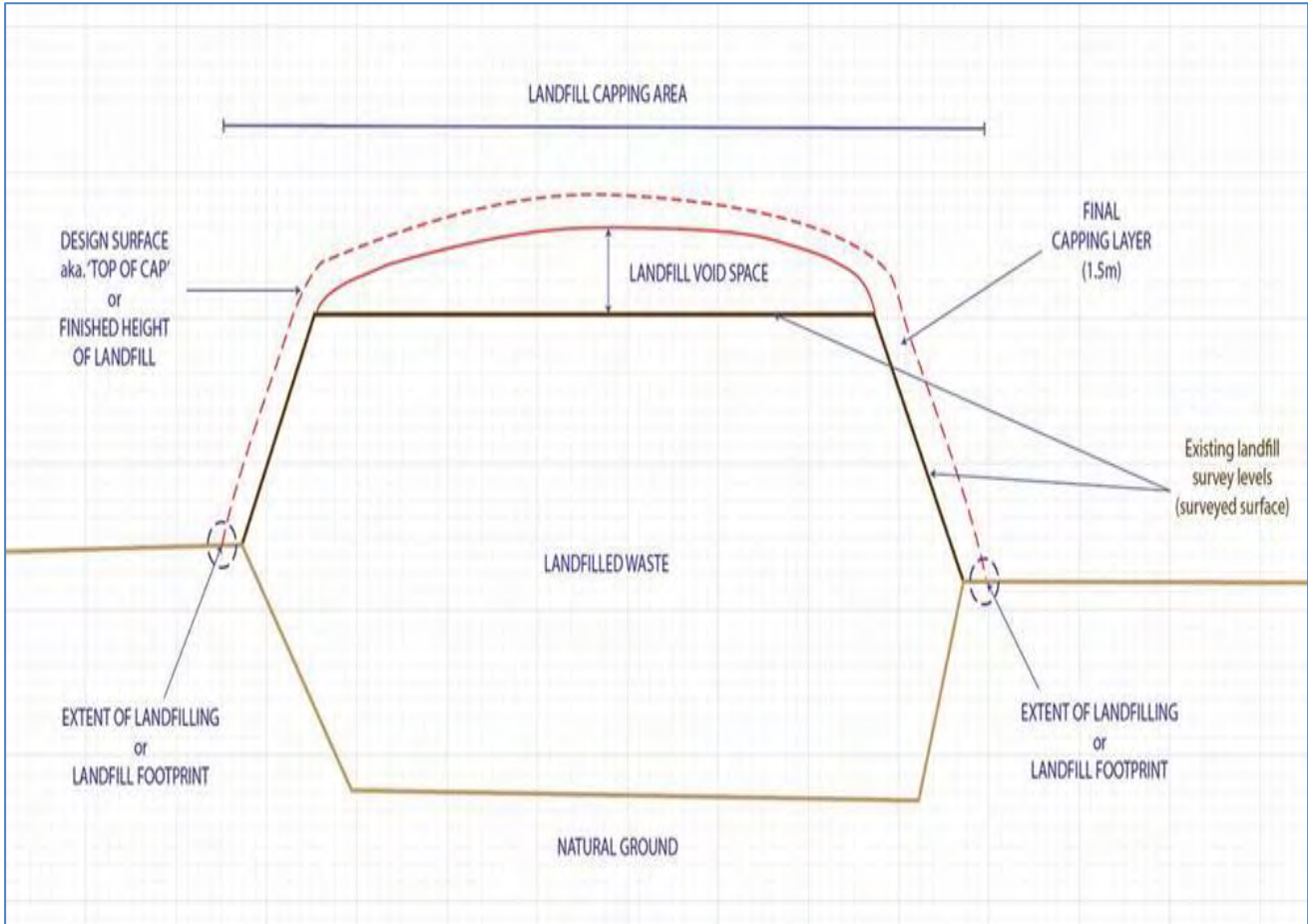
**Available ‘Designed’ Landfill Airspace or Void**

The facility has been subject to a conceptual design (2013) to confirm a manageable ‘shape’ to which waste will be progressively filled over time. The concept design aimed to deliver the largest possible airspace void in the first instance. Design grades are therefore in the order of 1V:3H, as a worst case, (directly up-gradient of the leachate dam because of the extremely steep existing batters) but reduce to 1V:4H or less elsewhere on site.

An allowance of a one (1) metre thick capping layer (reported separately to the landfill void), had been provided (2013), which ‘assumed’ available local soil might provide a suitable hydraulic barrier for the emplaced waste, subject to EPA concurrence.

The capping thickness allowance has now (2018) been increased to a nominal 1.5 meter profile. (Rationale for the Phytocap style capping approach is discussed later in this report).

The landfill VOID is reported separately to the FINAL CAP VOLUME as shown below in Figure 1



**Figure 1: Indicative Landfill Survey / Design Arrangements for calculation of VOID and FINAL CAP VOLUME**

Assessment results showing the Uralla Landfill ‘life’ under a range of indicative scenarios, are provided in the following ‘tables’.



## REMAINING 'LIFE' OF LANDFILL MODELS

URALLA LANDFILL		Business as Usual (BaU) Scenario				
INPUT VARIABLES						
Date of Survey (calculation YR 0)		June	2018			
Tonnes per Annum		4196			Extrapolated 2012/13 Uralla Landfill Yearly Waste Data Report (worst case 'to landfill' figure) @ 3838 Tonnes	
Projected Annual tonnage increase		1.5%			Absence of historical data - industry average for rural Council site	
Compaction Rate		550	kg / m <sup>3</sup>		Not measured in field (assumed average for small compactor noted at site)	7630 m <sup>3</sup>
Cover material using % airspace (garbage)		15%			Airspace consumed (Garbage & Daily / Intermediate Cover) / Annum	8774 m <sup>3</sup>
Design Airspace (excludes capping)		229500	m <sup>3</sup>		Croft Survey May / June 2018 - 9500m <sup>3</sup> overfill requires re-design / reshape but not considered here	
Design Capping Volume		69788	m <sup>3</sup>		Civitech Landfill Designs(1m) checked by Croft (2018) and multiplied by 1.5 (i.e. 1.5m soil / phytocap)	
2018	Year	Waste to Landfill (tonnes)	Airspace Consumed (m <sup>3</sup> )	Airspace remaining (m <sup>3</sup> )	Operational Cover Requirement (m <sup>3</sup> )	Cumulative Total (m <sup>3</sup> )
2019	1	4259	8906	220594	1336	1336
2020	2	4323	9039	211555	1356	2692
2021	3	4388	9175	202380	1376	4068
2022	4	4454	9313	193067	1397	5465
2023	5	4521	9452	183615	1418	6883
2024	6	4588	9594	174021	1439	8322
2025	7	4657	9738	164283	1461	9783
2026	8	4727	9884	154399	1483	11265
2027	9	4798	10032	144367	1505	12770
2028	10	4870	10183	134184	1527	14297
2029	11	4943	10335	123849	1550	15848
2030	12	5017	10491	113358	1574	17421
2031	13	5092	10648	102710	1597	19018
2032	14	5169	10808	91903	1621	20640
2033	15	5246	10970	80933	1645	22285
2034	16	5325	11134	69799	1670	23955
2035	17	5405	11301	58497	1695	25650
2036	18	5486	11471	47027	1721	27371
2037	19	5568	11643	35384	1746	29117
2038	20	5652	11817	23566	1773	30890
2039	21	5737	11995	11572	1799	32689
2040	22	5823	12175	-603	1826	34515
2041	23	5910	12357			34515
2042	24	5999	12543			34515
2043	25	6089	12731			34515
2044	26	6180	12922			34515
2045	27	6273	13116			34515
2046	28	6367	13312			34515
2047	29	6462	13512			34515
2048	30	6559	13715			34515
2049	31	6658	13920			34515
2050	32	6757	14129			34515
2051	33	6859	14341			34515
2052	34	6962	14556			34515
2053	35	7066	14775			34515
2054	36	7172	14996			34515
2055	37	7280	15221			34515
2056	38	7389	15449			34515
2057	39	7500	15681			34515
2058	40	7612	15916			34515
2059	41	7726	16155			34515
2060	42	7842	16398			34515
2061	43	7960	16643			34515
2062	44	8079	16893			34515
2063	45	8201	17147			34515
<b>TOTAL CAPPING &amp; OPERATIONAL COVER REQUIRED (m<sup>3</sup>)</b>						<b>104303</b>

Table 1: Modelled Landfill 'Life' – Uralla Landfill (assumes Business as Usual approach)

URALLA LANDFILL		Scenario 1 - Compaction Increase (e.g. Modern Compactor)				
INPUT VARIABLES						
Date of Survey (calculation YR 0)	June	2018	filling will continue and remaining life to be reviewed accordingly over time			
Tonnes per Annum	4196	Extrapolated 2012/13 Uralla Landfill Yearly Waste Data Report (worst case 'to landfill' figure) @ 3838 Tonnes				
Projected Annual tonnage increase	1.5%					
Compaction Rate	750	kg / m <sup>3</sup>	Airspace consumed - Garbage only (Cat 816K / Tana E28)	5595	m <sup>3</sup>	
Cover material using % airspace (garbage)	15%	Airspace consumed (Garbage & Daily / Intermediate Cover) / Annum			6434	m <sup>3</sup>
Design Airspace (excludes capping)	229500	m <sup>3</sup>	Croft Survey May / June 2018 - 9500m3 overfill requires re-design / reshape but not considered here			
Design Capping Volume	69788	m <sup>3</sup>	Civitech Landfill Designs(1m) checked by Croft (2018) and multiplied by 1.5 (i.e. 1.5m soil / phytocap)			
2018	Year	Waste to Landfill (tonnes)	Airspace Consumed (m <sup>3</sup> )	Airspace remaining (m <sup>3</sup> )	Operational Cover Requirement (m <sup>3</sup> )	Cumulative Total (m <sup>3</sup> )
2019	1	4259	6531	222969	980	980
2020	2	4323	6629	216340	994	1974
2021	3	4388	6728	209612	1009	2983
2022	4	4454	6829	202783	1024	4008
2023	5	4521	6932	195851	1040	5047
2024	6	4588	7036	188816	1055	6103
2025	7	4657	7141	181674	1071	7174
2026	8	4727	7248	174426	1087	8261
2027	9	4798	7357	167069	1104	9365
2028	10	4870	7467	159602	1120	10485
2029	11	4943	7579	152022	1137	11622
2030	12	5017	7693	144329	1154	12776
2031	13	5092	7808	136521	1171	13947
2032	14	5169	7926	128595	1189	15136
2033	15	5246	8044	120551	1207	16342
2034	16	5325	8165	112386	1225	17567
2035	17	5405	8288	104098	1243	18810
2036	18	5486	8412	95686	1262	20072
2037	19	5568	8538	87148	1281	21353
2038	20	5652	8666	78482	1300	22653
2039	21	5737	8796	69686	1319	23972
2040	22	5823	8928	60758	1339	25311
2041	23	5910	9062	51696	1359	26671
2042	24	5999	9198	42498	1380	28050
2043	25	6089	9336	33162	1400	29451
2044	26	6180	9476	23686	1421	30872
2045	27	6273	9618	14068	1443	32315
2046	28	6367	9762	4305	1464	33779
2047	29	6462	9909	-5603	1486	35266
2048	30	6559	10057			35266
2049	31	6658	10208			35266
2050	32	6757	10361			35266
2051	33	6859	10517			35266
2052	34	6962	10675			35266
2053	35	7066	10835			35266
2054	36	7172	10997			35266
2055	37	7280	11162			35266
2056	38	7389	11330			35266
2057	39	7500	11500			35266
2058	40	7612	11672			35266
2059	41	7726	11847			35266
2060	42	7842	12025			35266
2061	43	7960	12205			35266
2062	44	8079	12388			35266
2063	45	8201	12574			35266
<b>TOTAL CAPPING &amp; OPERATIONAL COVER REQUIRED (m<sup>3</sup>)</b>					<b>105053</b>	

**Table 2: Modelled Landfill 'Life' – Uralla Landfill - Scenario 1 (compaction increased with modern compactor)**

URALLA LANDFILL		Scenario 2 - Compaction Increase (e.g. Compactor) + Soil Decrease (Alternate Covers)				
INPUT VARIABLES						
Date of Survey (calculation YR 0)	June	2018				
Tonnes per Annum	4196			Extrapolated 2012/13 Uralla Landfill Yearly Waste Data Report (worst case 'to landfill' figure) @ 3838 Tonnes		
Projected Annual tonnage increase	1.5%			Absence of historical data - industry average for rural Council site		
Compaction Rate	750	kg / m <sup>3</sup>		Airspace consumed - Garbage only (Cat 816K / Tana E28)	5595	m <sup>3</sup>
Cover material using % airspace (garbage)	10%			Airspace consumed (Garbage & Supplemental Day / Intermediate Cover) / An	6155	m <sup>3</sup>
Design Airspace (excludes capping)	229500	m <sup>3</sup>		Croft Survey May / June 2018 - 9500m3 overfill requires re-design / reshape but not considered here		
Design Capping Volume	69788	m <sup>3</sup>		Civitech Landfill Designs(1m) checked by Croft (2018) and multiplied by 1.5 (i.e. 1.5m soil / phytocap)		
2018	Year	Waste to Landfill (tonnes)	Airspace Consumed (m <sup>3</sup> )	Airspace remaining (m <sup>3</sup> )	Operational Cover Requirement (m <sup>3</sup> )	Cumulative Total (m <sup>3</sup> )
2019	1	4259	6247	223253	625	625
2020	2	4323	6341	216912	634	1259
2021	3	4388	6436	210477	644	1902
2022	4	4454	6532	203944	653	2556
2023	5	4521	6630	197314	663	3219
2024	6	4588	6730	190584	673	3892
2025	7	4657	6831	183754	683	4575
2026	8	4727	6933	176821	693	5268
2027	9	4798	7037	169783	704	5972
2028	10	4870	7143	162641	714	6686
2029	11	4943	7250	155391	725	7411
2030	12	5017	7359	148032	736	8147
2031	13	5092	7469	140563	747	8894
2032	14	5169	7581	132982	758	9652
2033	15	5246	7695	125288	769	10421
2034	16	5325	7810	117478	781	11202
2035	17	5405	7927	109550	793	11995
2036	18	5486	8046	101504	805	12800
2037	19	5568	8167	93337	817	13616
2038	20	5652	8289	85048	829	14445
2039	21	5737	8414	76634	841	15287
2040	22	5823	8540	68094	854	16141
2041	23	5910	8668	59426	867	17007
2042	24	5999	8798	50628	880	17887
2043	25	6089	8930	41698	893	18780
2044	26	6180	9064	32634	906	19687
2045	27	6273	9200	23434	920	20607
2046	28	6367	9338	14096	934	21540
2047	29	6462	9478	4618	948	22488
2048	30	6559	9620	-5002	962	23450
2049	31	6658	9764			23450
2050	32	6757	9911			23450
2051	33	6859	10060			23450
2052	34	6962	10210			23450
2053	35	7066	10364			23450
2054	36	7172	10519			23450
2055	37	7280	10677			23450
2056	38	7389	10837			23450
2057	39	7500	11000			23450
2058	40	7612	11165			23450
2059	41	7726	11332			23450
2060	42	7842	11502			23450
2061	43	7960	11675			23450
2062	44	8079	11850			23450
2063	45	8201	12027			23450
					<b>TOTAL CAPPING &amp; OPERATIONAL COVER REQUIRED (m<sup>3</sup>)</b>	<b>93238</b>

**Table 3: Modelled Landfill 'Life' – Uralla Landfill - Scenario 3 (Modern Compactor AND Alternate Daily Cover)**

# LANDFILL REMEDIATION COSTS

## **REMEDATION TECHNIQUES / RATIONALE**

Factors that influence the economic and technical feasibility of a cover system for a particular site are (as examples):

- Site climate conditions
- Availability of cover material(s) and distance to borrow source(s)
- Cover and waste material properties and conditions
- Surface topography
- Soil and waste material evolution
- Vegetation conditions
- Geomorphological considerations

As specific landfill remediation requirements have yet to be investigated in any detail by USC, this report presents cost estimates based on an 'indicative' or nominal landfill cap profile, which is based on a 1.5m nominal evapo-transpiration cap ('Phytocap').

## **REMEDATION COSTS / RATIONALE**

Cost estimates provided in the report are in '2018 dollars' and have been derived through adaptation of financial data presented in Appendix E of the Waste Management Association of Australia (WMAA) document:

***"Guidelines for the Assessment, Design, Construction and Maintenance of Phytocaps as Final Covers for Landfills" (2011).***

Remediation activity expenses used to calculate a square meter (m<sup>2</sup>) 'unit rate', (to design and construct an 'indicative' Phytocap), upon which further site-specific remediation expense calculations presented within this report are based, are shown in their entirety as **Appendix 2**.

No indexation, borrowing costs or similar adjustments are applied and it has been assumed that local soil types volumes and proximity to the landfill sites are all viable / suited to the works.

Likewise, remediation costs presented do not include site dis-establishment, upgrades or changes to the site such as building a Waste Transfer Station or other Site infrastructure, ongoing environmental monitoring, cap maintenance or repair contingencies, nor additional project management or external support that may be required by Council.

## **REMEDATION WORKS – COST ESTIMATES**

The following **Table 1** details the costs as determined for the Uralla Shire Council's primary landfill site AND the method for calculation of the Unit Rate for capping to meet likely EPA requirement (\$ / m<sup>2</sup>) is shown also:

URALLA SHIRE COUNCIL		Year	2018
Provision for re-instatement (remediation) of Uralla Waste Management Facility (Landfill) - Summary		For future indexation - Year '0' = 2017/18	
ACTIVITY / DETAILS	COMMENT / RATIONALE	USC SITES CONSIDERED FOR REMEDIATION PROVISION	
SITE NAME	Accepted / common name	Uralla Waste Management Facility (Landfill). Licence 5899	
PROPERTY ADDRESS	Sixmaps / EPL	33 Tip Road, Uralla or Lot 172, DP 755846 (Sixmaps) or Rowan Avenue, Uralla (EPL 5899)	
AREA FOR REMEDIATION	Generated from Civitech (2013) slope area	An area for remediation has been taken from Civitech data provided for concept remediation area (2013) for 'Slope' area (being the upper value of slope vs plan areas reported).	
Area		m2	48158
COSTS FOR CAPPING TO EPA STANDARD (LICENCED SITE)	<p>Costs based on expectation that Phytocapping (WMAA Guidelines) will be economically viable and provide equivalent performance to an engineered geosynthetic cap as otherwise required by the NSW EPA Environmental Guidelines : Solid Waste Landfills (2nd Edn. 2016) for LICENCED sites</p> <p>Refer to attached sheet for calculations of \$/Hectare rate for Phytocapping based on WMAA data from:</p> <p><a href="http://www.wmaa.asn.au/lib/pdf/01_about/121120_WMAA_AACAP_final2.pdf">www.wmaa.asn.au/lib/pdf/01_about/121120_WMAA_AACAP_final2.pdf</a></p> <p>Costs for Landfill Gas capture likely to be an included requirement for at least part of in the final cap. Refer EPA Environmental Guidelines : Solid Waste Landfills (2nd Edn. 2016).</p> <p>Such costs are excluded as the current USC gas capture position (no capture planned) may best be addressed as an operating / income generating investment into the future, rather than as a remediation expense per se.</p> <p><a href="http://www.epa.nsw.gov.au/resources/waste/solid-waste-landfill-guidelines-160259.pdf">www.epa.nsw.gov.au/resources/waste/solid-waste-landfill-guidelines-160259.pdf</a></p>	LICENCED SITE No formal capping design available nor any approval in place with NSW EPA.	
\$/m2 ex GST	\$	44.77	2,155,988
Additional Shaping and Revegetation		NO ALLOWANCE FOR RELOCATION OF 9500m3 (approx) of overfilling as identified by Croft (2018) survey works	
Area		m2	0
Decommission and remove facilities / structures (one off cost)	Based on existing infrastructure	OPERATIONAL EXPENSE	
		(\$ ex GST)	\$ -
Post closure monitoring (per year) for 30 years	Based on current costs	OPERATIONAL EXPENSE	
		(\$ ex GST)	\$ -
Leachate treatment / disposal (per year) for 30 years	Based on current costs	USC to treat as an OPERATIONAL EXPENSE	
		(\$ ex GST)	\$ -
Contingency	5%	\$	107,799
		<b>TOTAL REMEDIATION EXPENSE IN CURRENT (2018) \$ ex GST</b>	<b>\$ 2,263,788</b>
		<b>USC TOTAL ESTIMATED WASTE FACILITY REMEDIATION EXPENSES (2018)</b>	<b>\$ 2,263,788</b>

Table 4: Estimated Landfill Re-instatement (remediation) liability for the Uralla Waste Management Facility (Landfill)

PHYTOCAPPING (Evapo-transpiration Cap) COST ESTIMATES						Year	2012	
							Base Costs from Financial Year above unless stated	
<b>ADAPTED FROM (SOURCE):</b>		Appendix E - Guidelines for the Assessment, Design, Construction and Maintenance of Phytocaps as Final Covers for Landfills (WMAA, 2011)						
<b>Item #</b>	<b>Description</b>	<b>Units</b>	<b>Quantity</b>	<b>Rate</b>	<b>Cost</b>	<b>Sub-total</b>	<b>Notes</b>	
<b>Development, Designs and Approvals</b>								
<b>Preliminary Investigation &amp; Assessment</b>								
1.01	Materials Testing	Item					Estimate based on nearby Council RFQ response rates received (February 2017) not Appendix E of WMAA document.  COSTS here ARE INDEXED - from '2017 dollars'  These costs are incurred on a site by site basis and this NOT included in the per hectare rate calculated below.  Accordingly, this cost is applied for each site noting that some opportunity to use scales of economy (call for works to be completed concurrently for a number of sites), internal staffing etc which may reduce this cost.	
1.02	Concept Design	Item						
1.03	Risk Assessment	Item						
1.04	Regulator Liaison	Item						
<b>Preliminary Investigation &amp; Assessment</b>								
1.05	Water Balance Design / Modelling	Item						
1.06	Engineering	Item						
1.07	Plant and Weed Control	Item						
1.08	Regulator Liaison	Item						
						<b>\$ 72,500.00</b>		
<b>Construction</b>								
<b>Procurement</b>								
2.01	Seed	m <sup>2</sup>	15,000	\$ 5.00	\$ 75,000.00		May vary depending on USC's site needs (different indigenous vegetation)	
2.02	Tubestock	m <sup>2</sup>	10,000	\$ 1.75	\$ 17,500.00		May vary depending on USC's site needs (different indigenous vegetation)	
2.03	Soil	tonne			\$ -		Assumes USC have soil available on site with no royalty payment needed	
						<b>\$ 92,500.00</b>		
<b>Project Management</b>								
2.04		Item			\$ 50,000.00		Internal / External Support	
						<b>\$ 50,000.00</b>		
<b>Preliminaries</b>								
2.06	Supervision & Certifications	Item			\$ 40,000.00		External support QA/QC advisor allowance	
2.07	Materials Testing	Item			\$ 20,000.00		WMAA show as extra however relative lab costs / sample estimates used	
2.08	Survey and as Built Drawings	Item			\$ 10,000.00			
2.09	Site Establishment & Clean-up	Item			\$ 10,000.00			
						<b>\$ 80,000.00</b>		
<b>Construction - Cap Earthworks</b>								
2.10	Win / haul materials	tonne	50,000	\$ 3.35	\$ 167,500.00		WMAA show as extra. Assumes all on-site soils with haul <1000m (average)	
2.11	Place (1.5m) layer	m <sup>2</sup>	25,000	\$ 9.00	\$ 225,000.00			
2.12	Deep Ripping	m <sup>2</sup>	25,000	\$ 0.50	\$ 12,500.00		WMAA show as extra however estimate included (Low compaction machine)	
2.13	Trim and Burn prior to seeding	m <sup>2</sup>	25,000	\$ 0.70	\$ 17,500.00			
2.14	Form Drainage Swales	lin M	200	\$ 25.00	\$ 5,000.00			
						<b>\$ 427,500.00</b>		
<b>Construction - Planting and Establishment</b>								
2.15	Planting (Direct Seeding)	m <sup>2</sup>	10,000	\$ 1.75	\$ 17,500.00			
2.16	Planting (Tube Stock)	m <sup>2</sup>	15,000	\$ 3.50	\$ 52,500.00			
2.17	Weed control & replanting	m <sup>2</sup>	25,000	\$ 2.00	\$ 50,000.00			
						<b>\$ 120,000.00</b>		
<b>Construction - Details</b>								
2.18	Formed Access Tracks	lin M	200	\$ 250.00	\$ 50,000.00			
2.19	Penetrations for Leachate Pipes	Item	4	\$ 600.00	\$ 2,400.00		May not be needed at small USC site. Difference to end \$/m2 rate is limited	
2.20	Penetrations for Landfill Gas Pipes	Item	8	\$ 600.00	\$ 4,800.00		May not be needed at small USC site. Difference to end \$/m2 rate is limited	
2.21	Drainage Culverts / Structures	Item			\$ 10,000.00		Site specific - remains unchanged as USC needs are not yet known.	
						<b>\$ 67,200.00</b>		
<b>Post Construction Monitoring</b>								
2.22	Vegetation	Item			\$ 10,000.00			
2.23	Soil Moisture	Item			\$ 30,000.00			
						<b>\$ 40,000.00</b>		
						<b>Contingency</b>	<b>0%</b>	Applied at project level
						<b>TOTAL (Construction) 2.5 Hectares</b>	<b>\$ 877,200.00</b>	Adjusted from WMAA costs where 'extra' stated (USC costs included)
						<b>\$ / m2</b>	<b>\$ 35.09</b>	Exc GST
						<b>Annual Indexation from 2011/12 financial year</b>	<b>1.75%</b>	
						<b>Periods</b>	<b>7</b>	i.e. 2018 dollars
						<b>Indexed 2018 Financial Year Equivalent (\$/m2)</b>	<b>\$ 39.62</b>	Exc GST
						<b>Regional city cost adjustment %</b>	<b>13.00%</b>	
						<b>Indexed and Regionally Adjusted Pricing (\$/m2)</b>	<b>\$ 44.77</b>	

Table 5: Evapo-transpiration (Phytocap) cost estimate calculations based on WMAA Guidelines

## DISCUSSION – MODEL RESULTS

### GENERAL

Essentially, the conceptual design results in the following volumetric results:

Landfill Volumetric Calculations	m <sup>3</sup>
Landfilling 'Void' (to underside of Capping Layer) at June 2018	229,500
Capping Layer volume (1.5m nominal)	69,788

Table 6: Uralla Landfill Conceptual Design – Volumes (confirmed by Croft @ May / June 2018)

### REMAINING 'LIFE' OF URALLA LANDFILL

The landfill 'void' space available means that the remaining landfill 'life' under the BaU case and Scenarios presented is between **21 to 29 years**.

This is a positive position for USC and one which many local governments would be highly envious.

USC is therefore strongly obligated to manage the facility efficiently and sustainably and will be well served by developing a detailed 'master plan' addressing financial and environmental management requisites for the facility in due course.

### Cover Availability & Balance

An efficient landfill design is generally one which ensures that a balance exists between soil / cap material requirements over the life of the facility with soil / cap material that can be generated from on-site excavation/s.

**Table 7** shows that without improving compaction AND also reducing operational cover / soil usage at the site, a cover shortfall (i.e. the required material is greater than the available material) of varied significance, will result. Additional materials could be acquired from:

- increasing the planned excavation depths which may / may not be possible; AND / OR
- broadening the areas where excavation is planned to occur. Doing so may however lead to conflict with the vegetation report titled 'Vegetation of Uralla Landfill Site' (Kate Boyd, November 2013) which includes commentary regarding protection and preservation areas within the site and to which the 2013 proposed three (3) excavation stages conform generally. Increasing the clearing area for excavation may however trigger further native vegetation management / clearing obligations that are due to be enacted in the near future. AND / OR
- from off-site - which may lead to increased operational expense (e.g. incurring purchase / royalties and increased transport costs); OR

- other means such as encouraging increased on-site disposal of soil EPA compliant 'Virgin Excavated Natural Material' (VENM), by site users which is risky as it will always be an unknown / unreliable source of such materials.

It should be noted that only Scenario 2 (provision of a modern landfill compactor and alternate daily cover option) results in 'modest' cover 'shortfall' whereas the BaU and Scenario 1 options result on more significant shortfalls.

URALLA LANDFILL	Cover / Soil Balance Modelling		
ON-SITE COVER / CAP SOIL AVAILABILITY (m <sup>3</sup> )	89630	Civitech drawing (circa 2013) confirmed by Croft Survey (2018)	
		SCENARIO	
	BaU	1	2
TOTAL CAPPING & OPERATIONAL COVER REQUIRED (m <sup>3</sup> )	104303	105053	93238
SITE COVER AVAILABILITY (m <sup>3</sup> ) Surplus (+ve) / Shortfall(-ve)	-14673	-15423	-3608
<b>Assumptions / Inputs:</b>			
Depth of excavation opportunity (4m) is mid of LOGICUS observations (> 2m) and D Collin report (1997) assessment (at approx. 6m)			
All excavated material can be used in landfill (including stripping / grubbing / vegetation residues) + Nil loss for roots / etc.			
Nil allowance for deposited soils / cover materials from off-site generators (e.g. Landfill users / Council)			
Capping design (phytocapping / synthetic options etc.) not completed / approved by EPA - 1.5m thick nominal soil cap allowance shown			
Nil site settlement (progressive) allowance			
Assumes EPL conditions for cover application are complied with and remain unchanged for the duration of the site 'life'.			
Assumes cover soil that is available / generated on site meets Virgin Excavated Natural Material requirements.			

**Table 7: Cover / Soil Balance Model – Uralla Landfill (BaU and Scenarios)**

Table 8 shows the scale of the potential financial burden USC could face if it chooses to operate the facility in a way which results in a significant cover / soil shortfall. (BaU or Scenario 1)



URALLA LANDFILL		COVER / CAP COST - BaU & SCENARIOS		
Cost to win & haul (+ royalties) the shortfall cover / cap material from off-site (excludes placement)		A	\$ 16.25	m <sup>3</sup>
Total Cover Available on-site (excavation areas)			89630	m <sup>3</sup>
		SCENARIO		
VARIABLES	BaU	1	2	
Projected Landfill Life (rounded to nearest whole year)	21	28	29	
Total Tonnes to Landfill (rounded to nearest whole year)	104227	115959	153328	
TOTAL CAPPING & OPERATIONAL COVER requirement (m <sup>3</sup> )	104303	105053	93238	
COVER AVAILABILITY = Surplus on-site (+ve) OR Shortfall(-ve) (m <sup>3</sup> )	-14673	-15423	-3608	
ESTIMATED TOTAL 'ADDITIONAL' COVER / SOIL CAP PROVISION COST	\$ 238,436	\$ 250,624	\$ 58,625	
Notes:	Item A has been indexed from provided rates from USC (R.Bell & K. Little) in meeting of 29/11/13.			

Table 8: Cover / Cap Material Provision Costs – Uralla Landfill (BaU and Scenarios)

### Compaction / Operational Equipment Selection

Waste compaction reduces many environmental risks associated with landfilling operations (leachate generation, landfill fires, litter, odour etc.) and ensures that landfill space is efficiently consumed to avoid the need to continually build 'new' landfills.

Importantly though, waste compaction also maximises the amount of waste that can be 'squeezed' into the available landfill void. By squeezing more waste into the landfill, a number of financial benefits can be realised with some being:

1. The income potential for the site increases (i.e. where a \$/tonne or \$/volume disposal fee is levied) because more waste can be received and placed into the landfill void space; AND
2. Extending the life of the landfill provides much longer periods for USC to begin provisioning for remediation of the landfill site and site replacement options upon closure. Building up a financial reserve for such actions over the longest period helps minimise the impacts on ratepayers / users as opposed to shorter term 'special purpose' or 'environmental / brown' levies needed when adequate provisioning / reserve funding has not occurred.

By using the small aged compactor at the Uralla Landfill, USC is likely to be achieving a compaction rate in the order of 550kg/m<sup>3</sup> (refer Table 1) and may be able to realise a landfill 'life' of around 21 years assuming that in meeting EPA daily / intermediate cover obligations, that the amount of soil used for operations does not exceed 15%. This is considered to be a low end estimate and may prove to be understated.

Compaction in the order of 750kg/m<sup>3</sup> reflects what should be a realistic density achieved at a landfill site utilising a purpose built modern landfill compactor (Table 2 & 3).

Furthermore, even heavier landfill compactors can achieve densities in the order of **1000kg/m<sup>3</sup>** but at significantly greater purchase and operational costs.

*Note: Selection of the most appropriate compaction machine for the site would need to be more closely considered to properly account for resourcing & financial funding arrangements faced by USC along with EPL compliance, future waste intake opportunities etc.*

Table 9 shows the income potential for the site under various waste compaction rates (i.e. with different compaction machinery).

It should be noted that Scenario 2 (provision of a landfill compactor and alternate daily cover option) provides the greatest direct income potential for USC, over the longest period and least additional cover acquisition liability. There will however be acquisition costs associated with an alternate cover option, BUT a robust cost benefit analysis may demonstrate that moving to an alternate may delivery some operating cost efficiencies when compared to fully EPA compliant cover activities that rely on placement of VENM materials.

URALLA LANDFILL		INCOME COMPARISON - BaU & SCENARIOS	
Landfill Income (using a nominal \$ value as NO Full Cost Accounting complete by USC)			
	A	\$ 105.00	/ Tonne
		<b>SCENARIO</b>	
<b>VARIABLES</b>	<b>BaU</b>	<b>1</b>	<b>2</b>
Projected Landfill Life (rounded to nearest whole year)	21	28	29
Total Tonnes to Landfill (rounded to nearest whole year)	104227	146866	153328
Income potential at Landfill income \$/tonne rate	\$ 10,943,799	\$ 15,420,937	\$ 16,099,475
	Income difference to BaU	\$ 4,477,138	\$ 5,155,676
		Income difference to Scenario 1	\$ 678,538
<b>Modelling Inputs / Assumptions:</b>			
A Regional comparative landfill disposal gate fee used as USC site has no weighbridge at present			
Landfill Income projections in YR 1 dollars (no indexation applied)			

**Table 9: Potential Income over 'Life' of Landfill – Uralla Landfill (BaU and Scenarios)**

## **LANDFILL REMEDIATION COSTS**

### **Funding the Remediation Liability**

Given the significance of the remediation liability of ~ **\$2.26 million** as shown in **Table 4** and the real likelihood that current environment protection regulatory obligations will not be 'lessened' over time (i.e. compliance requirements will be heightened and in turn the cost of any required compliance works will increase additionally to matters such as 'inflation'), USC is certainly placed in a very challenging position.

Whilst 'waste management' operations & services provided by Council's have a somewhat unique characteristic in so far as they are 'income generating' functions of the organisation, the 'profit' that is considered to be generated each year when direct income (from sources such as waste disposal / gate fees, property rating charges, services charges etc) exceeds annual expenses, is often directed back toward 'general fund' activities / programs. At best, some 'profits' may be directed toward a long-term capital works program fund for future waste management asset development, replacement, maintenance etc.

However, the long-term remediation liability for a waste landfill/s, as has been calculated herein, is commonly understated and / or entirely overlooked when these annual 'profits' are allocated to capital works / general funds. The result of such practices is more often than not, massive financial shortfalls at a time that works are needed.

To overcome this situation, Council will be well served to ensure that:

1. All income and perceived 'profits' being generated from waste management operations, are held in a restricted reserve, which is utilised entirely for delivery of waste management operations and services to the community; AND
2. A long-term capital works program, which clearly details the planned 'stages' of remediation works at the Uralla Landfill (Licenced) as the site is progressively filled over time AND sequentially addresses the remediation required for the organisations other 'rural' landfills (unlicenced sites such as Bundarra) which are prioritised at a risk-based level; AND
3. A funding model be developed to account for the significant remediation liability along with planned future capital works; AND
4. A 'watching brief' be implemented such that state / federal grant funding opportunities are identified, AND steps implemented for USC to avail themselves of those opportunities IF appropriate.

## SUMMARY

This high-level modelling demonstrates that USC has potential to operate the Uralla Landfill for an extended period (21-29 years) based on the conceptual designs (landfill & excavation) developed for the site.

USC will likely face regulatory agency (EPA) pressure to improve operation of the Uralla Landfill with a 'focus' on enhanced covering and compaction of wastes, minimise leachate generation and improvement to surface water management at the site.

Pre-emptive actions by USC to address the expected regulatory focus, (in turn circumventing a formal 'directive' from the EPA), can be achieved with a change in the type of compaction equipment utilised at the site (e.g. replacing the current small aged compactor with a modern compactor) AND implementing a compliant daily / intermediate landfill cover regime, in the first instance. Longer term, USC might also wish to investigate an EPA approved alternate daily cover system.

Additionally, investigation of the best means of enhancing site drainage, as indicated in general terms in the conceptual landfill and excavation area designs provided, will also help to minimise further penalties from the EPA and demonstrates a due diligence approach to management of the site.

Concurrently, USC will be well served to review / develop financial strategies in a long-term master plan for the Uralla Landfill site which address operational compliance, service levels, income generation, site remediation provisioning, asset management & maintenance costs and even replacement of the landfill, to ensure that the facility can be operated sustainably for the entire modelled life.

The high-level cost modelling undertaken for the purposes of this assessment demonstrates that USC faces a significant remediation liability, estimated to be in the order of **\$2.26 million** in aggregate, for the Uralla Landfill. This figure does not account for other active and/or former unlicensed landfill sites for which USC will also hold a remediation liability.

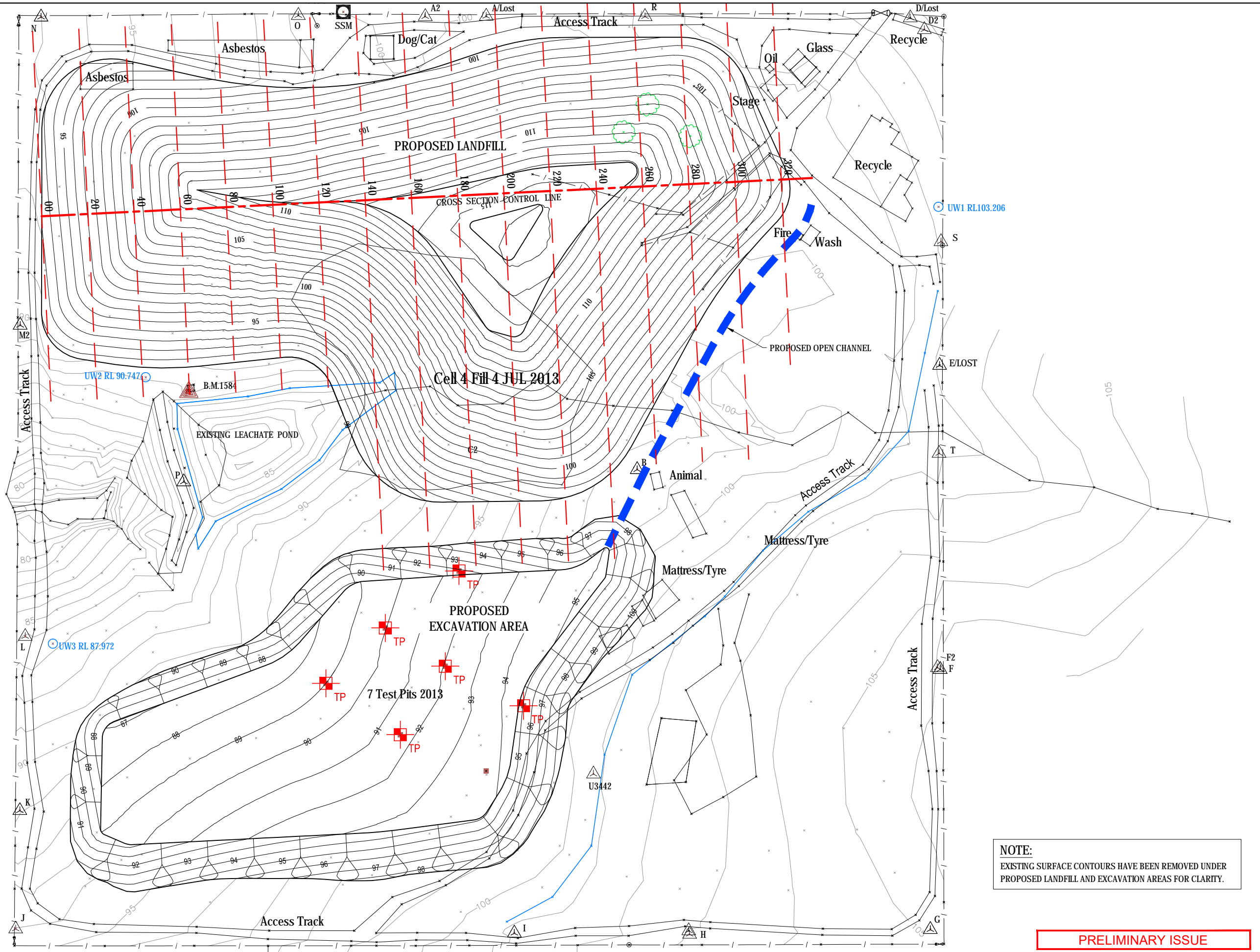
Development of a formal capping design for the Uralla Landfill, for approval by the EPA, will enable more accurate costs to be modelled. Conversely, such site investigations may demonstrate that more extensive remediation works are necessary and / or indicate a Phytocap is NOT a viable option for the site which might increase the financial liability due to the requirement to use a Geosynthetic / Engineered cap.

Given the significant value of the remediation / reinstatement liability faced, USC will be well served to expedite a critical review its current level of remediation provisioning (i.e. the valued of funds held in a restricted reserve account that are set aside to meet these current / future costs), and in turn make adjustments to means to generate funds that can be directed to a 'restricted reserve' by way of property rates, waste service charges, waste disposal gate fees or environmental compliance type levies (as examples).

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ENDS

## **APPENDIX 1 – LANDFILL & EXCAVATION AREA CONCEPT (2013)**



**NOTE:**  
EXISTING SURFACE CONTOURS HAVE BEEN REMOVED UNDER PROPOSED LANDFILL AND EXCAVATION AREAS FOR CLARITY.

**PRELIMINARY ISSUE**

Business Paper 23 March 2021 Ordinary Meeting

310

Issue	Description	Checked	Approved	Date	Issue	Description	Checked	Approved	Date
A	PRELIMINARY ISSUE			05/12/13					

Scale	AS SHOWN
Chainage	
Height Datum	

Drawn	B ENRIGHT
Designed	J STRATFORD
Checked	
Approved	



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Title  
**URALLA LANDFILL  
CONCEPTUAL LANDFILL PROFILE &  
EXCAVATION AREA DESIGNS**  
SITE LAYOUT PLAN

Dwg. No.	USC-ULF-SK01
Job No.	
Issue	A

Original drawing size A1. Paper scale in mm 0 10 20 30 40 50 100mm



**APPENDIX D: CATERPILLAR WASTE HANDLER BROCHURE**

# Small Wheel Loaders



## Waste Handler Arrangements



	926M Waste Handler	930M Waste Handler	938M Waste Handler
<b>Engine Model*</b>	Cat® C7.1 ACERT™	Cat C7.1 ACERT	Cat C7.1 ACERT
<b>Maximum Rated Gross Power:</b>			
ISO 14396	114 kW (153 hp)	122 kW (164 hp)	140 kW (188 hp)
ISO 14396 (DIN)	114 kW (155 hp)	122 kW (166 hp)	140 kW (190 hp)
<b>Bucket Capacity</b>	3.0-5.0 m <sup>3</sup> (3.9-6.5 yd <sup>3</sup> )	3.0-5.0 m <sup>3</sup> (3.9-6.5 yd <sup>3</sup> )	3.0-5.0 m <sup>3</sup> (3.9-6.5 yd <sup>3</sup> )
<b>Full Turn Tip Load</b>	7376 kg (16,257 lb)	8241 kg (18,163 lb)	9843 kg (21,720 lb)
<b>Operating Weight</b>	14 175 kg (31,240 lb)	15 153 kg (33,396 lb)	17 493 kg (38,555 lb)

\*Engine meets U.S. EPA Tier 4 Final/EU Stage IV emission standards.



