



URALLA SHIRE COUNCIL BUSINESS PAPER

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

ORDINARY COUNCIL MEETING

24 September 2019

David Aber
ACTING GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 24 September 2019

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- BUSINESS AGENDA -
Ordinary Meeting of Council
24 September 2019 at 12:30pm

1. **Opening & Welcome**
2. **Prayer**
3. **Acknowledgement of Country**
4. **Apologies and Requests for Leave of Absence by Councillors**
5. **Disclosures & Declaration of Interests**
6. **Confirmation of Minutes**
7. **Urgent, Supplementary & Late Items of Business**
8. **Written Reports from Delegates**
Written Delegate Report 1 – Central Northern Regional Libraries Meeting held on 4 September 2019
9. **Mayoral Minute**
10. **Reports of Committees**
Report 1 - Community Grants Program 2019-20 - Round One
11. **Reports to Council**
Report 1 - Cash at Bank and Investments
Report 2 - Election of Deputy Mayor
Report 3 - Schedule of Ordinary Meetings 2019-20
Report 4 - Councillor Committee Representation 2019-20
Report 5 - Code of Conduct Annual Statistical Report 2018-19
Report 6 - Administration of 2020 Ordinary Council Elections
Report 7 - Schedule of Actions as at 24 September 2019
Report 8 - Monthly Report - Library
Report 9 - Monthly Report - Visitor Information Centre
Report 10 - Recommendation to fill the vacancy on the Bundarra School of Arts Hall Committee
Report 11 - Development Approvals and Refusals for August 2019
Report 12 - Heritage Advisory Services Summary for September 2019
Report 13 - Uralla Development Control Plan 2011 Amendment No 5
Report 14 - Reclassification of Council Managed Crown Lands to Operational Land
Report 15 - Projects for Nomination for Stronger Country Communities Round 3 - September 2019
12. **Motions on Notice/Questions with Notice**
13. **Confidential Matters**
14. **Communication of Council Decisions**
15. **Conclusion of the meeting**

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1. **OPENING & WELCOME**
2. **PRAYER**
3. **ACKNOWLEDGEMENT OF COUNTRY**
4. **APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**
5. **DISCLOSURES & DECLARATIONS OF INTEREST**

To be tabled at the Meeting.

6. **CONFIRMATION OF MINUTES**

Minutes to be confirmed at the 24 September 2019 Meeting of Council:

- Ordinary Meeting of Council held 27 August 2019 (copy enclosed)

Minutes to be received and noted at the 24 September 2019 Meeting of Council:

- New England Joint Organisation Board Meeting held 26 August 2019 (copy enclosed)



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
27 August 2019

ROLL CALL

Councillors:

Cr M Pearce (Mayor)
Cr R Crouch (Deputy Mayor)
Cr R Bell
Cr M Dusting
Cr N Ledger
Cr T O'Connor
Cr L Sampson
Cr I Strutt
Cr T Toomey

Staff:

Mr D Aber, Acting General Manager
Mr T Seymour, Director Infrastructure & Development
Mr S Paul, Chief Financial Officer
Minute Clerk

MINUTES

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 August 2019

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Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 August 2019

Resolution
Number

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, N Ledger, T O'Connor, L Sampson, I Strutt, T Toomey, Acting General Manager (Mr D Aber), Director Infrastructure and Development (Mr T Seymour), Chief Financial Officer (Mr S Paul), Minute Clerk (G Stratton).

1. OPENING & WELCOME

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

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT TO COUNTRY

The Uralla Shire Council recognises the traditional custodians of the land on which this meeting is being held and acknowledge Aboriginal Elders past and present and we pay respect to them and their heritage.

4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

The Chair advised receipt of an apology from Cr M Dusting.

MOTION (Crs T Toomey / I Strutt)

That;

Council accept the apology from Cr M Dusting for the ordinary meeting held 27 August 2019.

01.08/19

CARRIED

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

5. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 27 August 2019 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr T Toomey	Report 10	Pecuniary Interest	Operate a B&B outside of Uralla
Cr T O'Connor	Report 14	Non-Pecuniary Interest	Preparing grant application for Uralla Arts

6. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 27 August 2019 Meeting:

- Minutes of Ordinary Meeting held 23 July 2019 (to be confirmed)
- Minutes of Extraordinary Meeting held 13 August 2019 (to be confirmed)

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Minutes of the Uralla Shire Council at an Ordinary Meeting
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AMENDMENTS

The Chair referred Councillors to the Minutes of the Ordinary Meeting held 23 July 2019 and called for any amendments.

Cr T O'Connor made reference to the Written Reports from Delegates (Activity Summaries) which incorrectly recorded his attendance on 23 July 2019 for the LGNSW visit and the Ordinary Council Meeting. These activities are to be removed from the minutes.

MOTION (Crs I Strutt / R Crouch)

That;

Council adopt the Minutes, together with amendments as noted, as a true and correct record of the Ordinary Meeting held 23 July 2019 2019.

02.08/19 CARRIED

AMENDMENTS

The Chair referred Councillors to the Minutes of the Extraordinary Meeting held 13 August 2019 and called for any amendments.

There were no amendments requested by Councillors.

MOTION (Crs T O'Connor / I Strutt)

That;

Council adopt the Minutes, as a true and correct record of the Extraordinary Meeting held 13 August 2019.

03.08/19 CARRIED

Minutes to be received and noted at the 27 August 2019 Meeting:

- Country Mayors Association Meeting held 2 August 2019

MOTION (Crs R Crouch / I Strutt)

That;

Council receive and note the Minutes of the Country Mayors Association Meeting held 2 August 2019.

04.08/19 CARRIED

7. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS

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

Late Reports to Council:

- Late Report #1 - Funding for Stronger Country Communities Round 3

PROCEDURAL MOTION (Crs T O'Connor / L Sampson)

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

That;

The late report to council be heard with Report 4 in the Meeting Agenda as;

- Late Report 1 - Funding for Stronger Country Communities Round 3

05.08/19 CARRIED

8. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)

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

Minutes of the Uralla Shire Council at an Ordinary Meeting
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COUNCILLOR NAME:		Bob Crouch
COUNCIL MEETING DATE:		27 August 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
13/8/2019	Councillor Strategic Planning Workshop	Uralla
13/8/2019	Extraordinary Meeting of Council	Uralla
13/8/2019	Communication Workshop	Uralla
27/8/2019	Winterbourne Wind Project - Walcha Energy Presentation to Council	Uralla
27/8/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:		Levi Sampson
COUNCIL MEETING DATE:		27 August 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
13/8/2019	Councillor Strategic Planning Workshop	Uralla
13/8/2019	Extraordinary Council Meeting	Uralla
13/8/2019	Communication Workshop	Uralla
13/8/2019	Uralla Township and Environs Committee Meeting	Uralla
27/8/2019	Winterbourne Wind Project - Walcha Energy Presentation to Council	Uralla
27/8/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:		Natasha Ledger
COUNCIL MEETING DATE:		27 August 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
13/8/2019	Councillor Strategic Planning Workshop	Uralla
13/8/2019	Extraordinary Council Meeting	Uralla
13/8/2019	Communication Workshop	Uralla
27/8/2019	Winterbourne Wind Project - Walcha Energy Presentation to Council	Uralla
27/8/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:		Tara Toomey
COUNCIL MEETING DATE:		27 August 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
6/8/2019	Audit, Risk and Improvement Committee Meeting	Uralla
13/8/2019	Councillor Strategic Planning Workshop	Uralla
13/8/2019	Extraordinary Council Meeting	Uralla
13/8/2019	Communication Workshop	Uralla
13/8/2019	Uralla Township and Environs Committee Meeting	Uralla
27/8/2019	Winterbourne Wind Project - Walcha Energy Presentation to Council	Uralla
27/8/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:		Rob Bell
COUNCIL MEETING DATE:		27 August 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
13/8/2019	Councillor Strategic Planning Workshop	Uralla
13/8/2019	Extraordinary Council Meeting	Uralla
13/8/2019	Communication Workshop	Uralla
27/8/2019	Winterbourne Wind Project - Walcha Energy Presentation to Council	Uralla
27/8/2019	Ordinary Council Meeting	Uralla

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COUNCILLOR NAME:		Tom O'Connor
COUNCIL MEETING DATE:		27 August 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
13/8/2019	Councillor Strategic Planning Workshop	Uralla
13/8/2019	Extraordinary Council Meeting	Uralla
13/8/2019	Communication Workshop	Uralla
27/8/2019	Winterbourne Wind Project - Walcha Energy Presentation to Council	Uralla
27/8/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:		Isabel Strutt
COUNCIL MEETING DATE:		27 August 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
26/7/2019	Uralla Shire Business Chamber Awards Night	Uralla
3/8/2019	Z-Net Uralla Shire Council Sustainability Expo	Uralla
8/8/2019	United Hospital Auxiliary Annual General Meeting	Uralla
13/8/2019	Councillor Strategic Planning Workshop	Uralla
13/8/2019	Extraordinary Council Meeting	Uralla
13/8/2019	Communication Workshop	Uralla
27/8/2019	Winterbourne Wind Project - Walcha Energy Presentation to Council	Uralla
27/8/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:		Michael Pearce
COUNCIL MEETING DATE:		27 August 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
24/7/2019	Mayor's Office – Admin	Uralla
24/7/2019	2AD interview	Uralla
25/7/2019	Mayor's Office – Admin	Uralla
25/7/2019	Uralla RSL Sub-Branch Meeting	Uralla
26/7/2019	Mayor's Office – Admin	Uralla
26/7/2019	Uralla Shire Business Chamber Awards Night	Uralla
29/7/2019	Mayor's Office – Admin	Uralla
30/7/2019	Mayor's Office – Admin	Uralla
31/7/2019	Mayor's Office – Admin	Uralla
1/8/2019	Joint Organisation Chairs meeting, Parliament House	Sydney
2/8/2019	Country Mayors Association Meeting	Sydney
3/8/2019	Away – Approved Leave of Absence	
16/8/2019		
19/8/2019	Mayor's Office – Admin	Uralla
20/8/2019	Mayor's Office – Admin	Uralla
21/8/2019	Mayor's Office – Admin	Uralla
21/8/2019	2AD interview	Uralla
22/8/2019	Northern Inland Regional Waste (NIRW) Meeting	Bingara
26/8/2019	New England Joint Organisation Board Meeting	Narrabri
27/8/2019	Mayor's Office – Admin	Uralla
27/8/2019	Winterbourne Wind Project - WalchaEnergy Presentation to Council	Uralla
27/8/2019	Ordinary Council Meeting	Uralla

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9. MAYORAL MINUTE

There was no Mayoral Minute to the 27 August Meeting.

10. REPORTS OF COMMITTEES

Department: **Corporate Services**
Submitted by: *Acting Coordinator Governance and Risk*
Reference/Subject: Report 1 – Report of the Audit, Risk and Improvement Committee Meeting held on 6 August 2019

OFFICER'S RECOMMENDATION:

1. That Council receive and note the unconfirmed minutes of the Audit, Risk and Improvement Committee Meeting held on 6 August 2019 as detailed in Attachment A.

MOTION (Crs T Toomey / T O'Connor)

1. That Council receive and note the unconfirmed minutes of the Audit, Risk and Improvement Committee Meeting held on 6 August 2019 as detailed in Attachment A.

06.08/19 CARRIED

11. REPORTS TO COUNCIL (Scheduled Reports)

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

OFFICER'S RECOMMENDATION:

That;

1. Council note the cash position as at 31 July, 2019 consisting of cash and overnight funds of \$1,737,801, term deposits of \$14,500,000 totalling \$16,237,801 of readily convertible funds.
2. Council note the loan position as at 31 July, 2019 totalling \$2,403,563.

MOTION (Crs N Ledger / R Crouch)

That;

1. Council note the cash position as at 31 July, 2019 consisting of cash and overnight funds of \$1,737,801, term deposits of \$14,500,000 totalling \$16,237,801 of readily convertible funds.
2. Council note the loan position as at 31 July, 2019 totalling \$2,403,563.

07.08/19 CARRIED

Department: **Corporate Services**
Submitted by: *Acting Senior Executive Officer*
Reference/Subject: Report 2 – Monthly Report - Library

OFFICER'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs T O'Connor / I Strutt)

That the report be received and noted.

08.08/19 CARRIED

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Department: **Corporate Services**
Submitted by: Tourism Promotions and Operations Officer
Reference/Subject: Report 3 – Monthly Report - Visitor Information Centre

OFFICER'S RECOMMENDATION:
That the report be received and noted.

MOTION (Crs N Ledger / R Crouch)
That the report be received and noted.

9.08/19 CARRIED

Department: **Infrastructure & Development**
Submitted by: *Director Infrastructure & Development*
Reference/Subject: Report 4 – Notice of Late submission of Report to Council - Funding for Stronger Country Communities Round 3

OFFICER'S RECOMMENDATION:
That Council note the Stronger Country Communities Round 3 Report will be submitted as a late Report to Council.

11. LATE REPORTS TO COUNCIL

Department: **Infrastructure & Development**
Submitted by: *Director Infrastructure & Development*
Reference/Subject: Late Report #1 - Funding for Stronger Country Communities Round 3

OFFICER'S RECOMMENDATION:
That Council place on public exhibition the following proposed projects to determine community support for its consideration in determining the application for funding under the Stronger Country Communities Round Three.

Youth focussed:

- ▶ Bundarra multipurpose courts at \$265,000
- ▶ Disabled change room at the Uralla swimming pool at \$95,000
- ▶ Library improvements – Uralla and Bundarra – including building works and equipment (High Technology Hub) and study spaces at \$200,000

Total Youth focussed \$560,000

Community focussed:

- ▶ McMaugh Gardens improvements at \$100,000 including generator, insulation improvements and provision for shortfall (if required) for ensuite upgrade project
- ▶ Toilet at Gilmore Park at \$50,000
- ▶ Memorial Hall additional works including painting and windows at \$125,000
- ▶ Digital Community including visual electronic displays and Free WiFi in the Uralla CBD – at \$50,000
- ▶ VIC refurbishment and provision for pop up shops – at \$100,000 with co contribution from Council at \$170,000
- ▶ Entry statements (3 of) at \$50,000 in total
- ▶ Pioneer Park refurbishment at \$50,000
- ▶ Outdoor gym either in The Glen or Pioneer Park at \$85,000
- ▶ Walking track as per UTEC recommendation connecting Porter Park to Alma Park and The Glen along the creek at \$250,000
- ▶ Mt Mutton Reservoir Murals at \$50,000
- ▶ Woolridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables, etc, at \$65,000

Total Community focussed at \$975,000

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And

That Council approve a budget variation funded from reserves at \$15,000 to undertake the necessary application preparation and community consultation.

PROCEDURAL MOTION (Crs T O'Connor / R Crouch)
To move to Committee of the Whole

10.08/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

C N Ledger left the meeting at 1:51pm.

Cr N Ledger returned to the meeting at 1:52pm.

PROCEDURAL MOTION (Crs T O'Connor / I Strutt)
To resume Standing Orders

11.08/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Crouch / I Strutt)

That Council place on public exhibition the following proposed projects to determine community support for its consideration in determining the application for funding under the Stronger Country Communities Round Three.

Youth focussed:

- ▶ Bundarra multipurpose courts at \$265,000
- ▶ Upgrade to toilet block and canteen at the Uralla swimming pool including disabled and family change rooms and toilets at \$190,000
- ▶ Library improvements – Uralla and Bundarra – including building works and equipment (High Technology Hub) and study spaces at \$200,000

Total Youth focussed \$655,000

Community focussed:

- ▶ McMaugh Gardens improvements at \$100,000 including generator, insulation improvements and provision for shortfall (if required) for ensuites upgrade project
- ▶ Toilet at Gilmore Park at \$50,000
- ▶ Memorial Hall additional works including painting and windows at \$125,000
- ▶ Digital Community including visual electronic displays and Free WiFi in the Uralla CBD – at \$50,000
- ▶ VIC refurbishment at \$100,000 with co contribution from Council at \$170,000
- ▶ Entry statements (3 of) at \$50,000 in total
- ▶ Pioneer Park refurbishment at \$50,000
- ▶ Outdoor gym either in The Glen or Pioneer Park at \$85,000
- ▶ Walking track as per UTEC recommendation connecting Porter Park to Alma Park and The Glen along the creek at \$250,000
- ▶ Mt Mutton Reservoir Murals at \$50,000
- ▶ Woolridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables, etc, at \$65,000

Total Community focussed at \$975,000

And

That Council approve a budget variation funded from reserves at \$15,000 to undertake the necessary application preparation and community consultation.

12.08/19 CARRIED

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Number

Department: **Corporate Services**
Submitted by: *Acting Coordinator Governance and Risk*
Reference/Subject: Report 5 – Draft Complaints Management Policy 2019

OFFICER'S RECOMMENDATION:

That Council:

1. Approve the "Draft Complaints Management Policy 2019" at Attachment A for public exhibition for 28 days.
2. Subject to no submissions received during public exhibition, adopt the "Draft Complaints Management Policy 2019" at Attachment A.
3. That \$14,000 be included in the current budget to fund the first stage of the Complaints Handling System for training to be completed and the system operational, with funding to be addressed at the quarterly budget review.
4. That \$15,000 be listed in the 2020/2021 budget considerations for the full implementation of the Complaints Handling System.

Cr L Sampson left the meeting at 2:05pm.

PROCEDURAL MOTION (Crs R Crouch / T Toomey)
To move to Committee of the Whole

13.08/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr L Sampson returned to the meeting at 2:07pm.

Cr T O'Connor left the meeting at 2:10pm. Cr T O'Connor returned to the meeting at 2:12pm.

PROCEDURAL MOTION (Crs T O'Connor / L Sampson)
To resume Standing Orders

14.08/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Crouch / I Strutt)

That Council:

1. Amend page 2 of the "Draft Complaints Management Policy 2019" under the heading 'Further Document Information and Relationships' to read '*The Councillors also represent the interests of the residents and ratepayers and can bring forward a complaint made to the Councillors at any time.*'
2. Approve the "Draft Complaints Management Policy 2019" at Attachment A for public exhibition for 28 days.
3. Subject to no submissions received during public exhibition, adopt the "Draft Complaints Management Policy 2019" at Attachment A.
4. That \$14,000 be included in the current budget to fund the first stage of the Complaints Handling System for training to be completed and the system operational, with funding to be addressed at the quarterly budget review.
5. That \$15,000 be listed in the 2020/2021 budget considerations for the full implementation of the Complaints Handling System.
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.

15.08/19 CARRIED

Cr T Toomey requested that her vote against the motion be recorded.

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PROCEDURAL MOTION (Crs N Ledger / M Pearce)
Meeting Adjournment (2:35pm – 2:53pm)

16.08/19 CARRIED

Department: **General Manager's Office**
Submitted by: *Acting General Manager*
Reference/Subject: Report 6 – Recommendations from the Communications Workshop Discussion

OFFICER'S RECOMMENDATION:

That the results of the communication workshop on the 13th August 2019 be considered by the Council and that recommendations be made from the ideas for communication improvement listed in this report.

PROCEDURAL MOTION (Crs T O'Connor / T Toomey)
To move to Committee of the Whole

17.08/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs T O'Connor / L Sampson)
To resume Standing Orders

18.08/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / L Sampson)

That the results of the communication workshop on the 13th August 2019 be noted by the Council and that the first tranche of communication improvement recommendations be:

1. Prepare an A3 version of the newsletter to be posted on community noticeboards.
2. Establish space at community noticeboards in the villages for council materials such as the newsletter, press releases and advertisements.
3. Establish email address registers of people who would like to be on a regular emailing list for council information or with links to council's latest website updates and social media posts.
4. Establish an email address register for local contractors who wish to be informed of opportunities to provide services to council.
5. Have a standard item for communication on the Council's Ordinary Meeting agenda to discuss communication of council's decisions at that meeting.
6. Provide letters to adjoining owners prior to construction works being carried out in the vicinity.
7. The weekly works report be published on the Council's web page.

19.08/19 CARRIED

Department: **Infrastructure & Development**
Submitted by: *Director Infrastructure & Development*
Reference/Subject: Report 7 – Heritage Advisory Services Summary for August 2019

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for August 2019 be received and noted by Council.

MOTION (Crs I Strutt / N Ledger)

That the Heritage Advisory Services Summary for August 2019 be received and noted by Council.

20.08/19 CARRIED

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Department: **General Manager's Office**
Submitted by: *Acting General Manager*
Reference/Subject: Report 8 – Election of Chairman, Uralla Township and Environs Committee

OFFICER'S RECOMMENDATION:

That the appointment of the Chairman of the Uralla Township and Environs Committee be a matter for the Council's consideration from the list of nominees received by the General Manager.

MOTION (Crs I Strutt / R Bell)

That the matter be considered in Closed Session of Council.

21.08/19

CARRIED

Department: **Infrastructure & Development**
Submitted by: *Director of Infrastructure & Development*
Reference/Subject: Report 9 – Development Approvals and Refusals for July 2019

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for July 2019.

MOTION (Crs N Ledger / L Sampson)

That Council receive and note the development approvals and refusals for July 2019.

22.08/19

CARRIED

Department: **Infrastructure & Development**
Submitted by: *Director of Infrastructure & Development*
Reference/Subject: Report 10 – Development Application 41-2019 – J Gray – Dual Occupancy and Tourist / Visitor Accommodation – 55 King Street, Uralla

Cr T Toomey, having previously declared a conflict of interest, left the meeting at 3:15pm.

OFFICER'S RECOMMENDATION:

That Council approve Development Application 41/2019 submitted by J Gray for a Dual Occupancy and Tourist / Visitor Accommodation on land known as 55 King Street, Uralla, being Lot 1 Section 15 DP 759022 subject to the following conditions:

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

- (a) **Compliance with National Construction Code & insurance requirements under the Home Building Act 1989**

- (b) **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.

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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*.

(c) **Erection of signs**

(d) **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 certifying authority for the work, and
 - (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (c) stating that unauthorised entry to the site is prohibited.
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.

(e) **Notification of *Home Building Act 1989* requirements**

(f) **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 certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:
- (a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - (b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the relevant owner-builder permit.
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 certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

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136D Fulfilment of BASIX commitments

8. This clause applies to the following development:
- (a) BASIX affected development,
 - (b) any BASIX optional development in relation to which a person has made an application for a complying development certificate that has been accompanied by a BASIX certificate or BASIX certificates (despite there being no obligation under clause 4A of Schedule 1 for it to be so accompanied).

Shoring and adequacy of adjoining property

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

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

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 dwelling is to be inspected at the following stages of construction:
- before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **

 - before covering the framework for any wall, roof or other building element **
 - before covering waterproofing in any wet area**
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**

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- ** denotes a critical stage inspection (a mandatory inspection under Section 109C of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a *development where a critical stage or other nominated inspection has not been carried out.
- Applicants should give at least 24 hours' notice to guarantee an inspection.
- *All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer
- Reason: To ensure compliance with appropriate standards.*
13. A Construction Certificate must be obtained from a Certifying Authority before work commences.
- Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*
14. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) 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, 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.*
16. Parking facilities, including one (1) 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.*
17. All external lightning is to be positioned and directed so as to prevent the intrusion of light to the adjoining premises.
- Reason: To prevent the intrusion of light onto adjoining premises.*
18. Drainage from evaporative air conditioners is to be directed onto lawn and garden areas only. It is not to be disposed of into Council's storm water or sewerage systems.
- Reason: To ensure that Council's stormwater and effluent systems are free of contamination and un-necessary load.*
19. 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.*

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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 Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement.

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

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

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. 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.

25. 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.

26. 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.

27. 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.

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- (a) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (b) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
- (c) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (d) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.

Reason: Requirement of Council as the Road Authority.

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

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

29. 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.

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

Reason: To provide appropriate access to the site.

ADVISORY NOTES – GENERAL

1. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
2. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
3. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.

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4. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
5. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.
6. 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.

PROCEDURAL MOTION (Crs T O'Connor / R Crouch)
To move to Committee of the Whole

23.08/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs T O'Connor / N Ledger)
To resume Standing Orders

24.08/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / N Ledger)

That Council approve Development Application 41/2019 submitted by J Gray for a Dual Occupancy and Tourist / Visitor Accommodation on land known as 55 King Street, Uralla, being Lot 1 Section 15 DP 759022 subject to the following conditions:

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

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

(b) **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.

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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*.

(c) **Erection of signs**

(d) **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.*
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136D Fulfilment of BASIX commitments

8. This clause applies to the following development:
- (a) BASIX affected development,
 - (b) any BASIX optional development in relation to which a person has made an application for a complying development certificate that has been accompanied by a BASIX certificate or BASIX certificates (despite there being no obligation under clause 4A of Schedule 1 for it to be so accompanied).

Shoring and adequacy of adjoining property

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

9. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
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 - (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.

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

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

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

Reason: To ensure compliance with appropriate standards.

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

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

14. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) 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, 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.

16. Parking facilities, including one (1) 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.

17. All external lightning is to be positioned and directed so as to prevent the intrusion of light to the adjoining premises.

Reason: To prevent the intrusion of light onto adjoining premises.

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

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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 preserve the amenity of the locality and protect stormwater systems.

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27. 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.

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- (b) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
- (c) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
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Reason: Requirement of Council as the Road Authority.

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 - (b) erect a silt fence to prevent debris escaping into drainage systems or waterways,
 - (c) prevent tracking of sediment by vehicles onto roads,
 - (d) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

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29. 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.

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

Reason: To provide appropriate access to the site.

ADVISORY NOTES – GENERAL

1. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
2. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
3. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.

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4. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
5. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.
6. 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.

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

FOR: Cr M Pearce, Cr R Bell, Cr T O'Connor, Cr I Strutt, Cr B Crouch, Cr L Sampson, Cr N Ledger

AGAINST: Nil

ABSENT: Cr M Dusting, Cr T Toomey

25.08/19

CARRIED

Cr T Toomey returned to the meeting at 3:19pm.

Department: **Infrastructure & Development**

Submitted by: *Director Infrastructure & Development*

Reference/Subject: Report 11 – Uralla Pedestrian Access Mobility Plan (PAMP) for Adoption

OFFICER'S RECOMMENDATION:

That Council adopt the Uralla Pedestrian Access Mobility Plan – August 2019.

PROCEDURAL MOTION (Crs T O'Connor / T Toomey)

To move to Committee of the Whole

26.08/19

CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr R Bell left the meeting at 3:24pm. Cr R Bell returned to the meeting at 3:25pm.

PROCEDURAL MOTION (Crs L Sampson / R Crouch)

To resume Standing Orders

27.08/19

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs I Strutt / N Ledger)

That Council adopt the Uralla Pedestrian Access Mobility Plan – August 2019.

28.08/19

CARRIED

Cr T O'Connor requested that his vote against the motion be recorded.

Cr T Toomey requested that her vote against the motion be recorded and to note that her only objection is the inclusion of the High Pedestrian Activity Zone on page 152.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 August 2019

Resolution
Number

Department: **Infrastructure & Development**
Submitted by: *Environmental Management Coordinator*
Reference/Subject: Report 12 – Public exhibition and consultation outcomes for proposed resignation of management from selected Council managed Crown Reserves

OFFICER'S RECOMMENDATION:

That Council make a written application to the Minister for Department of Industry - Crown Lands requesting approval of Uralla Shire Council's resignation as Crown Land Manager of Crown land reserves identified as:

- Lot 31 DP 755838 Kentucky South Reserve;
- Lot 153 DP 755838 Kentucky South Reserve;
- Lot 7010 DP 93183 Bundarra CBD Reserve; and
- Lot 7002 DP 1072010 Rocky River Recreation Reserve.

PROCEDURAL MOTION (Crs R Bell / T O'Connor)
To move to Committee of the Whole

29.08/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs I Strutt / T Toomey)
To resume Standing Orders

30.08/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Crouch / N Ledger)

That Council make a written application to the Minister for Department of Industry - Crown Lands requesting approval of Uralla Shire Council's resignation as Crown Land Manager of Crown land reserves identified as:

- Lot 31 DP 755838 Kentucky South Reserve;
- Lot 153 DP 755838 Kentucky South Reserve;
- Lot 7010 DP 93183 Bundarra CBD Reserve; and
- Lot 7002 DP 1072010 Rocky River Recreation Reserve.

31.08/19 CARRIED

Cr L Sampson left the meeting at 3:54pm.

Department: **Infrastructure and Development**
Submitted by: *Director Infrastructure and Development*
Reference/Subject: Report 13 – Draft Licence Variation EPL 1626 Uralla Sewer August 2019

OFFICER'S RECOMMENDATION:

That Council:

Accept the conditions of the Pollution Studies and Reduction Program as proposed on the draft Environmental Protection Licence (EPL 1626) at U1 for the Uralla sewer treatment plant and reticulation network.

Cr L Sampson returned to the meeting at 3:56pm.

MOTION (Crs T O'Connor / R Bell)

That Council:

Adopt the conditions of the Pollution Studies and Reduction Program as proposed on the draft Environmental Protection Licence (EPL 1626) at U1 for the Uralla sewer treatment plant and reticulation network.

32.08/19 CARRIED

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 August 2019

Resolution
Number

Department: **Infrastructure and Development**
Submitted by: *Director Infrastructure and Development*
Reference/Subject: Report 14 – Request from Uralla Arts Council for Approval to Continue the Constellations of the South Project

Cr T O'Connor declared a conflict of interest and left the meeting at 3:57pm.

OFFICER'S RECOMMENDATION:

That;

Option A

- 1) Written approval to continue the Constellations of the South project in The Glen be given to the Uralla Shire Arts Council to support a funding application under Round 3 of the Stronger Country Communities program administered by the NSW State Government.
- 2) The written approval is to note that:
 - a) Council will not be held liable for any monetary or in kind contribution toward the project;
 - b) Council approval for each of the proposed sculptures and the location is required prior to the commencement of construction;
 - c) Engineering drawing including structural certification be provided prior to commencement of any works;
 - d) Evidence of Public liability insurance of \$20 million dollars be provided to Council;
 - e) All works be undertaken in a safe manner to the satisfaction of Council.
- 3) Thank the Uralla Arts Council for taking this initiative.

Or

Option B

- 1) Written approval to continue the Constellations of the South project in The Glen not be given to the Uralla Shire Arts Council to support a funding application under Round 3 of the Stronger Country Communities program administered by the NSW State Government.
- 2) Thank the Uralla Arts Council for taking this initiative.

MOTION (Crs R Bell / R Crouch)

That;

- 1) Written approval to continue the Constellations of the South project in The Glen be given to the Uralla Shire Arts Council to support a funding application under Round 3 of the Stronger Country Communities program administered by the NSW State Government.
- 2) The written approval is to note that:
 - a) Council will not be held liable for any monetary or in kind contribution toward the project;
 - b) Council approval for each of the proposed sculptures and the location is required prior to the commencement of construction;
 - c) Engineering drawing including structural certification be provided prior to commencement of any works;
 - d) Evidence of Public liability insurance of \$20 million dollars be provided to Council;
 - e) All works be undertaken in a safe manner to the satisfaction of Council.
- 3) Thank the Uralla Arts Council for taking this initiative.

33.08/19 CARRIED

Cr T O'Connor was absent from the room at the time of voting.

Cr T O'Connor returned to the meeting at 3:58pm.

Department: **General Manager's Office**
Submitted by: *Acting Senior Executive Officer*
Reference/Subject: Report 15 – Schedule of Actions as at 27 August 2019

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 27 August 2019.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 August 2019

Resolution
Number

MOTION (Crs R Bell / L Sampson)

That Council receive and note the Schedule of Actions as at 27 August 2019.

34.08/19 CARRIED

12. MOTIONS ON NOTICE / QUESTIONS WITH NOTICE

Submitted by: *Cr Tom O'Connor*

Reference/Subject: Notice of Motion 1 – Constitutional Referendum for Number of Councillors,
Number of Wards and Method of Election of the Mayor

NOTICE of MOTION

That Council:

1. Conduct a constitutional referendum on a proposal to reduce the number of councillors from nine to seven, at the next local government election scheduled for September 2020;
2. Conduct a constitutional referendum on a proposal to abolish the ward system for the Uralla Shire Council, at the next local government election scheduled for September 2020; and
3. Conduct a constitutional referendum on a proposal to rescind the election of the mayor by electors at large at the next local government election scheduled for September 2020.

PROCEDURAL MOTION (Crs T O'Connor / I Strutt)

To move to Committee of the Whole

35.08/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs T Toomey / I Strutt)

That the Ordinary Meeting of 27 August 2019 continue past 5:00pm until all items of business on the agenda have been heard.

36.08/19 CARRIED

PROCEDURAL MOTION (Crs L Sampson / T Toomey)

To resume Standing Orders

37.08/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Bell / L Sampson)

That Council not apply for the constitutional referendum and retain the nine councillors at the local government election scheduled for September 2024.

38.08/19 CARRIED

Cr T O'Connor abstained from voting.

Submitted by: *Cr Robert Bell*

Reference/Subject: Notice of Motion 2 – Electricity and telecommunications supply to rural residential Subdivision/Development

NOTICE of MOTION

That Council include alternate methods of providing telecommunications and electricity for new subdivisions/developments in its Development Control Plan.

MOTION (Crs R Bell / T Toomey)

That Council lay the matter on the table until the October 2019 Ordinary Meeting of Council.

