



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

25 August 2020

Kate Jessep
GENERAL MANAGER





- BUSINESS AGENDA -
Ordinary Meeting of Council
25 August 2020 at 12:30pm

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

To be tabled at the Meeting.

7. **CONFIRMATION OF MINUTES**

Minutes to be confirmed at the 25 August 2020 Meeting of Council:

- Ordinary Meeting of Council held 25 July 2020 (copy enclosed)

Minutes to be received and noted at the 25 August 2020 Meeting of Council:

- Budget Review and Finance Committee Meeting held 25 July 2020 (copy enclosed)



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
28 July 2020

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:

Ms K Jessep, General Manager
Mr T Seymour, Director Infrastructure & Development
Ms S Glasson, Executive Manager Corporate Services
Mr S Paul, Chief Financial Officer
Ms W Westbrook, Minute Clerk

MINUTES

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 28 July 2020**

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ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, M Dusting, N Ledger, T O'Connor, L Sampson, I Strutt, T Toomey, General Manager (Ms K Jessep), Director Infrastructure and Development (Mr T Seymour), Executive Manager Corporate Services (Ms S Glasson), Chief Financial Officer (Mr S Paul), Coordinator of Communication & Engagement (Ms B White), and Minute Clerk (Ms W Westbrook).

1. OPENING & WELCOME

The Chair declared the meeting opened at 12:30pm.

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT TO COUNTRY

The Chair recited the Uralla Shire Council acknowledgement to Country.

4. WEBCAST INFORMATION

The Chair reminded the meeting that it is being audio recorded with the recording made available on Council's website after the meeting.

5. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

The Chair advised there were no apologies received.

The Chair advised there were no applications for leave of absence received.

6. DISCLOSURES & DECLARATION OF INTERESTS

The Chair advised there were no disclosures or declarations made in relation to the 28 July 2020 meeting.

7. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 28 July 2020 Meeting:

- Minutes of Ordinary Meeting held 23 June 2020 (to be confirmed)
- Minutes of Extraordinary Meeting held 30 June 2020 (to be confirmed)

MOTION (Moved: Cr T O'Connor; Seconded: Cr R Crouch)

That:

Council adopt the minutes with the following changes:

1. **Add to item 8: details of the petition: *The Chair tabled a petition received 23 June 2020 "petition that the proposed Foodworks development (85/2019) has not adequately addressed community concerns around heritage impact, the streetscape, transport and the environment " submitted by Ms Michelle Wade containing 32 signatures.***
2. **Add to item 15, under report 1 before the procedural motion 08.06/20, that: *Council heard presentations from Antony Deakin, Michelle Wade, Louis Van Ekert, Sylvanna Ter Meuren, Jim Sinclair and Peter Hay***

as a true and accurate record of the Ordinary Meeting held 23 June 2020.

01.07/20 CARRIED UNANIMOUSLY

MOTION (Moved: Cr T O'Connor; Seconded: Cr I Strutt)

That:

Council adopt the Minutes, as a true and correct record of the Extraordinary Meeting held 30 June 2020.

02.07/20 CARRIED UNANIMOUSLY

Minutes to be received and noted at the 28 July 2020 Meeting:

- New England Joint Organisation (NEJO) Meeting held 06 April 2020

MOTION (Moved: Cr M Dusting; Seconded: Cr N Ledger)

That:

Council receive and note the Minutes of the New England Joint Organisation meeting held 6 April 2020.

03.07/20 CARRIED UNANIMOUSLY

8. TABLING OF PETITIONS

The Chair tabled a petition received 16 July 2020 "Petition to approve Development Application 85/2019 100 Bridge St Uralla" submitted by Mr Peter Hayes containing 639 signatures.

9. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS

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

10. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)

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

| COUNCILLOR NAME: | | Mark Dusting |
|-----------------------|---|--------------|
| COUNCIL MEETING DATE: | | 28 July 2020 |
| DATE | COMMITTEE/MEETING/EVENT | LOCATION |
| 30/06/20 | Extraordinary Meeting of Council | Uralla |
| 30/06/20 | New England Weeds Authority Admin | Armidale |
| 14/07/20 | Councillor strategic planning workshop – Local Strategic Planning Statement – Uralla Township and Environs Committee (UTEC) – NSW Road Classification Review – Capital Works Program, Roads | Uralla |
| 23/07/20 | New England Weeds Authority Admin | Armidale |
| 28/07/20 | Ordinary Meeting of Council | Uralla |

| COUNCILLOR NAME: | | Robert Crouch |
|-----------------------|---|---------------|
| COUNCIL MEETING DATE: | | 28 July 2020 |
| DATE | COMMITTEE/MEETING/EVENT | LOCATION |
| 30/06/20 | Extraordinary Meeting of Council | Uralla |
| 10/07/20 | Introductory meeting with General Manager | Uralla |
| 14/07/20 | Councillor strategic planning workshop – Local Strategic Planning Statement – Uralla Township and Environs Committee (UTEC) – NSW Road Classification Review – Capital Works Program, Roads | Uralla |
| 23/07/20 | Woodville Reserve meeting | Uralla |
| 23/07/20 | Audit, Risk and Improvement Committee training course | Uralla |
| 28/07/20 | Ordinary Meeting of Council | Uralla |

| COUNCILLOR NAME: | | Levi Sampson |
|-----------------------|---|--------------|
| COUNCIL MEETING DATE: | | 28 July 2020 |
| DATE | COMMITTEE/MEETING/EVENT | LOCATION |
| 30/06/20 | Extraordinary Council Meeting | Uralla |
| 14/07/20 | Councillor strategic planning workshop – Local Strategic Planning Statement – Uralla Township and Environs Committee (UTEC) – NSW Road Classification Review – Capital Works Program, Roads | Uralla |
| 28/07/20 | Ordinary Meeting of Council | Uralla |

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|------------------------------|---|-----------------|
| COUNCILLOR NAME: | Natasha Ledger | |
| COUNCIL MEETING DATE: | 28 July 2020 | |
| DATE | COMMITTEE/MEETING/EVENT | LOCATION |
| 30/06/20 | Extraordinary Council Meeting | Uralla |
| 14/07/20 | Councillor strategic planning workshop – Local Strategic Planning Statement – Uralla Township and Environs Committee (Utec) – NSW Road Classification Review – Capital Works Program, Roads | Uralla |
| 28/07/20 | Ordinary Meeting of Council | Uralla |

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| COUNCILLOR NAME: | Tara Toomey | |
| COUNCIL MEETING DATE: | 28 July 2020 | |
| DATE | COMMITTEE/MEETING/EVENT | LOCATION |
| 30/06/20 | Extraordinary Council Meeting | Uralla |
| 14/07/20 | Councillor strategic planning workshop – Local Strategic Planning Statement – Uralla Township and Environs Committee (Utec) – NSW Road Classification Review – Capital Works Program, Roads | Uralla |
| 23/07/20 | Audit, Risk and Improvement Committee training course | Uralla |
| 28/07/20 | Ordinary Meeting of Council | Uralla |
| Nil claims lodged under the Councillor Expenses and Facilities Policy to Council from September 2016 | | |

| | | |
|------------------------------|--------------------------------|-----------------|
| COUNCILLOR NAME: | Robert Bell | |
| COUNCIL MEETING DATE: | 28 July 2020 | |
| DATE | COMMITTEE/MEETING/EVENT | LOCATION |
| 30/06/20 | Extraordinary Council Meeting | Uralla |
| 28/07/20 | Ordinary Meeting of Council | Uralla |

| | | |
|------------------------------|---|-----------------|
| COUNCILLOR NAME: | Tom O'Connor | |
| COUNCIL MEETING DATE: | 28 July 2020 | |
| DATE | COMMITTEE/MEETING/EVENT | LOCATION |
| 30/06/20 | Extraordinary Council Meeting | Uralla |
| 14/07/20 | Councillor strategic planning workshop – Local Strategic Planning Statement – Uralla Township and Environs Committee (Utec) – NSW Road Classification Review – Capital Works Program, Roads | Uralla |
| 22/07/20 | Councillor one on one meeting with new General Manager | Uralla |
| 22/07/20 | Background Briefing of Z-Net by Cr. Crouch and O'Connor for the General Manager and Director Infrastructure and Development. | Uralla |
| 28/07/20 | Ordinary Meeting of Council | Uralla |

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|------------------------------|---|-----------------|
| COUNCILLOR NAME: | Isabel Strutt | |
| COUNCIL MEETING DATE: | 28 July 2020 | |
| DATE | COMMITTEE/MEETING/EVENT | LOCATION |
| 30/06/20 | Extraordinary Council Meeting | Uralla |
| 14/07/20 | Councillor Strategic planning workshop – Local Strategic Planning Statement – Uralla Township and Environs Committee (UTEC) – NSW Road Classification Review – Capital Works Program, Roads | Uralla |
| 28/07/20 | Ordinary Meeting of Council | Uralla |

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|------------------------------|---|-----------------|
| COUNCILLOR NAME: | Michael Pearce | |
| COUNCIL MEETING DATE: | 28 July 2020 | |
| DATE | COMMITTEE/MEETING/EVENT | LOCATION |
| 24/06/20 | Mayor's Office – Admin - 2AD interview | Uralla |
| 25/06/20 | Mayor's Office - Admin | Uralla |
| 29/06/20 | New England Joint Organisation Board meeting | Tenterfield |
| 30/06/20 | Extraordinary meeting of Council | Uralla |
| 30/06/20 | Councillor strategic Planning Workshop – Local Strategic Planning Statement – Uralla Township and Environs Committee (UTEC) – NSW Road Classification Review – Capital Works Program, Roads | Uralla |
| 01/07/20 | Mayor's Office – Admin | Uralla |
| 02/07/20 | Mayor's Office – Admin | Uralla |
| 06/07/20 | Mayor's Office –Admin Welcome General Manager - Kate Jessep. | Uralla |
| 07/07/20 | Mayor's Office – Admin | Uralla |
| 08/07/20 | Mayor's Office – Admin - 2AD interview | Uralla |
| 09/07/20 | Mayor's Office – Admin, Meeting with Barnaby Joyce and USC General Manager. | Uralla |
| 10/07/20 | Mayor's Office – Admin. Meet/greet Adam Marshall and Environment Minister, Matt Kean with USC General Manager. | Uralla |
| 13/07/20 | Mayor's Office – Admin | Uralla |
| 14/07/20 | Mayor's Office – Admin. Councillor Workshop. | Uralla |
| 15/07/20 | Mayor's Office - Admin | Uralla |
| 16/07/20 | Mayor's Office – Admin | Uralla |
| 20/07/20 | Mayor's Office - Admin | Uralla |
| 21/07/20 | Mayor's Office - Admin | Uralla |
| 22/07/20 | Mayor's Office – Admin. 2AD interview | Uralla |
| 23/07/20 | Mayor's Office - Admin | Uralla |
| 27/07/20 | Mayor's Office - Admin | Uralla |
| 28/07/20 | Mayor's Office – Admin. July Council meeting | Uralla. |
| 28/07/20 | Ordinary Meeting of Council | Uralla |

11. WRITTEN REPORTS FROM DELEGATES (Reports to Council)

The Chair advised there were no written reports from delegates.

12. ITEMS PASSED IN BULK

The Chair advised there were no items passed in bulk.

13. MAYORAL MINUTE

Passing of Previous Council Employee

MOTION (Moved: Cr M Pearce; Seconded: Cr R Bell)

That Council:

- 1. Acknowledges the contribution Mr Wagner made to Uralla Shire Council.**
- 2. Observes a minute's silence in memory of Mr Wagner.**

04.07/20 CARRIED

Cr R Bell left the meeting at the 12.50pm

Cr R Bell returned to the meeting at 12.51pm

Cr T Toomey left the meeting at the 12.51pm

Cr T Toomey returned to the meeting at 12.52pm

14. REPORTS OF COMMITTEES

There were no Reports of Committees to the 28 July Meeting.

15. REPORTS TO COUNCIL (Scheduled Reports)

REPORT 1 - Adoption of Draft Delivery Program 2017-2022 and Operational Plan
2020-2021

PROCEDURAL MOTION (Moved: Cr R Crouch; Seconded: Cr T Toomey)

To move to Committee of the Whole

05.07/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Moved: Cr R Crouch; Seconded: Cr M Dusting)

To resume Standing Orders

06.07/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Moved: Cr T O'Connor; Seconded: Cr I Strutt)

- 1. That in accordance with Sections 533, 534, 535 and 536 of the NSW Local Government Act 1993, Council make and levy the rates and annual charges for 2020-21 as set out below:**
 - a) That in relation to Ordinary Rates, Council apply the 2.60% rate increase as determined by the Independent Pricing and Regulatory Tribunal;**

- b) That pursuant to Section 494 of the *NSW Local Government Act 1993*, Council make and levy the following Ordinary Rates for the year 1 July 2020 to 30 June 2021:

| Category & Sub-Category | Base Amount \$ | Base Amount % | Ad-Valorem Rate in the \$ |
|-------------------------|----------------|---------------|---------------------------|
| Farmland | \$300.00 | 7.69% | 0.3133 |
| Residential – Ordinary | \$300.00 | 49.99% | 0.3133 |
| Residential – Rural | \$300.00 | 34.57% | 0.3133 |
| Business | \$300.00 | 45.43% | 0.3133 |
| Mining | \$300.00 | 0.00% | 0.3133 |

- c) That in relation to water supply charges and pursuant to Sections 501 and 502 of the *NSW Local Government Act 1993*, Council make and levy the following charges on all consumers connected to, or capable of being connected to, the Uralla or Bundarra water supply systems for water supply services for the year 1 July 2020 to 30 June 2021:

| Location | Water Supply Access Charges |
|----------------|---|
| Uralla Water | \$359.00 |
| Bundarra Water | \$359.00 |
| | Water Supply Consumption Charges per KL |
| Uralla Water | \$2.60 |
| Bundarra Water | \$2.60 |

- d) That in relation to sewerage service charges pursuant to Sections 501 and 502 of the *NSW Local Government Act 1993*, Council make and levy the following rates and charges on all residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer system for sewerage services for the year 1 July 2020 to 30 June 2021:

| Location | Residential Sewer Access Charges |
|-------------------|----------------------------------|
| Uralla Sewerage | \$632.00 |
| Bundarra Sewerage | Nil |

- e) That in relation to sewerage service charges pursuant to Sections 501 and 502 of the *NSW Local Government Act 1993*, Council make and levy the following rates and charges on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for sewerage services for the year 1 July 2020 to 30 June 2021:

| Location and charge | Non-Residential Sewer Access Charges |
|----------------------------|--------------------------------------|
| Uralla Sewerage – Access | \$441.00 |
| Bundarra Sewerage – Access | Nil |
| | Sewer Usage Charges per KL |
| Uralla Sewerage – Usage | \$1.38 |
| Bundarra Sewerage – Usage | Nil |