# Making Your Choice Easy

## Application Specific Configuration

Maximize productivity while keeping operating costs low. Cat Waste Handlers are built for the most demanding environments with a range of options to protect both you and the machine.

## Efficiently Powerful

Experience Hybrid like, industry leading, fuel efficiency with an intelligent hydrostatic power train. For your highest production work, a new Performance Mode will allow you to boost the power and hydraulic speed in all ranges to get the job done even quicker.

## Work Made Easy

Move more with Caterpillar's patented quick loading Performance Series buckets and optimized Z-bar linkage. Multi-function work has never been easier with dedicated pumps and a flow sharing implement valve.

## Enjoy All Day Comfort

Have a seat in the M Series Small Wheel Loader and enjoy whisper quiet sound levels, all around visibility and seat mounted joystick controls. The large spacious cab combined with Caterpillar's exclusive hydraulic cylinder dampening make this the most comfortable seat on your job site.

## Contents

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Environmental and customer friendly –  
up to 95% recyclable content by weight



**The Cat 926M, 930M and 938M Waste Handlers set a new standard for productivity, fuel efficiency and comfort.**

**A high torque, low speed C7.1 ACERT engine works in concert with an intelligent hystat power train to deliver fuel efficiency as standard. A complete range of guarding and debris management solutions are available to meet the needs of the most demanding environments. Extremely low sound levels, large spacious cab and intuitive controls keep you working comfortably all day and even all night! Experience the new industry benchmark.**

# Application Specific Configuration

Maximize performance and productivity while minimizing operating costs.



## Guard Your Investment

Choose from a complete range of optional guarding to protect your machine from the harsh environment of a waste handling application. The machine guarding is purpose built to protect the machine's major components and systems to keep you on the job and maximize production rates.

## Breathe Clean

Maximize your engine life and extend filter cleaning intervals with a turbine pre-cleaner. Keep cool with a reversing fan to purge the single plane, widely spaced core cooling package and brush-less sealed alternator. Breathe clean with a powered RESPA system for the operator environment designed to eliminate 90% of the particulate in the air and filter the remaining 10%.

## Maximize Tire Life

Fine tune your wheel torque to match the underfoot conditions and maximize performance while extending tire life. Cat Waste Handlers feature wheel torque adjustments through an exclusive Rimpull Control feature designed to keep your operating costs low.





## Customize Your Experience

Make it yours.

Work as one with your machine by customizing the controls.

### Flexible Power Train

A smooth, step-less electronically controlled hydrostatic transmission provides adjustable power to the ground with excellent groundspeed control and customizable feel.

- **Select your Power Train Mode:**
  - Torque Converter (TC) for smooth rollout.
  - Hystat for aggressive engine braking.
  - Default mode which blends the best of Hystat and Torque Converter characteristics.
- **Reduce tire wear** using Rimpull control which enables you to match available tractive power to underfoot conditions.
- **Set Directional Shift Response**, soft and smooth for material handling applications or sharp for aggressive operation.



### Adjustable Electro Hydraulic Controls

Easily customize the hydraulic performance through touch screen display to optimize your efficiency.

- **Optimize hydraulic modulation** with Fine Mode control when working with forks.
- **Quicker Hydraulic response** for fine grading at speed and quick functions through Lift and Tilt response settings.
- **Fully adjustable ride control** activation speed along with 3rd function auxiliary flow for powering a roll out bucket.

### Operator Profiles and Coded Start

- The M Series Wheel Loaders will remember you and your personal settings with unique operator codes to make this machine truly yours and keep it secure on the job site.



**Efficiently Powerful**  
 Experience hybrid-like fuel efficiency with more power when you need it.

**Power on Demand**

A choice of Power Modes allows you to choose between maximum fuel efficiency or boosted power along with hydraulic speed to get your work done even quicker.



**Standard Power Mode**

- Saves up to 10% fuel compared to previous K Series models while running at an efficient 1,600 rpm.
- Recommended for load and carry to maximize fuel efficiency.
- Power-by-range logic increases power in speed Range 4 automatically to maximize travel speed and grade climbing performance.
- Reduces cab sound levels down to a whisper quiet 64 dB(A) typical.

**Performance Power Mode**

- Enabled at the push of a button (HP+).
- Boosts engine power by up to 10% in all speed ranges.
- Boosts engine speed by over 12%.
- Increases hydraulic cycle times and productivity.

## Six Cylinders of Efficient Power

The Cat C7.1 ACERT engine provides more efficient, quieter operation while delivering superior performance and durability through a high torque, low speed design. The engine meets U.S. EPA Tier 4 Final and EU Stage IV emission standards with a Clean Emissions Module that is designed to manage itself so you can concentrate on your work.

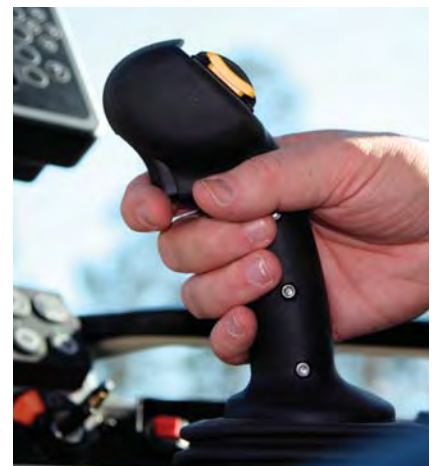
- **No downtime for regeneration** with a passive low temperature system that keeps you on the job.
- **Fit for Life Diesel Particulate Filter** that is designed to exceed the engine overhaul life.
- **Extended fluid fill intervals** with minimal use of Diesel Exhaust Fluid (DEF) with up to four fuel tank fills per DEF fill.
- **Configurable auto idle shut down** based on time and ambient temperature to further reduce fuel burn and keep operating costs low.
- **Spark arrester performance as standard** – Meets the performance requirements of EN 1834-1.2000 (section 6.4.2 Visual Test)



## Power to the Ground

Lock up and go with fully locking front differential axles that can be engaged on the move at full torque with the pull of a trigger on the seat mounted joystick. Maximize your traction with optional Limited Slip Differential on the rear axle to keep you climbing.

Independent service brakes on front and rear axles provide robust stopping performance while a push button electronic park brake allows you to safely secure the machine with ease.



# Work Made Easy

Getting the job done.



## Optimized Z-bar Linkage

The Caterpillar patented optimized Z-bar linkage combines the digging efficiency of a traditional Z-bar with integrated tool carrier capabilities for great performance and versatility.

- **Perfect Parallelism** functionality available in Fork Mode gives truly predictable performance while high tilt forces throughout the working range help you safely and confidently handle loads with precise control.
- **Visibility** to bucket corners and fork tips at ground level remain excellent while sight lines at maximum lift are improved with a Generation II lift arm design.



## Quick Loading, Performance Series Buckets

Performance Series Buckets deliver up to 10% higher fill factors and better material retention for significant productivity and fuel efficiency improvements. The buckets feature a longer floor to take a bigger bite of the pile, an open throat to heap higher and curved side bars to help with material retention. This optimized shape is echoed across the General Purpose, Light Material, and High Dump bucket families.



## Smooth and Predictable Multi-Function Performance

M Series machines feature an electro-hydraulic control system that is governed by the Intelligent Power Management system for peak efficiency. The load-sensing, variable flow system senses work demand and adjusts flow and pressure to match the operators request.

- **Multi-Function without compromise** through Caterpillar's exclusive dedicated hydraulic systems featuring three pumps.
  - 1st pump for Intelligent Hydrostatic drive
  - 2nd pump for implements
  - 3rd pump for steering system

Drive, Lift and Steer simultaneously with smooth predictable control. The M Series simply does what you ask it to.

- **Programmable in-cab kick-outs** are easy to set on the go for tilt, lower and lift. This feature is ideal for applications where the work cycle is repeatable allowing you to quickly return to programmed set points such as ground and level.
- **Fine tune hydro-mechanical performance** with fully adjustable 3rd function flow through the touch screen display (when equipped) for a perfect marriage between machine and attachments.







## Enjoy All Day Comfort

Best seat on the job site.

### Have a Seat and Experience:

- **Seat-mounted controls** featuring a low effort joystick for lift and tilt functions along with integrated Forward/Neutral/Reverse switch, differential lock trigger and optional third and fourth auxiliary functions.
- **Superior all around visibility** with single piece front windshield, new parabolic external mirrors, redesigned Generation II linkage and clean hydraulic lines routing.
- **Automatic climate control** with heated rear glass and external mirrors for a quick defrost.
- **Fully adjustable controls** including steering column, joystick and seat suspension.
- **Information at a glance** with large primary LCD display and optional full color touch screen display.
- **An extra eye on the job site** with optional integrated rear object detection and optional\* rearview camera.
- **A heated and cooled seat** option for added comfort in a wide range of climates.

*\*Standard in Europe.*





**An easy day at work with:**

- **A spacious, safe, quiet operator environment** featuring ergonomic controls, seat belt notification and optional Bluetooth™ radio with integrated microphone plus an auxiliary port.
- **Easy access to vital machine parameters** with the optional touch screen display that works in conjunction with the standard soft touch panel to allow real time adjustments to machine features and an integrated help button with over 25 languages.
- **Comfortable soft stops** at cylinder end stroke conditions and programmable kickout points with Caterpillar’s exclusive electro-hydraulic cylinder snubbing.
- **An even smoother ride** with optional Ride Control when working unloaded and loaded with excellent material retention.
- **Early starts and late finishes** are made easier with optional LED lighting package that includes engine compartment lighting to illuminate the way for checking oil, and coolant level along with refueling the machine in dark conditions.

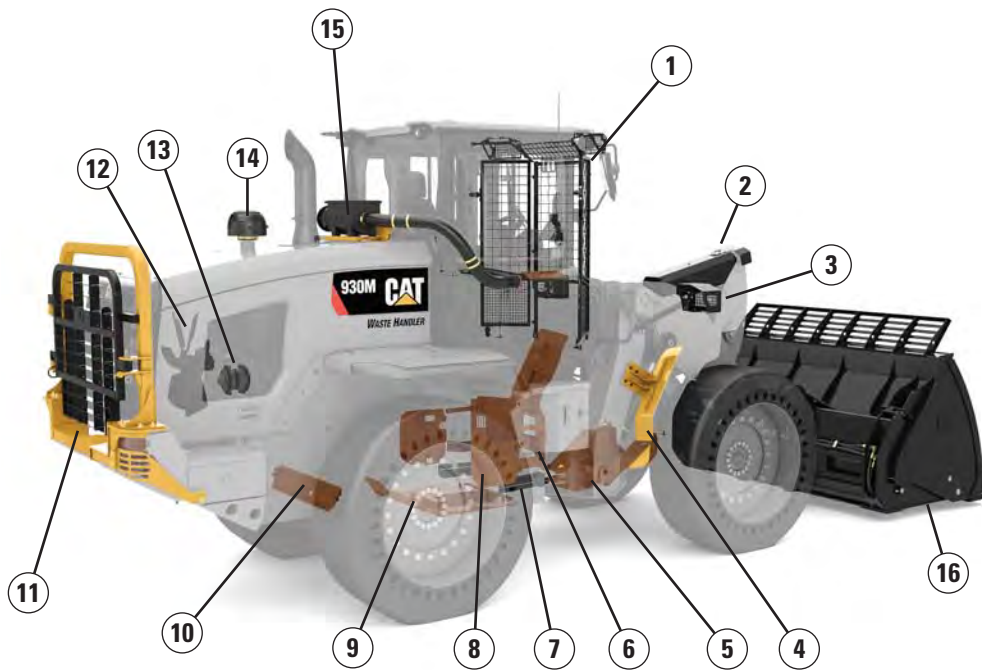


# Configured for Success

Ready to work for you.

## The Way You Want It

A complete range of optional equipment and work tools gives you the versatility to configure a Waste Handler to be successful in your business. Get with your Caterpillar dealer to configure yours.



### Guards:

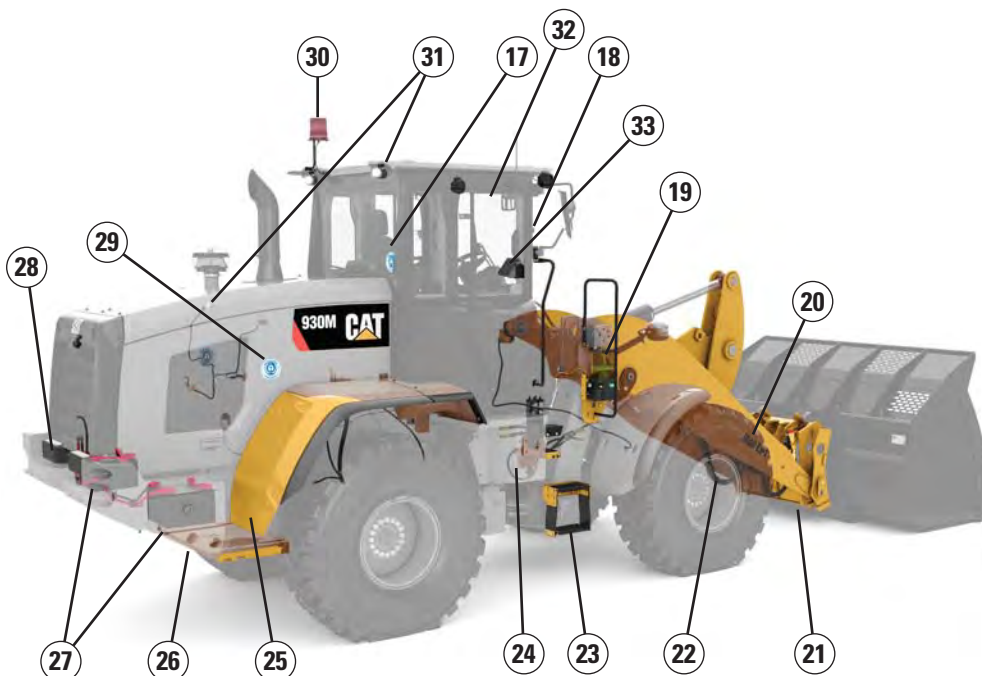
- 1) Windshield
- 2) Tilt cylinder
- 3) Lights
- 4) Fender deflectors
- 5) Drive shaft
- 6) Hitch
- 7) Steering cylinders
- 8) Side power train
- 9) Lower power train
- 10) Crank case
- 11) Rear radiator (930/938 only)

### Debris Packages:

- 12) Reversing fan
- 13) Sealed alternator
- 14) Turbine precleaner
- 15) RESPA precleaner

### Work Tools

- 16) Full range of tools



### Operator Environment:

- 17) Seat, deluxe or premium
- 18) Deluxe cab (with touch screen display)

### Other Options:

- 19) Autolube
- 20) High lift linkage
- 21) Coupler: Fusion™ and ISO 23727
- 22) Auxiliary hydraulics: 3rd and 4th
- 23) Window washing access
- 24) Ride control
- 25) Fenders: extended and full coverage
- 26) Counterweights
- 27) Cold start package
- 28) Rear object detection
- 29) Blue Angel certification
- 30) Beacon
- 31) LED auxiliary lights
- 32) CPM – Cat Production Measurement
- 33) TPM – Tire Pressure Monitoring

# Serviceability

Schedule your downtime to maximize your up time.

Get up and running quickly with ground level, daily service access and optional engine compartment lighting. Three large service doors can be opened and closed in any order to give full access to filters and service points. Extended service intervals on hydraulic and power train filters reduce service time and maximize uptime. Additional service features include:

- **Product Link™ PRO standard** with a trial subscription to VisionLink®.
- **Maintenance reminders** through touch screen display at scheduled intervals.
- **Fit for Life Diesel Particulate Filter** that is designed to exceed the engine overhaul life.
- **Quick fuel filter service** with Caterpillar's exclusive electric fuel priming pump.
- **Jump start studs** as standard equipment.
- **Extended cleanouts** with single plane cooling system and wide spaced six fins per inch coolers as standard.
- **Integrated Autolube** (optional) with adjustable greasing frequency.



# Customer Support

Unmatched service makes the difference.



## Renowned Cat Dealer Support

**Rely on your Cat dealer** to help you every step of the way with new or used machine sales, rental or rebuild options to meet your business needs.

**Maximize your machine** uptime with unsurpassed worldwide parts availability, trained technicians and customer support agreements.

**Let us earn your business.** Experience an M Series Small Wheel Loader and join the Caterpillar family.

# Small Wheel Loaders Waste Handler Specifications

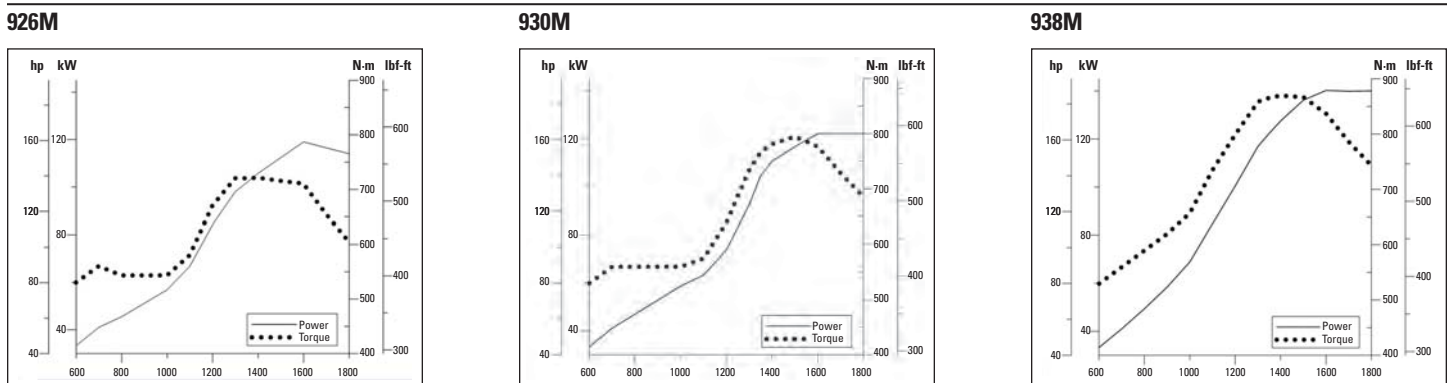
## Engine

Cat C7.1 ACERT Power Mode	926M				930M				938M			
	Performance (HP+)		Standard		Performance (HP+)		Standard		Performance (HP+)		Standard	
	Range 1-4		Range 1-3*		Range 1-4		Range 1-3*		Range 1-4		Range 1-3*	
Maximum Rated Gross Power	1,800 rpm		1,600 rpm		1,800 rpm		1,600 rpm		1,800 rpm		1,600 rpm	
Maximum Engine Speed	1,800 rpm		1,600 rpm		1,800 rpm		1,600 rpm		1,800 rpm		1,600 rpm	
ISO 14396	114	153	109	146	122	164	119	160	140	188	129	173
ISO 14396 (DIN)	114	155	109	148	122	166	119	162	140	190	129	175
Rated Net Power	1,800 rpm		1,600 rpm		1,800 rpm		1,600 rpm		1,800 rpm		1,600 rpm	
SAE J1349 at Minimum Fan Speed	110	148	105	141	117	157	115	154	136	182	125	168
ISO 9249 (1977)/EEC 80/1269 at Minimum Fan Speed	111	149	106	142	119	160	116	156	137	184	126	169
ISO 9249 (DIN) at Minimum Fan Speed	111	151	106	144	119	162	116	158	137	186	126	171
Maximum Gross Torque	<b>N-m</b>	<b>lbf-ft</b>	<b>N-m</b>	<b>lbf-ft</b>	<b>N-m</b>	<b>lbf-ft</b>	<b>N-m</b>	<b>lbf-ft</b>	<b>N-m</b>	<b>lbf-ft</b>	<b>N-m</b>	<b>lbf-ft</b>
ISO 14396	721	531	721	531	804	592	804	592	879	648	879	648
Maximum Net Torque												
SAE J1349	694	511	694	511	768	566	768	566	843	621	843	621
ISO 9249 (1977)/EEC 80/1269	702	517	702	517	776	572	776	572	852	628	852	628
Displacement	7.01 L		427 in <sup>3</sup>		7.01 L		427 in <sup>3</sup>		7.01 L		427 in <sup>3</sup>	
Bore	105 mm		4 in		105 mm		4 in		105 mm		4 in	
Stroke	135 mm		5 in		135 mm		5 in		135 mm		5 in	

\* Range 4 power and torque is equal to Performance Mode with Caterpillar Power by Range technology.

- Net power ratings are tested at the reference conditions for the specified standard and denote power available at the flywheel when the engine is equipped with alternator, air cleaner, emission components and fan at specified speed.
- No derating required up to 3000 m (10,000 ft) altitude. Auto derate protects hydraulic and transmission systems.
- The Cat C7.1 ACERT engine meets Tier 4 Final/Stage IV emission standards.
- Spark arrester performance as standard – Meets the performance requirements of EN 1834-1:2000 (section 6.4.2 Visual Test).

## Engine Torque



## Cab



- ROPS: ISO 3471: 2008, FOPS: ISO 3449: 2005 LEVEL II
- Declared Sound Levels
  - Operator Sound Pressure Level (ISO 6396:2008): 68 dB(A)\*
  - Exterior Sound Power Level (ISO 6395:2008): 101 dB(A)\*

- \* Measurements were conducted at 70% of maximum engine cooling fan speed. Sound level may vary at different engine cooling fan speeds. The cab was properly installed and maintained. The measurements were conducted with the cab doors and the cab windows closed.
  - The Blue Angel environmental label is an optional attachment for Europe only.

# Small Wheel Loaders Waste Handler Specifications

## Loader Hydraulic System



- Implement system uses a dedicated load sensing variable displacement pump with dual double acting lift cylinders and a single double acting tilt cylinder.
- Flow values listed are for a machine running in Performance Power Mode (1,800 rpm).

\* 3rd function flow is fully adjustable from 20% to 100% of maximum flow through the touch screen display when equipped.

	926M		930M		938M	
Maximum Flow – Implement Pump	150 L/min	40 gal/min	190 L/min	50 gal/min	190 L/min	50 gal/min
3rd Function Maximum Flow*	150 L/min	40 gal/min	190 L/min	50 gal/min	190 L/min	50 gal/min
Maximum Working Pressure – Implement Pump	26 000 kPa	3,771 psi	25 000 kPa	3,626 psi	28 000 kPa	4,061 psi
Relief Pressure – Tilt Cylinder	28 000 kPa	4,061 psi	28 000 kPa	4,061 psi	30 000 kPa	4,351 psi
3rd Function Maximum Working Pressure	26 000 kPa	3,771 psi	25 000 kPa	3,626 psi	28 000 kPa	4,061 psi
3rd Function Relief Pressure	28 000 kPa	4,061 psi	28 000 kPa	4,061 psi	30 000 kPa	4,351 psi
Lift Cylinder: Double Acting						
Bore Diameter	110 mm	4.3 in	120 mm	4.7 in	120 mm	4.7 in
Rod Diameter	60 mm	2.4 in	65 mm	2.6 in	65 mm	2.6 in
Stroke	728 mm	28.7 in	728 mm	28.7 in	789 mm	31.1 in
Tilt Cylinder: Double Acting						
Bore Diameter	130 mm	5.1 in	150 mm	5.9 in	150 mm	5.9 in
Rod Diameter	70 mm	2.8 in	90 mm	3.5 in	90 mm	3.5 in
Stroke	555 mm	21.9 in	555 mm	21.9 in	555 mm	21.9 in
Cycle Times: Performance (HP+) at 1,800 rpm/ Standard Power Mode at 1,600 rpm						
Raise (Ground Level to Maximum Lift)	5.5/6.2 seconds		5.1/5.7 seconds		5.5/6.2 seconds	
Dump (at Maximum Lift Height)	1.5/1.7 seconds		1.5/1.7 seconds		1.5/1.7 seconds	
Float Down (Maximum Lift to Ground Level)	2.6/2.6 seconds		2.7/2.7 seconds		2.7/2.7 seconds	
Total Cycle Time	9.6/10.5 seconds		9.3/10.1 seconds		9.7/10.6 seconds	

## Steering



- Steering system uses a dedicated load sensing variable displacement pump with dual double acting cylinders.
- Flow values listed are for a machine running in Performance Power Mode (1,800 rpm).

	926M		930M		938M	
Steering Cylinder: Double Acting						
Bore Diameter	70 mm	2.8 in	70 mm	2.8 in	80 mm	3.1 in
Rod Diameter	40 mm	1.6 in	40 mm	1.6 in	50 mm	2 in
Stroke	438 mm	17.2 in	438 mm	17.2 in	399 mm	15.7 in
Maximum Flow – Steering Pump	130 L/min	34 gal/min	130 L/min	34 gal/min	130 L/min	34 gal/min
Maximum Working Pressure – Steering Pump	24 130 kPa	3,500 psi	24 130 kPa	3,500 psi	24 130 kPa	3,500 psi
Maximum Steering Torque						
0° (Straight Machine)	50 375 N·m	37,155 lbf-ft	50 375 N·m	37,155 lbf-ft	57 630 N·m	42,506 lbf-ft
40° (Full Turn)	37 620 N·m	27,747 lbf-ft	37 620 N·m	27,747 lbf-ft	42 570 N·m	31,398 lbf-ft
Steering Cycle Times (Full Left to Full Right)						
Minimum RPM: Pump Flow Limited	2.8 seconds		2.8 seconds		3.1 seconds	
Maximum RPM: 90 rpm Steering Wheel Speed	2.4 seconds		2.4 seconds		2.3 seconds	

# Small Wheel Loaders Waste Handler Specifications

## Transmission



\* Creeper control allows maximum speed range adjustability from 1 km/h (0.6 mph) to 13 km/h (8 mph) in Range 1 through the touch screen display when equipped. Factory default is 7 km/h (4.4 mph).

	926M		930M		938M	
Forward and Reverse						
Range 1*	1-13 km/h	0.6-8 mph	1-13 km/h	0.6-8 mph	1-13 km/h	0.6-8 mph
Range 2	13 km/h	8 mph	13 km/h	8 mph	13 km/h	8 mph
Range 3	27 km/h	17 mph	27 km/h	17 mph	27 km/h	17 mph
Range 4	40 km/h	25 mph	40 km/h	25 mph	40 km/h	25 mph

## Service Refill Capacities

	926M		930M		938M	
Fuel Tank	195 L	51.5 gal	195 L	51.5 gal	195 L	51.5 gal
Diesel Exhaust Fluid (DEF) Tank	19 L	5.0 gal	19 L	5.0 gal	19 L	5.0 gal
Cooling System	30 L	7.9 gal	30 L	7.9 gal	32 L	8.5 gal
Engine Crankcase	20 L	5.3 gal	20 L	5.3 gal	20 L	5.3 gal
Transmission (Gear Box)	8.5 L	2.2 gal	8.5 L	2.2 gal	11 L	2.9 gal
Axles						
Front	21 L	5.5 gal	26 L	6.9 gal	35 L	9.2 gal
Rear	21 L	5.5 gal	25 L	6.6 gal	35 L	9.2 gal
Hydraulic System (Including Tank)	160 L	42.3 gal	165 L	43.6 gal	170 L	44.9 gal
Hydraulic Tank	90 L	23.8 gal	90 L	23.8 gal	90 L	23.8 gal

## Power Train



- Power train is governed by the Caterpillar exclusive Intelligent Power Management system to deliver peak performance and efficiency.
- Offset rims available to meet European roading requirements.

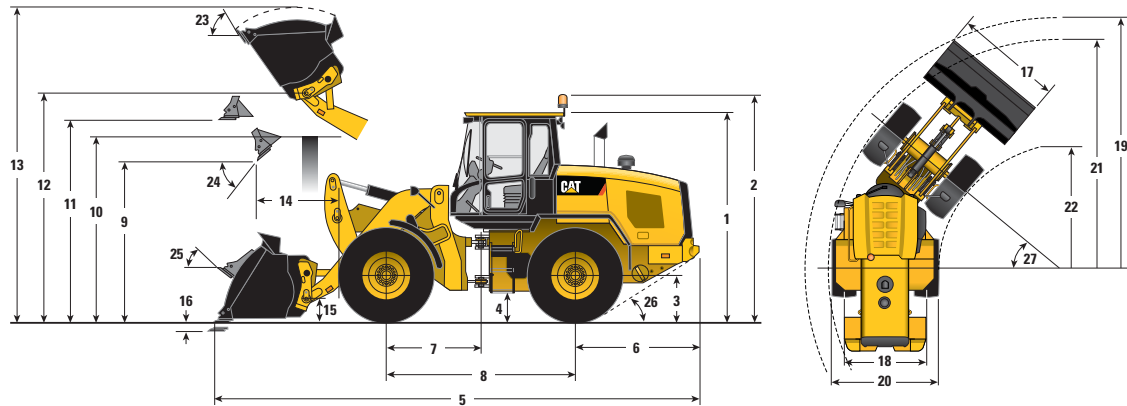
\*Differential front locking axle can be engaged on the go at full torque to 10 km/h (6.2 mph) on the 926M/930M and up to 20 km/h (12.4 mph) on the 938M.

	926M	930M	938M
Front Axle	Fixed	Fixed	Fixed
Traction Aid*	Locking differential (standard)	Locking differential (standard)	Locking differential (standard)
Rear Axle	Oscillating	Oscillating	Oscillating
Oscillation Angle by Tire Size			
17.5 R25	± 13.5 degrees	—	—
20.5 R25, 550/65, 600/65, 650/65	± 10.5 degrees	± 10.5 degrees	± 10.5 degrees
23.5 R25	—	—	± 7 degrees
Traction Aid (optional)	Limited slip differential	Limited slip differential	Limited slip differential
Brakes			
Service	Inboard wet disc	Inboard wet disc	Outboard wet disc
Park	Spring applied hydraulically released	Spring applied hydraulically released	Spring applied hydraulically released

# Small Wheel Loaders Waste Handler Specifications

## Dimensions with Bucket

All dimensions are approximate. Dimensions will vary with bucket, and tire choice. Refer to Operating Specifications with Buckets.



	Standard Lift						High Lift					
	926M		930M		938M		926M HL		930M HL		938M HL	
	mm	ft/in	mm	ft/in	mm	ft/in	mm	ft/in	mm	ft/in	mm	ft/in
** 1 Height: Ground to Cab	3375	11'0"	3375	11'0"	3375	11'0"	3375	11'0"	3375	11'0"	3375	11'0"
** 2 Height: Ground to Beacon	3742	12'3"	3742	12'3"	3742	12'3"	3742	12'3"	3742	12'3"	3742	12'3"
** 3 Height: Ground Axle Center	720	2'4"	720	2'4"	720	2'4"	720	2'4"	720	2'4"	720	2'4"
** 4 Height: Ground Clearance	432	1'5"	432	1'5"	421	1'4"	432	1'5"	432	1'5"	421	1'4"
* 5 Length: Overall	7645	25'0"	7754	25'5"	7987	26'2"	8294	27'2"	8556	28'0"	8735	28'7"
6 Length: Rear Axle to Bumper	1986	6'6"	1993	6'6"	1968	6'5"	1986	6'6"	1993	6'6"	1968	6'5"
7 Length: Hitch to Front Axle	1500	4'11"	1500	4'11"	1525	5'0"	1500	4'11"	1500	4'11"	1525	5'0"
8 Length: Wheel Base	3000	9'10"	3000	9'10"	3050	10'0"	3000	9'10"	3000	9'10"	3050	10'0"
* 9 Clearance: Bucket at 45°	2707	8'10"	2635	8'7"	2569	8'5"	3212	10'6"	3242	10'7"	3168	10'4"
** 10 Clearance: Load Over Height	3365	11'0"	3366	11'0"	3389	11'1"	3585	11'9"	3575	11'8"	3596	11'9"
** 11 Clearance: Level Bucket	3615	11'10"	3615	11'10"	3676	12'0"	4108	13'5"	4208	13'9"	4257	13'11"
** 12 Height: Bucket Pin	3942	12'11"	3942	12'11"	4004	13'1"	4435	14'6"	4535	14'10"	4585	15'0"
** 13 Height: Overall	5239	17'2"	5344	17'6"	5574	18'3"	5732	18'9"	5937	19'5"	6155	20'2"
* 14 Reach: Bucket at 45°	1073	3'6"	1146	3'9"	1309	4'3"	1329	4'4"	1487	4'10"	1603	5'3"
15 Carry Height: Bucket Pin	464	1'6"	464	1'6"	477	1'6"	650	2'1"	690	2'3"	688	2'3"
** 16 Dig Depth	65	0'2.5"	65	0'2.5"	66	0'2.5"	100	0'3.9"	100	0'3.9"	100	0'3.9"
17 Width: Bucket	2750	9'0"	2750	9'0"	2750	9'0"	2750	9'0"	2750	9'0"	2750	9'0"
18 Width: Tread Center	1930	6'3"	1930	6'3"	2083	6'10"	1930	6'3"	1930	6'3"	2083	6'10"
19 Turning Radius: Over Bucket	6077	19'11"	6108	20'0"	6240	20'5"	6392	20'11"	6496	21'3"	6611	21'8"
20 Width: Over Tires	2540	8'4"	2540	8'4"	2540	8'4"	2540	8'4"	2540	8'4"	2540	8'4"
21 Turning Radius: Outside of Tires	5402	17'8"	5402	17'8"	5546	18'2"	5402	17'8"	5402	17'8"	5546	18'2"
22 Turning Radius: Inside of Tires	2851	9'4"	2851	9'4"	2843	9'3"	2851	9'4"	2851	9'4"	2843	9'3"
23 Rack Angle at Full Lift	54°		54°		54°		51°		53°		53°	
24 Dump Angle at Full Lift	45°		45°		46°		44°		44°		44°	
25 Rack Angle at Carry	44°		44°		45°		48°		50°		49°	
26 Departure Angle	33°		33°		33°		33°		33°		33°	
27 Articulation Angle	40°		40°		40°		40°		40°		40°	
	<b>kg</b>	<b>lb</b>	<b>kg</b>	<b>lb</b>	<b>kg</b>	<b>lb</b>	<b>kg</b>	<b>lb</b>	<b>kg</b>	<b>lb</b>	<b>kg</b>	<b>lb</b>
Operating Weight	14 057	30,981	15 087	33,251	17 493	38,555	14 335	31,594	15 319	33,763	17 391	38,330

\*Dimensions listed are for a machine configured with Fusion Light Material buckets, bolt-on cutting edges, heavy counterweight (except 938M HL), waste guarding, 80 kg (176 lb) operator, and Michelin 20.5 R25 (L-5) XMINE D2 tires.



# Small Wheel Loaders Waste Handler Specifications

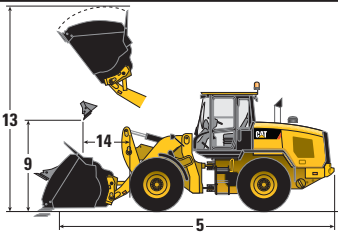
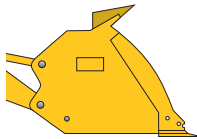

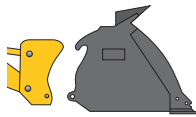
## Supplemental Operating Data – Tires on Standard Lift Linkage Machine

Base Tire: 20.5 R25 L5	L3		Solid Tires			
	20.5 R25 XHA2		New		Worn	
	mm	in	mm	in	mm	in
Vertical Heights	-35	-1.4	24	0.9	-125.5	-4.9
Reach: Bucket at 45°	+22	+0.9	-1	0	+171	+6.7
	kg	lb	kg	lb	kg	lb
Tipping Load – Straight	-384	-847	+555	+1,223	-453	-998
Tipping Load – Full Turn	-336	-740	+506	+1,115	-375	-826
Operating Weight	-605	-1,334	+1480	+3,261	-108	-238

## Supplemental Operating Data – Tires on High Lift Linkage Machine

Base Tire: 20.5 R25 L5	L3		Solid Tires			
	20.5 R25 XHA2		New		Worn	
	mm	in	mm	in	mm	in
Vertical Heights	-35	-1.4	24	0.9	-125.5	-4.9
Reach: Bucket at 45°	+22	+0.9	-1	0	+171	+6.7
	kg	lb	kg	lb	kg	lb
Tipping Load – Straight	-298	-657	+431	+949	-351	-773
Tipping Load – Full Turn	-260	-574	+393	+866	-291	-641
Operating Weight	-605	-1,334	+1480	+3,261	-108	-238

## Operating Specifications with Light Material Buckets

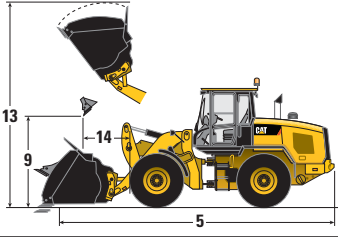
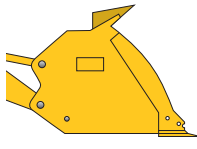

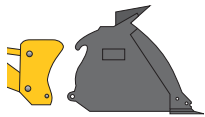
							
<b>926M Waste Handler Standard Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	3.5	4.2	3.5	4.2	3.5	4.2
	yd <sup>3</sup>	4.6	5.5	4.6	5.5	4.6	5.5
Width: Bucket	mm	2750	2750	2750	2750	2750	2750
	ft/in	9'0"	9'0"	9'0"	9'0"	9'0"	9'0"
Nominal Material Density	kg/m <sup>3</sup>	922	743	878	707	840	673
	120% Fill Factor lb/yd <sup>3</sup>	1,546	1,251	1,473	1,191	1,408	1,133
<b>9</b> Clearance: Full Lift 45° Dump	mm	2666	2545	2635	2515	2562	2442
	ft/in	8'8"	8'4"	8'7"	8'3"	8'4"	8'0"
<b>14</b> Reach: Full Lift 45° Dump	mm	1117	1237	1146	1266	1184	1305
	ft/in	3'7"	4'0"	3'9"	4'1"	3'10"	4'3"
<b>5</b> Length: Overall	mm	7705	7875	7747	7917	7847	8017
	ft/in	25'3"	25'10"	25'5"	25'11"	25'8"	26'3"
<b>13</b> Height: Overall	mm	5319	5480	5344	5506	5420	5587
	ft/in	17'5"	17'11"	17'6"	18'0"	17'9"	18'3"
Tipping Load – Straight ISO 14397-1*	kg	9051	8777	8660	8393	8283	7995
	lb	19,947	19,345	19,085	18,498	18,254	17,621
Tipping Load – Full Turn ISO 14397-1*	kg	7745	7494	7376	7132	7053	6787
	lb	17,070	16,516	16,257	15,717	15,545	14,957
Breakout Force	kg	7866	6877	7585	6649	7075	5945
	lb	17,336	15,156	16,718	14,654	15,593	13,102
Operating Weight	kg	13 812	13 941	14 175	14 304	14 095	14 258
	lb	30,440	30,726	31,240	31,526	31,065	31,424
<b>926M Waste Handler High Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	3.5	4.2	3.5	4.2	3.5	4.2
	yd <sup>3</sup>	4.6	5.5	4.6	5.5	4.6	5.5
Width: Bucket	mm	2750	2750	2750	2750	2750	2750
	ft/in	9'0"	9'0"	9'0"	9'0"	9'0"	9'0"
Nominal Material Density	kg/m <sup>3</sup>	691	556	650	522	628	501
	120% Fill Factor lb/yd <sup>3</sup>	1,159	935	1,091	878	1,053	843
<b>9</b> Clearance: Full Lift 45° Dump	mm	3172	3053	3142	3023	3069	2951
	ft/in	10'4"	10'0"	10'3"	9'11"	10'0"	9'8"
<b>14</b> Reach: Full Lift 45° Dump	mm	1373	1496	1403	1525	1443	1565
	ft/in	4'6"	4'10"	4'7"	5'0"	4'8"	5'1"
<b>5</b> Length: Overall	mm	8354	8524	8396	8566	8490	8660
	ft/in	27'4"	27'11"	27'6"	28'1"	27'10"	28'4"
<b>13</b> Height: Overall	mm	5812	5973	5837	5999	5913	6080
	ft/in	19'0"	19'7"	19'1"	19'8"	19'4"	19'11"
Tipping Load – Straight ISO 14397-1*	kg	6849	6627	6489	6271	6266	6022
	lb	15,096	14,605	14,300	13,821	13,811	13,272
Tipping Load – Full Turn ISO 14397-1*	kg	5807	5601	5463	5261	5277	5048
	lb	12,799	12,343	12,041	11,596	11,629	11,124
Breakout Force	kg	7457	6512	7188	6294	6702	5624
	lb	16,434	14,353	15,841	13,871	14,771	12,395
Operating Weight	kg	14 090	14 220	14 453	14 583	14 373	14 536
	lb	31,054	31,340	31,854	32,140	31,678	32,038

\*Full compliance to ISO 14397-1 (2007) Section 1 thru 6, which requires 2% verification between calculation and testing.

Note: Dimensions listed are for a machine configured with, optional counterweights, waste guarding, 80 kg (176 lb) operator, and Michelin 20.5 R25 (L-5) XMIINE D2 tires.