39.08/19 CARRIED

This is Page 27 of the Minutes of the Uralla Shire Council at an Ordinary Meeting of Council held on 27 August 2019

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 August 2019

Resolution
Number

13. CONFIDENTIAL MATTERS

PROCEDURAL MOTION (Crs L Sampson / I Strutt)

To move into Closed Session of Council

That;

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

The matters referred to the Closed Session of the 27 August 2019 meeting are received by Council under Section 10A (2)(a) of the Local Government Act (NSW) 1993.

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

(a) the discussion of any of the matters listed in subclause (2), or

(b) the receipt or discussion of any of the information so listed.

(2) The matters and information are the following:

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

40.08/19 CARRIED

MOTION (Crs T O'Connor / L Sampson)

That Council appoint Mr Kent Mayo for the position of Chairperson of the Uralla Township and Environs Committee for the 2019-2020 year.

41.08/19 CARRIED

MOTION (Crs M Pearce / R Crouch)

That Council commence the recruitment process for a new General Manager utilising the services of Local Government NSW Employment Solutions.

42.08/19 CARRIED

MOVE TO OPEN SESSION

PROCEDURAL MOTION (Crs T O'Connor / I Strutt)

To return to Open Session of Council and the resolutions of Closed Session of Council become the resolutions of Open Session of Council.

43.08/19 CARRIED

CLOSURE OF MEETING

The meeting was closed at: 5:28pm

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

MINUTES OF THE NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) MEETING HELD ON 26 AUGUST 2019 IN THE COUNCIL CHAMBERS, NARRABRI SHIRE COUNCIL, ADMINISTRATION BUILDING, 46-48 MAITLAND STREET, NARRABRI COMMENCING AT 10.00AM

Present:

Cr Michael Pearce (Chairperson), Cr Simon Murray (Armidale Regional Council), Cr Carol Sparks (Glen Innes Severn Council), Cr Paul Harmon (Inverell Shire Council), Cr Peter Petty and (Tenterfield Shire Council) and Cr Cathy Redding (Narrabri Shire Council).

In attendance:

Ms Susan Law (Armidale Regional Council), Mr David Aber (Uralla Shire Council), Mr Mark Riley (Glen Innes Severn Council), Mr Paul Henry (Inverell Shire Council), Mr Terry Dodds (Tenterfield Shire Council), Mr Stewart Todd (Narrabri Shire Council), Mr Angus Witherby (Moree Plains Shire Council), Ms Alison McGaffin (Director New England & North West, DPC Regional), Ms Jodie Healy (Office Local Government) and Mrs Brooke Southwell (Executive Officer).

Observers:

Cr Robert Kneale (Narrabri Shire Council) and Mr Russell Stewart (Regional Development Australia).

Meeting opened at 10.05am

The Chairperson provided an Acknowledgement of Country.

1 APOLOGIES

Apologies were received from Lester Rogers (Moree Plains Shire Council), Katrina Humphries (Moree Plains Shire Council) and Janelle Saffin MP (Member for Lismore).

Moved: Inverell Seconded: Tenterfield

That the apologies from Lester Rogers, Katrina Humphries and Janelle Saffin MP be received and noted.

2 DISCLOSURE OF CONFLICT OF INTEREST/PECUNIARY AND NON-PECUNIARY INTERESTS

No disclosures were made by members.

3 MINUTES OF THE PREVIOUS MEETING HELD 27 MAY, 2019

Moved: Narrabri Seconded: Armidale

That the minutes of the meeting held 27 May, 2019 be adopted as a true and accurate record.

4 REPORTS

4.1 DISCLOSURE OF PECUNIARY INTERESTS

14/19 RESOLUTION

- A. *That the Disclosure of Pecuniary Interest Forms be noted; and*
- B. *That NEJO make the Disclosure of Pecuniary Interest Forms available for public inspection.*

Moved: Inverell Seconded: Glenn Innes

CARRIED

4.2 DRAFT ASSOCIATE MEMBERSHIP APPLICATION FORM

15/19 RESOLUTION

- A. *That NEJO adopt the draft Associate Membership Application Form.*
- B. *That NEJO defer any requests for Associate Membership for 12 months until the JO is established.*
- C. *That NEJO engage with, and invite the NEWA to Board Meetings, as required.*
- D. *That NEWA is notified of the outcome via a letter from the NEJO Chair to the NEWA Chair.*

Moved: Tenterfield Seconded: Narrabri

CARRIED

4.3 MINING AND ENERGY RESOURCE GROUP

16/19 RESOLUTION

- A. *That NEJO send a delegate from Narrabri Shire Council to the Mining and Energy Resource Group to represent the JO.*
- B. *That NEJO disseminate the Minutes and Agenda of the Mining and Energy Resource Group to GMAC for information.*

Moved: Narrabri Seconded: Armidale

CARRIED

MOTION:

The Chairperson provided a motion of thanks to Paul Henry for his work as Executive Officer on the NEJO.

Moved: Tenterfield Seconded: Uralla

CARRIED

4.4 PROPOSED COLLABORATION WITH NAMOI JO

17/19 RESOLUTION

- A. *That NEJO organise a meeting in December with NEJO GMAC and NAMOI JOLT to commence a conversation around shared projects and collaboration.*

Moved: Tenterfield Seconded: Narrabri

CARRIED

Action That the New England JO Executive Officer liaise with Glenn Innes General Manager in relation to his learnings as the Far West JO Executive Officer.

4.5 ROAD NETWORK STRATEGY UPDATE

18/19 RESOLUTION

- A. *That item 4.5 is deferred until the end of the meeting.*

Moved: Inverell Seconded: Narrabri

CARRIED

4.6 GENERAL AND SPECIAL PURPOSE FINANCIAL REPORTS 2018/2019

19/19 RESOLUTION

That the NEJO:

- A. *adopt the General Purpose Financial Statements for the period ending 30 June 2019;*
- B. *sign the Statements as prescribed by Section 413(2) of the Local Government Act 1993 for the General Purpose Financial Statements;*
- C. *authorise the Chairperson to forward the Financial Statements to the Office of Local Government upon receipt of the Audit Reports from the NSW Audit Office;*
- D. *present the signed audited Financial Statements to the public at the ordinary NEJO meeting to be held on 25 November 2019 in accordance with Section 419 (1) of the Local Government Act 1993; and*
- E. *place the audited Financial Statements on public exhibition and provide notice in accordance with Section 418 (3) of the Local Government Act 1993, that the Joint Organisation will consider the Reports of its Auditors for the period ending 30 June 2019 at its Board Meeting to be held on Monday 25 November 2019.*

Moved: Inverell Seconded: Armidale

CARRIED

4.7 FINANCIAL REPORT

20/19 RESOLUTION

- A. *That the Financial Report be received and noted.*

Moved: Narrabri Seconded: Inverell

CARRIED

4.8 DRAFT RELATED PARTIES TRANSACTION POLICY

21/19 RESOLUTION

- A. *That the NEJO Board adopts the draft KMP - Related Party Transactions Policy and that in accordance with section 10 of the policy, KMPs complete the 'Related Party Transaction Questionnaire' and return to the Executive Officer.*

Moved: Inverell Seconded: Glenn Innes

CARRIED

4.9 PROPOSED WATER ALLIANCE GROUP

22/19 RESOLUTION

- A. *That NEJO organise a Water Alliance Group which will include the seven Council Water Managers (or other delegated representatives) to meet bi-monthly via skype or telephone and report back to GMAC.*
- B. *That the Water Alliance Group determine a priority list of Agenda items, with an initial focus on the existing drought and water crisis.*

Moved: Narrabri Seconded: Armidale

CARRIED

4.10 PROPOSED SHARED SERVICES GROUP

23/19 RESOLUTION

- A. *That NEJO coordinate a 'Shared Services Group', with the aim of maintaining or enhancing individual Council capacity where possible, to meet bi-monthly and report back to GMAC with recommendations on potential shared services through the JO.*

Moved: Armidale Seconded: Tenterfield

CARRIED

4.11 NORTHERN INLAND REGIONAL WASTE GROUP UPDATE

24/19 RESOLUTION

- A. *That the previous resolution 1/19 still stands:*

RESOLUTION

- A. *That NEJO endorse the establishment of a strategic partnership with NIRW,*
B. *That NIRW be requested to:*
i) *Prepare a Position Paper for the Board on the 20YWS Discussion Paper when this document is released by the NSW EPA, and*
ii) *Consider which elements of the waste stream could be utilised for an alternate use and that a business case be prepared for the reuse of this material.*
C. *That an MOU be prepared to establish the parameters of this strategic partnership and that a General Manager of a member Council be requested to be the 'sponsor' of the relationship with NIRW.*

Note: The General Manager of Inverell Shire Council has consented to be the 'sponsor' of this issue.

Moved: Inverell Seconded: Tenterfield

CARRIED

26/19 RESOLUTION

4.12 UPDATED CODE OF CONDUCT AND CODE OF MEETING PRACTICE

- A. *That NEJO approve the Draft Code of Conduct.*
B. *That NEJO place the Draft Code of Meeting Practice on public exhibition for 28 days through member Council's and the NEJO website.*

Moved: Inverell Seconded: Narrabri

CARRIED

LATE REPORT: SUPPLEMENT REPORT – AUDIT FINDINGS GENERAL PURPOSE FINANCIAL REPORTS 2018/2019

27/19 RESOLUTION

Upon resuming Open Meeting, the Chair verbally reported that the Organisation had met in Closed Committee and had resolved resolution 29/19.

5.0 NEJO BOARD MEETING DATE

Action That the NEJO Board will meet in Armidale on 25 November 2019 to allow the auditors to present to the Board.

6.0 GENERAL BUSINESS

- Tenterfield raised concerns in relation to the JO Steering Committee. Jodie from OLG gave an overview of the purpose of the Steering Committee.

Action That the Executive Officer continue to distribute the minutes of the JO Chairs meeting to the Board.

- The Board briefly discussed the \$150k funding application.

The Board had a break for lunch at 1.20pm.

- Inverell mentioned the upcoming NSW LG Conference.
- Tourism collaboration within the JO was discussed.

Action That the Executive Officer ask the General Managers for the Tourism contact within their LGA. That the EO liaise with the Tourism Managers to develop a basic tourism overview report for GMAC to review and consider.

- Russell Stewart address the Board with an overview of Regional Development Australia. Mr Stewart explained there are seven staff and they work with the Federal Government. He discussed funding opportunities and discussed the need for the RDA to work with all 12 LGAs.
- The Chairperson thanked Cr Redding for hosting the meeting in Narrabri.

No further business the meeting closed at 1.48pm.

CR MICK PEARCE

CHAIRPERSON

7. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

8. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.



WRITTEN DELEGATE REPORT

Submitted by:	Councillor Isabel Strutt
Subject:	Written Delegate Report 1 – Central Northern Regional Libraries (CNRL) Meeting held on 4 September 2019

REPORT:

The Central Northern Regional Libraries met on Wednesday 4 September 2019 at Tamworth Regional Council. Each of the six member Councils was represented by its Councillor delegate and staff member, including Mr. Ian George, Economic Development Officer from Liverpool Plains Shire Council.

The meeting received reports from member libraries for the quarter to 30 June 2019 showing all the libraries performing strongly and providing a wide range of activities for all age ranges in their communities. The RFID (Radio Frequency Identification) system has been installed in all CNRL libraries. While book loans have decreased, utilisation of Digital e-audio, e-books, and e-magazines have all increased. Across the CNRL region, for the quarter to 30 June 2019, the libraries have conducted 375 programs for adults with an attendance of 2,424; and 339 programs for children with an attendance of 4,469.

The history of changes to the State funding model as they affect CNRL was presented, from pre-1991; then 1991-2004/2005 involving changing to base payments and disability component; 2005/2006 – 2019 introduction of disability and geographic allowance; with a new funding model in place from 2019.

The new model is a total change, giving each Council – regardless of population size - \$50,000 as well as an allocation of a Subsidy Adjustment. All Councils except Tamworth realised an increase on the 2017 funding level. As no funding formula is specified in the Regional Library Agreement the committee agreed to CNRL being supported by receiving all of each Council's per capita subsidy - \$2.45 this year, rising each year until it reaches \$2.85. Also all CNRL member Councils will pool their Local Priority Funding as this will reduce the burden of administering and reporting on local priority funding a local Council level. The funds are used for purchase of library resources that are shared throughout the region. An approved per capita Council contribution will be determined annually by the budget process.

CNRL has decided to abolish overdue fees on borrowed items because fees can deter members from using library services. Once their fines accumulate \$10 members cannot borrow until the fine is paid. Evidence from elsewhere shows that abolishing overdue fees has a positive effect on membership. Library staff will continue to follow up on return of borrowed items. Loan limits will be reduced to 20 items.

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Leigh Sales' non-fiction book "Any Ordinary Day" has been selected as the "One Book One Region" title for 2019.

CNRL has launched an App which can show borrowed items as well as what is available. The App can be freely downloaded from the Apple Store or Google Play.

A suggestion which will be further discussed at the next meeting is for CNRL to consider sometimes meeting at other member libraries as a way to sharing travel but also to see what others are doing and to get to know the other libraries.

The meeting agreed that the relevant Joint Organisations should be approached to request that they keep the pressure on the State Government to maintain funding to State Libraries when funding arrangements will be reviewed in 2023.

The next CNRL meetings will be the Annual General and Ordinary meetings to be held on Wednesday 13 November 2019.

Clr. Isabel Strutt
13/09/2019

Recommendation:
That Council receive and note the report.

9. MAYORAL MINUTE

There is no Mayoral Minute for the 24 September meeting.

10. REPORTS OF COMMITTEES



REPORT OF COMMITTEE

Committee:	Community Grants Panel
Submitted by:	<i>Acting General Manager</i>
Reference/Subject:	Committee Report 1 – Community Grants Program 2019-20 - Round One

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.3	A diverse and creative culture
Strategy:	1.3.3	Lobby government, companies and other individuals to secure funding for cultural and creative expression fields
Activity:	1.3.3.1	Enhance opportunities for community cultural and creative expression
Action:	1.3.3.1.1	Coordinate and deliver Council's annual community grants and financial assistance programs

SUMMARY:

This report provides the outcomes of the Community Grants Assessment Panel Committee Meeting, held on Tuesday, 10 September 2019 to assess Round One applications received for the 2019-20 Uralla Shire Community Grants Program and to provide recommendations for determination by Council.

OFFICER'S RECOMMENDATION:

That Council adopt the following Committee Recommendation, to:

- 1) approve Community Grants, Round One 2018-19 funding allocations, to the following applicant in accordance with the General Grant Conditions and special conditions identified in Table 3 of this report:
 - Bundarra Men's Shed
 - Council on the Ageing NSW
- 2) Correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee, at Table 4 Unsuccessful Applicants of this Report.

BACKGROUND:

Council conducted Round One of the 2019-20 Community Grants Program in August 2019.

REPORT:

Council received a total of four (4) applications: four (4) group/organisation applications and nil individual applications for Round One of the program as set out in Table 1 of this report. The Community Grants Panel members assessing the applications included:

- Cr Robert Bell Councillor
- Cr Tom O'Connor Councillor
- Cr Tara Toomey Councillor

No pecuniary interests were declared at the meeting.

Uralla Shire Council
Council Business Paper – 24 September 2019

Table 1 – Received Applications

Applicant/Category	Amount requested	Purpose
Group/Organisation		
Bundarra Men's Shed	\$3,000	The Bundarra Men's shed has formed a partnership with the school to develop and enhance the value of the school's workshops, including documenting the WH&S issues that exist currently. The building a community owned asset that will be run by the Men's Shed for the community. Is operated by them under a Community Use Agreement.
Bundarra Golf Club	\$3,000	To provide; <ul style="list-style-type: none"> • A fence on the western boundary past the first playing hole to the northern point in an easterly direction and south to the roadway. • Replace golf course signs. • Repair tee off areas. • Plant hardy bushes in appropriate locations.
New England and North West Sub Branch, NSW Branch, Children's Book Council of Australia	\$650	Funding is for the Booked In! Children's and Young Adult Literature Festival in 2020. Programs are run according to requests from schools depending on available slots.
Council on the Ageing NSW	\$3,000	COTA are providing training for local people to provide accreditation and licensing for strength for life classes in Uralla. The training will benefit local people with improved strength, mobility and balance to enable them to stay independent for as long as possible.
Total Requested	\$9,650	

All submissions were assessed by the Assessment Panel against the criteria as listed in the Community Grants Program Guidelines. The Assessment Panel's assessments are contained in Table 2, below.

Table 2 – Panel Assessments

Applicant/Category	Assessments
Group/Organisation	
Bundarra Men's Shed	Eligible – While the building is located on Education Property the Community Use Agreement provides for the management of the facility by the Men's Shed as a community organisation.
Bundarra Golf Club	Ineligible – The Bundarra Golf Club is part of a registered club with access to funding from licensed bar sales.
New England and North West Sub Branch, Children's Book Council of Australia	Ineligible – project does not directly benefit the Uralla Shire Community as it is part of a Regional program.
Council on the Ageing NSW	Eligible – provides training for local trainers to hold strength for life classes in Uralla. This will provide an ongoing benefit to the older residents to improve strength, mobility and balance to enable them to stay independent longer. Cr O'Connor did not agree with the other panel members that the COTA application was eligible and requested his dissent be recorded.

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The Assessment Panel Committee recommendations are set out below:

1) Successful Applicants

Outcomes of the assessments, with recommended approved amounts and special conditions (if any) in addition to those contained within the standard General Grant Conditions, are listed in Table 3 below.

Table 3 – Successful Applicants and Special Conditions

Applicant/Category	Amount	Special Conditions
Group/Organisation		
Bundarra Men’s Shed	\$3,000	To develop and improve the workshop, document the existing WH&S issues at the venue.
Council on the Aging NSW	\$3,000	The training is to provide local exercise professionals to launch strength for life exercise classes in Uralla. The primary customers are local participants over 60 years old.
Total approved	\$6,000	

Once the funding allocation is approved and a resolution is passed by Council approving the grants, letters of grant will be forwarded to the successful applicants along with conditions and offer acceptance documentation to be signed and returned to Council.

2) Unsuccessful Applicants.

The Assessment Panel agreed the General Manager or his delegate write to the unsuccessful applicants as contained in Table 4, below:

Table 4 – Unsuccessful Applicants

Applicant/Category	Response
Group/Organisation	
Bundarra Golf Club	The application does not meet the funding Guidelines.
New England and North West Sub Branch, Children’s Book Council of Australia	The application does not meet the funding Guidelines.

KEY ISSUES:

- Council runs two community grants rounds per financial year. This report is for round one.
- Available funding for community grants this financial year is \$15,000.
- Council received four (4) applications in round one – nil individual applications and four group/organisation applications.
- The Assessment Panel have assessed the applications and provided recommendations to grant a total 2 group/organisation applications for a total of \$6,000.

CONCLUSION:

This report contains recommendations from the Community Grants Assessment Plan to award community grants to the successful applicants and to provide written correspondence to the unsuccessful applications.

COUNCIL IMPLICATIONS:

1. Community Engagement/Communication (per engagement strategy)

Round One applications were called via Public Notice for the month of August in council's newsletter, website and via social media. Successful applicants will be published in council's newsletter and via council media releases.

2. Policy and Regulation

The Community Grants Program Policy can be viewed on Council's website, refer: https://www.uralla.nsw.gov.au/files/assets/public/community/community-information/community-grants/2019-guidelines_uralla-shire-council_community-grants-program.pdf

3. Financial (LTFP)

Should council endorse the Assessment Panel's recommendations, a balance of \$9,000 will remain available at the end of Round One, for Community Grants in the 2019-20 financial year.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Successful completion of projects as reported via grant acquittal submitted within 60 days of completion of project.

8. Project Management

Coordinator Community Development and Engagement

Prepared by staff member: David Aber, Acting General Manager
TRIM Reference Number: UINT/19/5331
Approved/Reviewed by Manager: As above
Department:
Attachments: Nil

11. REPORTS TO COUNCIL



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That:

- 1. Council note the cash position as at 31 August, 2019 consisting of cash and overnight funds of \$2,882,065, term deposits of \$14,500,000 totalling \$17,382,065 of readily convertible funds.**
- 2. Council note the loan position as at 31 August, 2019 totalling \$2,374,999.**

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 \$14,500,000 spread over the next twelve months will receive a range of interest from 1.8% to 2.75% with an average rate of 2.48%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 August, 2019.

KEY ISSUES:

Interest rates expected to fall further in the coming months. The RBA is also indicating that rates may fall further. The current budgeted interest rate (reduced by 0.5%) may still not be reflective of future earnings. The current low interest rates will continue to result in reduced investment returns over the coming year.

COUNCIL

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U18/167
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 31 August, 2019 Diary of Investment Maturity Dates and Amounts

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Uralla Shire Council		
Investments at 31 August, 2019		
Cash at Bank – Operating Accounts:		
Institution	Account	Bank Statement
National Australia Bank	Main Account	\$347,542.22
National Australia Bank	Trust Account	\$31,226.33
Community Mutual	Bundarra RTC	\$25,361.83
Total		\$404,130.38
Business Investment (Cash Management) Account		
Institution	Interest rate	Balance
Professional Funds	0.15% above RBA cash rate	\$2,477,934.88
Total		\$2,477,934.88

Term Deposits:			
Institution	Interest rate	Maturity	Balance
Bank of Queensland	2.60%	8/10/2019	\$800,000.00
Bank of Queensland	2.60%	8/10/2019	\$500,000.00
ANZ	2.70%	10/10/2019	\$400,000.00
National Australia Bank	2.75%	15/10/2019	\$500,000.00
Westpac Banking Corporation	2.71%	18/10/2019	\$1,300,000.00
National Australia Bank	2.75%	21/11/2019	\$300,000.00
ANZ	2.70%	26/11/2019	\$800,000.00
Commonwealth Bank	2.32%	2/01/2020	\$1,200,000.00
National Australia Bank	2.75%	16/01/2020	\$700,000.00
Westpac Banking Corporation	2.15%	25/01/2020	\$600,000.00
ANZ	2.70%	30/01/2020	\$500,000.00
Westpac Banking Corporation	1.82%	25/02/2020	\$250,000.00
Westpac Banking Corporation	2.27%	5/03/2020	\$500,000.00
Bank of Queensland	2.20%	12/03/2020	\$800,000.00
National Australia Bank	2.50%	1/04/2020	\$600,000.00
National Australia Bank	2.50%	10/04/2020	\$500,000.00
Commonwealth Bank	1.80%	30/04/2020	\$500,000.00
National Australia Bank	2.34%	6/05/2020	\$600,000.00
National Australia Bank	2.70%	22/05/2020	\$1,000,000.00
Westpac Banking Corporation	2.22%	19/06/2020	\$1,350,000.00
Commonwealth Bank	2.71%	24/08/2020	\$800,000.00
Total			\$14,500,000.00

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Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$48,233.44
168	Community Centre	\$33,467.05
176	Library Extensions	\$167,114.03
177	Grace Munro Centre	\$133,718.01
181	Creative Village Works	\$3,623.53
185	Public Toilets Alma Park	\$0.00
186	Public Toilets Pioneer Park	\$6,244.37
187	Undergrounding Power and Main Street Upgrade	\$136,324.94
188	Paving and Power Undergrounding	\$34,188.75
189	Bridge Construction	\$207,884.32
190	Bridge construction & industrial land development	\$1,604,200.97
Total		\$2,374,999.41



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Acting Senior Executive Officer</i>
Reference/Subject:	Report 2 – Election of Deputy Mayor

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
Activity:	4.1.3.1	Implement and maintain a transparent and accountable decision making framework
Action:	4.1.3.1.9	Council ordinary and extraordinary meetings are conducted and open to the public

SUMMARY:

The purpose of this report is for Council to elect a Deputy Mayor in accordance with section 231 of the *Local Government Act 1993*. This report recommends, consistent with Council's preferences at its Ordinary Meetings in September 2016, 2017, and 2018, that the term of the Deputy Mayor be for one year; the method of voting be preferential ballot; and the nominations and voting remain secret, with nomination forms and voting ballot papers to be destroyed.

OFFICER'S RECOMMENDATION:

- 1. That Council elect a Deputy Mayor for the period from 24 September 2019 until the Local Government Election to be held in September 2020;**
- 2. That the method of election of the Deputy Mayor be by way of preferential ballot; and**
- 3. That the nominations and voting remain secret and that the nomination forms and voting ballot papers be destroyed at the conclusion of this Ordinary Meeting.**

BACKGROUND:

Council considered the election of the Deputy Mayor at its Ordinary Meetings held 27 September 2016, 26 September 2017, and 25 September 2018 resolving on all three occasions that the term of the Deputy Mayor be for one year; the method of voting be preferential ballot; and the nominations and voting remain secret, with nomination forms and voting ballot papers being destroyed following the conclusion of each Ordinary Meeting.

REPORT:

Under Section 231 of the *Local Government Act 1993* (the Act), a council may elect a Deputy Mayor to assist the Mayor in the performance of their duties. Section 231 of the Act provides:

231 Deputy mayor

- (1) The councillors may elect a person from among their number to be the deputy mayor.*
- (2) The person may be elected for the mayoral term or a shorter term.*
- (3) The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.*

- (4) *The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if not deputy may has been elected.*

Term of the Deputy Mayor

Section 231 (2) of the Act provides that the Deputy Mayor may be elected for the mayoral term or a shorter term, such as:

1. For a period of 12 months
2. For the period of the Mayoral Term
3. For another period determined by Council

Returning Officer

Schedule 7(1) of the Local Government (General) Regulation 2005 (the Regulation) states that the "General Manager (or a person appointed by the General Manager) is the Returning Officer."

Nomination

Schedule 7(2) of the Regulation provides:

- (1) *A councillor may be nominated without notice for election as mayor or deputy mayor.*
- (2) *The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) *The nomination is to be delivered or sent to the returning officer.*
- (4) *The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

Nomination forms have been provided as an attachment to this business paper. Completed nomination forms should be returned to the General Manager prior to the commencement of the Council meeting.

Election

Schedule 7(3) of the Regulation provides:

- (1) *If only one councillor is nominated, that councillor is elected.*
- (2) *If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot; or by open voting.*
- (3) *The election is to be held at the Council meeting at which the Council resolves the method of voting.*
- (4) *In this clause:*
 - "ballot"** has its normal meaning of secret ballot;*
 - "open voting"** means voting by a show of hands or similar means.*

The following additional information is provided in respect to an election by preferential ballot and by ordinary ballot.

Preferential ballot

As per its normal interpretation, the ballot papers are to contain the names of all candidates and Councillors mark their votes 1, 2, 3 and so on against the various names, so as to indicate their order of preference for all of the candidates.

Ordinary ballot:

This is the usual method adopted in New South Wales. Ballots are secret with only one candidate's name written on a ballot paper.

Where there are two candidates, the person with the most votes is elected.

If the ballots for the two candidates are tied, the one to be elected is to be chosen by lots, with the first name out being declared elected.

Where there are three or more candidates, the person with the lowest number of votes is eliminated and the process started again until there are only two candidates. The determination of the election would then proceed as if the two were the only candidates. In the case of three or more candidates where a tie occurs, the one to be excluded will be chosen by lot.

Choosing by Lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen, on the basis detailed above.

KEY ISSUES:

- Determine the term of the Deputy Mayor, either 12 months or other term.
- Determine the method of election as open voting, preferential ballot, or ordinary ballot.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

- NSW Local Government Act 1993.
- NSW Local Government Regulation (General) 2005.
- Code of Meeting Practice.

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Gabrielle Stratton, Acting Senior Executive Officer
TRIM Reference Number:	UINT/19/4996
Approved/Reviewed by Manager:	David Aber, Acting General Manager
Department:	General Manager's Office
Attachments:	A. Deputy Mayor Nomination



NOMINATION FORM – Deputy Mayor 2019-20

To be completed and returned to the General Manager prior to the commencement of the Ordinary Meeting of Council held 24 September 2019

*We, and
[Name of First Nominator] [Name of Second Nominator]

hereby nominate the following Councillor for the position of Deputy Mayor of Uralla Shire Council for the period commencing 24 September 2019:

Name of Councillor Nominee:

*Signed [First Nominator] Date:

*Signed [Second Nominator] Date:

Councillor Nominee

I accept my nomination for the position of Deputy Mayor of Uralla Shire Council for the period commencing 24 September 2019:

*Signed [Councillor Nominee] Date:



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Acting Senior Executive Officer</i>
Reference/Subject:	Report 3 – Schedule of Ordinary Meetings 2019-20

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
Activity:	4.1.3.1	Implement and maintain a transparent and accountable decision making framework
Action:	4.1.3.1.7	Council ordinary and extraordinary meetings are conducted and open to the public

SUMMARY:

This report recommends that Council adopt the Schedule of Meetings for 2019-20, contained at Attachment A, and resolve to place a Public Notice council's website, social media platform, council newsletter and in local print media, detailing the date, commencement time and venue of each ordinary meeting scheduled for the 2019-20 period.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Adopt the Schedule of Meetings for 2019-20 (contained at Attachment A) in accordance with clause 3.1 of the Uralla Shire Council Code of Meeting Practice; and**
- 2. Place a Public Notice on council's website, social media platform, council newsletter and in local print media detailing the date, commencement time and venue of each Ordinary Meeting scheduled for the 2019-20 period, in accordance with clauses 3.4-3.6 of the Uralla Shire Council Code of Meeting Practice.**

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 of 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) which was prescribed on 14 December 2018. Under the Model Meeting Code, Council was required to adopt a code of meeting practice, incorporating the mandatory provisions of the Model Meeting Code no later than 12 months following the next ordinary council elections.

At its Ordinary Meeting held 26 February 2019, Council adopted the Code of Meeting Practice 2019 (**30.02/19**). Council's Code of Meeting Practice 2019 is consistent with the relevant sections of the Act and the Regulation listed above and the Model Meeting Code.

REPORT:

The proposed Schedule of Meetings for 2019-20 at Attachment A (“the Schedule”) lists eleven (11) Ordinary Meetings of Council in the 2019-20 period. The dates, times and venue listed in the Schedule are in accordance with council’s Code of Meeting Practice 2019, Section 3, clause 3.1 which sets the ordinary meetings of council as follows:

Timing of ordinary council meetings

- 3.1 *Ordinary meetings of the council will be held on the following occasions:*
- *February to November: on the fourth (4th) Tuesday of the month*
 - *December – on the third (3rd) Tuesday of the month.*
 - *January – No meeting held in January.*
 - *Meetings to commence at 12:30pm and held at Uralla Shire Council Chambers.*

Section 3, clauses 3.4, 3.5 and 3.6 set out the notice which must be given to the public as follows:

Notice to the public of council meetings

3.4 *The council must give notice to the public of the time, date and place of each of its meetings, including Extraordinary meetings and of each meeting of committees of the council.*

Note: Clause 3.4 reflects section 9(1) of the Act.

3.5 *For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council’s website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.*

3.6 *For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.*

The Code of Meeting Practice 2019 stipulates that council publish the notice on its website and “*in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible*”. Therefore it is suggested that council place the public notice on its website as per clause 3.5 above as well as publish the notice to its social media platform, council newsletter and in local print media in order to reach as many members of the community as possible.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

- NSW Local Government Act 1993
- NSW Local Government Regulation (General) 2005
- Code of Meeting Practice 2019

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Council's combined Delivery Program 2017-21 and Operational Plan 2019-20 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

Prepared by staff member:	Gabrielle Stratton, Senior Executive Officer
TRIM Reference Number:	UINT/19/5045
Approved/Reviewed by Manager:	David Aber, Acting General Manager
Department:	General Manager's Office
Attachments:	A. Schedule of Ordinary Meetings 2019-20



Schedule of Ordinary Meetings 2019-2020

DATE	TIME	VENUE
October 2019		
Tuesday, 22 October 2019	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
November 2019		
Tuesday, 26 November 2019	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
December 2019		
Tuesday, 17 December 2019	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
January 2020		
<i>No meeting scheduled.</i>		
February 2020		
Tuesday, 25 February 2020	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
March 2020		
Tuesday, 24 March 2020	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
April 2020		
Tuesday, 28 April 2020	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
May 2020		
Tuesday, 26 May 2020	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
June 2020		
Tuesday, 23 June 2020	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
July 2020		
Tuesday, 28 July 2020	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
August 2020		
Tuesday, 25 August 2020	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla
September 2020		
Tuesday, 22 September 2020	12:30pm	Uralla Shire Council Chambers 32 Salisbury Street, Uralla



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Acting Senior Executive Officer</i>
Reference/Subject:	Report 4 – Councillor Committee Representation 2019-20

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
Activity: 4.1.3.1 Implement and maintain a transparent and accountable decision making framework
Action: 4.1.3.1.9 Council ordinary and extraordinary meetings are conducted and open to the public

SUMMARY:

The purpose of this report is for Council to appoint its delegates to committees and external bodies upon which Council is represented. Delegates can be elected for the term of Council or for a shorter period of time as determined by Council. Council has previously determined representation annually.