- f) That in relation to trade waste charges pursuant to Sections 501 and 502 of the *NSW Local Government Act 1993*, Council make and levy the following rates and charges on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for trade waste services for the year 1 July 2020 to 30 June 2021:

| Location and charge | Trade Waste Annual Charges |
|---------------------|----------------------------|
|---------------------|----------------------------|

| | |
|--|---------|
| Uralla Sewerage – Access | \$81.40 |
| Bundarra Sewerage – Access | Nil |
| Trade Waste Usage Charge per KL | |
| Uralla Sewerage – Usage | \$1.47 |
| Bundarra Sewerage – Usage | Nil |

- g) That in relation to stormwater management services (drainage charges) pursuant to Section 496A of the *NSW Local Government Act 1993*, Council make and levy the following annual charge on all urban residential, business and industrial lots with impervious surfaces for stormwater management services for the year 1 July 2020 to 30 June 2021:

| Charge per Lot | Stormwater Service Management Charge |
|------------------------------------|--------------------------------------|
| Urban residential levy | \$25.00 |
| Urban strata residential levy | \$12.50 |
| Charge per 350m² | |
| Urban Business and industrial | \$25.00 |

- h) That in relation to environmental levy pursuant to Section 501 of the *NSW Local Government Act 1993*, Council make and levy the following annual charge on all rateable properties as an environmental levy for the year 1 July 2020 to 30 June 2021:

| Description | Charge |
|--------------------|----------|
| Environmental Levy | \$313.00 |

- i) That in relation to waste management charges pursuant to Sections 496 of the *NSW Local Government Act 1993*, Council make and levy the following annual charges for the provision of waste management collection services on each parcel of rateable land for which services are available for the year 1 July 2020 to 30 June 2021:

| Waste Charge Description | Residential Charge |
|--------------------------|--------------------|
| Uralla Residential | \$352.00 |
| Bundarra Residential | \$352.00 |
| Invergowrie Residential | \$352.00 |
| Additional Recycling Bin | \$122.00 |

- j) That in relation to waste management charges pursuant to Sections 503(2) of the *NSW Local Government Act 1993*, Council make and levy the following annual charges for the removal of material from non-rateable properties for the year 1 July 2020 to 30 June 2021:

| Waste Charge Description | Non-Rateable Charge |
|--------------------------|---------------------|
| Uralla Non-Rateable | \$352.00 |
| Bundarra Non-Rateable | \$352.00 |
| Additional Recycling Bin | \$122.00 |

- k) That in relation to waste management charges pursuant to Sections 501 of the *NSW Local Government Act 1993*, Council make and levy the following annual charges for the removal of material from non-residential properties for the year 1 July 2020 to 30 June 2021:

| Waste Charge Description | Non Residential Charge |
|---------------------------|------------------------|
| Uralla Commercial – Large | \$263.00 |
| Uralla Commercial – Small | \$203.00 |
| Bundarra Commercial | \$263.00 |

- I) That the interest rate on overdue rates and charges, pursuant to Section 566(3) of the *NSW Local Government Act 1993*, be the maximum rate of interest payable on overdue rates and charges for the 2020-2021 rating year of 0% from 1 July 2020 to 31 December 2020 and 7% from 1 January 2021 to 30 June 2021 as determined by the Office of Local Government.

07.07/20 CARRIED UNANIMOUSLY

MOTION (Moved: Cr T O'Connor; Seconded: Cr I Strutt)

That Council:

1. Approve expenditure and vote funds as detailed in the combined Draft 2017-2022 Delivery Program and 2020-21 Operational Plan, contained at Attachment A, in accordance with Part 9, Division 5, clause 211(2) of the *Local Government (General) Regulation 2005*.
2. Adopt the combined 2017-2022 Delivery Program and 2020-21 Operational Plan, including the 2020-21 Statement of Revenue Policy incorporating the annual budget and fees and charges.

08.07/20 CARRIED UNANIMOUSLY

REPORT 2 – Cash at Bank and Investments

MOTION (Moved: Cr N Ledger; Seconded: Cr L Sampson)

That:

1. Council note the cash position as at 30 June, 2020 consisting of cash and overnight funds of \$ 1,430,762, term deposits of \$13,900,000 totalling \$15,330,762 of readily convertible funds.
2. Council note the loan position as at 30 June, 2020 totalling \$2,188,404.

09.07/20 CARRIED UNANIMOUSLY

REPORT 3 - Remuneration for Councillors and the Mayor 2020-21

PROCEDURAL MOTION (Moved: Cr M Dusting; Seconded: Cr N Ledger)

To move to Committee of the Whole

10.07/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr T Toomey left the meeting at 1.28pm

Cr T Toomey returned to the meeting at 1.29pm

PROCEDURAL MOTION (Moved: Cr M Dusting; Seconded: Cr I Strutt)

To resume Standing Orders

11.07/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Moved: Cr T Toomey; Seconded: Cr N Ledger)

That:

1. The report and determination of the New South Wales Remuneration Tribunal 2020 be noted;
2. Council determine to adopt the nil increase as determined by the tribunal and therefore retain the level of fees payable to Councillors at \$11,400 per annum effective from 1 July 2020 to 30 June 2021;
3. Council determine to adopt the nil increase as determined by the tribunal and retain the additional fee payable to the Mayor at \$20,544 per annum effective 01 July 2020 to 30 June 2021; and
4. Council notes that the fees paid to the Mayor total \$31,944.

12.07/20 CARRIED UNANIMOUSLY

REPORT 4 - Schedule of Actions as at 28 July 2020

PROCEDURAL MOTION (Moved: Cr R Bell; Seconded: Cr T Toomey)

To move to Committee of the Whole

13.07/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Moved: M Dusting; ; Seconded: Cr L Sampson)

To resume Standing Orders

14.07/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Moved: Cr R Bell; Seconded: Cr M Dusting)

That Council receive and note the Schedule of Actions as at 28 July 2020.

15.07/20 CARRIED UNANIMOUSLY

REPORT 5 - Works Progress Report as at 30 June 2020

MOTION (Moved: Cr R Bell; Seconded: Cr I Strutt)

That the report be received and noted for the works completed or progressed during June 2020, and works programmed for July 2020.

16.07/20 CARRIED

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

REPORT 6 - Summary for the New England Weeds Authority Ordinary Meetings in April 2020

MOTION (Moved: Cr M Dusting; Seconded: Cr I Strutt)

That the report be received and noted.

17.07/20 CARRIED UNANIMOUSLY

16. MOTIONS ON NOTICE / QUESTIONS WITH NOTICE

The Chair advised there were no Notices of Motion or Questions with Notice addressed to the 28 July Meeting.

17. CONFIDENTIAL MATTERS

The Chair advised there were no confidential matters to be heard at the 28 July Meeting.

18. COMMUNICATION OF COUNCIL DECISIONS

Nil

CLOSURE OF MEETING

The meeting was closed at 1.47pm.

COUNCIL MINUTES CONFIRMED BY:

RESOLUTION NUMBER:

DATE:

MAYOR:

8. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

Uralla Local Strategic Planning Statement 2020 received 19 Aug 2020

9. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.

10. ITEMS PASSED IN BULK

To be received at the Meeting.

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

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

11. MAYORAL MINUTE

There is no Mayoral Minute for the 25 August meeting.

12. REPORTS OF COMMITTEES

Report 1 – Report of the Budget Review & Finance Committee



REPORT TO COUNCIL

| | |
|---------------------------|---|
| Reference/Subject: | Report 1 – First Draft of the LTFP 2030 |
| Submitted by: | <i>Chief Financial Officer</i> |
| Committee: | Budget Review and Finance |

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: | 4.2.2.1 | Maintain and control financial system and improve long term financial sustainability |
| Action: | 4.2.2.1.1 | Review and revise the 10-year Long Term Financial Plan |

SUMMARY:

This report makes recommendations to Council about the drafting of the Long Term Financial Plan 2030 which was considered by the Budget Review and Finance Committee at its 11 August 2020 meeting.

COMMITTEE RECOMMENDATION:

That Council:

1. **Set a strategic objective for the General Fund to achieve a balanced operating result before capital grants by 2022/2023 including the full funding of depreciation, amortisation and impairment of intangible assets and infrastructure, property, plant, equipment, and to build reserves of \$4 million over the remaining seven years of the long term financial plan (LTFP);**
2. **To inform the implementation of the strategic objective, Council:**
 - a. **Consider shire continuity and financial sustainability including a review of financial performance measures;**
 - b. **review service standards and councils operating costs;**
 - c. **undertake community engagement on the above and financial strategies;**
 - d. **prepare and endorse policy/plans to inform the construction of the LTFP;**
 - e. **undertake further community consultation on the LTFP.**

BACKGROUND:

Every year the Long Term Financial Plan is updated based on the latest available financial information, asset management and workforce management plans. At the Budget Review and Finance Committee meeting of 11 August 2020 the committee considered information contained in the First Draft LTFP that informed the resolution outlined above.

REPORT (as presented to the Budget Review and Finance Committee):

The Long Term Financial Plan is updated to:

- ✓ confirm and communicate Council's financial objectives and forecasts for the planning period to the community and all of Council's stakeholders; and
- ✓ guide the preparation of Council's Annual Budget and Delivery Program within the context of long term financial sustainability.

The Plan provides a framework for sustainable financial management balancing our environmental, social, economic and governance objectives whilst delivering services and facilities to the people of the Uralla Shire Council area.

The Plan provides direction for future service planning and is a critical tool in identifying, leveraging and managing Council's key strengths, risks and opportunities with regard to Council's ongoing capacity and long term financial stability. It also provides a prudent and sustainable financial framework for the longer term from which Council will develop its Operating and Delivery Programs.

The plan is not a static document and should be reviewed annually as part of Council's strategic planning and budget process to ensure it remains reflective of the prevailing internal and external environment.

| | |
|-------------------------------|--------------------------|
| Prepared by staff member: | Chief Financial Officer |
| TRIM Reference Number: | UINT/20/7021 |
| Approved/Reviewed by Manager: | General Manager |
| Department: | General Manager's Office |

Report 2 – New England Weeds Authority Summary June 2020



REPORT TO COUNCIL

| | |
|---------------------------|--|
| Reference/Subject: | Report 2 - Summary for the New England Weeds Authority Ordinary Meetings in June 2020. |
| Submitted by: | <i>Environmental Management Coordinator</i> |
| Department: | Infrastructure and Development |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|------------------|--------------|---|
| Goal: | 3.1 | To preserve, protect and renew our beautiful natural environment |
| Strategy: | 3.1.4 | Raise community awareness of environmental and biodiversity issues |

SUMMARY:

This report will provide a summary of the confirmed minutes from the New England Weeds Authority Ordinary Meeting in June 2020.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

The New England Tablelands (Noxious Plants) County Council trades and operates as New England Weeds Authority (NEWA). NEWA activities are directed by two overarching legislative Acts; the NSW Biosecurity Act 2015 and the NSW Local Government Act 1993.

NEWA operates on behalf of its constituent Councils; Armidale Regional, Uralla Shire and Walcha Councils. NEWA assigns a District Biosecurity Officer to manage weeds across the Local Government Area of its constituents.

Constituent Councils are responsible for providing financial support on an annual basis for services provided by NEWA.

REPORT:

The New England Tablelands Noxious Plants County Council holds ordinary meetings on a bi-monthly basis. The minutes for the June 2020 Ordinary meeting are included as an attachment to this report.

KEY ISSUES:

- The draft 2020-2021 Operational Plan has been adopted.
- NEWA will provide the Executive Officer role for the Regional Weeds Committee. This agreement provides partial funding for the NEWA Administration Officer over the next 5 years of the Weeds Action Program.

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: | Environmental Management Coordinator |
| TRIM Reference Number: | UINT/20/5402 |
| Approved/Reviewed by Manager: | Director Infrastructure and Development |
| Department: | Infrastructure & Development |
| Attachments: | 1. Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council for June 2020. |

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE AND ONLINE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY, 16 JUNE 2020 COMMENCING AT 8:40AM.

PRESENT: Councillor M. Dusting - Chairperson, Mr V May (ARC Administrator).

IN ATTENDANCE: General Manager, Mr John Duggan

APOLOGIES: Councillor S Kermode, Senior Biosecurity Officer, Mr James Browning

DECLARATIONS OF INTEREST

There were no declarations of interest.

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 21 APRIL 2020.

19/20 RESOLVED on the motion of Councillors Dusting and May that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 21 April 2020, copies of which have been distributed to all members, are taken as read and confirmed a true record.

BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 21 APRIL 2020.

There were no matters arising.

CHAIRMAN'S REPORT

The Chair advised of the following:

- Firstly I would like to welcome the new Administrator of Armidale Regional Council, Viv May to our meeting. Viv commenced at Armidale last week and we thank him for taking time out of his busy schedule to attend our meeting.
- On another note congratulations to Councillor Kermode on his recent election to the Northern Tablelands LLS Board. No doubt this is the result of your efforts and dedication to the region.
- We have finally arrived at an agreement that NEWA will provide the Executive Officer role for the Regional Weeds Committee. This agreement provides partial funding for our Admin Officer over the next 5 years of WAP 2025 and ensures the longer term employment of Heather.
- Armidale Regional Council has been successful in gaining Federal Government funding to “combat the State Priority Weed, Tropical Soda Apple in the Macleay Valley”, under the “Communities combating pests and weeds Impacts during Drought “ Program. The grant provides funds over 2 years to assist landowners in

beating this devastating environmental weed. A Memorandum of Understanding has been signed between ARC and NEWA to ensure this program meets the project goals.

- Glen Innes Council was also successful in gaining funds under the program to combat local priority weeds by assisting landholders and primary producers in eradicating any infestations introduced with livestock fodder, employ local contractors and control the infestations at no cost to the landholder. NEWA will assist in weed identification and project management.
- Congratulations also to Walcha Council on obtaining a grant under the program to erect 44km of predator proof fencing in the Moona Winterbourne area effectively protecting 110,000 hectares of livestock production.
- The above grants bring over \$2 Million into the New England Region helping farmers and landholders manage pest and weeds when they are least able to do so.
- We seem to have survived the worst of the Covid 19 issues and are moving forward. A number of our staff are currently in the Macleay Valley tackling TSA which has returned with vigor after droughts, bushfires and rain. We look to have a very busy time ahead.

1. NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN 2020-2021 (ITEM 7.1.1)

20/20 RESOLVED on the motion of Councillors May and Dusting that Council in accordance with the provisions of the Local Government Act 1993 and Regulations thereunder, adopt the New England Weeds Authority Annual Operational Plan 2020 – 2021.

2. LOCAL GOVERNMENT REMUNERATION TRIBUNAL (ITEM 7.1.2)

21/20 RESOLVED on the motion of Councillors Dusting and May that Council apply the Local Government Remuneration Tribunals determination to their current annual fees for 2020/21.

3. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 7.1.3)

22/20 RESOLVED on the motion of Councillors May and Dusting that:

1. That the six- monthly report on Council's compliance with their obligations under the Public Interest Disclosures Act 1994 be received and noted.
2. That a copy of the report be forwarded to the NSW Ombudsman.

5. GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 (GIPA) (ITEM 7.1.4)

23/20 RESOLVED on the motion of Councillors Dusting and May that under the provisions of Section 21 of the Government Information (Public Access) Act 2009, Council adopts the revised New England Tablelands (Noxious Plants) County Council Publication Guide, as attached to the report.

6. REVIEW OF COUNCIL POLICIES (ITEM 7.1.5)

24/20 RESOLVED on the motion of Councillors May and Dusting that:

1. Council reaffirm the adoption of the following Policies, as attached to the report.
 - Investment Policy No: 01/11
 - Credit Card Policy 02/11
 - Drug and Alcohol Policy No: 03/11
 - Engagement of Contractors Policy No: 04/11
 - Procurement of Goods and Services Policy No: 05/11
 - Annual Leave Policy No: 02/12
 - Gifts and Benefits Policy No: 03/12
 - Records Management Policy No: 01/13
 - Equal Employment Opportunity Policy 03/18

7. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE (ITEM 7.1.6)

25/20 RESOLVED on the motion of Councillors May and Dusting that Council:

1. Approve the attendance of two representatives at the 2019 Local Government Annual Conference, those representatives being the Chair as Voting Delegate and the General Manager.
2. Approve payment of all expenses associated with the attendance at the Conference in accordance with the Payment of Expenses Policy.

8. INVESTED FUNDS REPORT (ITEM 8.1.1)

26/20 RESOLVED on the motion of Councillors May and Dusting that:

1. The report indicating Council's Fund Management position be received and noted.
2. The Certificate of the Responsible Accounting Officer be noted and the report adopted.

9. 2019/2020 WEEDS ACTION PROGRAM (ITEM 9.1.1)

27/20 RESOLVED on the motion of Councillors Dusting and May that the report on the 2019/2020 Weeds Action Program be received and noted.

11. MATTERS OF URGENCY

There were no matters of urgency.

NEXT MEETING

The next meeting will be held on Tuesday, 25 August 2020 at 8.30 am.

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 9.05 AM.

13. REPORTS TO COUNCIL

Report 1 Z-NET Plus “Let’s Talk About Water” Project- Request for Council in-kind support



REPORT TO COUNCIL

| | |
|---------------------------|--|
| Reference/Subject: | Report 1 – ZNET Plus “Let’s Talk About Water” Project – Request for Council in-kind support |
| Submitted by: | <i>General Manager</i> |
| Department: | General Manager’s Office |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|-------------------|---------|---|
| Objective: | 4.1 | A strong, accountable and representative Council. |
| Strategy: | 4.1.2 | Engage with the community effectively and use community input to inform decision Making. |
| Action: | 4.1.2.1 | Incorporate inclusive community consultation and stakeholder engagement In Council decision making. |

SUMMARY:

The purpose of this report is for Council to consider its level of support to the ZNET Plus project “Let’s Talk About Water” that will balance the input of in-kind resources to the outcome of the project for the community.

OFFICER’S RECOMMENDATION:

That Council endorse support of the ZNET Plus project “Let’s Talk About Water” (2020) and, subject to both Council and ZNET Plus agreeing to only speak on behalf of their own areas of responsibility, provide in-kind resources as follows:

- General Manager to allocate reasonable staff resources to attend meetings and provide Council perspective;
- General Manager to allocate reasonable staff resources to provide Council technical review of publications to be used for consultation;
- General Manager to allocate staff resources to attend public meetings where appropriate and purpose of attendance is defined;
- Promotion of the project on Council’s relevant platforms;
- ZNET Plus invited to workshop community engagement material with Councillors in advance of community engagement sessions with copies of workshop material provided to the General Manager at least five days in advance of the workshop.

BACKGROUND:

Z-Net Uralla came about as an idea in 2014 and had its first workshop in January 2015. This was to formulate a team of enthusiastic volunteers who would get help get the blueprint together for Moreland Energy Foundation (MEFL).

Z-Net Uralla's vision is: **Vision:** *A sustainable Uralla Shire in a sustainable world.*

Their mission is: *To assist the people of Uralla Shire to come together to build resilience as we transition to a regenerative and sustainable way of living that minimises demand for resources, maximises health of the community and environment, whilst proactively responding to future challenges.*

Further information on Z-Net Uralla can be found on their website: <https://zneturalla.org.au/>.

Building on the success of the Uralla ZNET blueprint project; ZNET Plus has received \$30,000 State government grant funding for the "Let's Talk About Water" project.

The ZNET Plus project is in partnership with the University of New South Wales (UNSW) and the Global Water Institute.

ZNET Plus was encouraged to make a five minute public forum presentation to Council at the same meeting as this report to Council to provide an overview of the project.

Concurrently, Council is finalising its Integrated Water Cycle Management Planning investigations and identification of future works in conjunction with the Department of Planning, Industry and Environment – Water.

The ZNET Plus project will build on the existing Z-NET relationship with Council. The most recent example of this relationship was seen in their support of Council during the arsenic water crises, most notably the Z-NET Community Forum where Council staff also gave presentations.

REPORT:

The ZNET Plus project's objectives are:

1. *Explore the community's views around the need to transition to more secure water supplies given changing climate and future population and business growth.*
2. *Explore options for water security, including recycling and map community values to possible solutions.*
3. *Provide Uralla Shire Council and other local Councils with a Water Consultation Blueprint, covering the community consultation on water sustainability undertaken, mapping the process used and reporting the outcomes from the consultation.*

The ZNET Plus project also has the following goals:

1. *A deeper community understating of the water cycle and options for securing water supply.*
2. *A feeling of empowerment that the community can act to improve water security.*
3. *Support for our Council to take the best pathway to water security.*

The ZNET Plus project fits in with Council's work as follows:

- STAGE 1A – ZNET Plus – Let's Talk About Water Project – outcome: community water sustainability values mapped (overlaps with stage 1b)
- STAGE 1B – Council - Integrated Water Cycle Management Planning investigations and identification of future works (overlaps with stage 1a)
- STAGE 2 – Council engagement as appropriate with the community on future water infrastructure changes (this will likely be multiple projects over multiple years).

KEY ISSUES:

Due to the transience of Council staff in key roles and evolving events; such as, resolving the raised arsenic levels in the Uralla potable water with the installation of new filters, existing Council staff were not involved in the development of the ZNET Plus funding submission and project planning.

Resourcing in-kind support for the ZNET Plus project was not included in the 2020/21 Operational Plan.

The ZNET Plus funding does not budget for any of Council's costs in contributing to the project.

There is the potential for some overlap between the role of ZNET Plus in their project and the role of Council in undertaking the Integrated Water Cycle Management Planning investigations and identification of future works.

The recommendations in this report are intended to address these issues to enable the parties to collaborate effectively.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The report recommends providing in-kind support to ZNET Plus in a community engagement project.

2. Policy and Regulation

Community Engagement Policy 2014.

3. Financial (LTFP)

The recommended in-kind staffing resources are unbudgeted and will need to be allocated within reason as they will be re-allocated from existing service delivery.

4. Asset Management (AMS)

Not directly applicable; however, the project's blueprint should be informative for Council's further development of its water asset management plan.

5. Workforce (WMS)

Existing staff.

6. Legal and Risk Management

The risk of Council and/or ZNET Plus misrepresenting information or each other's position is proposed to be managed by Council endorsing the reasonable allocation of staff resources as in-kind support to the project and both Council and ZNET Plus agreeing to only speak on behalf of their own areas of responsibility.

7. Performance Measures

Success of Council's in-kind support will be measured by Council's contribution of technical review for the community engagement materials and the level of representative community engagement.

8. Project Management

Not applicable.

Prepared by staff member: Kate Jessep, General Manager
TRIM Reference Number: UINT/20/6966
Approved/Reviewed by Manager: Kate Jessep, General Manager
Department: General Manager's Office
Attachments: Nil

Report 2 - DIVISION DECISION – DA-85-2019 - Additions and alterations to supermarket, new car park, demolition of existing structures – 100 Bridge Street, Uralla



REPORT TO COUNCIL

| | |
|---------------------------|--|
| Reference/Subject: | Report 2 - DIVISION DECISION – DA-85-2019 - Additions and alterations to supermarket, new car park, demolition of existing structures – 100 Bridge Street, Uralla |
| Submitted by: | <i>Manager Planning and Development</i> |
| Department: | Infrastructure and Development |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|------------------|-----------|---|
| Goal: | 2.1 | An attractive environment for business, tourism and industry |
| Strategy: | 2.1.4 | Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development |
| Activity: | 2.1.4.1 | Process building and development application |
| Action: | 2.1.4.1.1 | Assess and determine development, construction, and other regulatory applications |

NOTE TO COUNCILLORS:

In accordance with the provisions of S375A of the *Local Government Act 1993*, a Division is to be called whenever a motion for a planning decision is put to the meeting, for the purpose of recording voting on planning matters.

SUMMARY:

| | |
|---|---|
| Proposal: | Additions and alterations to supermarket, new car park, |
| Property description: | Lot 2 - DP 1127831 - Assessment 9241 |
| Applicant: | Rebecca Boresch |
| Owner: | Murall Pty Ltd |
| Zoning: | B2 Local Centre |
| Date received: | 6 December 2019 |
| Public notification or exhibition: | Yes |
| Exhibition period: | 17 December 2019 – 3 February 2020 |
| Submissions: | Three |
| Other approvals: | Nil |

OFFICER'S RECOMMENDATION:

That Council approve the Development Application 85/2019 for additions and alterations to supermarket, new car park, demolition of existing structures at 100 Bridge Street, Uralla (Lot 2 DP 1127831) subject to the following conditions of consent:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

(a) **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. 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*.

(b) ***Erection of signs***

(c) **Please Note:** This does not apply in relation to:

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

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

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.

5. 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

6. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

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

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

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

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

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

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

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

Reason: To ensure compliance with appropriate standards.

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

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

10. Occupancy of the building is not to take place until the Principal 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.

11. 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.

12. The approved hours of operation for this development are Monday to Sunday, 5:00am to 10:00pm.

Reason: To protect and preserve the amenity of the locality.

13. A minimum of 34 car parks must be maintained for the development.

Reason: To ensure that car park spaces are maintained at the level proposed in the application, and at a level appropriate for the nature and scale of the development.

14. The off street car parking area is to be sealed and car parking bays clearly line-marked to comply with AS2890.1-2004 (Parking Facilities – Part 1: Off-street car parking).

Reason: To ensure off street parking is maintained in an appropriate manner.

15. Parking facilities, including four (4) disabled car parks, 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.

16. All works are to be compliant with the Armidale Engineering Design Codes in force at the time of construction.

Reason: To ensure an appropriate standard of civil construction.

17. All boundary gates must not swing over Council property or public roads.

Reason: Gates which swing over public land may interfere with pedestrian and vehicle traffic.

18. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.

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

19. 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.

20. A designated wash bay is to be established for the cleaning, washing or degreasing of rubbish disposal bins. The bay shall be provided with a hose cock, sealed surface and interceptor or silt collection pit appropriate for the operations. The bay shall also be located at least five (5) metres from the property boundary.

Reason: To minimise the potential for odours associated with bins to have an adverse impact on neighbouring properties.

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

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

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

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

Reason: Statutory requirement.

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

Reason: Statutory requirement.

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

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

Reason: Statutory requirement.

25. 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.

26. No advertising signage is permitted as part of the development.

Reason: To ensure compliance with Chapter 8 of the Uralla Development Control Plan.

Note: an advertisement relates to a product or service produced or delivered by another party.

27. A left turn only sign is to be erected at the Salisbury Street car park egress.

Reason: To minimise conflict between vehicles entering and exiting the car park.

28. Bollards must be constructed around the north-west corner of the boundary line adjoining the Stable Building and the car park in this area is to be reinforced.

Reason: To protect the Stables Building from damage from vehicle movements.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

29. A drainage management plan is to be submitted and approved by the Director of Infrastructure and Development or nominee.

Reason: To ensure that the development does not cause negative stormwater impacts on surrounding properties or Council's stormwater system.

30. Detailed plans for all works within the road reserve are to be submitted and approved by the Director of Infrastructure and Development or nominee.

Reason: To ensure that the development proceeds in the manner proposed by the applicant and that civil works are of an appropriate standard.

31. Plans of car park fencing are to be submitted and approved by the Director of Infrastructure and Development or nominee. These plans must demonstrate facilitation of access over existing rights of carriageway for neighbouring properties.

Reason: To ensure that the development does not impede access over existing rights of carriageway registered on the property title.

32. A Pedestrian Management Plan, Traffic Control Plan and a Traffic Management Plan are to be submitted and approved by the Director of Infrastructure and Development or nominee.

Reason: To ensure appropriate measures are in place for pedestrian safety and safe movement of traffic during construction and ongoing operation.

33. A Stormwater Management Plan showing sub-surface drainage of the supermarket and car park is to be submitted and approved by the Director of Infrastructure and Development or nominee.

Reason: To ensure appropriate measures are in place for stormwater management.

34. The plan T196700 from Kelley Covey dated 29 January is not approved. A revised plan showing the pedestrian refuge located further to the east is to be submitted and approved by the Director of Infrastructure and Development or nominee.

Reason: To ensure appropriate measures are in place for pedestrian safety.

35. A dedicated pedestrian access is to be provided between the supermarket car park and the Council car park to the north east of the site. A formal pedestrian pathway is also required between the Council car park and the entrance to the supermarket on Salisbury Street A revised plan showing the access and pathway is to be submitted and approved by the Director of Infrastructure and Development or nominee.

Reason: To ensure appropriate measures are in place for pedestrian safety.

36. A precondition report of the Stable Building must be provided to Council. The report is to be at the expense of the developer.

Reason: To ensure any impacts from the development on the Stables Building are quantifiable.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

37. 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

38. 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.

39. 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 6.00 PM

Sunday & public holidays 8.30 AM to 5.00 PM.

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

40. 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.

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

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

42. 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.

43. 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.

44. 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.

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

Reason: Requirement of Council as the Road Authority.

46. 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) stockpile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

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

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

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

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

49. 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 and Development.
- Reason: To ensure that public infrastructure is maintained.*
50. 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.*
51. All works within the road reserve, including blisters, pedestrian refuge and line marking are to be complete.

Reason: To ensure that pedestrian and vehicle access works are completed in a timely manner.