# Light Material Buckets

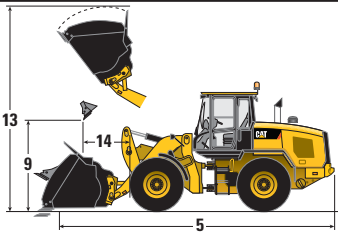
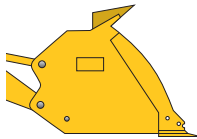

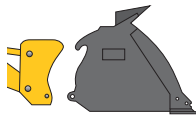
## Operating Specifications with Light Material Buckets

							
<b>930M Waste Handler Standard Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	3.8	5.0	3.8	5.0	3.5	5.0
	yd <sup>3</sup>	5	6.5	5	6.5	4.6	6.5
Width: Bucket	mm	2750	2750	2750	2750	2750	2750
	ft/in	9'0"	9'0"	9'0"	9'0"	9'0"	9'0"
Nominal Material Density	kg/m <sup>3</sup>	945	705	904	674	954	642
	120% Fill Factor lb/yd <sup>3</sup>	1,583	1,195	1,514	1,142	1,600	1,089
<b>9</b> Clearance: Full Lift 45° Dump	mm	2608	2545	2578	2515	2562	2392
	ft/in	8'6"	8'4"	8'5"	8'3"	8'4"	7'10"
<b>14</b> Reach: Full Lift 45° Dump	mm	1174	1237	1203	1266	1184	1356
	ft/in	3'10"	4'0"	3'11"	4'1"	3'10"	4'5"
<b>5</b> Length: Overall	mm	7794	7882	7836	7924	7854	8096
	ft/in	25'6"	25'10"	25'8"	25'11"	25'9"	26'6"
<b>13</b> Height: Overall	mm	5391	5760	5418	5787	5420	5875
	ft/in	17'8"	18'10"	17'9"	18'11"	17'9"	19'3"
Tipping Load – Straight ISO 14397-1*	kg	10 124	9953	9722	9554	9446	9121
	lb	22,313	21,936	21,427	21,057	20,819	20,102
Tipping Load – Full Turn ISO 14397-1*	kg	8619	8457	8241	8082	8014	7710
	lb	18,995	18,639	18,163	17,813	17,663	16,992
Breakout Force	kg	10 109	8942	9763	8659	9270	7789
	lb	22,281	19,707	21,517	19,083	20,430	17,167
Operating Weight	kg	14 790	14 934	15 153	15 294	15 007	15 230
	lb	32,596	32,913	33,396	33,708	33,075	33,567
<b>930M Waste Handler High Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	3.8	5.0	3.8	5.0	3.5	5.0
	yd <sup>3</sup>	5	6.5	5	6.5	4.6	6.5
Width: Bucket	mm	2750	2750	2750	2750	2750	2750
	ft/in	9'0"	9'0"	9'0"	9'0"	9'0"	9'0"
Nominal Material Density	kg/m <sup>3</sup>	674	500	636	472	681	455
	120% Fill Factor lb/yd <sup>3</sup>	1,129	848	1,066	800	1,142	771
<b>9</b> Clearance: Full Lift 45° Dump	mm	3215	3154	3186	3124	3170	3002
	ft/in	10'6"	10'4"	10'5"	10'2"	10'4"	9'10"
<b>14</b> Reach: Full Lift 45° Dump	mm	1517	1580	1546	1610	1527	1701
	ft/in	4'11"	5'2"	5'0"	5'3"	5'0"	5'6"
<b>5</b> Length: Overall	mm	8595	8684	8637	8726	8650	8892
	ft/in	28'2"	28'5"	28'4"	28'7"	28'4"	29'2"
<b>13</b> Height: Overall	mm	5984	6352	6010	6380	6013	6468
	ft/in	19'7"	20'10"	19'8"	20'11"	19'8"	21'2"
Tipping Load – Straight ISO 14397-1*	kg	7304	7152	6941	6792	6831	6555
	lb	16,098	15,763	15,298	14,969	15,054	14,446
Tipping Load – Full Turn ISO 14397-1*	kg	6149	6003	5803	5660	5721	5459
	lb	13,552	13,230	12,790	12,474	12,608	12,032
Breakout Force	kg	9855	8714	9515	8436	9033	7586
	lb	21,720	19,204	20,971	18,593	19,908	16,718
Operating Weight	kg	15 022	15 166	15 385	15 526	15 239	15 462
	lb	33,108	33,425	33,908	34,219	33,587	34,078

\*Full compliance to ISO 14397-1 (2007) Section 1 thru 6, which requires 2% verification between calculation and testing.

Note: Dimensions listed are for a machine configured with, optional counterweights, waste guarding, 80 kg (176 lb) operator, and Michelin 20.5 R25 (L-5) XMIINE D2 tires.

## Operating Specifications with Light Material Buckets

							
<b>938M Waste Handler Standard Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	4.2	5.0	4.2	5.0	4.2	5.0
	yd <sup>3</sup>	5.5	6.5	5.5	6.5	5.5	6.5
Width: Bucket	mm	2750	2750	2750	2750	2750	2750
	ft/in	9'0"	9'0"	9'0"	9'0"	9'0"	9'0"
Nominal Material Density	kg/m <sup>3</sup>	1022	858	977	818	940	788
	120% Fill Factor lb/yd <sup>3</sup>	1,720	1,455	1,644	1,386	1,581	1335
<b>9</b> Clearance: Full Lift 45° Dump	mm	2606	2606	2569	2569	2503	2452
	ft/in	8'6"	8'6"	8'5"	8'5"	8'2"	8'0"
<b>14</b> Reach: Full Lift 45° Dump	mm	1273	1273	1309	1309	1340	1391
	ft/in	4'2"	4'2"	4'3"	4'3"	4'4"	4'6"
<b>5</b> Length: Overall	mm	7935	7935	7987	7987	8077	8149
	ft/in	26'0"	26'0"	26'2"	26'2"	26'5"	26'8"
<b>13</b> Height: Overall	mm	5542	5821	5574	5855	5649	5937
	ft/in	18'2"	19'1"	18'3"	19'2"	18'6"	19'5"
Tipping Load – Straight ISO 14397-1*	kg	12 132	12 132	11 638	11 609	11 197	11 183
	lb	26,738	26,739	25,650	25,585	24,679	24,647
Tipping Load – Full Turn ISO 14397-1*	kg	10 303	10 300	9843	9811	9470	9452
	lb	22,708	22,701	21,695	21,624	20,872	20,833
Breakout Force	kg	10 302	10 264	9915	9860	9001	8956
	lb	22,706	22,622	21,851	21,731	19,839	19,739
Operating Weight	kg	17 083	17 130	17 493	17 571	17 389	17 448
	lb	37,650	37,754	38,555	38,725	38,324	38,456
<b>938M Waste Handler High Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	4.2	5.0	4.2	5.0	4.2	5.0
	yd <sup>3</sup>	5.5	6.5	5.5	6.5	5.5	6.5
Width: Bucket	mm	2750	2750	2750	2750	2750	2750
	ft/in	9'0"	9'0"	9'0"	9'0"	9'0"	9'0"
Nominal Material Density	kg/m <sup>3</sup>	715	599	674	562	656	548
	120% Fill Factor lb/yd <sup>3</sup>	1,203	1,015	1,135	953	1,103	929
<b>9</b> Clearance: Full Lift 45° Dump	mm	3205	3205	3168	3168	3103	3054
	ft/in	10'6"	10'6"	10'4"	10'4"	10'2"	10'0"
<b>14</b> Reach: Full Lift 45° Dump	mm	1566	1566	1603	1603	1636	1688
	ft/in	5'1"	5'1"	5'3"	5'3"	5'4"	5'6"
<b>5</b> Length: Overall	mm	8683	8683	8735	8735	8819	8891
	ft/in	28'5"	28'5"	28'7"	28'7"	28'11"	29'2"
<b>13</b> Height: Overall	mm	6122	6402	6155	6436	6230	6518
	ft/in	20'1"	21'0"	20'2"	21'1"	20'5"	21'4"
Tipping Load – Straight ISO 14397-1*	kg	8555	8539	8125	8079	7898	7867
	lb	18,855	18,819	17,906	17,806	17,407	17,339
Tipping Load – Full Turn ISO 14397-1*	kg	7203	7185	6795	6749	6608	6576
	lb	15,875	15,835	14,977	14,874	14,564	14,493
Breakout Force	kg	9894	9856	9519	9464	8640	8594
	lb	21,806	21,721	20,979	20,858	19,041	18,942
Operating Weight	kg	16 981	17 028	17 391	17 469	17 287	17 346
	lb	37,426	37,529	38,330	38,501	38,099	38,231

\*Full compliance to ISO 14397-1 (2007) Section 1 thru 6, which requires 2% verification between calculation and testing.

Note: Dimensions listed are for a machine configured with, optional counterweights, waste guarding, 80 kg (176 lb) operator, and Michelin 20.5 R25 (L-5) XMIINE D2 tires.

# Light Material Buckets

## Bucket Selection for Light Material Buckets – Standard Lift

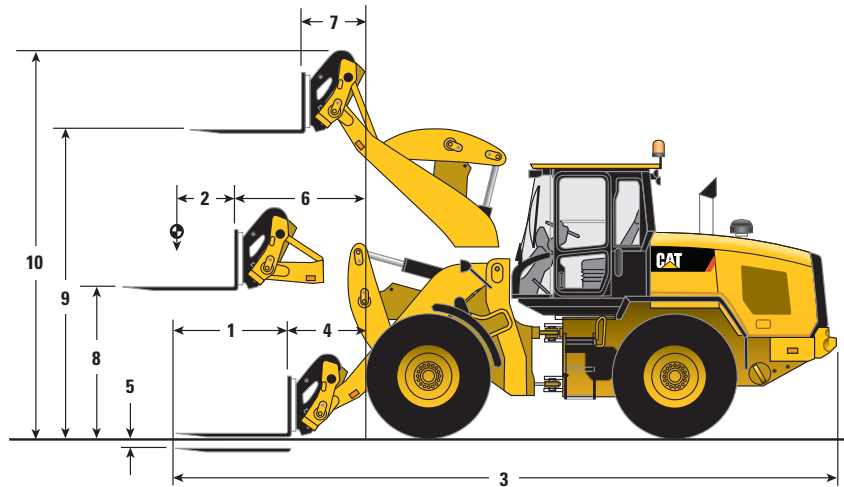
Material Type		Material Type														Tip Load Full Turn*										
		Mixed Plastics	Semi Compacted MSW	Mixed, Semi Comp. Paper	Organic Yard Waste	MSW with Light C&D	Glass – Bottles and Jars	Organic Food Scraps	C&D – Mulch Wet	MSW – Bricks, Loose	MSW – Compacted	Glass – Semi Crushed C&D – Mixed	C&D – Concrete Pieces	Fertilizer – Mixed	Loose Metal Scrap			Shredded Steel	Batteries							
Fill Factor %		120%	120%	120%	115%	120%	110%	115%	110%	120%	115%	110%	110%	110%	105%	110%	105%	1580	1580							
		m <sup>3</sup>	yd <sup>3</sup>	Counter-weight	kg/m <sup>3</sup>	380	500	620	740	860	980	1100	1220	1340	1460	1580	kg	lb								
<b>926M</b>	Pin On	3.1	(4.1)	Log/Agg																						
				Heavy																						
		4.1	(5.4)	Log/Agg																						
				Heavy																						
		5.0	(6.5)	Log/Agg																						
				Heavy																						
	Fusion	3.1	(4.1)	Log/Agg																						
				Heavy																						
		4.1	(5.4)	Log/Agg																						
				Heavy																						
		5.0	(6.5)	Log/Agg																						
				Heavy																						
<b>930M</b>	Pin On	3.1	(4.1)	Log/Agg																						
				Heavy																						
		4.1	(5.4)	Log/Agg																						
				Heavy																						
		5.0	(6.5)	Log/Agg																						
				Standard																						
	Fusion	3.1	(4.1)	Log/Agg																						
				Heavy																						
		4.1	(5.4)	Log/Agg																						
				Heavy																						
		5.0	(6.5)	Log/Agg																						
				Standard																						
<b>938M</b>	Pin On	3.5	(4.6)	Log/Agg																						
				Heavy																						
		4.1	(5.4)	Log/Agg																						
				Heavy																						
		5.0	(6.5)	Log/Agg																						
				Standard																						
	Fusion	3.5	(4.6)	Log/Agg																						
				Heavy																						
		4.1	(5.4)	Log/Agg																						
				Heavy																						
		5.0	(6.5)	Log/Agg																						
				Heavy																						

## Bucket Selection for Light Material Buckets – High Lift

Material Type		Material Type													Tip Load Full Turn*				
		Mixed Plastics	Semi Compacted MSW	Mixed, Semi Comp. Paper	Organic Yard Waste	MSW with light C&D	Glass – Bottles and Jars	Organic Food Scraps	Organic – Mulch/Wet C&D – Bricks, Loose	MSW – Compacted	Glass – Semi Crushed C&D – Mixed	C&D – Concrete Pieces	Fertilizer – Mixed	Loose Metal Scrap			Shredded Steel	Batteries	
Fill Factor %		120%	120%	120%	115%	120%	110%	115%	110%	120%	115%	110%	110%	105%	110%	105%			
926M	Pin On	m <sup>3</sup>	Counter-weight	kg/m <sup>3</sup>	350	425	500	575	650	725	800	875	950	1025	1100	kg	lb		
		yd <sup>3</sup>	lb/yd <sup>3</sup>	(590)	(716)	(843)	(969)	(1,095)	(1,222)	(1,348)	(1,474)	(1,601)	(1,727)	(1,854)					
926M	Pin On	3.1 (4.1)	Log/Agg	Not Available															
			Heavy								115%	110%	105%	100%			5931	(13,076)	
		4.1 (5.4)	Log/Agg	Not Available															
		Heavy								115%	110%	105%	100%				5601	(12,347)	
	5.0 (6.5)	Log/Agg	Not Available																
		Heavy								115%	110%	105%	100%					5547	(12,229)
926M	Fusion	3.1 (4.1)	Log/Agg	Not Available															
			Heavy									115%	110%	105%	100%			5614	(12,376)
		4.1 (5.4)	Log/Agg	Not Available															
		Heavy									115%	110%	105%	100%				5261	(11,599)
	5.0 (6.5)	Log/Agg	Not Available																
		Heavy								115%	110%	105%	100%					5209	(11,484)
930M	Pin On	3.1 (4.1)	Log/Agg	Not Available															
			Heavy									115%	110%	105%	100%			6378	(14,060)
			Standard									115%	110%	105%	100%			5990	(13,206)
	4.1 (5.4)	Log/Agg	Not Available																
		Heavy									115%	110%	105%	100%				6052	(13,342)
		Standard									115%	110%	105%	100%				5671	(12,501)
930M	Fusion	3.1 (4.1)	Log/Agg	Not Available															
			Heavy									115%	110%	105%	100%			6056	(13,351)
		4.1 (5.4)	Log/Agg	Not Available															
		Heavy									115%	110%	105%	100%				5708	(12,584)
	5.0 (6.5)	Log/Agg	Not Available																
		Heavy								115%	110%	105%	100%					5660	(12,478)
938M	Pin On	3.5 (4.6)	Log/Agg	Not Available															
			Heavy	Not Available															
			Standard									115%	110%	105%	100%			7433	(16,387)
	4.1 (5.4)	Log/Agg	Not Available																
		Heavy	Not Available																
		Standard									115%	110%	105%	100%				7203	(15,879)
938M	Fusion	3.5 (4.6)	Log/Agg	Not Available															
			Heavy	Not Available															
			Standard									115%	110%	105%	100%			7008	(15,449)
	4.1 (5.4)	Log/Agg	Not Available																
		Heavy	Not Available																
		Standard									115%	110%	105%	100%				6795	(14,981)
5.0 (6.5)	Log/Agg	Not Available																	
	Heavy	Not Available																	
	Standard									115%	110%	105%	100%				6749	(14,878)	

# Operating Specifications

## Operating Specifications with Fusion Construction Forks



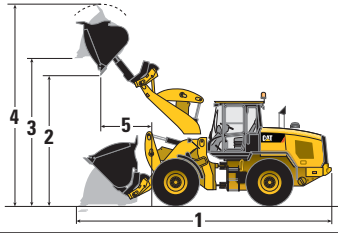
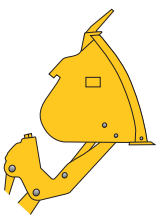
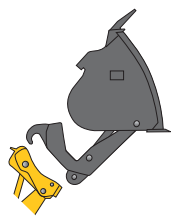
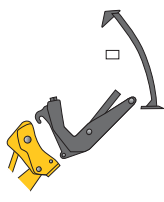
	Standard Lift						High Lift					
	926M		930M		938M		926M HL		930M HL		938M HL	
	mm	ft/in	mm	ft/in	mm	ft/in	mm	ft/in	mm	ft/in	mm	ft/in
<b>1</b> Fork Tine Length	1524	5'0"	1524	5'0"	1524	5'0"	1524	5'0"	1524	5'0"	1524	5'0"
<b>2</b> Load Center	762	2'6"	762	2'6"	762	2'6"	762	2'6"	762	2'6"	762	2'6"
<b>3</b> Length: Overall	8269	27'1"	8276	27'1"	8338	27'4"	8914	29'2"	9073	29'9"	9082	29'9"
<b>4</b> Reach: Ground	994	3'3"	994	3'3"	1031	3'4"	1639	5'4"	1791	5'10"	1775	5'9"
<b>5</b> Dig Depth	85	3.4"	85	3.4"	84	3.3"	-120	-4.7"	-120	-4.7"	-118	-4.7"
<b>6</b> Reach: Level Arm	1605	5'3"	1605	5'3"	1654	5'5"	2128	6'11"	2258	7'4"	2261	7'5"
<b>7</b> Reach: Full Lift	803	2'7"	803	2'7"	851	2'9"	1040	3'4"	1124	3'8"	1117	3'7"
<b>8</b> Clearance: Level Arm	1764	5'9"	1764	5'9"	1801	5'10"	1764	5'9"	1764	5'9"	1801	5'10"
<b>9</b> Clearance: Full Lift	3665	12'0"	3665	12'0"	3728	12'2"	4158	13'7"	4258	13'11"	4309	14'1"
<b>10</b> Height: Overall	4970	16'3"	4970	16'3"	5033	16'6"	5463	17'11"	5563	18'3"	0	0'0"
	<b>kg</b>	<b>lb</b>	<b>kg</b>	<b>lb</b>	<b>kg</b>	<b>lb</b>	<b>kg</b>	<b>lb</b>	<b>kg</b>	<b>lb</b>	<b>kg</b>	<b>lb</b>
Tipping Load – Straight: ISO 14397-1*	6392	14,088	7262	16,006	8759	19,305	5150	11,351	5606	12,356	6593	14,530
Tipping Load – Full Turn: ISO 14397-1*	5469	12,053	6187	13,636	7447	16,412	4366	9,622	4725	10,413	5559	12,251
Operating Weight	13 813	30,444	14 726	32,455	17 002	37,472	14 092	31,057	14 958	32,966	16 900	37,247
Rated Load (% of Full Turn Tip):												
50% of tip: SAE J1197**	2734	6,026	3094	6,818	3723	8,206	2183	4,811	2363	5,206	2779	6,125
60% of tip: Rough Terrain EN474-3**	3281	7,231	3712	8,182	4468	9,847	2620	5,773	2835	6,248	3335	7,351
80% of tip: Firm and level EN474-3**	4375	9,642	4950	10,909	5957	13,129	3493	7,697	3780	8,331	4447	9,801

\*Full compliance to ISO 14397-1 (2007) Section 1 thru 6, which requires 2% verification between calculation and testing.

\*\*Full compliance to EN474-3 and SAEJ1197.

Note: Dimensions listed are for a machine configured with, optional counterweights, waste guarding, 80 kg (176 lb) operator, and Michelin 20.5 R25 (L-5) XMINE D2 tires.

## Operating Specifications with High Dump Buckets

							
<b>926M Standard Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	3.0	4.1	3.0	4.1	3.0	4.1
	yd <sup>3</sup>	4	5.4	3.9	5.4	3.9	5.4
Bucket Width	mm	2528	3032	2528	3032	2528	3032
	ft/in	8'3"	9'11"	8'3"	9'11"	8'3"	9'11"
Nominal Material Density	kg/m <sup>3</sup>	936	641	931	618	864	584
120% Fill Factor	lb/yd <sup>3</sup>	1561	1073	1578	1034	1465	978
<b>1</b> Length: Overall	mm	7878	7955	7884	8027	8147	8225
	ft/in	25'10"	26'1"	25'10"	26'4"	26'8"	26'11"
<b>2</b> Dump Clearance: Full Lift Rolled Out	mm	4287	4228	4310	4309	4434	4501
	ft/in	14'0"	13'10"	14'1"	14'1"	14'6"	14'9"
<b>3</b> Clearance: Level bucket	mm	4627	4612	4641	4682	4786	4869
	ft/in	15'2"	15'1"	15'2"	15'4"	15'8"	15'11"
<b>4</b> Height: Overall	mm	6290	6333	6303	6403	6448	6570
	ft/in	20'7"	20'9"	20'8"	21'0"	21'1"	21'6"
<b>5</b> Reach: Full Lift Rolled Out	mm	1404	1433	1399	1468	1591	1572
	ft/in	4'7"	4'8"	4'7"	4'9"	5'2"	5'1"
Tipping Load – Straight ISO 14397-1*	kg	8014	7502	7925	7268	7373	6884
	lb	17,662	16,535	17,465	16,018	16,250	15,172
Tipping Load – Full Turn ISO 14397-1*	kg	6801	6308	6701	6082	6223	5750
	lb	14,989	13,901	14,769	13,405	13,715	12,673
Breakout Force	kg	6526	5999	6704	5854	5485	5007
	lb	14,382	13,221	14,776	12,901	12,089	11,036
Operating Weight	kg	14 250	14 679	14 554	14 974	14 513	14 932
	lb	31,407	32,352	32,076	33,001	31,986	32,910
<b>926M High Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	3.0	4.1	3.0	4.1	3.0	4.1
	yd <sup>3</sup>	4	5.4	3.9	5.4	3.9	5.4
Bucket Width	mm	2528	3032	2528	3032	2528	3032
	ft/in	8'3"	9'11"	8'3"	9'11"	8'3"	9'11"
Nominal Material Density	kg/m <sup>3</sup>	696	467	682	443	639	422
120% Fill Factor	lb/yd <sup>3</sup>	1162	781	1156	742	1083	706
<b>1</b> Length: Overall	mm	8530	8605	8533	8673	8797	8872
	ft/in	27'11"	28'2"	27'11"	28'5"	28'10"	29'1"
<b>2</b> Dump Clearance: Full Lift Rolled Out	mm	4727	4666	4750	4746	4865	4932
	ft/in	15'6"	15'3"	15'7"	15'6"	15'11"	16'2"
<b>3</b> Clearance: Level Bucket	mm	5077	5062	5092	5132	5225	5313
	ft/in	16'7"	16'7"	16'8"	16'10"	17'1"	17'5"
<b>4</b> Height: Overall	mm	6740	6783	6754	6852	6888	7014
	ft/in	22'1"	22'3"	22'1"	22'5"	22'7"	23'0"
<b>5</b> Reach: Full Lift Rolled Out	mm	1656	1682	1652	1721	1850	1834
	ft/in	5'5"	5'6"	5'5"	5'7"	6'0"	6'0"
Tipping Load – Straight ISO 14397-1*	kg	6037	5555	5892	5317	5535	5070
	lb	13,306	12,242	12,986	11,719	12,199	11,173
Tipping Load – Full Turn ISO 14397-1*	kg	5060	4592	4909	4363	4601	4150
	lb	11,151	10,120	10,819	9,615	10,141	9,146
Breakout Force	kg	6147	5634	6339	5520	5185	4719
	lb	13,548	12,418	13,971	12,167	11,426	10,400
Operating Weight	kg	14 529	14 957	14 832	15 252	14 791	15 210
	lb	32,021	32,965	32,690	33,615	32,600	33,523

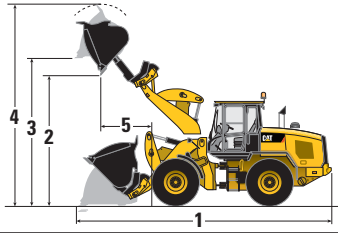
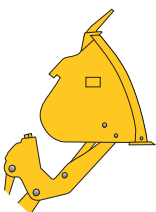
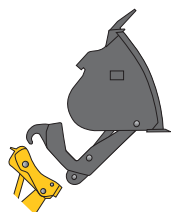
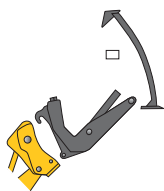
\*Full compliance to ISO 14397-1 (2007) Section 1 thru 6, which requires 2% verification between calculation and testing.

Note: Dimensions listed are for a machine configured with, optional counterweights, waste guarding, 80 kg (176 lb) operator, and Michelin 20.5 R25 (L-5) XMINE D2 tires.



# High Dump Buckets

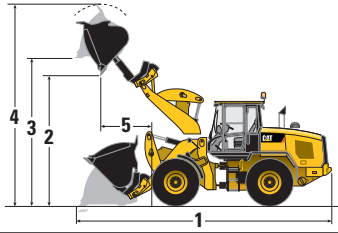
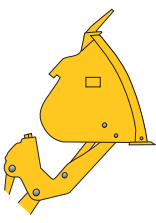
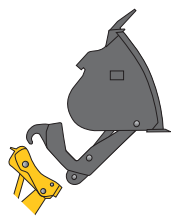
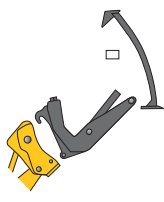
## Operating Specifications with High Dump Buckets

							
<b>930M Standard Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	3.5	5.0	3.5	5.0	3.5	5.0
	yd <sup>3</sup>	4.6	6.5	4.6	6.5	4.6	6.5
Bucket Width	mm	2728	3032	2728	3032	2728	3032
	ft/in	8'11"	9'11"	8'11"	9'11"	8'11"	9'11"
Nominal Material Density	kg/m <sup>3</sup>	914	585	886	573	840	543
	lb/yd <sup>3</sup>	1533	992	1485	971	1409	920
<b>1</b> Length: Overall	mm	7885	8082	7957	8154	8154	8352
	ft/in	25'10"	26'6"	26'1"	26'9"	26'9"	27'4"
<b>2</b> Dump Clearance: Full Lift Rolled Out	mm	4287	4134	4367	4218	4558	4411
	ft/in	14'0"	13'6"	14'3"	13'10"	14'11"	14'5"
<b>3</b> Clearance: Level bucket	mm	4627	4467	4644	4682	4884	4869
	ft/in	15'2"	14'7"	15'2"	15'4"	16'0"	15'11"
<b>4</b> Height: Overall	mm	6333	6330	6350	6545	6590	6732
	ft/in	20'9"	20'9"	20'9"	21'5"	21'7"	22'1"
<b>5</b> Reach: Full Lift Rolled Out	mm	1404	1507	1436	1547	1539	1652
	ft/in	4'7"	4'11"	4'8"	5'0"	5'0"	5'5"
Tipping Load – Straight ISO 14397-1*	kg	9091	8394	8842	8246	8400	7827
	lb	20,037	18,501	19,486	18,173	18,513	17,249
Tipping Load – Full Turn ISO 14397-1*	kg	7679	7025	7440	6872	7059	6511
	lb	16,923	15,482	16,396	15,146	15,557	14,350
Breakout Force	kg	8540	7313	8347	7164	7239	6232
	lb	18,822	16,118	18,395	15,788	15,954	13,735
Operating Weight	kg	15,254	15,694	15,555	15,985	15,514	15,944
	lb	33,619	34,588	34,283	35,231	34,193	35,140
<b>930M High Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	3.5	5.0	3.5	5.0	3.5	5.0
	yd <sup>3</sup>	4.6	6.5	4.6	6.5	4.6	6.5
Bucket Width	mm	2728	3032	2728	3032	2728	3032
	ft/in	8'11"	9'11"	8'11"	9'11"	8'11"	9'11"
Nominal Material Density	kg/m <sup>3</sup>	646	405	617	390	591	373
	lb/yd <sup>3</sup>	1083	687	1035	661	992	632
<b>1</b> Length: Overall	mm	8691	8885	8759	8952	8957	9151
	ft/in	28'6"	29'1"	28'8"	29'4"	29'4"	30'0"
<b>2</b> Dump Clearance: Full Lift Rolled Out	mm	4856	4700	4935	4783	5124	4974
	ft/in	15'11"	15'5"	16'2"	15'8"	16'9"	16'3"
<b>3</b> Clearance: Level Bucket	mm	5200	5047	5217	5255	5454	5439
	ft/in	17'0"	16'6"	17'1"	17'2"	17'10"	17'10"
<b>4</b> Height: Overall	mm	6906	6910	6923	7118	7160	7302
	ft/in	22'7"	22'8"	22'8"	23'4"	23'5"	23'11"
<b>5</b> Reach: Full Lift Rolled Out	mm	1731	1831	1766	1872	1873	1982
	ft/in	5'8"	6'0"	5'9"	6'1"	6'1"	6'6"
Tipping Load – Straight ISO 14397-1*	kg	6521	5930	6272	5743	6018	5501
	lb	14,371	13,070	13,822	12,656	13,264	12,124
Tipping Load – Full Turn ISO 14397-1*	kg	5425	4864	5184	4676	4968	4470
	lb	11,955	10,720	11,425	10,305	10,949	9,852
Breakout Force	kg	8317	7110	8129	6967	7049	6060
	lb	18,331	15,670	17,915	15,355	15,535	13,355
Operating Weight	kg	15,486	15,926	15,787	16,218	15,746	16,176
	lb	34,130	35,100	34,795	35,743	34,705	35,651

\*Full compliance to ISO 14397-1 (2007) Section 1 thru 6, which requires 2% verification between calculation and testing.

Note: Dimensions listed are for a machine configured with, optional counterweights, waste guarding, 80 kg (176 lb) operator, and Michelin 20.5 R25 (L-5) XMINE D2 tires.

## Operating Specifications with High Dump Buckets

							
<b>938M Standard Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	4.1	5.0	4.1	5.0	4.1	5.0
	yd <sup>3</sup>	5.4	6.5	5.4	6.5	5.4	6.5
Bucket Width	mm	3030	3032	3032	3032	3032	3032
	ft/in	9'11"	9'11"	9'11"	9'11"	9'11"	9'11"
Nominal Material Density	kg/m <sup>3</sup>	1019	732	881	710	845	681
	lb/yd <sup>3</sup>	1705	1241	1475	1203	1414	1154
<b>1</b> Length: Overall	mm	8015	8135	8098	8217	8285	8405
	ft/in	26'3"	26'8"	26'6"	26'11"	27'2"	27'6"
<b>2</b> Dump Clearance: Full Lift Rolled Out	mm	4299	4206	4389	4299	4574	4485
	ft/in	14'1"	13'9"	14'4"	14'1"	15'0"	14'8"
<b>3</b> Clearance: Level bucket	mm	4682	4682	4760	4760	4939	4939
	ft/in	15'4"	15'4"	15'7"	15'7"	16'2"	16'2"
<b>4</b> Height: Overall	mm	6402	6545	6481	6623	6640	6802
	ft/in	21'0"	21'5"	21'3"	21'8"	21'9"	22'3"
<b>5</b> Reach: Full Lift Rolled Out	mm	1468	1543	1509	1588	1605	1685
	ft/in	4'9"	5'0"	4'11"	5'2"	5'3"	5'6"
Tipping Load – Straight ISO 14397-1*	kg	11 907	10 471	10 367	10 199	9941	9787
	lb	26,242	23,078	22,848	22,479	21,909	21,570
Tipping Load – Full Turn ISO 14397-1*	kg	10 028	8787	8673	8517	8312	8168
	lb	22,102	19,367	19,115	18,770	18,319	18,001
Breakout Force	kg	9512	8490	8935	8226	7828	7244
	lb	20,965	18,711	19,693	18,130	17,253	15,965
Operating Weight	kg	17 750	17 849	18 163	18 262	18 063	18 162
	lb	39,120	39,339	40,030	40,249	39,809	40,029
<b>938M High Lift</b>		<b>Pin On</b>		<b>Fusion</b>		<b>ISO 23727</b>	
Rated Capacity	m <sup>3</sup>	4.1	5.0	4.1	5.0	4.1	5.0
	yd <sup>3</sup>	5.4	6.5	5.4	6.5	5.4	6.5
Bucket Width	mm	3030	3032	3032	3032	3032	3032
	ft/in	9'11"	9'11"	9'11"	9'11"	9'11"	9'11"
Nominal Material Density	kg/m <sup>3</sup>	688	501	594	476	575	461
	lb/yd <sup>3</sup>	1151	850	995	808	963	782
<b>1</b> Length: Overall	mm	8764	8884	8842	8962	9031	9151
	ft/in	28'9"	29'1"	29'0"	29'4"	29'7"	30'0"
<b>2</b> Dump Clearance: Full Lift Rolled Out	mm	4846	4750	4934	4841	5116	5025
	ft/in	15'10"	15'7"	16'2"	15'10"	16'9"	16'5"
<b>3</b> Clearance: Level Bucket	mm	5235	5235	5313	5313	5490	5490
	ft/in	17'2"	17'2"	17'5"	17'5"	18'0"	18'0"
<b>4</b> Height: Overall	mm	6956	7099	7034	7176	7190	7353
	ft/in	22'9"	23'3"	23'0"	23'6"	23'7"	24'1"
<b>5</b> Reach: Full Lift Rolled Out	mm	1743	1815	1786	1863	1888	1966
	ft/in	5'8"	5'11"	5'10"	6'1"	6'2"	6'5"
Tipping Load – Straight ISO 14397-1*	kg	8142	7278	7113	6973	6887	6754
	lb	17,944	16,040	15,677	15,368	15,179	14,886
Tipping Load – Full Turn ISO 14397-1*	kg	6767	6018	5849	5717	5662	5536
	lb	14,913	13,263	12,891	12,600	12,479	12,202
Breakout Force	kg	9257	8115	8563	7878	7503	6938
	lb	20,401	17,886	18,872	17,363	16,536	15,290
Operating Weight	kg	17 648	17 747	18 061	18 160	17 961	18 060
	lb	38,895	39,114	39,805	40,024	39,585	39,804

\*Full compliance to ISO 14397-1 (2007) Section 1 thru 6, which requires 2% verification between calculation and testing.

Note: Dimensions listed are for a machine configured with, optional counterweights, waste guarding, 80 kg (176 lb) operator, and Michelin 20.5 R25 (L-5) XMINE D2 tires.

# High Dump Buckets

## Bucket Selection for High Dump Buckets – Standard Lift

Material Type				Material Type											Tip Load Full Turn*						
Fill Factor %				Mixed Plastics	Mixed, Semi Comp. Paper	Mixed, Semi Comp. Paper	Organic Yard Waste	MSW with Light C&D	Glass – Bottles and Jars	Organic Food Scraps	Organic – Mulch/Wet C&D – Bricks, Loose	MSW – Compacted	Glass – Semi Crushed C&D – Mixed	C&D – Concrete Pieces	Fertilizer – Mixed	Loose Metal Scrap	Shredded Steel	Batteries	kg	lb	
926M				120%	120%	115%	120%	110%	115%	110%	120%	115%	110%	115%	105%	110%	110%	105%			
Pin On				m <sup>3</sup>	yd <sup>3</sup>	Counter-weight	kg/m <sup>3</sup>	lb/yd <sup>3</sup>	380	500	620	740	860	980	1100	1220	1340	1460	1580	kg	lb
Fusion				4.1	(4.1)	Log/Agg												7190	(15,850)		
Fusion				4.1	(4.1)	Heavy	115% 110% 105% 100%											6801	(14,994)		
Fusion				4.1	(5.4)	Log/Agg												6693	(14,756)		
Fusion				4.1	(5.4)	Heavy	115% 110% 105% 100%											6308	(13,905)		
Fusion				5.0	(6.5)	Log/Agg	115% 110% 100%											6475	(14,274)		
Fusion				5.0	(6.5)	Heavy	115% 110% 105%											6095	(13,437)		
Fusion				3.1	(4.1)	Log/Agg												7094	(15,640)		
Fusion				3.1	(4.1)	Heavy	115% 110% 105% 100%											6701	(14,773)		
Fusion				4.1	(5.4)	Log/Agg	115% 110% 105% 100%											6467	(14,256)		
Fusion				4.1	(5.4)	Heavy	115% 110% 105% 100%											6082	(13,409)		
Fusion				5.0	(6.5)	Log/Agg	115% 110% 100%											6319	(13,930)		
Fusion				5.0	(6.5)	Heavy	115% 110% 105% 100%											5937	(13,089)		
930M				m <sup>3</sup>	yd <sup>3</sup>	Counter-weight	kg/m <sup>3</sup>	lb/yd <sup>3</sup>	380	500	620	740	860	980	1100	1220	1340	1460	1580	kg	lb
Pin On				3.1	(4.1)	Log/Agg	115% 110% 105% 100%											8141	(17,947)		
Pin On				3.1	(4.1)	Heavy	115% 110% 105% 100%											7752	(17,090)		
Pin On				3.1	(4.1)	Standard	115% 110% 105% 100%											7286	(16,062)		
Pin On				4.1	(5.4)	Log/Agg	115% 110% 100%											7638	(16,838)		
Pin On				4.1	(5.4)	Heavy	115% 110% 105% 100%											7252	(15,988)		
Pin On				4.1	(5.4)	Standard	115% 110% 105% 100%											6789	(14,966)		
Pin On				5.0	(6.5)	Log/Agg	115% 110% 105% 100%											7405	(16,324)		
Pin On				5.0	(6.5)	Heavy	115% 110% 105% 100%											7025	(15,487)		
Pin On				5.0	(6.5)	Standard	115% 110% 105%											6569	(14,481)		
Fusion				3.1	(4.1)	Log/Agg	115% 110% 105% 100%											8057	(17,762)		
Fusion				3.1	(4.1)	Heavy	115% 110% 105% 100%											7664	(16,895)		
Fusion				4.1	(5.4)	Log/Agg	115% 110% 105% 100%											7407	(16,329)		
Fusion				4.1	(5.4)	Heavy	115% 110% 105% 100%											7023	(15,483)		
Fusion				5.0	(6.5)	Log/Agg	115% 110% 100%											7254	(15,992)		
Fusion				5.0	(6.5)	Heavy	115% 110% 105% 100%											6872	(15,150)		
938M				m <sup>3</sup>	yd <sup>3</sup>	Counter-weight	kg/m <sup>3</sup>	lb/yd <sup>3</sup>	380	500	620	740	860	980	1100	1220	1340	1460	1580	kg	lb
Pin On				4.1	(5.4)	Log/Agg	115% 110% 105% 100%											10 439	(23,013)		
Pin On				4.1	(5.4)	Heavy	115% 110% 105% 100%											10 028	(22,108)		
Pin On				4.1	(5.4)	Standard	115% 110% 105% 100%											9524	(20,996)		
Pin On				5.0	(6.5)	Log/Agg	115% 110% 105% 100%											9156	(20,186)		
Pin On				5.0	(6.5)	Heavy	115% 110% 105% 100%											8787	(19,372)		
Pin On				5.0	(6.5)	Standard	115% 110% 105% 100%											8334	(18,372)		
Fusion				3.1	(4.1)	Log/Agg	115% 110% 105% 100%											9726	(21,441)		
Fusion				3.1	(4.1)	Heavy	115% 110% 105% 100%											9345	(20,602)		
Fusion				4.1	(5.4)	Log/Agg	115% 110% 105% 100%											9045	(19,940)		
Fusion				4.1	(5.4)	Heavy	115% 110% 105% 100%											8673	(19,120)		
Fusion				5.0	(6.5)	Log/Agg	115% 110% 105% 100%											8887	(19,592)		
Fusion				5.0	(6.5)	Heavy	115% 110% 105% 100%											8517	(18,776)		

## Bucket Selection for High Dump Buckets – High Lift

Material Type		Fill Factor %														Tip Load Full Turn*			
		120%	120%	120%	115%	120%	110%	115%	115%	110%	110%	105%	110%	110%	105%				
926M	Pin On	m³	Counter-weight	kg/m³	350	425	500	575	650	725	800	875	950	1025	1100	kg	lb		
		926M	Pin On	3.1 (4.1)	Log/Agg	Not Available							115%	110%	105%	100%		5376	(11,852)
Heavy												115%	110%	105%	100%		5060	(11,154)	
4.1 (5.4)	Log/Agg			Not Available													4907	(10,817)	
	Heavy							115%	110%	105%	100%						4592	(10,123)	
5.0 (6.5)	Log/Agg			Not Available													4730	(10,427)	
	Heavy							115%	110%	105%	100%						4419	(9,743)	
Fusion	3.1 (4.1)		Log/Agg	Not Available								115%	110%	105%	100%		5229	(11,527)	
			Heavy									115%	110%	105%	100%		4909	(10,822)	
	4.1 (5.4)		Log/Agg	Not Available													4676	(10,309)	
			Heavy					115%	110%	105%	100%						4363	(9,617)	
	5.0 (6.5)		Log/Agg	Not Available													4543	(10,016)	
			Heavy					115%	110%	105%	100%						4232	(9,329)	
930M	Pin On	3.1 (4.1)	Log/Agg	Not Available												5502	(12,130)		
			Heavy								115%	110%	105%	100%		5136	(11,322)		
		4.1 (5.4)	Log/Agg	Not Available													5035	(11,100)	
			Heavy					115%	110%	105%	100%						4671	(10,297)	
		5.0 (6.5)	Log/Agg	Not Available													4864	(10,723)	
			Heavy					115%	110%	105%	100%						4504	(9,930)	
	Fusion	3.1 (4.1)	Log/Agg	Not Available													5349	(11,793)	
			Heavy									115%	110%	105%	100%		4803	(10,589)	
		4.1 (5.4)	Log/Agg	Not Available													4676	(10,308)	
			Heavy					115%	110%	105%	100%								
		5.0 (6.5)	Log/Agg	Not Available															
			Heavy					115%	110%	105%	100%								
938M	Pin On	4.1 (5.4)	Log/Agg	Not Available												6767	(14,917)		
			Heavy	Not Available															
		5.0 (6.5)	Log/Agg	Not Available													6018	(13,267)	
			Heavy	Not Available															
		3.1 (4.1)	Log/Agg	Not Available													6414	(14,140)	
			Heavy	Not Available															
	4.1 (5.4)	Log/Agg	Not Available													5849	(12,895)		
		Heavy	Not Available								115%	110%	105%	100%		5717	(12,603)		
	5.0 (6.5)	Log/Agg	Not Available																
		Heavy	Not Available																

# Supplemental Specifications

## Optional Equipment

	926M				930M				938M			
	Operating weight		Tipping load – full turn with 3.0 m <sup>3</sup> (3.9 yd <sup>3</sup> ) Light Material Fusion bucket		Operating weight		Tipping load – full turn with 3.5 m <sup>3</sup> (4.6 yd <sup>3</sup> ) Light Material Fusion bucket		Operating weight		Tipping load – full turn with 4.2 m <sup>3</sup> (5.5 yd <sup>3</sup> ) Light Material Fusion bucket	
	kg	lb	kg	lb	kg	lb	kg	lb	kg	lb	kg	lb
<b>Change with options removed:</b>												
Counterweight, heavy group*	0	0	0	0	-320	-705	-492	-1,084	-320	-705	-480	-1,057
Guard, crankcase	-11	-23	-13	-28	-11	-23	-13	-29	-11	-24	-14	-30
Guard, power train lower	-77	-170	-66	-145	-77	-170	-67	-147	-68	-150	-59	-130
Guard, driveshaft	-44	-96	-11	-24	-44	-96	-11	-24	-45	-100	-12	-27
Guard, front window	-34	-74	-17	-37	-34	-74	-18	-39	-34	-74	-18	-39
Guard, power train side	-11	-24	-10	-22	-11	-24	-9	-19	-11	-24	-10	-22
Roading fenders	-18	-38	-22	-48	-18	-38	-23	-50	-18	-38	-23	-50
Secondary steer	-69	-151	-70	-154	-69	-151	-72	-158	-69	-151	-71	-156
Ride control	-49	-107	-25	-55	-49	-107	-26	-57	-49	-107	-26	-57
Guard, hitch	-22	-48	-14	-30	-22	-48	-14	-30	-22	-48	-14	-30
Guard, steering cylinder	-15	-33	-10	-22	-15	-33	-10	-22	-18	-39	-12	-26
<b>Change with options added:</b>												
Guard, rear waste gate	NA	NA	NA	NA	+264	+581	+456	+1,005	+284	+625	+478	+1,053
Guard, tilt cylinder	+47	+103	-3	-6	+48	+105	-3	-6	+48	+105	-4	-8

\*Not compatible with solid tires.

# Small Wheel Loaders Waste Handler Standard Equipment

## Standard Equipment

Standard equipment may vary. Consult your Cat dealer for details.