OFFICER'S RECOMMENDATION:

That Council:

1. Review the Committees Register, contained at Attachment A, and resolve to appoint Councillor delegates to each of the committees and external bodies for the 2019-20 year.
2. Appoint as Council's representatives to the committees and external bodies for 2019-20 year:

Specific Purpose Committees/Panels	Councillor Representatives
Audit, Risk and Improvement Committee	1. Cr 2. Cr
Australia Day Committee	1. Cr 2. Cr
Community Grants Panel	1. Cr 2. Cr 3. Cr
External Boards, Committees and Organisations	Councillor Delegate(s)
Arts North West	1. Cr (Advisory Council) 2. Cr (Delegate Alternate)
Central Northern Regional Library	1. Cr
Community Safety Precinct Committee	1. Cr M Pearce
Country Mayors Association	1. Cr M Pearce
District Emergency Management Committee	1. Cr M Pearce
Local Traffic Committee	1. Cr (Member) 2. Cr (Alternate)
Mid North Weight of Loads	1. Cr
New England Bushfire Management Committee	1. Cr
New England Joint Organisation	1. Cr M Pearce

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New England Weeds Authority	1. Cr
Northern Inland Regional Waste	1. Cr
Northern Joint Regional Planning Panel	1. Cr (Panel Member) 2. General Manager (Panel Member) 3. Cr (Alternate)
Section 355 Committees	Councillor Delegate(s)
Bundarra School of Arts Hall Committee	1. Cr
Uralla Township and Environs Committee	1. Cr 2. Cr

and;

- Write to each committee and external body on which Council is represented and advise of their Councillor delegate/s for the 2019-20 year.**

BACKGROUND:

Following the quadrennial Local Government Elections, Council is required to determine its delegates on committees, including those operated by Council and those operated by external stakeholders, and those external bodies on which Council is represented by an elected representative. In 2016, 2017, and 2018 Council has resolved to appoint Councillor delegates for a one-year term, with Councillors' committee assignments being reviewed in September each year.

REPORT:

The Committees Register, contained at Attachment A, lists those committees and external bodies on which Council is currently represented, including Council's representation entitlement on each committee and external body and the endorsed Councillor delegates for 2018-19. Each committee and external body has varying requirements with respect to meeting frequency.

Council should note that the Uralla Township and Environs Committee Constitution does not specify how many Councillor delegates are to be appointed to the Committee. When the Committee was formed at Council's April 2018 Ordinary Meeting, Council resolved to appoint two Councillor delegates to the Committee. Council again determined at its September 2018 Ordinary Meeting to retain the two delegates to the Committee.

KEY ISSUES:

- Determine the term of representation for Committee representation.
- Appoint the Councillor delegates to each committee and external body.

COUNCIL IMPLICATIONS:

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

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Gabrielle Stratton, Acting Senior Executive Officer

TRIM Reference Number:

UINT/19/5031

Approved/Reviewed by Manager:

David Aber, Acting General Manager

Department:

General Manager's Office

Attachments:

A. Committees Register 2018-19

Specific Purpose Committees		
Committee	Representation	Delegate/s 2018-19
Audit, Risk and Improvement Committee	Two (2) Councillors	Cr R Crouch Cr T Toomey
Australia Day Committee	Two (2) Councillors	Cr L Sampson Cr N Ledger
Community Grants Panel	Three (3) Councillors	Cr R Bell Cr T Toomey Cr T O'Connor

External Boards, Committees and Organisations		
Arts North West	One (1) Councillor + One (1) Delegate	Cr N Ledger (Advisory Council) Cr I Strutt (Delegate Alternate)
Central Northern Regional Library	One (1) councillor	Cr I Strutt
Community Safety Precinct Committee	Mayor	Cr M Pearce
Country Mayor's Association	Mayor	Cr M Pearce
District Emergency Management Committee	Mayor	Cr M Pearce
Local Traffic Committee	One (1) councillor	Cr R Bell (Member) Cr N Ledger (Alternate)
Mid North Weight of Loads	One (1) councillor	Cr R Bell
New England Bushfire Management Committee	One (1) councillor	Cr M Pearce
New England Joint Organisation	Mayor	Cr M Pearce
New England Weeds Authority	One (1) councillor	Cr M Dusting
Northern Inland Regional Waste	One (1) councillor	Cr M Pearce
Northern Joint Regional Planning Panel	Two (2) council delegates	Cr R Bell (Panel Member) General Manager (Panel Member) Cr I Strutt (Alternate)

Section 355 Committees		
Bundarra School of Arts Hall Committee	One (1) Councillor	Cr N Ledger
Uralla Township and Environs Committee	Two (2) Councillors* <i>*Councillor representation is not specified in Committee Charter.</i>	Cr I Strutt Cr L Sampson



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Acting Coordinator Governance and Risk</i>
Reference/Subject:	Report 5 – Code of Conduct Annual Statistical Report 2018-19

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.1	A strong, accountable and representative Council
Strategy:	4.1.5	Undertake the civic duties of Council with the highest degree of professionalism and ethics
Activity:	4.1.5.1	Implement and manage Council's integrity system
Action:	4.1.5.1.3	Coordinate code of conduct complaints in accordance with legislation, policy, and procedures

SUMMARY:

This report provides a statistical summary of Code of Conduct complaints for 2018-19 in accordance with Sections 11.1 and 11.2 of Council's "Procedures for the Administration of the Code of Conduct 2019".

OFFICER'S RECOMMENDATION:

That Council:

- a) **Receive and note this report; and**
- b) **Provide the Office of Local Government with the Code of Conduct Annual Statistical Report for the period 1 September 2018 to 31 August 2019, by 31 December 2019.**

BACKGROUND:

Council is required to report annually to the Office of Local Government on Code of Conduct complaint statistics for the period 1 September of the previous year to 31 August of the current year.

Council's Procedures for the Administration of the Code of Conduct 2019 advises as follows:

Section 11.1

The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

- a) *the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)*
- b) *the number of code of conduct complaints referred to a conduct reviewer during the reporting period*
- c) *the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints*
- d) *the number of code of conduct complaints investigated by a conduct reviewer during the reporting period*

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- e) *without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period*
- f) *the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and*
- g) *the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.*

Section 11.2

The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

REPORT:

Code of Conduct statistical summary for the period 1 September 2018 – 31 August 2019 to be reported to the Office of Local Government (OLG) is shown in Table 1 below:

Table 1 – Code of Conduct Statistics for the period 1 September 2018 – 31 August 2019

Annual Reporting Requirement Descriptor	Annual Statistic
<i>a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)</i>	Councillors - 0 General Manager - 0
<i>b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period</i>	0
<i>c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints</i>	1
<i>d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period</i>	0
<i>e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period</i>	0
<i>f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and</i>	0
<i>g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.</i>	0

Note that the previous period report showed one complaint was referred to a conduct reviewer but had not been completed by the end of the reporting period for 2017-18. The above table reflects the complaint referred was finalised during this reporting period.

KEY ISSUES:

- The OLG fixes the Code of Conduct statistical reporting period as 1 September to 31 August

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Code of Conduct statistical reporting is prepared in accordance with Sections 11.1-11.2 of the Procedures for the Administration of the Code of Conduct 2019

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Elisabeth Brown, Acting Coordinator Governance and Risk
TRIM Reference Number:	UINT/19/5072
Approved/Reviewed by Manager:	David Aber, Acting General Manager
Department:	General Manager's Office
Attachments:	N/A



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Acting Coordinator Governance and Risk</i>
Reference/Subject:	Report 6 – Administration of 2020 Ordinary Council Elections

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council.
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels.
	4.2.7	Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance
Activity:	4.2.7.1	Improve the corporate governance framework.
Action:	4.2.7.1.2	Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive

SUMMARY:

Under recent amendments to the Local Government Act, councils must make a decision on the administration of their September 2020 ordinary elections no later than 1 October 2019 and enter into an election arrangement with the NSWEC no later than 1 January 2020. If councils do not enter into an election arrangement with the NSWEC for the administration of their elections, they must engage an electoral services provider to administer their elections.

This report proposes that Council enter into an arrangement with the NSW Electoral Commissioner (NSWEC) to administer its elections, polls and constitutional referenda for the 2020 ordinary council elections.

OFFICER'S RECOMMENDATION:

The Uralla Shire Council ("the Council") resolves:

1. Pursuant to s. 296(2), (3) and (5A) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.
4. That the NSW Electoral Commissioner (NSWEC) be notified of Council's resolution.
5. That provision be made in council's budget for associated costs.

BACKGROUND:

Local Government ordinary council elections are next scheduled for September 2020. The Office of Local Government has issued advice to all NSW councils in its Circular No 18-43 of 12 December 2018 as follows:

- Under section 296AA of the Local Government Act 1993 (the Act), councils must make a decision on how their September 2020 ordinary elections are to be administered no later than 1 October 2019.
- Each council must resolve either:
 - to enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) to administer all the council's elections, polls and constitutional referenda or
 - that the council's elections are to be administered by an alternate electoral services provider

If a council fails to resolve to engage the NSWEC to administer its elections by 1 October 2019, it must engage an electoral services provider to administer their elections.

REPORT:

The Office of Local Government has advised as follows:

- New preference counting rules that come into effect at the next council elections mean that it will no longer be possible for votes to be manually counted making it impossible for councils to administer their own elections without the assistance of an expert electoral services provider (either the NSWEC or a commercial provider).
- Circular 19-02 issued 27 June 2019 (Attachment A) provided advice on the IPART review of the costs of conducting local government elections and extension of the deadline for councils to make a decision on the administration of their elections
 - The Local Government Act 1993 (the Act) has been amended to extend the timeframes for councils to make a decision on the administration of their September 2020 ordinary elections so that these decisions may be made in light of the outcomes of IPART's inquiry.
 - Other amendments made to the Act mean that councils are no longer able to administer their own elections. If councils do not enter into an election arrangement with the NSWEC, they must engage an electoral services provider to administer their elections.
 - Under the amendments to the Act, councils must make a decision on the administration of their September 2020 ordinary elections **no later than 1 October 2019 and enter into an election arrangement with the NSWEC no later than 1 January 2020**. If councils do not enter into an election arrangement with the NSWEC for the administration of their elections, they must engage an electoral services provider to administer their elections.

In order to meet the required timeframe of 1 October 2019 it is proposed that council resolve to enter into arrangements with NSWEC, subject to the finalisation of the IPART review prior to council's meeting of September 2019.

KEY ISSUES:

- Council Ordinary Elections are scheduled for September 2020
- Council is required to determine by 1 October 2019 whether it wishes to enter into arrangements with NSWEC for the administration of the 2020 local government election
- If councils do not enter into an election arrangement with the NSWEC, they must engage an electoral services provider to administer their elections.
- IPART costs review being conducted and outcome awaited

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Council elections are scheduled to be held in September 2020.

Council must resolve by 1 October 2019 on the administration of 2020 elections in accordance with amended LGA Regulations

3. Financial (LTFP)

Administration costs for the conduct of elections must be met by council.

Budget provision is required in 2020 to meet associated election costs.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Elisabeth Brown, Acting Governance and Risk Coordinator
TRIM Reference Number:	UINT/19/567
Approved/Reviewed by Manager:	David Aber, Acting General Manager
Department:	General Manager's Office
Attachments:	A. Office of Local Government Circular 19-12

Circular Details	Circular No 19-14 / 10 July 2019 / A652389
Previous Circular	19-12 – <i>Consultation by IPART on recommended reforms to local government election costs and extension of the deadline for councils to make a decision on the administration of their elections</i>
Who should read this	Councillors / General Managers
Contact	Policy/Governance Teams / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Recent amendments to the *Local Government Act 1993*

What's new or changing

- The *Local Government Amendment Act 2019* was assented to on 24 June 2019 and a number of provisions came into effect on 25 June 2019.
- This has amended the *Local Government Act 1993*, including:
 - enabling the Minister to extend the rates path freeze for an additional 12 months for those councils formed in 2016 that need more time to consult with communities about rating harmonisation; and
 - extending the 'cut-off date' for councils to make a decision on the administration of elections in 2020, and to require councils that do not enter into an arrangement with the Electoral Commissioner to engage an electoral services provider to administer elections (See *Circular 19-12*).
- Further changes have also come into effect, or will come into effect in future by proclamation, as indicated below.

What this will mean for your council

- Councils have until 1 October 2019 to resolve to enter into arrangements with the Electoral Commissioner, or an electoral services provider, to administer the 2020 ordinary council elections, and have until 1 January 2020 to enter into these arrangements (**commenced**).
- Councils formed in 2016 will be have their rate path freeze extended until 1 July 2021, unless they resolve to apply to the Minister to vary the existing rates path freeze determination and the determination is varied (**commenced**).
- The tendering threshold, below which councils do not have to undertake a competitive tendering process, has been increased to \$250,000. However, the threshold for contracts involving services provided by council employees at the time of entering the contract remains at \$150,000 (**commenced**).
- The *Public Interest Disclosures Act 1994* has been amended with the intention of allowing councils to report on their obligations under that Act in their own annual reports under the *Local Government Act 1993*, rather than by the current requirement to table a special report in Parliament (**commenced**). Councils should also note that further changes to relevant legislation and regulations will be made to facilitate this.
- Councils can procure the services of pre-qualified disability employment organisations approved under the *Public Works and Procurement Act 1912*, without having to go to tender (**commenced**).

- Councils should also note that the Minister intends to enable, by a future regulation, councils to access the *National Prequalification System for Civil Construction (Roads and Bridges) Contracts* after further consultation.
- Councils are able to delegate regulatory functions to another council, and to joint organisations of which they are not a member, with approval of that council or joint organisation. Further, joint organisations will be able to sub-delegate regulatory functions to their committees, in addition to their Executive Officer **(commences by proclamation)**.
- Regulations are able to be made to exempt councils from the need to publicly notify fees relating to certain defined commercial activities and from the need to determine those fees based on an adopted pricing methodology. This will ensure councils are not placed at unfair disadvantage during commercial negotiations **(commences by proclamation)**.
- Regulations are able to be made to prescribe a scheme for mutual recognition of council approvals for regulatory activities issued under section 68 of the Act **(commences by proclamation)**.

Key points

- The Office of Local Government (OLG) has provided a separate Circular to Councils about the new provisions in relation to elections (See *Circular 19-12*).
- New councils that need it will be able to seek more time to consult with local communities about rating harmonisation. OLG will write to all new councils shortly about what this means for them and next steps.
- OLG will consult further with local government before preparing regulations to support amendments that commence by proclamation. This includes potential regulations about sharing regulatory services, mutual recognition of approvals and exemptions from regulatory requirements for certain commercial activities.

Where to go for further information

- Further information can be found on OLG's website www.olg.nsw.gov.au.
- A copy of the amendment Act may be found on the NSW Legislation website www.legislation.nsw.gov.au.
- For further information, contact OLG's Governance Team (elections and procurement) and Policy Team (all other matters) on 02 4428 4100.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

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REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Acting Senior Executive Officer</i>
Reference/Subject:	Report 7 – Schedule of Actions as at 24 September 2019

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
Activity:	4.1.1.2	Deliver integrated strategic planning and reporting requirements

SUMMARY:

The purpose of this report is to provide Council with the Schedule of Actions updates as at 24 September 2019.

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 24 September 2019.

BACKGROUND:

Following every council meeting, the resolutions of council which require action by council staff are compiled into a single document. This document is referred to as the Schedule of Actions. The purpose of the Schedule of Actions is to track the progress of and to provide confirmation to council when these actions are complete. The Schedule of Actions is presented to council at its ordinary meetings.

REPORT:

The Schedule of Actions as at 24 September 2019 shows a total of 42 resolutions with actions which are either currently pending or completed. Actions which were completed as at the date of Council's last ordinary meeting, 27 August 2019, have been removed from the document.

Prepared by staff member:	Gabrielle Stratton, Acting Senior Executive Officer
TRIM Reference Number:	UINT/19/5044
Approved/Reviewed by Manager:	David Aber, Acting General Manager
Department:	General Manager's Office
Attachments:	A. Schedule of Actions as at 24 September 2019

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 Mar 2015	26.03/15	Land Disposal – Karava Place, Uralla	That Council: 3. Give the General Manager delegation to negotiate payment options; and 4. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MDP/DID	2/6/15	Lot 103 – No agreement made May 2018: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.	B
23 Nov 2015	24.11/15	Bergen Road Land Acquisition and Exchange for Road Works	That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DID	Nov 2019	Survey plans completed. Awaiting result of other like applicants. Item to be revisited.	B
25 July 2016	17.07/16	2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way realignment	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the governor for approval to acquire the Land described as Lot 1, 2 and 7 in deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the roads Act 1993	DID DID	Feb 2020	Gazettal pending for Lots 1, 2 and 3. Referred to Council’s solicitors. Lot 7 (Crown Land) to be progressed separately with the Lands Department.	B B
25 July 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	Feb 20	1. Noted. 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

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	23.02/17	Dept: I&R Submitted by: Director I & R Reference/Subject: Report 13 - Uralla Local Traffic Committee	That: 1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council. 2. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history. 3. Council drafts a Road Closure policy for review by the LTC. 4. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting.	DID DID		1. Noted 2. Completed 3. Under preparation. Draft to be circulated to LTC. 4. Completed	C C B C
28 Feb 2017	26.02/17	Dept: I&R Submitted by: DIR Reference/Subject: Report 16 - Rowan Avenue, Stormwater Drainage	That: 1. The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available. 2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. 3. The residents of 21 and 23 Rowan Avenue be advised of councils resolution.	DID DID DID	Dec 2019 April 18 Dec 17	1. Budgeted for construction in 17/18. Rescheduled to be completed by November 2019. Design completed. 2. Installed during December 2017. 3. Completed	B C C
25 July 2017	22.07/17	Dept: I&R: Submitted by: Dir I&R Reference/Subject: 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.	DID		a) Completed b) No residual funding available. SCCF Round 2 funding has provision for seating. c) Under preparation. d) Playground completed – turf to be placed in the spring. Funded under SCCF Round 1.	C C B C
19 Dec 2017	15.12/17	Dept: Community & Governance Submitted by: Dir C&G Reference/Subject: Report 8 – Report of the Audit and Risk Committee Meeting held on 21 November 2017	That; 1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017 2. Council adopt the following Committee Recommendation: Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1 That Council: a) Set the meeting schedule for 2018 as follow: • 9am Tuesday, 10 April 2018 • 9am Tuesday, 10 July 2018 • 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements	RMSO		Noted	C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS	
COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019			<ul style="list-style-type: none"> • 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm) b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution. c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment. d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter. <p>Report No. 6.4 Procurement Policy Final Draft Committee Recommendation 6.4.1: That:</p> <ul style="list-style-type: none"> a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and c) report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption. <p>3. Council:</p> <ul style="list-style-type: none"> a) note the Committee’s request to receive a report on cash handling procedures and practices at Council’s waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business. b) as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement. 	RMSO		Noted	C	
					RMSO	28/2/18	c) EOI called and reported to March Ordinary Meeting	C
					RMSO	31/1/18	d) Noted for inclusion in 2018 Audit & Risk Committee Forward Plan.	C
					CFO	27/11/17	a) Email sent to senior staff seeking feedback	C
					CFO/DCG	5/1/18	b) Prepare Council paper to put policy on public exhibition for 28 days.	
							c) Tendering provisions expected to be drafted in the next three months (by 30 Sept 2019).	B
					CFO	21/11/17	Noted. Internal audit completed; draft report provided to ARIC. Final report to go to ARIC 16/4/19	C
					RMSO	31/1/18	members with final report to go to next ARIC meeting	C
	24 April 2018	19.04/18	Dept: C&G Submitted by: RMSO Reference/Subject: Report 4 – Report of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018	<p>1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A.</p> <p>2. Report No. 2 Chair's Review of Committee Performance. Committee Recommendation 2.1: <i>That Council receive and note the Audit, Risk and Improvement Committee Chair's Review of Committee Performance Report [Attachment B].</i></p> <p>3. Report No. 3 Policy Risk Management 2018. Committee Recommendation 3.1: <i>That Council:</i></p> <p>a. <i>place the draft Policy: Risk Management 2018, as amended by the Committee, on public exhibition for a period of 28 days [Attachment C].</i></p>	RMSO	27/4/18	Noted	C
					RMSO	27/4/18	Noted	C
				CGR		Placed on Exhibition from 27 April to 25 May 2018.	C	

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>b. adopt the draft Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no public submissions being received.</p> <p>4. Report No. 4 2018 Internal Audit Program Committee Recommendation 4.1: That Council receive and note the:</p> <p>a. Charter: Internal Audit 2018, as modified by the Committee [Attachment D].</p> <p>b. 2018 Internal Audit Program, as modified by the Committee [Attachment E].</p> <p>5. Report No. 5 Committee Annual Program Committee Recommendation 5.1: That Council receive and note the 2018 Annual Committee Program, as modified by the Committee [Attachment F].</p> <p>6. Report No. 6 Policy: Fraud and Corruption Control 2018 and Strategy: Fraud and Corruption Control 2018. Committee Recommendation 6.1:</p> <p>a. That Council:</p> <p>i. place the draft Policy: Fraud and Corruption Prevention 2018 on public exhibition for a period of 28 days [Attachment G].</p> <p>ii. adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.</p> <p>b. That Council adopt the Strategy: Fraud and Corruption Control 2018, as modified by the Committee, and note the financial implications for its implementation [Attachment H].</p> <p>7. Report No. 7 Risk Management Action Plan 2017-18 Committee Recommendation 7.1: That Council:</p> <p>a. receive and note the four improvement actions plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) resulting from Council's insurer's 'Continual Improvement Pathway Workbooks' used to self-assess the integrity of Council's existing systems [Attachment I].</p> <p>b. refer the four improvement action plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) to the Director Infrastructure and Regulation for consideration as to funding and resourcing for implementation as part of the 2018/19 Operational Plan and Budget preparation process.</p>	CGR		No submissions received, added to Policy Register	C
				RMSO		Noted	C
				RMSO		Noted	C
				RMSO		Noted	C
				CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
				CGR		No submissions received, added to Policy Register.	C
				CGR		Strategy added to Corporate Documents Register following adoption.	C
				DID		Noted	C
				DID		Pending.	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 April 2018	50.04/18	Dept: I&R Submitted by: DID Ref/Subject: Late Report 2 – Industrial Land Subdivision	That Council resolve to: <ul style="list-style-type: none"> • 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, • Progress detailed design of the subdivision and the construction of Stage 1, • Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project. 	DID		Noted	C
				DID		Detailed design completed.	B
				DID		Signage installed. Valuation received. Probity advice received and probity plan developed. DA Consent concluded.	B
24 July 2018	35.07/18	Dept: DIR Submitted by: MDP Ref/Subject: 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		Pending funding for Open Spaces Strategy.	B
25 Sept 2018	30.09/18	Dept: DID Submitted by: MDP Ref/Subject: Report 16 – Recommendations of Uralla Township and Environs Committee July and August 2018 meetings	That Council resolve to: <ol style="list-style-type: none"> 1. Consider readoption of the lapsed slogan, “Find Yourself In Uralla”, and the stylised copperplate “Uralla” logo, in the context of the development of a Destination Marketing Plan 2. Consider installation of “Find Yourself” street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan. 3. Engage with Uralla Arts in relation to their proposal to design a makeover for The Glen recreation area information shelter. 4. Engage with Uralla Arts in relation to their proposal to provide a strategy for the completion of “Constellations of the South” installation at The Glen recreation area. 5. Engage with Uralla Arts in relation to their proposal to provide specifications and cost estimates for walking track works and exercise stations at The Glen recreation area. 6. Incorporate minor “Fibonacci” design components within a prominent existing park or other public area within Uralla to gauge public interest in the concept. 7. Write to the Uralla Township and Environs Committee and advise that no funding is available under the Regional Tourism Product Development Program for upgrading or developing meeting and/or local community facilities—including picnic or playground areas, local parks, barbeques, meeting facilities and regional and town entry features. 	MDP		<ol style="list-style-type: none"> 1. Noted 2. Noted 3. Engagement commenced 4. Pending 5. Pending – will be undertaken as part of the development of the Open Spaces Strategy 6. Pending 7. Complete 	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>C</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			8. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter. 9. Provide a copy of this report and Council’s resolution to the Uralla Township and Environs Committee.			8. Complete 9. Complete	C C
28 Nov 2018	21.11.18	Dept: Infrastructure and Regulation Submitted by: MDP Ref/Subject: Report 8 - Recommendations of Uralla Township and Environs Committee September and October 2018 meetings	That Council; 1. Include consideration of the Rocky River Tennis Courts in the Uralla Open Spaces Strategy and provide UTEC with information regarding the tenure of the site, specifically with regard to leasing. 2. Instruct Council’s heritage advisor to investigate the history of Fuller Memorial Park as part of the reference material for the Uralla Open Spaces Strategy. 3. Instruct Council’s heritage advisor to research the history of the plaque that was removed when Thunderbolt’s Grave was enhanced and provide suggestions on options for interpretive signage for the layout of the Pioneer Cemetery. 4. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery. 5. Invite the McCrossin’s Mill Museum to submit an application for advertising signage at the Pioneer Cemetery directing people to the Museum for further information regarding the history of the cemetery. 6. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public. 7. Consult with representatives from community groups once Council has a draft plan for the installation of the new playground equipment in Alma Park which was formerly allocated to Pioneer Park under Round 1 of the Stronger Country Communities Fund.	MDP		1. Pending funding for Open Spaces Strategy. 2. Refer April Heritage Officer’s report 3. Refer April Heritage Officer’s report 4. Pending 5. Pending 6. Pending 7. Completed	A C C A C A C
28 Nov 2018	29.11/18	Dept: I & R Submitted by: DID Ref/Subject: Report 15 - Heritage Advisory Services Summary Nov 2018	That; 1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and 2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy.	DID/MDP		1. Complete 2. Pending funding for Open Spaces Strategy.	C B
28 Nov 2018	31.11/18	Submitted by: Cr I Strutt Ref/Subject: Notice of Motion 1 - Impact of Cost Shifting on Local Government in NSW	That Council; a) Note the latest LGNSW report on the Impact of Cost Shifting on Local Government in New South Wales; b) strongly supports the actions of LGNSW in calling on the New South Wales and Federal Governments to end cost shifting and to make a commitment to make no new, increased or transferred responsibilities to local government without a corresponding source of revenue sufficient for the responsibility;	GM		a) Noted b) Noted	C C

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SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<ul style="list-style-type: none"> c) write to State Member the Hon. Adam Marshall MP and Federal Member Hon. Barnaby Joyce MHR confirming the detrimental effect of cost-shifting for Local Government and stating Council’s strong support for the actions of LGNSW to achieve an end to cost shifting; d) refer this matter to the New England Joint Organisation and the Country Mayors Association seeking support from these organisation for LGNSW actions to bring an end to cost shifting. 		Dec 2018	<ul style="list-style-type: none"> c) Complete d) Matter discussed at NEJO board meetings and Country Mayors Association Meetings 	<p>C</p> <p>C</p>
18 Dec 2018	34.12/18	Submitted by: Cr Tara Toomey Ref/Subject: Notice of Motion 1 – Bridge St Design Project	<p>That; Should funding be received for the High Pedestrian Activity Area-Bridge Street Detailed Design, Council resolve to;</p> <ul style="list-style-type: none"> 1) As part of the community engagement strategy for the project: <ul style="list-style-type: none"> 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		Noted	B
26 Feb 2019	18.02/19	Committee: Budget Review & Finance Submitted by: GM Ref/Subject: Report 1 - LTFP – Horizontal	<p>That Council: Address the actions identified in the ‘First Tranche of Potential Actions’ list, in the Report, as follows:</p> <ul style="list-style-type: none"> 1. Items: 1, 3, 4, and 14 be implemented or researched further then, where viable, implemented by staff as quickly as possible. 	GM		<p>1. <u>Item 1</u>: VIC stock pricing continuously reviewed as stocks are reordered and replenished.</p> <p><u>Item 3</u>: Business case being prepared for energy initiatives</p> <p><u>Item 4</u>: Stewart Brown business</p>	<p>B</p> <p>B</p> <p>B</p>

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
		Service Review – Priority Actions	<ul style="list-style-type: none"> II. Items: 2, 5, 6, 9, 11, 13, 16 and 18 be researched further and then presented to Council as quickly as possible for consideration and direction. III. Items: 7, 8, 10, 12, 15 and 17 are to have separate cost/benefit assessments prepared and presented to Council prior to, where possible, the final determination of the 2019/20 budget. IV. Items directly relating to Bundarra, specifically Item 6, be referred to the Bundarra School of Arts Hall Committee. 			<p>plans to address overhead community care costs and recovery: will refer to these for outcomes.</p> <p><u>Item 14</u>: Have identified potential phone cost savings in capability to renegotiate phone fleet pricing. Further investigation required.</p> <p>Internet costs are currently at retail price. Uralla Library and Bundarra Library internet costs partly funded by grant money. There are potential savings in the future once all council sites are connect through the NBN.</p> <p>II. <u>Item 2</u>: Completed as part of fees and charges review.</p> <p><u>Item 5</u>: Reviewed at 27 August Ordinary Meeting. Council resolved that no action is to be undertaken</p> <p><u>Item 6</u>: Pending further research and consultation with the Bundarra s355 School of Arts Hall Committee.</p> <p><u>Item 9</u>: Pending further research</p> <p><u>Item 11</u>: Further research being undertaken</p> <p><u>Item 13</u>: Further research being undertaken</p> <p><u>Item 16</u>: Pending further research</p> <p><u>Item 18</u>: Landfill opening days to be addressed in waste management consultancy (see item 7 below)</p> <p>III. <u>Item 7</u>: Strategic review of waste services to be undertaken. Draft Scope of Works for Waste Management Consultancy approved per resolution 21.02/19</p> <p><u>Item 8</u>: Pending further research</p> <p><u>Item 10</u>: Pending further research</p> <p><u>Item 12</u>: An option to implement business paper efficiencies was put</p>	<p>B</p> <p>C</p> <p>C</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>C</p>

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SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
						to council workshop as additional budget item. Council determined not to fund in 2019/20 year. <u>Item 15</u> : Pending <u>Item 17</u> : See item 7 above IV. Noted	B B C
26 Feb 2019	31.02/19	Dept: Community & Governance Submitted by: CGR Ref/Subject: Report 10 - Draft Code of Conduct 2019 and Draft Procedures for the Administration of the Draft Code of Conduct 2019	That Council: 1. Exhibit the “Draft Code of Conduct 2019” (Attachment 1) for 28 days; and 2. Exhibit “Draft Procedures for the Administration of the Draft Code of Conduct 2019” (Attachment 2) for 28 days; 3. Subject to no submissions being received within 42 days, Council adopt the Draft Code of Conduct 2019 and Draft Procedures for the Administration of the Draft Code of Conduct 2019; and 4. Review council’s panel of conduct reviewers as required by the Draft Code. 5. Request the Mayor to ask the New England Joint Organisation to consider the establishment of a regional panel of Conduct Reviewers for the member Councils of the Organisation.	CGR	Feb 2018	1. Complete 2. Complete 3. Policies adopted with no submissions received 4. Pending 5. Pending	C C C B B
26 Feb 2019	48.02/19	Dept: Infrastructure & Development Submitted by: MDP Ref/Subject: 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		1. Completed 2. Pending funding for Open Spaces Strategy.	C B
26 Feb 2019	54.02/19	Submitted by: Cr Tara Toomey Ref/Subject: Uralla VIC	That Council: 1) Resolve to progress the detailed design, costings and tender documentation of the VIC in accordance with the plans put on display; and 2) Draw on the VIC Restricted Funds to meet the costs.	DID		1. Consultant engaged. Detailed design works progressing. 2. Noted	B C
26 March 2019	21.03/19	Dept: Community and Governance Submitted by: CCDE Ref/Subject: Report 5 – 2019 Bush Bursary/ CWA’sScholarship Program	That a) Council participate providing one of the Uralla based medical practices commits to hosting a medical student in the Bush Bursary, CWA Scholarship Program 2019. b) Council allocate \$3,000 for the sponsorship of one medical student into the 2019/20 Operational Plan and Budget.	CCDE	August 2019	a) Confirmed Uralla Clinic, 32 Bridge Street will host a medical student in January 2020. b) Noted. Invoice from NSW Rural Doctors Network Ltd received and paid.	B