BACKGROUND:

Development Application 85/2019 for additions and alterations to supermarket, new car park, demolition of existing structures at 100 Bridge Street, Uralla (Lot 2 DP 1127831) was received on 18 November 2019. As the New England Highway [HW9] is a classified (State) road and Salisbury Street [MR73] is a classified (Regional) road under the *Roads Act 1993*, the application was referred to Transport for NSW (TfNSW) in accordance with Schedule 3 of State Environmental Planning Policy (Infrastructure) 2007. The applicant amended the application in response to the statutory referral on 21 February 2020. The TfNSW response is provided as Attachment 4 to this report.

The application was originally scheduled to be considered at the April 2020 Ordinary Council Meeting, however the applicant requested that the matter be deferred so that they could consider the content of the late submissions and possibly amend the proposal to address concerns raised. Following review

of the submissions, the applicant requested that the application be considered at the May Ordinary Council Meeting unamended.

At the 26 May 2020 Council meeting, motion 43.05 was carried to defer the determination of the application pending a Councillor workshop and the return of Council Meetings to the Council Chambers where the community and developer could address Councillors on the matters being considered. The proposed workshop with the Councillors and the developer did not eventuate, however the developer and some stakeholders made presentations to Councillors during the 'Have Your Say' section of the June 2020 Council meeting.

At the 23 June 2020 Council meeting, motion 10.06 was carried to approve the application. Subsequently a Notice of Rescission Motion was received, and at the 30 June 2020 Extraordinary Meeting of Council motion X03.06 was carried to rescind resolution 10.06. Motion X04.06 was then carried as follows:

1. *Council further defer a decision on Development Application 85/2019 for the additions and alterations to supermarket, new car park, demolition of existing structures at 100 Bridge Street Uralla (Lot2 DP 1127831).*
2. *Before the Development Application returns to Council for determination, the General Manager negotiate with the applicant necessary changes to plans within the lodged development 85/2019 to address concerns raised in traffic and pedestrian management and movement, disabled access structures, compliance with Uralla Shire Council Development Control Plan guidelines, carparking provision and the retention of the bus parking shed, professional advice on the preservation of trees and neighbouring structures.*

Council staff met with the applicant planner and developer on 16 July 2020 to work through the issues listed in the resolution. The developer's formal response forms Attachment 1 of this report. The consent conditions for the application have been amended to reflect Council requirements for traffic and pedestrian management as well as preservation of neighbouring structures.

REPORT:

It is proposed to extend the existing Foodworks supermarket retail space by approximately 547m² to provide additional floor area, stockroom storage and staff facilities. It is also proposed to provide 34 on-site car parking spaces, including four accessible parking spaces, and an off-street loading / unloading area with dock and goods hoist. Access to the car park and loading area will be via two individual and single direction crossovers from Salisbury Street. These crossovers will be located either side of a heritage listed building (Lot 30 in DP 801344). A secondary access will be provided to the parking area from the existing public car park on the lot to the north, effectively combining these two parking areas into one large parking facility.

The proposed development would also see the modification to part of the existing roof design to address existing water damage issues. As part of this development, the existing facades will remain largely untouched apart from relocating the existing main store entrance on Bridge Street to Salisbury Street. A new path and awning to provide cover to the new main entry is also proposed on Salisbury Street. The overall development will match in height, roof pitches and awning heights and will provide a modern facility for the community without unreasonable impacts on the significance or conservation of the existing structures on adjoining lots.

Three submissions were received during the exhibition period (see Attachment 3). The substance of the submissions generally related to heritage impacts, impacts for neighbouring properties,

vegetation, traffic, and land acquisition. Many more submissions have subsequently been received, and these have also been provided for consideration (see Attachment 9).

KEY ISSUES:

Matters raised in the submissions received during notification:

Heritage impacts: The proposed site is not an item of local heritage significance in Schedule 5 of the Uralla Local Environmental Plan 2012 or State Heritage listed, however it is in a heritage conservation area. The building is registered with the NSW National Trust, however the Trust is an advocacy NGO rather than a government agency which means that a building does not have to satisfy the standard criteria for State Heritage listing to qualify for registration.

Facades in Bridge Street and Salisbury Street have been retained, the proposed works are generally sympathetic to the surrounds, and viewsheds are not significantly compromised. It is generally accepted in heritage conservation that new works should not imitate existing heritage elements of buildings and the design reflects this approach. Some visual blight is anticipated from the al fresco area in the café to the north due to the height of the loading dock at circa six metres. This height is required to accommodate all-weather deliveries from articulated vehicles. The owner of the supermarket site has formally advised that they are amenable to measures to reduce the visual impact of the loading dock, such as a higher vegetated fence or a mural. The applicant has provided a Statement of Heritage Impact (SHI), however Council also commissioned its own SHI, which has been included as Attachment 5 to this report. It should be noted that SHIs are a focused assessment of one aspect of a development application and need to be considered in the broader context of the merits and drawbacks of any proposal.

Access for neighbouring properties: Existing rights of carriageways over the new car park are retained. Consent condition 30 of the Development Assessment Report specifies that before the issue of a construction certificate “Plans of car park fencing are to be submitted and approved by the Director of Infrastructure and Development or nominee. These plans must demonstrate facilitation of access over existing rights of carriageway for neighbouring properties”. In this context it is reasonable to suggest that access arrangements are not compromised.

Vegetation: Some vegetation surrounding the stables building will have to be removed. This vegetation is within the supermarket property boundary and needs to be removed for car park access. Connection of the supermarket car park to the Council car park to the north will require removal of a portion of the existing hedgerow. It has been subsequently suggested that the development may impact the root structure of trees on the neighbouring property in Bridge Street. This possible encroachment by plant roots from the adjoining property is a civil matter between the developer and the neighbouring property owners and not a matter to be considered in the development assessment.

Traffic impacts: A traffic study was supplied with the application. Impacts are not forecast to be significant, and the provision of extra car parking, along with relocation of the main entry to Salisbury Street may reduce congestion in Bridge Street.

Land acquisition: The Uralla Historical Society (UHS) has identified that they would like to acquire some land from the supermarket lot on the western side of the stables building. There is no reasonable basis for the landowner to compromise the proposed development to satisfy this land acquisition request, and they have indicated that they do not want to donate or sell the portion of land in question.

Security: UHS has raised concerns about impacts of demolition on the security of their premises. The security of premises is a matter for individual landowners, and not a matter for consideration in assessment of the development application.

Drainage and ventilation: UHS has raised concerns about impacts of drainage and ventilation on the stables building. Consent condition 28 of the Development Assessment Report specifies that before the issue of a construction certificate “A drainage management plan is to be submitted and approved by the Director of Infrastructure and Development or nominee”. It is unclear how the proposed development may detrimentally affect the ventilation of the stables building, and no evidence has been provided to support the contention of the resultant negative impacts.

Impacts on the Stables Building at 31 Salisbury Street: There are some concerns around truck movements having an impact on the footings of the Stables Building and possible collisions with the building. Consent conditions have been imposed requiring protective bollards and reinforcement of the car park in the affected area. A condition of consent has also been incorporated requiring a Stormwater Management Plan detailing sub-surface drainage of the supermarket and car park prior to the issue of a construction certificate.

Notification: Notification was undertaken as per the requirements of the Uralla Development Control Plan (DCP) 2011. The DCP requires notification of a minimum of 14 days, and the application was initially notified for 20 days from 17 December 2019 to 6 January 2020. Following a request from the public, this notification period was extended to 3 February 2020.

No valid planning reason was identified in any of the submissions received during the notification period which would warrant refusal of the application under the *Environmental Planning and Assessment Act* or subordinate instruments.

Late submissions:

Late submissions generally focused on the heritage impacts of the proposed development and impacts on surrounding properties. One notable exception is a submission by lawyers acting for neighbouring property owners who put forward that the proposal was a prohibited development under the Uralla Local Environmental Plan (LEP) as it was a Neighbourhood Supermarket in excess of 1000m². Both the applicant planner and the assessing officer have formed the view that the appropriate classification is Commercial Premises in a B2 Local Centre (business) zone, which is permitted with consent under the LEP. It should also be noted that one submission was from the “National Trust”. As noted previously, this is an advocacy group rather than a statutory agency, and registration of the supermarket with the Trust was based on a 1988 public submission by two individuals rather than a comprehensive historical analysis.

A petition with 32 signatures was received by Council requesting deferral of the determination of the application until the developer addressed community concerns and conducted community consultation, and a petition with 639 signatures in support of the application has been supplied by the developer. Many independent submissions were also received supporting and opposing the proposed development.

No valid planning reason was identified in any of the late submissions which would warrant refusal of the application under the *Environmental Planning and Assessment Act* or subordinate instruments.

Addressing Part 2 of resolution X04.06/20:

- *Traffic and pedestrian management and movement:* The application has been conditioned that a Pedestrian Management Plan, Traffic Control Plan and a Traffic Management Plan are to be submitted and approved by the Director of Infrastructure and Development or nominee prior to issue of a construction certificate. The application has been conditioned that the Salisbury Street pedestrian refuge must be located further east than as proposed in plan T196700 from Kelley Covey. The development application has been referred to the Local Traffic Committee and their comments will be addressed as appropriate in the Section 138 approval under the *Roads Act 1993* which will be required prior to any works being undertaken in the Salisbury Street road reserve.
- *Disabled access structures:* There is a ramp proposed to be located in the Salisbury Street road reserve to provide for access for disabled persons. The ramp is continuous, does not impede access on the footpath nor does it present as a trip hazard. This contrasts to other proposals for access ramps in Bridge Street which would have impeded pedestrian traffic that have been rejected by Council. No significant impact expected.
- *Compliance with Uralla Shire Council Development Control Plan (DCP) guidelines:* The proposed development complies with the DCP guidelines for new extensions. It is noted that there is no requirement under the DCP for the roofing materials and pitch to be sympathetic with neighbouring buildings for new extensions. This development standard only relates to new buildings.
- *Car parking provision:* The additional 534m² of gross floor area requires 28 spaces under the provisions of the DCP. The provision of 34 car parking spaces is consistent with the intent of the DCP.
- *Retention of the bus parking shed:* The removal of the shed is required to facilitate the development and achieve the required truck turning circles to ensure safe and orderly truck movements. It is also required to satisfy the car parking requirements of the DCP. There is no reasonable and relevant reason apparent to require the developer to retain the shed.
- *Professional advice on the preservation of trees and neighbouring structures:* There is a possible encroachment onto the proposed development site by root structures of trees located at 94 Bridge Street. This is a civil matter between the developer and the neighbouring property owners and not a matter to be considered in development assessment. The applicant has however formally notified Council that they agree to enter into discussions with the adjoining property owners, post determination, to clarify each parties' legal obligations in respect to the trees. With regard to neighbouring structures, concerns have been raised around damage to the neighbouring Stables Building as a result of the development. The developer has agreed to insert bollards and reinforce the car park in key areas to prevent accidental collisions by vehicles into the building and minimise pressure impacts on the foundations. They have also agreed to undertake a precondition report on the structure so that any impacts can be quantified. A Stormwater Management Plan showing sub-surface drainage of the supermarket and car park will be required prior to the issue of the construction certificate. Consent conditions for the development have been amended to require these works to be undertaken.

CONCLUSION:

The proposed development is consistent with the Uralla Development Control Plan and Uralla Local Environmental Plan, and no valid planning reason under Section 4.15 of the *Environmental Planning and Assessment Act 1979* has been identified which would warrant refusal of the application.

As a result of the further negotiations undertaken with the developer, as directed by Council, a number of additional planning conditions are now being recommended to Council.

The proposal should contribute to the amenity of Uralla residents and the travelling public by providing improved shopping facilities, and no significant adverse impacts are known or expected should the application be approved. In this context it is considered appropriate to approve the development application.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Notification period was extended, and late submissions have been considered.

- 2. Policy and Regulation**
Uralla Development Control Plan 2011
Uralla Local Environmental Plan 2012
Environmental Planning and Assessment Regulation 2000
Environmental Planning & Assessment Act 1979

- 3. Financial (LTFP)**
Nil

- 4. Asset Management (AMS)**
Local upgrades to Salisbury St footpath.

- 5. Workforce (WMS)**
Nil

- 6. Legal and Risk Management**
The developer has legal recourse if the application is refused.

- 7. Performance Measures**
Determination of the matter is the responsibility and duty of Council.

- 8. Project Management**
Nil

- 9. Disclosure of Political Donations and Gifts**

| | |
|--|-----|
| Has a Political Donations Disclosure Statement been received in relation to this application? | No |
| Political Donation Disclosure Statement register details | N/A |
| Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed? | No |
| Gift and benefits register details | N/A |

Uralla Shire Council
Council Business Paper – 25 August 2020

Prepared by staff member: Manager Development and Planning

TRIM Reference Number: UINT/20/6137

Approved/Reviewed by Manager: Director Infrastructure and Development

Department: Infrastructure and Development

Attachments:

- 1 Applicant response to Council motion X04.06/20
- 2 Amended Development Application Assessment Report 85/2019
- 3 Submissions received during notification
- 4 TfNSW response
- 5 Heritage advisor impact assessment
- 6 Plans
- 7 Roof 3D plan No. 1
- 8 Roof 3D plan No. 2
- 9 Late Submissions as at 4 August 2020 redacted
- 10 Applicant response to submissions during notification period
- 11 Superseded Development Application Assessment Report 85/2019
- 12 Letter received from Uralla Historical Society – Lawyer Norton Rose Australia
- 13 Report addressing Uralla Historical Society Legal letter - dated 19 Aug 2020

Our Ref: 180377 RB:kd

17 July 2020

General Manager
Uralla Shire Council
PO Box 160
URALLA NSW 2358

ATTENTION: Matt Clarkson – Manager of Development and Planning

Dear Matt

**RE: DEVELOPMENT APPLICATION-85-2019
ALTERATIONS AND ADDITIONS
RESPONSE TO COUNCILLOR MOTION X04.06/20
100 BRIDGE STREET, URALLA**

We refer to Motion X04.06/20 resolved by Council in its last meeting in relation to this development application. We are pleased to provide the following response to the concerns raised and identified within the motion and confirm that a meeting was held with the Director of Infrastructure and Development and the Manager of Development and Planning on 16 July 2020 to discuss and resolve these concerns.

It is important to note that the application before Council pertains to a development application only and that the proponent has not nominated Council thus far as the Principal Certifying Authority in respect to construction. The documentation provided so far satisfies the requirements for the acceptance, lodgement, assessment, and determination of a development under Part 4 of the *Environmental Planning and Assessment Act 1979* and Part 6 of the *Environmental Planning and Assessment Regulation 2000*, pertaining to the development application process.

Our responses to the issues raised by the motion are outlined within the headings below.

1. TRAFFIC MANAGEMENT AND PEDESTRIAN MOVEMENT

- a) **Footpath Ramp** – The intention of this ramp is to provide disabled access to the Salisbury Street entrance that meets the requirements, does not impede pedestrian traffic along the footpath or the gross floor area of the supermarket. Further details of this ramp will be provided for determination as part of the S138 application to be lodged with Council prior to construction.