### POWER TRAIN

- Axle seal guards
- Auto idle shut down feature
- Cat C7.1 ACERT engine
  - Power Modes (Standard and Performance)
  - Power by Range (High Power in Range 4)
  - Turbocharged and aftercooled
  - Filtered crankcase breather
  - Diesel particulate filter (Fit for Life)
- Coolant protection to –34° C (–29° F)
- Differential lock in front axle
- Dry type air cleaner
- Enclosed wet disc full hydraulic brakes
- Fuel priming pump, automatic
- Fuel water separator
- Hydraulically driven demand cooling fan
- Intelligent hydrostatic transmission
  - Power train modes
  - Directional shift aggressiveness
  - Rimpull control, adjust wheel torque
  - Creeper control, adjust ground speed
- Lubed for life driveshafts
- Parking brake, electric
- Wide spaced six fins per inch cooling package
- S·O·S<sup>SM</sup> sampling ports
- Throttle lock and maximum speed limiter

### HYDRAULICS

- Automatic lift, lower and tilt kickouts
- Bucket and Fork Modes, adjustable in-cab
- Cylinder damping at kickout and end stops
- Fine Mode control in Fork Mode
- Hydraulic response setting
- Load sensing hydraulics and steering
- Seat-mounted hydraulic joystick controls

### ELECTRICAL

- Alternator, 115-amp, heavy duty
- 12V power supply in cab (2)
- Batteries, 1,000 CCA (2) 24 volt system
- Back-up alarm
- Emergency shutdown switch
- Heavy duty gear reduction starter
- Product Link PRO with trial subscription
- Remote jump start post
- Resettable main and critical function breakers

### OPERATOR ENVIRONMENT

- 75 mm (3 in) retractable seat belt, with audible alarm and indicator
- Automatic temperature control
- Binder storage net
- Cab, enclosed and pressurized
- Cup holders
- External heated mirrors with lower parabolic
- Ground level cab door release

- Gauges
  - Digital hour meter, odometer, tachometer, ground speed and direction indicator
  - Engine coolant temperature gauge
  - Fuel and Diesel Exhaust Fluid level
  - Hydraulic oil temperature gauge
- Hydraulic control lockout
- Interior cab lighting, door and dome
- Interior rearview mirrors (2)
- Lunch box storage
- Operator warning system indicators
- Radio ready speakers
- Rear window defrost, electric
- Seat-mounted controls, adjustable
- Sliding glass on the side windows
- Column mounted multi function control – lights, wipers, turn signal
- Suspension seat, fabric
- Tilt and telescopic steering wheel
- Wet arm wiper/washer, front and rear

### OTHER STANDARD EQUIPMENT

- Large-access enclosure doors
- Parallel lift loader linkage
- Recovery hitch with pin
- Remote mounted lubrication points
- Lockable compartments and enclosures

### EU STANDARD EQUIPMENT

- Cab, deluxe
- Camera, rearview

# Small Wheel Loaders Waste Handler Optional Equipment

## Optional Equipment

Optional equipment may vary. Consult your Cat dealer for details.

- Antifreeze/coolant, extended-life
- Auto lube, integrated in touch screen display
- Auxiliary flow, third and fourth function
- Axles, differential, limited slip, rear
- Axles, elevated breathers
- Beacon light, strobe
- Cab, deluxe (standard in Europe):
  - Automatic blower control
  - Electrically adjustable heated mirrors (2)
  - LED interior lighting
  - Touch screen display
- Ride control adjustable speed activation
- Preventative maintenance reminders
- Integrated help function (22 languages available)
- Sunscreen, front and rear
- Camera, rearview (standard in Europe)
- Cat Production Measurement (CPM) – fully integrated scale system, with optional printer that can print up to three copies of the weigh ticket
- Cold start package:
  - Ether starting aid, block heater and additional batteries 1,000 CCA (four in total)
- Coupler, (Fusion and ISO 23727)
- Debris packages
  - Low – standard six fins per inch package
  - Medium – reversing fan and Syklone precleaner
  - High – adds a sealed alternator to medium package
- Fenders (extended cover and full coverage)
- Guards
  - Power train, (lower, side, driveshaft and crankcase)
  - Windshield and lights
  - Cylinders, tilt and steering
- Lights, auxiliary, halogen or LED with engine compartment lights
- Rear Object Detection
- Radio packages:
  - Radio ready with Bluetooth
  - Radio, AM/FM with Bluetooth and clock
  - Radio, AM/FM with CD player deluxe, weatherband, Bluetooth and clock
- Seats:
  - Deluxe seat – fully adjustable fabric air suspension seat with high seat backrest
  - Premium seat – fully adjustable leather and fabric air suspension with high backrest and air lumbar support. Heated and cooled bottom cushion and backrest.
- Steering:
  - Dual mode and Secondary
- Tires:
  - Bias ply, 17.5, 20.5-25
  - Radial, 17.5, 20.5, 23.5, 550/65, 600/65, 650/65 R25
- Tire Pressure Monitoring (TPM) – fully integrated system with high and low pressure alerts
- Toolbox – 0.03 m<sup>3</sup> (1.2 ft<sup>3</sup>) of undercab storage
- Work tools

For more complete information on Cat products, dealer services, and industry solutions, visit us on the web at [www.cat.com](http://www.cat.com)

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SITE DEVELOPMENT PLAN

BUNDARRA LANDFILL  
URALLA SHIRE COUNCIL

## AMENDMENT, DISTRIBUTION and APPROVAL

ISSUE	AUTHOR	REVIEWER	APPROVED FOR ISSUE		
			NAME	SIGNATURE	DATE
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# 1 INTRODUCTION

## 1.1 GENERAL

Proterra Group Pty Ltd (Proterra) was engaged by Uralla Shire Council (USC) to prepare a waste management strategy to address issues relating to its waste management facilities and to investigate options for streamlining or altering methods of waste operations. USC has identified a number of key issues that are currently (or will in the future) present challenges and risks to Council. USC is also intent on enhancing and/or rationalising recycling services in a manner which is sustainable and affordable to USC rate payers.

The purpose of this document is to review the operations of the Bundarra Landfill to provide USC with guidance on complying with the relevant legislation and advice on improving operations at the facility.

## 1.2 USC'S OBJECTIVES

USC has provided clear objectives and deliverables to be addressed for the Uralla Landfill. This plan will focus on delivering solutions to the following areas:

1. Investigate the option to extend the life of the current landfill.
2. Investigate the option to develop a new landfill for Bundarra.
3. Investigate the option to close the Bundarra Landfill and replace with an upgraded transfer station and transport waste back to Uralla.
4. If Council was to close the landfill, provide estimated closure and remediation costs.
5. Provide a final options report outlining the requirements in relation to:
  - a. Operational and capital infrastructure and plant recommendations, in particular transfer station, waste transport and remediation and closure;
  - b. Identification of the impact on Council's LTFP, asset management plan, and human resourcing strategy;
  - c. Licencing, regulations and approvals;
  - d. Key gaps, barriers and risks associated with the options presented; and
  - e. Each option having costings, cost-benefit analysis and business case, where applicable.

Each deliverable listed above will be addressed with the following key issues in mind:

- Long Term Financial Plan Implications;
- Compliance with legislation;
- Service levels to the community;
- Risk Management;
- Regulatory Approvals; and

- The need to develop a Project brief for further Engineering investigations, detailed designs and cost estimates for future works.

## 2 BACKGROUND

The USC area is located in New South Wales' New England region. The USC area has a population of 6,411 people and covers an area of 3,226 square kilometres. Major industries in the area are agriculture, sheep, cattle, forestry and fishing. Neighbouring Local Government Authorities include Tamworth Regional Council, Gwydir Shire Council, Armidale Regional Council and Walcha Council. Figure 2-1 shows USC's location.

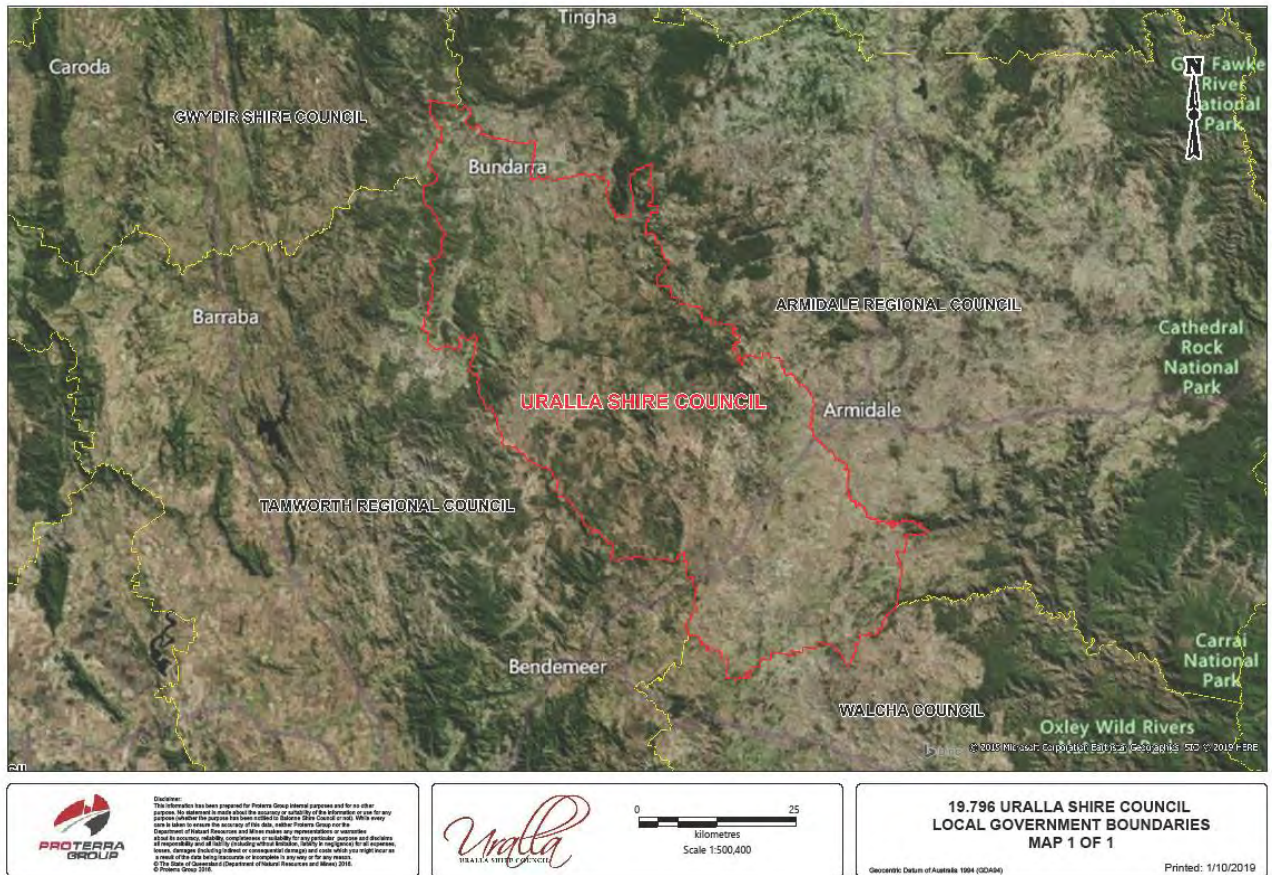


Figure 2-1 Locality Map - Uralla Shire Council Area

### 2.1.1 USC's Waste Facilities and Operations

USC operates the waste management facilities as shown in Table 2-1. The location of these sites can be seen in Figure 2-2.

Table 2-1 USC Waste Management Facilities

Waste Facility	Population	Location	Facility Type	Waste Volume (Tonnes per annum)	Staff	Hours of Operation
Uralla	2,743	Tip Road, Uralla (off Rowan Avenue)	Landfill, Community Recycling Centre and MRF	5,000 (Estimated)	1	8:00am–4:00pm (Mon, Tues, Thurs, Fri) 9:00am-2:00pm (Sat & Sun)
Bundarra	394	Bingara Road, Bundarra	Landfill (with Resource Recovery Areas)	155	1	8:00am–4:00pm (Mon, Thurs, Fri) 9:00am-3:00pm (Sun)
Kingstown	94	Bendemeer Road, Kingstown	Transfer Station	29	1	8:30am–3:30pm (Wed & Sun)
Kentucky	158	Dorley Lane, Kentucky	Domestic Recycling Station	N/A	Unstaffed	24 Hours



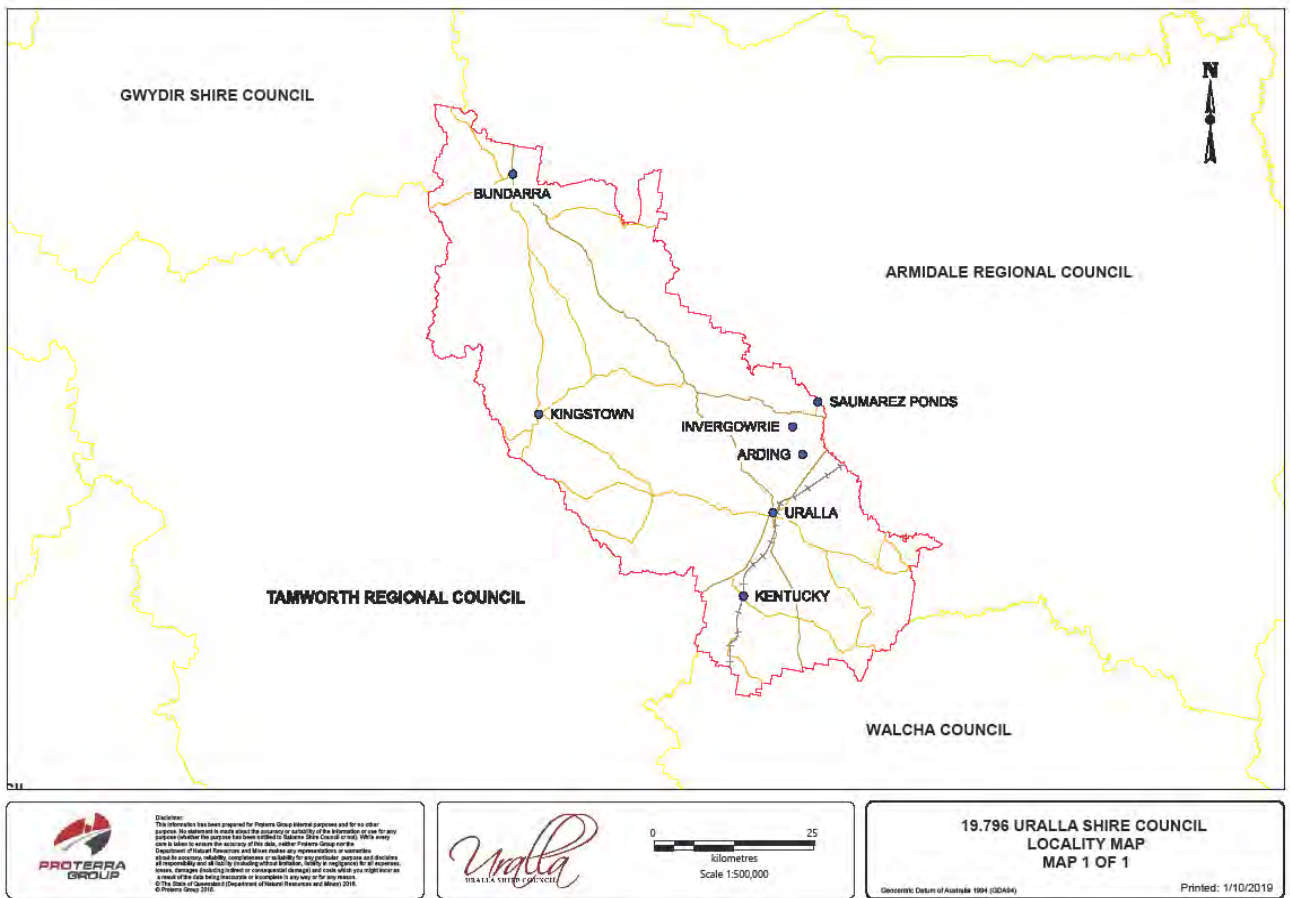


Figure 2-2 Uralla Shire Waste Facility Locations

## 2.2 SITE LOCATION – BUNDARRA LANDFILL

The Bundarra Landfill is located within the Bundarra Waste Management Facility (BWMF) located on Bingara Road, approximately 2.0 km West of the Bundarra township. The Waste Facility property description is Lot 100 DP753656 and has a total area of approximately 4.1 Ha. Figure 2-3 shows the location of Uralla's Waste Facility.

The facility is located at MGA94 (Zone 55) coordinates – Easting 890365m/Northing 6,655,104m.

There are two New South Wales Government survey references near the site:

- Mark No. SS51891 located approx. on 1,200m to the east of the site.

The underlying natural topography of the BWMF is gradual slopes to the east toward Binagra Rd.

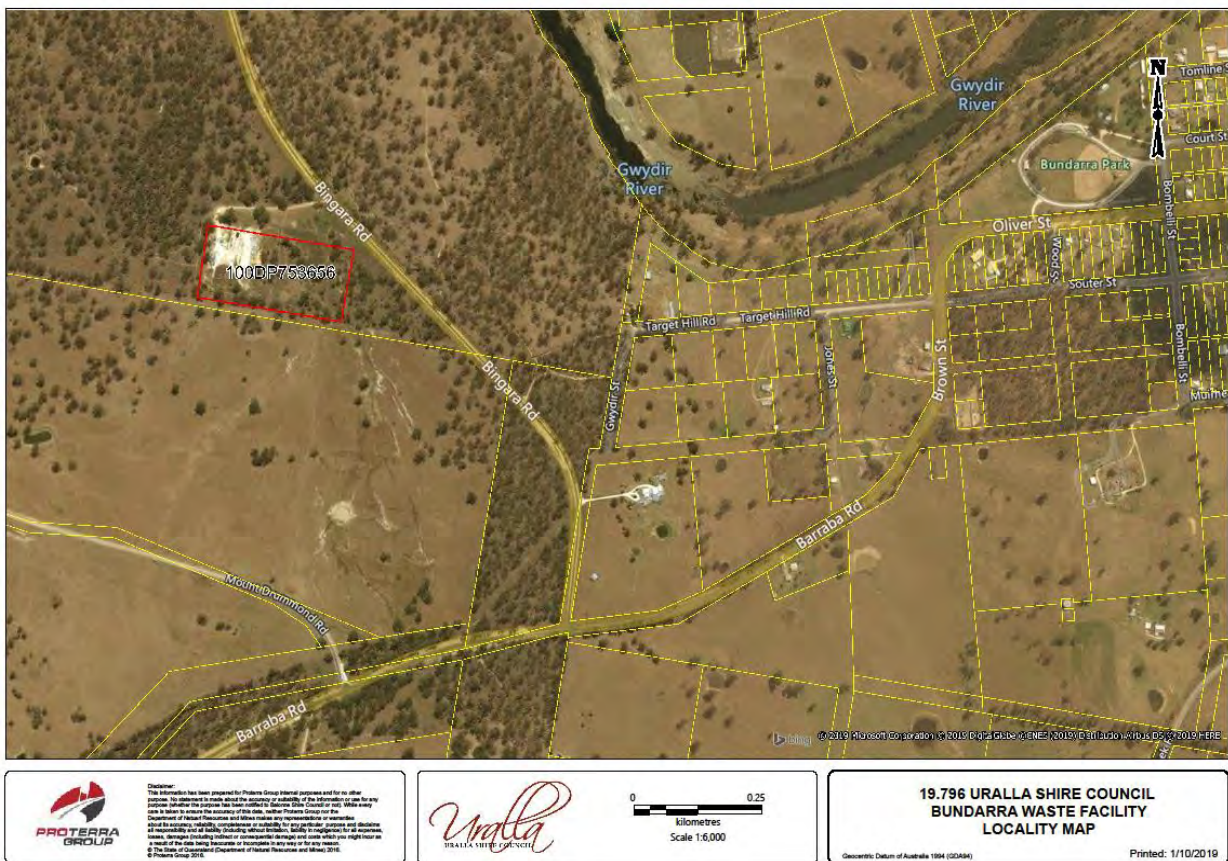


Figure 2-3 Locality Map – Bundarra Waste Facility

## 2.3 CLIMATE DATA

An understanding of localised climate data is integral to the responsible operation of any waste management and landfilling operation.

### 2.3.1 Bundarra Waste Facility

The nearest climate data collection location to the BWMF is the Bundarra Post Office, which is approximately 2.0 km away. The Australian Bureau of Meteorology collects climatic data for the Bundarra area and the collection location is detailed in Table 2-2. Considering the very short distance between the climatic data station and the waste facility, meteorological data collected at the Bundarra Post Office could reasonably be considered as representative of that at the BWMF.

Table 2-2 Site Details for the Australian BoM climate data station, Clifton Land, Barraba NSW

Site Name		Bundarra Post Office, Bundarra NSW	
Site Number		056006	
Commenced		1883	
Latitude:	30.17 °S	UTM Easting	892,999
Longitude:	151.08 °E	UTM Northing	6,655,337
Elevation		654 m	
Operational Status		Open	

Located on the Northern Tablelands in New South Wales, Bundarra generally experiences pleasant summers and cool, wet winters. Bundarra has a mean temperature of 30°C in January and a mean minimum temperature of 0.1°C in winter.

Of most relevance in relation to this Site Development Plan is the rainfall data for this location. The Uralla Shire is situated in a temperate environment where the annual mean rainfall is approximately 794 mm. Rainfall in Uralla region is summer dominant. Mean rainfall for the years 1183 to 2019 is presented in Figure 2-7.

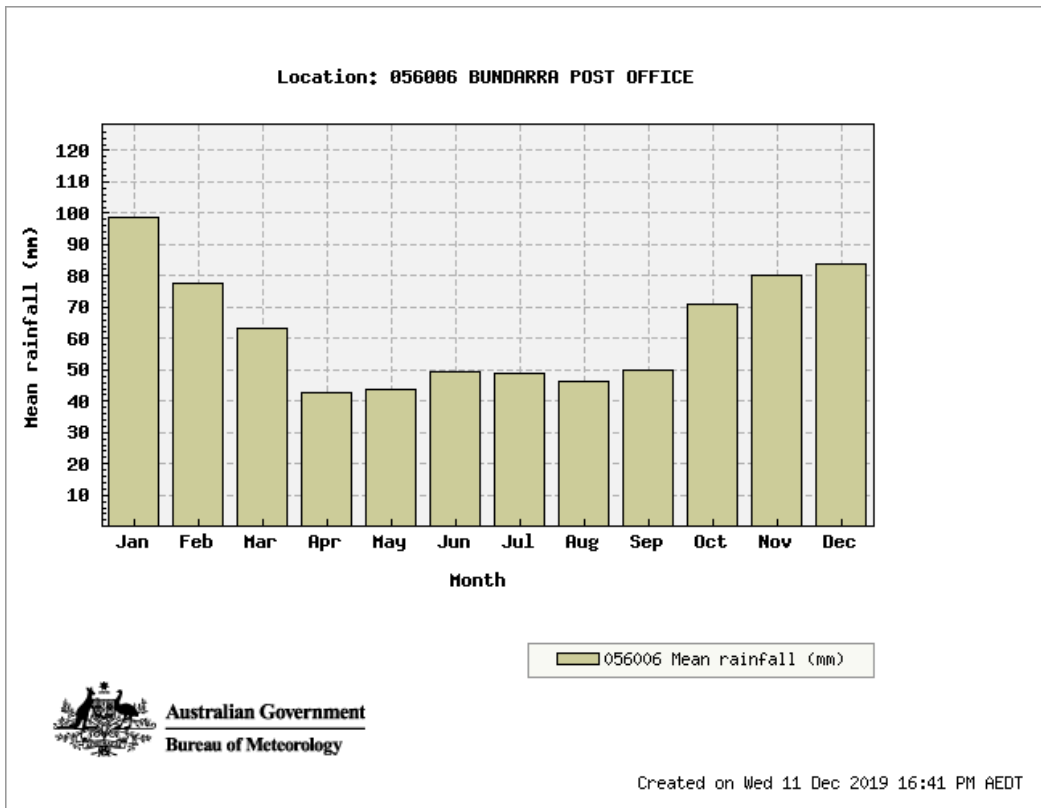
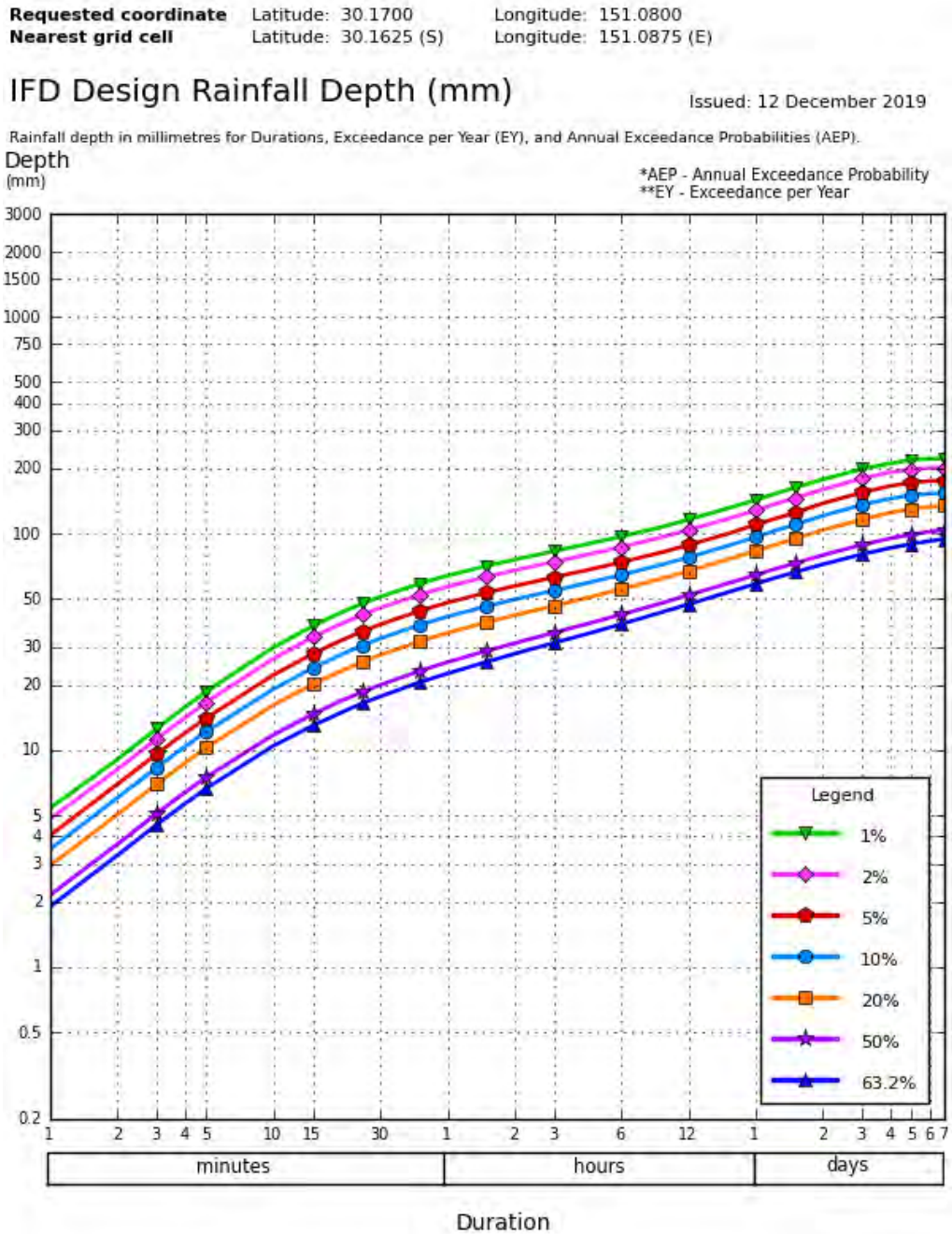


Figure 2-4 Mean rainfall 1887-2019, Bundarra Post Office, Bundarra NSW

Rainfall exceedance per year (EY) and annual exceedance probability (AEP) are represented graphically in Figure 2-5.



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Figure 2-5 IFD Design Rainfall Depth, Bundarra NSW

## 2.4 SITE ECOSYSTEM

The site has been used for waste disposal for many years, hence the ongoing operation of the facility is not expected to have any significant impact on fauna habitat.

The activity is not expected to have any significant impact on aquatic ecology.

Feral animals (dogs, cats, rats etc) and scavengers (ibis, crows etc) are likely to be attracted by site activities.

## 2.5 RELEVANT WASTE LEGESLATION AND GUIDELINES

Approval and operation of UWMF is subject to, and potentially subject to a range of New South Wales and National Acts and legislation including:

- Protection of the Environment Operations Act (POEO Act) 1997
- Protection of the Environment Operations (Waste) Regulation 2014
- Protection of the Environment Operations (General) Regulation 2009
- Waste Avoidance and Resource Recovery Act 2001
- Environmental Planning & Assessment Act 1979
- Land and Environment Court Rules 2007
- Planning Regulation 2017
- National Environment Protection Council (New South Wales) Act 1995
- Protection of the Environment Operations (Clean Air) Regulation 2010
- National Environment Protection (Ambient Air Quality) Measure
- Water Act 1912
- Water Management Act 2000
- Biodiversity Conservation Act 2016
- Local Land Services Act 2013
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

From an environmental management perspective, the primary legislation governing operation of the Uralla Shire Council's Waste Facilities are the:

- Protection of the Environment Operations Act (POEO Act) 1997
- Protection of the Environment Operations (General) Regulation 2009
- Protection of the Environment Operations (Waste) Regulation 2014
- Waste Avoidance and Resource Recovery Act 2001

Landfilling activities are normally defined as a scheduled activity under section 5 of the Protection of the Environment Operations Act (POEO Act) 1997. The Bundarra waste facility however, is not required to be licenced as the site meets the following conditions as defined under Schedule 1 – Scheduled Activities:

(2) However, this clause does not apply to an activity that involves any of the following:

- (f) sites that are outside the regulated area, but only if:
  - (i) the site is owned by and operated by or on behalf of a local council, and
  - (ii) the site was in existence immediately before 28 April 2008 and was not required to be licensed before that date, and
  - (iii) details required under clause 47 of the Protection of the Environment Operations (Waste) Regulation 2005 were provided, in relation to the site, before 28 April 2008, and
  - (iv) the site receives from off site less than 5,000 tonnes per year of waste, and
  - (v) that waste has been generated outside the regulated area and consists only of general solid waste (putrescible), general solid waste (non-putrescible), clinical and related waste, asbestos waste, grease trap waste or waste tyres (or any combination of them)

## 2.6 EXISTING WASTE MANAGEMENT OPERATIONS AND PROCESSES

The Bundarra landfill accepts a range of municipal solid waste (MSW) types. A minor amount of regulated waste may be deposited at the site. Wastes that are managed at the facility are either separated/sorted for reuse/recycling or disposed of in landfill. Wastes that are accepted and managed at the BWMF are included in table 2-3 below. USC places a high priority upon waste separation to ensure waste is only landfilled as a last resort.

Table 2-3 BWMF Waste Streams and Management Methods

Waste Type	Disposal Method
MSW delivered to facility by residents - "self-haul"	Landfilled – General waste cell
Greenwaste delivered to facility by residents - "self-haul"	Stockpiled. Ground periodically and used for landfill capping
Comingled Recyclables delivered to facility by residents - "self-haul"	Deposited in Bins. Transported to Uralla MRF for processing.
Construction and Demolition waste	Landfilled
Waste Concrete	Stockpiled. Crushed periodically and used for landfill capping and internal roads.
Clean Fill (Soil)	Stockpiled for use as waste cover

Waste Type	Disposal Method
Timber	Stockpiled. Ground periodically and used for landfill capping
Waste Oil	Held on site for collection by recycling contractor
Scrap Steel	Stockpiled on site for collection by recycling contractor
Whitegoods	Stockpiled on site for collection by recycling contractor
Batteries	Stockpiled on site for collection by recycling contractor
Dead Animals	Not Accepted
Asbestos (Regulated Waste)	Not Accepted
Tyres (Regulated Waste)	Not Accepted

### 2.6.1 Annual Waste Disposal

Estimating waste quantities received at the BWMF is hampered by the lack of reliable waste data. The site does not currently have a weighbridge. Estimates will be made based on information from USC. No growth has been applied to the Bundarra waste volumes over the design life of the future landfill. Only self-haul MSW is accepted at the landfill as all kerbside, commercial and roadside bins are received at the Uralla Waste Management Facility.

Table 2-4 Estimate Waste Volumes from Self-Haul

Waste Stream	Estimate Waste Volume (Tonnes / year)
Self-Haul	280 (approx.)
TOTAL	280 (approx.)

### 2.6.2 Existing Waste Filling Processes

Landfilling operations at the facility are currently conducted using the "trench" method. General waste is initially deposited below the existing ground level in a trench or pit typically 110 metres long, 3-4 metres wide and approximately 2-3 metres deep. Waste is covered with stockpiled spoil from the pit using a backhoe from the Bundarra works depot. Limited (if any) compaction of the waste is carried out prior to the application of cover.





Figure 2-6 Current Landfill Cell – Bundarra Waste Facility

Historically, the facility has had waste landfilled in a coordinated fashion with landfill cells progressing from the western to eastern side of the site. An area outside the current eastern boundary fence (but within the waste facility land parcel) has also been used for landfilling. It is assumed that landfilling has not taken place at the far eastern side of the facility where there is shallow gully. Current operations for the general waste cell are in the central area the facility approaching the dividing fence and the former cells to the east outside the fence.

The area of historic landfilling and completed cells appears to have been generally capped. The area has a capping layer constructed primarily of clays excavated from the landfill cells. The capped areas have been graded to divert stormwater from the surface of the capped cells. The nature of the capping material has effectively prevented stormwater infiltration to the former waste cells but has not encouraged the growth of vegetation due to vehicle traffic. Minor areas of erosion are evident but is not a cause for concern whilst the waste facility continues landfilling operations. Figure 2-6 below shows areas of historical landfilling and virgin land.

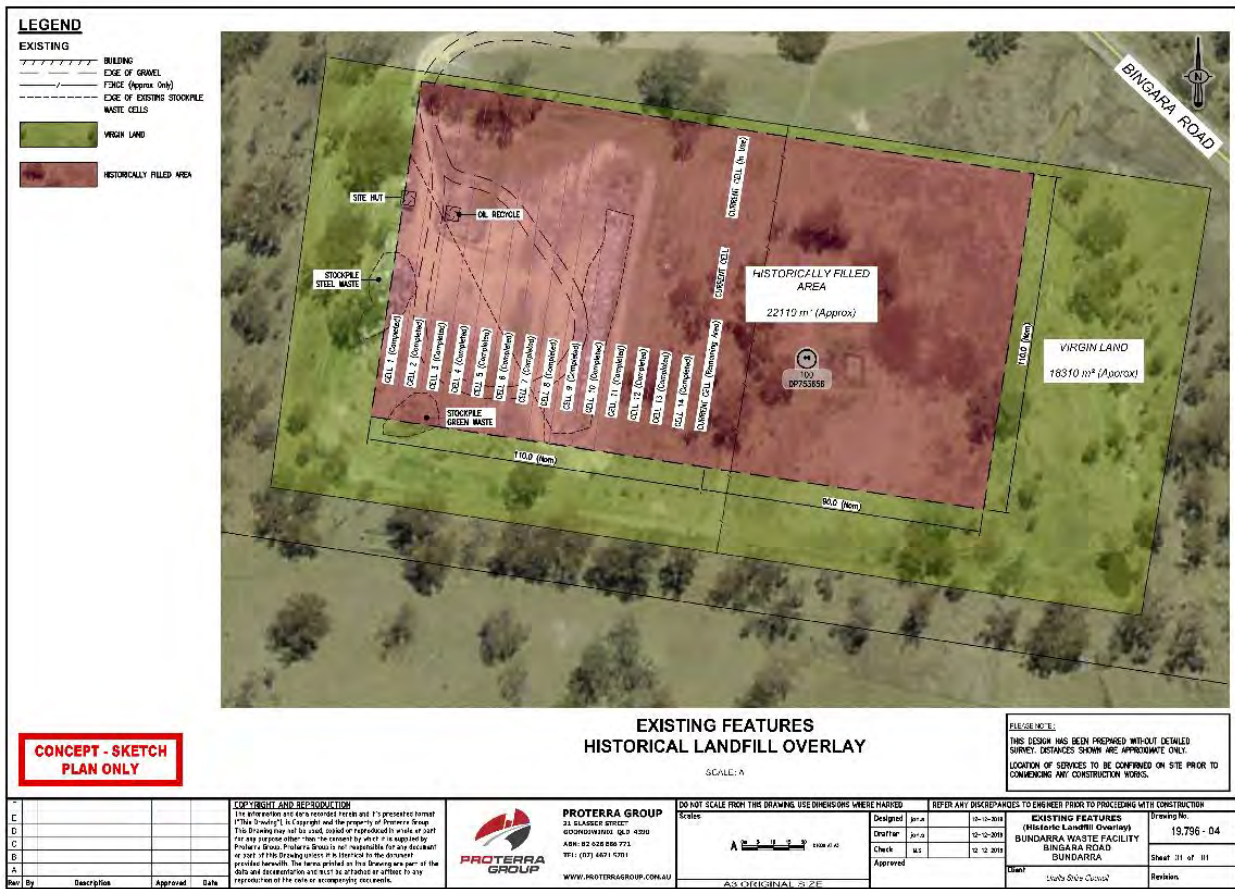


Figure 2-7 Bundarra Waste Facility – Historically Filled Areas

### 2.6.3 Leachate Collection and Disposal

Leachate is not currently managed on the site.

### 2.6.4 Landfill Plant and Equipment

USC staff currently manage the operations of the Bundarra Landfill using the following items of plant and equipment:

- Backhoe Loader (from Bundarra works depot)
- Excavator (as required for excavation of new cells)

### 2.6.5 Concerns with Current Operations

Current operations are currently raising concerns for Council in the following areas:

- Work Health and Safety issues associated with public accessing the landfill face including:
  - Interaction between USC plant and the public; and
  - Vehicle and pedestrian movements near deep trenches.
- Poor compaction of waste;
- Excessive volumes of cover material;
- Limited areas with the site for excavation of new below ground cells; and
- Windblown litter leaving the site.

## 3 ONGOING WASTE MANAGEMENT OPERATIONS AND PROCESSES

### 3.1 PROPOSED WASTE MANAGEMENT OPERATIONS AND SERVICES

It is proposed that waste management operations can be significantly improved at the BWMF with the implementation of new practices to build upon and improve the current operations. This section will also analyse the feasibility of closing the landfill and providing a transfer station for general waste inside the facility.

### 3.2 ASSESSMENT OF REMAINING AIRSPACE AND PROJECTED LANDFILL LIFE

#### 3.2.1 Landfill Footprint

The BWMF has been in operation for many years and has consumed almost the entire footprint of the site that can be practically used for landfilling below the natural ground surface.

#### 3.2.2 Landfilling Methods

There are a range of landfilling methods currently practised by waste management operators, however the most common methods can be generally classified into three categories:

- Area method;
- Trench method; and
- Depression method

Each of these methods is introduced below.

##### 3.2.2.1 Area Method

The filling operation usually is started by building an earthen levee against which wastes are placed in thin layers and compacted.

The length of the unloading area varies with the site conditions and the size of the operation. The width over which the wastes are compacted varies depending on the terrain.

A completed lift, including the cover material, is called a cell. Successive lifts are placed on top of one another until the final grade in the ultimate development plan is reached. The length of the unloading area used each day shall be such that the final height of the fill is reached at the end of each day's operation.

If a small amount of usable cover material is available at the disposal site, the ramp variation of the area method is often used. In this method, solid wastes are placed and compacted as described for the area method and are partially or wholly covered with earth scraped from the base of the ramp. Additional soil must be hauled in, as in the area method.

Because of increasing costs and the problems associated with obtaining usable cover material, the use of the ramp method must be based on a detailed economic feasibility study.

### 3.2.2.2 Trench Method

The trench (or ditch) method is used in flat regions and consists of periodically digging trenches 2 or 3 m in depth with an excavator or tracked dozers. The soil taken out is stockpiled for later use as covering material for a subsequent trench.

Wastes are placed in the trench, and then spread, compacted and covered with soil. The trench method of landfilling is ideally suited to areas where an adequate quantity of cover material is available at the site and where the water table is not near the surface.

The operation continues until the desired height is reached. The length of trench used each day shall be such that the final height of fill is reached at the end of each day's operation. The length also shall be sufficient to avoid costly delays for collection vehicles waiting to unload. Cover material is obtained by excavating an adjacent trench or continuing the trench that is being filled. The trench method, however, is not readily amenable to the proposed requirements for installation of liners and leachate collection and treatment systems.

Care must be taken when it rains because the water may flood the trenches. Therefore, canals and/or exclusion bunds must be built on the perimeter to collect and divert the water and to provide internal drainage. In extreme cases, it may be necessary to pump out the accumulated water. The sidewall of the ditches need to keep the slope of the excavated soil. Trench excavation requires favourable conditions regarding water table depth and adequate soil.

Lands with a high water table or very close to the surface are not suitable because groundwater could be contaminated. Rocky soil is not adequate since excavation is very difficult.

### 3.2.2.3 Depression Method

At locations where natural or artificial depressions exist, it is often possible to use them effectively for landfilling operations. Gullies, ravines, dry borrow pits, and quarries have all been used for this purpose. The techniques to place and compact solid wastes in depression landfills vary with the geometry of the site, the characteristics of the cover material, the hydrology and geology of the site, and the access to the site.

If a gully floor is reasonably flat, the first fill in a gully site may be carried out using the trench method operation discussed previously. Once filling in the flat area has been completed, filling starts at the head end of the depression and ends at the mouth. Wastes are usually deposited on the gully floor and from there are pushed up against the gully face at a slope of about two to one. In this way, a high degree of compaction can be achieved.

Pit and quarry landfill sites are always lower than the surrounding terrain, so control of surface drainage is often the critical factor in the development of such sites.

Borrow pits and quarries usually do not have suitable soil or geological properties for landfilling because they display high permeability and fracturing. As with gully sites, pit and quarry sites are filled in multiple lifts, and the method of operation is essentially the same. A key to the successful use of pits or quarries is the availability of adequate cover material to cover the individual lifts as they are completed and to provide a final cover over the entire landfill when the final height is reached. Because of settlement, it is usually desirable to fill pit and quarry sites to a level slightly above that of the surrounding terrain.

The depression method is also not readily amenable to liners and leachate collection systems.

### 3.2.3 Proposed Landfilling Method for Bundarra Waste Management Facility

If landfilling were to continue on the site, the area method is the only viable alternative for continuing operations within the current land parcel. Additional land could be acquired adjacent to the current site or at a new location near Bundarra to continue landfilling utilising the trench method. For the purposes of this evaluation, landfilling outside the current site has not been considered due to:

- High cost of acquiring land;
- The requirement for a new environmental license;
- Stringent construction standards for new landfills (e.g. Liners, leachate collection, monitoring etc);

USC officers' have expressed a reluctance to peruse above ground landfilling at the BWMF, with a preference towards replacing the landfill with a waste transfer station. Landfilling at very small sites such as the BWMF has generally become unviable due to increased environmental regulation and compliance including the incorporation of a leachate catchment system. Factors contributing to the recommendation to cease landfilling at the BWMF include but are not limited to:

- Very low volume of waste received (Approx. 4 Tonnes / week);
- Lack of landfill plant (waste compactor / tracked loader);
- Windblown litter issues (area method landfilling);
- No on-site source for cover material (soil);
- Increased fire risk (compared to transfer station);
- No leachate collection systems.

Proterra Group recommends that USC cease landfilling at the BWMF once the current cell has been filled and closed. A waste transfer station should be constructed on the site to transport MSW to a larger regional landfill at Uralla or another facility outside the Shire – whichever is more cost effective. Section 3.3 will explore the various options for waste transfer stations and potential locations for disposal.

### 3.2.4 Airspace Calculation / Landfill Life

The remaining airspace in the BWMF that is available for landfill waste disposal will not be calculated due to the above recommendation to cease landfilling at the facility. It is estimated that the current landfill cell has approximately 12 months remaining life.