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 March 2019	45.03/19	Dept: Infrastructure and Development Submitted by: MWSS Ref/Subject: Confidential Report Acquisition of land Bundarra Sewerage Treatment Plant	That; Council authorise the General Manager to effect the purchase of a 20 ha portion of Lot 38 DP 753656 as detailed in this report, for the agreed Land Acquisition (Just Terms Compensation) value of up to \$132,000 plus GST (if applicable) and reasonable associated costs, including reasonable legal costs incurred by the landowners in entering into the Private Treaty Agreement.	DID	October 2019	In progress.	B
23 Apr 2019	09.04/19	Dept: General Manager's Office Submitted by: SEO Ref/Subject: Report 3 – Northern Inland Academy of Sport Proposal	That Council; Enter into the partnership agreement with the Northern Inland Academy of Sport at Attachment A and allocate \$2,000.00 in the 2019/20 Budget for the NIAS Associate Partnership.	GM	June 2019	Signed agreement sent to Northern Inland Academy of Support on 14 May 2019 for participation in the 2019 program. To be progressed in 2019/20 financial year.	B
23 Apr 2019	27.04/19	Submitted by: Cr Toomey Ref/Subject: Notice of Motion 1 – Uralla Return and Earn	That Council; a) Progress discussions with the Uralla community with a view to finding a suitable location to host a Return and Earn facility for the Uralla Shire. b) As part of these discussions, direct people to the TOMRA Cleanaway website (http://www.tcnsw.com.au/) and the Return and Earn website (https://returnandearn.org.au/) to ensure that people and organisations who may be interested in being involved, are aware of the 3 return and earn systems and their hosting obligations and benefits. c) In the absence of any other location becoming available, Council Staff should give strong consideration to a location on Council land that provides the community with 24hrs access to an automated Return and Earn facility.	MWWSS	June 2019	a) Advertising undertaken b) Persons directed to web sites for information. c) Pending – if required.	C C A
28 May 2019	18.05/19	Dept: Corporate Services Submitted by: CGR Ref/Subject: Report 4 – Draft Complaints Management Policy 2019	That Council; 1. Approve the “Draft Complaints Management Policy 2019” at Attachment A for public exhibition for 28 days; 2. Subject to no submissions received during public exhibition, adopt the “Draft Complaints Management Policy 2019” at Attachment A; 3. Receive a report about the capability of and capacity for existing council resources to provide the following information: a) The number of complaints received; b) The outcomes of complaints including complaints received at the front line; c) Issues arising from complaints; d) Systematic issues identified; and e) The number of requests received for internal and/or external review of our complaints handling.	CGR	August 2019	1. On public exhibition to 28 June 2019 2. Report prepared for July meeting 3. As 2) above	C C C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<ol style="list-style-type: none"> 4. The report is to identify the likely costs and timeframes (for both system augmentation and on-going administration) required to enable a, b, c, d and e (of item 1 above) to be provided to Council at 6 monthly intervals. 5. That the July Ordinary Meeting of Council receive the report. 			<ol style="list-style-type: none"> 4. As 2) above 5. As 2) above 	<p>C</p> <p>C</p>
28 May 2019	30.05/19	Dept: General Manager's Office Submitted by: GM Ref/Subject: Confidential Report 1 – General Manager Mid Term Performance Review 1/07/2018 to 31/12/2018	That Council; <ol style="list-style-type: none"> 1. Acknowledge the General Manager received an average result of 'Exceeds Expectations' for his 2018-2019 mid-term performance review conducted on Thursday 4th April 2019. 2. Engage with Local Government NSW to develop a General Manager's Performance Agreement for Uralla Shire Council that better reflects the needs of Council. 	GM	June 2019	<ol style="list-style-type: none"> 1. Noted 2. Pending 	<p>C</p> <p>A</p>
25 June 2019	10.06/19	Dept: Infrastructure & Regulation Submitted by: MWWSS Ref/Subject: Late Report 2 – Funding Approval Safe and Secure Water Program Bundarra Sewer Scheme	<ol style="list-style-type: none"> 1. Note the advice from Hon. Minister Melissa Pavey MP regarding revised NSW Government funding of up to \$6.557 million to complete the Bundarra Sewerage Scheme; and 2. Authorise the General Manager to undertake the necessary negotiations to extinguish the funding agreement with Infrastructure NSW and enter into a new funding agreement with NSW Department of Industry – Water. 	MWWSS		<ol style="list-style-type: none"> 1. Noted 2. Pending 	<p>C</p> <p>B</p>
23 July 2019	09.07/19	Dept: Corporate Services Submitted by: Acting Coordinator Governance and Risk Ref/Subject: Report 2 - Draft Complaints Management Policy	That Council; <ol style="list-style-type: none"> 1. Receive a report at the next meeting outlining the comments of Acting General Manager regarding the role of Councillors and those areas of the Model of complaint handling not covered in this report. 2. Receive additional information on the requirements of the complaints handling process and the additional information for the CRM module. 3. That this information include more detail in the costings. 	GMO	August 2019	<ol style="list-style-type: none"> 1. Reported to August Ordinary Meeting 2. As 1) above 3. As 1) above 	<p>C</p> <p>C</p> <p>C</p>
23 July 2019	15.07/19	Dept: Corporate Services Submitted by: CGR Reference/Subject: Report 4 – Draft Gifts and Benefits Policy 2019	That Council; <ol style="list-style-type: none"> 1. Exhibit the Draft Gifts and Benefits Policy 2019 at Attachment A for 28 days; and 2. Subject to no submissions being received, adopt the Draft Gifts and Benefits Policy 2019 at Attachment A. 	CGR	Sept 2019	<ol style="list-style-type: none"> 1. On exhibition to 27 August 2019 2. No submissions received. Policy adopted and listed on council website. 	<p>C</p> <p>C</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 July 2019	32.07/19	Submitted by: Cr R Crouch Reference/Subject: Notice of Motion - Modification of Uralla Development Control Plan to Accommodate Renewable Electricity Generation	That Council, in conjunction with the development of the Local Strategic Planning Statement, undertake a review of the Uralla Development Control Plan to include sections on wind and solar powered generating developments which may be proposed to be located within the Shire.	MDP	Sept 2019	In progress	B
13 August 2019	X02.08/19 X03.08/19 X04.08/19 X05.08/19 X06.08/19		<p>Proposed Motions for the Local Government NSW Annual Conference, October 2019</p> <ol style="list-style-type: none"> 1. That LGNSW express the extreme dissatisfaction of the NSW Shires regarding the 2019/2020 Emergency Services Levy increase. That future increases be limited by the State Government’s Rates Cap increase and consider the long term financial sustainability of local government in NSW and their ability to meet such demands within their current budgets. 2. That the LGNSW lobby the State and Federal Government to provide funding to assist communities to deal with the effects of drought locally. That funding be also set aside to assist the community to recover from the drought after the immediate effects have diminished and that recovery coordinators be appointed through the JOs to facilitate recovery. 3. That LGNSW lobby the State Government for additional funding for the implementation of the Biosecurity Act 2015 for land being transferred to Councils and a statement of Biosecurity Risks be provided to Councils prior to the handover. 4. That LGNSW lobby the NSW Government to fund further research into potential safe products that can be generated from recyclables by local or regional councils to reduce the need to send raw materials overseas. 5. That LGNSW discuss with the Minister for Planning the requirements for; <ol style="list-style-type: none"> (i) the provision of regional plans that effectively integrate agricultural production and rural lifestyle with renewable power generation; (ii) the inclusion of a Statement of Economic Effects on the community in the approval process, and (iii) provisions to be included in the DA consent for rehabilitation of the sites. 	GMO	August 2019	Motions uploaded to LGNSW website August 2019.	C

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 Aug 2019	12.08/19	<p>Dept: Infrastructure & Development Submitted by: DID Reference/Subject: Late Report #1 - Funding for Stronger Country Communities Round 3</p>	<p>That Council place on public exhibition the following proposed projects to determine community support for its consideration in determining the application for funding under the Stronger Country Communities Round Three.</p> <p>Youth focussed:</p> <ul style="list-style-type: none"> ▶ Bundarra multipurpose courts at \$265,000 ▶ Upgrade to toilet block and canteen at the Uralla swimming pool including disabled and family change rooms and toilets at \$190,000 ▶ Library improvements – Uralla and Bundarra – including building works and equipment (High Technology Hub) and study spaces at \$200,000 <p>Total Youth focussed \$655,000</p> <p>Community focussed:</p> <ul style="list-style-type: none"> ▶ McMaugh Gardens improvements at \$100,000 including generator, insulation improvements and provision for shortfall (if required) for ensuites upgrade project ▶ Toilet at Gilmore Park at \$50,000 ▶ Memorial Hall additional works including painting and windows at \$125,000 ▶ Digital Community including visual electronic displays and Free WiFi in the Uralla CBD – at \$50,000 ▶ VIC refurbishment at \$100,000 with co contribution from Council at \$170,000 ▶ Entry statements (3 of) at \$50,000 in total ▶ Pioneer Park refurbishment at \$50,000 ▶ Outdoor gym either in The Glen or Pioneer Park at \$85,000 ▶ Walking track as per UTEC recommendation connecting Porter Park to Alma Park and The Glen along the creek at \$250,000 ▶ Mt Mutton Reservoir Murals at \$50,000 ▶ Woolridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables, etc at \$65,000 <p>Total Community focussed at \$975,000</p> <p>And</p> <p>That Council approve a budget variation funded from reserves at \$15,000 to undertake the necessary application preparation and community consultation.</p>	DID		In progress	B
				DID/CFO		Noted for next QBR	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 Aug 2019	15.08/19	Dept: Corporate Services Submitted by: CGR Reference/Subject: Report 5 – Draft Complaints Management Policy 2019	That Council				
			1. Amend page 2 of the “Draft Complaints Management Policy 2019” under the heading ‘Further Document Information and Relationships’ to read ‘ <i>The Councillors also represent the interests of the residents and ratepayers and can bring forward a complaint to the Councillors at any time.</i> ’	CGR	Aug 2019	1. Policy amended	C
			2. Approve the “Draft Complaints Management Policy 2019” at Attachment A for public exhibition for 28 days.			2. On exhibition to 27 September 2019	B
			3. Subject to no submissions received during public exhibition, adopt the “Draft Complaints Management Policy 2019” at Attachment A.			3. Pending	B
			4. That \$14,000 be included in the current budget to fund the first stage of the Complaints Handling System for training to be completed and the system operational, with funding to be addressed at the quarterly budget review.	CFO		4. Noted for next QBR	B
			5. That \$15,000 be listed in the 2020/2021 budget considerations for the full implementation of the Complaints Handling System.	CFO		5. Noted	B
6. Receive a biannual report outlining: <ul style="list-style-type: none"> • 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. 	CGR		6. Pending CRM	A			
27 Aug 2019	19.08/19	Dept: General Manager’s Office Submitted by: GM Reference/Subject: Report 6 - Recommendations from the Communications Workshop Discussion	That the results of the communication workshop on the 13th August 2019 be noted by the Council and that the first tranche of communication improvement recommendations be:		Sept 2019		
			1. Prepare an A3 version of the newsletter to be posted on community noticeboards.	CDE		1. Process to prepare A3 version of newsletter implemented, community noticeboards being established	B
			2. Establish space at community noticeboards in the villages for council materials such as the newsletter, press releases and advertisements.	CDE		2. Pending	A
			3. Establish email address registers of people who would like to be on a regular emailing list for council information or with links to council’s latest website updates and social media posts.	CDE		3. Newsletter Email Distribution List established	B
			4. Establish an email address register for local contractors who wish to be informed of opportunities to provide services to council.	DID		4. Under development	B
			5. Have a standard item for communication on the Council’s Ordinary Meeting agenda to discuss communication of council’s decisions at that meeting.	GM		5. Ordinary Meeting agendas updated.	C
			6. Provide letters to adjoining owners prior to construction works being carried out in the vicinity.	DID		6. Noted	B
7. The weekly works report be published on the Council’s web page.	DID		7. Commenced September 2019	C			

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SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 Aug 2019	31.08/19	Dept: Infrastructure & Development Submitted by: EMC Reference/Subject: Report 12 – Public exhibition and consultation outcomes for proposed resignation of management from selected Council managed Crown Reserves	That Council make a written application to the Minister for Department of Industry - Crown Lands requesting approval of Uralla Shire Council’s resignation as Crown Land Manager of Crown land reserves identified as: <ul style="list-style-type: none"> • Lot 31 DP 755838 Kentucky South Reserve; • Lot 153 DP 755838 Kentucky South Reserve; • Lot 7010 DP 93183 Bundarra CBD Reserve; and • Lot 7002 DP 1072010 Rocky River Recreation Reserve. 	EMC		In progress	B
27 Aug 2019	32.08/19	Dept: Infrastructure & Development Submitted by: DID Reference/Subject: Report 13 – Draft Licence Variation EPL 1626 Uralla Sewer August 2019	That Council: Adopt the conditions of the Pollution Studies and Reduction Program as proposed on the draft Environmental Protection Licence (EPL 1626) at U1 for the Uralla sewer treatment plant and reticulation network.	DID	Sept 2019	Resolution communicated to EPA. PRP licence amendment completed.	C
27 Aug 2019	33.08/19	Dept: Infrastructure & Development Submitted by: DID Reference/Subject: Report 14 – Request from Uralla Arts Council for Approval to Continue the Constellations of the South Project	That <ol style="list-style-type: none"> 1) Written approval to continue the Constellations of the South project in The Glen be given to the Uralla Shire Arts Council to support a funding application under Round 3 of the Stronger Country Communities program administered by the NSW State Government. 2) The written approval is to note that: <ol style="list-style-type: none"> a) Council will not be held liable for any monetary or in kind contribution toward the project; b) Council approval for each of the proposed sculptures and the location is required prior to the commencement of construction; c) Engineering drawing including structural certification be provided prior to commencement of any works; d) Evidence of Public liability insurance of \$20 million dollars be provided to Council; e) All works be undertaken in a safe manner to the satisfaction of Council. 3) Thank the Uralla Arts Council for taking this initiative. 	DID	Sept 2019	<ol style="list-style-type: none"> 1. Written support provided to Uralla Arts 3 September 2019 2. Noted 3. Complete 	C C C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 Aug 2019	38.08/19	Submitted by: Cr T O'Connor Reference/Subject: Notice of Motion 1 – Constitutional Referendum for Number of Councillors, Number of Wards and Method of Election of the Mayor	That Council not apply for the constitutional referendum and retain the nine councillors at the local government election scheduled for September 2024.	GMO	August 2019	Noted	C
27 Aug 2019	39.08/19	Submitted by: Cr R Bell Reference/Subject: Notice of Motion 2 – Electricity and telecommunications supply to rural residential Subdivision/Development	That Council lay the matter on the table until the October 2019 Ordinary Meeting of Council.	MDP	Sept 2019	Presented to September 2019 Councillor workshop.	B
27 Aug 2019	41.08/19	Dept: General Manager's Office Submitted by: GM Reference/Subject: Report 8 – Election of Chairman, Uralla Township and Environs Committee	That Council appoint Mr Kent Mayo for the position of Chairperson of the Uralla Township and Environs Committee for the 2019-2020 year.	GM	August 2019	Letter sent to UTEC advising of Council's decision 30 August 2019	C
27 Aug 2019	42.08/19	N/A	That Council commence the recruitment process for a new General Manager utilising the services of Local Government NSW Employment Solutions.	Mayor	Sept 2019	Recruitment process with LGNSW commenced.	B

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Responsibility Matrix

Each of the resolution actions is assigned to a responsible local government officer, who provides progress reports to the Council each month. Set out below is the responsibility legend used throughout this Schedule of Actions document:

• GM	General Manager	General Manager's Office
• SEO	Senior Executive Officer	General Manager's Office
• CFO	Chief Financial Officer	General Manager's Office
• MHR	Manager Human Resources	General Manager's Office
• DID	Director Infrastructure and Development	Infrastructure and Development
• EMC	Environmental Management Coordinator	Infrastructure and Development
• MWWSS	Manager Waste, Water and Sewerage Services	Infrastructure and Development
• MDP	Manager Development and Planning	Infrastructure and Development
• MIW	Manager Infrastructure and Works	Infrastructure and Development
• EMCS	Executive Manager Corporate Services	Corporate Services
• CGR	Coordinator Governance and Risk	Corporate Services
• CCDE	Coordinator Community Development and Engagement	Corporate Services
• CTI	Coordinator Technology and Information	Corporate Services
• TPOO	Tourism Promotion and Operations Officer	Corporate Services
• RMSO	Risk Management and Safety Officer	Corporate Services
• EMACC	Executive Manager Aged and Community Care	Aged and Community Care
• MMG	Manager McMaugh Gardens Aged Care	Aged and Community Care
• MCC	Manager Community Care	Aged and Community Care



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Acting Senior Executive Officer</i>
Reference/Subject:	Report 8 – Monthly Report - Library

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 1.3 A diverse and creative culture
Strategy: 1.3.1 Provide enhanced and innovative library services that support and encourage lifelong learning.
Activity: 1.3.1.1 Provide library services and programs
Action: 1.3.1.1 Operate the library services to meet the agreed service levels

SUMMARY:

This report provides an outline of activities at the Library for the month of August 2019.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

Not applicable.

REPORT:

Uralla Library is the fourth highest of fifteen branches for items loaned in the Central Northern Library Group (CNRL) for the month, ranking just behind the larger libraries and communities of Tamworth, South Tamworth and Narrabri. This month we welcomed 14 new members, 1,386 items were loaned for all loanable resources, and 385 reservations were placed for library customers.

Activities held at the Library during August include:

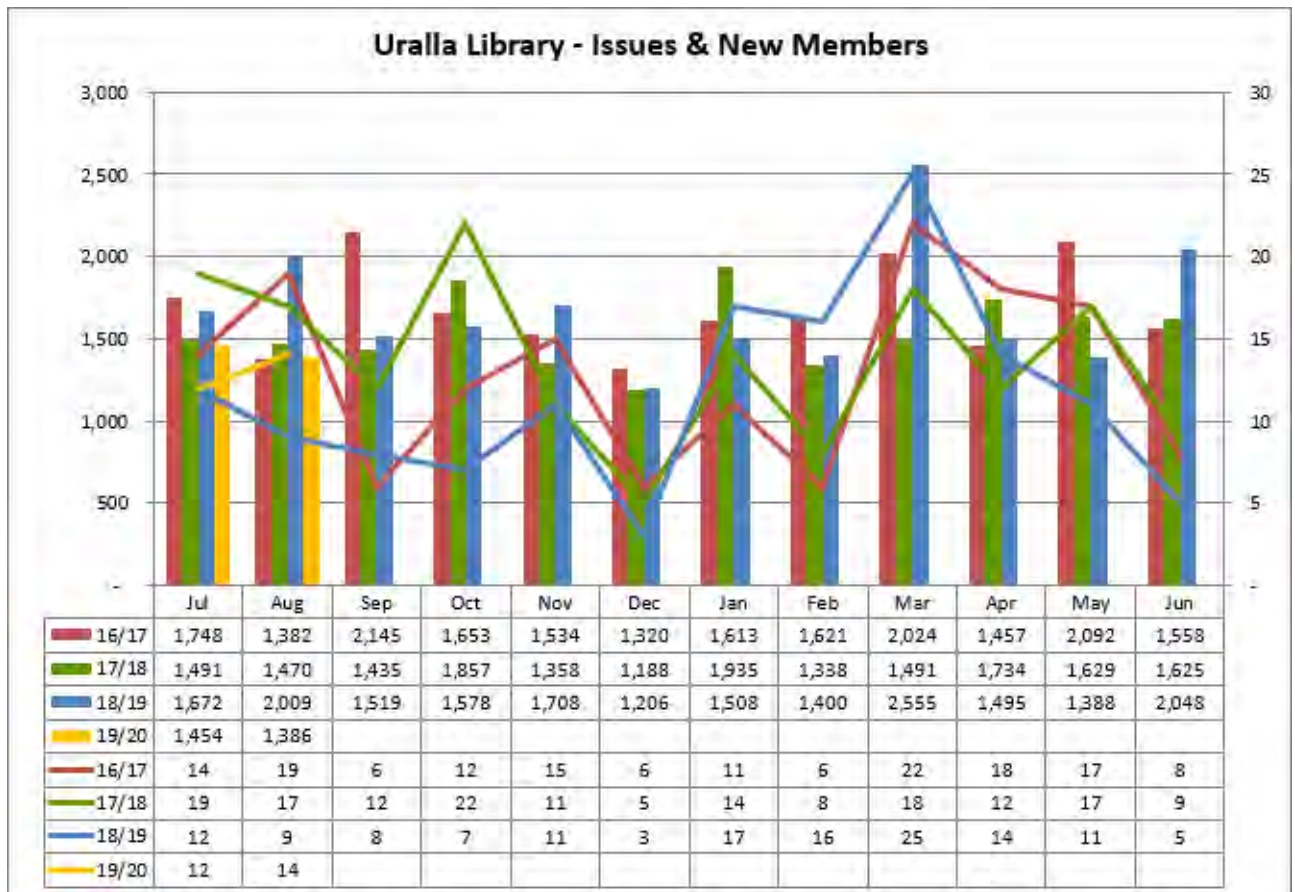
- Artist of the Month for August – Tom McGrath exhibited a popular series of landscape paintings and animal illustrations
- Uralla Historical Society utilised the Community Corner display cabinet to promote their organisation and recruit for new members.
- Children's Storytime, Lego Club and Chess & Checkers Club continue to be well attended and valued by the community, as do the adult programs such as Knattering Knitters, Book Discussion Group and Colouring Group.
- 6 x visits to Home Library Service customers for the month
- History Hub volunteers assisted with 4 complex, local family enquiries. Ancestry.com (accessible free of charge within Uralla Library) was utilised to complete the research.

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- Book Week was celebrated within the Library with a display promoting all of the nominated books. A Book Week themed Storytime was enjoyed by both children and grown-ups.
- Librarian attended Central Northern Regional Library training day
- Library staff attended the Uralla Sustainability Expo and used this outreach opportunity to promote relevant digital and physical library resources.

Figures to-date for 2019-20 Financial Year

Month	Loans	New Members
July	1,454	12
August	1,386	14
Total	2,840	26



KEY ISSUES:

Nil

Prepared by staff member: Gabrielle Stratton, Acting Senior Executive Officer
 TRIM Reference Number: UINT/19/5079
 Approved/Reviewed by Manager: David Aber, Acting General Manager
 Department: General Manager's Office
 Attachments: Nil



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Tourism Promotions and Operations Officer</i>
Reference/Subject:	Report 9 – Monthly Report - Visitor Information Centre

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.1	Promote Uralla Shire and the region as a place to live, visit and invest
Activity:	2.1.1.1	Promote Uralla Shire through the Visitor Information Centre
Action:	2.1.1.1	Operate the Visitor Information Centre to meet agreed service levels

SUMMARY:

This report provides an outline of activities at the Visitor Information Centre for the month of August 2019.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

As part of Council's standing reports, Council is kept updated about functions and activities at the Visitor Information Centre, including monthly visitor numbers since January 2011.

REPORT:

August is one of the quieter months. We received a total of 569 visitors: a decrease of 24.34% on the July figure of 752 and decrease of 10.39% on the August 2018 figure of 635 visitors. The eight-year average for August is 706 visitors.

The majority of travellers who came through the Visitor Information Centre (VIC) came from New South Wales (62.39%), then Queensland (16.34%) and Victoria (11.07%). There were 15 international visitors, principally from New Zealand (33%), Ireland and Germany (27% each), then Ukraine (2%).

Sales for August 2019 totalled \$1,336 (ex GST) - a 17.38% decrease on the July figure of \$1,617 and a 9.55% decrease on the August 2018 figure of \$1,477.

On Sunday 1 September, in collaboration with Uralla Arts, VIC staff hosted a walking tour of Uralla's signature soundtrack for 10 participants. Our soundtrack, developed after The Story Project by Uralla Arts in 2012, was the first soundtrack in Australia. The website and app now host 13 soundtracks across New South Wales and Queensland. This walk was part of a global event, "Sound Walk Sunday".

The Uralla Soundtrail can be experienced by visiting <https://soundtrails.com.au/web-app/new-england-and-north-west-nsw-region/uralla/uralla-soundtrail/>.

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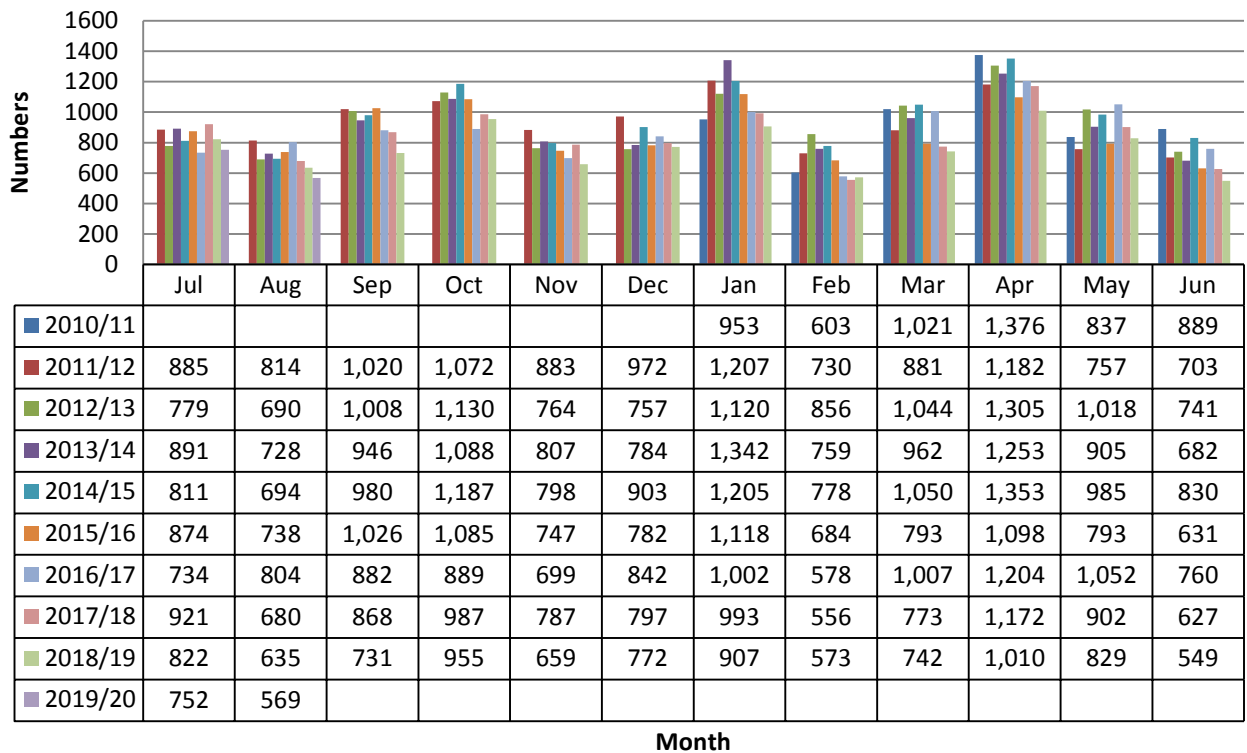
Sales to-date for 2019-20

Month	Total (ex. GST)
July	\$1,617
August	\$1,336
Total (\$)	\$2,953

Annual August Sales

Year	Total (ex GST)
2014/15	\$1,247
2015/16	\$1,652
2016/17	\$1,036
2017/18	\$1,326
2018/19	\$1,477
2019/20	\$1,336

Uralla Visitor Information Centre Visitor Numbers



COUNCIL IMPLICATIONS:

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

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Tourism Promotions and Operations Officer
TRIM Reference Number:	UINT/19/5048
Approved/Reviewed by Manager:	Executive Manager Corporate Services
Department:	Corporate Services
Attachments:	Nil



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Acting Senior Executive Officer</i>
Reference/Subject:	Report 10 – Recommendation to fill the vacancy on the Bundarra School of Arts Hall Committee

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.3	Deliver the goals and strategies of the Community Strategic Plan.
Strategy:	4.3.1	Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan.
Activity:	4.3.1.1	Enhance the effectiveness of Council resourcing strategies and practices.

SUMMARY:

The constitution for the Bundarra School of the Arts Hall s355 Committee (the Committee), as approved by Council, states *"The membership of the Committee shall be not less than six (6) and no more than twelve (12) persons appointed by the council in accordance with this constitution"*.

Following recent resignations received from committee members in May and June 2019, committee membership currently consists of six (6) persons.

Recent public notification for additional committee members has returned nominations for one additional person to become a members of the Committee.

OFFICER'S RECOMMENDATION:

That Council appoint Mr Angus Cooke to the Bundarra School of the Arts Hall Committee for the term of this Council and in accordance with the Bundarra School of the Arts Hall Committee Constitution.

BACKGROUND:

The Bundarra School of Arts Hall Committee was established by Council at its November 2016 Ordinary Meeting as a s355 Committee of Council.

In January and February 2017 Council called for nominations for committee membership to be received at a public meeting in Bundarra on 20th February 2017.

Eight (8) nominations were received.

At the February 2017 meeting, Council resolved to accept all eight nominations for membership to the Committee, for the term of this Council.

REPORT:

Membership of the committee currently stands at six (6) persons, including the Councillor delegate of the Committee.

Public notification seeking nominations for membership to the committee was placed the Council newsletter, the Bundarra newsletter, as well as on Council's website.

One nomination has been received from Mr Angus Cooke.

The relevant sections of the Committee's Constitution state:

4. Membership of the Committee

4.3 Casual vacancies may be filled in accordance with clause 5.4. However, should the members of any committee number less than 6, then Council may call a public meeting and seek nominations for the Committee.

5. Appointment of Members

5.4 Should a casual vacancy arise, the Committee Secretary should promptly advise Council. Council will invite nominations from members of the public interested in being a member of the Committee and shall fill the vacancy from the nominations received.

This nomination for appointment to the Committee is now put forward to Council for consideration.

KEY ISSUES:

The Bundarra School of Arts Hall s355 Committee's constitution requires a minimum of six and a maximum of twelve community members. Currently, committee membership stands at six persons.

Prepared by staff member:	Gabrielle Stratton, Acting Senior Executive Officer
TRIM Reference Number:	UINT/19/5040
Approved/Reviewed by Manager:	David Aber, Acting General Manager
Department:	General Manager's Office
Attachments:	A. Confidential Expression of Interest



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	<i>Director of Infrastructure & Development</i>
Reference/Subject:	Report 11 – Development Approvals and Refusals for August 2019

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 applications
Action:	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

SUMMARY:

The following details the development approvals issued by Council and by private certification for August 2019 for the entire local government area. A listing of development applications outstanding with a status as at the end of August 2019 has also been provided.

For information purposes a summary of the development values is provided from January 2009 until the end of August 2019. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of August 2019 is provided.

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for August 2019.