- b) **Pedestrian Refuge** - The attached plan T196700 from Kelley Covey confirms the proposed location for the pedestrian refuge. This location was based on the data and requirements outlined within the AusRoads Standards, which indicates that the further away the refuge is located from the intersection the less likely people are to utilise them. There is an option to relocate the refuge further to the east, should this be Council's preferred outcome, we are open to this being a condition of consent.
- c) **Traffic Management Plan** – A Traffic Management Plan (TMP) will be completed as part of the future construction certificate application. We agree for a condition of consent to be added to confirm this as a requirement prior to the issue of the construction certificate.
- d) **Formal Pedestrian Pathway** – It is noted that a formal pedestrian pathway has not been shown on the plans between the Council car park and the entrance to the supermarket on Salisbury Street. This will be further developed as part of the TMP and formally provided on a plan as part of the construction certificate application. We agree to a condition of consent to confirm this requirement.

Stable Building – Bollards will be placed across the north-west corner of the boundary line adjoining the Stable Building to minimise the potential vehicle impact risk.

2. DCP

- a) **Roof** – This development control relates to new buildings only. The proposed development pertains to alterations and additions of an existing building. The existing roof design and structure currently provides a number of issues pertaining to drainage and implications from the vegetation nuisance from the adjoining property. The retention of the existing roof design is not viable on the basis of the inconsistencies in ceiling levels in association with the extension and design of the additions.
- b) **Car Parks** – It is considered that the arrangements for the existing gross floor area of the supermarket remains unchanged. It is deemed that only the implications associated with the additional floor area require consideration in this instance. The additional 534m² of gross floor area would require 28 spaces under the provisions of the DCP. The provision of 34 car parking spaces is consistent with the intention of the DCP.

3. RETENTION OF BUS SHED

A number of options were prepared throughout the design process as it was the intention and preference of Mr Hay to retain the bus shed.

The removal of the shed is required to facilitate the development and achieve the required truck turning circles to ensure safe and orderly truck movements and the car space requirements of the DCP.

4. **TREES**

It is agreed to enter into discussions with the adjoining property owners, post determination, to clarify each parties' legal obligations in respect to the trees.

5. **NEIGHBOURING STRUCTURES**

- a) Prior to the lodgement of a construction certificate application, a precondition report of the Stable Building will be commissioned. This report will confirm the current state of the structure prior to any construction works commencing and the proposed development becoming operational. We agree to this being a condition of consent.
- b) Bollards will be placed along the boundary line adjoining the Stable Building to minimise the potential vehicle impact risk.
- c) Consideration will be made for reinforced pavement around the boundary alongside the Stable Building during design of the driveway to further reduce any potential impacts.

We thank the Council for the opportunity to respond to the above concerns and agree to the additional conditions of consent being added to the determination should Council view them as being warranted. Subsequently, it is anticipated that Council will now complete its statutory obligations and determine the application at its earliest convenience. Should this not be the case, further inquiry will be made with the Minister of Local Government in requesting a review of this particular development application.

Yours faithfully

MONTEATH & POWYS PTY LIMITED

A handwritten signature in black ink, appearing to read 'Rebecca Boresch'.

Rebecca Boresch

Senior Planner

r.boresch@monteathpowys.com.au

Development Assessment Report

DA Number: DA-85-2019 **Council:** Uralla Shire Council
Location: 100 Bridge Street URALLA
Development Description: Additions & Alterations to Supermarket, New Carpark, Demolition of Existing Structures
Title Details: Lot: 2 DP: 1127831

Property Details/History

| | Checked | Comments |
|-----------------|---------|----------|
| File History | No | |
| Title Plan | Yes | |
| Check Ownership | Yes | |

Application Type

Is this application an Integrated Development Application? Yes. TfNSW response received 7.1.2020
Is it a BASIX affected development? No

Concurrence/Referral

Section 4.13 – EP & A Act

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

| Department | Referral | Response Received | Comments/Issues Raised |
|------------|----------|-------------------|---|
| TfNSW | Yes | Yes | Access, refuge and blisters, swept paths. |

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned: B2 Local Centre

List the relevant clause/clauses applicable under the LEP

| Clause | Compliance | Comment |
|----------------|------------|--|
| Land Use Table | Yes | Commercial premises are permitted with consent in the B2 Local Centre. |

Is there a draft LEP or draft LEP amendment which may affect this proposal? No

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal? Yes

| Chapter | Compliance | Comment |
|---------|------------|---|
| 5 | Yes | Disabled access is provided. The application was referred to TfNSW. |
| 6 | No | <p>The DCP requirement is one parking space per 20 square metres of gross leasable floor area. Strict compliance with this development standard is not considered warranted in this instance as:</p> <ul style="list-style-type: none"> • It is an extension to an existing enterprise, and it is appropriate to consider the impacts of the additions only; • The increase in gross leasable floor area is 548m², and 34 new parking spaces are proposed, making the additions generally compliant with the intent of the development standard. • Any overflow should be able to be accommodated in the underutilised Council car park to the north. |
| 9 | Yes | Existing facades are maintained on Bridge St and Salisbury St. Extensions to the facade along Salisbury Street will be consistent with the features of the existing building in relation to awning and wall height and window dimensions. New work adopts existing lines where possible, without attempting to present as an original component, which would be inconsistent with heritage development guidelines. Impacts on the surrounding viewsheds are not considered highly significant and the development is generally sympathetic to the heritage conservation area. |

Is there a draft DCP which may affect this proposal?

No

Regional Environmental Plan

The proposed development is not inconsistent with the New England North West Regional Plan.

State Environmental Planning Policy

Is this proposal affected by a SEPP?

No

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts?

Yes

| | Impact | Comment |
|------------------------|--------|---|
| Social | Yes | Expansion of the town's only supermarket should contribute to greater amenity for residents. |
| Economic | Yes | Expansion of the supermarket is anticipated to reduce economic bleed to Armidale. |
| Vegetation Loss | Yes | Some vegetation is to be removed within the site to make way for the car park. A portion of the hedgerow on Council land to the north of the Foodworks car park must be removed to permit access to the Council car park and access to the north. |

Environmental Impacts – Heritage

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on?

| Heritage | Impact | Comment |
|-------------------|--------|---|
| European | Yes | Demolition of the roof and rear of the existing building is required. |
| Aboriginal | No | |

Is this land classified as containing an item of environmental heritage? No

Is there an impact on an item of environmental heritage? Yes.

Is this proposal in a heritage conservation zone? Yes

Is this proposal in an adjoining or in close vicinity to a conservation zone? No

Has a Heritage Impact Statement been prepared for this proposal? Yes

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected? No

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map? No

Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council? No

Infrastructure

Has an engineering assessment been completed? No

Does this proposal have any potential infrastructure impacts? Yes

| Impact | Impact | Comment |
|---------------------------|--------|--|
| Access | Yes | No right turn will be possible exiting the car park. |
| Road Network | Yes | New refuge, blisters and linemarking. |
| Existing Easements | No | |
| Pedestrian Access | Yes | A formal pedestrian walkway from the car park to Salisbury St is required under conditions of consent as is relocation of the pedestrian refuge further to the east. |
| Parking | Yes | 34 new spaces provided. |

Does the development require any new easements? No

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required? Yes

What the type of assessment/approval required? B1, B5 and B6.

Developer Contributions

Section 7.11 – EP & A Act

Does this proposal require any Developer Contribution? No

Signage

Does this proposal require signage? Yes

Has this application included signage? Yes

If yes, does the signage comply? Yes

Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified? Yes

Is this application an advertised development application? No

Were there any written submissions received? Yes

If Yes, what was the number of submissions received during the notification period? 3.

Many submissions opposing the development and supporting the development were received outside of the notification period.

| Submission Maker | Issue | Comment |
|----------------------------------|---|---|
| Uralla Historical Society | Access, heritage impact study, vegetation removal, security, drainage and ventilation, land acquisition. | <ul style="list-style-type: none"> • Existing rights of carriageways are retained. • A heritage impact study was supplied with the application. • The vegetation removal is required for appropriate access. • It is unclear why the drainage and ventilation of the neighbouring property would be affected. • There is no reasonable basis for the landowner to compromise the proposed development to satisfy the land acquisition request. |
| James Sinclair and Michelle Wade | Impacts on heritage buildings and streetscape, vegetation, drainage, impact on neighbouring building and associated businesses, traffic flow. | <ul style="list-style-type: none"> • Proposed works are generally sympathetic to the surrounds and viewsheds are not significantly compromised. • The vegetation identified can largely be retained. • Drainage conditions have been incorporated. • As the loading dock is on the southern side of the businesses in Bridge St no overshadowing impacts are expected. Some visual blight is expected due to the height of the dock. The applicant has formally advised that the owner of the Foodworks building is amenable to |

| | | |
|-----------|--|--|
| | | <p>measures which may ameliorate the issue.</p> <ul style="list-style-type: none"> A traffic study was supplied with the application. Impacts are not expected to be significant, and the provision of extra car parking, along with relocation of the main entry may reduce congestion in Bridge St. |
| Kent Mayo | Impacts on heritage buildings and streetscape, vegetation. | <ul style="list-style-type: none"> See comments above. |

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared? No

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues? No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal Yes

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

Recommendation

No significant adverse impacts are known or expected on the natural, social or economic environment as a result of the approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached:

No

Signed:



Matt Clarkson, Manager of Development and Planning

Date: 21.7.2020

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

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

Erection of signs

Please Note: This does not apply in relation to:

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

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

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.

5. 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

6. The development shall be implemented in accordance with:
- All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

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

7. The owner of the property is to ensure that any structure is installed:
- to meet the setback requirements of the approved plans,
 - to be located within the confines of the lot, and;
 - so that it does not interfere with any easements or covenants upon the land.

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

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

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

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

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

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

Reason: To ensure compliance with appropriate standards.

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

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

10. Occupancy of the building is not to take place until the Principal 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.

11. 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.
12. The approved hours of operation for this development are Monday to Sunday, 5:00am to 10:00pm.

Reason: To protect and preserve the amenity of the locality.
13. A minimum of 34 car parks must be maintained for the development.

Reason: To ensure that car park spaces are maintained at the level proposed in the application, and at a level appropriate for the nature and scale of the development.
14. The off street car parking area is to be sealed and car parking bays clearly line-marked to comply with AS2890.1-2004 (Parking Facilities – Part 1: Off-street car parking).

Reason: To ensure off street parking is maintained in an appropriate manner.
15. Parking facilities, including four (4) disabled car parks, 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.
16. All works are to be compliant with the Armidale Engineering Design Codes in force at the time of construction.

Reason: To ensure an appropriate standard of civil construction.
17. All boundary gates must not swing over Council property or public roads.

Reason: Gates which swing over public land may interfere with pedestrian and vehicle traffic.
18. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.

Reason: To prevent pollution from detrimentally affecting the public or environment.
19. 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.
20. A designated wash bay is to be established for the cleaning, washing or degreasing of rubbish disposal bins. The bay shall be provided with a hose cock, sealed surface and interceptor or silt collection pit appropriate for the operations. The bay shall also be located at least five (5) metres from the property boundary.

Reason: To minimise the potential for odours associated with bins to have an adverse impact on neighbouring properties.

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

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

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

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

Reason: Statutory requirement.

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

Reason: Statutory requirement.

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

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

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

Reason: Statutory requirement.

25. 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.

26. No advertising signage is permitted as part of the development.

Reason: To ensure compliance with Chapter 8 of the Uralla Development Control Plan.

Note: an advertisement relates to a product or service produced or delivered by another party.

27. A left turn only sign is to be erected at the Salisbury Street car park egress.

Reason: To minimise conflict between vehicles entering and exiting the car park.

28. Bollards must be constructed around the north-west corner of the boundary line adjoining the Stable Building and the car park in this area is to be reinforced.

Reason: To protect the Stables Building from damage from vehicle movements.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

29. A drainage management plan is to be submitted and approved by the Director of Infrastructure and Development or nominee.
Reason: To ensure that the development does not cause negative stormwater impacts on surrounding properties or Council's stormwater system.
30. Detailed plans for all works within the road reserve are to be submitted and approved by the Director of Infrastructure and Development or nominee.
Reason: To ensure that the development proceeds in the manner proposed by the applicant and that civil works are of an appropriate standard.
31. Plans of car park fencing are to be submitted and approved by the Director of Infrastructure and Development or nominee. These plans must demonstrate facilitation of access over existing rights of carriageway for neighbouring properties.
Reason: To ensure that the development does not impede access over existing rights of carriageway registered on the property title.
32. A Pedestrian Management Plan, Traffic Control Plan and a Traffic Management Plan are to be submitted and approved by the Director of Infrastructure and Development or nominee.
Reason: To ensure appropriate measures are in place for pedestrian safety and safe movement of traffic during construction and ongoing operation.
33. A Stormwater Management Plan showing sub-surface drainage of the supermarket and car park is to be submitted and approved by the Director of Infrastructure and Development or nominee.
Reason: To ensure appropriate measures are in place for pedestrian safety and safe movement of traffic during construction and ongoing operation
34. The plan T196700 from Kelley Covey dated 29 January is not approved. A revised plan showing the pedestrian refuge located further to the east is to be submitted and approved by the Director of Infrastructure and Development or nominee.
Reason: To ensure appropriate measures are in place for pedestrian safety.
35. A dedicated pedestrian access is to be provided between the supermarket car park and the Council car park to the north east of the site. A formal pedestrian pathway is also required between the Council car park and the entrance to the supermarket on Salisbury Street A revised plan showing the access and pathway is to be submitted and approved by the Director of Infrastructure and Development or nominee.
Reason: To ensure appropriate measures are in place for pedestrian safety.
36. A precondition report of the Stable Building must be provided to Council. The report is to be at the expense of the developer.
Reason: To ensure any impacts from the development on the Stables Building are quantifiable.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

37. 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

38. 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.*
39. 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 6.00 PM |
| Sunday & public holidays | 8.30 AM to 5.00 PM. |
- Reason: To ensure that public amenity is not unduly affected by noise.*
40. 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.*
41. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.
- Reason: To provide effective sanitation of the site during building construction.*
42. 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.*
43. 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.*
44. 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.*
45. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are adopted.
- (d) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
 - (e) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
 - (f) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
 - (g) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.
- Reason: Requirement of Council as the Road Authority.*

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

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

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

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

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

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

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

49. 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 and Development.

Reason: To ensure that public infrastructure is maintained.

50. 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.

51. All works within the road reserve, including blisters, pedestrian refuge and line marking are to be complete.

Reason: To ensure that pedestrian and vehicle access works are completed in a timely manner.

ADVISORY NOTES – GENERAL

52. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.

53. 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.