## 3.3 ASSESSMENT OF REQUIREMENT FOR WASTE TRANSFER STATION

This section of this SDP will explore the options for constructing a waste transfer station within the BWMF for "self-haul" MSW delivered to the site.

### 3.3.1 Benefits of Transfer Stations

For many years, local authorities and waste facility operators have constructed and operated waste transfer stations at both landfill and non-landfill sites. On sites that incorporate a landfill, waste is usually collected in skips or large bins and transported a short distance within the site to the landfill face. On sites without a landfill, waste is again collected by truck and hauled a longer distance off-site to a large regional landfill.

In the case of the BWMF, the principal requirement for a waste transfer station would be to facilitate the cessation of landfilling and transport of waste to USC's main landfill at Uralla or another landfill located outside the Shire.

The major benefits of transfer station operation include:

- Eliminates landfill fire risk;
- Reduces windblown litter – less uncovered / uncompacted waste at landfill face;
- Reduces WH&S risk and potential for injury
  - Public interaction with landfill plant;
  - Persons scavenging in landfill.
- Reduced risk to public vehicles – tyre punctures etc.
- Reduces the need for post leachate collection measures to be installed
- Recovery of a variety of resources from the local community; and
- Consolidation of waste from multiple sources (including collection vehicles and self-haul trailers) into higher-volume transfer vehicles for more economical transport to disposal at Uralla Landfill.

### 3.3.2 Types of Transfer Stations

There are two common types of transfer stations currently operated in Australia; roll-on roll-off (RORO) bins and flat floor.

#### 3.3.2.1 Roll-On Roll-Off (RORO) Transfer Stations

RORO bin transfer stations typically involve waste facility users dropping waste from a raised platform into large skip bins located at a lower level. The bins are then loaded onto a specialist RORO truck by a hook lift arm mechanism and transported to the landfill. The size and number of bins is selected to suit the volume of waste disposed and the frequency at which they are emptied. Common bins sizes are 15m<sup>3</sup>, 30m<sup>3</sup> and 60m<sup>3</sup>, however custom sizes can be supplied. This style of transfer station is scalable to any sized waste facility and has historically been the most popular option amongst waste facility operators. In very small facilities the RORO style bin can be substituted for a front-lift skip bin ranging in size from 1.5m<sup>3</sup> to 4.5m<sup>3</sup> capacity. These bins are emptied with a front-lift compactor truck commonly used for commercial garbage collection.



Figure 3-1 RORO Bin Transfer Station in Saw-Tooth Configuration

### 3.3.3 Flat Floor Transfer Stations

Flat floor transfer stations, sometimes called 'push pits' have gained popularity in recent times. This type of transfer station usually includes a push pit configuration whereby customers deposit waste over a low height wall onto a long concrete floor. A wheel loader or backhoe is used to push waste along the pit to one end where it is loaded into a RORO bin or directly into a truck for transport. Waste can be compacted in the bin or truck using the loader bucket. Flat floor transfer stations began operating in large waste facilities but have successfully been scaled down to operate on small sites.





Figure 3-2 Example of Flat Floor Transfer Station

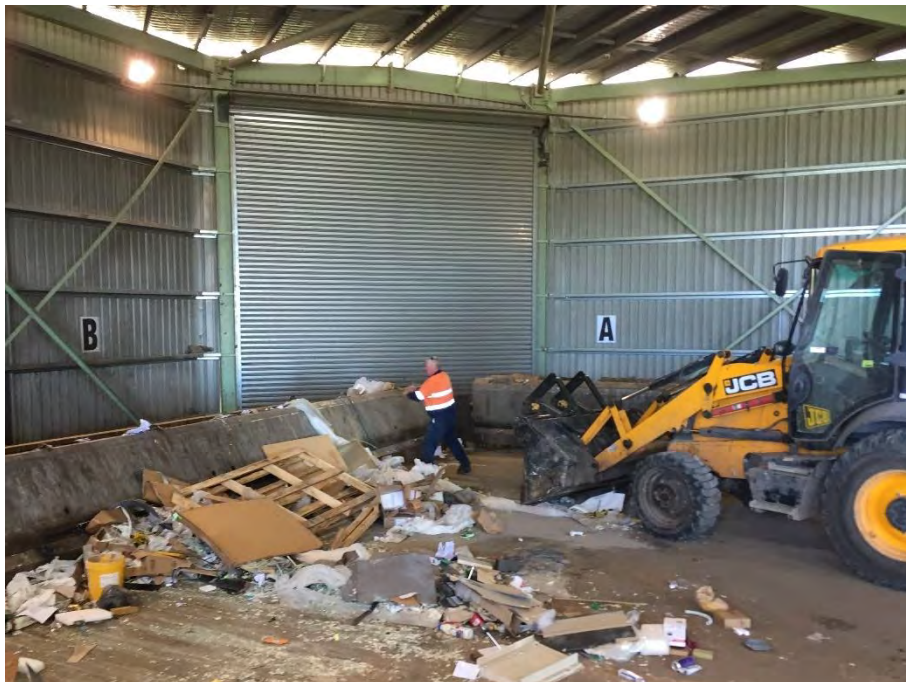


Figure 3-3 Loading Waste into RORO Bins at end of Push Pit on Flat Floor Transfer Station

### 3.3.4 Transfer Station Comparison

The strengths and weakness of each style of transfer station listed below in Table 3-3.

Table 3-1 Strengths and Weaknesses - RORO vs Flat Floor Transfer Stations

Transfer Station Type	Strengths	Weaknesses
RORO Bins	<ul style="list-style-type: none"> <li>• 1 person and 1 item of plant (RORO truck) required to empty</li> <li>• Difficult for public to enter and scavenge</li> <li>• Bins walls act as a wind break to reduce windblown litter</li> <li>• Bins can be fitted with lids to close when at capacity</li> </ul>	<ul style="list-style-type: none"> <li>• WH&amp;S risk of falling from height into bins</li> <li>• Difficult for waste facility operators to remove recyclable objects incorrectly disposed of in bins</li> <li>• Loads can be light if no loader available to compact waste in bins</li> </ul>
Flat Floor (Push Pit)	<ul style="list-style-type: none"> <li>• Reduced WH&amp;S risks</li> <li>• Waste can be compacted into trucks/bins using loader</li> <li>• Easier to segregate waste and remove recyclable objects</li> </ul>	<ul style="list-style-type: none"> <li>• Usually requires 2 persons and 2 items of plant to empty</li> <li>• Easier to enter waste and scavenge (unmanned sites)</li> <li>• Needs to be well fenced or inside shed to reduce windblown litter</li> </ul>

### 3.3.5 Requirement for Transfer Station at BWMF

It is recommended that USC implement a transfer station at the BWMF to improve waste practices and reduce Council's exposure to environmental, health and safety risks as detailed previously. After analysing various options for a waste transfer station, Proterra Group recommends implementing a small waste transfer station comprised of a series of RO-RO bins with a capacity of 30m<sup>3</sup> each. USC officers have expressed a desire for a three-bin system arranged in a saw tooth configuration with a bin each for MSW, green waste and scrap metal.

### 3.4 WASTE TRANSPORT

#### 3.4.1 Proposed Plant and Equipment

Minimal plant and equipment are required for waste transfer stations. It is proposed that with the conversion of the landfill to a transfer station USC could continue to utilise a backhoe loader for general activities at the landfill including shifting and pushing up resource recovery stockpiles and compacting waste in transfer station skip bins. A hook lift truck will be required to haul transfer station bins from Bundarra to a regional landfill. It is understood that USC currently transport waste from the Kingstown transfer station by hook lift truck using a local contractor. This arrangement could be extended to include the transport of waste from a new Bundarra waste transfer station. Council should consider purchasing or contracting a hook lift truck with dog trailer & 30m<sup>3</sup> bins system for overall waste management infrastructure network, for its three waste management facilities, landfill and MRF waste streams. Bulk bins larger than 5m<sup>3</sup> are typically roll-on/roll-off bins that are loaded onto transfer vehicles (using a hook-lift mechanism) for haul to landfill.



Figure 3-4 Hook-Lift truck loading a 30m<sup>3</sup> skip bin

#### 3.4.1 Waste Disposal Locations

Proterra Group have identified 3 potential waste facilities capable of accepting waste MSW from the proposed Bundarra waste transfer station. The locations identified and the distance from the BWMF is shown in table 3-2 below.

Table 3-2 Potential Disposal Locations for Bundarra MSW

Landfill	Owner	Distance from Bundarra (km)
Uralla	Uralla Shire Council	74
Armidale	Armidale Regional Council	80
Inverell	Inverell Shire Council	48

As it can be seen the Inverell waste depot (operated by the Inverell Shire Council) is the nearest suitable landfill to the BWMF, some 26km closer to than USC's Uralla waste facility. Waste disposal charges at each site were not considered as a factor, with all sites assumed to have a comparable fee structure. Notwithstanding the Inverell facility is closer, Proterra group recommends that waste from the proposed Bundarra waste transfer station be transported to the Uralla landfill, at least in the short term. There is significant airspace and capacity available at the Uralla landfill. Increasing waste volumes into the Uralla landfill will improve efficiencies and the viability of improvements recommended for that site under the site development plan, including the installation of a weighbridge and procurement of new landfill compaction plant. Transport of the skip bins could also be coordinated with collection from the Kingstown waste facility to collect bins from both sites as part of a circuit. Dog trailers can be hauled by hook lift trucks to collect up two additional skips (3 bins total per load). Proterra Group recommends USC consult the current contractor to develop the most efficient haul routes for waste transfer bins from Kingstown and Bundarra.



Figure 3-5 Hook-Lift truck hauling two skips with dog trailer

### 3.5 LANDFILL OPERATING HOURS

Based on Proterra Group's experiences operating waste facilities, the current operating hours of the BWMF are considered adequate for a facility of this size. The proposed changes to the facility including a transfer station should not impact the required hours of operation. No changes to the existing operating hours are recommended.

### 3.6 COST FOR CURRENT OPERATIONS

USC's waste operations budget for the Bundarra Waste Facility is currently part of a larger consolidated budget for all USC waste facilities. It is difficult to identify costs specifically attributed to the BWMF from the larger fund. For the purposes of this investigation the current BWMF budget will not be discussed. The future cost estimates for ongoing operations and capital upgrades in line with the recommendations made in this SDP are included in sections 3.7 and 3.8 below.

### 3.7 COST ESTIMATE FOR ONGOING OPERATIONS

For the purposes of the ongoing cost calculation, operations at the landfill will remain largely unchanged from the current arrangements in terms of opening hours, staffing levels and general plant. Reductions in costs for earthworks and plant for excavation and closing of landfill cells will be offset by the commencement of waste transfer to Uralla.

Table 3-4 below includes estimated operating costs based on Proterra Group's experience operating similar facilities under contract to Local Authorities.

Table 3-3 Estimated Annual Landfill Operating Cost – Open 4 days per week – Staffed Full-Time

Item	Description	Unit	Qty	Rate	Annual Cost
1	Wages	Weeks	52	\$1,179.84	\$61,351.54
2	Additional Wages to cover Leave Periods	Weeks	4	\$1,214.05	\$4,856.21
3	Staff Training (First Aid, WHS, Plant Operator tickets etc)	Item	1	\$1,522.50	\$1,522.50
4	Fire Fighting Trailer	Item	1	\$7,612.50	\$7,612.50
5	Miscellaneous Hand Tools	Item	1	\$964.25	\$964.25
6	Onsite Operators Vehicle	Item	1	\$10,150.00	\$10,150.00
7	Smart Phone for Operator	Item	1	\$609.00	\$609.00
8	Uniforms, PPE etc	Item	1	\$761.25	\$761.25
9	Public Liability Insurance for a Waste Facility (Specific for Waste)	Item	1	\$1,116.50	\$1,116.50
10	Diesel Fuel for Machines	L	2000	\$1.52	\$3,045.00
11	Management and Travel for inspections	Item	1	\$10,150.00	\$10,150.00
12	Supply of Pressure Cleaner, Air Compressor, Ride on mower and miscellaneous	Item	1	\$2,030.00	\$2,030.00
13	New Cat 938M Wheel Loader or Backhoe Loader	Item	1	\$60,000.00	\$60,000.00
14	Hook Lift Truck – Empty 1 x 30m <sup>3</sup> skip bins at Uralla weekly (5 hours at \$165/hr)	Weeks	52	\$825.00	\$42,900
15	Overheads	%	18%	\$29,950.38	\$29,950.38
Total (Excl. GST)					\$236,619.13

### 3.8 COST ESTIMATE FOR CAPITAL UPGRADES

The closure of the current Bundarra landfill and conversion to a waste transfer station will require the capping of the current cells and construction of a bin transfer station. For this cost estimate it is assumed that any future waste transfer station would be constructed within the current BWMF site. It is understood that USC's preference is for a three-bin station with the potential to have separate bins for general waste, greenwaste and scrap metal. The closed landfill cells require final capping and remediation to comply with Council's environmental obligation under the relevant legislation and regulations. A closure and rehabilitation cost estimate based on the area known to be used for landfilling has been included with capital upgrade estimates in table 3-4. No upgrades to other existing site facilities, fencing, signage etc. has been included in this cost estimate.

Table 3-4 Estimated Capital Upgrade Costs

Item	Description	Unit	Qty	Rate	Cost
1	Construction of 3 x 30m <sup>3</sup> bin Waste Transfer Station (Uncovered)	Each	1	\$130,000.00	\$130,000.00
2	Capping and Rehabilitation of Closed Landfill Cells	m <sup>2</sup>	22,110	\$25.00	\$552,750.00
3	Contingencies	%	10%	\$61,642.00	\$61,642.00
4	Project Management	%	5%	\$40,400.00	\$40,400.00
Total (Excl. GST)					\$784,792.00

## 4 RECOMMENDATIONS

Proterra group recommends the following items are further investigated and implemented at the BWMF to ensure compliance with legislation, reduce Council's exposure to risk and to reduce complaints. The recommendations listed below in table 4-1 are listed in order of priority from most to least important.

Table 4-1 Uralla Landfill Site Development Recommendations

Priority	Action	Timeframe
1	Cease landfilling operations at the BWMF	Immediately
2	Design and construct waste transfer station	2020/2021 Budget
3	Transport waste from Bundarra transfer station to Uralla	Following construction of transfer station
4	Coordinate transfer bin collection routes with Bundarra and Kingstown facility	Following construction of transfer station
5	Evaluate options to transport waste to other landfills (Inverell / Armidale)	Medium term – Following period of disposing waste at Uralla landfill.
6	Cap and rehabilitate closed landfill cells	Medium Term – As funding becomes available
7	Investigate region wide waste strategy	As soon as practicable



## APPENDIX A: SITE MAPPING

**GWYDIR SHIRE COUNCIL**



**BUNDARRA**

**ARMIDALE REGIONAL COUNCIL**

**KINGSTOWN**

**SAUMAREZ PONDS**

**INVERGOWRIE**

**ARDING**

**URALLA**

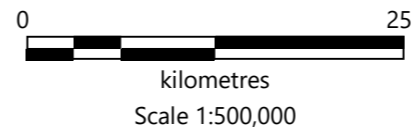
**TAMWORTH REGIONAL COUNCIL**

**KENTUCKY**

**WALCHA COUNCIL**



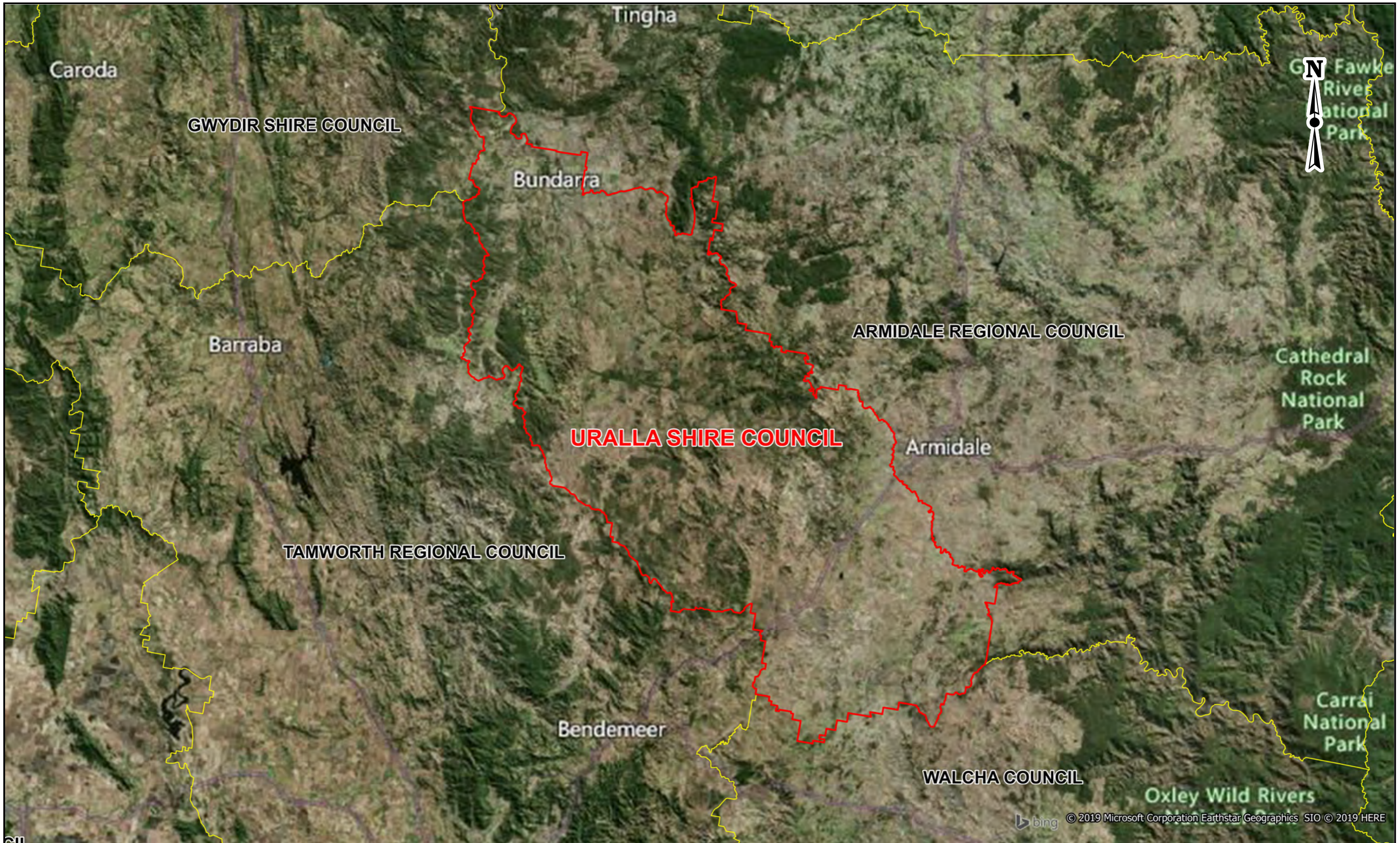
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**19.796 URALLA SHIRE COUNCIL  
LOCALITY MAP  
MAP 1 OF 1**


Geocentric Datum of Australia 1994 (GDA94)

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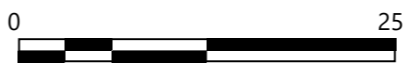


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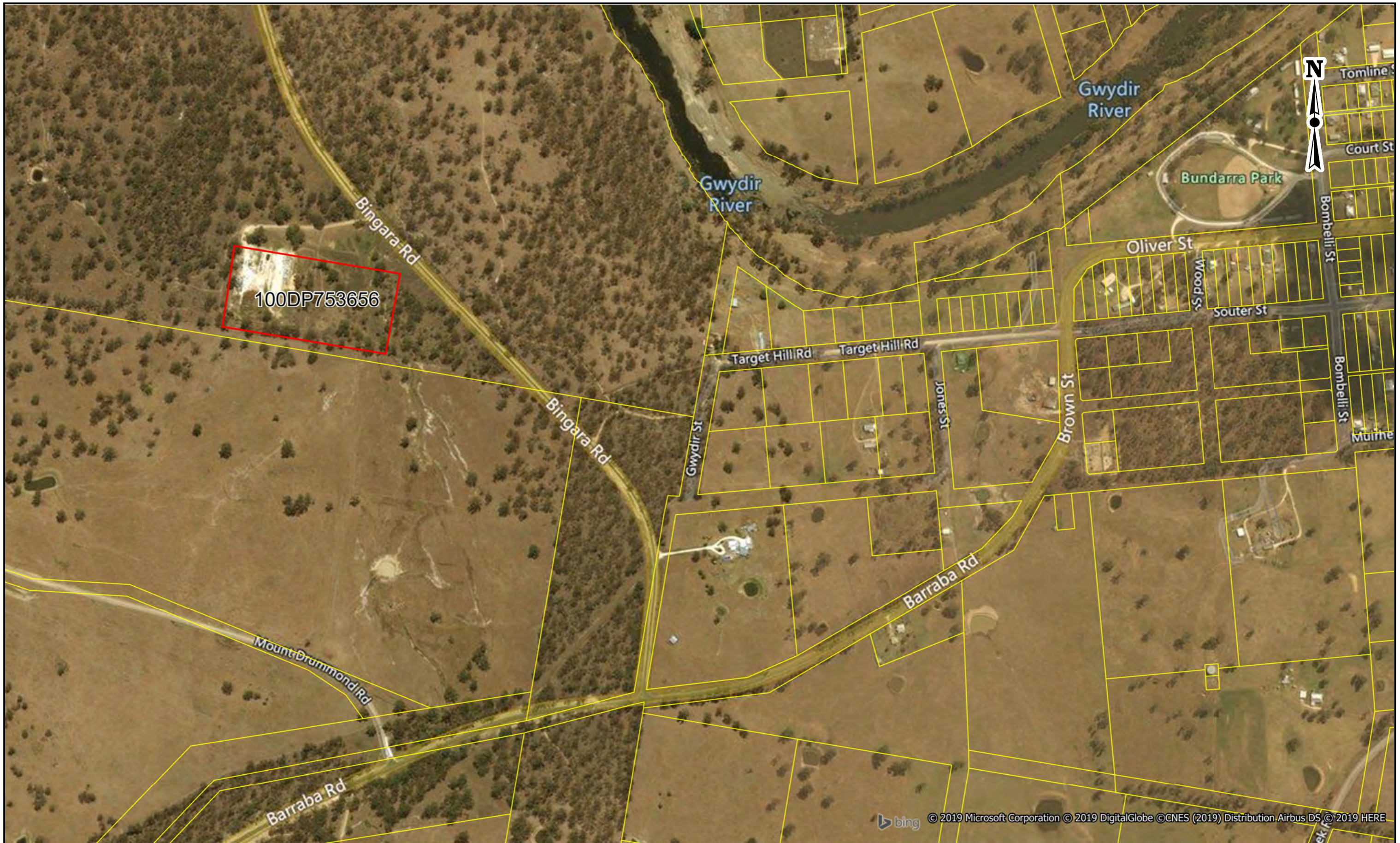


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**19.796 URALLA SHIRE COUNCIL  
LOCAL GOVERNMENT BOUNDARIES  
MAP 1 OF 1**

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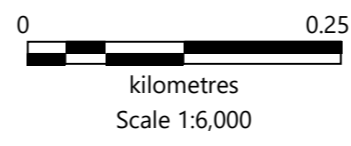


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**19.796 URALLA SHIRE COUNCIL  
 BUNDARRA WASTE FACILITY  
 LOCALITY MAP**

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## APPENDIX B: CONCEPT DESIGN DRAWINGS

**LEGEND**

- EXISTING**
- BUILDING
  - EDGE OF GRAVE
  - FENCE (Approx Only)
  - EDGE OF EXISTING STOCKPILE
  - WASTE CELLS
- VIRGIN LAND
- HISTORICALLY FILLED AREA



**EXISTING FEATURES  
HISTORICAL LANDFILL OVERLAY**

SCALE: A

**PLEASE NOTE:**  
THIS DESIGN HAS BEEN PREPARED WITHOUT DETAILED SURVEY. DISTANCES SHOWN ARE APPROXIMATE ONLY.  
LOCATION OF SERVICES TO BE CONFIRMED ON SITE PRIOR TO COMMENCING ANY CONSTRUCTION WORKS.

**CONCEPT - SKETCH  
PLAN ONLY**

Rev	By	Description	approved	Date

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382



**INVESTIGATION INTO SERVICES**

**KERBSIDE WASTE COLLECTION SERVICES  
URALLA SHIRE COUNCIL**

**AMENDMENT, DISTRIBUTION and APPROVAL**

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## **1. INTRODUCTION**

### **1.1 GENERAL**

Proterra Group Pty Ltd (Proterra) was engaged by Uralla Shire Council (USC) to prepare a waste management strategy to address issues relating to its waste management facilities and to investigate options for streamlining or altering methods of waste operations. USC has identified a number of key issues that are currently (or will in the future) present challenges and risks to Council. USC is also intent on enhancing and/or rationalising recycling services in a manner which is sustainable and affordable to USC rate payers.

The purpose of this document is to review the current operations of the Kerbside Waste Collection Services for the financial viability and any further capacity to extend operations in Uralla Shire and into other Local government areas.

### **1.2 USC'S OBJECTIVES**

USC has provided clear objectives and deliverables to be addressed for the Kerbside Waste Collection Services. This document will focus on delivering solutions to the following areas:

1. Conduct an assessment of current kerbside waste collection services and determine different options for Council, focusing on:
  - a. The financial sustainability of the service levels provided and whether the services are being supplied at or below cost;
  - b. Is there capacity for extending collections to other areas of the Council LGA?;
  - c. Alternative collection arrangements, bin sizes and collection frequencies should be considered; and
  - d. The viability of providing waste collection services to WSC.
2. Options developed should also consider the operations of Council's landfills, CRC, transfer stations, MRF, and kerbside waste collections.
3. Develop a Financial Analysis Tool to support decision making regarding the financial viability of recycling scenarios. For example, in relation to the sale of recycling product to market.
4. Provide a final options report outlining the requirements in relation to:
  - a. Operational and capital infrastructure and plant recommendations, in particular transfer station, waste transport and remediation and closure;
  - b. Identification of the impact on Council's LTFP, asset management plan, and human resourcing strategy;
  - c. Licencing, regulations and approvals;

- d. Key gaps, barriers and risks associated with the options presented; and
- e. Each option having costings, cost-benefit analysis and business case, where applicable.

Each deliverable listed above will be addressed with the following key issues in mind:

- Long Term Financial Plan Implications;
- Compliance with legislation;
- Service levels to the community;
- Risk Management;
- Regulatory Approvals; and
- The need to develop a Project brief for further Engineering investigations, detailed designs and cost estimates for future works.

## 2 BACKGROUND

The USC area is located in New South Wales' New England region. The USC area has a population of 6,411 people and covers an area of 3,226 square kilometres. Major industries in the area are agriculture, sheep, cattle, forestry and fishing. Neighbouring Local Government Authorities include Tamworth Regional Council, Gwydir Shire Council, Armidale Regional Council and Walcha Council. Figure 2-1 shows USC's location.

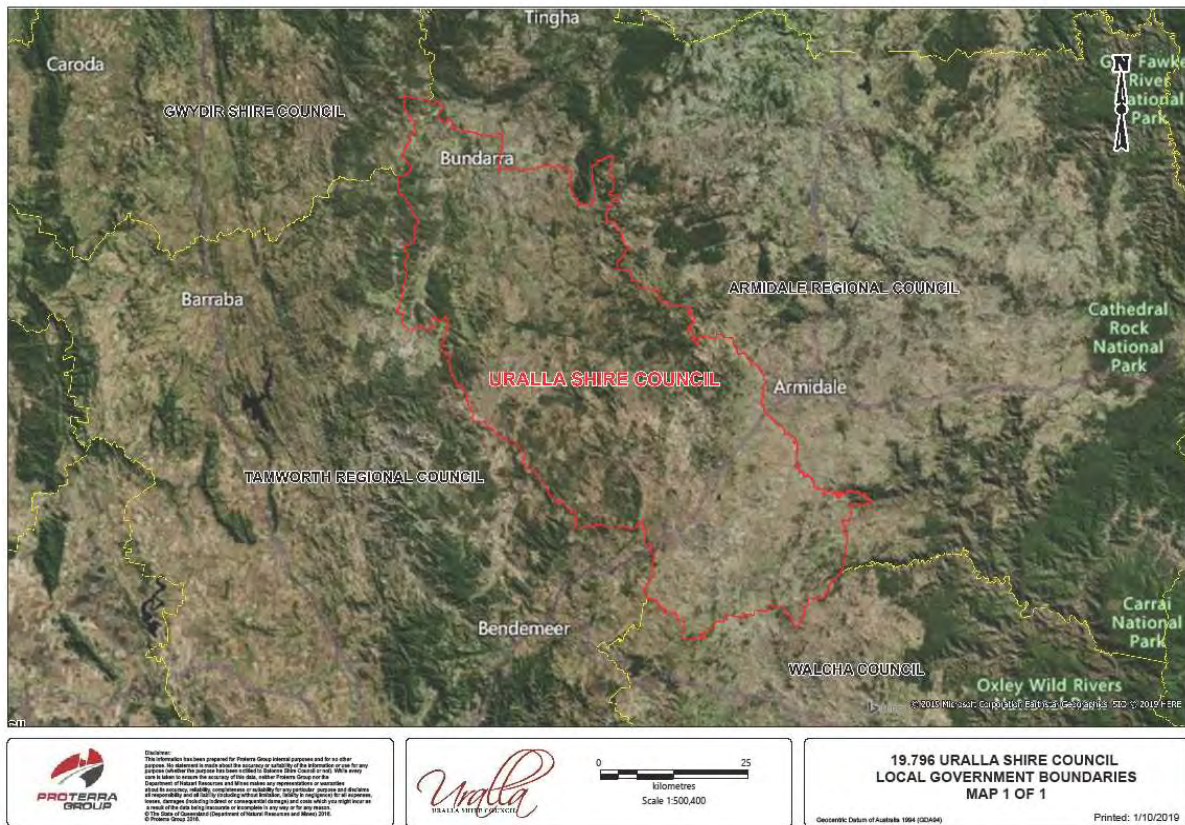


Figure 2-1 Locality Map - Uralla Shire Council Area

### 2.1.1 USC's Kerbside Waste Collection Services

USC operates the kerbside waste collection services as shown in Table 2-1, 2-2 and 2-3 with the figures averaged per month. The location of these sites can be seen in Figure 2-2.

**Table 2-1 USC Current Kerbside Waste Collection Services – General Waste (Domestic)**

Township	Population	Number of bins services per week	Size of bin (Litres)	Frequency of Service	Waste Volume (Tonnes per month)	Day of Operation
Rural	775	592	140	Weekly	17	Monday
Bundarra	394	185	140	Weekly	10	Tuesday
Uralla	2,743	1146	140	Weekly	41	Wednesday
Walcha	1,451	unknown	140	Weekly	N/A	Thursday

**Table 2-2 USC Current Kerbside Waste Collection Services – General Waste (Commercial)**

Township	Population	Number of bins services per week	Size of bin (Litres)	Frequency of Service	Waste Volume (Tonnes per month)	Day of Operation
Bundarra	394	40	140	Weekly	10	Tuesday
Uralla	2,743	60	140	Weekly	41	Wednesday
Uralla	-	150	240	Weekly	-	Wednesday

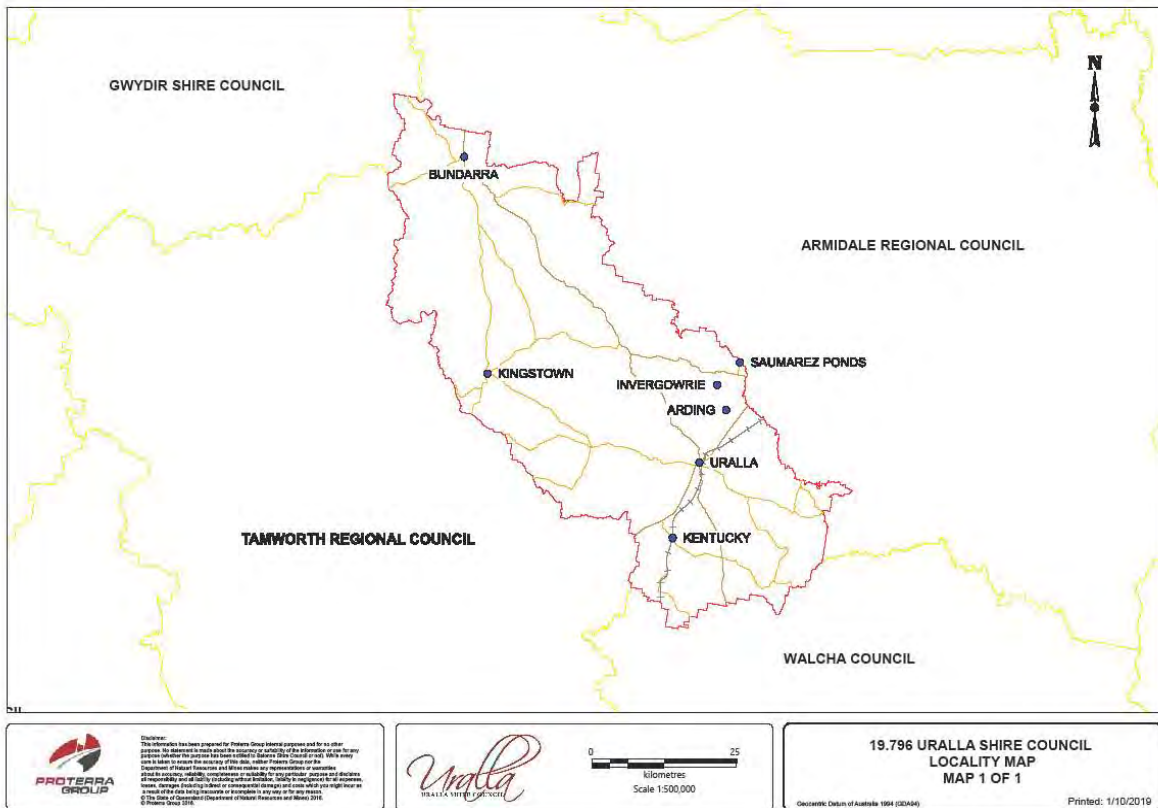
**Table 2-3 USC Current Kerbside Waste Collection Services – Recyclables Waste**

Township	Population	Number of bins services per week	Size of bin (Litres)	Frequency of Service	Waste Volume (Tonnes per month)	Day of Operation
Rural	775	541	240	Weekly	11	Monday
Bundarra	394	249	240	Weekly	4	Tuesday
Uralla	2,743	1077	240	Weekly	20	Wednesday

Walcha	1,451	unknown	240	Fortnightly	17	Thursday
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**Table 2-2-4 USC Current Kerbside Waste Collection Services – Green Waste**

Township	Population	Number of bins services per week	Size of bin (Litres)	Frequency of Service	Waste Volume (Tonnes per month)	Day of Operation
Invergowrie	775	0	-	N/A	-	Monday
Bundarra	394	0	-	N/A	-	Tuesday
Uralla	2,743	140	240	Fortnightly – 6 months/year Monthly – 6 months/year	2	Wednesday
Walcha	1,451	0	-	N/A	-	Thursday



**Figure 2-2 Uralla Shire Kerbside Waste Collection Services**

## **2.2 RELEVANT WASTE LEGESLATION AND GUIDELINES**

Approval and operation of kerbside waste collection services is subject to, and potentially subject to a range of New South Wales and National Acts and legislation including:

- Protection of the Environment Operations Act (POEO Act) 1997
- Protection of the Environment Operations (Waste) Regulation 2014
- Protection of the Environment Operations (General) Regulation 2009
- Waste Avoidance and Resource Recovery Act 2001
- Environmental Planning & Assessment Act 1979
- Land and Environment Court Rules 2007
- Planning Regulation 2017
- National Environment Protection Council (New South Wales) Act 1995
- Protection of the Environment Operations (Clean Air) Regulation 2010
- National Environment Protection (Ambient Air Quality) Measure
- Water Act 1912
- Water Management Act 2000
- Biodiversity Conservation Act 2016
- Local Land Services Act 2013
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

From an environmental management perspective, the primary legislation governing operation of the Uralla Shire Council's Kerbside Waste Collection Service's are the:

- Protection of the Environment Operations Act (POEO Act) 1997
- Protection of the Environment Operations (General) Regulation 2009
- Protection of the Environment Operations (Waste) Regulation 2014
- Waste Avoidance and Resource Recovery Act 2001

Kerbside Waste Collection Services are not a licensable scheduled activity under the Protection of the Environment Operations Act (POEO Act) 1997.



**2.3 EXISTING KERBSIDE WASTE OPERATIONS AND PROCESSES**

**2.3.1 Kerbside Waste Disposal Methods**

Kerbside waste collection materials are all diverted to the Uralla Waste Management Facility and are managed at the facility by either separation for reuse/recycling or disposed of in landfill. Wastes that are accepted and managed at the UWMF are included in table 2-4 below. USC places a high priority upon waste separation to ensure waste is only landfilled as a last resort.

**Table 2-5 USC Kerbside Collection Waste Streams and Management Methods**

Waste Type	Disposal Method
<p><b>MSW</b> from kerbside collection “wheelie bins” collected from:</p> <ul style="list-style-type: none"> <li>• Uralla;</li> <li>• Bundarra;</li> <li>• Invergowrie;</li> <li>• Kingstown; and</li> <li>• Kentucky.</li> </ul>	<p>Landfilled – General waste cell</p>
<p><b>Greenwaste</b> from kerbside collection “wheelie bins” collected from Uralla only</p>	<p>Stockpiled. Ground periodically and used for landfill capping</p>
<p><b>Comingled Recyclables</b> from kerbside collection “wheelie bins” collected from:</p> <ul style="list-style-type: none"> <li>• Uralla;</li> <li>• Bundarra;</li> <li>• Invergowrie;</li> <li>• Kingstown; and</li> <li>• Kentucky.</li> </ul>	<p>Processed at Uralla MRF.</p>

**2.3.2 Annual Waste Disposal Volume**

The annual waste volumetric data for Kerbside Waste Collection Services is estimated from the data supplied. While the data gives a practical evaluation of the potential waste volumes received, it is still only approximate. The data supplied was limited in the range where less than 12 months was supplied and the recorded volumes were estimations. The site does not currently have a weighbridge. No growth factor has been applied to the Kerbside Waste Collection Services waste volumes.

**Table 2-6 Waste volumes of kerbside waste collection materials**

<b>Kerbsides Waste Collection - Waste Stream</b>	<b>Estimate Waste Volume (Tonnes / year)</b>
General Waste	1000
Recyclable	732
Green waste	21
<b>Total</b>	<b>1280</b>

### **2.3.3 Concerns with Current Operations**

Current operations are currently raising concerns for Council in the following areas:

- Cost benefit to Council of all kerbside collection services;
- Limited kerbside waste collection servicing of USC residence outside of townships for general waste and recyclable materials;
- Limited up-take of green waste collection service in Uralla;
- Cost and sustainability of kerbside waste and recyclable collection at Walcha Shire Council.

### **3 ONGOING WASTE MANAGEMENT OPERATIONS AND PROCESSES**

#### **3.1 PROPOSED WASTE MANAGEMENT OPERATIONS AND SERVICES**

It is proposed that kerbside waste collection services could be improved with the implementation of new practices to build upon and optimise the current operations. This section will analyse the feasibility of the current kerbside waste collection services and whether the services can be further expanded to be more inclusive of residences close to already serviced townships.

#### **3.2 ASSESSMENT OF CURRENT KERBSIDE COLLECTION SERVICES**

##### **3.2.1 Investigation of cost of service**

The kerbside waste collection service has been in operation for many years and is currently under review for cost efficiency and viability of extended the service to other areas of the shire.

Budgeted expenditure as specified by USC for the kerbside waste collection service is listed in table 3-1.

**Table 3-1 Expenditure for kerbside waste collection services**

<b>Kerbside Waste Collections Itemised</b>	<b>Cost (\$)</b>
Insurance	138
Employee Costs	61,670
Salaries	513
Wages	99,401
Overtime	157
Employee Allowances	2,108
Contracts	107,834
Depreciation	22,851
Overheads	20,513
Plant Hire Internal Usage	73,730
Plant Hire – Wet Hire	214,470
Overheads	30,769
<b>Total</b>	<b>601,109</b>

Potential revenue from kerbside waste collection service is listed in table 3-2.

**Table 3-2 Estimated annual revenue from kerbside waste collection service**

		Service	Cost per Service (\$)	Number of Services	Revenue (\$)
Commercial	General Waste	Bundarra	263	40	10,520
		140L Uralla	203	60	12,180
		240L Uralla	263	150	39,450
Domestic	General Waste	Rural	230	592	42,550
		Bundarra	230	185	136,160
		140L Uralla	230	1146	236,580
	Recyclables	Rural	122	541	66,002
		Bundarra	122	1224	149,328
		Uralla	122		
	Green waste	Uralla	83.5	*140	11,690
<b>Environmental Levy</b>			<b>313</b>	<b>3045</b>	<b>952,205</b>

### 3.2.2 Investigation of diverted waste

Diverting recyclables materials from landfill can increase the life of the landfill cell as well as reduce the overall environmental impacts of the landfilling activity.

Table 3-3 below presents the approximate tonnage of recyclable materials diverted to landfill.

**Table 3-3 Estimated annual tonnages of recyclable materials diverted from landfill**

	<b>Services</b>	<b>Number of Services</b>	<b>Average tonnage per month</b>
<b>Commercial</b>	240L Uralla	62	23
	Cardboard collection	9	unknown
<b>Domestic</b>	Rural	541	10.5
	Bundarra	1,224	4.18
	Uralla		19.76
<b>TOTAL</b>			<b>57.44</b>

**3.2.3 Assessment of delivered services**

The data collected in table 3-1 denotes that the total expenditure on the kerbside collection equates to \$601,1095. The information presented in table 3-2 represents a potential revenue of \$952,205.17. Forming a simple profit/loss equation, the difference between revenue and expenditure would be considered a profitable financial venture with an operating surplus of \$351,096.51. The cost of waste disposal to the landfill from the kerbside waste collection has not be incorporated into the costings as the data was not supplied. It is normal practice for this cost to be absorbed into the landfill costing by Council, thus the surplus figure above is not a true reflection of profitability of the kerbside services and landfilling costs and/or charges need also to be considered by USC.

USC is responsible for the repair to and replacement of loss and damaged bins. A capital budget of \$15,000 has be approved for the distribution of new bins. Revenue of \$5,000 is expected from the sale of new, loss, or damaged bins to the public.

**3.2.4 Capacity for extending services**

With the existing kerbside waste collection services in surplus there is a potential to extend the existing services to residences in area near major townships.

Uralla Landfill is significantly over receiving capacity of general waste, by extending the existing general waste and recyclable kerbside collection, the tonnage of self-haul waste disposal would reduce. With increased education about recycling materials, the waste to landfill may be reduced and the landfill capacity increased.

### **3.3 ASSESSMENT OF THE VIABILITY OF WASTE COLLECTION SERVICES TO WALCHA SHIRE COUNCIL**

#### **3.3.1 Cost of service**

USC has conducted the kerbside waste collection for Walcha Shire Council (WSC) for a number of years. The general waste collected from the kerbside waste collection service is disposed of at the Walcha landfill and the co-mingled recyclables are taken to the Uralla MRF for processing.

#### **3.3.2 Assessment of delivered services**

The revenue received from the Walcha kerbside waste collection service was \$172,499 in the financial data provided. The expenditure for this service appears to be absorbed into the USC kerbside waste collection service as there was no separate allocated expenditure. As the Uralla USC kerbside waste collection service is proposed to be operating with a surplus of \$351,096.51, the Walcha Shire Council kerbside collection is considered to be financially viable subject to landfilling costs as mentioned previously. To better analyse the viability of the services to WSC from an accounting standpoint, Proterra Group recommends the expenditure to USC for the services be separated for USC operations.