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REPORT:

Development Applications

Approved:

Development Application Number	Applicant	Property	Development
DA-26-2019	Ponz Armidale Pty Ltd	29A Queen Street, Uralla	Shed
DA-41-2019	Mrs J Gray	55 King Street, Uralla	Dual Occupancy – Tourist & Visitor Accommodation
DA-50-2019	Mr P Simmons	38 Barleyfields Road, Uralla	Dual Occupancy, Shed & Culvert
DA-51-2019	G J Gardner Homes	52 John Street, Uralla	Dwelling
DA-56-2019	Ms T Ingleby	40 Thunderbolts Way, Bundarra	Amenities Building

Monthly Estimated Value of Approvals: \$917,249.00

Cancelled: Nil

Withdrawn: Nil

Refused: Nil

Comparison to August 2018:

August 2018:	\$419,500.00	August 2019:	\$917,249.00
Year to date: (Calendar Year)	\$3,033,570.00	Year to date: (Calendar Year)	\$5,495,713.00

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-69-2010-4	Mr P & Mrs F Forrest	33-37 Queen Street, Uralla	Modification – Subdivision of 5 Urban Lots into 5 Urban Lots	Under Assessment
DA-21-2017	Mr V Hudson	19 Karava Place, Uralla	Dual Occupancy & Conversion of Shed to Dwelling	Awaiting Applicant
DA-24-2017-2	Mr J Thompson & Ms Pauline McClements	5 Brentara Road, Invergowrie	Modification – Staged Development: Dwelling & Garage	Under Notification
DA-26-2018-2	Mr G & Mrs A Ward	56 Salisbury Street & 26 Uralla Street, Uralla	Subdivision of Two Urban Lots to Create Three Urban Lots	Awaiting Applicant
DA-40-2018	Mr L & Mrs C Seccombe	22 Baker Road, Invergowrie	2 Lot Subdivision	Awaiting Applicant
DA-44-2018	Mr K Hartley – Starfish Enterprises Network Ltd	192 Dumaresq Road, Saumarez Ponds	Natural Burial Ground – Private Cemetery & Shed	Awaiting Applicant
DA-43-2019	Ms G Alexander	1425 Bundarra Road, Invergowrie	Change of Use (Conversion of Shed to Dwelling)	Awaiting Applicant
DA-49-2019	Mr R & Mrs J Kaehler	41 Saumarez War Service Road, Saumarez	Change of Use – Dual Occupancy – Conversion of Shed to Dwelling	Awaiting Applicant

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Development Applications Outstanding (continued)

Application Number	Applicant	Property	Development	Status
DA-53-2019	Mr D Coote	11 Baker Street, Bundarra	Shed & Carport	Under Assessment
DA-54-2019	Mr G Noone	13 Park Street, Uralla	Change of Use – Tourist & Visitor Accommodation	Under Assessment
DA-55-2019	PONZ Armidale Pty Ltd	31 Hill Street, Uralla	Extension to Existing Building	Awaiting Applicant
				Total: 11

Construction Certificates

Approved: Nil

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-26-2019	Ms A O’Nolan & Ms M Scott	29A Queen Street, Uralla	Shed
CC-38-2019	Mr P Low	10 East Street, Uralla	Dwelling Additions
CC-39-2019	Ms M Pearson	62 Lentara Road, Invergowrie	Shed
CC-44-2019	Mr M & Mrs B Baker	13 Marsh Street, Uralla	Dwelling & Shed
CC-51-2019	Mrs J O’Halloran	52 John Street, Uralla	Dwelling
CC-52-2019	Mr D R Handebo	24 Court Street, Bundarra	Shed

Total Monthly Estimated Value of Construction Certificate Approvals: \$874,049.00

Complying Development Certificate Applications

Approved:

Application Number	Applicant	Property	Construction
CDC-10-2019	Uniplan Group	21 Budumba Road, Invergowrie	Shed

Refused/Withdrawn: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CDC-33-2018-2	Mr R Jones	1401 Bundarra Road, Invergowrie	Dwelling Additions & Alterations
CDC-8-2019	Mr A Whackett	10 Hill Street, Uralla	Dwelling Addition – Verandah
CDC-9-2019	Mr P Parnell	37 Invergowrie Road, Invergowrie	Shed

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$200,000.00

Comparison to August 2018:

August 2018:	\$242,000.00	August 2019:	\$200,000.00
Year to date: (Calendar Year)	\$2,087,810.00	Year to date: (Calendar Year)	\$1,283,500.00

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Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	8,131,959	82,979	5,953,666	2,178,293
2018	7,537,462	81,929	3,618,198	3,919,264
2019	6,779,213	96,846	5,495,713	1,283,500

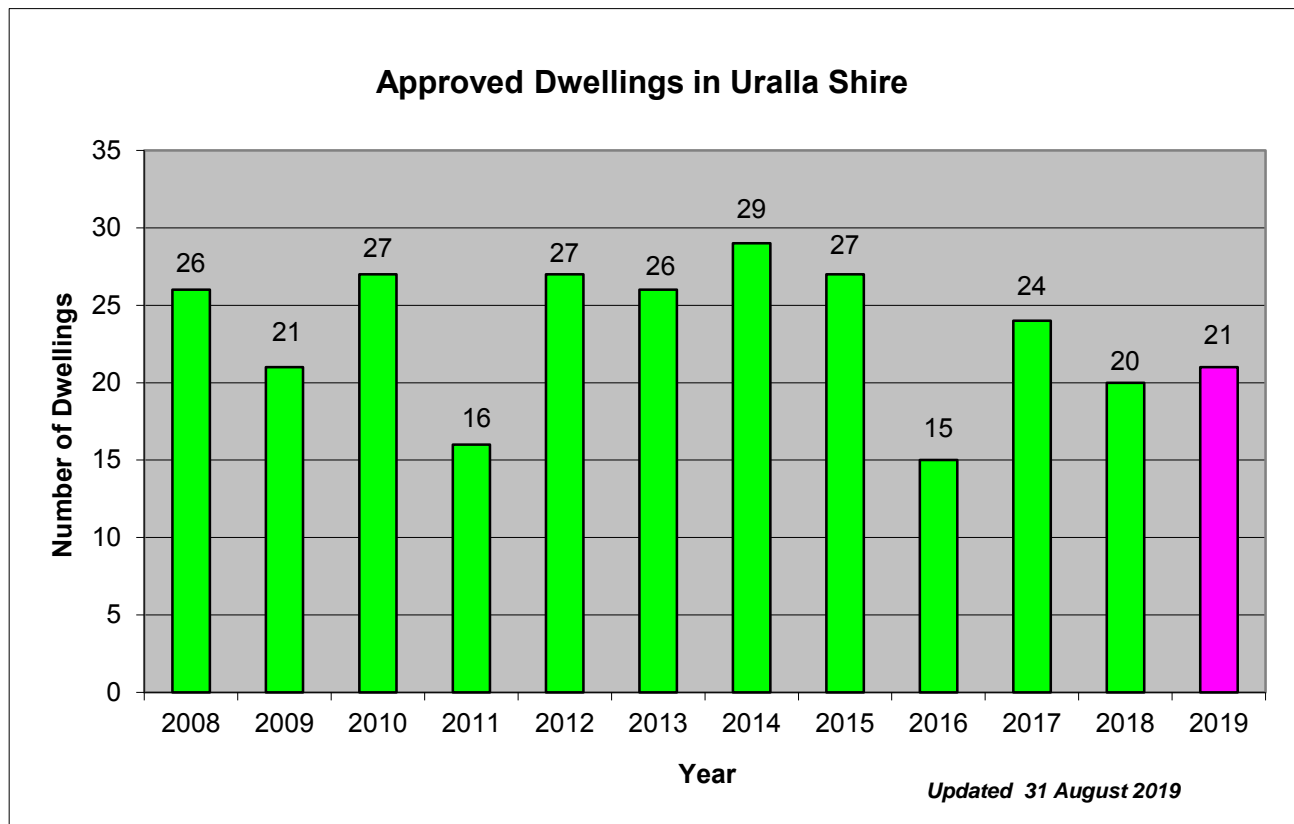
2019 to date

Financial Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	9,073,505	87,245	6,057,412	3,016,093
2018-2019	8,378,082	93,090	5,173,128	3,204,954
2019-2020	1,595,740	79,787	1,383,740	212,000

2019-2020 to date

Approved Dwellings 2008-2019



KEY ISSUES:

- *Development Applications approved by Council for August 2019 – 5*
- *Development Applications refused by Council for August 2019 – 0*
- *Development Applications cancelled by Council for August 2019 – 0*
- *Development Applications withdrawn by Applicant for August 2019 – 0*
- *Outstanding Development Applications as at 31 August 2019 – 11*
- *Construction Certificates approved by Council for August 2019 – 0*
- *Construction Certificates refused by Council for August 2019 – 0*
- *Construction Certificates issued by private certification for August 2019 – 6*
- *Complying Development Applications approved by Council for August 2019 – 1*
- *Complying Development Applications refused by Council for August 2019 – 0*
- *Complying Development Applications withdrawn by Applicant for August 2019 – 0*
- *Complying Development Applications issued by private certification – 3*
- *Total Development Value for 2019 as at 31 August 2019 – \$6,779,213*
- *Average Development Value for 2019 as at 31 August 2019 – \$96,846*
- *Development Application Value for 2019 as at 31 August 2019 – \$5,495,713*
- *Complying Development Application Value for 2019 as at 31 August 2019 – \$1,283,500*
- *Approved dwellings as at 31 August 2019 – 21*

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The Development Approvals and Refusals for August will be placed in the next available newsletter.

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979

Environmental Planning & Assessment Regulations, 2000

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Administration Officer

TRIM Reference Number:

UINT/19/5075

Approved/Reviewed by Manager:

Manager Development & Planning

Department:

Infrastructure & Development

Attachments:

Nil



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	<i>Director Infrastructure & Development</i>
Reference/Subject:	Report 12 – Heritage Advisory Services Summary for September 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council’s Heritage Advisor, on his monthly visit undertaken for September 2019. His next visit will be Tuesday, 1 October 2019.

OFFICER’S RECOMMENDATION:

That the Heritage Advisory Services Summary for September 2019 be received and noted by Council.

BACKGROUND:

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

COUNCIL IMPLICATIONS:

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

5. Workforce (WMS):

Nil

6. Legal and Risk Management:

Nil

7. Performance Measures:

Nil

8. Project Management:

Nil

Prepared by staff member:	Matt Clarkson, Manager Development & Planning
TRIM Reference Number:	UI/19/3354
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Attachment 1 - Edited Heritage Advisor Summary Attachment 2 - Confidential Heritage Advisor Summary



research | interpretation | education | tours | project management

HERITAGE ADVISORY MEMO

No. 72

date: 3 September 2019

ITEM 1: former War Memorial Institute - 55 Bridge St, Uralla

Spoke with a representative of the Trust Management Committee for the property and emailed them a copy of the Community War Memorials Fund 2019-2020 Guidelines.

This program is delivered by the NSW Office of Veteran Affairs.

The objective of the Community War Memorials Fund, which awards grants up to \$10,000 excluding GST, is to help conserve, repair and protect war memorials across NSW to support community commemoration.

Under the Guidelines this property is eligible and I suggested to that the Trust Managers should apply for funding.

Closing dates for applications are:

Round 1 - 11 November 2019, 5pm

Round 2 - 25 April 2020, 5pm

I advised the Trust Managers of the date of my September visit and offered to meet with a representative of the Trust Management Committee to go over the guidelines and application.

Should they choose to apply I also offered a letter of support, in my capacity as Council's Heritage Advisor, to accompany an application.



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HERITAGE ADVISORY MEMO

No. 72

date: 3 September 2019

ITEM 2: Images - Rocky River Goldfields

Contacted the State Library of NSW, National Library of Australia, State Library of Victoria and the National Museum of Australia and obtained reference details and method to obtain S.T. Gill images referred to in my report 6 August, 2019.

Two of the images are from Scenes in New South Wales, 1856-1857/Mrs Allan Macpherson and the State Library of NSW was contacted for reference details and method for obtaining them.

Some of the images below were included in my August report they have also been included in this report as easy reference for when Council places its order on line with the respective organisations.

State Library of NSW

Order images using the link below:

<https://www.sl.nsw.gov.au/research-and-collections/using-library/ordering-digital-images-and-archival-prints>

Might versus right

call number PXA 1983
Vol 2
Folio 14
IE 1002343
FL 1002451

A concert on a new rush

call number DL Pf 23
Reference Code 900727
IE 8793740
FL 8793746

Sunday at the diggings

call number DL Pf 20
Reference Code 901920

IE 8793780
FL 8793789

A new rush

call number DL Pf 22
Reference Code 931719
IE 8793720
FL 8793732

Scenes in New South Wales, 1856-1857/Mrs Allan Macpherson (7-8) Rocky River Diggings

call number PXA 3819
IE 3254528
FL 3254634

call number PXA 3819
IE 3254528
FL 3254636

Note 1: Request high resolution digital images

Note 2: Images with a DL call number need to be acknowledge on signage as

Title of image
Call number
Dixon Library, State Library of NSW

Note 3: Images with no DL call number but with another call number need to be acknowledged on signage as

Title of image
Call number
State Library of NSW

Note 4: There is no copyright on any of these images as the copyright has expired.

National Library of Australia

The licence inspected

Order image using the link below:

<https://catalogue.nla.gov.au/Record/1960516?lookfor=1960516&offset=1&max=2>

Mounted police gold escort guar

Order image using the link below:

<https://catalogue.nla.gov.au/Record/454938?lookfor=454938&offset=1&max=4>

Note 1: Request high resolution digital images

Note 2: Images need to be acknowledged on signage as

Title of image
Bibliography ID
National Library of Australia

Note 3: There is no copyright on any of these images as the copyright has expired.

State Library of Victoria

Attacking the mail

http://search.slv.vic.gov.au/primo-explore/fulldisplay?docid=SLV_VOYAGER2395195&context=L&vid=MAIN&lang=en_US&search_scope=Everything&adaptor=Local%20Search%20Engine&tab=default_tab&query=any,contains,attacking%20the%20mail&offset=0

<https://www.slv.vic.gov.au/help/ordering-copies-collection-items>

Order image from the link below:

http://search.slv.vic.gov.au/permalink/f/1cl35st/SLV_VOYAGER2395195

Note 1: Request high resolution digital image

Note 2: Image needs to be acknowledged on signage as

Title of image
Identifier
State Library of Victoria

Note 3: There is no copyright on this image as the copyright has expired.

National Museum of Australia

Harvest-of-endurance/scroll/Chinese-gold-miners

To order image Council needs to email Denis French at:

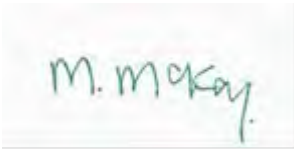
denis.french@nma.gov.au

and quote the title: **Harvest-of-endurance/scroll/Chinese-gold-miners**

Note 1: Request high resolution digital image

Note 2: Need to obtain wording for acknowledgement on signage from Denis French.

Note 3: This image is subject to copyright and permission to use this image will need to be discussed with Denis French.



ITEM 3: Next Heritage Advisor visit

The Heritage Advisor's next visit will be 1 October, 2019.

A small rectangular image containing a handwritten signature in green ink that reads "M. McKay".



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	<i>Manager of Development and Planning</i>
Reference/Subject:	Report 13 – Uralla Development Control Plan 2011 Amendment No 5

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.

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.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a 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.**

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 was 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.

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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.

The proposed fifth amendment deals with minor housekeeping matters, setbacks in rural areas, notification, and minimum lot sizes for manufactured homes, strata subdivisions, as well as multi dwelling housing.

REPORT:

The Uralla DCP has been amended to include development standards and guidelines which reflect current legislation and community expectations. Key changes are, specifically:

Section	Current wording	Proposed wording
Chapter 2 - Subdivision	Minimum subdivision size is implemented as per the Uralla LEP.	Minimum subdivision size is implemented as per the Uralla LEP, noting that strata subdivision below the LEP minimum lot size is not permitted.
	The maximum height of the access way fencing shall be 900mm between the front of the adjacent dwelling and the street, and 1800mm between the front of the adjacent dwelling and the rear of the lot.	Nil. This section has been deleted as fencing up to 1200mm is exempt from requiring approval in most applications.
Chapter 2 - Subdivision - Large Lot Residential Areas	Nil.	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.
Chapter 3 – Residential Development	Nil.	For two or more dwellings on a lot, the minimum area per dwelling is 450 square metres in the General Residential (R1) Zone.
	Nil.	Driveways are to be concrete or bitumen sealed from the road to the property boundary.
	Nil.	Manufactured homes are not permitted below the corresponding LEP minimum lot size for a dwelling house.
	The maximum height of a side or front fence between the front of the dwelling and the street shall be 900mm. Side or rear fences behind the front building line may be built to a maximum height of 1,800mm.	The maximum height of a side or front fence 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.

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Chapter 4 – Rural Development	For RU1 and RU2 zones: The dwelling is not within 50m of any boundary of the holding.	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 is not within 25m of any boundary of the holding.	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.
Chapter 7 Commercial Use of Public Footways	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 \$10,000,000 or otherwise as specified by Council.	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.
	No Council approval is required for the placement of a sandwich board sign within the road reserve (footpath) provided that it complies with the following requirements: <ul style="list-style-type: none"> • One (1) sandwich board type sign will be permitted for each business 	<ul style="list-style-type: none"> • Sandwich boards are to be secured to ensure stability; and • Sandwich boards shall not interfere with safe pedestrian use of the footpath, and

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	<p>house, with business houses having a street frontage of 10 metres or greater allowed to have one additional sign (total of 2 sandwich board signs);</p> <ul style="list-style-type: none"> • The sign(s), when located on the footpath must not obstruct pedestrian or vehicular traffic and shall be located in front of the business premises to which they refer; • A minimum 2 metre clear pedestrian pathway shall be maintained at all times along the footpath, and a clear space of 2m shall be maintained at all times between a sandwich board and any street furniture located wholly or partly within the clear pathway; • The sign should not exceed 1m x 1m in size; • Sandwich board signs must not be located at any time on roadside blisters; • The sign must be removed from the road reserve (footpath) at night; • The board is to be anchored to the satisfaction of the Council, e.g. suitably designed weight (minimum 5kg) or an approved recessed ring; and • Shopkeepers/proprietors are responsible for adequate Public Risk Insurance coverage (to a minimum of \$10m) is taken out to indemnify Council against any claims for damages that may arise from claims of damage from the signs. A copy of the current Policy is to be submitted to Council annually. 	<ul style="list-style-type: none"> • Sandwich boards shall have a maximum area of 1m² for each face.
--	--	--

CONCLUSION:

It is appropriate that Council endorse the draft DCP and resolve to publicly exhibit for a period of not less than 28 days.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The draft DCP will be placed on public exhibition for a minimum of 28 days (CI 18 (2) Division 2 Public Participation of Environmental Planning and Assessment Regulation 2000).

2. Policy and Regulation

Uralla Local Environmental Plan 2012

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Uralla Development Control Plan 2011
Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Ensuring that the DCP meets the current state legislative standards improves Council's risk management.

7. Performance Measures

Nil

8. Project Management

Nil

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TRIM Reference Number:	UINT/19/5155
Approved/Reviewed by Manager:	Director of Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	Attachment 1 - Uralla Development Control Plan 2011 Amendment No. 5



Development Control Plan

Adopted xxx

As Amended

To be read in conjunction with the Uralla Local Environmental Plan 2012
Gazetted 23 March 2012

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

Visit www.uralla.nsw.gov.au or contact Council on 02 6778 6300 or by email at council@uralla.nsw.gov.au

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Version: v27082012

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	6.9.2019	Housekeeping and setbacks for rural ancillary development. Minimum lot size for strata subdivision and multi dwelling housing. Minimum lot size for manufactured homes.

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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 becomes 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.

1.2 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.

1.3 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.

1.4 Repeal of the plan

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

1.5 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.

1.6 Planning Pathways

There are three distinct planning pathways that most developments¹ will need to follow. These are outlined below.

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).

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.

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.

1.7 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.

1.8 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.

1.9 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.

1.10 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.

1.11 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-sided 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

2.2 About this Chapter

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.

2.3 Where this Chapter applies

This Chapter applies to all land within the Uralla Shire.

2.4 General Advice to Applicants for Subdivision

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

- Request a Section 149(2) 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 lodgement 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.

2.5 Subdivision of Bushfire Prone Land

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).

2.6 Subdivision in Residential Areas

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, noting that strata subdivision below the LEP minimum lot size is not permitted;
- 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 subdivider 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 subdivider's cost:
 - reticulated water,
 - a sewerage connection,
 - electricity,
 - telephone service,
 - the necessary underground conduits for the passage of future service lines,
 - 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

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.

2.7 Subdivision in Village Areas

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 be 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 subdivider 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 subdivider's cost:
 - reticulated water (if a Town Water Supply system is provided by Council),
 - electricity,
 - telephone service,
 - the necessary underground conduits for the passage of future service lines,
 - 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.

2.8 Subdivision in Large Lot Residential Areas

Land that has been zoned for rural residential purposes (i.e. 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 *Native Vegetation Act 1997*;
- 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.

2.9 Subdivision in Rural Areas

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, noting that strata subdivision below the LEP minimum lot size is not permitted;
- 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.

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.

2.10 Subdivision in Commercial and Industrial Areas

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 subdivider's cost:
 - reticulated water,
 - a sewerage connection,
 - electricity,
 - telephone service,
 - the necessary underground conduits for the passage of future service lines,
 - 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

3.2 About this Chapter

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.

3.3 Where this Chapter applies

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.

3.4 General Advice to Applicants for Residential Development

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.

3.5 Site Design and Layout

Aims

- 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;
- For two or more dwellings on a lot, the minimum area per dwelling is 450 square metres in the General Residential (R1) Zone;
- 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.

3.6 Density

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.

Aims

- 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 ²)	130m ²	182m ²
Medium (55-84m ²)	200m ²	280m ²

Large (85-125m ²)	290m ²	406m ²
Extra Large (>125 m ²)	<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.

3.7 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.

Aims

- 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

Standard	Conditions
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 – 2.4m	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, 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	Walls greater than 3.5 m in height

Standard	Conditions
is over 3.5 m	
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.

3.8 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.

Aims

- 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 ²)	45m ²	60 m ²	No minimum
Medium (55-84m ²)	45m ²	60 m ²	No minimum
Large (85-125m ²)	45m ²	60 m ²	No minimum
Extra Large (>125 m ²)	45m ²	60 m ²	No minimum

Dwelling Size (Upper floor dwelling)	Landscaped area per dwelling		
	Zone R1 and RU5	Zone R2	Zone R5
Small (<55m ²)	30m ²	50 m ²	No minimum
Medium (55-84m ²)	45m ²	90 m ²	No minimum
Large (85-125m ²)	100m ²	125 m ²	No minimum
Extra Large (>125 m ²)	125m ²	150 m ²	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 10m² wide and 2.4m deep) that do not overlook adjoining secluded private open space, or affect the privacy of other dwellings.

3.9 Secluded private open space

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.

Aims

- 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 ² (minimum dimension 3.5m)	30 m ² (minimum dimension 4.5m)	No minimum
Upper Floor	10m ² balcony (min depth 2.4m) or access to common open space with provision of amenities, of not less than 15m ² 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.

3.10 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.

Aims

- 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

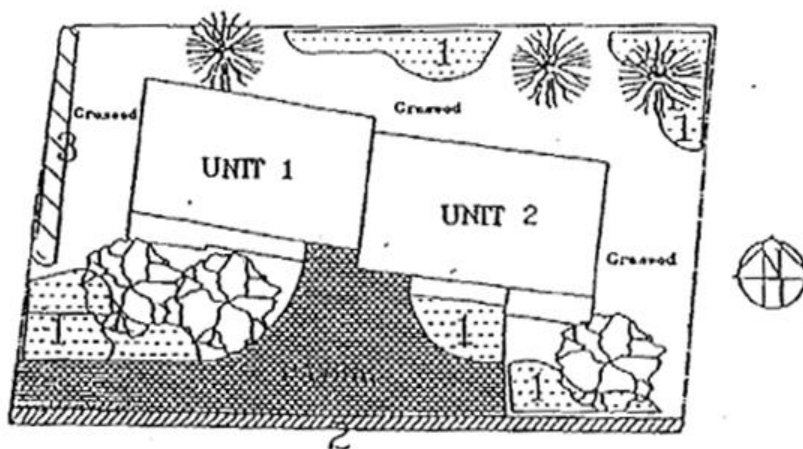
A landscape concept plan (similar to the example given in **Figure 3.1**) is provided with the development application. A mix of exotic and native vegetation may be used noting that:

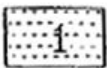

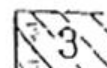


- Native trees (particularly ones from the local area) can help to enhance biodiversity and provide urban habitat for birds and other wildlife; and
- Exotic deciduous trees have an important role to play as part of managing solar access (i.e. shading in summer, and allowing sunlight to permeate in the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



KEY	DESCRIPTION	TYPICAL SPECIES
	Low Screen Plantings Less than 2m	
	Fence Line Screen Plantings 2 to 3m	
	Environmental Screen Plantings Up to 4m	Select species suitable for local environment and with root systems that will not interfere with infrastructure
	Deciduous Trees Up to 9m	
	Evergreen Trees Up to 15m	

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.

3.11 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.

Aims

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**).

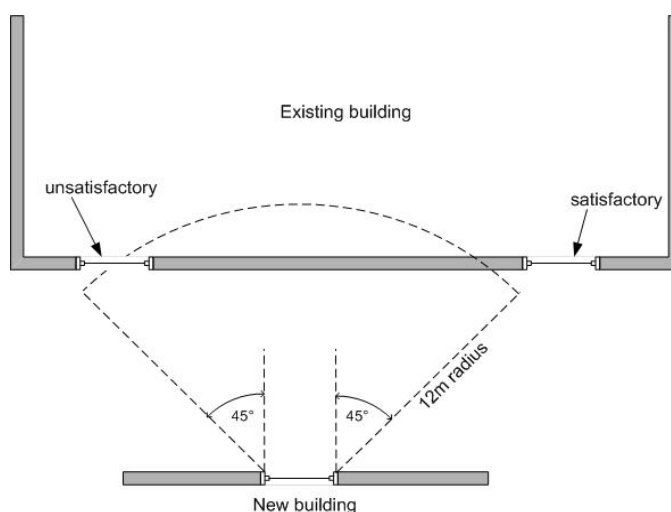


Figure 3.2 Avoid direct viewing of adjacent windows

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.

3.12 Fencing

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.

Aims

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 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;

3.13 Solar Access

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.

Aims

- 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.

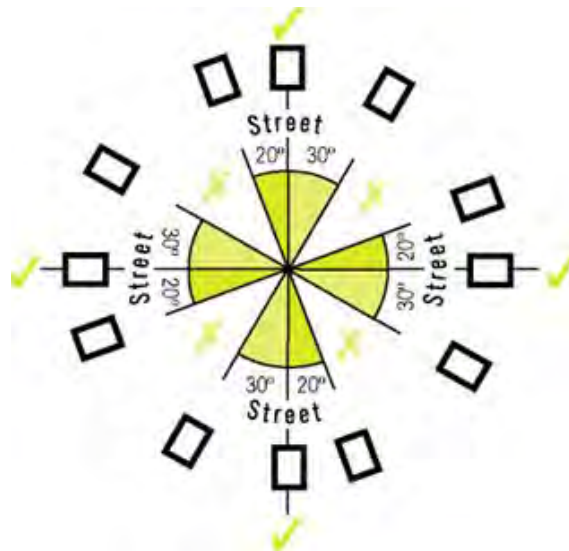
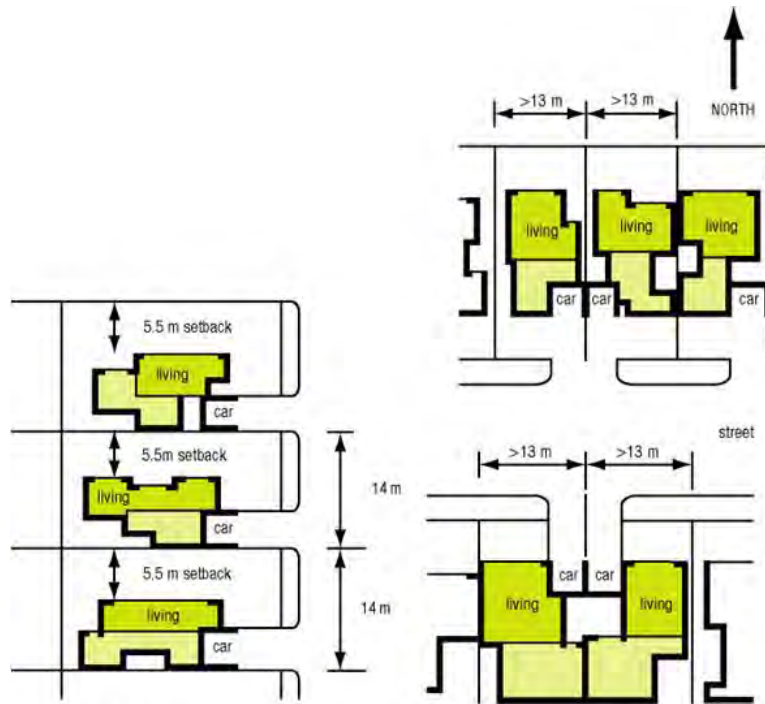
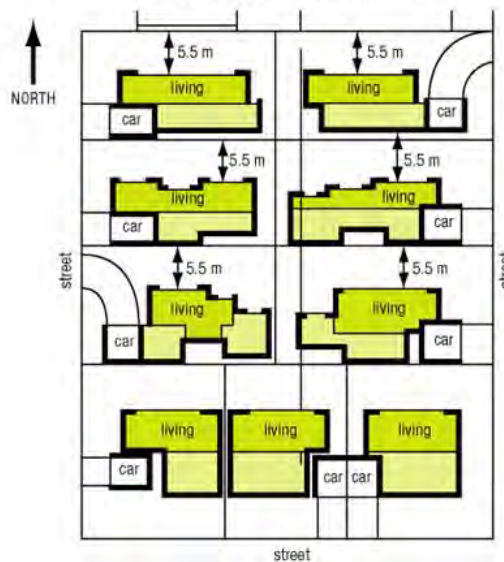


Figure 3.3 Acceptable range for solar orientation

(source: www.sustainability.vic.gov.au/resources/documents/Siting_and_solar_access.pdf)



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)

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.

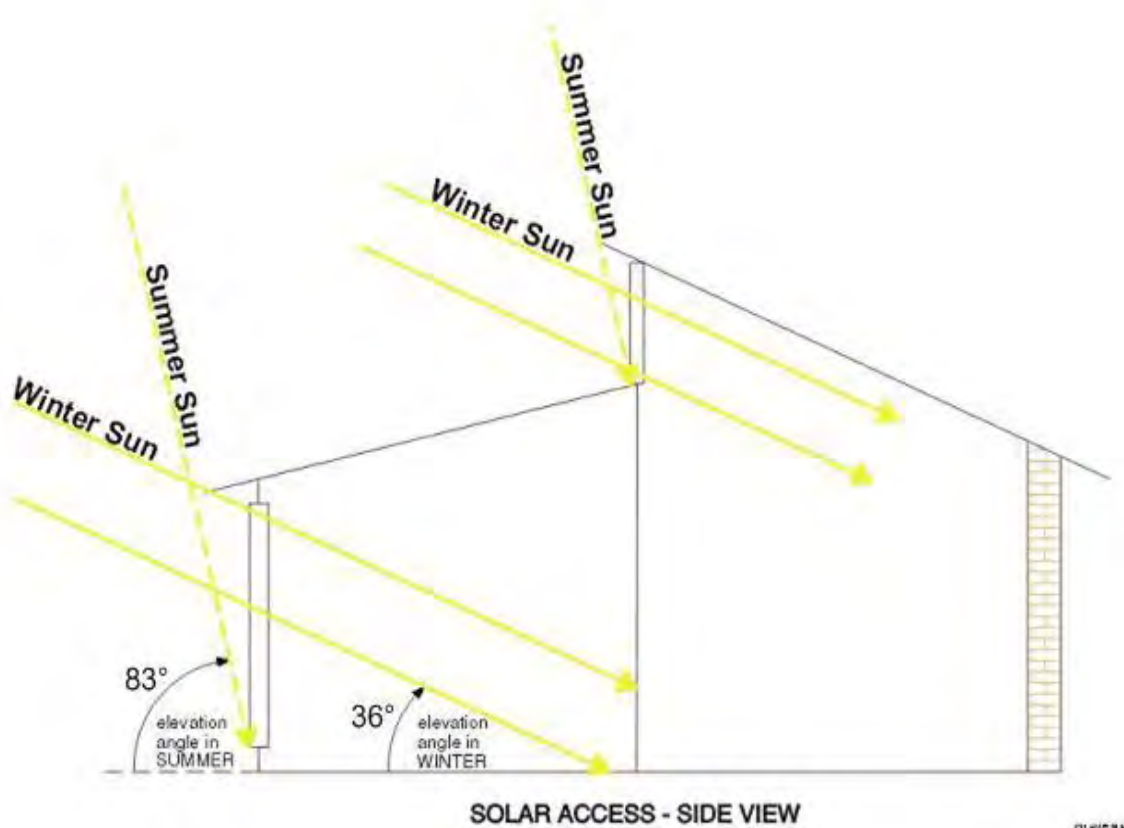


Figure 3.5 Windows and Eaves

(source http://www.bom.gov.au/climate/enviro/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.

3.14 Dual Occupancy

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.

Aims

- 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.

3.15 Secondary Dwellings

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.

Aims

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 provide 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 m².
- 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 m² 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 m² and not more than 900 m² in area;
 - 40% for lots of at least 900 m² and not more than 1,500 m² in area; or
 - 30% for lots more than 1,500m² 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 m² 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 m²; and
- **parking**; if no additional parking is to be provided on the site.

3.16 Multi Dwelling Housing

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.

Aims

- 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

4.2 About this Chapter

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

4.3 Where this Chapter applies

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.

4.4 Biodiversity

Aims

- 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.

4.5 Bushfire Management

Aims

- 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). 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.

4.6 Access to Rural Properties - General

Performance outcomes

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

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.

4.7 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.*

4.8 Rural Dwellings

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 – e.g. 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

5.2 About this Chapter

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.

5.3 Where this Chapter applies

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

5.4 General Advice to Applicants

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 20,000m² or additions to buildings up to 5,000m². Development that requires clearing of more than 1,000m² 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 1,000m² for retail and 2,500m² for commercial offices and businesses.

5.5 Aims and Objectives

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.

5.6 Performance Outcomes

- 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.

5.7 Acceptable Solutions

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.

5.8 Zone B2 – Specific Considerations

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.

5.9 Zone B4 – Specific Considerations

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.

5.10 Zone B6 – Specific Considerations

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.

5.11 Zone IN1 – Specific Considerations

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.

5.12 Zone IN2 – Specific Considerations

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

6.2 About this Chapter

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.

6.3 Where this Chapter applies

This Chapter applies to all zones under the Uralla LEP.

6.4 Aims and Objectives

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.

6.5 Access and Traffic Generation

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.

6.6 Parking Requirements

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.

6.7 Provision of Parking Spaces

Aims

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

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 manoeuvring of vehicles.

Acceptable Solutions

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

- Table 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 & Regulations;*
- 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 .i.e. 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.

Land and building use	Rate of Provision
Dual occupancy/duplex residential buildings ie, 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.
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 – <i>Note: this assumes one space is required per 16 cars displayed. One car display – equals 20 square metres.</i>
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.

Land and building use	Rate of Provision
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*
5. *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.*
6. *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.*
7. *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:*
 - a. *Partial values less than 0.5 can be rounded down (e.g. 2.4 can be rounded down to 2)*
 - b. *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

7.2 About this Chapter

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

7.3 Where this Chapter applies

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

7.4 General Advice to Applicants for Commercial Use of Public Footways

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.

7.5 Footpath Clearance and Building Access

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**.