54. 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.
55. 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.
56. 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.
57. 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.
58. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

END

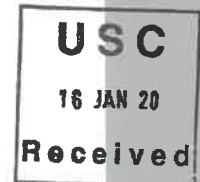


McCrossin's Mill

URALLA HISTORICAL SOCIETY INC.
MUSEUM AND FUNCTION CENTRE

Matt Clarkson,
Manager Planning and Regulation,
Uralla Shire Council
Salisbury Street
Uralla NSW 2358

Uralla, 16 January 2020



Dear Matt,

Re: **DA-85-2019 - 100 Bridge Street Uralla**

On behalf of the Uralla Historical Society, Inc. (UHS), we submit the following in response to the above Development Application.

We understand from your letter that submissions may be way of objection or by way of support only.

Objections:

1. The proposal, by not taking into consideration the location of existing buildings on the adjoining UHS premises, does not allow for access to the rear of the UHS gardens. UHS requires access to this area to be via the existing path which is located between car park locations 34 & 23 in the Proposed Site Plan.
2. The proposal, by not referring to a Heritage Assessment, does not provide a statement of impact on the existing heritage UHS Stables building. UHS requires an assessment to be performed by the Proposer before further work is performed.
3. The proposal does not indicate how existing public access to the Stables building, which includes a shop, is maintained. The main entrances to this building are on the western side.
4. The width of the egress path to Salisbury Street is shown as 6000mm on the Proposed Site Plan. The UHS Chaff Shed houses two restored fire engines, owned by Uralla Fire Brigade which require periodic maintenance off-site. 6000mm is insufficient space for these engines to be driven into and out of the Chaff Shed.

**PO Box 169
URALLA
NSW 2358**

**Phone:
02 6778 3022
Fax:
02 6778 3303**

ABN: 66 704 105 722

**McCROSSIN'S MILL
MUSEUM
URALLA
WHY NOT?**

Access needs to be maintained at existing path width in front of the Chaff Shed. In addition, UHS wants to install a replica of the verandah which once graced the front (the "western" side) of the 1878 Stables/Store, to complete the restoration of the whole McCrossin's Precinct. We would like to acquire the small portion of land required for this purpose.

5. Existing UHS rights-of-way must be maintained in order for UHS members to keep access to the UHS Function Centre. Disabled access to the Mill is via the shared driveway, which is used by Mill and Function Centre visitors' vehicles, ranging from private cars, to minibuses, and right up to Tourist Coaches.

6. The proposal does not indicate how the removal of sheds and other buildings on the UHS boundary will impact security of UHS premises, nor does it indicate how access control to the proposed carpark will be effected. UHS requires access control to its premises no less than what there is currently.

7. The proposed delivery access to existing Council parking area must also be accessible by UHS if this access is by means of a lockable gate. The proposal removes the existing gate at the rear of the UHS garden.

8. There is no indication on the Proposed Plan of any vegetation. Trees should be planted throughout the car park to provide shade and to alleviate heat reflection from the bitumen of the car park. Consideration should also be given to covering car parking spaces with solar panel roofs.

9. The driveway on the side of the Stables does not allow for proper drainage and underfloor ventilation because it appears to be less than 1 metre from the wall. The driveway must be relocated further from the Stables wall and doorways, at least to the width of the existing garden and paved area. The drainage and ventilation requirements apply on all three sides which are impacted by the development.

We look forward to an opportunity to discuss our submission:

Yours truly,

Louis van Ekert
President, Uralla Historical Society
Historical Society

Phil Irvine,
Vice-president, Uralla

Matt Clarkson
Manager of Development and Planning
Uralla Shire Council
Uralla NSW 2358

29 January 2020

Re: **DA-85-2019 - 100 Bridge Street Uralla**

Dear Mr Clarkson,

As owners of the adjoining property at 94-98 Bridge St, we submit the following in response to the above Development Application.

In addition, we believe that a Heritage Impact Report is critical to impartially assess the impact of the proposed development on the Heritage registered CBD precinct.

Generally, the proposed development contravenes many of the recommendations previously made to Council in the Community Based Heritage Study (Stage two), commissioned by Council in 2012 and funded by NSW government. The authors noted:

“Uralla Shire overall, and Bridge Street and Bundarra commercial precincts in particular, is fortunate that it contains few out-of-character or intrusive buildings. Out-of-character or intrusive structures or elements are those where the general design and/or scale are unrelated to the surrounding context or historic character of the building or locality.”

Objections:

1. Impact on heritage streetscape:

The proposed development will significantly and adversely impact the unique charm and appeal of the Heritage CBD streetscape.

In scale, proportion, land-use density, appearance, character and composition it is out of proportion with the existing small-business and residential nature of the CBD.

An industrial-scale development such as is proposed, will dominate the Southern approach to the Heritage precinct. It is in no way sympathetic, complimentary or balanced with the existing land-use or carefully preserved heritage environment. Being on the corner of the two major transportation and tourism routes and situated at the dip of the long picturesque southern approach the proposal will present as a dominant expanse of flat roof viewed from the new England Highway. This will adversely impact the character of the whole of the Bridge Street commercial precinct.

2. Impact on existing heritage buildings – 100 Bridge Street

The proposal radically alters the existing heritage building at 100 Bridge St by removing the traditional roof-line and “modernising” the front and side façades and makes it unrecognisable as a traditional corner store structure so typical of village high-streets.

This adversely and indelibly detracts from the streetscape in general and the adjoining high-profile heritage buildings, McCrossin's Mill Museum and our property, the Old Bank Building.

Again, the above referenced Heritage Study states under the heading "Rarity":

"Uralla's commercial precinct also contains a remarkable collective of period shops fronts, dating from the late 19th century and into the first part of the last century. Individually period shopfronts are becoming scarce and as a collective, and a collective spanning such an historic date range as in Uralla, is rare."

The proposal will further diminish the existing heritage appearance and feel of the property by removing the three existing weathered corrugated-iron and timber sheds which are wholly sympathetic with the overall heritage landscape and atmosphere of the immediate area.

3. Impact on the natural environment

The proposal includes no landscaping provision but removes existing gardens and green-space and replaces it with bitumen and concrete. The native hedgerow at the southern side of the Council Car Park at the back of the CBD will also be lost further removing shade and bird-habitation and making that area less hospitable and less attractive.

4. Impact on natural drainage

Our property is downslope of the proposed carpark and we are concerned about possible run-off from that expansive hard-surfaced area.

5. Impact on neighbouring heritage building – 94-98 Bridge Street

We also fear that the Northern façade of the proposed building which runs for 50+ meters along our boundary will be disproportionate, imposing and overbearing on our property. It is alarming that the proposed loading dock adjacent to the boundary is three storeys high.

The long-standing, unique garden which is enjoyed by the public attending Michael's Café will likely suffer adverse impacts in terms of light, air-circulation and noise levels. The trees on this boundary were planted in the 1970s and will be threatened by the foundations and drainage associated with the proposal.

The development application drawings do not reference the close proximity to the neighbouring buildings or the mature trees. We object to the development application proceeding without more detailed studies of the impact on its neighbours with consideration to shade, air circulation, noise reverberation and thermal reflection from the high cast-concrete façade and possible loss of the old trees.

6. Impact on adjoining small businesses

The proposal will have an undue impact on both the commercial and residential tenants occupying 94-98 Bridge Street.

We are greatly concerned that the development will have long-term adverse effects including but not limited to diminished privacy, diminished quality of environment, visual blight, increased noise pollution, increased traffic congestion and greater risk to security with the overall effect of a tangibly diminished standard of occupation for residential and commercial tenants.

7. Impact on traffic flow

We are concerned that there will be an impact to the flow of traffic on the busy New England Highway intersection and in the surrounding narrow lanes. We believe that congestion and road safety should be addressed through an independent Traffic Impact study.

We trust that our concerns will be fully considered by Council and that a decision on such a development would not be allowed to progress in its present form without a Heritage Impact Report, including the impact of such an imposing property on the Heritage listing CBD. In addition, a Traffic Impact Report is required to understand the potential implications of the proposed development.

The proposed development presents serious implications for the heritage CBD and the look and feel of Uralla and entirely contravenes the heritage report commissioned by Uralla Council.

It is of further concern that in addition to the lack of independent assessment, the timing of the Notification and calls for Submissions initially occurred over the Christmas holiday period. This has left us with the perception that the proposed development is being rushed through without due consideration to its full ramifications.

We believe that it is critical for the community to be fully consulted on high-impact developments and as such, welcomed the extension to the original submission deadline.

Also, the letter of notice sent by Council was addressed to the Post Office Box of our real estate agent and we did not receive it until late December. In this regard, if Council would kindly direct all future communication on this matter to the email addresses below, we would be most grateful.

Regards,

James Sinclair and Michelle Wade

From: [kent_mayo](#)
To: [Matt Clarkson](#)
Subject: DA-85-2019
Date: Thursday, 30 January 2020 11:26:50 AM

Dear Matt, I know that Council is not bound to offer UTEC the right to comment on this DA, and that UTEC has been in recess during the period for lodgement of submissions. However, given the scope and potential impact of the proposed development, I would like to offer some comments which UTEC may (or may not) endorse at its next meeting on February 11th, 2020.

The Supermarket is central to arguably Uralla's most significant Heritage Precinct, comprised of the 1874 McCrossin's Residence, the 1912 Bank Chamber, the 1893 Curtis Arcade Facade, all in Bridge St. On the Salisbury St side are the c1914 Council Chambers, the 1878 McCrossin's Stables/Store, the 1881 McCrossin's Chaff Shed, and the 1872 McCrossin's Flour Mill.

The proposed new addition to the Supermarket will go "clunk" in that otherwise charming collection of heritage buildings.

I'm also very concerned about the proposed removal of established trees and gardens, and the lack of provision for new plantings, including shade trees, in the vast expanse of bitumen Car Park.

I encourage Council to order a Heritage Impact report before proceeding with this matter.
Yours faithfully, Kent Mayo.

7 January 2020

File No: NTH19/00315/01
Your Ref: DA-85-2019

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

Dear Sir / Madam

**Re: Development Application DA-85-2019. Additions to Existing Food Works Supermarket.
Lot 2 DP 1127831 - 100 Bridge Street, Uralla.**

I refer to your application lodged on 9 December 2019 requesting comment from Transport for NSW (TfNSW) in relation to the abovementioned development application.

Roles and Responsibilities

The key interests for TfNSW are the safety and efficiency of the transport network, the integrity of State infrastructure and the integration of land use and transport in accordance with *Future Transport Strategy 2056*.

New England Highway [HW9] is a classified (State) road and Salisbury Street [MR73] is a classified (Regional) road under the *Roads Act 1993* (Roads Act). Uralla Shire Council is the roads authority for all public roads (other than freeways or Crown roads) in the local government area pursuant to Section 7 of the Roads Act. Any proposed works on a classified (State) road will require the consent of TfNSW. Consent is provided under the terms of a Works Authorisation Deed (WAD).

In accordance with Clause 101 of the *State Environmental Planning Policy (Infrastructure) 2007* (ISEPP) the Consent Authority is to have consideration for the safety, efficiency and ongoing operation of the classified road network, as the development has frontage to the classified roads. TfNSW is given the opportunity under Clause 104 to comment on traffic generating developments listed under Schedule 3.

Transport for NSW Response

TfNSW has reviewed the referred information and provides the following comments to assist the consent authority in making a determination:

1. The impact of through and turning traffic has not been adequately addressed. Through traffic on Salisbury Street should be able to negotiate a vehicle turning right into the development.
2. Council should be satisfied that adequate off-street car parking will be provided for customers and staff. Consideration should be given to how pedestrians will safely traverse the car park, service area and driveways to access the supermarket.
3. The existing pedestrian refuge and blisters on Salisbury Street will need to be relocated. Council will need to be confident that the new location is consistent with pedestrian desire lines to encourage their use and avoid conflicts with turning traffic.
4. It is proposed to install new ramps and stairs on the Bridge and Salisbury Street footpaths. Adequate footpath width should be retained to provide for two-way pedestrian traffic.
5. Service vehicles should enter and leave the site in a forward manner. The design should cater for the turning paths of the largest vehicle requiring access to the site. The swept paths of traffic entering from and exiting onto Salisbury Street will need to be able to negotiate the relocated blisters and pedestrian refuge.
6. Consideration should be given to connectivity for public and active transport modes such as walking and cycling. This should include facilities like seating and bicycle racks.
7. Detailed plans of any proposed roadwork within the classified road reserve should be submitted to Council in accordance with Section 138 of the Roads Act and the application referred to TfNSW for concurrence.
8. Construction of the accesses on Salisbury Street should be undertaken in accordance with Roads and Maritime's *Traffic Control at Worksites Manual*.

Any roadwork on a classified road will need to be designed and constructed in accordance with the current Austroads Guidelines, Australian Standards and TfNSW Supplements.

Upon determination of the application it would be appreciated if Council could forward a copy of the approval for our records. If you have any further enquiries regarding the above comments please do not hesitate to contact Greg Sciffer, Development Assessment Officer on (02) 6640 1362 or via email at: development.northern@rms.nsw.gov.au

Yours faithfully,



for Matt Adams
Manager Land Use Assessment, Northern



research | interpretation | education | tours | project management

HERITAGE ADVISORY MEMO

No. 76

date: 4 February 2020

ITEM 2: Foodworks – 100 Bridge St, Uralla (DA-85-2019)

Reviewed DA-85-2019 for alterations and additions to the Foodworks supermarket located on the corner of Bridge and Salisbury Streets, Uralla.

The existing building is not listed as a heritage item within Uralla LEP 2012, however, it has been identified as a heritage item in the Uralla Community Based Heritage Study (Stage 2) 2012 (SHI 2540277).

The Statement of Significance from the inventory sheet that accompanied the Community Based Heritage Study states that the:

Streetscape significance arises from the building's corner position and architectural detail. Historical association arises from its relationship with Uralla businessmen John McCrossin, William Curtis, G. Hardaker and McRaes as well as the Armidale architect R.N. Hickson. Social significance arises from the building's continued use as a department store and supermarket in Uralla. Significant relationships developed between the owners and customers over many years. Construction of this building in 1893 provides the opportunity to research the construction of buildings during the 1890s depression period. The store is representative of the growth of the Armidale family business, W. Curtis as it established branches in Hillgrove, Guyra and Uralla as well as the central store in Armidale.

This building has landmark, streetscape, historical association, social, research and representative significance.

It is evident from the inventory sheet that alterations and additions occurred to the building in 1904, 1919 and 1938. Other alterations are believed to have occurred after 1938.

The subject property is in the vicinity of:

- the State listed McCrossin's Mill and chaff shed (I50) at 29 Salisbury Street
- the locally listed old stable building (I52) at 31 Salisbury Street
- the offices of Uralla Shire Council, also in Salisbury Street, a building that is not listed as a heritage item within Uralla LEP 2012, however, has been identified as a heritage item in the Uralla Community Based Heritage Study (Stage 2) 2012 (SHI 2540027).