Proterra Group has been advised that the general waste from the WSC kerbside waste collection service is taken to the Walcha landfill and the recyclable materials are taken to the Uralla MRF. Therefore, it is considered that the kerbside waste collection service for Walcha would not detrimentally impact on the volumetric tonnage to Uralla landfill.

### **3.4 ASSESSMENT OF ALTERNATIVE KERBSIDE WASTE COLLECTION ARRANGEMENTS**

#### **3.4.1 Operational days of waste collection services and MRF**

USC operates the kerbside waste collection services for general waste and recyclables as per table 3-3 below.

**Table 3-4 USC Kerbside Waste Collection Services**

<b>Township</b>	<b>Population</b>	<b>Frequency of Service</b>	<b>Day of Operation</b>
Invergowrie	775	Weekly	Monday
Bundarra	394	Weekly	Tuesday
Uralla	2,743	Weekly	Wednesday

The existing MRF and the kerbside waste collection service is operating three days per week for the Uralla Shire waste collection and every second Thursday for the Walcha Shire recyclable collection service. This allows a non-operational day every first Thursday and every Friday. It is proposed that if the kerbside waste collection service was to expand, there are 3 working days within the 10 day fortnight to increase the service. Further consideration would have to be given to an increase in wages and operational costs.

It is proposed that the current size of the general waste bin of 140L and the recycle bin at 240L appear to be acceptable when serviced on a weekly basis. Investigation into the adjoining local government areas appear to have similar services with an option for 140L or 240L bins.

**3.4.2 Other waste disposal method for Uralla Shire residents**

**3.4.2.1 Self-haul to landfills/ transfer stations**

For residents that do not have a kerbside collection service or that wish to dispose of household items there are several alternative disposal points to kerbside collection. Waste materials can be taken to the Uralla Landfill and Community Recycling Centre, Bundarra Landfill, Kingstown Transfer Station or Kentucky Recycling Station.

All domestic and some commercial waste can be received at the Uralla and Bundarra Landfill. Both Kingstown Transfer Station and the Kentucky Recycling Station receive domestic recyclables only.

Operating hours of these facilities are as listed in tables 3-3, 3-4, 3-5 and 3-6 below.

**Table 3-5 Uralla Landfill and Community Recycling Centre**

<b>Day of Week</b>	<b>Opening Hours</b>
Monday	8.00am – 4.00pm
Tuesday	8.00am – 4.00pm
Wednesday	Closed
Thursday	8.00am – 4.00pm
Friday	8.00am – 4.00pm
Saturday	9.00am – 2.00pm
Sunday	9.00am – 2.00pm

**Table 3-6 Bundarra Landfill**

<b>Weekdays</b>	<b>Opening Hours</b>
Monday	8.00am – 4.00pm
Tuesday	Closed
Wednesday	Closed
Thursday	8.00am – 4.00pm
Friday	8.00am – 4.00pm
Saturday	Closed
Sunday	9.00am – 3.00pm

**Table 3-7 Kingstown Transfer Station**

<b>Weekdays</b>	<b>Opening Hours</b>
Monday	Closed
Tuesday	Closed
Wednesday	8.30am – 3.30pm
Thursday	Closed
Friday	Closed
Saturday	10.00am – 2.00pm
Sunday	Closed



**Table 3-8 Kingstown Transfer Station**

<b>Weekdays</b>	<b>Opening Hours</b>
Monday	All day
Tuesday	All day
Wednesday	All day
Thursday	All day
Friday	All day
Saturday	All day
Sunday	All day

The USC fees and charges schedule currently has a zero charge on self-haul domestic recyclables.

Self-haul is a practicable option for residents in USC area to dispose of recyclable materials if kerbside collection is not available.

**3.5 ASSESSMENT OF ALTERNATIVE DISPOSAL OF RECYCLING MATERIALS**

**3.5.1 Assessment of current internal disposal options**

**3.5.1.1 Kerbside waste collection service**

USC conducts a kerbside waste collection of general waste and recyclable materials every week. The kerbside collections services are available for the residents in Uralla township, Bundarra township, Ivergowrie, Arding, Sumarez Ponds and Kentucky. Green waste collection services are available to the residents of Uralla township only.

General waste bins are red-lidded and 140L in size with recycling bins having a yellow lid and 240L in size. Both the general waste and recyclable bins are collected on a weekly basis. The areas of Invergowrie, Arding, and Saumarez Ponds are services on a Monday, Bundarra area on Tuesday and the Uralla area on a Wednesday. Residents outside of these areas are encouraged to call the Council to see if a kerbside collection is possible, if not, then undertake other methods of waste disposal.

**3.5.2 Assessment of external disposal options**

**3.5.2.1 Neighbouring Councils**

An assessment of fees and charges was conducted into the neighbouring local government facilities as an alternative for the processing of recyclable materials. Walcha Shire Council, Armidale Regional Council, Gwydir Shire Council and Tamworth Regional Council presented no commercial nor out-of-shire fees and charges for disposal of

recyclable materials. Therefore, without further investigative scope it is not feasible to estimate pricing for transportation of co-mingled recycling to neighbouring Councils.

**3.5.2.2 Contractor kerbside waste collection**

An approximation of contractor costs has been priced for the kerbside waste collection at \$1.20 - \$1.50 per lift of a 240L bin. As the price is per lift, it is fair to say the price is consistent for general waste, recyclables and green waste. The prices are that of a standard long-term contract. Stated in table 3-2 is the number of kerbside waste collection services for USC spilt into services types, with the total number of services equalling 3045. Using the supplied number of bin services from USC and the approximate contractor costs, the potential cost for an external contractor to under the kerbside waste collection service is between \$3,654 and \$4,567 per week or between \$190,008 and \$237,510 annually. The price per lift is exclusive of the disposal costs and bin replacement costs, USC would then need to factor any further costs onto this pricing module. As the approximate cost for the external contractor to conduct kerbside waste collection services is less than the current USC expenditure it is proposed that this option is investigated further. Please note that the presented contractor cost is a rough guide (form other local government contracts) of potential costings and it is recommended that if this option is to be taken a full cost pricing procurement process is undertaken for exact pricing.

**Table 3-9 Expenditure for kerbside waste collection**

	<b>Council Cost (\$)</b>	<b>Contractor Cost (\$)</b>
Cost for bin service	\$601,109	\$190,008 - \$237,510

**3.5.2.3 Frequency of Collection - Recycling**

Co-mingled recyclables are currently collected in a 240L bin on a weekly basis. On average the bins are collected when they are one quarter full. Proposing that the current circumstances can be improved upon there are two (2) options to consider:

- **Option 1 – Reduce kerbside recycling collection to fortnightly – Retain 240L bin**

This may impact on the operation and staffing of the MRF. Required volumes per day and staffing levels/rostering at the Uralla MRF should be investigated prior to proceeding with this option. Should recycling processing be contracted to a third party at a larger regional MRF. This option would be preferred. A discussion on contracting recyclable processing is included below in section 3.5.2.4.

- **Option 2: Reduce size recycle bin to 140L – Continue weekly collection**

This will allow the current staffing levels and operation of the MRF to continue but will required capital expenditure on the purchasing of new bins. On the 19/20 fees and charges schedule the cost for a new 140L is \$79.50 plus delivery. If the base cost for the bin was multiplied by the cost of replacing all recyclables bins of 1972 this would cost approximately \$156,774. It is assumed that the actual cost of bins would be somewhat less as the Council/contractor would purchase the bins at a wholesale price. This option could be rolled our incrementally as bins require replacement due to damage/age.

**3.5.2.4 Contracting MRF operations**

Proterra Group was unable to extract the cost of operating the MRF as the operational expenditure is listed in the budget with the operational costs of the other waste facilities. Proterra Group estimates the costs of sending comingled recyclables to an external MRF to be approximately \$90/Tonne + freight. A summary of discussions with nearby MRF operators is included below in table 3-9.

**Table 3-10 External MRF Options**

<b>Location</b>	<b>Operator</b>	<b>Comments</b>
Armidale	Armidale Recycling Service	May have capacity but unable to provide pricing
Tamworth	Challenge Community	Currently capacity. Unable to process more waste in short term
Narrabri	Challenge Community	Currently capacity. Unable to process more waste in short term

It is recommended that costs for operating the MRF are accounted for separately to other USC waste operations to help when analysing viability. Once costs to USC of operating the MRF are better known, further discussions and comparison with external MRF's can take place.

**3.6 ASSESSMENT OF KERBSIDE GREEN WASTE COLLECTION**

**3.6.1 Cost to service Green Waste Kerbside Collection**

Currently the green waste kerbside collection service is only servicing about 140 bin services in the town of Uralla only. The time taken for a round trip to service the 140 bins is approximately 4 hours. Assuming at a wet hire rate for the kerbside collection truck of \$140/hr, the cost to USC is estimated at \$560.00 per run. As the service is conducted 19 times in a calendar year the average cost to provide the green waste service to the community is \$10,640 per annum, excluding the supply and replacement of bins.

**3.6.2 Revenue from Green Waste Kerbside Collection**

Green waste kerbside bin collection service is an opt-in service available only for the residents of the Uralla township. The cost of the opt-in service is \$83.50 per annum. Excluding the one-off bin purchase of the customer the green waste kerbside bin collection service, the revenue procured from this service using approximately figures is \$11,690 per annum.

**3.6.3 Costs benefit analysis**

The expenditure for the kerbside green waste collection service amounts to an estimated total spend of \$10,640. Revenue received from the service equates to \$11,690. There is a projected profit of \$1,050 for the green waste collection service. As the green waste service



## KERBSIDE WASTE COLLECTION SERVICES INVESTIGATION INTO SERVICES

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is only for the Uralla residences and the green waste collection truck does not have to travel any great distance, the collection service breaks even if not with a small profit and is therefore viable for USC to continue this service.

If the service was to expand to the other townships of Uralla shire then the hire of the truck would become less sustainable and USC would be paying for the hire of the truck during the travel on the roads without the income from servicing the kerbside bins. Furthermore, as the service is an opt-in service it is not guaranteed that any great number of residents would choose to participate in the collection service lessening the profit margin.

## 4 RECOMMENDATIONS

Proterra group recommends the following items are further investigated and implemented regarding the Kerbside Waste Collection Services to ensure compliance with legislation, reduce Council's exposure to risk and to reduce complaints. The recommendations listed below in table 4-1 are listed in order of priority from most to least important.

**Table 4-1 Uralla Shire Kerbside Waste Collection Services**


Priority	Action	Timeframe
1	Continue kerbside waste collection services for the current locations with current service standards.	Immediately
2	Continue providing kerbside waste collection services to Walcha Shire Council. Costs for providing this service should be separated from USC operations to better analyse viability/profitability.	Immediately
3	Continue as an opt-in kerbside green waste collection services for the Uralla township and expand this service to the other townships in the Uralla Shire.	2020/2021 Budget
4	Consider extension of general waste and recycling kerbside collections services to near residents of major townships.	2020/2021 Budget
5	Consider investigating options for an external contractor to conduct kerbside waste collection services.	2020/2021 Budget
6	Investigate contract arrangement for collection and processing of co-mingled recyclables	As soon as practicable
7	Investigate frequency and bin size of co-mingled recyclables.	Following a review of MRF operations (Priority 5)
8	Investigate region wide waste strategy	As soon as practicable



INVESTIGATION INTO SERVICES

GREEN WASTE  
URALLA SHIRE COUNCIL

## AMENDMENT, DISTRIBUTION and APPROVAL

ISSUE	AUTHOR	REVIEWER	APPROVED FOR ISSUE		
			NAME	SIGNATURE	DATE
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# 1 INTRODUCTION

## 1.1 GENERAL

Proterra Group Pty Ltd (Proterra) was engaged by Uralla Shire Council (USC) to review the green waste mulching operations to address issues relating to its waste management facilities and to investigate options for streamlining or altering methods of waste operations. USC has identified a number of key issues that currently (or will in the future) present challenges and risks to Council.

The purpose of this document is to review the operations of the Green Waste to provide USC with guidance on complying with the relevant legislation and advice on improving the operations.

## 1.2 **USC'S OBJECTIVES**

USC has provided clear objectives and deliverables to be addressed for the Green Waste. This plan will focus on delivering solutions to the following areas:

1. Review the existing green waste mulching operations to ensure compliance with NSW EPA regulations and provide options, for example:
  - a. Should Council consider composting green waste or outsource to a contractor or nearby council?
  - b. If considering composting should Council consider a full food and garden organics collection (FOGO) service?
2. Options developed should also consider the operations of Council's landfills, CRC, transfer stations, and kerbside waste collection services.
3. Provide a final options report outlining the requirements in relation to:
  - a. Operational and capital infrastructure and plant recommendations, in particular, waste compactors and installation of a weighbridge;
  - b. Identification of the impact on Council's LTFP, asset management plan, and human resourcing strategy;
  - c. Licencing, regulations and approvals;
  - d. Key gaps, barriers and risks associated with the options presented; and
  - e. Each option having costings, cost-benefit analysis and business case, where applicable

Each deliverable listed above will be addressed with the following key issues in mind:

- Long Term Financial Plan Implications;
- Compliance with legislation;
- Service levels to the community;
- Risk Management;
- Regulatory Approvals; and
- The need to develop a Project brief for further Engineering investigations, detailed designs and cost estimates for future works.

## 2 BACKGROUND

The USC area is located in New South Wales' New England region. The USC area has a population of 6,411 people and covers an area of 3,226 square kilometres. Major industries in the area are agriculture, sheep, cattle, forestry and fishing. Neighbouring Local Government Authorities include Tamworth Regional Council, Gwydir Shire Council, Armidale Regional Council and Walcha Council. Figure 2-1 shows USC's location.

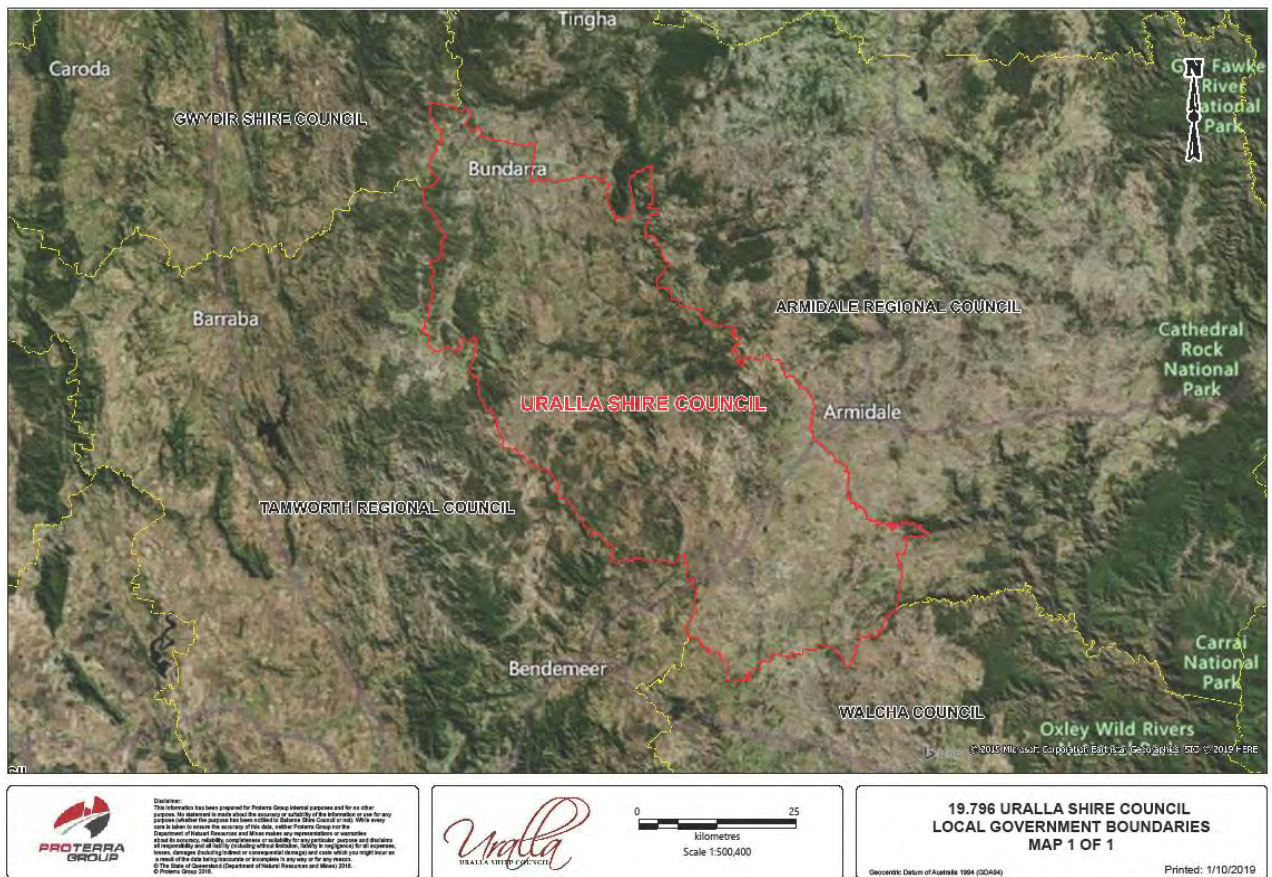


Figure 2-1 Locality Map - Uralla Shire Council Area

### 2.1.1 USC's Waste Facilities and Operations

USC operates the waste management facilities as shown in Table 2-1 with the details of the green waste kerbside waste collection in Table 2-2. The location of the waste facility sites can be seen in Figure 2-2.

Table 2-1 USC Waste Management Facilities

Waste Facility	Population	Location	Facility Type	Waste Volume (Tonnes per annum)	Staff	Hours of Operation
Uralla	2,743	Tip Road, Uralla (off Rowan Avenue)	Landfill, Community Recycling Centre and MRF	5,000 (Estimated)	1	8:00am–4:00pm (Mon, Tues, Thurs, Fri) 9:00am-2:00pm (Sat & Sun)
Bundarra	394	Bingara Road, Bundarra	Landfill (with Resource Recovery Areas)	155	1	8:00am–4:00pm (Mon, Thurs, Fri) 9:00am-3:00pm (Sun)
Kingstown	94	Bendemeer Road, Kingstown	Transfer Station	29	1	8:30am–3:30pm (Wed & Sun)
Kentucky	158	Dorley Lane, Kentucky	Domestic Recycling Station	N/A	Unstaffed	24 Hours

Table 2-2 USC Current Kerbside Waste Collection Services – Green Waste

Township	Population	Number of bins services per month	Size of bin (Litres)	Frequency of Service	Waste Volume (Tonnes per month)	Day of Operation
Invergowrie	94	0	-	N/A	-	Monday
Bundarra	394	0	-	N/A	-	Tuesday
Uralla	2,743	115	240	Fortnightly – 6 months/year Monthly – 6 months/year	2	Wednesday
Walcha	1,451	0	-	N/A	-	Thursday

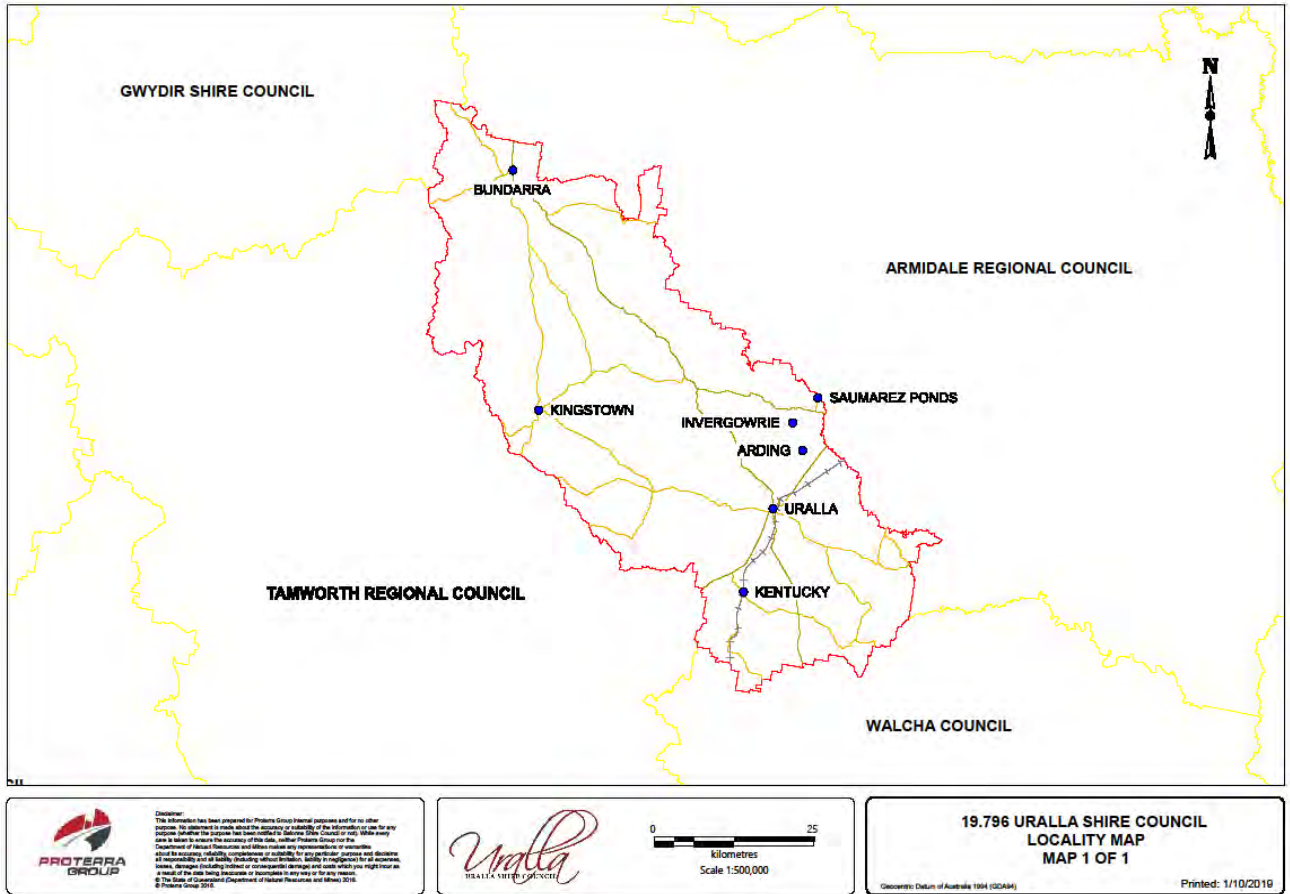


Figure 2-2 Uralla Shire Waste Facility Locations

## 2.2 RELEVANT WASTE LEGESLATION AND GUIDELINES

Approval and operation of UWMF is subject to, and potentially subject to a range of New South Wales and National Acts and legislation including:

- Protection of the Environment Operations Act (POEO Act) 1997
- Protection of the Environment Operations (Waste) Regulation 2014
- Protection of the Environment Operations (General) Regulation 2009
- Waste Avoidance and Resource Recovery Act 2001
- Environmental Planning & Assessment Act 1979
- Land and Environment Court Rules 2007
- Planning Regulation 2017
- National Environment Protection Council (New South Wales) Act 1995
- Protection of the Environment Operations (Clean Air) Regulation 2010
- National Environment Protection (Ambient Air Quality) Measure
- Water Act 1912
- Water Management Act 2000
- Biodiversity Conservation Act 2016
- Local Land Services Act 2013
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

From an environmental management perspective, the primary legislation governing operation of the Uralla Shire Council's Waste Facilities are the:

- Protection of the Environment Operations Act (POEO Act) 1997
- Protection of the Environment Operations (General) Regulation 2009
- Protection of the Environment Operations (Waste) Regulation 2014
- Waste Avoidance and Resource Recovery Act 2001

The mulching of the green waste can be defined as a scheduled activity under section 5 of the Protection of the Environment Operations Act (POEO Act) 1997 depending on the volume received. As USC operates the UWMF under Licence No. 5899 the Licence is likely to contain the required conditions for the mulching of green waste.

## 2.3 EXISTING GREEN WASTE MANAGEMENT OPERATIONS AND PROCESSES

The UWMF stockpiles green waste from kerbside collection services as well as receiving waste from self-haul disposal. Other waste facilities in the Uralla region including Bundarra landfill accept self-haul green waste to which it is stockpiled and ground periodically for use as landfill capping. Table 2-3 presents the green waste streams and uses at the Uralla landfill.

Table 2-3 UWMF Waste Streams and Management Methods

Waste Type	Disposal Method
Greenwaste from kerbside collection "wheelie bins" collected from Uralla only	Stockpiled. Ground periodically and used for landfill capping
Greenwaste delivered to facility by residents - "self-haul"	Stockpiled. Ground periodically and used for landfill capping
Timber	Stockpiled. Ground periodically and used for landfill capping

### 2.3.1 Existing Mulching Processes

Green waste is stockpiled, then mulched periodically and stored. The stored mulch is then used for landfill capping.

### 2.3.2 Tonnage of Green Waste Received

It is approximated that 2 tonnes of green waste are received monthly via the kerbside waste collection service. No data is available for the self-haul green to waste facility but the approximate overall tonnages are known and a general percentage of green waste to landfill known. The National Waste Report 2018 for Australia was complete by blue environmental. Data presented in the report showed at approximately 21.2% of waste to landfill including both domestic and commercial was green waste. If this percentage is applied to the Uralla and Bundarra landfills where green waste is received and waste tonnages are known, it is approximated that 5,184 tonnes of waste are received annually with approximately 1,092 tonnes of green waste.

### 2.3.3 Concerns with Current Operations

Current operations are currently raising concerns for Council in the following areas:

- Cost effectiveness of Council mulching green waste compared to a contractor
- Whether the kerbside collection of green waste should:
  - Continue as opt-in;
  - Cease; or
  - Be mandatory of Uralla



### 3 ONGOING GREEN WASTE MANAGEMENT OPERATIONS AND PROCESSES

#### 3.1 PROPOSED GREEN WASTE MANAGEMENT OPERATIONS AND SERVICES

It is proposed that green waste operations can be significantly improved at the UWMF with the implementation of practices to build upon and improve positive aspects of the current operations.

Outsourcing costs from neighbouring councils are not captured in this report as there is no available fees and charges on the **neighbouring Council's** fees and charges schedule.

#### 3.2 ASSESSMENT OF COMPOSTING OF GREEN WASTE

The green waste that is received to Uralla Shire facilities is currently mulched not composted. Mulching is defined by the EPA as meaning plant material shredded and/or screened to a preferred particle size grading for particular applications. Composting is defined as a process of managed biological transformation to achieve pasteurisation and for a period of not less than a total of 6 weeks of composting and curing at an adequate moisture level (>40 % by weight), and/or until an equivalent level of biological stability can be demonstrated.

Composting is a schedule activity under the Protection of the Environment Operations Act 1997 s12 composting if:

- where the composting takes place outside the regulated area and does not receive organics from inside the regulated area—
  - it has on site at any time more than 2,000 tonnes of organics received from off site, or
  - it receives from offsite more than 5,000 tonnes per year of non-putrescible organics or more than 200 tonnes per year of putrescible organics.

\*For the purposes of this clause, 1 cubic metre of organics is taken to weigh 0.5 tonnes.

\*the regulated area means the Greater Sydney Region within the meaning of the Greater Sydney Commission Act 2015 and the local government areas of Ballina, Bellingen, Byron, Central Coast, Cessnock, Clarence Valley, Coffs Harbour, Dungog, Kempsey, Kiama, Kyogle, Lake Macquarie, Lismore, Maitland, Mid-Coast, Muswellbrook, Nambucca, Newcastle, Port Macquarie-Hastings, Port Stephens, Richmond Valley, Shellharbour, Shoalhaven, Singleton, Tweed, Upper Hunter Shire, Wingecarribee and Wollongong.

Composting under the Protection of the Environment Operations Act 1997 s12 is defined as the aerobic or anaerobic biological conversion of organics into humus-like products:

- (a) by methods such as bioconversion, biodigestion or vermiculture, or
- (b) by size reduction of organics by shredding, chipping, mulching or grinding.

Therefore, depending on the amount of green waste being process both composting and mulching is a scheduled activity.

### 3.2.1.1 Assessment of Mulching Green Waste

On or before supplying mulch, the processor must ensure that:

- a) the mulch does not contain asbestos, engineered wood products, preservative treated or coated wood residues, or physical contaminants, including but not limited to glass, metal, rigid plastics, flexible plastics, or polystyrene.
- b) the mulch is ready for land application.

The processor must not supply mulch that contains any weed, disease or pest to a consumer for land application in an environmentally sensitive area.

### 3.2.1.2 Management of Weeds

Major industries in the area of Uralla and Bundarra are agriculture, sheep, cattle, forestry and fishing, all of which have the potential to be impacted by the spread of weeds. As stated on the Department of Primary Industries website through the published Weed factsheet, "The financial impact of weeds on agriculture alone is approximately \$2.5 billion in lost production and \$1.8 billion in control activities every year".

The Biosecurity Act 2015 charges all land managers and users with a general biosecurity duty to manage weeds that they know about or could reasonably be expected to know about. It is with this reasoning that the statement is applied to Uralla Shire Council to be reasonably expected to know that there is possible weed contamination in the kerbside collection and direct drop off of green waste at the Uralla Landfill and Bundarra Transfer Station. Without proper treatment of the green waste prior to dispersal, there is the potential for the spread of weeds through Council operations.

As Council intends to continue to collect green waste from direct drop off, the green waste will still require storage at the waste facilities. Storage space increases when the green waste is mulched resulting in smaller and more easily handled stockpiles for Council, therefore it is recommended that Council continues to mulch green waste on an as needed basis.

For the spread of the weeds the risk is minimised when using the mulched green waste on Council owned lands as the mulch can be monitored by staff and appropriately dealt with by staff for growing weeds. When the mulch is sold as a commercial product to the public then there is no ability to monitor the end use and of the product.

### 3.2.1.3 Future of Green Waste

Once green waste is mulched, the product is then a useful commodity to Council whether to then on-sold to the public or to store and use internally for use on Council garden beds or as capping for landfills.

### 3.2.1.4 Costs of Mulching

USC is currently mulching green waste received to Council via self-haul and kerbside collection. Current expenditure for mulching were not provided to Proterra Group and are therefore not presented in the report.

Contractor costs were sourced for the onsite grinding of green waste materials. The costs include:

- Floatage of grinding assets - \$3300.00 plus GST.
- Processing of the green waste - \$18.00 per tonne plus GST.

### 3.2.2 Assessment of Composting Green Waste

On or before supplying compost, the processor must:

- a) prepare a written sampling plan which includes a description of sample preparation and storage procedures for the compost.
- b) ensure that the absolute maximum or other value of that attribute in the compost does not exceed the absolute maximum listed in Column 2 of the table 3-1 below.

Table 3-1 Maximum Amounts for Compost Sampling

Attributes	Absolute maximum (% 'dry weight' unless otherwise specified)
1. Glass, metal and rigid plastics > 2 mm	0.5
2. Plastics – light, flexible or film > 5 mm	0.05
3. Salmonella spp	absent in 25 g
4. Escherichia Coli (E. Coli)	<100 MPN/g*
5. Faecal coliforms	<1000 MPN/g*

\*MPN = most probable number

The processor must not mechanically size-reduce the compost through methods such as hammer milling, crushing or grinding, as a way of managing the physical contaminant loading.

Furthermore, there are sampling requirements on or before supplying to the compost. The tests are to be undertaken by analytical laboratories accredited by the National Association of Testing Authorities (NATA), or equivalent.

#### 3.2.2.1 Sale of Compost

Once green waste is composted, the product is then a useful commodity to Council whether to then on-sold to the public or to store and use internally for use on Council's garden beds or as capping for landfills.

Ensure compliance with Biosecurity Order (Permitted Activities) 2019 s121 regarding the moving/sale of mulch and compost.

### 3.3 REVIEW OF FOOD AND GARDEN ORGANIC COLLECTION SERVICE (FOGO)

Of the waste collected in the general waste bin, approximately 45% consists of food and garden waste. It is an initiative of the EPA to halve food waste by 2030 by the introduction of FOGO into NSW.

#### 3.3.1 Assessment of Kerbside Collection

A kerbside green waste collection service is opt-in only for the residents of Uralla township, not the rest of the shire and it is only for green waste. The bin size is 240L and collected once a fortnight for 6 months and once a month for the remaining 6 months of the year.

For a FOGO service the green waste collection would be required to be increased to weekly collections 12 months of the year thus increasing the collection service significantly throughout the year. The general waste bin collection would then be subsequently reduced to every fortnight instead of weekly as it is estimated by the National Waste Report that 35% of general waste is FOGO. With the FOGO removed from the general waste bin, the bin would gain more capacity to be filled by waste and would be less inclined to contain as many unpleasant odours.

#### 3.3.2 Education Campaign

An education campaign would be required to ensure compliance with the FOGO disposal guidelines. Furthermore, Proterra Group recommends that as the FOGO service would be incorporated into the green waste services, that the service should no longer be an opt-in service but a mandatory service to stabilise the amount of FOGO wastes received, leading to USC being able to better manage the waste. The FOGO service would be recommended to be rolled out to all residents that are currently receiving a kerbside waste collection service, not just the Uralla township residents.

#### 3.3.3 Collection and Cost

By engaging a contractor to collect and remove the FOGO straight from kerbside waste collection, waste to landfill is reduced and all residences in the shire would be serviced, not just Uralla township. The contractor would use the existing bins and services in place at Uralla then increase this service to the rest of the residence in USC area. Depending on the contractor chosen, the contractor (at a cost) could also provide community education on the FOGO service - **what can and can't be put in the FOGO green bin**. A broad and general contractor costing for the FOGO service is mentioned below, however the costings are indicative only. Please note to gain an exact cost of service a full tender procurement process is required.

A high-level estimate would be approximately \$500,000 per annum to process 1,000 tonnes; however, it is believed that 5,000 tonnes could also be processed for this amount due the economy of scale.

Using the approximate tonnage of green waste received to USC facilities as 1,092 tonnes, it is likely that USC will be paying premium costs for the composting of green waste. The cost-benefit for composting FOGO waste would not be in the favour of Council. It therefore recommended by Proterra Group that FOGO waste is not composted by USC at their waste facilities.

### 3.3.4 Neighbouring Alternatives

Armidale Regional Council currently undertakes the City to Soil initiative where a kerbside collection of green waste is collected in a 240L bin on a fortnightly basis. The green waste bin includes FOGO waste that is then composted at Council facilities through aerobic composting.

Tamworth currently only processes green waste and has reached maximum operating capacity. The Council is currently undertaking a project to increase operational capacity for the green and to include FOGO materials. The current facility processes 15,000 tonne per annum with the new facility looking to process 30,000 tonne per annum with a possible increase to 50,000 tonnes.

Gwydir Shire Council offer worm factories from council for a cost of \$80. They come with full operational instructions and guide book, but worms must be purchased separately. Council also has 220 litre composts bins for \$45, 400 litre compost bins for \$60 and compost aerators for \$22.

While composting of FOGO is not recommended for USC to undertake within the region, there is opportunity for the waste to be collected and taken out of the shire for processing.

## 4 RECOMMENDATIONS

Proterra group recommends the following items are further investigated and implemented regarding the Green Waste to ensure compliance with legislation, reduce Council's exposure to risk and to reduce complaints. The recommendations listed below in table 4-1 are listed in order of priority from most to least important.

Table 4-1 Uralla Green Waste Recommendations

Priority	Action	Timeframe
1	USC continue to mulch green waste from the green waste collection at Uralla Landfill and Bundarra Transfer Station.	Immediately
2	USC cease the trade of the mulch as a commercial product and use the product internally.	Immediately
3	Composting of FOGO waste at USC facilities is not introduced.	Immediately
4	Waste education delivered to the community to reduce FOGO waste to landfill.	2020/2021 Budget
5	Investigate grants available through EPA for community FOGO enterprises.	2020/2021 Budget

## 15.7 WORKS PROGRESS REPORT

**Department:** Infrastructure & Development  
**Prepared by:** *Manager Civil Infrastructure*  
**TRIM Reference:** UINT/21/2685  
**Attachments:** UINT/21/2684 - March - Attachment Works Program to 28 February 2021

### 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
<b>Action:</b>	<b>2.3.1.1.1</b>	Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points - per Transport Asset Management Plan
	<b>2.3.1.1.2</b>	Deliver sealed roads capital renewal program - per Transport Asset Management Plan
	<b>2.3.1.1.4</b>	Deliver unsealed roads grading program in line with established service levels and intervention points - per Transport Asset Management Plan
	<b>2.3.1.1.5</b>	Deliver unsealed roads re-sheeting program in line with established service levels – per Transport Asset Management Plan

#### SUMMARY:

The purpose of this report is to inform Council of the works that have been completed or progressed to the following month, and works being undertaken in the current month.

#### RECOMMENDATION:

That the report be received and noted for the works completed or progressed during February 2021 and works programmed for March 2021.

#### BACKGROUND:

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

#### REPORT:

##### A. Works Undertaken in February 2021

1. **Main Road Maintenance**

MR73 Thunderbolts Way (Walcha)	Minor Patching
Thunderbolts Way and Bundarra Road	Patching
  
2. **Sealed Roads Maintenance**

Uralla Streets and Rural Roads	Patching
--------------------------------	----------

- |  |   |
|--|---|
| <p>3. <b>Unsealed Roads Maintenance Grading</b><br/>         Gap Road<br/>         Wallaby Rocks Lane<br/>         Karingal Road<br/>         Old Kingstown Road<br/>         Stonybatter Road<br/>         Athol Road</p> | <p>Graded<br/>         Graded<br/>         Graded<br/>         Graded<br/>         Graded<br/>         Graded</p>   |
| <p>4. <b>Construction</b><br/>         Retreat Road upgrade<br/><br/>         Kingstown Road<br/>         Kingstown Road<br/>         Hawthorne Drive improvement</p>  | <p>Complete sealing, erosion control and grass seeding<br/>         Complete vegetation control<br/>         Complete Resealing<br/>         Commence vegetation clearing</p> |
| <p>5. <b>Bridge / Sign</b><br/>         Bridge maintenance<br/>         Kingstown Road<br/>         Rocky River School</p>   | <p>Commence whipper snipping on bridges<br/>         Assist the resealing<br/>         Assist the parking bay improvement</p>   |
| <p>6. <b>Town and Parks</b><br/>         Uralla</p>  | <p>Recreational area maintenance, cemetery maintenance, clean gutters, mowing, sporting field maintenance, tree pruning, weed spraying</p>                                    |

**B. Works to be continued/undertaken in March 2021**

- |  |  |
|--|--|
| <p>1. <b>Main Road Maintenance</b><br/>         Bitumen patching<br/>         Vegetation control</p>   |  |
| <p>2. <b>Sealed Roads Maintenance</b><br/>         Bitumen patching, vegetation control</p>  |  |
| <p>3. <b>Unsealed Roads Maintenance</b><br/>         Grading – Old Kingstown Road,<br/>         Stoney Batter Road, Hardens Road, Athol<br/>         Road, Lindon Road, Balala Road, The Gap<br/>         Road</p> |  |
| <p>4. <b>Bridge/Sign</b><br/>         Hawthorne Drive improvement<br/>         Bridge maintenance</p>  | <p>Drainage installation</p>   |
| <p>5. <b>Construction</b><br/>         Hawthorne Drive improvement<br/>         Thunderbolts Way South Blackspot Program</p>   | <p>Drainage and sub-base construction<br/>         Commence construction</p> |
| <p>6. <b>Town Area</b><br/>         Maintenance</p>  | <p>General maintenance and upkeeping</p>                                     |



**C. The following road projects are funded this financial year.**

1. Project: Retreat Road upgrade  
Scope of works: Upgrade from unsealed to sealed road and drainage improvement  
LRCI Funding: \$400,000  
Status: Completed
2. Project: Torryburn Road rehabilitation  
Scope of works: Pavement widening, additional base course, stabilising, drainage improvement and bitumen sealing (Total cost per budget \$134,750)  
LRCI Funding: \$111,237  
Status: Commence April/May 2021
3. Project: Hawthorne Drive improvement  
Scope of works: Pavement widening, additional base course, drainage improvement and bitumen sealing (Total cost per budget \$655,000)  
FLR Funding: \$516,000. Council contribution: \$139,000  
Status: Commence Feb/March 2021
4. Project: Thunderbolts Way South Blackspot Program  
Scope of works: Pavement widening, install safety barrier and bitumen sealing  
Safer Road Funding: \$247,840  
Status: Commence March/April 2021

**KEY ISSUES:**

NIL

**COUNCIL IMPLICATIONS:**

1. **Community Engagement/ Communication (per engagement strategy)**  
Weekly posts to Council's Facebook and internal weekly bulletin keep the community informed of progress
2. **Policy and Regulation**  
Procurement Policy; Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council  
Local Government Act (1993), Roads Act (1993), Work Health & Safety Act (2011), Environmental Planning & Assessment Act (1979) and Australian Standards
3. **Financial (LTFP)**  
In accordance with budget
4. **Asset Management (AMS)**  
In accordance with Asset Management Plan
5. **Workforce (WMS)**  
Council staff and contractors
6. **Legal and Risk Management**  
Maintaining Council assets to minimise legal and risk exposure
7. **Performance Measures**  
Works completed to appropriate standards
8. **Project Management**  
Manager Civil Infrastructure, Overseer & Director Infrastructure & Development

## Capital Works Program at 28 February 2021

ID	Task Name	Comments	Estimates	Actual Costs to date	July 29/06	August 27/07	September 24/08	October 21/09	November 19/10	December 16/11	January 14/12	February 11/01	February 8/02	March 8/03	April 5/04	May 3/05	June 31/05	July 28/06
1			\$0.00															
2	Bingara Road upgrade, ch 6600 to 15000.		\$2,856,000.00	\$2,454,351.92														
3	Road construction (ch8900 - 11100), drainage, erosion control and guardrail	Restart NSW	\$794,183.00	\$659,798.99	[Blue bar from July 29/06 to December 14/12]													
4	Tolleys Gully Bridge	Growing Local Economies	\$1,100,000.00	\$46,193.36														
5	Survey, investigation and tender		\$45,000.00	\$46,193.36	[Blue bar from July 29/06 to November 19/10]													
6	Bridge construction		\$448,500.00	\$0.00														
7	Bridge approaches construction		\$551,000.00	\$0.00														
8	<b>Safer Roads - MR73(South)</b>	<b>Safer Rd / Blackspot</b>	<b>\$247,840.00</b>	<b>\$21,246.91</b>														
9	Design		\$20,000.00	\$21,246.91	[Blue bar from August 27/07 to November 19/10]													
10	Construction & install safety barriers		\$227,840.00	\$0.00														
11	<b>Regional Roads - REPAIR Program (Ext Funding \$187,326)</b>	<b>REPAIR / Block Grant</b>	<b>\$465,089.00</b>	<b>\$503,894.49</b>														
12	Thunderbolts Way(MR73C), REPAIR reconstruction ch 2200to 22650 (adjacent Gwydir River bridge)		\$287,912.00	\$178,934.45														
13	Thunderbolts Way(MR73C), REPAIR reconstruction ch 1300 to 1730 ( Rifle Range) and guardrail		\$177,177.00	\$182,921.47														
14	<b>Upgrade</b>		<b>\$400,000.00</b>	<b>\$394,671.94</b>														
15	Retreat Rd (2km)	LRCI	\$400,000.00	\$394,671.94														
16	<b>Renewals 1</b>		<b>\$2,484,234.00</b>	<b>\$1,320,552.20</b>														
17	Reseals - Urban	R2R	\$70,343.00	\$57,757.14														
18	Reseals - Rural	R2R	\$372,269.00	\$289,732.35														
19	Reseals - Regional	Block	\$289,268.00	\$273,301.45														
20	<b>Rehabilitation - Sealed Rural Roads</b>		<b>\$1,442,634.00</b>	<b>\$497,676.18</b>														
21	Kingstown Road Heavy Patching (ch4.5 - 12.5km)	R2R	\$404,250.00	\$276,398.92														
22	Arding Road (2.15km - 5km)	R2R	\$215,634.00	\$221,277.26														
23	Torryburn Road (0.5km)	LRCI	\$111,237.00	\$0.00														
24	Hawthorne Drive (0 - 2km)	FLR	\$655,000.00	\$0.00														
25	<b>Rehabilitation - Sealed Urban Roads</b>		<b>\$307,720.00</b>	<b>\$234,210.71</b>														
26	Uralla Street (Uralla Creek - Hill St)		\$31,000.00	\$33,674.00														
27	East Street (Duke St - Salisbury St)		\$94,820.00	\$61,090.06														
28	Queen Street (Central School - Park St)		\$99,125.00	\$78,709.65														
29	Maitland Street (King St - Wood St)	LRCI	\$82,775.00	\$60,737.00														
30	<b>Construction Projects</b>		<b>\$195,606.00</b>	<b>\$0.00</b>														
31	<b>Footpath (Bundarra)</b>		<b>\$60,256.00</b>	<b>\$0.00</b>														
32	<b>Bike Track (Plane Avenue)</b>		<b>\$64,750.00</b>	<b>\$0.00</b>														
33	<b>Kerb &amp; Gutter</b>		<b>\$70,600.00</b>	<b>\$0.00</b>														
34	<b>Resheeting</b>		<b>\$503,373.00</b>	<b>\$179,569.00</b>														
35	<b>Unsealed Rural Roads</b>		<b>\$482,668.00</b>	<b>\$179,569.00</b>														
36	<b>Unsealed Regional Roads</b>		<b>\$20,705.00</b>	<b>\$0.00</b>														
37	<b>Others Projects</b>		<b>\$20,000.00</b>	<b>\$0.00</b>														
38	Uralla Caravan Park - pavement improvement	Drought Stimulus	\$20,000.00	\$0.00														

Business Paper 23 March 2021 Ordinary Meeting

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Project: March - Attachment - Capital W

Task	[Blue bar]	Project Summary	[Black bar]	Manual Task	[Light blue bar]	Start-only	[Blue square]	Deadline	[Green arrow]
Split	[Dotted line]	Inactive Task	[Grey bar]	Duration-only	[Light blue bar]	Finish-only	[Blue square]	Progress	[Yellow bar]
Milestone	[Red diamond]	Inactive Milestone	[Grey bar]	Manual Summary Rollup	[Light blue bar]	External Tasks	[Blue square]	Manual Progress	[Light blue bar]
Summary	[Black arrow]	Inactive Summary	[Grey bar]	Manual Summary	[Light blue bar]	External Milestone	[Blue square]	Slippage	[Blue bar]

## 15.8 PRIORITISATION OF CANDIDATE PROJECTS FOR UPGRADING GRAVEL ROADS TO SEALED ROADS

Department: Infrastructure & Development  
 Prepared by: *Director Infrastructure and Development*  
 TRIM Reference: UINT/21/3097  
 Attachments: Nil



### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained

**Strategy:** 2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation

**Activity:** 2.3.1.1 Deliver road and drainage maintenance services and capital works programs

### SUMMARY:

The purpose of this report is provide Council with a recommendation for the prioritisation of upgrading roads from gravel to sealed surface.