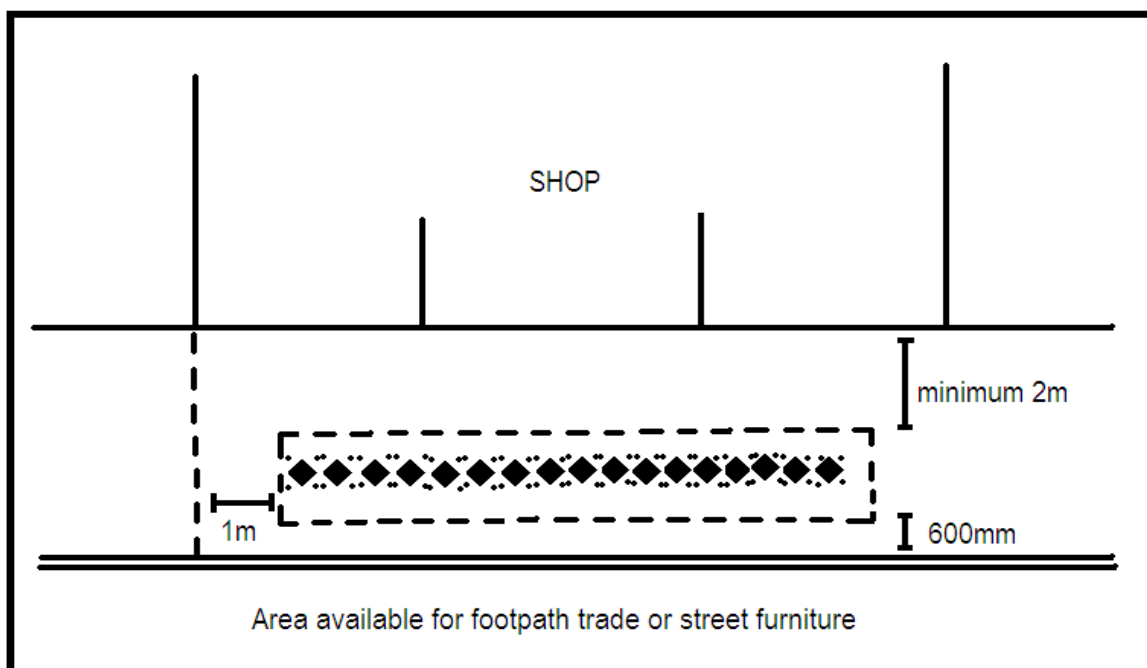


Figure 7.1 Footpath lease area adjacent to the kerb

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**.

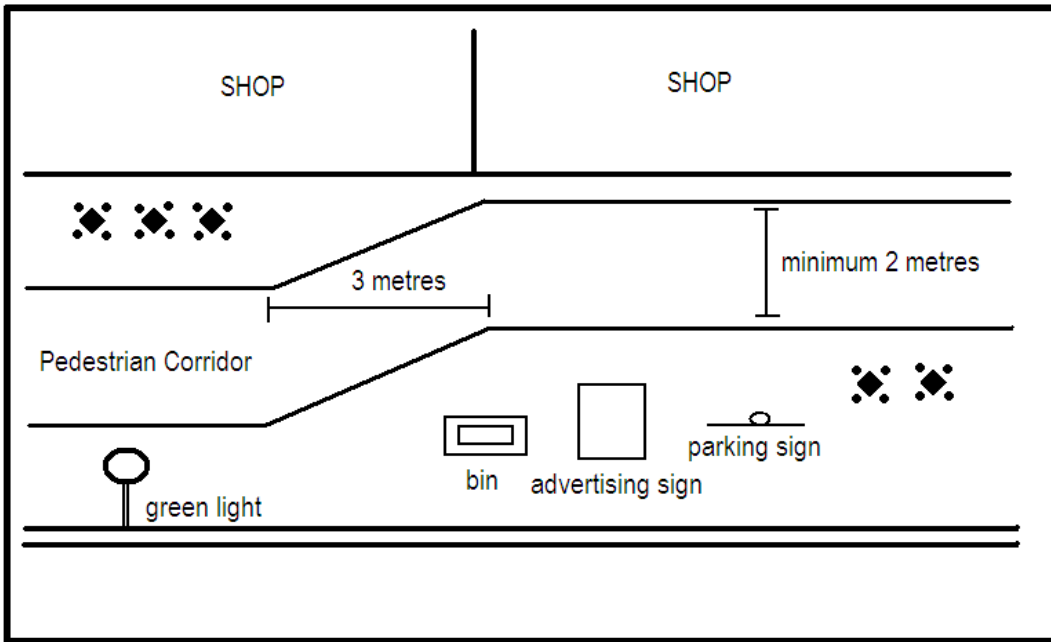


Figure 7.2 Alternative footpath lease area arrangements

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**).

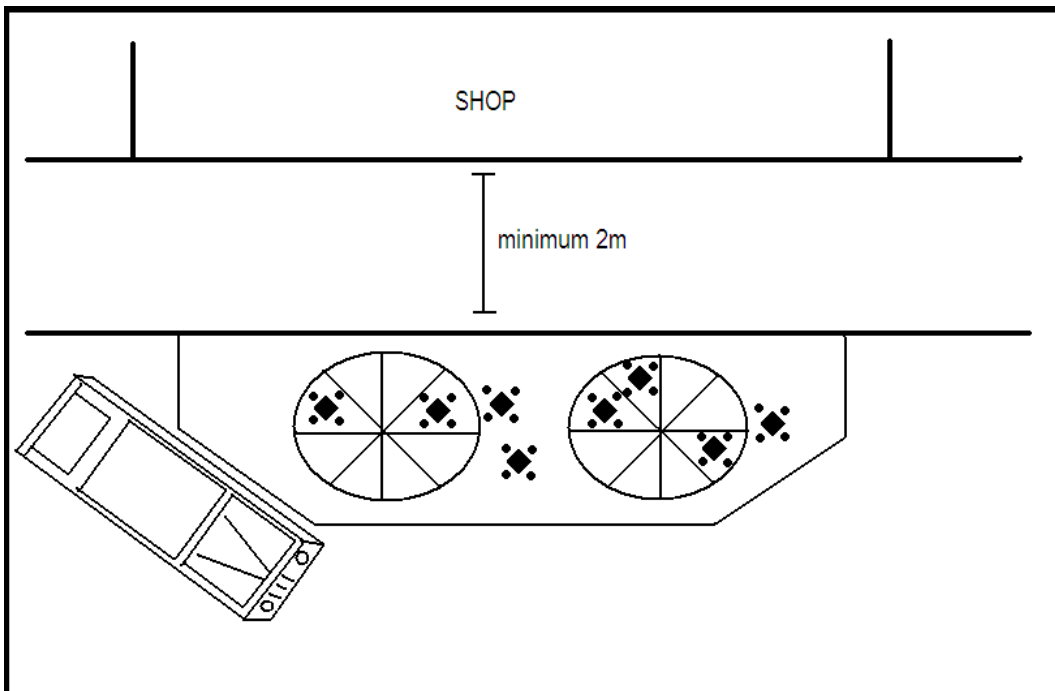


Figure 7.3 Blister dining or displays

7.6 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.

7.7 Merchandise Displays on Public Footpath Areas

Aims

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

Gaining Approval

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

Performance Outcomes

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

7.8 Sandwich Boards

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 clauses 68 of the *Local Government Act, 1993*.

Performance Outcomes

- Sandwich boards are to be secured to ensure stability; and
- Sandwich boards shall not interfere with safe pedestrian use of the footpath, and
- Sandwich boards shall have a maximum area of 1m² for each face.

8. SIGNAGE AND OUTDOOR ADVERTISING

8.2 About this Chapter

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.

8.3 Where this Chapter Applies

This Chapter applies to all zones under the Uralla LEP.

8.4 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.

8.5 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.

8.6 General advice to Applicants for Development

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.

8.7 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 1.4m²;
- 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 10m² 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 20m² in area.

Clauses 17, 18 and 19 of SEPP 64 contain specific provisions for signs with an area in excess of 20m². 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"> 1. not to extend laterally beyond the wall/boundary 2. projection above the top of the wall not to exceed 2.m
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"> 1. Shall not exceed 2.5 metres in length 2. Shall not exceed 0.5m in depth 3. Shall be erected horizontal to the ground at right angles to the building and no closer than 2.6 metres from the ground 3. Shall not project beyond the awning 4. Shall be securely fixed by metal support 5. 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
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"> 1. This form of sign is considered unacceptable in all areas.
Fascia Sign	Sign attached to the fascia or return of an awning	<ol style="list-style-type: none"> 1. Shall not project vertically or horizontally beyond the fascia or return end of the awning to which it is attached 2. Shall not extend more than 300mm from the fascia or return end of the awning
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"> 1. Maximum size to be determined by signage type 2. Lighting medium must be at least 2.6 metres above the ground if the sign projects over a footpath 3. Lighting must not create glare to vehicles or pedestrians. 4. Lighting must be located to avoid light spill into residential properties

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"> 1. Shall not project more than 300mm from the face of the wall 2. Shall not project beyond the corner of the building or above the parapet or eaves 3. Shall be located to complement the architecture of the building 4. Shall not cover any window or architectural projections 5. Shall not have an advertising area greater than 4.5m² 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 7. Shall not be illuminated internally
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"> 1. Maximum size to be determined by signage type 2. Lighting must not create glare to vehicles or pedestrians. 3. Lighting must be located to avoid light spill into residential properties 4. Must not be a flashing sign
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"> 1. This form of sign is considered unacceptable in all areas.
Painted Wall Sign	Painted on to a wall of a building	<ol style="list-style-type: none"> 1. Shall not have an advertising area greater than 4.5m².
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"> 1. Shall not have an advertising area greater than 2.0m² 2. The blind must run parallel with the street frontage
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"> 1. 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 2. Shall not be located above the awning of a building 3. Shall be erected horizontal to the ground at right angles to the building and no closer than 2.6 metres from the ground 4. Shall have a maximum width of 1.2 metres 5. Shall have a maximum depth of 0.5 metres

		<ol style="list-style-type: none"> 6. Shall not be within 0.6 metres of the vertical projection of the kerb 7. 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
Roof Sign	Erected above the roof or parapet of a building	<ol style="list-style-type: none"> 1. This form of sign is considered unacceptable in all areas.
Top Hamper Sign	Attached to the transom of a doorway or display window of a building	<ol style="list-style-type: none"> 1. Shall not extend below the level of the head of the doorway or window it is attached to 2. Shall be located on the ground floor and shall not project above the ceiling level 3. Shall not be more than 3 m² in area 4. Shall be painted or fixed flat to and not project more than 50mm from the surface of the wall 5. Shall not be internally illuminated

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. DEVELOPMENT AND HERITAGE CONSERVATION

9.2 About this Chapter

The intent of this chapter is to provide guidance about development within Heritage Conservation Areas or on Heritage Items. Heritage Conservation Areas and Heritage Items are listed in the Uralla LEP and their locations are recorded on the associated Heritage Maps. The Uralla 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.

9.3 Where this Chapter applies

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

9.4 General Advice to Applicants for Development

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.

Exempt Development

- 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.

Complying Development

- 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).

9.5 Performance Criteria

- Development that achieves desirable social and economic benefits as well as meeting the heritage objectives of the Uralla LEP.

9.6 Acceptable Solutions – Uralla Town Centre

Aims and Objectives

- The objective of conserving the character of the Heritage Conservation Area is to sympathetically accommodate development (change), not to prevent it. The area must be allowed to redevelop and grow to accommodate the needs of the commercial area; and
- These development guidelines aim to promote development that is well sited and designed to be sympathetic with the character of the area.

The following guidelines are based mainly upon the recommendations of the Uralla Main Street Study (R J Ratcliffe, 1997). The information on the heritage value of individual buildings within the town centre has been included on inventory sheets in Volume 2 of the Uralla Main Street Study (1997). A copy of the Study is available for public inspection at Council's office by appointment during ordinary business hours.

Significant features

Features of significance should be conserved or reinstated. Any inappropriate alteration should be removed and the original feature re-constructed as well as possible. The heritage inventory form for the building will assist in identifying any significant features.

Material and external appearance

Insensitive application of new materials or finishes to an old building may ruin its appearance, for example face brickwork should not be painted or rendered.

Streetscape

Colour schemes

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. For different styles and periods of building there are alternative colour schemes available. Refer to two books by Evans, Lucas and Stapleton on Colour Schemes for Old Australian Houses.

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.

Infill development

Infill buildings should not pretend to be heritage buildings but must be sympathetic to the period of the buildings surrounding it and fit into the streetscape. Materials for major building elements should relate to the common materials existing in the area. For development within a row of buildings, the new work should try to adopt the existing horizontal lines which run along buildings, such as roof ridges, parapets, gutters, window sills and awnings.

Window and door openings are a major part of a building's design. For infill development the proportions of the openings should be similar to those of adjoining buildings, Long facades should be broken up by windows or recesses, combined with verandahs, awnings or window hoods.

Verandahs and awnings

If a canopy is proposed or is to be altered to a building which originally had post supported verandahs or awnings 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.

New infill development and most 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.

Roofs

Many roofs on heritage buildings cannot be seen from the street because they are hidden by parapets. For new buildings, if the roof is visible the roofing materials and pitch should be sympathetic with neighbouring buildings.

Contributory buildings (includes Heritage items)

The following criteria should be used to determine the extent to which an existing building within a Heritage Conservation Area contributes to the heritage significance of the area, and thus the degree of conservation that is required. Generally buildings will fall into one of the categories outlined in **Table 9.1**.

Table 9.1 Heritage significance categories

Category	Description	Acceptable Solutions
Category 1: Heritage Items & Landmark Buildings	These buildings generally have a high degree of intactness and are significant both as an individual heritage item in their own right and for their high level of contribution to the character of the area. These buildings are often landmarks within the conservation area. The significance of these buildings should not be compromised.	Maintain heritage characteristics and all significant fabric and streetscape intactness. <i>Note: These buildings are listed in the Uralla LEP.</i>
Category 2: Significant Contribution	Buildings of form and character with a high degree of intactness which contribute significantly to the character of the area.	Maintain and where appropriate, restore heritage characteristics and streetscape intactness.

Category	Description	Acceptable Solutions
Category 3: Contribution Compromised	Buildings which contribute to the character of the area but whose significance has been reduced by loss of original materials/details (e.g. roofs, fences, verandahs and unsympathetic changes) or inappropriate decorative treatment.	Reconstruct original features/ remove unsympathetic additions.
Category 4: Complementary In-fill or Neutral Impact Buildings	In-fill buildings which complement heritage characteristics and streetscape qualities. Buildings whose impact on the heritage character of the area is neutral.	Ensure buildings and/ or the site continues to complement its surrounding development with no adverse impact on the heritage significance of the area. Maintain the neutral impact of such buildings and improve as and when appropriate, by reconstruction of original features or removal of unsympathetic additions.
Category 5: Adverse Impact	Buildings which have an adverse impact on the precinct because of their scale, design, assertiveness, materials, or because their original qualities have been altered, removed or destroyed	Encourage the ultimate replacement of the building with one less assertive, or ameliorate their adverse impact by more appropriate colour scheme, etc.

9.7 Acceptable Solutions – Bundarra Town Centre

- The relevant parts of the Acceptable Solutions for the Uralla Town Centre shall apply for development within the Bundarra Town Centre.

9.8 Acceptable Solutions – Rocky River Gold Mining Precinct

- All development should avoid damaging or impacting upon artefacts such as water races and remains of diggings and structures relating to the historic mining activities; and
- Consent is required for any development that would involve altering a heritage item or a building, work, relic, tree or place.

9.9 Acceptable Solutions – Wollun Village Precinct

- This precinct has few specific heritage buildings to be protected, and it does represent an important location in terms of being the site of a former small town that has been subjected to decline through increased mobility and depopulation; and
- Consent is required for any development that would involve altering a heritage item or a building, work, relic, tree or place.

9.10 Alternative Solutions

Council will consider alternative approaches providing they meet the heritage objectives of the Uralla LEP and any other relevant legislation and/or planning policies and guidelines.

Reference

Evans, I., Lucas, C. and Stapleton, I. 1984. *Colour schemes for Old Australian houses*, The Flannel flower Press Pty Ltd, Yeronga.

Evans, I., Lucas, C. and Stapleton, I. 1992. *More Colour schemes for Old Australian houses*, The Flannel flower Press Pty Ltd, Yeronga.

Vines, E. 1996. "Streetwise. A practical guide for the revitalisation of commercial heritage precincts and traditional main street in Australian Country Towns", National Trust of Australia (NSW), (Copy available at Council's Office)

10. DEVELOPMENT IN GATEWAY AREAS

10.2 About this Chapter

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.

10.3 Where this Chapter applies

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.

10.4 Aims and Objectives

- To ensure that the southern gateway areas of Uralla provide an inviting and pleasing vista for those travelling towards Uralla.

10.5 Performance Outcomes

- Development in gateway areas serves to enhance the overall landscape and streetscape.

10.6 General Advice to Applicants for Development

A pre-lodgement meeting with Council is recommended in the conceptual planning stages of any development.

10.7 Acceptable Solutions

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

11.2 About this Chapter

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".

11.3 Where this Chapter applies

This Chapter applies to all land within the Uralla Shire.

11.4 Terms used in this Chapter

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.

11.5 Relationship to Other Planning Instruments

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.

11.6 General Advice to Applicants

Applicants should check with Council staff on whether flood controls would apply in any given situation.

11.7 Aims and Objectives

- 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.

11.8 Performance Outcomes:

- 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.

11.9 Acceptable Solutions:

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*.²

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.

² 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.

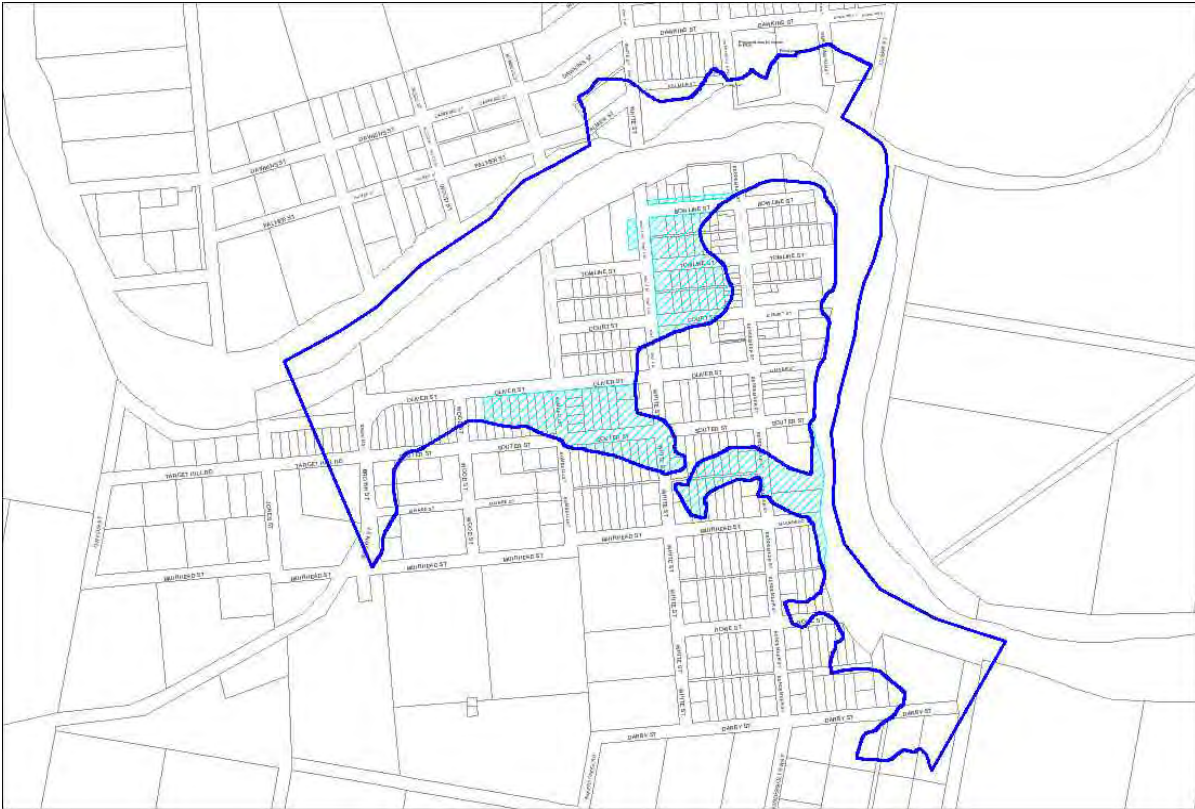


Figure 11.1 Flood Planning Area at Bundarra. Flood storage areas are hatched in light blue. Unhatched area is floodway in a 1% AEP event.

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.

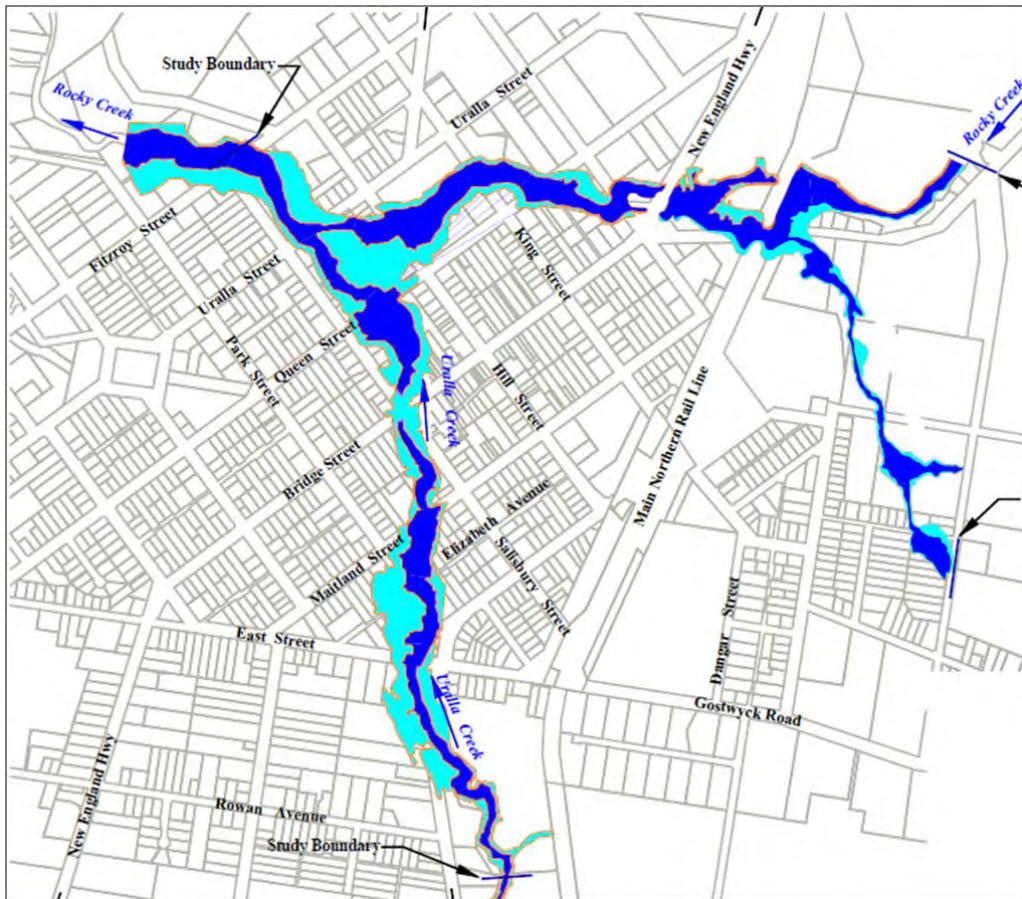
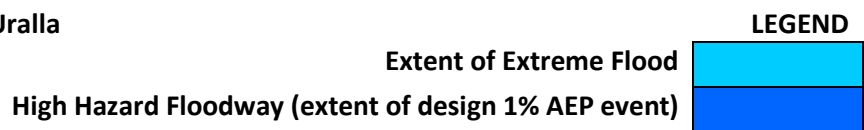


Figure 11.2 Flood Planning Area at Uralla



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 ³ 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 measures⁴.
- 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.

³ 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.

⁴ Refer Appendix 11.1 Flood Proofing Guidelines

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).

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.

11.10 Alternative Solutions and Design Suggestions:

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 & Regulations 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.

11.11 Flood Proofing Guidelines

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

Component	Flood Compatible Material
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	<p>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.</p> <p>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.</p>
Ducting for heating/cooling purposes	<p>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.</p>

12. REGULATION OF BROTHELS

12.2 About this Chapter

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.

12.3 Where this Chapter applies

This Chapter applies to any application for a brothel in the Uralla Shire.

12.4 General Advice to Applicants for Brothels

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 Chapter79C(1) 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 96(2) 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 79C(1) 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.

12.5 Establishment of Brothels

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.



12.6 Operation of Brothels

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

13.2 About this Chapter of the DCP

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.

Structure of this Chapter

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; and
- Policy Formulation - Outlines the community consultation guidelines that must be followed when formulating a range of planning policies. These guidelines have been set to ensure that policy formulation is undertaken in a wider and more informed context.

13.3 Notification Procedures and Guidelines for Applications

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.

Notification of Applications

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.

Applications which will not be notified

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 in a Residential Zone (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.

Persons to be Notified

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.

Other Referrals

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 Dumaresq Council;
- Tamworth Regional Council;
- Walcha Shire Council;
- Gwydir Shire Council; or
- Guyra 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

Amendments prior to Determination

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.

Notification Period

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.

Consideration of Submissions

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.

Integrated, Designated Development and other Categories of Development

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 of 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

14.2 About this Chapter

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.

14.3 Where this Chapter applies

This Chapter applies to all land within the Uralla Shire.

14.4 General Advice to Applicants

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.

14.5 Aims and Objectives

- 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.

14.6 Performance Outcomes

- Contaminated lands are identified and remediated as required as part of the development process.

14.7 Acceptable Solutions

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:
 - a. land that is within an investigation area,
 - b. land on which development for a purpose referred to in **Table 14.1** is being, or is known to have been, carried out,
 - c. 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.

14.8 Alternative Solutions

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.

14.9 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

15.2 About this Chapter

This chapter provides information about additional matters not covered elsewhere in this DCP.

15.3 Where this Chapter applies

This Chapter applies to all land within the Uralla Shire.

15.4 Temporary Dwellings

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:

- Satisfactory progress is being made in the construction of the permanent dwelling within the twelve (12) month period; and
- 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.

15.5 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.

15.6 Shipping Containers

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.

Bed and Breakfast Accommodation

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 m²;
- 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

16.2 About this Chapter

This chapter provides details about various requirements for kerbing and guttering.

16.3 Where this Chapter Applies

This chapter applies to the following land use zones within Uralla Shire:

- R1 & R2
- IN1 & IN2
- B2, B4 & B6

16.4 Aims and Objectives

- 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.

16.5 Performance Outcomes

- Kerbing and guttering is provided as a routine component of subdivision developments.

16.6 Acceptable Solutions

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.

16.7 Exemptions

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.

16.8 Alternative Solutions

Nil.

17. BARLEYFIELDS

17.2 About this Chapter

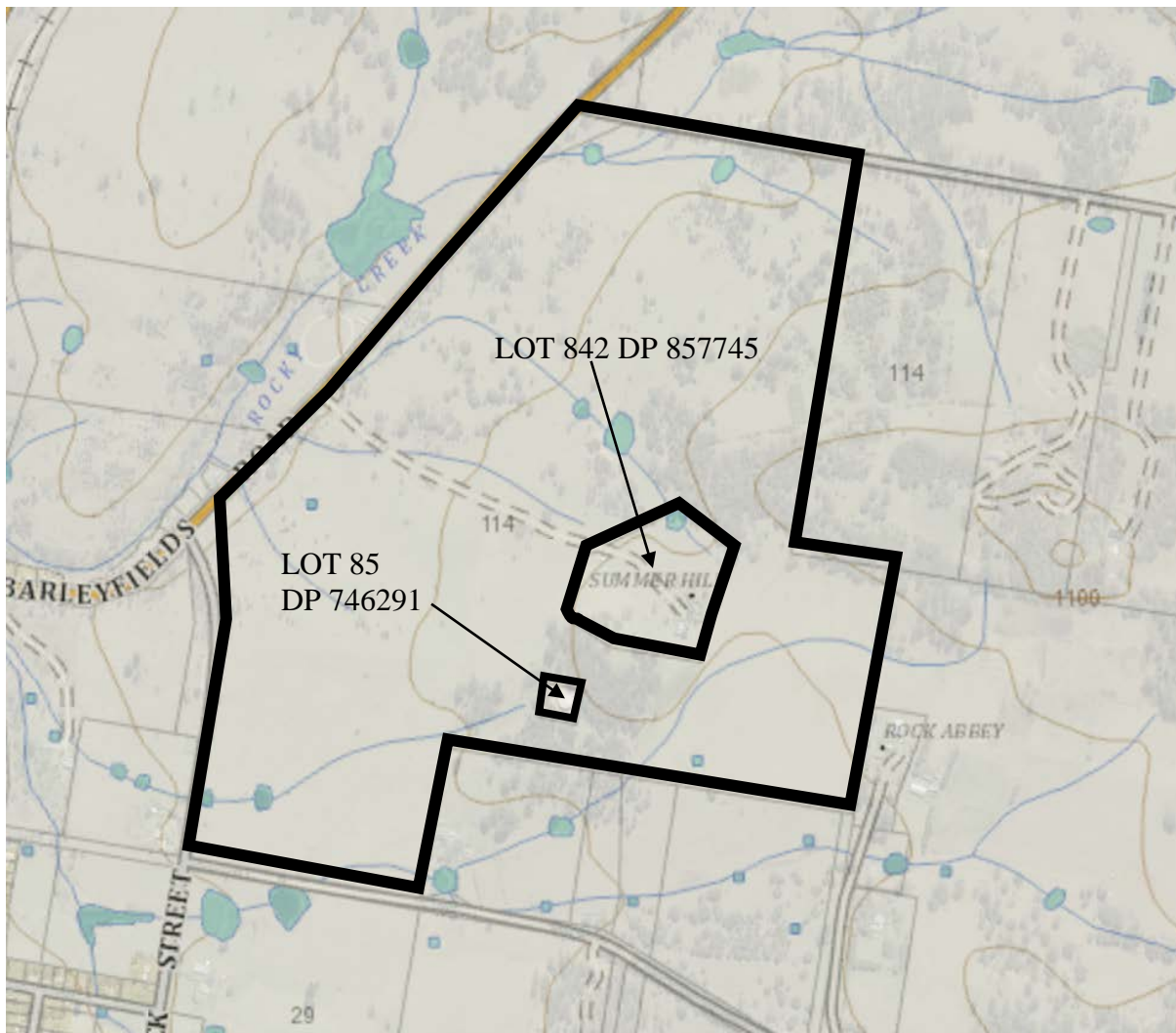
This chapter provides the development Masterplan, principles and site controls for development within the land known as 'Barleyfields'.

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.

17.3 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.

17.4 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**.

17.5 Development Lots

Development lots are also known as 'super lots'. Development lots can be further subdivided into smaller lots. The Barleyfields developments 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



17.6 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.

17.7 Staging

Objectives

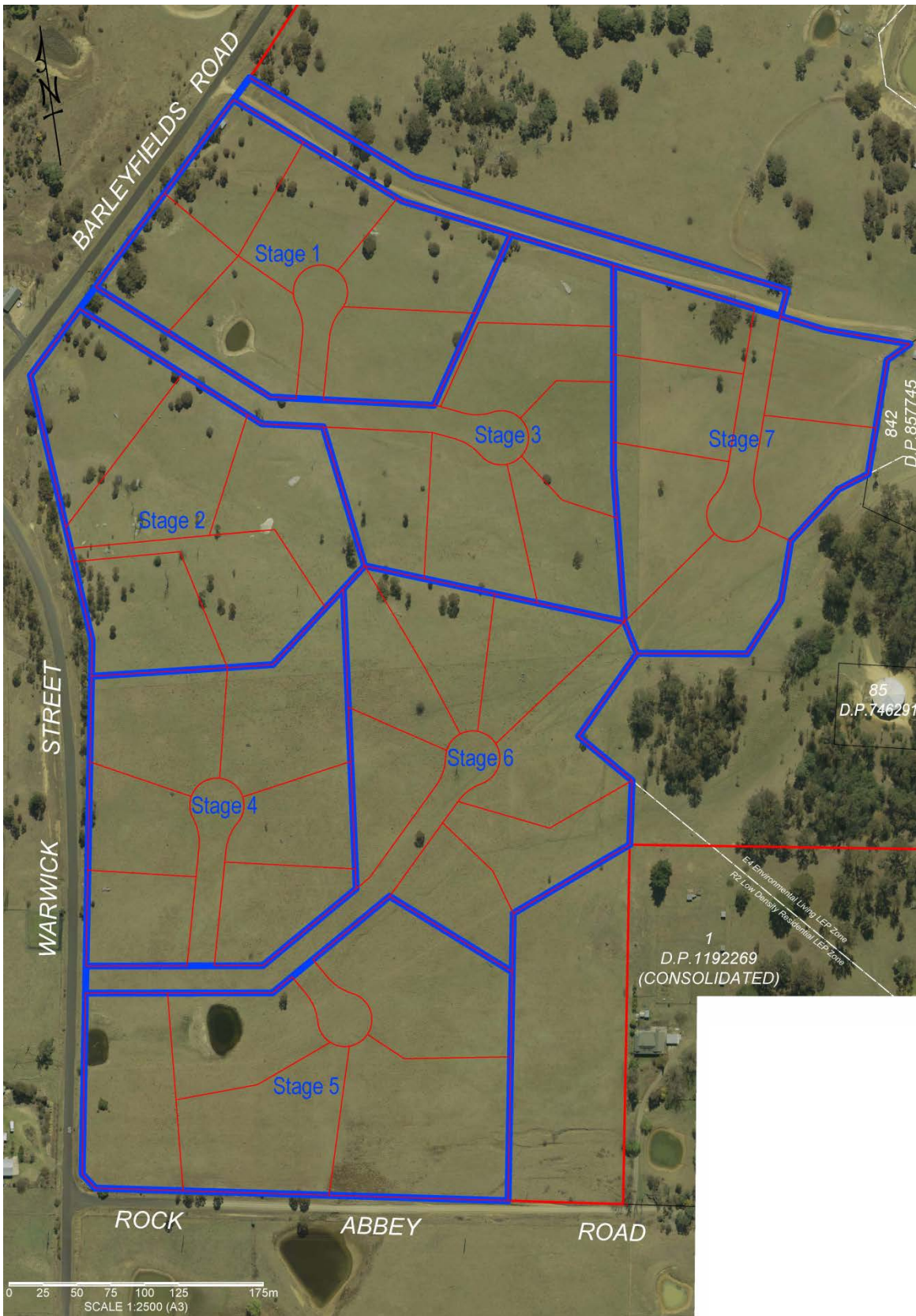
Development staging aims to:

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



17.8 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.