The subject property also adjoins the former Bank of NSW at 94-98 Bridge Street, a property, that is not yet listed as an item of heritage within Uralla LEP 2012, however, has been identified in the Uralla Community Based Heritage Study (Stage 2) (SHI Number 2540226).

All of the properties mentioned above are within the Uralla Commercial Precinct Conservation Area C03, and except for the Council offices are included in the Find Charm in Uralla Heritage Walk.



Image:
Intersection of Bridge and Salisbury Streets looking east along Salisbury Street towards McCrossins Mill, chaff shed and stables



Image:
View looking west along Salisbury Street towards Foodworks

The proposal is to substantially increase the floor space of the existing supermarket. For this to occur the plans show that it will be necessary to demolish an attached skillion storage area, partially detached toilets and a metal clad shed.



Images:
Salisbury Street frontage showing three buildings proposed to be demolished.



partially detached toilet block



attached skillion storage area



metal clad shed



Image:
View looking south along Bridge Street from former Bank of NSW which adjoins Foodworks
The existing building is on a corner location and prominent within the Uralla streetscape with an interesting parapet and roof form and lead lighting over several windows.



Image:
Lead light over windows Bridge Street frontage.

It is also complemented by a sympathetic partially detached disused toilet block and a simple shed that adjoins similar sheds creating an interesting streetscape along Salisbury Street.

On close inspection the building retains many original features from an earlier period hidden above a suspended false ceiling. There may be other original features hidden behind internal and external cladding.



Image:
Original stained glass window and beams.



Images:

Original beams, ceiling roses and linings.

The proposal as submitted:

- changes the character of the Uralla Commercial Precinct by introducing a bulky building in the heart of the precinct,
- significantly alters the roof form of the existing Foodworks store by reducing its prominence and interest when viewed from the street and changing its appearance and historical connection to the original sections of the building,
- alters the Bridge Street appearance by removing several recessed window and door openings,
- alters the Bridge and Salisbury Street appearance by introducing accessible ramps along the external façade rather than locating them within the building,
- does not provide any interest along Salisbury Street. Rather it creates a blank and bland Salisbury Street frontage, and
- introduces an increased roof height by proposing a delivery shed along the northern boundary of the property which may protrude above the parapet of the store when viewed from the street and the adjoining properties.

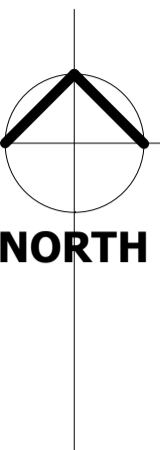
The Uralla Commercial Precinct Conservation Area would benefit from:

- a building less bulky in appearance when viewed from Salisbury Street,
- a redesign of the Salisbury Street frontage so that a more active and architecturally interesting frontage is created and one that reinforces a 'connection' to the heritage buildings on the northern side of Salisbury Street,
- retention of the recessed entries along the Bridge Street frontage, below awning level, as they break up the continuous wall length,

- redesign of ramped entry along Bridge Street frontage so it does not impact on pedestrian activity within the public realm, and
- retention and exposure to the public of the features, outlined in this report, as they form part of the original fabric of the building.



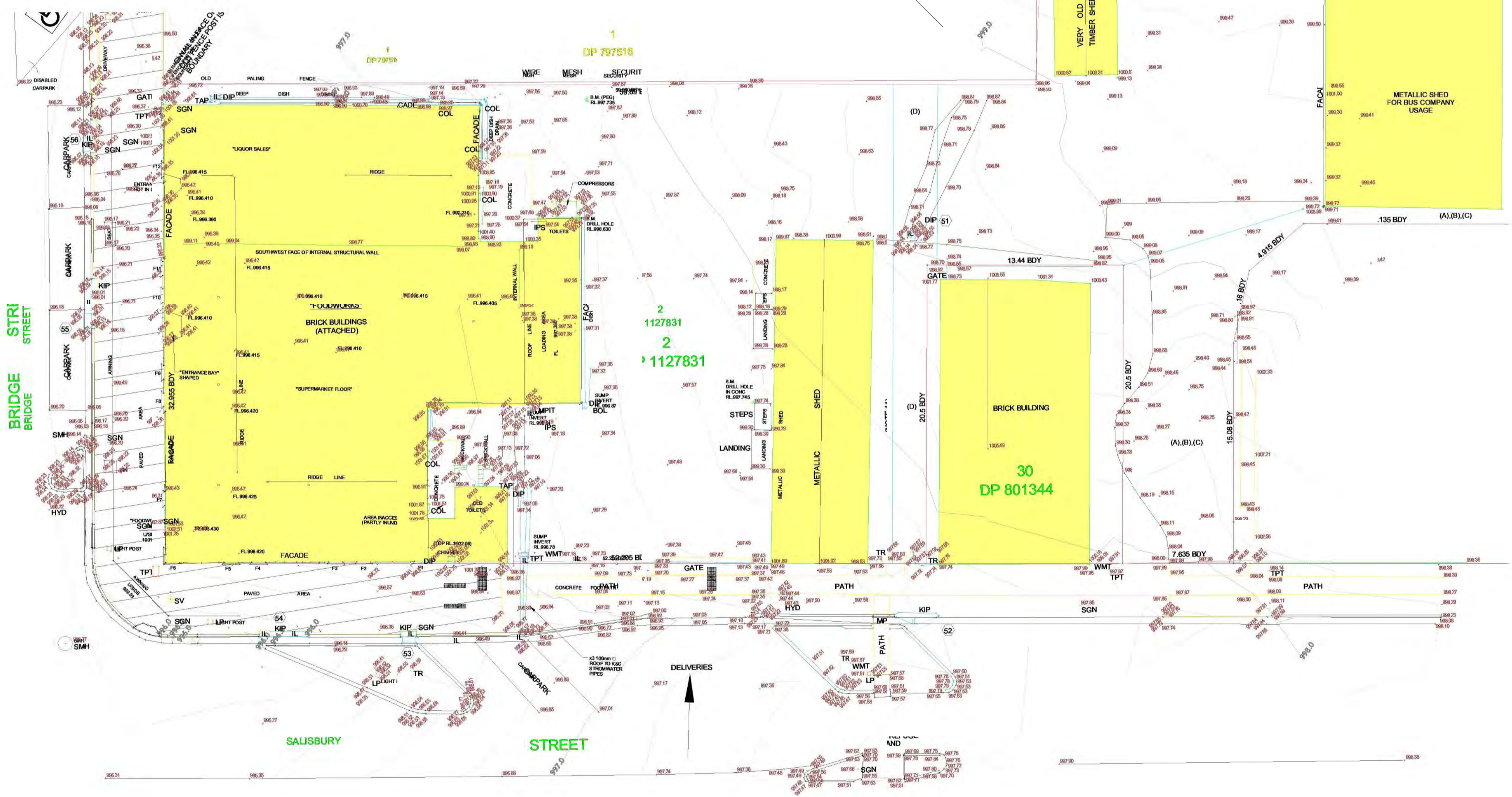
M. McKay



Site Location

| BCA Classification | |
|--------------------------|---------|
| Existing Foodworks Store | Class 6 |
| Proposed Store Extension | Class 6 |
| Type C construction | |

| Site Information | |
|-----------------------|---|
| Local Government Area | - Uralla Shire Council |
| Uralla LEP Zone | - B2 Local Center |
| Conservation Area | - General Conservation Area |
| Site Area | Lot 2 DP 1127831 = 3253.4m ² |
| Building Height | - N/A |
| Site Coverage | - 38.9% (1266.3m ² /3253.4m ²) |



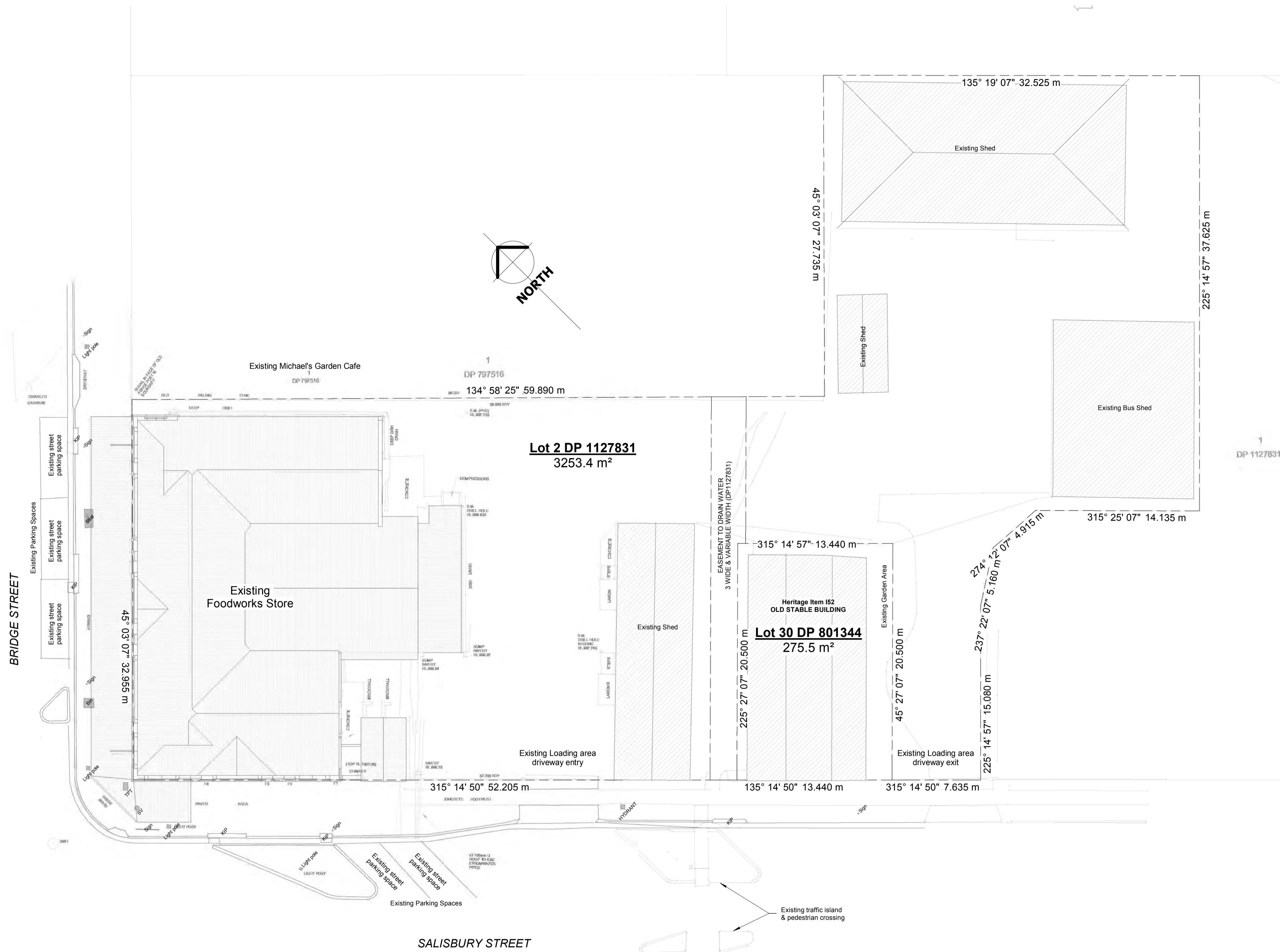
Copy of Existing Site Survey

1 : 200

Refer to Monteath & Powys Pty Ltd
Survey Plan No 18/0377 for full details

| Drawing List | | | |
|--------------|--------------------------|------------------|-----------------------|
| Sheet No | Sheet Name | Current Revision | Current Revision Date |
| 00 | Title Sheet | 1 | 09/06/19 |
| 01 | Existing Site Plan | 2 | 09/06/19 |
| 02 | Demolition Plan | 1 | 09/06/19 |
| 03 | Site Analysis | 1 | 09/06/19 |
| 04 | Proposed Site Plan | 1 | 09/06/19 |
| 05 | Floor Plan | 2 | 23/07/19 |
| 06 | Area Plan | 1 | 09/06/19 |
| 07 | Elevations | 2 | 09/06/19 |
| 08 | Sections | 1 | 09/06/19 |
| 09 | Sections | 1 | 09/06/19 |
| 10 | Ceiling Height Plan | 1 | 09/06/19 |
| 11 | Entry Plans | 2 | 17/02/20 |
| 12 | Truck Turning Templates | 2 | 09/06/19 |
| 13 | Roof Plan & Carpark Plan | 1 | 09/06/19 |
| 14 | 3D Views | 1 | 09/06/19 |

| GENERAL NOTES: | AREAS: | REVISIONS: | PROJECT INFORMATION: | | | | | | | | | | | | | | | | | | | | | |
|----------------|--------------|--|----------------------|-------------|------|---|------------|----------|---|-------|--------------|---------|--------|------|------|----------|-----------|----|---|-------|-----|--|--|--|
| | | <table border="1"> <tr> <th>No.</th> <th>Description</th> <th>Date</th> </tr> <tr> <td>1</td> <td>For Review</td> <td>09/06/19</td> </tr> </table> | No. | Description | Date | 1 | For Review | 09/06/19 | <p>P.B. Eveleigh Plan Service 7 Short Street Scone NSW 2337 Ph: (02) 65452108 A.B.N. 88 709 487 298 Email: pbeplans@gmail.com</p> <p>PROJECT: PROPOSED FOODWORKS SUPERMARKET EXTENSION AT: LOT 2 DP 1127831, 100 BRIDGE STREET, URALLA FOR: MURALL P/L ATF MATADOR URALLA ASSET TRUST</p> <table border="1"> <tr> <td>SCALE</td> <td>As indicated</td> <td>JOB No:</td> <td>002-19</td> <td>REV:</td> </tr> <tr> <td>DATE</td> <td>16/01/19</td> <td>SHEET No:</td> <td>00</td> <td>1</td> </tr> <tr> <td>DRAWN</td> <td>PDG</td> <td></td> <td></td> <td></td> </tr> </table> | SCALE | As indicated | JOB No: | 002-19 | REV: | DATE | 16/01/19 | SHEET No: | 00 | 1 | DRAWN | PDG | | | |
| No. | Description | Date | | | | | | | | | | | | | | | | | | | | | | |
| 1 | For Review | 09/06/19 | | | | | | | | | | | | | | | | | | | | | | |
| SCALE | As indicated | JOB No: | 002-19 | REV: | | | | | | | | | | | | | | | | | | | | |
| DATE | 16/01/19 | SHEET No: | 00 | 1 | | | | | | | | | | | | | | | | | | | | |
| DRAWN | PDG | | | | | | | | | | | | | | | | | | | | | | | |



Existing Site Plan

1 : 200

GENERAL NOTES:

AREAS:

| No. | Description | Date |
|-----|-------------|----------|
| 2 | For Review | 09/06/19 |
| 1 | Preliminary | 11/02/19 |


Note: All levels, dimensions & materials must be verified between owners & builder before commencement of construction.