### RECOMMENDATION:

That Council:

1. Adopt the Roads prioritisation list as follows:

Road Name	Section	Length (m)	Year	Cost estimate (\$)
Old Gostwyck Road	To Corey Road	1,100	21/22	270,000
Corey Road	Full length	440	21/22	108,000
Hariet Gully Road	Full Length	760	21/22	186,000
				<b>TOTAL - 564,000</b>
Gostwyck Road	14.9 to 16.9 km	2,000	22/23	490,000
Bendemeer Road	0.5 to 2.5 km	2,000	23/25	490,000
Gostwyck Road	16.9 to 19.0 km	2,100	24/25	515,000
Williams Road	0.2 to 2 km	1,800	25/26	441,000

2. Places the list on public exhibition and invite nominations from the community and NSW Farmers for other gravel road candidate projects for investigation and prioritisation in the future (beyond 25/26); and
3. Consider as part of Council's budget deliberations the upgrading of gravel to sealed for Old Gostwyck Road, Corey Road and Harriet Gully Road.

#### **BACKGROUND:**

Council has had an ad-hoc approach to the upgrading of gravel to sealed roads within its network with no evidence of a documented prioritisation methodology. A prioritisation tool has been developed in order to provide a more objective assessment to inform Council in developing the priorities for upgrades.

The prioritisation tool was presented to Councillors in a series of workshops.

#### **REPORT:**

##### **D. The Prioritisation Tool**

The prioritisation tool considers the following seven independent Assessment Criteria:

- Vehicle usage - Traffic volumes, % heavy vehicles and school bus route.
- Tourist Route
- Impacts of sealing – missing link or only route
- Road alignment
- Economics
- Road Safety

Candidate projects are then ranked from No. 1 being the highest priority. Projects with the same score have the same rank. This model is a refined version based on the RMS assessment tool used to distinguish between REPAIR program candidate projects submitted by Council.

##### **E. Candidate projects**

Candidate projects considered in the assessment included:

- Retreat Road 10.1 to 12.1km
- Retreat Road 12.1 to 14.1km
- Retreat Road 14.1 to 16.1km
- Retreat Road 16.1 to 17.46km
- Bendemeer Road 0.5 to 2.5km Kingstown
- Gostwyck Road 14.9 to 16.9km
- Gostwyck Road 16.9 to 19.0km
- Mihi Road 0.6 to 1.8km
- Mihi Road 2.2 to 4.8km (remainder)
- Old Gostwyck Road (to Corey Road)
- Corey Road (full length)
- Harriet Gully Road (full length)
- Barloo Road (full length)
- Malapatinti Road (full length)
- Williams Road 0.2 to 2.0km (full length)

##### **F. Ranking of candidate projects based on assessment tool**

The assessment provided for the following results

### Local Road Candidate Projects for Upgrade in Ranking Order

Road Section	Cost	Score	Rank
Old Gostwyck Road (to Corey Road)	\$270,000	21	1
Corey Road (full length)	\$108,000	19	2
Gostwyck Road 14.9 to 16.9km	\$490,000	18	3
Gostwyck Road 16.9 to 19.0km	\$515,000	17	4
Hariet Gully Road	\$186,000	17	4
Bendemeer Road	\$490,000	17	4
Williams Road	\$441,000	16	7
Retreat Road 10.1 to 12.1km	\$490,000	15	8
Retreat Road 12.1 to 14.1km	\$490,000	15	8
Retreat Road 14.1 to 16.1km	\$490,000	15	8
Retreat Road 16.1 to 17.46km	\$333,200	15	8
Mihi Road 0.6 to 1.8km	\$294,000	15	8
Mihi Road 2.2 to 4.8km (remainder)	\$637,000	14	13
Barloo Road	\$140,000	14	13
Malapatinti Road	\$120,000	12	15

### G. Recommended 5 year program (Subject to available funding)

Road Name	Section	Length (m)	Year	Cost estimate (\$)
Old Gostwyck Road	To Corey Road	1,100	21/22	270,000
Corey Road	Full length	440	21/22	108,000
Hariet Gully Road	Full Length	760	21/22	186,000
				<b>TOTAL - 564,000</b>
Gostwyck Road	14.9 to 16.9 km	2,000	22/23	490,000
Bendemeer Road	0.5 to 2.5 km	2,000	23/25	490,000
Gostwyck Road	16.9 to 19.0 km	2,100	24/25	515,000
Williams Road	0.2 to 2 km	1,800	25/26	441,000

The cost estimate is based on \$245,450 per km. Actual costs can be impacted by local and external factors.

#### KEY ISSUES:

Informs the community that road upgrades are being prioritised on an objective basis.

#### COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**  
Weekly posts to Council's Facebook and website to keep the community informed of progress. In addition, weekly report via Councillor's bulletin (internal) and monthly works progress reports to Council (public).
- 2. Policy and Regulation**  
Procurement Policy; Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council.  
Local Government Act (1993), Roads Act (1993), Work Health & Safety Act (2011), Environmental Planning & Assessment Act (1979) and Australian Standards.
- 3. Financial (LTFP)**  
Provides for best long term financial outcomes while improving service levels.

- 4. Asset Management**  
In accordance with Transport Asset Management Plan – to be updated
- 5. Workforce (WMS)**  
Council staff and contractors
- 6. Legal and Risk Management**  
Maintaining Council assets to minimise legal and risk exposure
- 7. Performance Measures**  
Works completed to appropriate standards
- 8. Project Management**  
Manager Civil Infrastructure, Overseer & Director Infrastructure & Development

## 15.9 PROPOSED CHANGE TO SCHEDULED ORDINARY MEETING DATE FOR JUNE 2021

Department: Corporate Services  
Submitted by: Governance & Risk Coordinator  
Trim Reference: UINT/21/2241

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 4.1 A strong, accountable and representative Council  
**Strategy:** 4.1.3 Provide open, accountable and transparent decision making for the community

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### SUMMARY:

Due to the anticipated absence of the Mayor and the General Manager this report recommends that Council change the June meeting date to 29 June 2021 and issue a Public Notice as required by clause 3.5 of the Council's Policy: Code of Meeting Practice detailing the new date.

### RECOMMENDATION:

**That Council change the Ordinary Council meeting date from Tuesday 22 June 2021 to Tuesday 29 June 2021 and issue a Public Notice detailing the change in date.**

### BACKGROUND:

Section 365 of the *Local Government Act 1993* (the Act) requires Council to meet at least ten (10) times each year, each time in a different month. Section 9(1) of the Act requires Council to give notice to the public of the times and places of its meetings.

Clause 232 of the Local Government (General) Regulation 2005 (the Regulation) provides that a public notice issued under Section 9 of the Act must be given in accordance with the Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code).

### REPORT:

The Mayor and the General Manager have been invited to attend the National General Assembly of Local Government on 20-23 June 2021. As such it is anticipated that they will be apologies for the 22 June 2021 meeting. To accommodate this, it is proposed that Council change its current meeting date of 22 June, 2021 to the proposed new date of 29 June 2021.

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Public Notice on the Council website
2. **Policy and Regulation**
  - NSW Local Government Act 1993
  - NSW Local Government Regulation (General) 2005
  - Code of Meeting Practice 2019

- 3. Financial (LTFP)**  
No change to the Council financial resources required for the recommendation.
- 4. Asset Management (AMS)**  
Nil.
- 5. Workforce (WMS)**  
Council resources facilitate Council meeting administration.
- 6. Legal and Risk Management**  
The recommendation is low risk and meets a legislative requirement of Council.  
S9 of the *Local Government Act 1993* states: A Council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are Councillors.
- 7. Performance Measures**  
Council's combined Delivery Program 2017-21 and Operational Plan 2020-21 commits Council, at Action 4.1.3.1.7, to conducting Ordinary and Extraordinary Meetings and ensuring that those meetings are open to the public. The adoption of the Schedule of Meetings is listed as the measure and target for this action.
- 8. Project Management**  
Nil.



## 15.10 BIENNIAL REPORT ON COMPLAINTS

Department: Corporate Services  
Prepared by: *Coordinator Governance & Risk*  
TRIM Reference: UINT/21/2956  
Attachments: Nil

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 4.1 Strong, accountable and representative Council  
**Strategy:** 4.1.3 Provide open, accountable and transparent decision making for the community

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### SUMMARY

At the Ordinary Council Meeting held on 27 August 2019, Council resolved the following (Resolution Number 15.08/19):

*That Council*

*(6) Receive a biannual report outlining:*

- *The number of complaints received;*
- *The outcomes of complaints including matters resolved at the front line;*
- *Issues arising from complaints;*
- *Systemic issues identified; and*
- *The number of requests received for internal and/or external review of our complaint handling.*

### RECOMMENDATION

**That the biannual report relating to complaints from 1 July to 31 December 2020 be received and noted.**

### BACKGROUND

Within the Complaint Management Policy 2019, a complaint is defined as:

*For the purpose of this policy a complaint is any expression of dissatisfaction with:*

- *Level and quality of service or policies or procedures.*
- *Service provided by Council staff, contractors and systems.*
- *Impact of a particular policy and procedure.*
- *Council's decision making process.*
- *Corrupt conduct or failure to declare pecuniary interest/conflict of interest.*
- *Breach of Code of Conduct.*
- *Wrong or misleading advice.*

*Additionally, a valid complaint is one where Council has or would appear to have failed to respond appropriately to a request for a service or a report. A complaint for the purpose of this policy does not include:*

- *Matters or services not related to Council, Council staff or Councillors*
- *A request for services*
- *A request for information or explanation of policies or procedures or decisions of Council*
- *Reports of damaged or faulty infrastructure (e.g. road pothole)*

- Reports of hazards (e.g. fallen tree branch)
- Reports concerning neighbours or neighbouring property (e.g. noise or unauthorised building works)
- Lodgement of an appeal to a Council decision, policy or procedure (e.g. a complaint about an approved development or draft policy or plan – unless this is recorded as a complaint about Council's decision making process)

## REPORT

### Complaints, issues, management and resolution

	Date	Issue(s)	Management	Resolution
1	30/12/2020	Creek bottle neck causing flooding	Tier 1a	<b>Not upheld</b>
2	16/12/2020	Failure to have construction certificate issue	Tier 2	<b>Not upheld</b>
3	16/12/2020	Staff complaint against a Councillor	Seeking to resolve in an informal manner	<b>Open</b>
4	17/11/2020	Condition of road	Tier 1b	<b>Not upheld</b>
5	24/09/2020	Communication between Council and agent	Withdrawn	<b>Withdrawn</b>
6	02/11/2020	Onsite sewage management system licence	Tier 1a	<b>Resolved</b>
7	24/09/2020	Water quality	Tier 1a	<b>Resolved</b>
8	04/09/2020	Development Application Issues 1. Due diligence and accuracy of information 2. Validity of enforcement letter 3. Alleged inappropriate behaviour by staff / harassment and intimidation	Tier 2	1. Accuracy – <b>upheld</b> 2. Validity of enforcement letter – <b>not upheld</b> 3. Alleged inappropriate behaviour by staff / harassment and intimidation – <b>not upheld</b>
9	21/08/2020	Objection to Development Application	Tier 2 Independent investigation	<b>Not upheld</b>

Council received nine formal complaints of which three were Tier 2 complaints, and one complaint was withdrawn.

## Systemic Improvement

A number of repeat issues and opportunities for improvement have been identified, as part of on-going organisation development and improvement, including:

- Importance of accurate and linked record keeping including file notes of telephone calls and meetings
- Timeliness of responses and ongoing communication where issues are likely to take time to resolve
- Availability and accessibility of information (e.g. is it in plain English) – even if a complaint is not upheld, considering why the issue arose and reviewing what information is available to Council’s customers to reduce the likelihood of other customers having the same issue. Specific examples:
  - Overhaul of the Council’s development web pages
  - Inaugural Developer Forum to share information on common issues (not just complaints) and upcoming regulatory changes
  - Encouraging pre-development application meetings with a meeting record provided to the customer
- Development of the Contact Council webform to encourage requests for service, feedback, requests for information and complaints.



**Reason for contacting Council (required)**

- Request a Service
- Request for Information ([refer to Agency Information Guide](#))
- Feedback
- Complaint ([refer to Council's Complaints Management Policy](#))

Figure 1: extract from the Contact Council webpage: <https://www.uralla.nsw.gov.au/Council-Services/Contact-Council>

### Further opportunities for improvement

- Council’s customer request module (CRM) database is not linked or easy to use and therefore is not facilitating easy follow-up or close-out of actions. Council has budgeted \$15,000 for an upgrade to this module; however, due to unavailability of the staff member best placed to undertake this work and the subsequent backlog created by those circumstances, this work is still pending. The work is now anticipated to commence in June 2021.
- Council’s record keeping system can be further developed to enhance the efficiency of record retrieval and management of the liability created when records are retained beyond their sentencing requirements (that is, retained longer than they legally have to be retained). The opportunity for improvement is not yet resourced.

### Other proactive measures

Other proactive steps by Councillors and staff that have been effective over the last six months and should continue include:

- Encouraging customers to raise customer service requests via the contact Council page, by telephone or in person.
- Raising customer service requests on behalf of customers where they are unable to.
- Participating in meetings with the customers.
- In-person communication with customers affected by a service interruption e.g. a water mains break

## KEY ISSUES

- Council's complaint management process is important to both provide a mechanism for review, resolution and/or escalation as well as providing important opportunity to review and improve the organisations systems.
- This reporting process will continue twice yearly.
- The next Biannual Report on Complaints is scheduled for October 2021.

## COUNCIL IMPLICATIONS

- 1. Community Engagement/ Communication (per engagement strategy)**  
Public policy: Complaints Management on the Council website  
Contact Council includes clear option to submit complaints and links customers to Council's policy.
- 2. Policy and Regulation**  
Complaints Management Policy 2019
- 3. Financial (LTFP)**  
Complaint management consumes staff resources and on occasion independent investigation costs; however, as a regulatory authority and service provider Council is required to resource this.
- 4. Asset Management (AMS)**  
Not Applicable.
- 5. Workforce (WMS)**  
Council has staff able to undertake some complaint management. Where complaint issues require independent and/or specialist review that is sourced externally.
- 6. Legal and Risk Management**  
**Reputation risk:** As a regulatory authority and service provider there is a significant risk to Council if it does not facilitate complaints submissions, review and rights to external review. To manage this risk, it is important that Council has a publicly available Complaints Management Policy which is appropriately implemented. Transparency via a biannual report to Council provides good management of this risk and demonstrates to the community that Council is committed to continuous improvement.
- 7. Performance Measures**  
In line with the Complaints Management Policy
- 8. Project Management**  
Coordinator Governance & Risk

## 15.11 RESOLUTIONS REGISTER ACTIONS STATUS

**Department:** General Manager's Office  
**Prepared by:** *Executive Assistant*  
**TRIM Reference:** UINT/21/3188  
**Attachments:** UINT/21/3189

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 4.1 A strong, accountable and representative Council  
**Strategy:** 4.1.1 Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan

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### SUMMARY:

The purpose of this report is to provide Council with the Resolution Action Status updates as at 17 March 2021.

### RECOMMENDATION:

That Council receive and note the Resolution Action Status as at 17 March 2021.

### BACKGROUND:

Following every council meeting, the resolutions of council which require action are compiled into a single document. This document is referred to as the Resolution Action Status.

The purpose of the Resolution Action Status is to track the progress of actions and provide confirmation to Council when these actions are complete.

The Resolution Action Status is presented to Council at its Ordinary Meetings.

### REPORT:

The Resolution Action Status shows actions which are either currently pending, in progress or completed.

Resolutions where the actions have been reported as fully completed as at the date of the report to the last Council Ordinary Meeting, 17 February 2021, have been removed from the document.

# ATTACHMENT 15.11 #1

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2015	26.03/15	Land Disposal – Karava Place, Uralla	That Council:  1. Give the General Manager delegation to negotiate payment options; and  2. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	DID  DID	2/06/2015	Lot 103 – No agreement made. Property owners have so far declined to enter agreement. Council's solicitor engaging with property owners to progress. Unlikely to proceed to finalisation for Lot 103.	B  B
23/11/2015	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.	DID	Jun-20	Survey plans completed. Council's solicitors to progress. Delays associated with changes to road closure process and resourcing.	B
25/07/2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	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 753656) for the purpose of a public road 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 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.	DID  DID	Jun-20	1. Noted.  2. August 2019. Department of Planning, Industry and Environment, Lands and Water has advised of no objection to the compulsory acquisition of Lot 110. Advice referred to Council solicitors to progress.	B  B
25/07/2017	22.07/17	Report 11 - Uralla Sporting Complex	That Council;  (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access,  (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.	MDP  MDP  MDP  MDP		a) Completed  b) Seating provided through SCCF Round 2 funding.  c) draft completed. To be considered in conjunction with the current preparation of the Open Spaces Strategy.  d) Playground completed – turf to be placed in the spring. Funded under Stronger Country Communities Fund Round 1.  Further works to the playground have been undertaken under SCCF Round2	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL  B  COMPLETED & REPORTED TO COUNCIL

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24/04/2018	50.04/18	Late Report 2 – Industrial Land Subdivision	<p>That Council resolve to:</p> <ol style="list-style-type: none"> <li>1. 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>2. Progress detailed design of the subdivision and the construction of Stage 1,</li> <li>3. Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project.</li> </ol>	DID		Noted	COMPLETED & REPORTED TO COUNCIL
				DID		Detailed design completed. Signage installed. Valuation received. Probity advice received and probity plan developed.	COMPLETED & REPORTED TO COUNCIL
				DID		DA Consent concluded. Grant funding application lodged under the Building Better Regions Fund Round 4 was unsuccessful. Further marketing pending funding and approval. Funding applied for under the BLERF grant February 2021. Application lodged for Stage 1 balance funding through BBR 5 - March 2021.	B
24/07/2018	35.07/18	Report 14 - Petition for a Primitive Campground at The Glen recreation area	That Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.	MDP		Resourced in 20/21 Operational Plan budget - Consultant engaged Oct 2020 to prepare the Strategy.	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/09/2018	30.09/18	Report 16 – Recommendations of Uralla Township and Environs Committee July and August 2018 meetings	<p>That Council resolve to:</p> <ol style="list-style-type: none"> <li>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,</li> <li>2. Consider installation of “Find Yourself” street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan,</li> <li>3. Engage with Uralla Arts in relation to their proposal to design a makeover for The Glen recreation area information shelter,</li> <li>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,</li> <li>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,</li> <li>6. Incorporate minor “Fibonacci” design components within a prominent existing park or other public area within Uralla to gauge public interest in the concept,</li> <li>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,</li> <li>8. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter,</li> <li>9. Provide a copy of this report and Council’s resolution to the Uralla Township and Environs Committee.</li> </ol>	MDP		<ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Noted</li> <li>3. Engagement in progress - last follow up mid 2020.</li> <li>4. Unsuccessful application lodged under SCC Round 3 by Uralla Arts.</li> <li>5. Pending – will be undertaken as part of the development of the Open Spaces Strategy</li> <li>6. Added to project capital works future projects list, subject to community feedback and funding.</li> <li>7. Complete</li> <li>8. Complete</li> <li>9. Complete</li> </ol>	<p>COMPLETED &amp; REPORTED TO COUNCIL</p> <p>COMPLETED &amp; REPORTED TO COUNCIL</p> <p>B</p> <p>COMPLETED &amp; REPORTED TO COUNCIL</p> <p>B</p> <p>B</p> <p>COMPLETED &amp; REPORTED TO COUNCIL</p> <p>COMPLETED &amp; REPORTED TO COUNCIL</p> <p>COMPLETED &amp; REPORTED TO COUNCIL</p> <p>COMPLETED &amp; REPORTED TO COUNCIL</p>
28/11/2018	29.11/18	Report 15 - Heritage Advisory Services Summary Nov 2018	<p>That;</p> <ol style="list-style-type: none"> <li>1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and</li> <li>2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy.</li> </ol>	DID/MDP		<ol style="list-style-type: none"> <li>1. Complete</li> <li>2. Pending Open Spaces Strategy preparation.</li> </ol>	<p>COMPLETED &amp; REPORTED TO COUNCIL</p> <p>B</p>



MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
18/12/2018	34.12/18	Submitted by: Cr Tara Toomey Notice of Motion 1 – Bridge St Design Project	That; Should funding be received for the High Pedestrian Activity Area-Bridge Street Detailed Design, Council resolve to;  1. As part of the community engagement strategy for the project: a) Publicise proposed designs of the project to the Uralla Shire community via Council's newsletter and Facebook page and other print media where relevant.  b) Provide relevant additional information to any address where street frontage is impacted by the design.  c) Give consideration to suggestions and/or ideas which come from community consultation activities and provide feedback to the community which articulates that consideration.  2. Give consideration to the design intent of the Creative Village project and confirm to the design consultant the elements of the Creative Village project Council would like to see incorporated into the detailed design.  3. Request the design consultant address the potential for the project to increase traffic on local streets parallel to Bridge Street. 4. Refer the draft detailed design to the UTEC committee for comment. 5. Review traffic and accident data for local streets parallel to Bridge Street to determine if there has been an increase in traffic numbers and accidents over time.  6. Receive advice from the General Manager about the arrangements for the planting and maintenance of those blisters in Bridge Street not currently maintained by the generosity of volunteers.  7. Define the impact of any proposed project design on our Long Term Financial Plan and the next annual budget after implementation of the design is commenced.	DID  DID  DID  DID  DID  DID  DID		Noted. Funding not yet received.	B  B  B  B  B  B
26/02/2019	48.02/19	Report 25 - Recommendations of UTEC November and December 2018 meetings	That Council receive and note the minutes of Uralla Township and Environs Committee for Tuesdays 13 November and 11 December 2018 and adopt the following suggestions as recommendations: 1. Council provide clear parameters to the Uralla Township and Environs Committee.  2. Council explore the concept of Uralla 2358 in the development of a Fibonacci Discovery Park or other options in the Pioneer Park Precinct with the Uralla community and seek avenues of funding as part of the development of the Open Space Strategy.	MDP  MDP		1. Completed  2. Pending Open Spaces Strategy preparation. Draft received.	COMPLETED & REPORTED TO COUNCIL  B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/06/2019	16.06/19	Report 3 – Review of Council Policies – Update	That council hold additional workshops to continue review of council's policy landscape.	EMCS	Jul-19	This resolution has been superseded by Resolution Number 39.02/21. Policies are currently being circulated to Councillors for feedback. This feedback is being collated and will be presented at a future workshop.	C
27/08/2019	15.08/19	Report 5 – Complaints Management Policy 2019	That Council 6. Receive a biannual report outlining: a) The number of complaints received; b) The outcomes of complaints including matters resolved at the front line; c) Issues arising from complaints;	EMCS	Aug-19	6.First report July-Dec 2020 to March 2021 Council Meeting. ( Note: Review the Complaints Policy in 2021)	C
26/11/2019	20.11/19	Submitted by: Cr NLedger Ref/Subject: Notice of Motion 3 - Water motion sewage treatment options	That council explore avenues to reuse water from the treated sewage effluent.	DID	Feb-20	Underway. Progressing option with UPC at the moment. ZNET Plus seeking to determine community sentiment regarding reuse. Additionally the Council is in negotiations with UPC regarding the potential for reuse as part of necessary road construction.	B
26/11/2019	39.11/19	Report 7 - Works Progress Report as at 31 October 2019	That: 1. the report be received and noted for the works completed or progressed during October 2019, and works programmed for November 2019. 2. Council review the updated transport asset management plan in the New Year to confirm priorities	MCI MCI	Feb-20	1. Noted 2. Underway	COMPLETED & REPORTED TO COUNCIL B
17/12/2019	18.12/19	Report 7 – Report and Recommendations from the Drought Management Workshop held 10th December, 2019	That Council: 1. Review the top 10 to 20 water users in Uralla and work with them to reduce their water use. 2. Investigate State or Federal funding for increasing the weir storage at Bundarra and other alternative water sources for Uralla. 3. Place information on water usage online in an easily accessible location. 4. Include contingency planning triggers in the Drought Management Plan. 100 days out of day 0 for normal usage and 40 days for emergency firefighting. 5. Review alternative water supply options. 6. Investigate the use of smart meters.	DID DID DID DID DID	Dec-19	1. Users have been identified. Letter has been forwarded. 2. Letter sent. To be included in IWCM strategy. Funding of \$1.5 million received for Uralla ground water investigation. 3. Complete 4. Pending. To be presented in future workshop. 5. Scope for groundwater project for Uralla has been finalised with staff from DPIE-Water. 6. Underway - currently on hold due to vacancy	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B COMPLETED & REPORTED TO COUNCIL B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
17/12/2019	34.12/19	Report 17 – Treated Sewage Effluent Options Report December 2019	That Council approve funding from the Water Fund reserves of \$50,000 to fund a study to investigate effluent reuse and determine optimal options for reuse of the Uralla Sewage Treatment Plant effluent. Councillors thank the staff for the preparation of the report.	DID	Feb-20	Pending. Study deferred with the progression of the reuse scheme being developed with UPC.	A
4/02/2020	X08.02/20	Submitted by: Cr T Toomey Notice of Motion 2 - Economic Reparations to Impacted Businesses	That the General Manager: 1. contact each food or beverage business in the Uralla Shire reliant on town water, 2. understand what the additional costs that transitioning to a new water source for their business have been, 3. for food and beverage businesses who have not made the transition due to the cost, understand what the costs are,  4. provide a report to the Council at the 24 March 2020 meeting seeking funding from the State and Federal Governments,  5. continue to acknowledge and publicly thank those volunteers who have stepped in from the start and who continue to step in, to distribute the water and care for our community during this time.	EMCS  EMCS  EMCS	Feb-20	Pilot survey Feb 2020 completed and results are being incorporated in BCRERF project 1 survey. Passage of time has adjusted the business owners ability to respond to these specific questions. ; however a higher level survey now in progress - Funding through the NSW Bushfire Community Resilience & Economic Recovery Fund. This resolution was expanded by Council resolution 32.09/20: a) <i>Project 1 - addition of gap analysis in liaison with Uralla Shire Community including community organisations and the business community including the Uralla Shire Business Chamber, including the impacts of COVID-19 and the engagement of a Google maps and analytics consultant to work with businesses.</i>  BCRERF Funding secured  Volunteers publically acknowledged and thanked including at the 2020 Northern Inland Volunteer of the Year Awards (Mayor Volunteer Awards)	B  COMPLETED & REPORTED TO COUNCIL  COMPLETED & REPORTED TO COUNCIL
4/02/2020	X11.02/20	Submitted by: Cr T Toomey Notice of Motion 3 – Proactive Marketing to Recover Brand Damage	That Council seek funding from the State and Federal government to meet the cost of:  a. The development of a Uralla Shire map which identifies businesses operating within the Uralla Shire; and  b. A visit by a travel writer who will ensure that their appraisal will appear in some form of media to promote Uralla Shire Council in a positive light; and  c. Creating a promotional social media video of Uralla Shire as part of a long term online campaign.	CCE  CCE  CCE  CCE	Jun-20	In Progress - Funding through the NSW Bushfire Community Resilience & Economic Recovery Fund.  Project 2 in progress  Project 3 in progress  Project 4 in progress	B  B  B  B
25/02/2020	30.02/20	Report 15 – Amended Uralla Development Control Plan 2011 Amendment No 5	That Council: 1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and  2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment.	MDP  MDP	Mar-20  Sep-20	Public exhibition 13 March - 27 May 2020. Extended exhibition on NSW Planning Portal.  Amendments incorporated in response to Councillor input. To be presented to March 2021 meeting.	COMPLETED & REPORTED TO COUNCIL  C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24/01/2020	05.03/20	Submitted By: Mayor, Cr M Pearce Reference/Subject: COVID-19: Instrument of Delegation to the Mayor (Emergency Administrative Provisions)	<p>That:</p> <p>1. Council adopt the Instrument of Delegation to the Mayor dated 24 March 2020 as detailed in Attachment 1 to this Mayoral Minute except as; 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, and</p> <p>(i) to determine the process for appointment of the general manager by the council and to monitor the general manager's performance.</p> <p>2. That the General Manager provide a consolidated report once a month to all Councillors specifying any actions taken under this delegation as adopted by Council.</p> <p>3. Once activation of the current Business Continuity Plan ceases, a consolidated report to the first available meeting of Council will be submitted which lists all decisions made under this delegation.</p>	GM	May-20	To date, the Mayor has not been required to take any actions or exercise any delegated authorities under the Emergency Administrative Provisions adopted by Council on 24 March 2020.	B
				GM		Completed	COMPLETED & REPORTED TO COUNCIL
				GM		Not applicable to date	B
				GM		Not applicable to date	B
24/01/2020	19.03/20	Submitted by: Cr, N Ledger Notice of Motion 1 - Expansion of waste collection services	That, prior to further research regarding domestic waste collection, Council first considers this report, scheduled to be received by Council in the next quarter.	DID	Jun-20	Noted. Considered in reports to be presented to March 2021 meeting.	C
5/05/2020	17.05/20	Report 7 - Recommendations of Uralla Township and Environs Committee February 2020 meeting	<p>That Council:</p> <p>1. Receive and note the minutes of February 2020 meeting of the Uralla Township and Environs Committee (UTEK), and:</p> <p>2.</p> <p>a) purchase two copies each of the authoritative publications "Colour Schemes for Old Australian Houses ISBN 0-9594923-3-x" and "More Colours for Old Australian Homes ISBN 1—875253-04-1" to hold in the library reference section and Council's Customer Service Section as well as provide copies of the heritage paints guidance brochure, prepared by staff, to the public on request;</p> <p>b) request a report to a Council meeting on a proposal to amend the UTEK constitution in respect to the election of the chairperson and quorum requirements, for Council consideration, before the term of the committee comes to an end on 30 June 2020;</p> <p>c) convene a workshop of councillors, Mrs Gwen Fuller, Uralla Garden Club, UTEK members and James Sinclair to develop options for Fuller Park;</p> <p>d) write to Riley Watson asking him to provide his suggestions for skatepark additions to the Uralla Township and Environs Committee through Council.</p>	MDP	Jun-20	1. Noted	COMPLETED & REPORTED TO COUNCIL
				MDP		2. a) Publications have been purchased and made available; Heritage paints brochure available on website and hardcopy.	COMPLETED & REPORTED TO COUNCIL
				MDP		b) Completed – workshop July 2020, report to Council Aug 2020.	COMPLETED & REPORTED TO COUNCIL
				MDP		c) Letter of advice to convene workshop when appropriate has been sent to Gwen Fuller. Tentatively scheduled for April 2021. To be scheduled after UTEK OSS briefing.	B
				MDP		d) Attempts to contact have been made. Council will engage with a skate park designer to determine what improvements/additions could be made.	COMPLETED & REPORTED TO COUNCIL

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26/05/2020	45.05/20	Confidential Report 1 -Ward Bros Quarry	That Council: 1. Note the Debt Settlement Deed of Agreement between Ward Bros and Uralla Shire Council, 2. Authorise the Acting General Manager to sign the deed on behalf of Council, and; 3. Review the S94 quarry operator charges and reporting arrangements to improve accountability and administrative obligations.	MDP MDP MDP	Jun-20	1. Noted 2. Debt Settlement Agreement complete 3. Pending. Consultant engaged for 7.11 (s94) plans	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B
23/06/2020	17.06/20	Report 6 Public Exhibition of draft Delivery Program 2017-22 and Operational Plan 2020-21	That Council: 1. Adopt the Draft Delivery Program 2017-22 for advertising purposes; 2. Adopt the Draft Operational Plan 2020-21 for advertising purposes; 3. Publicly exhibit the combined Draft Delivery Program 2017-22 and Draft Operational Plan 2020-21, including the Statement of Revenue Policy, contained at Attachment A, on public exhibition for a period of 28 Days from 24 June 2020 and indicating the at submissions may be made to the council at any time during the period that the draft operational plan is to be on public exhibition; 4. Adopt an interest rate equivalent to the maximum allowable percentage determined by the Office of Local Government of the 2020-21 financial year to be charged on arrears of rates and charges; 5. Resolves that the process for the development of the annual budget, fees and charges, delivery program and operational plan commence no later than March each year with early draft documents ready for discussion to the March Ordinary meeting; 6. Resolves to adopt a format similar to that of other Councils were the operational plan has the financial resources associated with each item identified as part of that operational plan item; 7. Staff and Councillors participate in community forums such as pop up information sessions, webinars and community meetings for a 4 week period of not less that 4 such opportunities , prior to adopting the plan; 8. Vote an addition \$40,000 of internal audit during the 2020/2021 financial year.	CFO CFO CFO CFO CFO CFO GM CFO		1 COMPLETED 2 COMPLETED 3 COMPLETED 4 COMPLETED 5 will be started in March 2021 6 Briefing on new format 9/2/21 7 Scheduled Listening Posts started Feb 21 Briefing on new format 9/2/21 8 COMPLETED	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B B B COMPLETED & REPORTED TO COUNCIL
23/06/2020	26.06/20	Report 11 - Amended Uralla Development Control Plan 2011 Amendment No. 5	That Council defers consideration of this matter pending further response to questions to Council officers in respect to the Development Control Plan.	MDP	Jul-20	Report prepared for the March 2021 Council meeting.	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/08/2020	04.08/20	Committee Report 1 - Budget Review & Finance Committee Report LTFP 2030	<p>That Council:</p> <p>1. Set a strategic objective for the General Fund to achieve a balanced operating result before capital grants by 2022/2023 - including the full funding of depreciation, amortisation and impairment of intangible assets and infrastructure, property, plant equipment, and to build reserves of \$4 million over the remaining seven years of the long term financial plan (LTFP); and</p> <p>2. To inform the implementation of the strategic objective, Council:</p> <p>a) consider shire continuity and financial sustainability including a review of financial performance measures;</p> <p>b) review service standards and councils operating costs;</p> <p>c) undertake community engagement on the above and financial strategies;</p> <p>d) prepare and endorse policy/plans to inform the construction of the LTFP; and undertake further community consultation on the LTFP.</p> <p>(2) That the Audit Risk and Improvement Committee (ARIC) review and present a new (annual) workplan in consultation with relevant parties (audit/Council administration) for consideration at the next ARIC meeting.</p> <p>(3) That the Charter be endorsed as amended.</p> <p>(5) That Council's Internal Auditor provide a report to ARIC on the effectiveness of the Contract Register.</p>	CFO	Aug-20	1. Noted for inclusion in the preparation of the next budget & LTFP	B
				CFO		2. Noted with follow up at the October 2020 ARIC meeting	B
				CFO			
				CFO			
				CFO			
				ARIC		2. represented and endorsed by ARIC Oct 20 Meeting	COMPLETED & REPORTED TO COUNCIL
				CGR		3. Completed. Copy provided to ARIC	COMPLETED & REPORTED TO COUNCIL
				CGR		5. CGR advised IA of resolution requesting report for February meeting. External Auditor completed review of Contracts Register	C
22/09/2020	25.09/20	Report 7 – Amendments to the Code of Conduct	3) Expressions of Interest be sought for Code of Conduct Reviewers and report back to Council.	CGR		Scheduled to commence EOI in Jan 2021 - Scoping document has been drafted.	B
29/09/2020	X04.08/20	Report 1 - Late report - Local Strategic Planning Statement Recommendation	<p>That Council:</p> <p>1. adopt the draft Uralla Local Strategic Planning Statement 2020, as amended, as a first step in the continuing process of community consultation and feedback to enhance the strategic plan;</p> <p>2. by 30 January 2021 commence public consultation to revise the LSPS to reflect community views as required by the initial instruction from the NSW Government;</p> <p>3. by 30 June 2021 submit a revised version of the LSPS</p>	MDP	Nov-20	1. Noted	COMPLETED & REPORTED TO COUNCIL
				MDP	Jan-21	2. Commenced.	B
				MDP	Jun-21	3. Pending	A

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27/10/2020	17.10/20	15.2. Works Progress Report as at 30 September 2020	That Council request the General Manager to: <ul style="list-style-type: none"> <li>• contact the Retreat Road Action Group to understand their concerns as part of an ongoing dialogue</li> <li>• contact the residents of Harriet Gully Road to understand how to be progress their concerns</li> <li>• report back to Council on both discussions and the way forward.</li> </ul>	DID DID DID	Nov-20 Nov-20 Dec-20	Completed Completed Reported to Council via upload of correspondence to NextCloud. Way forward - refer to March 2021 agenda item 15.8	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL C
27/10/2020	33.10/20	15.9. Code of Meeting Practice	1. That Clause 4.3 and 4.10 of the Code of Meeting Practice be amended to reflect at least one business days' notice instead of four; and  2. That the Code of Meeting Practice be placed on public exhibition for a period of 28 days and if no significant submissions are received, that the Code of Meeting Practice as amended be adopted.	CGR CGR	Nov-20 Dec-20	Amended Code of Meeting Practice in Trim Document UINT/20/09721  One submission received and the matter will be presented at a workshop. 15/02/21 Presented submission and officer's recommendation to Council at Workshop held on 2/2/21. Report drafted for Council consideration 23/2/2021. 9/3/21 This item remains on public exhibition for a clear 28 days.	COMPLETED & REPORTED TO COUNCIL  B
24/11/2020	21.11/20	15.6 15.6 DPIE – Water Groundwater Investigation Project Funding	That Council accepts the funding offer from the NSW State Government of \$1,500,000 to undertake a Groundwater Investigation Project subject to the finalisation of the funding deed, for the investigation of groundwater or other alternative water sources capable of providing water security measures for the Uralla water supply	MWWS	Nov-20	Funding deed has been finalised	C
24/11/2020	30.11/20	16.1 MOTION ON NOTICE Submitted by: Cr CROUCH Council's Water & Waste water Systems	That an overview report on the status Council's water and wastewater systems for Uralla and Bundarra be prepared for Council that advises the current status of development of the Integrated Water Cycle Management Plan (IWCM) and water and wastewater asset management and renewal planning	MWWS	Dec-20	Report presented to February meeting.	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
15/12/2020	10.12/20	14.1 Report of Committees - Uralla Township & Environs Committee Minutes 10 November 2020	<p>That Council</p> <p>2. Liaise with Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to convene a workshop for Councillors to develop suggested design options for Fuller Park;</p> <p>3. Continue to maintain the path from Maitland Street (Porter Park) through Bridge Street underpass to Apex Park following remediation works by Transport NSW</p> <p>4. Liaise with the landowner and Tamworth Regional Council to explore options for removal of the old Uralla Military Museum signs at the southern end of the highway approach to Uralla Shire, and</p> <p>5. Circulate the design to consider the Main Street Beautification Design by the Creative Village Committee in the preparation of the Uralla Shire Open Space Strategy.</p>	DID  DID  DID  MDP		<p>See 17.05/20</p> <p>Noted</p> <p>Provided to consultants.</p>	<p>B</p> <p>COMPLETED &amp; REPORTED TO COUNCIL</p> <p>A</p> <p>COMPLETED &amp; REPORTED TO COUNCIL</p>
15/12/2020	30.12/20	15.6 Draft Policy- Provision of Information and Interaction between Councillors and Staff	That Council lay the matter lay on the table	CGR	Feb-21	GM Memo issued re: interaction between Councillors and Staff. Further review of policy in progress.	B
15/12/2020	38.12/20	16.3 Motions on Notice - Policy - Code of Meeting Practice - Cr Tara Toomey	That Council lay the matter on the table.	GM	Jan-21	Further review of policy; workshop with Councillors 2/2/2021. Relates to resolution 33.10/20; Actioned at 23 February 2021 Council meeting.	C
23/02/2021	02.02/21	7. Confirmation of Minutes: 7.1 Minutes 15 December 2020 Ordinary Meeting of Council	That Council adopt the Minutes the Ordinary Meeting of Council held 15 December 2020, with amendme	EA	Feb-21	Changes completed in Minutes held online and i	C
23/02/2021	04.02/21	14.1 Budget Review & Finance Committee Meetings Held : 14.1.1 8th December 2020 14.1.2 9th February 2021	<p>That Council endorse the following recommendations:</p> <p>a) That Council undertake community consultation regarding the sustainability of the Shire's water supply with consideration of pricing options (8 December 2020 meeting)</p> <p>b) that the service review information be developed in conjunction with the Integrated Water Cycle Management Strategy (9 February meeting)</p> <p>c) That Council work with ZNet and undertake community engagement on water pricing model structure options as part of the preparation of the 2021/22 Operational Plan (9 February meeting)</p>	CFO  DID  CFO		<p>This will form part of the community consultation on the drafting of the 2021-22 Budget</p> <p>This will form part of the community consultation on the drafting of the 2021-22 Budget</p>	<p>B</p> <p>A</p> <p>B</p>



MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			d) Note the Budget Review Committee has reviewed the Horizontal Service review - Priority 3 Actions Summary and recommend Council confirm the proposed action marked R&I (9 February meeting )	CFO		This may be undertaken as part of the drafting of the 2021-22 budget	A
23/02/2021	10.02/21	14. Reports of Committees 14.2 Audit Risk & Improvement Committee Meeting held 9 February 2021	That the report lay on the table until the documents referred to (8.1, 9.6 & 9.7) are formally received by Council: 8.1 - Independent Consultant Report on Possible Deviation Between Approved 2020 Budget and Transport Asset Management Plan 9.6 Internal Audit Report on Hill Street Asphalt Overlay 9.7 Audit Office of NSW Management Letter on the Interim Phase of the Audit for the Year Ended 30 June 2020	CFO		Presented to March 2021 Ordinary Council meeting	C
23/02/2021	11.02/21	Uralla Township & Environs Committee Meeting Held 8 December 2020	That Council: 1. received and note the minutes of the Uralla townships & Environs Committee (UTEC) meeting held 8 December 2020, including the following recommendations to Council: a) That Mr Guy Crossley be invited to present to Council his concept design and installation of Fibonacci Park; b)(i) That the UTEC is supportive of the proposal to change the name of Hampden Park to Sunny Jim Mackay Park. c) (i) That consideration be made with respect to the allocation of open space resources to improve the services levels of the Bridge Street blister gardens. (ii) That public consultation be sought for the changed of name Hampden Park to Sunny Jim Mackay Park. (ii) That the Uralla Main Street garden upgrade project be added to Councils Project list subject to funding d) (i) That Council investigate the free camping options within Uralla Shire, including the site at The Glen, as part of the development of Open Spaces Strategy. (ii) That Council liaise with Uralla Rotary Club about the potential reconfiguration of Rotary Park to include the RV Dump-Ezy facility. 2. Invites Mr Guy Crossley to present the Fibonacci concept Plan to a future workshop 3. Undertake a public notification process and an online survey soliciting opinions from the community regarding the proposed name change of Hampden Part to Sunny Jim Mackay Park, and 4. Considers service levels for the Bridge Street Gardens in preparation of the 2021/2022 budget 5. Request the Consultant delivering the Open Spaces Strategy attend a UTEC meeting and engage with the Committee as part of the Open Spaces Strategy. 6. Fund the additional cost, if any, from reserves.	DID		Noted	C
				DID		Pending	A
				MDP		Underway	B
				DID		Pending	A
				MDP		Consultant engaged for UTEC interaction.	B
				MDP		Noted	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/02/2021	17.02/21	16.4 Councillors Involvement in the Assessment Process for State and Regional Significant Development - Notice of Motion Cr R Crouch	<p>1. Councillors be kept fully informed in a timely manner (subject to commercial in confidence constraints) of communication with the Department of Planning regarding the development of renewable energy developments within Uralla Shire.</p> <p>2. Councillors be canvassed to provide comment on the Thunderbolt Energy Hub SEARs and a letter outlining Council's expectations for issues to be considered in the Environmental Impact Statement for Thunderbolt Energy Hub be sent to the Developer, The Department of Planning and the Hon Adam Marshall.</p> <p>3. All future requests for comment relating to Council comments on Regional Significant Projects be brought before Council to ensure community and Councillor concerns are addressed at an early stage in the process, as possible, and that Councillors are kept fully informed of renewable energy developments in Uralla Shire.</p> <p>4. Council invites representatives from the Department of Planning to present at a future General Manager's workshop on the planning processes for State Significant Development;</p> <p>5. Council notes that it has already established Council's position in regards to renewable projects in that Council endorses sustainable development within the Shire, and expects the Development Application to be considered in the context of our Community Strategic Plan, particularly the following stated goals:</p> <p>a) To Preserve, protect and renew our beautiful environment</p> <p>b) Maintain a healthy balance between development and the environment</p> <p>c) An attractive environment for business, tourism and industry</p> <p>d) Growing and diversified employment, education and tourism opportunities</p> <p>e) Further:</p> <p>f) A 'cradle to grave' approach should be taken to ensure the project is environmentally sustainable during construction, operation, and decommissioning through appropriate bonding arrangements with the NSW Government</p> <p>g) That local employment be preferred</p> <p>h) Systems be put in place to preserve environmental values</p> <p>i) Any upgrades and maintenance to Council infrastructure to service the construction and/or operation of the development should be at the developer's expense</p> <p>j) No council infrastructure should be negatively impacted by the renewable energy projects construction and or operation, and</p> <p>k) Protection of the amenity of residents surrounding the renewable energy projects and along transport routes should be the paramount consideration in the decision-making process</p>	DID		Noted	C
				DID		In progress	B
				DID		Noted	C
				DID		Scheduled	B
				DID		Email to Planning Department to be sent to developers as relevant	C
23/02/2021	21.02/21	15.4 Quarterly Budget Review Summary	<p>1. That the second quarter budget review summary for the 2020/21 financial year be received and noted; and</p> <p>2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted except that savings be found in Quarterly Budget Review 3 to offset the additional employee grade costs for Governance</p>	CFO			C
				CFO			B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/02/2021	22.02/21	15.6 Appointment of Committee Chair - UTEC	That Council appoint Mr Bob Anderson to the role of Chairperson for the Uralla Township and Environs Committee for a 12 month period.	DID		Email to UTEC and Mr B Anderson	C
23/02/2021	25.02/21	15.7 Works Progress Report as at 31 January 2021	That the report be received and noted for the works completed or progressed during December 2020 and January 2021, and works programmed for February 2021.	DID		Noted	C
			That Council a) Nominate Cr Crouch as Council's representative, and the General Manager as Council's alternate representative, for the Winterbourne Wind Farm Community Consultative Committee. b) Invite Armidale Regional Council, Tamworth Regional Council and Walcha Council to participate in a joint Council workshop to identify common issues of concern and opportunities in relation to the Regional Energy Zone (REZ).	DID GM		Carried Neighbouring GMs invited with draft proposal for feedback. Possible guest speakers identified and liaison in progress. 7 May tentative date (TBC)	C B
23/02/2021	32.02/21	15.9 Operational Plan 2020-21 Quarterly Report as at January 2021	That Council receive and note the 2020-21 Operational Plan Progress Report at 31 December 2020	CGR		Noted	C
23/02/2021	36.02/21	15.10 Code of Meeting Practice Review	1. Delete Clause 3.33 Pre-meeting briefing sessions are to be held in the absence of the public. 2. Include 11.11 All voting at Council meetings must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded. 3. Amend 4.3 & 4.13 to include "the topic", allowing addresses to Council on items not on the agenda: 4.3 would become – To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received 1 day before the date pm which the public forum is held, and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, or the topic, and whether they wish to comment on, or speak for or against the item.  4.13 would become – Speakers at public forums must not digress from the item on the agenda of the Council meeting or the topic they applied to address Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard. 4. Amend 4.6 as follows: [as written]. the general manager or their delegate must give reasons in writing for a decision to refuse an application and this must be communicated as soon as practicable. This communication must include the right to make a written appeal to Council through the Mayor 5. Amend 4.10 as follows: [as written]. The general manager or their delegate may refuse to allow such material to be presented and must provide written reasons for doing so. This communication must include the right to make a written appeal to Council through the Mayor. 6. Amend 4.22 as follows: Where a speaker engages in conduct of the type referred to in clause 4.19, the Council may refuse further applications from that person to speak at public forums for such a period as the Council considers appropriate. Council will consider advice from the General Manager in reaching their decision.	CGR CGR CGR CGR CGR CGR		The Code of Meeting Practice is on Public Exhibition until 27 March 2021.	B B B B B B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			7. Amend 5.22 as follows: A recording of each meeting of the Council and Committee of the Council is to be retained on the Council's website for 12 months. Recordings of meetings may be disposed of in accordance with the State Records Act 1998. 8. That the amended Code of Meeting Practice be placed on public exhibition for a period of 28 days and if no submissions are received, that the amended Code be adopted.	CGR CGR			B B
23/02/2021	39.02/21	15.11 Policy Update	That the item 15.11 Policy Update lay on the table for a discussion at a future workshop	CGR		A policy is circulated for Councillors' feedback on a weekly basis. This information will be presented at a future Council workshop.	B
23/02/2021	40.02/21	15.12 Resolution Register Action Status	That Council receive and note the Resolution Action Status as at 17 February 2021	EA		Noted	C
23/02/2021	41.02/21	16.1 Question with Notice	That the questions on notice be received and the responses noted	DID		Items to NextCloud	C
23/02/2021	42.02/21	16.5 Media Policy	Through the General Manager. Council draft a Media Policy for Council's consideration	CFO		Comms Officer to support CFO in drafting	A
23/02/2021	43.02/21	16.6 Acknowledgement to Management & Staff - Notice of Motion Cr I Strutt	That Council acknowledge the exemplary level of management and service provision in the McMaugh Gardens Aged Care Facility and commend management and staff for the outcome of the granting of an additional year of Accreditation for the facility	EMCS		Staff to be notified of Notice of Motion received in Council.	C

## 16 NOTICE OF MOTION/QUESTIONS WITH NOTICE

### 16.1 NOTICE OF MOTION – WORKS PROGRAM

Submitted by: Cr Toomey  
Subject: Works Program  
Trim Reference: UINT/21/2924

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Objective:** 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained

**Strategy:** 2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation

2.3.2 Maintain, renew and replace Council bridges and culverts as required

2.3.3 Ensure road network supporting assets (signs, posts, lighting, guardrails etc) are maintained adequately and renewed as scheduled

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#### SUMMARY:

##### *Councillor's Motion:*

1. That the General Manager implement Resolution 17.10/20 as a matter of urgency
2. The current documentation / consultant report being relied upon in determining roads priorities for the 2020/2021 program be provided to Council in full

#### BACKGROUND:

At the September Council meeting I asked if the works being undertaken on Retreat Rd and Harriet Gully Rd/Old Gostwyck Rd, met the expectations of the residents and associated road users. I explained that this was because Councillors had been receiving feedback from users of both sections of road that demonstrated significant concerns. I followed this with an email on 22nd September asking:

Will the priority list come to Council and if so, when  
How does the section of Retreat Rd being upgraded marry with the areas of complaint raised by Retreat Rd Action group  
When will Harriet Gully Rd appear in the schedule  
How are we dealing with the complaints around safety around these roads?

I received an email from the Director Infrastructure & Regulation on 7th October stating, among other things:

*"It is anticipated that the proposed gravel roads upgrading prioritisation list will be placed on public exhibition in order to receive feedback from the wider Uralla Shire community."*

Council resolved (17.10/20) at the 27th October ordinary meeting:

*That Council request the General Manager to:*

- *Contact the Retreat Road Action Group to understand their concerns as part of an ongoing dialogue*
- *Contact the residents of Harriet Gully Rd to understand how to progress their concerns*
- *Report back to Council on both discussions and the way forward*

I noted in the 15th December 2020 business papers in the Schedule of Actions that a letter had been sent. My contact with different households along these roads since this meeting has revealed that have no record of receiving this letter from Council.

At the 23<sup>rd</sup> February 2021 Ordinary Meeting the following Question on Notice was asked, and the reply below is noted:

**Question:** *Can Councillors be provided with a copy of the letter that the 15th December Schedule of Actions stated had been sent to residents in response to the 27th October resolution (17.10/20)*

**Response:** *Appropriately redacted correspondence will be uploaded to NextCloud.*

The documents referred to in the response were made available to Councillors on Thursday 4<sup>th</sup> March. On review, all letters pre-date the 27<sup>th</sup> October resolution. They also do not address the questions the General Manager was asked to seek input on in the resolution.

Councillor's are currently unaware of the method being used to determine the roads priority list. Issues have been raised about the asphalt overlay in Uralla St, Hill St and Maitland Sts, while Bligh Ave and the shoulders on Uralla main st shopping precinct remain untouched. Councillors need to be able to communicate confidently with our community the reasons for the priorities.

#### **CONCLUSION:**

Councillors are ultimately responsible for the expenditure undertaken on their behalf by the General Manager. In relation to the Roads Program, this is a particularly sensitive area as it is a key part of Council's public commitment to the community and the community input is key. The situation on Retreat Rd, Harriet Gully Rd and Old Gostwyck Road is a timely example.

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**Submitted by Cr T Toomey**

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#### **EXECUTIVE ADVICE:**

The minutes of the Ordinary Meeting of the 27 October 2020 provides

MOTION: Moved: Cr Toomey/ Seconded: Cr Bell

*That Council request the General Manager to:*

- *contact the Retreat Road Action Group to understand their concerns as part of an ongoing dialogue*
- *contact the residents of Harriet Gully Road to understand how to be progress their concerns*
- *report back to Council on both discussions and the way forward*

17.10/20 CARRIED

In considering the Report 2 – Funding for the sprayed seal and safety barriers at Mt Mitchell Road at its February 2020 meeting it was resolved at 6. b.:

*That Council:*

*6. Direct the General Manager to address specific maintenance issues that have been outstanding including:*

*b. A full assessment of the school bus and school children safety issues raised by residents, which needs to include seeking input in writing from the operators of the Kingstown Bus Charter, which operates along Retreat Road, and from the newly formed Retreat Road Committee.*

The first two parts of Motion 17.20/20 are considered satisfied in that:

- Redacted copies of the correspondence as required by 6 b. has been made available to Councillors together with correspondence with Harriet Gully Road/Old Gostwyck Road residents.
- Communications with residents had commenced prior to the October resolution.

It is clear that the concerns of the residents is that they would like Council to improve the levels of service for their local roads through upgrading the road surface from a gravelled to a sealed surface.

A 2 km section of Retreat Road has been upgraded to a sealed road this current year with funding from a Local Roads and Community Infrastructure Grant.

A prioritisation assessment tool has been developed and presented to Councillors to assist in determining the priority of candidate roads to be upgraded from gravelled to sealed surface; ie the way forward.

This will assist Council to make decisions in determining the rollout out of upgrading works for its gravel roads based on technical assessments of the entire road networks by professional staff and/or consultants.

Agenda item 15.8 Prioritisation of Candidate Projects for Upgrading Gravel Roads to Sealed Roads in this month's business papers articulates the recommended way forward for Council and completes motion 17.20/20.

It is anticipated that Council will place the adopted gravel roads upgrade priority list on public exhibition to receive submissions from the entire Council area, rather than just the two selected communities of Retreat Road and the Old Gostwyck Road network.

Regarding part 2, of the notice of motion, Executive are unclear on the documentation sought; however, recommends that Council consider its information needs at agenda item 15.8 in relation to this matter.

**Recommendation:**

**That Council notes that resolution 17.10.20 has been implemented.**

## COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Public exhibition of prioritised gravel road upgrades to sealed recommended in item 15.8 at this meeting.
2. **Policy and Regulation**  
Code of Meeting Practice.
3. **Financial (LTFP)**  
Funding sources required to be identified for works and/or services not included in the Operational Plan.
4. **Asset Management**  
n/a
5. **Workforce (WMS)**  
n/a
6. **Legal and Risk Management**  
n/a
7. **Performance Measures**  
Action resolution status is reported monthly to Council.
8. **Project Management**  
Director Infrastructure and Development



## 16.2 NOTICE OF MOTION – GRANT FUNDING EXPENDITURE

Submitted by: Cr Toomey  
Subject: Grant Funding Expenditure  
TRIM Reference: UINT/21/2821

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	1.2	A safe active and healthy shire
	1.4	Access to and equity of services
	2.4	Communities that are well serviced with essential infrastructure
	4.1	A strong, accountable and representative Council
<b>Strategy:</b>	1.2.1	Provide accessible quality sport and recreation facilities that encourage participation
	1.4.1	Operate and maintain the McMaugh Gardens Aged Care Facility
	2.4.1	Developing a strategically- located network of quality, accessible and safe public amenities that are adequately maintained and renewed
	2.4.2	Implement Council's strategic asset management plans and continue to develop asset systems, plans and practice for infrastructure assets to minimise whole of life costs
	2.4.3	Provide the infrastructure to embellish public spaces, recreation areas and parkland areas
	4.1.2	Engage with the community effectively and use community input to inform decision making
	4.1.3	Provide open, accountable and transparent decision making for the community

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### SUMMARY:

#### Councillor's Motion:

1. That Council be provided with the monthly progress reports required by Resolution 38.12/19, from December 2019, including a list, values and progress status of projects approved by the committee to date
2. That the Committee established by point 3 of resolution 38.12/19 be dissolved
3. Decisions about projects funded by grants be made by Council at public meetings

### BACKGROUND:

At the December 2019 Ordinary Meeting Resolution 38.12/19 was passed, viz:

#### *That Council:*

- 1) *Participate in the Drought Communities Extension Programme to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement;*
- 2) *With the following list of projects in priority order, noting that the funding is unlikely to extend to all projects:*
  1. *McMaugh Gardens Aged Care - Top up existing ceiling insulation*
  2. *McMaugh Gardens Aged Care - Top up funding for ensuite upgrades*
  3. *McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels*
  4. *Bundarra Show Sponsorship*
  5. *Uralla Visitor Information Centre (VIC) refurbishments*
  6. *Uralla Show Sponsorship*

7. *Uralla Queen Street Caravan Park - Camp Kitchen*
  8. *Bundarra Cricket Club - New cricket pitch surface*
  9. *Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees*
  10. *Uralla BMX Park - Creation/construction of young childrens bike track with Shade Sail*
  11. *Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge*
  12. *Uralla Memorial Hall - Minor refurbishment*
  13. *Uralla Mens Shed Group – Shed*
  14. *Uralla Tennis -Installation of lighting on courts 5 and 6*
  15. *Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)*
  16. *Uralla Tennis - Security Upgrade*
  17. *Uralla Swimming Pool - Painting of remaining unrendered brickwork, office and kiosk*
  18. *Led lights to replace others and reduce council's electricity use*
  19. *Solar panels enough to meet all councils electricity needs*
  20. *Uralla BMX Park - Ripping of Sections of the reserve, fencing the Gostwyck Road length of reserve, road base to allow access to the seating areas, gutter and roof for the toilet block - plan submitted (TRIM)*
  21. *Uralla BMX Park - BBQ and Water fountain*
  22. *Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters, walking tracks, specific roads, cleared designated camping spots, toilet facilities*
  23. *Alma Park - Construct a bore hole*
  24. *Kentucky Hall - Supply and installation of grid-connected solar system*
  25. *Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations*
  26. *McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard*
  27. *And other Community based infrastructure.*
- 3) *Authorise a committee comprising of the Mayor, the Deputy Mayor, Director of Infrastructure and Development and the General Manager to determine the amount of funding to be attributed to each project and provide a monthly progress report.*
  - 4) *Secure the necessary human resources to:*
    - a) *Scope the necessary works and pricing to support the funding application(s);*
    - b) *Assist in the preparation of the funding application;*
    - c) *If successful, procure and coordinate the contractors and materials necessary to deliver the works; and*
    - d) *Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed.*
  - 5) *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.*
  - 6) *Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised.*
  - 7) *Schedule a workshop on the possible options and refurbishment requirements for the Uralla Courthouse.*

Previous advice has been that the required monthly reports were provided only to the committee members. The was followed by further advice that they were provided to Councillors in a Councillor

Bulletin, but this bulletin has only been in use since May 2020, leaving a significant gap in advice to Councillors.

In supporting the resolution, I understood the report was to be provided to Council as part of our commitment to remain transparent about the works being undertaken, and that it be included in the public business papers. I do not believe it was the intention of this resolution for the monthly report only to be provided to the Committee, or only to Councillors. After all, the funding is for public infrastructure.

The debate on the motion clearly indicated that the committee was to be an interim committee formed to determine “the amount of funding to be attributed to each project”, not to approve expenditure on projects not on this priority list (even though the last project listed “any other community based infrastructure” provides this flexibility). The committee was necessary at the time due to the short time frame available to submit the grant applications. This constraint is no longer relevant.

At the 23 February 2021 Ordinary Council Meeting, the following advice was provided:

**Question:** Can Council be provided with the monthly progress reports required by Resolution 38.12/19 [Drought Extension Program], including a list, values and progress status of projects approved by the Committee to date.

**Response:** Yes. The February and future reports will be circulated to Councillors when approved by the Committee.

- *Adopting this motion will ensure that Council receives all the monthly progress reports since the December 2019 motion was adopted, not just those from February 2021.*
- *Receiving only the reports from February 2021 would leave Council at risk of continuing to fail to comply with the resolution.*

#### **CONCLUSION:**

The monthly reports are an important part of our commitment to keep the community informed, as well as providing Councillors with the opportunity to raise questions on behalf of the community on the projects being delivered.

By dissolving this committee the decisions on the installation and renewal of public infrastructure and the expenditure of public funds will return to the public Council meetings and increase significantly the transparency of Council’s decision making in this area.

Councillors are ultimately responsible for the expenditure undertaken on their behalf by the General Manager. Understanding the full cost of delivering a grant funded program should be considered by Council, including the impact on the budget. This would need to include items like maintenance, materials, depreciation and associated on costs. This is part of what I would imagine the committee has considered and so should also be shared with Council as part of the Ordinary Meeting agenda.

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**Submitted by Cr T Toomey**

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## EXECUTIVE ADVICE:

The Drought Communities Extension Programme's short timeframe together with the variety and number of projects has provided interesting challenges for Council staff in delivering the projects listed in this programme in addition to an already significantly larger than average capital works program.

Verbal and written progress reports were provided to Committee members. These were typically in writing when recommending variances in budget applications for projects. Prompt responses from the Committee members reduced the potential for project delays.

Committee members (and other Councillors) have also been kept informed by the reporting of milestones for projects within the programme via the weekly Councillor Information updates (the Councillor Bulletin and its predecessor the Weekly Shire Update).

The Drought Communities Extension Programme requires completion of the projects by the end of June 2021.

Following Council approval of the grant funding deed, the General Manager is responsible for delivery of the grant outcomes and the expenditure of the grant funding on behalf of Council.

Requiring approval from Council for the project budget variations would have meant that projects would not have been able to be completed in the timeframe.

Currently the yet to be completed projects include:

- McMaugh's skillion for BBQ – approved variation not in original scope utilising under-spend / procurement savings
- VIC refurbishment – in progress
- Uralla pool car park and disabled pool lift - approved variation not in original scope utilising under-spend / procurement savings
- Alma Park bore – minor works for completion
- McMaugh Gardens kitchenette – complete except for replacement stainless sheet metal - damaged by contractor
- Audit – cannot be undertaken until all works complete

Executive recommend that:

- The committee structure has allowed for timely management of 26 projects and should be retained, not dissolved;
- The committee have made decisions to maximise the opportunity under this grant by reallocating any under-spend/procurement savings to additional projects as listed above; and
- Before making any decisions on capital projects (including grant funding opportunities) consideration should be given to the life-cycle cost analysis effect of the project on current and future budgets, both from an operational and capital perspective.

## RECOMMENDATION:

**That Council maximises its grant funding opportunities to improve Council and community infrastructure and associated service levels, and in accordance with Council's strategic and operational plans.**

## COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Projects developed with Councillor and community input.
2. **Policy and Regulation**  
Funding deed reporting and acquittal requirements.
3. **Financial (LTFP)**  
Utilisation of grant funding generally provides an opportunity to reduce maintenance backlogs and increase service levels; however, each decision to undertake a capital project must take into account the whole of life cost effect on the long term budget.
4. **Asset Management (AMS)**  
Utilisation of grant funding renews and creates assets
5. **Workforce (WMS)**  
Projects have been managed by staff with the use of contractors and consultants.
6. **Legal and Risk Management**  
Failure to comply with funding deed timeframes and reporting requirements will put grant funding at risk.
7. **Performance Measures**  
Projects completed within total grant funding budget on time.
8. **Project Management**  
Director Infrastructure and Development

## 16.3 NOTICE OF MOTION – COMPLAINT HANDLING SYSTEM

Submitted by: Cr Toomey  
Subject: Implementation of Complaint Handling

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Objective:** 4.1 A strong, accountable and representative Council  
**Strategy:** 2.4.2 Implement Council's strategic asset management plans and continue to develop asset systems, plans and practice for infrastructure assets to minimise whole of life costs  
4.1.2 Engage with the community effectively and use community input to inform decision making  
4.1.3 Provide open, accountable and transparent decision making for the community

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### SUMMARY:

#### Councillor's Motion:

1. That the General Manager implement Council Resolution 15.08/19, point 6 :

### BACKGROUND:

At the August 2019 Ordinary Meeting Resolution 15.08/19 was passed and it required at point 6 :

#### *That Council*

6. Receive a biannual report outlining:
- The number of complaints received;
  - The outcomes of complaints including matters resolved at the front line;
  - Issues arising from complaints;
  - Systemic issues identified; and
  - The number of requests received for internal and/or external review of our complaint handling.

At the December 2020 Ordinary Meeting of Council the following appeared in the Schedule of Actions with the following comment against point 6:

*6. Pending - CRM not yet implemented due to lack of resources. Expected to report to Council for the third quarter in 2021 Financial Year*

*Recent discussion to identify how to consistently capture and identify complaints.*

*Review the Complaints Policy in 2021*

Council allocated the required funding, as requested by staff, for this to be implemented at the August 2019 meeting.

Implementing Council Resolutions without undue delay is a requirement under the Local Government Act Section 335, which states:

### **335 Functions of general manager**

*The general manager of a council has the following functions--  
(b) to implement, without undue delay, lawful decisions of the council*

This resolution has been outstanding since August 2019.

The Uralla Shire Council Complaints Management Policy 2019 confirms the following information about Councillor responsibilities in relation to Complaints :

*The Councillors have a role under Section 232 of the Local Government Act 1993 as a member of the governing body to review the performance of the council, its delivery of services, and the delivery program and revenue policies. The Councillors also represent the interests of the residents and ratepayers and can bring forward a complaint to the Councillors at any time.*

Section 232 of the Local Government Act states :

### **232 The role of a councillor**

*(1) The role of a councillor is as follows--  
(a) to be an active and contributing member of the governing body,  
(b) to make considered and well informed decisions as a member of the governing body,  
(c) to participate in the development of the integrated planning and reporting framework,  
(d) to represent the collective interests of residents, ratepayers and the local community,  
(e) to facilitate communication between the local community and the governing body,  
(f) to uphold and represent accurately the policies and decisions of the governing body,  
(g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.  
(2) A councillor is accountable to the local community for the performance of the council.*

It is important that Councillors understand the type and nature of complaints so that appropriate, informed and considered adjustments can be made to our strategic direction and policies.

Currently, Councillors have no understanding of the complaints being made, with the exception of those made directly to Councillors and raised at Council. This leaves Councillors with a limited understanding of the issues and places them at risk of failing to fulfil their obligations to the community.

### **CONCLUSION:**

Council resolutions must be implemented without undue delay. Complaints, while undesirable, are nonetheless an opportunity to improve. Councillors must be kept informed of the nature and type of complaints, and the recommended remedies to ensure future causes of complaint are reduced or removed.

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**Submitted by Cr T Toomey**

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### **EXECUTIVE ADVICE:**

A six monthly report has been included in this Agenda for Councillors' information. The report accounts for the period from July to December 2020. The Council implications headings have been addressed in the Biannual Report on Complaints.

## 16.4 NOTICE OF MOTION – URALLA COURT HOUSE

Submitted by: Cr Toomey  
Subject: Court House  
TRIM Reference: UINT/21/2822

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Objective:** 4.1 A strong, accountable and representative Council  
**Strategy:** 2.4.2 Implement Council's strategic asset management plans and continue to develop asset systems, plans and practice for infrastructure assets to minimise whole of life costs  
4.1.2 Engage with the community effectively and use community input to inform decision making  
4.1.3 Provide open, accountable and transparent decision making for the community

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### SUMMARY:

#### Councillor's Motion:

3. That the full cost of lodging the application for the \$925,000 grant for the refurbishment of the Uralla Court House (referred to in Councillor Bulletin January 29 2021) along with the internal source of the funding to prepare the application and the name of the grant applied for;
4. That the details of this application for grant funding in relation to the Court House be provided to Council in a manner that can be provided to our community, including plans and proposed use;
5. That Council staff do not submit applications for grants for capital work without Council approval;
6. Council staff focus their time on funding and developing the industrial land.

### BACKGROUND:

In the January 29 2020 Councillor Bulletin issued by the General Manager, there was advice from the Department of Infrastructure and Development that an application has been lodged for funding to the value of \$925,000 to refurbish the Courthouse.

At the 23 February 2021 Ordinary Council Meeting, the following advice was provided in response to a Question on Notice:

**Question:** *Can the General Manager provide the resolution that authorises the application for a \$925,000 grant for the refurbishment of the Uralla Court House?*

**Response:** *There is no resolution of Council to make a grant application for refurbishment of the Courthouse. A resolution is not required to seek grant funding to undertake renewal works on Council owned infrastructure. If successful a report would typically be prepared to Council recommending acceptance of the grant funding offer. This would restore the building to a usable condition, protect existing heritage value, and reduce the building maintenance backlog at minimal cost to Council.*



At the 23 February 2021 Ordinary Meeting, Councillors were advised by the General Manager that we were unable to debate or discuss the responses provided. The issues raised by the answer above are instead noted below:

- The General Manager is within her rights to determine the manner in which resources are allocated within the budget. However when Council is asked to find additional funding to support staffing shortfalls in other areas, it is appropriate that Council ask for this information in order to understand the cost of this decision, and where it fits within the budget.
- A project of this scale is a capital project and as such it could have a significant impact on Council's budget. Capital projects require a Council resolution.
- Lodging the application without the support of Council puts Councillors in a position of having to either post-approve or reject a government grant.
- Councillors need to understand the full impact on our budget including depreciation, changes to ongoing maintenance and materials costs, prior to providing approval for the lodging of these applications.

At the 23 February 2021 Ordinary Council Meeting, the following advice was provided in response to a second Question on Notice:

**Question:** *Can the details of this application for grant funding in relation to the Court House be provided including plans and proposed use?*

**Response:** *Yes. Details of the application for grant funding will be made available to Councillors via NextCloud.*

At the 23 February 2021 Ordinary Meeting, Councillors were advised by the General Manager that we were unable to debate or discuss the responses provided. The issues raised by the response above are therefore noted below:

- This is a building of significant interest to our community. This information should be publicly available, not shared only with Councillors.
- The only discussion that has been had in relation to this building was an informal conversation following a General Manager's workshop, where a small number of Councillors were taken on a walk to the Court House and the idea of converting it in to the Uralla Shire Council Chambers was mentioned.
- This does not constitute Councillor support for the application, or for the purpose nominated.
- No formal advice has been provided to Councillors or to the community.

#### **CONCLUSION:**

Councillors are ultimately responsible for the expenditure undertaken on their behalf by the General Manager. Council should be providing well informed, resolved approval with clear strategic direction before capital grant funding applications are lodged and the costs associated with those grant applications are incurred.

The development of public assets, including buildings like the Uralla Court House, should be managed as part of a public discussion with our community.

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**Submitted by Cr T Toomey**

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## EXECUTIVE ADVICE:

Council needs to determine the extent of control that it wishes to have over the timing of approving by resolution the acceptance of grant funding or the decision to lodge a funding grant.

Grant funding opportunities are varied and can be adhoc with relatively short timeframes for submission.

Prior to the expenditure being undertaken, approval by Council is provided either by resolution or approval of the budget or an amendment to the budget.

In determining when Council wishes to exercise control over grant funding opportunities, it is recommended that Council maintain the status quo and focus on resolving a list of pre-approved projects subject to funding and citing priority projects subject to funding in each year's annual Operational Plan.

Some of the more significant projects that have relied upon successful grant funding opportunities, and may not otherwise have proceeded, due to the absence of a Council resolution and lack of staff resources to prepare reports for Council decision include;

- The upgrades to the McMaugh Gardens ensuite - Aged Care Services Fund Aged Care Regional and Remote Infrastructure Grants (ACRRRIG) at \$500,000
- Tolleys Gully Bridge at \$1,075,000 - Growing Local Economies Funding
- Bingara Road – Upgrade to sealed – \$1,976,000 – Fixing Country Roads
- Hawthorne Drive Repairs – Fixing Local Roads - \$516,000

Council is typically kept informed of the development and lodgement of applications via Council reports, workshops, weekly updates and the Councillor Bulletin.

In local government it is a normal practice for professional staff to be on the look-out for grant funding opportunities and to take proactive actions to identify and pursue grant funding relevant to the delivery of Council's Operational Plan.

In regards to Council buildings, as at the commencement of this term of Council (September 2016) there was significant evidence of an extended period of increasing maintenance backlog and demonstrated absence of planning, funding and undertaking of the necessary maintenance, renewals and refurbishment to protect the assets and to maintain service levels to the community.

Since 2016, due to the funding provided through the funding programs such as the Stronger Country Communities, Drought Communities Extension, Drought Stimulus Package and ACRRRIG, Council has been able to effect the renewal of many of the Council and Community buildings and facilities including

- The Uralla Memorial Hall,
- Renewals, new structures, civil, electrical and plumbing works at the Uralla Showgrounds
- The Visitor Information Centre (underway)
- The Bundarra School of Arts Hall,
- The Uralla Swimming Pool,
- McMaugh Gardens,
- The Kentucky Hall,
- The Uralla Sporting Complex, and
- Parks and recreational facilities across the shire.

A proactive and consultative approach has been utilised in undertaking these renewals and upgrades insofar as can be facilitated given the staff resourcing constraints.

At Item 4.2.2.3 of the Operational plan, annual actions include;

- a. Identify and seek grant funding opportunities for Infrastructure and Development projects or services.
- b. Identify and seek grant funding and partnership opportunities for Aged Care projects or services

The Uralla Courthouse Building is currently derelict and unusable in its current condition.

The Court House has been the subject of many workshops and has long been considered a candidate project should grant funding become available.

At the recent walk through and briefing attended by eight of the nine Councillors there did not appear to be any dissent as to the necessary works to be undertaken to recover the structure as a useable building.

The grant funding application as submitted is to cover the costs of:

<b>Preliminaries</b>	Scoping of works, and drafting of plans
	Site establishment, site fence and site office for duration
<b>External</b>	Renovate external and prepare and paint where currently painted
	Remove built in on Southern side and reinstate to original
	Inspect and renovate roof (thereby preventing further damage)including replacing of roof sheeting (allow for installation of roof insulation)
	Painting of chimneys and pots, repairs and renewals of gutters, fascia and soffit as necessary
	Install solar array
	Reinstate picket fencing to road frontages in Hill and Maitland Streets
<b>Internal</b>	Walls and ceiling prepare and paint
	Recarpet flooring
	New kitchen – with industrial linoleum flooring
	Doors- windows, repair and repaint
	Refurbish toilets and renew fixtures and fittings
	Install LED lighting throughout including new exit
<b>Stables</b>	Touch up outside – remove asbestos sheeting and replace
	Industrial carpet to floor
	Install power and lighting
	Replace roofing on skillion

There is no requirement for architectural or engineering drawings for the proposal.

The annual budget includes estimated maintenance and capital costs for buildings based on a 2017 report from GHD. This report estimated that between 2017 and 2021, Council should spend approximately \$87,000 on maintenance and defect repairs at the Courthouse, and that a further \$114,000 should be spent between 2022 and 2031. The only maintenance that has been undertaken between 2017 and February 2021 related to rewiring necessitated through a fire.

If the proposed work associated with the grant application is carried out (approximately \$697,000), it would likely impact the financial result of Council in the first year by \$595,000 (maintenance) plus additional annual depreciation of \$3,083. Given that the grant would be considered operational as to \$595,000, the overall impact upon the financial result before capital grants, in the first year, would be \$Nil.

The refurbished facilities could be used as:

- Office space,
- Councillor boardroom,
- Training,
- Meetings,
- Councillor workshops,
- Community groups,
- Exhibitions and pop up displays,
- Business start-ups, and
- Other uses to be identified.

The refurbished facilities will enable a range of revenue raising options for Council to secure additional income streams.

#### **RECOMMENDATION**

**That Council endorses the application for funding of \$925,000 for the refurbishment of the Uralla Courthouse under the Bushfire Local Economic Recovery Fund.**

#### **COUNCIL IMPLICATIONS:**

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

Community has an expectation that Council will manage and maintain its assets. No significant changes to the building layout or functionality is proposed as part of the works. Renewal of the asset to a usable condition would enable Council to undertake community consultation on a range of use options. This could include opportunities for a part or whole commercial use that could earn revenue to fund other Community outcomes.

**2. Policy and Regulation**

Local Government Act 1993 (NSW)  
USC Operational Plan 2020/21  
Buildings Asset Management Plan

**3. Financial (LTFP)**

Further reduces backlog and forward works program – 100% grant funding requested.

The annual budget includes estimated maintenance and capital costs for buildings based on a 2017 report from GHD. This report estimated that between 2017 and 2021, Council should spend approximately \$87,000 on maintenance and defect repairs at the Courthouse, and that a further \$114,000 should be spent between 2022 and 2031. The only maintenance that has been undertaken between 2017 and February 2021 related to rewiring necessitated through a fire.

If the proposed work associated with the grant application is carried out (approximately \$697,000), it would likely impact the financial result of Council in the first year by \$595,000 (maintenance) plus additional annual depreciation of \$3,083. Given that the grant would be

considered operational as to \$595,000, the overall impact upon the financial result before capital grants, in the first year, would be \$Nil.

**4. Asset Management (AMS)**

Asset renewal and service level improvement

**5. Workforce (WMS)**

Further project management resources

**6. Legal and Risk Management**

Provides for a safe and secure structure – the building is not currently habitable.

**7. Performance Measures**

If funded, asset renewed; project completed on time and within budget.

**8. Project Management**

By staff or consultant

## 16.5 NOTICE OF MOTION – COUNCIL INCREASE THE AVAILABILITY OF QUALIFIED BUILDING CERTIFIERS

Submitted by: Cr Robert Bell  
Subject: Council Increase the Availability of Qualified Building Certifiers  
TRIM Reference: UINT/21/2973

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Objective:** 1.2 A safe, active and healthy shire  
**Strategy:** 1.2.5 Provide effective regulatory, compliance and enforcement services for the community  
**Objective:** 4.2 An effective and efficient organisation  
**Strategy:** 4.2.1 Provide a range of service that meet benchmarks determined with the community, having regard to quality and cost

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### SUMMARY:

Over the last twelve months councillors have received numerous representations relating to costly delays in building and development projects due to our building certifier only being available for inspections for half a day per week (the other half day being spent on administrative work). This situation is having an impact on building in Uralla Shire.

### COUNCILLOR'S MOTION:

That Council increase the availability of a qualified building certifier to undertake inspections on behalf of council to at least two days per week.

**RATIONALE:** Councillors are regularly and increasingly receiving representation about delays in building and other development projects due to the council engaged building certifier not being available to inspect in a timely manner. This is causing delays to developments that cost developers time and consequently money. The situation was raised in the Uralla Shire Business Chamber meeting in October 2020 and in the Council organised Developer Forum. Councillors have now been informed that the impact on development is so significant some builders and developers will not work in Uralla Shire and others are adding premiums to quotes to cover potential delays. Although not quantified, this is having an impact on development in the Shire and cannot continue.

I understand the current contracted building certifier is engaged for one day per week: half a day is spent on inspections, the other on administration. To meet current demand at least another day per week is required

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Submitted by Cr R Bell

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## **EXECUTIVE ADVICE:**

The provision of additional capacity by engaging Building Certification services 2 days a week is desirable.

Additional expenditure would be in the order \$65,000 annually for the second full day per week. It will be unlikely to result in additional revenue to cover the cost without adjusting the fees and charges accordingly.

Apart from the inspections and assessments of on-site sewerage system inspections undertaken for Council, much of the building certification services can be provided by private building certifiers. There are a limited number of providers in the local area.

It would appear that the community would prefer to use Council's certification services over private building certifiers. It could be assumed this desire is a result of council costs being lower than commercial providers. This would infer that Council is significantly cheaper than commercial certifiers which should be rectified through raising Councils fees and charges to be in line with the market.

Council should increase the building certification services fees and charges to recover all of the additional costs.

This would be appropriate in consideration of competitive neutrality obligations.

Competitive neutrality is about ensuring that significant government business activities compete fairly in the market.

Government owned businesses may not always compete on equal terms because of advantages that arise solely from their public ownership. In this case, potentially subsidising Council's Business Certification services from General Revenue sources rather than fees and charges.

In setting the fees to ensure full cost recovery, this will reduce the competitive advantage Council has through subsidising the Building Certification services from General Revenue and will assist Council to fund the increased service

Additionally, this may encourage private certifiers to operate within the Uralla Shire Council further increasing customer choice.

## **RECOMMENDATIONS:**

**That Council:**

- 1. Seeks to provide building certification services 2 days per week, and**
- 2. Adjusts the fees and charges to achieve full costs recovery for the 2 day per week service.**

## COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**  
Feedback from the development community has been considered and a recommendation to resolve the issue has been provided to Council.
- 2. Policy and Regulation**  
Department of Local Government (NSW), Pricing and Costing for Council Businesses; a Guide to Competitive Neutrality, July 1997.  
NSW Government, NSW Government Policy Statement on the Application of National Competition Policy to Local Government, June 1996.
- 3. Financial (LTFP)**  
Full cost recovery is planned and will need to be monitored should take up of the service not achieve full-cost recovery.
- 4. Asset Management (AMS)**  
N/A
- 5. Workforce (WMS)**  
Additional 1 day per week by contractor.
- 6. Legal and Risk Management**  
Quality certifiers are available to the community.
- 7. Performance Measures**  
Service levels improve; complaints decrease.
- 8. Project Management**  
Manager Development and Planning.



## 17 CONFIDENTIAL MATTERS

### 17.1 DOCUMENTS PRESENTED TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

Department: Corporate Services  
Prepared by: *Coordinator Governance & Risk*

This report is presented to the CLOSED section of the March 2021 meeting under section 10A (1)(a)(b) and (2)(f)(i) of the Local Government Act (NSW) 1993.

- (1) 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:
  - (f) matters affecting the security of the council, councillors, council staff or council property,
  - (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Reason: the notice of motion relates to continuous improvement requirements of Council's procurement and information technology systems which may affect the security of Council's assets (property and resources including cash). The raising of the issues may be perceived as being critical of staff and implying wrong-doing.

### 17.2 NOTICE OF MOTION – PENALTY NOTICES 314399526 & 314392574

Submitted by: Cr Robert Bell  
Subject: Penalty Notices 314839256 and 314392574 [REDACTED]

This report is presented to the CLOSED section of the March 2021 meeting under section 10A (1)(a)(b) and (2)(b)(e)(g) of the Local Government Act (NSW) 1993.

- (1) 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:
  - (b) the personal hardship of any resident or ratepayer
  - (e) Information that would, if disclosed, prejudice the maintenance of law,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

Reason: the notice of motion relates to a regulatory enforcement matter, the personal affairs of a ratepayer and includes their legal representation.

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**CLOSED BUSINESS – ORDINARY MEETING 23 FEBRUARY 2021**

18 COMMUNICATION OF COUNCIL DECISIONS

19 CONCLUSION OF THE MEETING

END OF BUSINESS PAPER