17.9 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).
 - *Querus 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

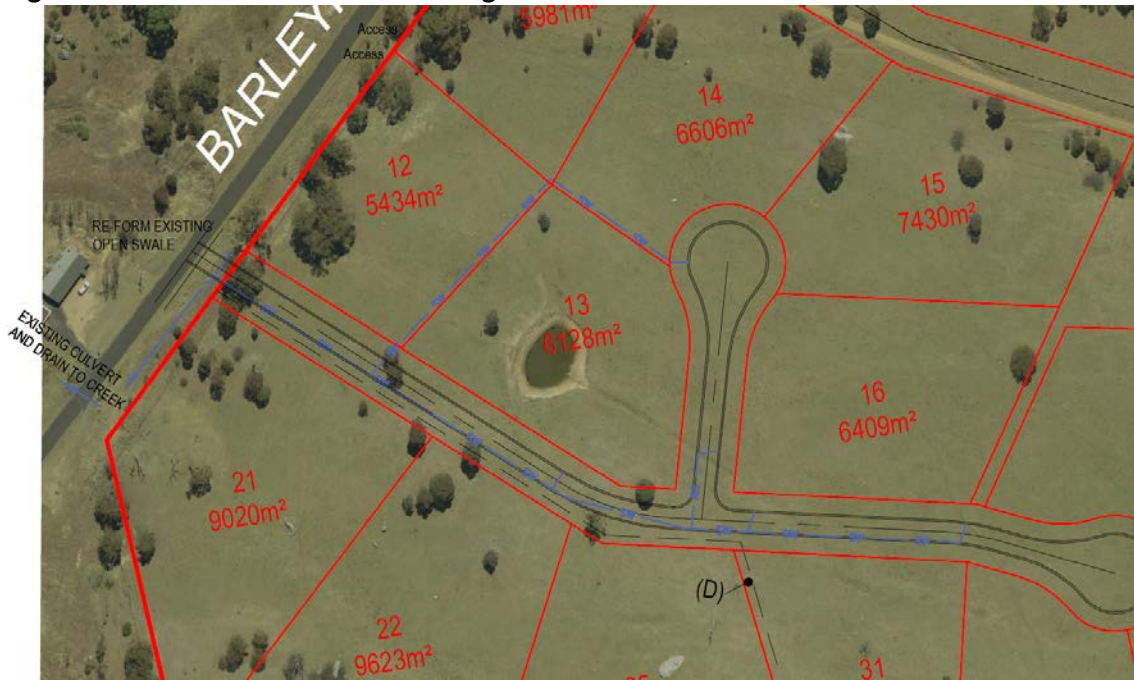
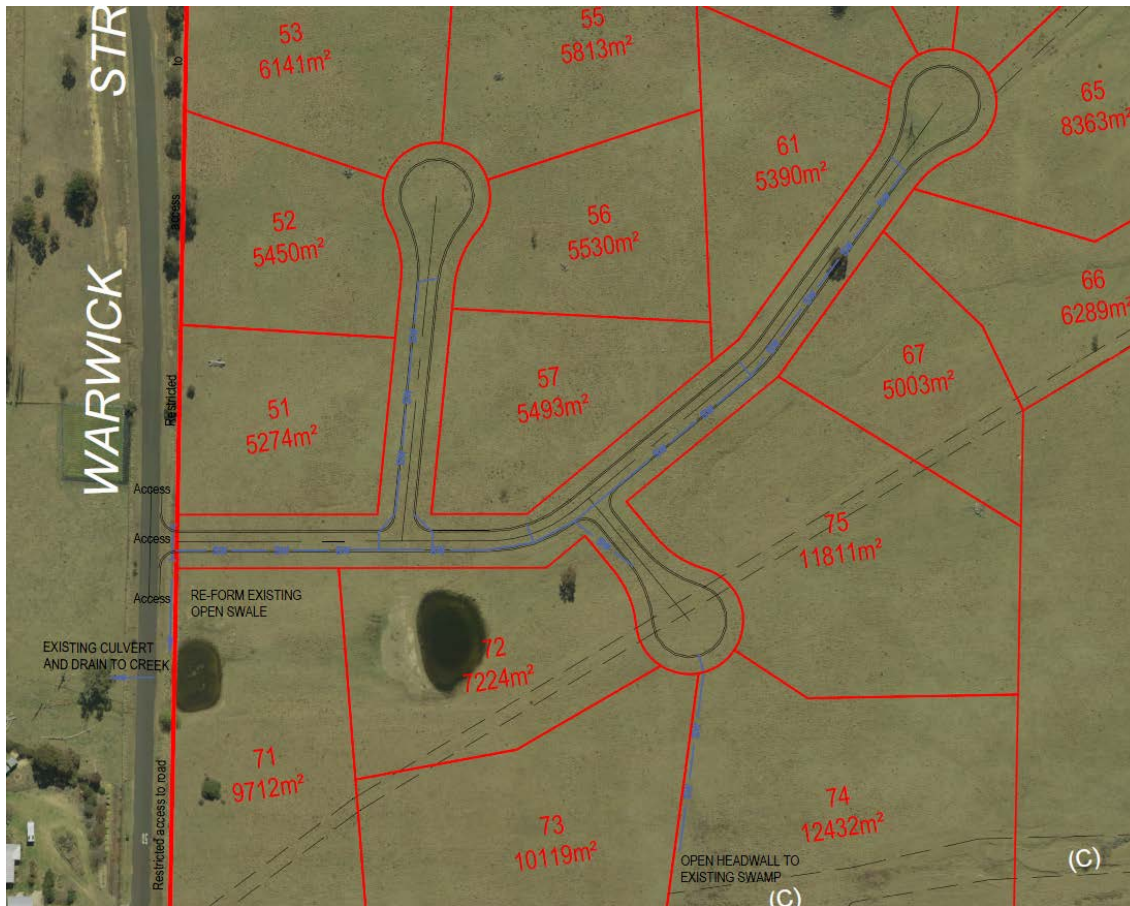


Figure 17.7B Stormwater Servicing Plan



17.10 Low Density Residential Development

'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 ²
Dual Occupancy – Detached	2,500 m ²
Dual Occupancy - Attached	2,500 m ²

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).

17.11 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.

Acceptable Solutions

The following types of fencing are considered suitable within the Barleyfields DCP area.



Street front fencing



rear fencing

Side and

Uralla Shire Council Development Control Plan

Adopted: 19 December 2011

Amended: 7 February 2018

Version: v07022018

For further information:

Visit www.uralla.nsw.gov.au or contact Council
on 02 6778 6300 or by email at
council@uralla.nsw.gov.au

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REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	<i>Environmental Management Co-ordinator</i>
Reference/Subject:	Report 14 – Reclassification of Council Managed Crown Lands to Operational Land

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation
Strategy: 4.2.1 Operate in a financially responsible and sustainable manner

SUMMARY:

This report recommends that Council make a submission to the Minister, Department of Industry, for reclassification of Council managed Crown reserves from community to operational.

OFFICER’S RECOMMENDATION:

That Council make a written application to the Minister for Department of Industry - Crown Lands to request reclassification of the following Crown land reserves from Community to Operational:

Property	Legal Description	Locality
Bundarra Urban Reserve (Bundarra Caravan Park)	Lot 7014 DP 93182, Lot 12 Section 17 DP 758181 Parish Bundarra County Hardinge	BUNDARRA
Kingstown Rubbish Depot	Lot 96 DP 42118 Parish Baldwin County Hardinge	KINGSTOWN
Uralla Landfill	Lot 172 DP 755846 Parish Uralla County Sandon	URALLA
Bundarra Landfill	Lot 100 DP 753656 Parish Darbysleigh County Hardinge	BUNDARRA

BACKGROUND:

The *NSW Crown Land Management Act 2016* (CLM Act) commenced on 1 July 2018. With the commencement of the *CLM Act*, councils must manage Crown lands as community owned land in accordance with the *NSW Local Government Act 1993*, unless applications to reclassify land parcels as operational are submitted and approved by the Minister of Land and Forestry.

The NSW Department of Industry (Crown Lands) has provided councils with a guideline for Crown land reclassification. Within this guideline the following table is provided:

Uses that may not fall within ‘community land’ categories		
<input type="checkbox"/> Cemeteries <input type="checkbox"/> Coastal infrastructure <input type="checkbox"/> Emergency services	<input type="checkbox"/> Quarries and gravel pits <input type="checkbox"/> Reservoirs <input type="checkbox"/> Sanitary purposes	<input type="checkbox"/> Sewage works <input type="checkbox"/> Urban services <input type="checkbox"/> Water infrastructure

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REPORT:

An internal Council working group was convened to provide recommendations for possible reclassification of Crown reserves. Issues to be addressed by councils for lands being transferred under the CLM Act were prescribed under guidelines provided by Crown Lands. Specifically:

1. Council to review and adjust, where necessary, the appropriate classification of that land, ie, operational or community, as directed by the departmental guidelines for land classification.
2. Submissions for land reclassification to be made to the Minister of Lands and Forestry using the form provided in this report.

All Crown Land being transitioned to Council by the *Crown Land Management Act 2016* and hereafter to be managed under the *Local Government Act 1993* will automatically default to community land classification unless approval for reclassification is provided by the Minister.

Under section 3.22(5) of the *Crown Land Management Act 2016*, the Minister may give written consent under subsection (4) (b) for the classification of land as operational land only if the council manager satisfies the Minister that;

- (a) The land does not fall within any of the categories for community land under the *Local Government Act 1993*; or
- (b) The land could not continue to be used and dealt with as it currently can if it were required to be used and dealt with as community land.

KEY ISSUES:

Following the review process, and in accordance with the guidelines provided by the NSW Department of Industry, the working group has determined the following Council managed Crown Reserves are appropriate for submission to the Minister for reclassification to operational land:

Reserve	Lot/DP	Dedicated Purpose	Justification
Bundarra Urban Reserve (Bundarra Caravan Park)	Lot 7014 DP 93182 and Lot 12 Section 17 DP 758181	Caravan Park	The function of a Caravan Park does not satisfy the management objectives under clauses 102–105 of the <i>Local Government (General) Regulation 2005</i> for community land categories.
Kingstown Rubbish Depot	Lot 96 DP 42118	Rubbish Depot	Reserves for which the primary function is sanitary purposes can be considered operational land.
Uralla Landfill	Lot 172 DP 755846	Night Soil Depot	
Bundarra Landfill	Lot 100 DP 753656	Night Soil Depot	

CONCLUSION:

As there is no applicable category of community lands that would apply to the identified land parcels, and their use can reasonably be described as operational, it is appropriate that a submission be made to the Minister for their reclassification.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Community engagement is required by the *Local Government Act 1993* for draft Plans of Management prepared for Crown reserves classified as community lands.

2. Policy and Regulation

Crown Land Management Act 2016

Local Government Act 1993

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Des Andersen, Environmental Management Co-ordinator
TRIM Reference Number:	UINT/19/4957
Approved/Reviewed by Manager:	Manager Planning and Development / Director Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	<ol style="list-style-type: none">1. Bundarra Urban Reserve Map2. Kingstown Rubbish Depot Map3. Uralla Landfill Map4. Bundarra Landfill Map

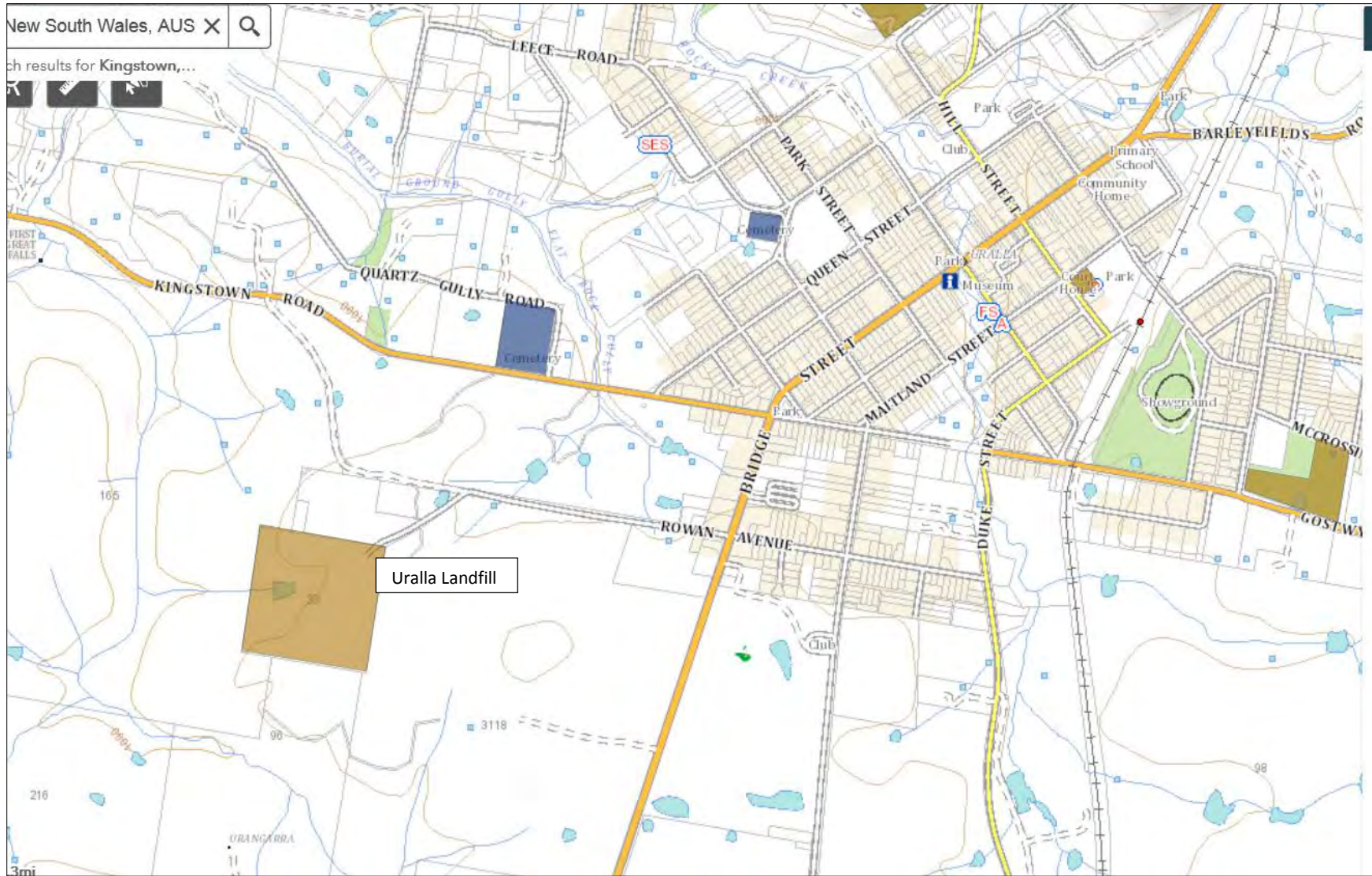
Map - Bundarra Urban Reserve (Bundarra Caravan Park) Number 73315



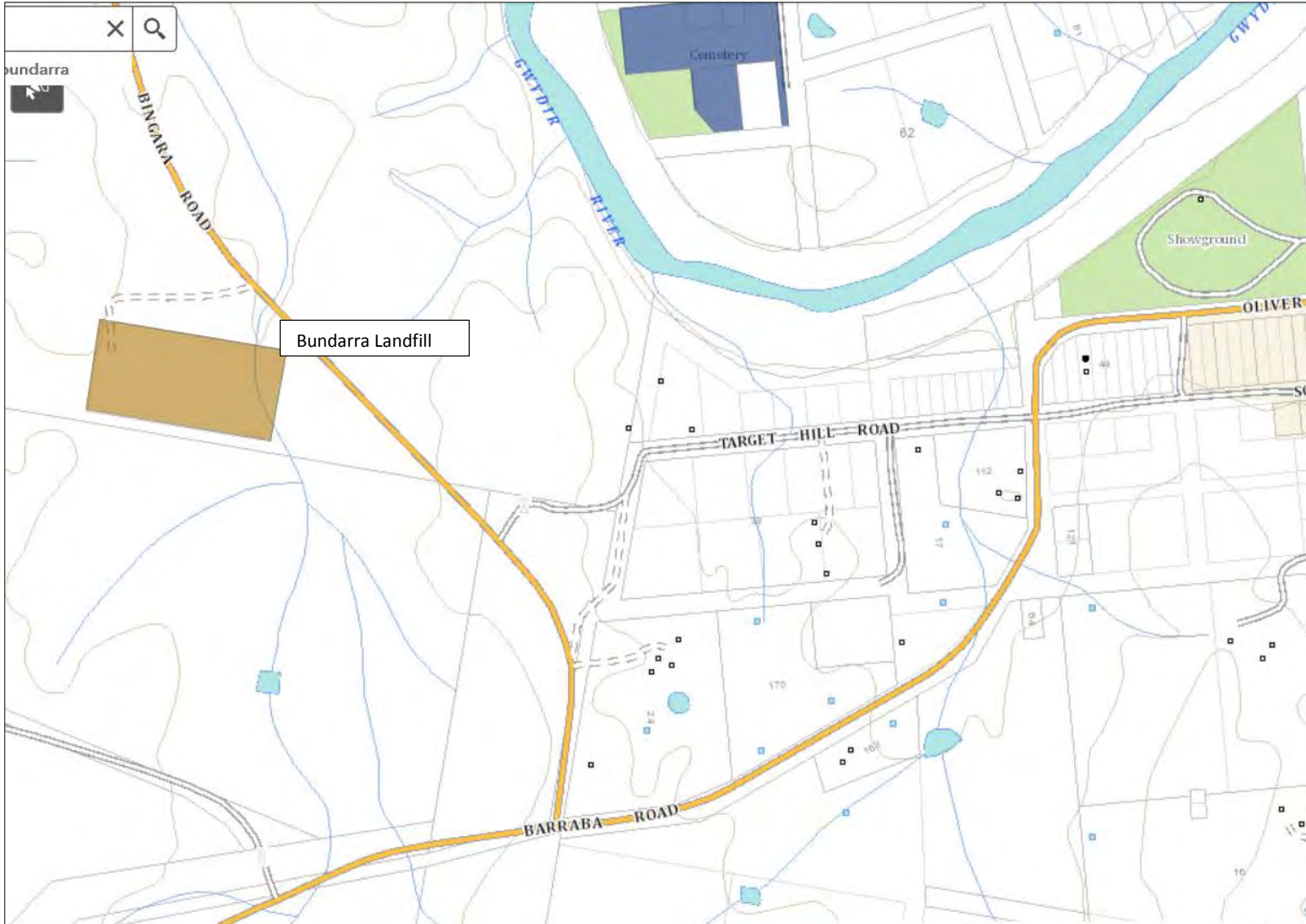
Map – Kingstown Rubbish Depot



Map – Uralla Landfill



Map – Bundarra Landfill





REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	<i>Director Infrastructure & Development</i>
Reference/Subject:	Report 15 – Projects for Nomination for Stronger Country Communities Round 3 - September 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner
Activity:	4.2.2.3	Maximise grant and funding partnership opportunities
Action:	4.2.2.3.1	Identify and seek grant funding opportunities, as resources provide, for infrastructure and development projects or services

SUMMARY:

This report is to provide a recommendation to Council for projects to be nominated for funding under the Stronger Country Communities Round 3 program.

The funding available for projects in Uralla Shire Local Government Area is \$777,856.

Funding will be allocated to projects that clearly demonstrate community support for projects and align with the program objectives; noting at least 50 per cent of the Round Three funding available in the Uralla Local Government Area will be allocated to projects supporting young people.

OFFICER'S RECOMMENDATION:

That Council:

Apply for grant funding under the Stronger Country Communities Round Three for the following projects in order of preference:

- 1. Upgrade to toilet block and canteen at the Uralla swimming pool including disabled and family change rooms and toilets at \$190,000**
- 2. Bundarra multipurpose courts at \$265,000**
- 3. Library improvements – Uralla and Bundarra – including building works and equipment (High Technology Hub) and study spaces at \$200,000**
- 4. McMaugh Gardens improvements at \$100,000 including generator, insulation improvements and provision for shortfall (if required) for ensuites upgrade project**
- 5. Digital Community including visual electronic displays and Free WiFi in the Uralla CBD – at \$50,000**
- 6. Memorial Hall additional works including painting and windows at \$125,000**
- 7. Woolridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables, etc at \$65,000**

BACKGROUND:

The funding available for projects in Uralla Shire Local Government Area is \$777,856.

Funding will be allocated to projects that clearly demonstrate community support for projects and align with the program objectives; noting at least 50 per cent of the Round Three funding available in the Uralla Local Government Area will be allocated to projects supporting young people.

At its August meeting it was resolved at OM12.08/19

That Council place on public exhibition the following proposed projects to determine community support for its consideration in determining the application for funding under the Stronger Country Communities Round Three.

Youth focussed:

- *Bundarra multipurpose courts at \$265,000*
- *Upgrade to toilet block and canteen at the Uralla swimming pool including disabled and family change rooms and toilets at \$190,000*
- *Library improvements – Uralla and Bundarra – including building works and equipment (High Technology Hub) and study spaces at \$200,000*

Total Youth focussed \$655,000

Community focussed:

- *McMaugh Gardens improvements at \$100,000 including generator, insulation improvements and provision for shortfall (if required) for ensuite upgrade project*
- *Toilet at Gilmore Park at \$50,000*
- *Memorial Hall additional works including painting and windows at \$125,000*
- *Digital Community including visual electronic displays and Free WiFi in the Uralla CBD – at \$50,000*
- *VIC refurbishment at \$100,000 with co contribution from Council at \$170,000*
- *Entry statements (3 of) at \$50,000 in total*
- *Pioneer Park refurbishment at \$50,000*
- *Outdoor gym either in The Glen or Pioneer Park at \$85,000*
- *Walking track as per UTEC recommendation connecting Porter Park to Alma Park and The Glen along the creek at \$250,000*
- *Mt Mutton Reservoir Murals at \$50,000*
- *Woolridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables, etc at \$65,000*

Total Community focussed at \$975,000

And

That Council approve a budget variation funded from reserves at \$15,000 to undertake the necessary application preparation and community consultation.

REPORT:

Council conducted 3 surveys with respondents identifying their order of preference for the 14 projects:

1. A survey of school students from Bundarra Central School and Uralla Central School for children aged 12 plus;

Uralla Shire Council
Council Business Paper – 24 September 2019

2. A public survey by Survey Monkey with anyone able to provide a submission to the survey identifying the projects in order of preference;
3. A limited polling survey whereby 200 residents selected at random were requested to participate in the survey through a password protected online survey.

The survey results provided the following information in regard to the calculated weighted average responses:

- School Survey (168 completed responses) – see attachment 1:
 - Disabled toilets and family change rooms 1st preference
 - WIFI – 2nd preference
 - Wooldridge reserve – 3rd preference
 - Bundarra multipurpose courts, library upgrades and - equal 4th preference
- Open Public Survey (51 completed responses) – see attachment 2:
 - Disabled and family change rooms - 1st preference
 - McMaugh Gardens (\$100,000 towards upgrades) - 2nd preference
 - Memorial Hall works, Bundarra multipurpose courts, and library upgrades - equal 3rd preference
- Limited polling survey (20 completed responses) – see attachment 3:
 - McMaugh Gardens – 1st preference
 - Disabled toilets and family change rooms, Bundarra multipurpose courts, and library upgrades - equal 2nd preference
 - Pioneer Park upgrade – 5th preference

Summary of results

- The Upgrade to toilet block and canteen at the Uralla swimming pool including disabled and family change rooms and toilets at \$190,000 topped the school students and open public survey results and polled well in the limited polling survey.
- Digital Community including visual electronic displays and Free WiFi in the Uralla CBD – at \$50,000 polled well with students but performed mid-range in the community and limited poll surveys.
- Bundarra multipurpose courts at \$265,000 and the Library improvements – Uralla and Bundarra – including building works and equipment (High Technology Hub) and study spaces at \$200,000 (both youth based projects) were equal 2nd or 3rd preferences in the community and limited poll surveys. Ranked equal 4th in the school surveys.
- McMaugh Gardens improvements at \$100,000 including generator, insulation improvements and provision for shortfall (if required) for ensuite upgrade project polled 1st or 2nd in the community and limited poll surveys and mid-range in the school survey.
- The Gilmore Park toilets, VIC refurbishments, entry statements, outdoor gym, UTEC walking track and Mt Mutton reservoir murals were at the lower end of preferences in each of the survey groups.

CONCLUSION:

Council has the opportunity to apply for funding up to \$777,856 through the Stronger Country Communities Round 3 program.

It is recommended that Council submit a list of prioritised projects that exceeds the grant funding allocation to make allowances for any instances where any of the higher priority projects are not approved for funding.

Community consultation and strong community support for the projects can be evidenced by the survey results.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Public exhibition of nominated projects seeking submissions and undertaking surveys by polling and survey monkey to determine community priorities has occurred.

2. Policy and Regulation

Statutory compliance of construction.

3. Financial (LTFP)

Potential reduction in building maintenance backlog and realisation of new assets and associated maintenance and depreciation costs.

4. Asset Management (AMS)

Realisation of new assets.

5. Workforce (WMS)

To be determined

6. Legal and Risk Management

Construction projects to be compliant with statutory requirements

7. Performance Measures

Budget and timeframe

8. Project Management

Infrastructure and development staff and consultants as necessary

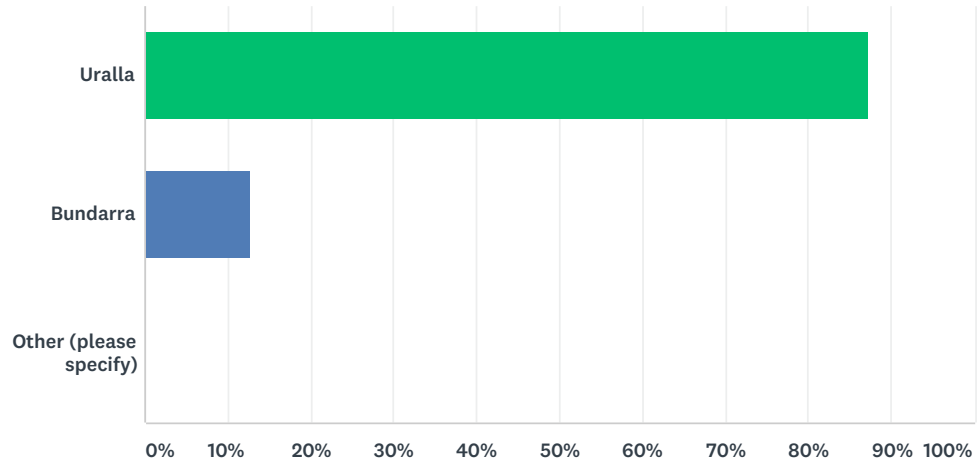
Prepared by staff member:	Director Infrastructure and Development
TRIM Reference Number:	UINT/19/5365
Approved/Reviewed by Manager:	Director of Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Attachment 1 – SCCF 3 – School Survey Results Attachment 2 – SCCF 3 – Limited Polling Survey Results Attachment 3 – SCCF 3 – Open Survey Results

Q1 Name

Answered: 141 Skipped: 47

Q2 Town

Answered: 188 Skipped: 0



ANSWER CHOICES	RESPONSES	
Uralla	87.23%	164
Bundarra	12.77%	24
Other (please specify)	0.00%	0
TOTAL		188

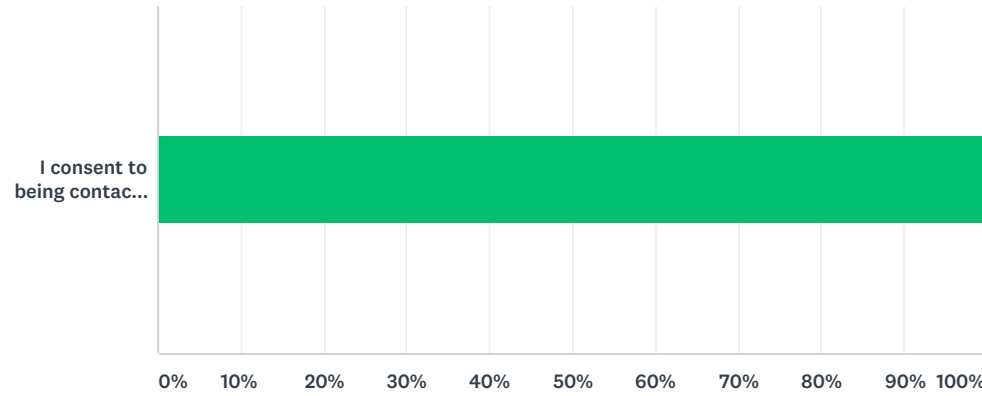
Q3 Your email and/or phone number

Answered: 1 Skipped: 187

ANSWER CHOICES	RESPONSES	
Email	100.00%	1
Phone Number	100.00%	1

Q4 Please indicate if you wish to take part in future surveys

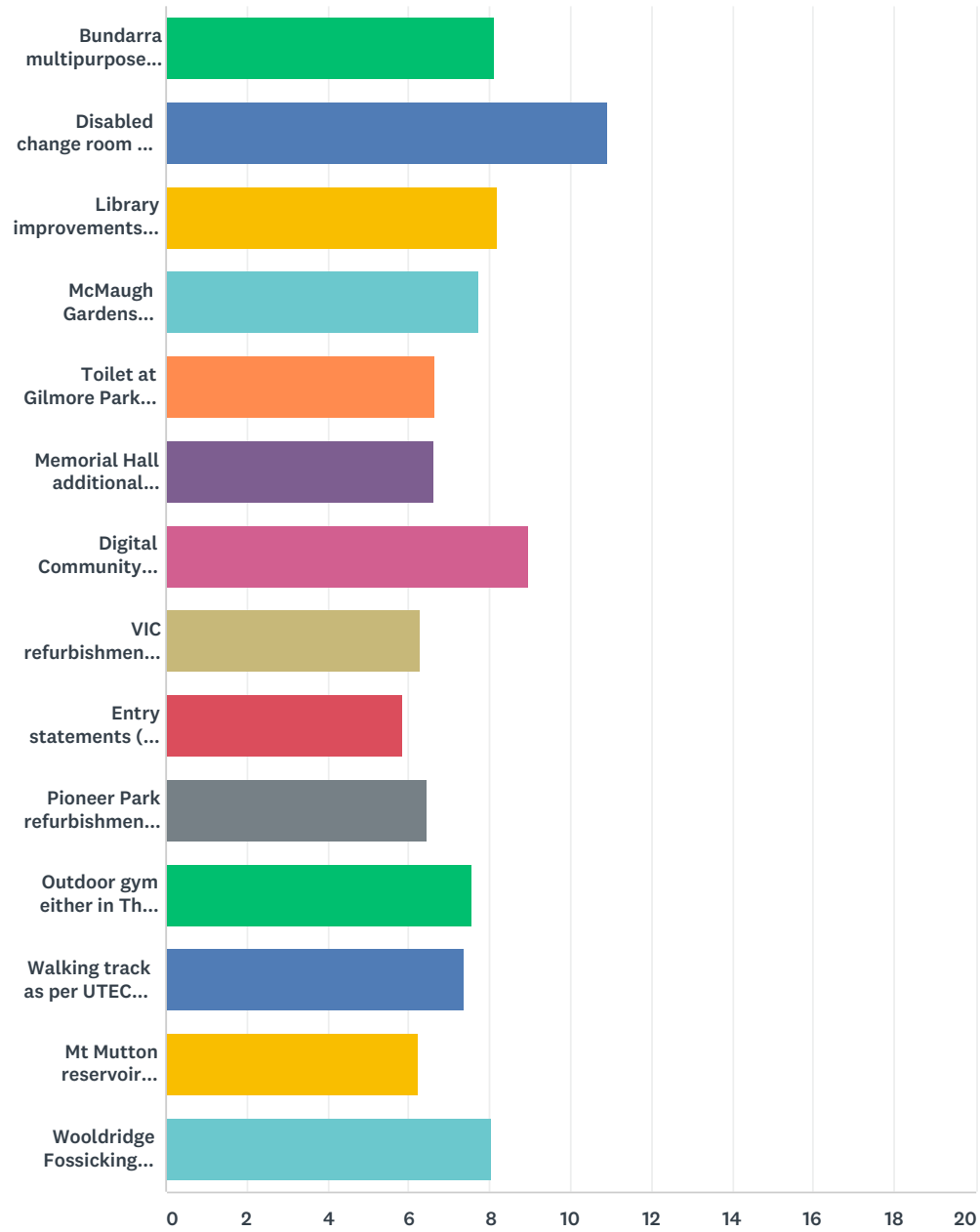
Answered: 1 Skipped: 187



ANSWER CHOICES	RESPONSES
I consent to being contacted to participate in future surveys	100.00% 1
Total Respondents: 1	

Q5 Please rank the projects from 1 to 14. The dollar amounts for each project are the preliminary estimates for that project.

Answered: 178 Skipped: 10



COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Attachment 1

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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	TOTAL	SCORE

Stronger Country Communities Fund - Round 3 - School Survey

SurveyMonkey

Bundarra multipurpose courts - \$265,000This project will provide for the resurfacing and line marking of the tennis courts in Souter Street to allow for tennis, basketball and netball courts.	16.85% 30	7.30% 13	7.30% 13	4.49% 8	8.99% 16	5.62% 10	5.06% 9	4.49% 8	6.74% 12	2.81% 5	7.87% 14	7.87% 14	6.18% 11	8.43% 15	178	8.11
Disabled change room at the swimming pool - \$190,000This project will provide for disabled and family change rooms at the Uralla pool in Wood Street Uralla through either modifications to the existing facilities or construction of a new facility.	27.53% 49	23.03% 41	9.55% 17	6.18% 11	6.18% 11	6.18% 11	5.06% 9	0.56% 1	4.49% 8	3.37% 6	1.12% 2	2.25% 4	2.81% 5	1.69% 3	178	10.92
Library improvements - Uralla and Bundarra - including building works and equipment (High Technology Hub) and study spaces - \$200,000	5.62% 10	10.11% 18	15.73% 28	7.87% 14	3.93% 7	5.62% 10	7.30% 13	11.24% 20	3.93% 7	5.62% 10	5.62% 10	5.62% 10	5.06% 9	6.74% 12	178	8.20

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Attachment 1

McMaugh Gardens improvements including generator, insulation improvements and provision for shortfall (if required) for ensuite upgrade project - \$100,000	5.06% 9	9.55% 17	5.62% 10	14.61% 26	7.30% 13	6.74% 12	8.43% 15	3.93% 7	4.49% 8	4.49% 8	7.87% 14	6.74% 12	7.87% 14	7.30% 13	178	7.76
Toilet at Gilmore Park - \$50,000This project will provide for a Unisex toilet at Gilmore Park at 86 Queen Street, Uralla.	0.56% 1	5.62% 10	2.81% 5	7.87% 14	11.80% 21	6.18% 11	5.62% 10	9.55% 17	6.18% 11	10.11% 18	12.36% 22	7.30% 13	5.62% 10	8.43% 15	178	6.65
Memorial Hall additional works including painting and windows - \$125,000In addition to the refurbishment works to the main hall and entrance flooring, this project will provide for patching and painting of selected internal walls, replacement of cracked ceiling panels in the main hall, replacement of carpet in the Gostwyck Room and replacement of the glass to 22 windows.	0.56% 1	0.00% 0	3.37% 6	10.67% 19	8.99% 16	14.61% 26	5.62% 10	7.87% 14	10.67% 19	8.43% 15	6.18% 11	7.30% 13	7.30% 13	8.43% 15	178	6.63

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

265

Attachment 1

Digital Community including visual electronic displays and Free WiFi in the Uralla CBD - \$50,000	16.29%	8.99%	10.11%	6.74%	8.43%	5.06%	12.36%	5.06%	4.49%	3.37%	3.93%	6.18%	3.93%	5.06%	178	8.96
	29	16	18	12	15	9	22	9	8	6	7	11	7	9		

VIC refurbishment and provision for pop-up shops - \$100,00 (with co-contribution from Council of \$170,000)This project will realise Option 1 of the PROPOSED ALTERATIONS & ADDITIONS TO URALLA VISITOR INFORMATION CENTRE (VIC) AT BRIDGE STREET URALLA REPORT as prepared for Council by consultants in August 2018. The proposed works will provide for:a. Tower structureb. 'Flexible Space' option for an internal plan providing for pop up displaysc. Upgrade of Kitchen to include new coved vinyl floor and new dishwasher and exhaust hood over the stoveThe report is available on the Council's website in the public notices section.	0.56%	0.00%	3.93%	7.30%	7.30%	8.99%	11.24%	10.11%	6.74%	10.67%	6.74%	9.55%	10.11%	6.74%	178	6.26
	1	0	7	13	13	16	20	18	12	19	12	17	18	12		

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Attachment 1

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Entry statements (3) - Uralla - \$50,000 This project will provide funding for entrance statements to Uralla the southern entrance on the New England Highway and the eastern and western entrances on Thunderbolts Way. An entrance statement is already in place on the New England Highway's Northern entrance at the Wood Street intersection.	1.12%	2.25%	3.93%	2.81%	3.37%	7.30%	8.43%	7.30%	14.61%	8.99%	14.04%	8.99%	10.11%	6.74%	178	5.84
Pioneer Park refurbishment - \$50,000 Provides funding for sheltered picnic tables, BBQ and public information.	0.56%	3.93%	6.18%	7.30%	4.49%	5.62%	9.55%	8.43%	8.99%	11.80%	8.43%	10.11%	8.99%	5.62%	178	6.45
Outdoor gym either in The Glen or Pioneer Park - \$85,000	4.49%	8.99%	7.87%	8.99%	3.93%	7.30%	8.99%	8.43%	5.62%	7.30%	10.11%	5.06%	7.87%	5.06%	178	7.56
Walking track as per UTEC recommendations connecting Porter Park to Alma Park and The Glen along the creek - \$250,000	4.49%	7.30%	10.67%	7.30%	9.55%	4.49%	5.06%	5.62%	7.30%	8.43%	3.93%	11.80%	4.49%	9.55%	178	7.38

Attachment 1

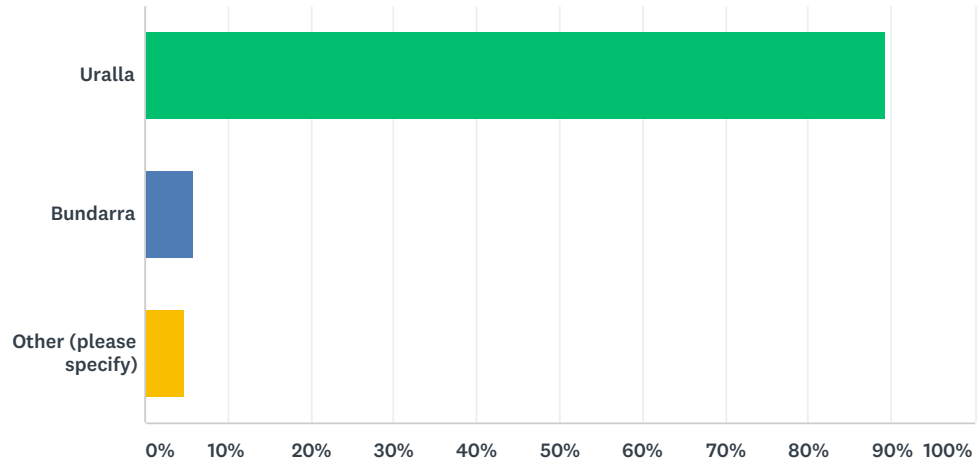
Mt Mutton reservoir murals - \$50,000 This project involves the removal of graffiti and painting of the reservoirs at Mt Mutton with iconic historical murals.	2.25% 4	5.06% 9	7.87% 14	2.81% 5	5.62% 10	7.87% 14	1.69% 3	10.67% 19	8.43% 15	11.80% 21	6.18% 11	5.62% 10	11.80% 21	12.36% 22	178	6.25
Wooldridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables etc. - \$65,000	14.04% 25	7.87% 14	5.06% 9	5.06% 9	10.11% 18	8.43% 15	5.62% 10	6.74% 12	7.30% 13	2.81% 5	5.62% 10	5.62% 10	7.87% 14	7.87% 14	178	8.05

Q1 Name

Answered: 103 Skipped: 0

Q2 Town

Answered: 103 Skipped: 0



ANSWER CHOICES	RESPONSES	
Uralla	89.32%	92
Bundarra	5.83%	6
Other (please specify)	4.85%	5
TOTAL		103

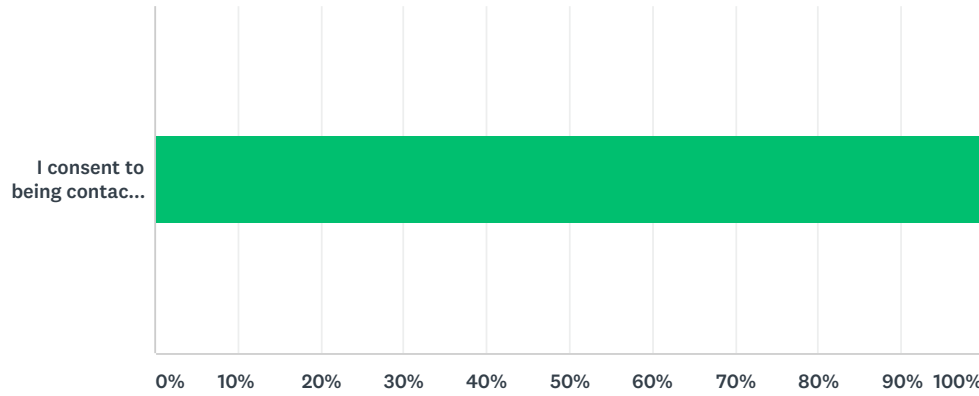
Q3 Your email and/or phone number

Answered: 103 Skipped: 0

ANSWER CHOICES	RESPONSES	
Email	90.29%	93
Phone Number	66.02%	68

Q4 Please indicate if you wish to take part in future surveys

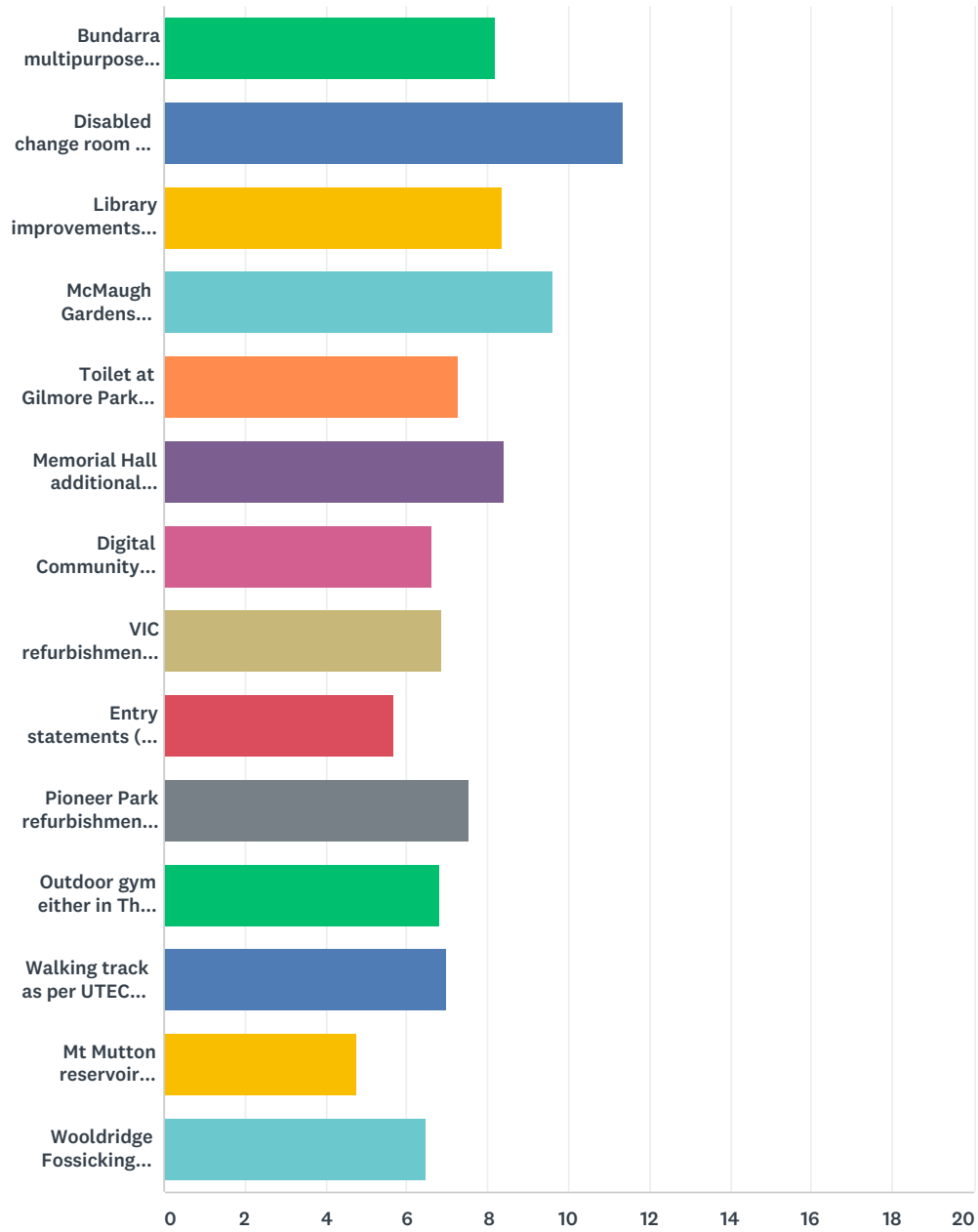
Answered: 69 Skipped: 34



ANSWER CHOICES	RESPONSES
I consent to being contacted to participate in future surveys	100.00% 69
Total Respondents: 69	

Q5 Please rank the projects from 1 to 14. The dollar amounts for each project are the preliminary estimates for that project.

Answered: 77 Skipped: 26



COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Attachment 2

275

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	TOTAL	SCORE

Stronger Country Communities Fund - Round 3 - Community Survey

SurveyMonkey

Bundarra multipurpose courts - \$265,000 This project will provide for the resurfacing and line marking of the tennis courts in Souter Street to allow for tennis, basketball and netball courts.	11.69% 9	12.99% 10	5.19% 4	6.49% 5	3.90% 3	5.19% 4	10.39% 8	12.99% 10	3.90% 3	2.60% 2	7.79% 6	3.90% 3	2.60% 2	10.39% 8	77	8.21
Disabled change room at the swimming pool - \$190,000 This project will provide for disabled and family change rooms at the Uralla pool in Wood Street Uralla through either modifications to the existing facilities or construction of a new facility.	29.87% 23	29.87% 23	9.09% 7	2.60% 2	5.19% 4	3.90% 3	5.19% 4	0.00% 0	3.90% 3	2.60% 2	3.90% 3	1.30% 1	2.60% 2	0.00% 0	77	11.34
Library improvements - Uralla and Bundarra - including building works and equipment (High Technology Hub) and study spaces - \$200,000	6.49% 5	10.39% 8	12.99% 10	9.09% 7	6.49% 5	6.49% 5	7.79% 6	5.19% 4	6.49% 5	9.09% 7	3.90% 3	3.90% 3	10.39% 8	1.30% 1	77	8.38

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Attachment 2

McMaugh Gardens improvements including generator, insulation improvements and provision for shortfall (if required) for ensuite upgrade project - \$100,000	19.48% 15	7.79% 6	15.58% 12	12.99% 10	6.49% 5	3.90% 3	3.90% 3	6.49% 5	2.60% 2	5.19% 4	2.60% 2	7.79% 6	1.30% 1	3.90% 3	77	9.62
Toilet at Gilmore Park - \$50,000This project will provide for a Unisex toilet at Gilmore Park at 86 Queen Street, Uralla.	6.49% 5	2.60% 2	3.90% 3	9.09% 7	16.88% 13	6.49% 5	5.19% 4	5.19% 4	9.09% 7	5.19% 4	10.39% 8	5.19% 4	1.30% 1	12.99% 10	77	7.30
Memorial Hall additional works including painting and windows - \$125,000In addition to the refurbishment works to the main hall and entrance flooring, this project will provide for patching and painting of selected internal walls, replacement of cracked ceiling panels in the main hall, replacement of carpet in the Gostwyck Room and replacement of the glass to 22 windows.	2.60% 2	9.09% 7	5.19% 4	10.39% 8	15.58% 12	18.18% 14	6.49% 5	5.19% 4	3.90% 3	5.19% 4	5.19% 4	6.49% 5	5.19% 4	1.30% 1	77	8.40

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

277

Attachment 2

Digital Community including visual electronic displays and Free WiFi in the Uralla CBD - \$50,000	5.19%	3.90%	0.00%	6.49%	3.90%	10.39%	16.88%	7.79%	6.49%	7.79%	5.19%	5.19%	9.09%	11.69%	77	6.61
	4	3	0	5	3	8	13	6	5	6	4	4	7	9		

VIC refurbishment and provision for pop-up shops - \$100,00 (with co-contribution from Council of \$170,000)This project will realise Option 1 of the PROPOSED ALTERATIONS & ADDITIONS TO URALLA VISITOR INFORMATION CENTRE (VIC) AT BRIDGE STREET URALLA REPORT as prepared for Council by consultants in August 2018. The proposed works will provide for:a. Tower structureb. 'Flexible Space' option for an internal plan providing for pop up displaysc. Upgrade of Kitchen to include new coved vinyl floor and new dishwasher and exhaust hood over the stoveThe report is available on the Council's website in the public notices section.	1.30%	3.90%	9.09%	6.49%	1.30%	5.19%	10.39%	23.38%	6.49%	5.19%	3.90%	9.09%	9.09%	5.19%	77	6.87
	1	3	7	5	1	4	8	18	5	4	3	7	7	4		

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Attachment 2

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

280

Entry statements (3) - Uralla - \$50,000 This project will provide funding for entrance statements to Uralla the southern entrance on the New England Highway and the eastern and western entrances on Thunderbolts Way. An entrance statement is already in place on the New England Highway's Northern entrance at the Wood Street intersection.	2.60% 2	0.00% 0	5.19% 4	2.60% 2	5.19% 4	6.49% 5	3.90% 3	5.19% 4	22.08% 17	6.49% 5	12.99% 10	6.49% 5	9.09% 7	11.69% 9	77	5.71
Pioneer Park refurbishment - \$50,000 Provides funding for sheltered picnic tables, BBQ and public information.	2.60% 2	1.30% 1	6.49% 5	9.09% 7	9.09% 7	10.39% 8	9.09% 7	7.79% 6	12.99% 10	19.48% 15	3.90% 3	5.19% 4	1.30% 1	1.30% 1	77	7.53
Outdoor gym either in The Glen or Pioneer Park - \$85,000	2.60% 2	10.39% 8	5.19% 4	6.49% 5	5.19% 4	6.49% 5	6.49% 5	2.60% 2	5.19% 4	7.79% 6	20.78% 16	5.19% 4	10.39% 8	5.19% 4	77	6.81
Walking track as per UTEC recommendations connecting Porter Park to Alma Park and The Glen along the creek - \$250,000	3.90% 3	2.60% 2	14.29% 11	3.90% 3	11.69% 9	1.30% 1	6.49% 5	5.19% 4	6.49% 5	3.90% 3	7.79% 6	25.97% 20	3.90% 3	2.60% 2	77	6.97

Attachment 2

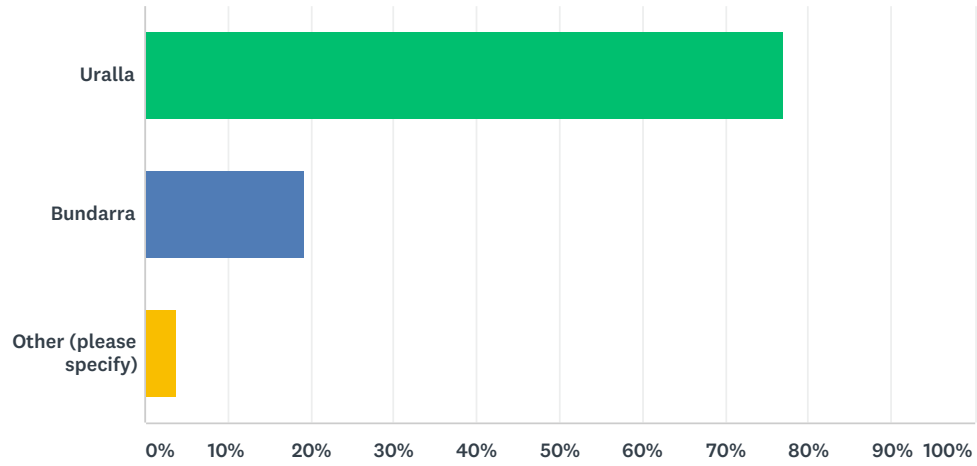
Mt Mutton reservoir murals - \$50,000 This project involves the removal of graffiti and painting of the reservoirs at Mt Mutton with iconic historical murals.	1.30% 1	1.30% 1	1.30% 1	6.49% 5	6.49% 5	2.60% 2	3.90% 3	7.79% 6	2.60% 2	6.49% 5	5.19% 4	12.99% 10	29.87% 23	11.69% 9	77	4.75
Wooldridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables etc. - \$65,000	3.90% 3	3.90% 3	6.49% 5	7.79% 6	2.60% 2	12.99% 10	3.90% 3	5.19% 4	7.79% 6	12.99% 10	6.49% 5	1.30% 1	3.90% 3	20.78% 16	77	6.49

Q1 Name

Answered: 26 Skipped: 0

Q2 Town

Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES
Uralla	76.92% 20
Bundarra	19.23% 5
Other (please specify)	3.85% 1
TOTAL	26

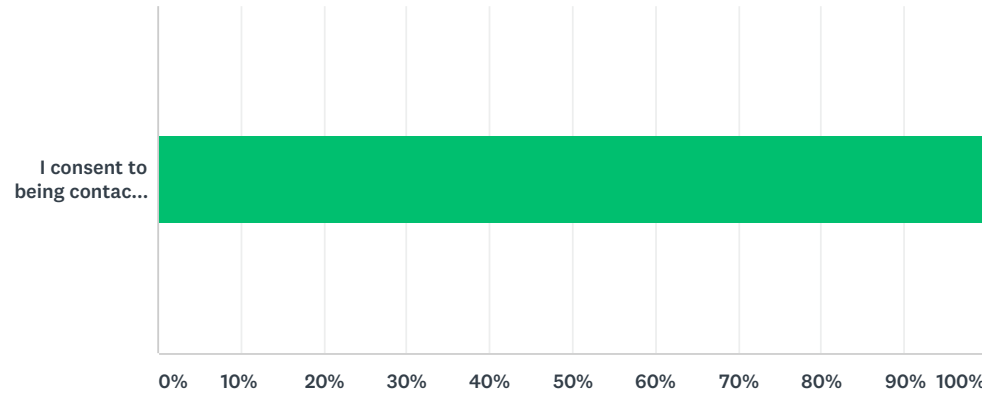
Q3 Your email and/or phone number

Answered: 26 Skipped: 0

ANSWER CHOICES	RESPONSES	
Email	92.31%	24
Phone Number	69.23%	18

Q4 Please indicate if you wish to take part in future surveys

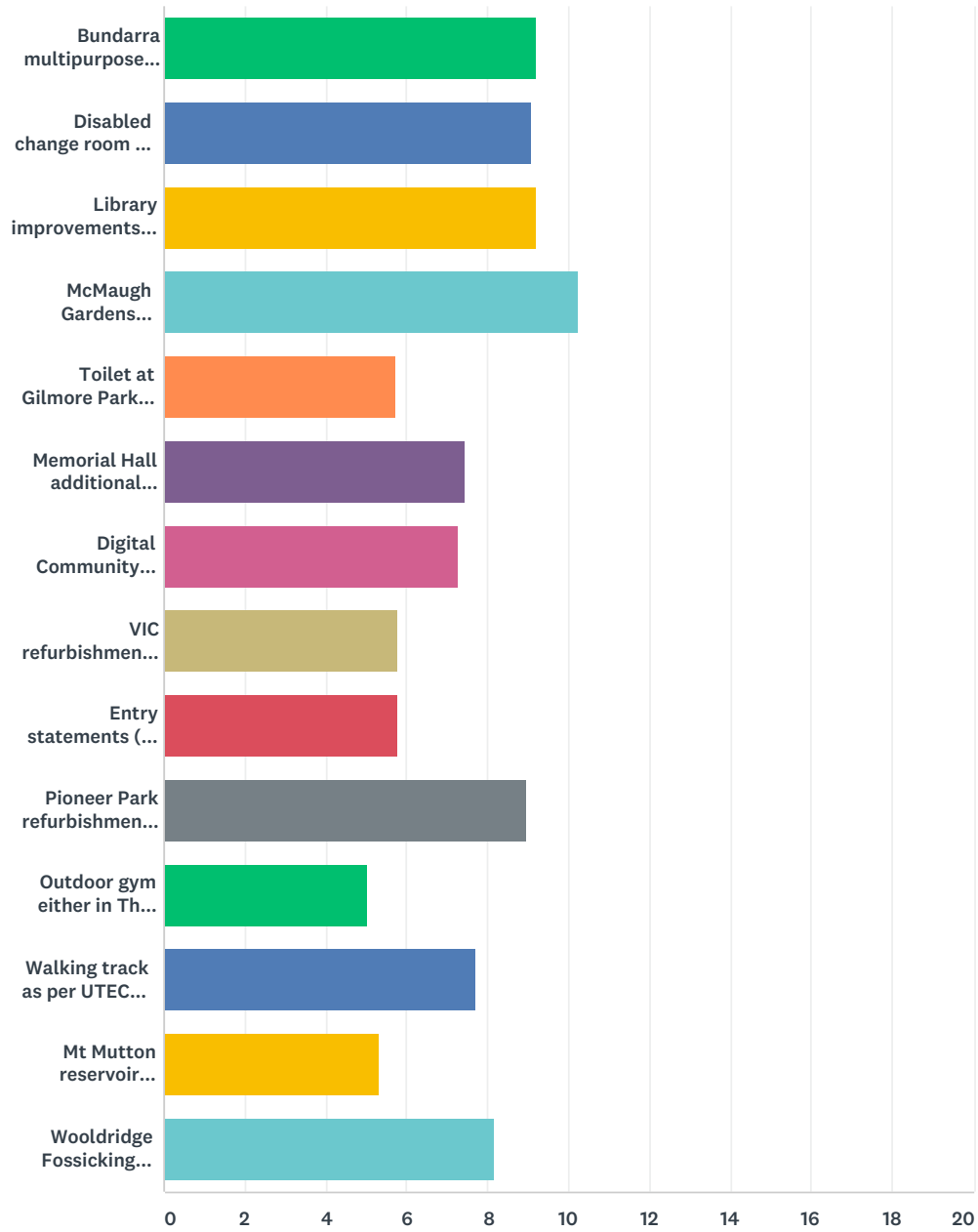
Answered: 15 Skipped: 11



ANSWER CHOICES	RESPONSES
I consent to being contacted to participate in future surveys	100.00% 15
Total Respondents: 15	

Q5 Please rank the projects from 1 to 14. The dollar amounts for each project are the preliminary estimates for that project.

Answered: 23 Skipped: 3



COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Attachment 3

287

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	TOTAL	SCORE

Stronger Country Communities Fund - Round 3 - Community Survey - Password Protected

SurveyMonkey

Bundarra multipurpose courts - \$265,000 This project will provide for the resurfacing and line marking of the tennis courts in Souter Street to allow for tennis, basketball and netball courts.	21.74% 5	17.39% 4	0.00% 0	8.70% 2	4.35% 1	4.35% 1	13.04% 3	0.00% 0	8.70% 2	0.00% 0	4.35% 1	8.70% 2	4.35% 1	4.35% 1	23	9.22
Disabled change room at the swimming pool - \$190,000 This project will provide for disabled and family change rooms at the Uralla pool in Wood Street Uralla through either modifications to the existing facilities or construction of a new facility.	8.70% 2	13.04% 3	13.04% 3	8.70% 2	4.35% 1	8.70% 2	8.70% 2	13.04% 3	4.35% 1	0.00% 0	8.70% 2	4.35% 1	4.35% 1	0.00% 0	23	9.09
Library improvements - Uralla and Bundarra - including building works and equipment (High Technology Hub) and study spaces - \$200,000	4.35% 1	21.74% 5	21.74% 5	8.70% 2	0.00% 0	8.70% 2	4.35% 1	0.00% 0	0.00% 0	13.04% 3	4.35% 1	4.35% 1	4.35% 1	4.35% 1	23	9.22

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Attachment 3

McMaugh Gardens improvements including generator, insulation improvements and provision for shortfall (if required) for ensuite upgrade project - \$100,000	30.43% 7	4.35% 1	8.70% 2	17.39% 4	8.70% 2	0.00% 0	0.00% 0	8.70% 2	8.70% 2	4.35% 1	4.35% 1	0.00% 0	4.35% 1	0.00% 0	23	10.26
Toilet at Gilmore Park - \$50,000This project will provide for a Unisex toilet at Gilmore Park at 86 Queen Street, Uralla.	0.00% 0	4.35% 1	0.00% 0	13.04% 3	4.35% 1	4.35% 1	8.70% 2	4.35% 1	13.04% 3	4.35% 1	4.35% 1	8.70% 2	17.39% 4	13.04% 3	23	5.74
Memorial Hall additional works including painting and windows - \$125,000In addition to the refurbishment works to the main hall and entrance flooring, this project will provide for patching and painting of selected internal walls, replacement of cracked ceiling panels in the main hall, replacement of carpet in the Gostwyck Room and replacement of the glass to 22 windows.	4.35% 1	8.70% 2	4.35% 1	8.70% 2	13.04% 3	0.00% 0	13.04% 3	8.70% 2	0.00% 0	8.70% 2	8.70% 2	8.70% 2	8.70% 2	4.35% 1	23	7.43

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

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Attachment 3

Digital Community including visual electronic displays and Free WiFi in the Uralla CBD - \$50,000	8.70%	0.00%	13.04%	4.35%	8.70%	8.70%	8.70%	8.70%	4.35%	0.00%	4.35%	8.70%	17.39%	4.35%	23	7.30
	2	0	3	1	2	2	2	2	1	0	1	2	4	1		

VIC refurbishment and provision for pop-up shops - \$100,00 (with co-contribution from Council of \$170,000)This project will realise Option 1 of the PROPOSED ALTERATIONS & ADDITIONS TO URALLA VISITOR INFORMATION CENTRE (VIC) AT BRIDGE STREET URALLA REPORT as prepared for Council by consultants in August 2018. The proposed works will provide for:a. Tower structureb. 'Flexible Space' option for an internal plan providing for pop up displaysc. Upgrade of Kitchen to include new coved vinyl floor and new dishwasher and exhaust hood over the stoveThe report is available on the Council's website in the public notices section.	0.00%	4.35%	4.35%	0.00%	8.70%	8.70%	8.70%	4.35%	8.70%	13.04%	8.70%	8.70%	4.35%	17.39%	23	5.78
	0	1	1	0	2	2	2	1	2	3	2	2	1	4		

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Attachment 3

COUNCIL BUSINESS PAPER - 24 SEPTEMBER 2019

Entry statements (3) - Uralla - \$50,000 This project will provide funding for entrance statements to Uralla the southern entrance on the New England Highway and the eastern and western entrances on Thunderbolts Way. An entrance statement is already in place on the New England Highway's Northern entrance at the Wood Street intersection.	4.35%	4.35%	4.35%	4.35%	0.00%	0.00%	8.70%	13.04%	17.39%	4.35%	0.00%	13.04%	8.70%	17.39%	23	5.78
Pioneer Park refurbishment - \$50,000 Provides funding for sheltered picnic tables, BBQ and public information.	4.35%	4.35%	4.35%	8.70%	21.74%	30.43%	0.00%	8.70%	8.70%	0.00%	4.35%	0.00%	4.35%	0.00%	23	8.96
Outdoor gym either in The Glen or Pioneer Park - \$85,000	0.00%	0.00%	8.70%	0.00%	4.35%	0.00%	8.70%	4.35%	8.70%	21.74%	8.70%	13.04%	0.00%	21.74%	23	5.04
Walking track as per UTEC recommendations connecting Porter Park to Alma Park and The Glen along the creek - \$250,000	13.04%	4.35%	4.35%	4.35%	8.70%	0.00%	8.70%	17.39%	8.70%	4.35%	13.04%	4.35%	4.35%	4.35%	23	7.70

Attachment 3

292

Mt Mutton reservoir murals - \$50,000 This project involves the removal of graffiti and painting of the reservoirs at Mt Mutton with iconic historical murals.	0.00% 0	4.35% 1	4.35% 1	4.35% 1	0.00% 0	13.04% 3	0.00% 0	0.00% 0	4.35% 1	17.39% 4	21.74% 5	4.35% 1	17.39% 4	8.70% 2	23	5.30
Wooldridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables etc. - \$65,000	0.00% 0	8.70% 2	8.70% 2	8.70% 2	13.04% 3	13.04% 3	8.70% 2	8.70% 2	4.35% 1	8.70% 2	4.35% 1	13.04% 3	0.00% 0	0.00% 0	23	8.17

12. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

There are no Motions on Notice or Questions with Notice.

13. CONFIDENTIAL MATTERS

14. COMMUNICATION OF COUNCIL DECISIONS

15. CONCLUSION OF THE MEETING

END OF BUSINESS PAPER