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| SCALE | 1 : 200 | JOB No: | 002-19 |
| DATE | 16/01/19 | SHEET No: | 01 |
| DRAWN | PDG | REV: | 2 |

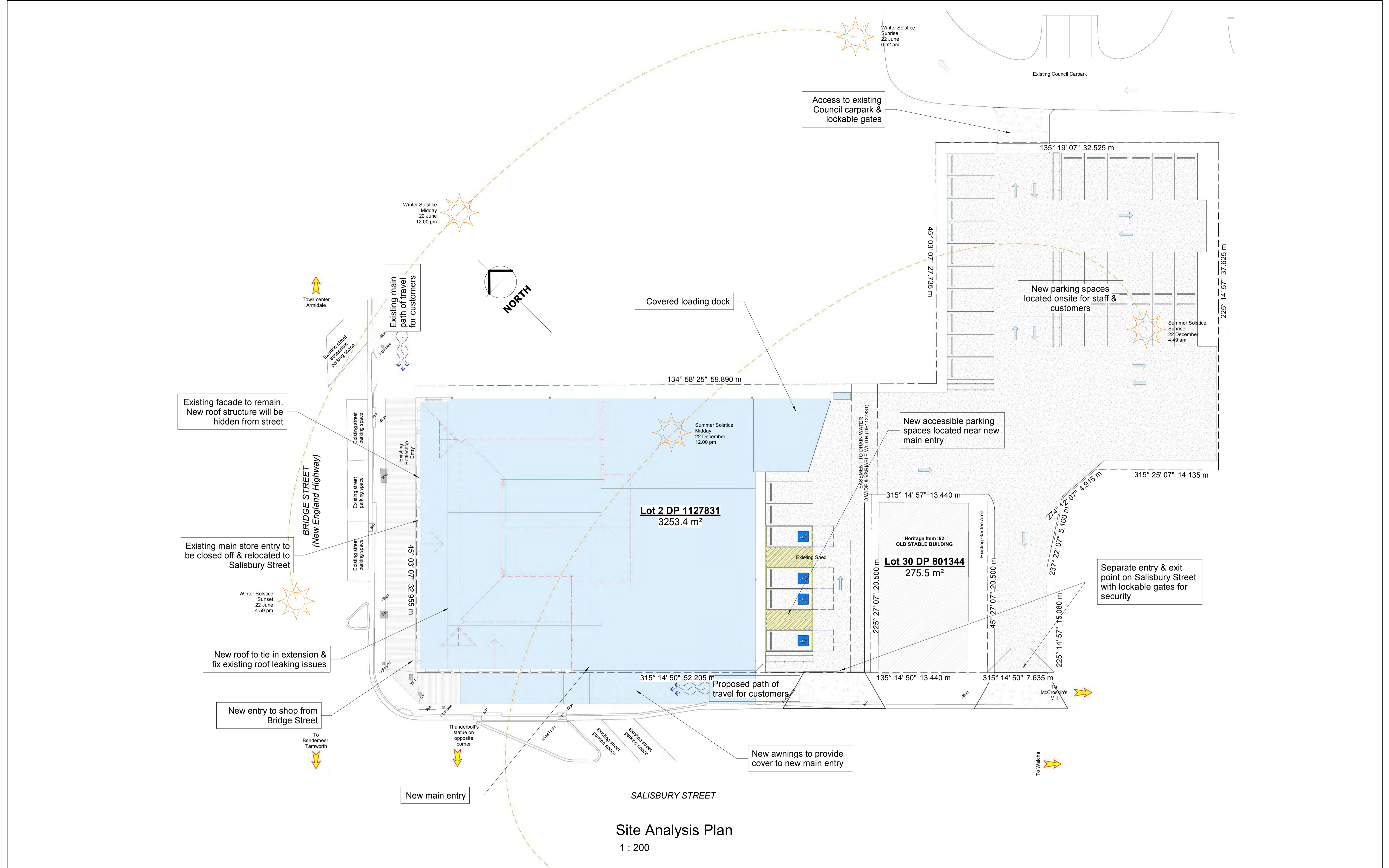


Demolition Plan
1 : 200

| GENERAL NOTES: | | AREAS: | | |  <p>7 Short Street Scane NSW 2337 Ph:(02) 65452108 A.B.N. 88 709 487 298 Email: pbeplans@gmail.com</p> | <p>PROJECT PROPOSED FOODWORKS SUPERMARKET EXTENSION AT LOT 2 DP 1127831 100 BRIDGE STREET, URALLA FOR MURALL P/L ATF MATADOR URALLA ASSET TRUST</p> <table border="1"> <tr> <td>SCALE</td> <td>1 : 200</td> <td>JOB No:</td> <td>002-19</td> <td>REV:</td> <td></td> </tr> <tr> <td>DATE</td> <td>16/01/19</td> <td>SHEET No:</td> <td>02</td> <td></td> <td></td> </tr> <tr> <td>DRAWN</td> <td>PDG</td> <td></td> <td></td> <td></td> <td>1</td> </tr> </table> | SCALE | 1 : 200 | JOB No: | 002-19 | REV: | | DATE | 16/01/19 | SHEET No: | 02 | | | DRAWN | PDG | | | | 1 |
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| SCALE | 1 : 200 | JOB No: | 002-19 | REV: | | | | | | | | | | | | | | | | | | | | |
| DATE | 16/01/19 | SHEET No: | 02 | | | | | | | | | | | | | | | | | | | | | |
| DRAWN | PDG | | | | 1 | | | | | | | | | | | | | | | | | | | |
| | | | | <table border="1"> <tr> <td>1</td> <td>For Review</td> <td>09/06/19</td> </tr> <tr> <th>No.</th> <th>Description</th> <th>Date</th> </tr> <tr> <td colspan="3">Note: All levels, dimensions & materials must be verified between owners & builder before commencement of construction.</td> </tr> </table> | 1 | For Review | 09/06/19 | No. | Description | Date | Note: All levels, dimensions & materials must be verified between owners & builder before commencement of construction. | | | | | | | | | | | | | |
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| No. | Description | Date | | | | | | | | | | | | | | | | | | | | | | |
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Council Business Paper - 26 August 2020

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GENERAL NOTES:

AREAS:

Legend

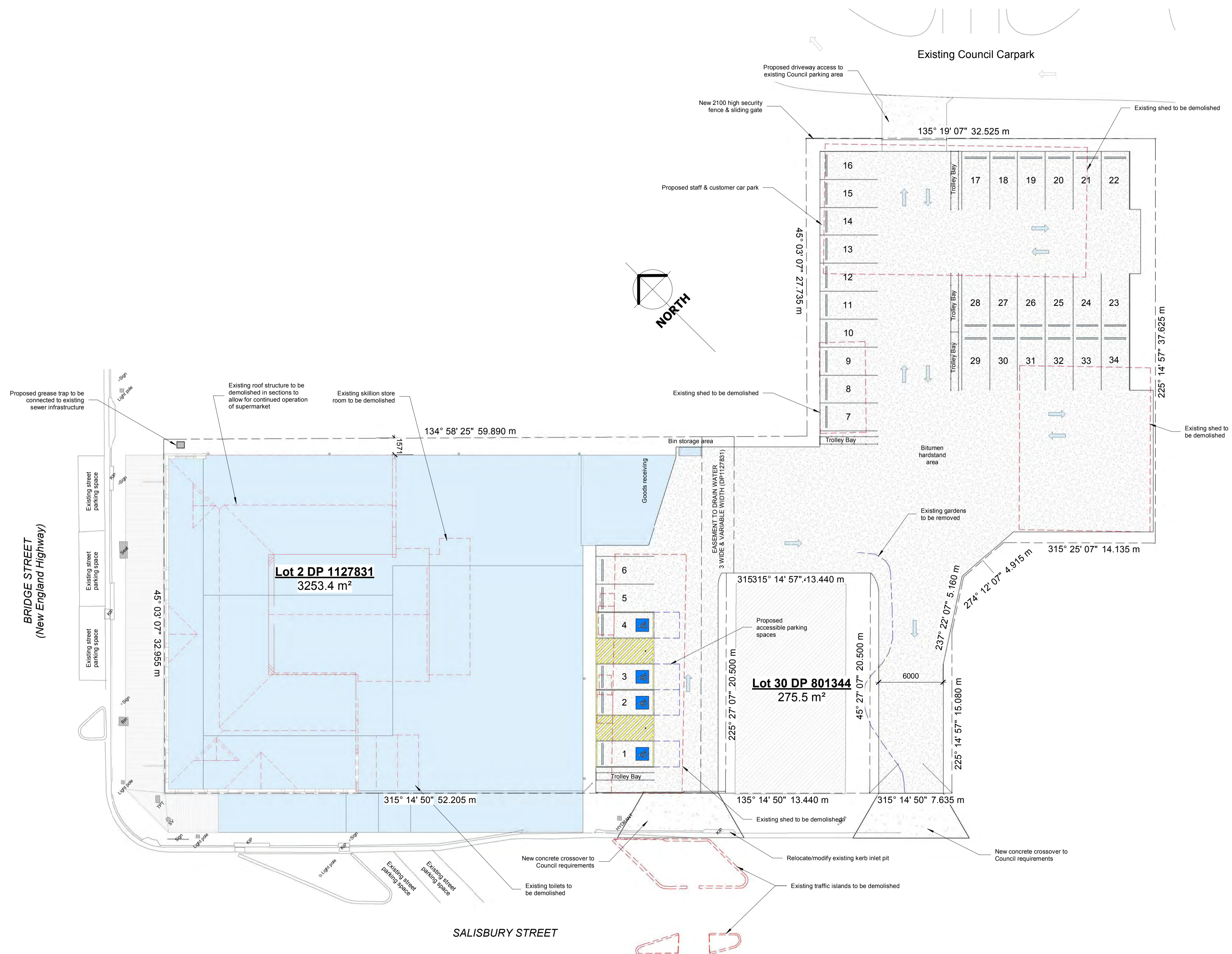
- Proposed
- Existing
- Demolished

| No. | Description | Date |
|-----|-------------|----------|
| 1 | For Review | 09/06/19 |

Note: All levels, dimensions & materials must be verified between owners & builder before commencement of construction.

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| | |
| 7 Short Street Scone NSW 2337 Ph: (02) 65452108 A.B.N. 88 709 487 298 Email: pbeplans@gmail.com | |

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|--|--------------|-----------|--------|
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| SCALE | As indicated | JOB No: | 002-19 |
| DATE | 16/01/19 | SHEET No: | 03 |
| DRAWN | PDG | REV: | 1 |



Proposed Site Plan
1 : 200

GENERAL NOTES:

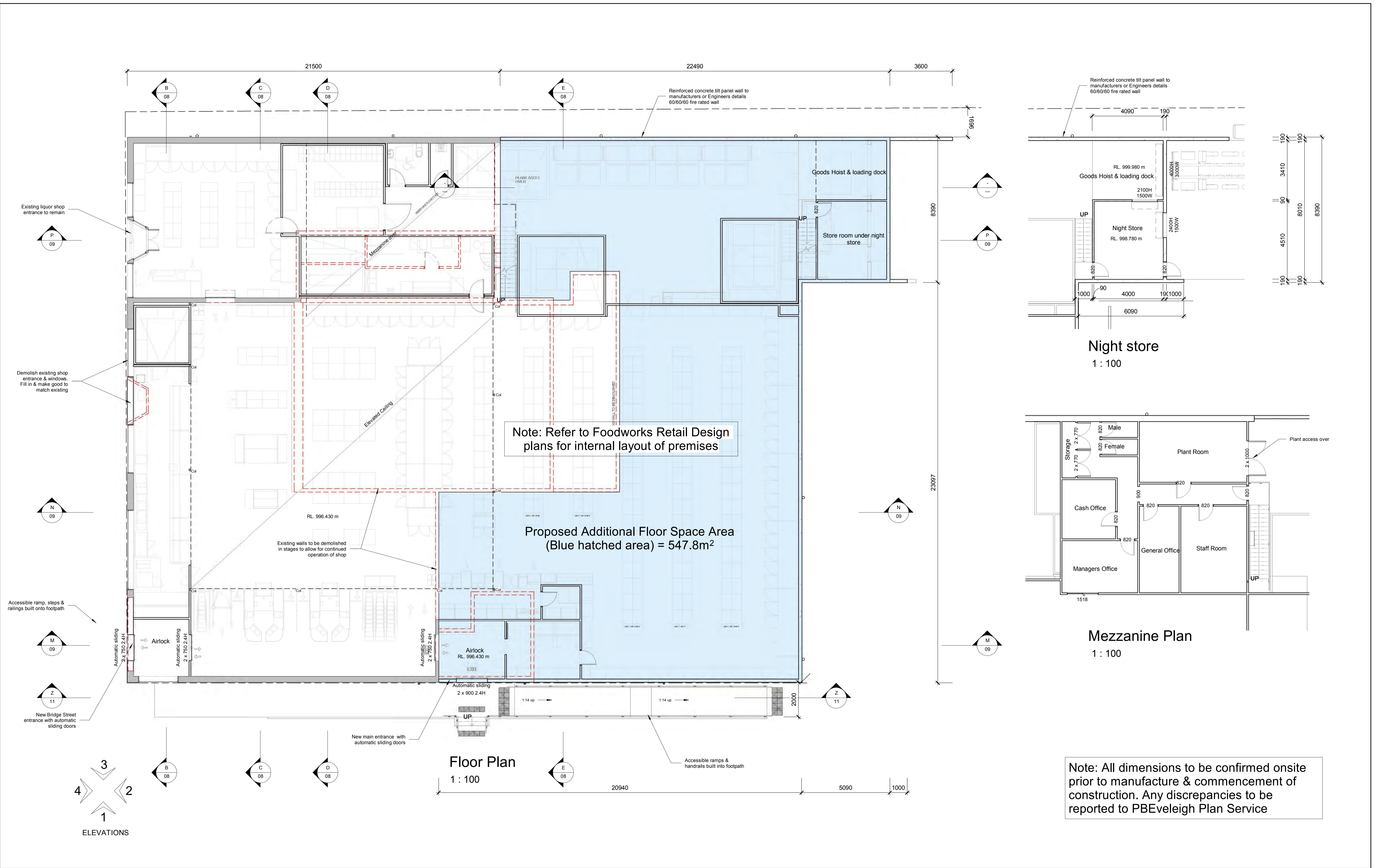
AREAS:

| No. | Description | Date |
|-----|-------------|----------|
| 1 | For Review | 09/06/19 |

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**P.B. Eveleigh
Plan Service**
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| | | | |
|--|----------|-----------|--------|
| PROJECT PROPOSED FOODWORKS SUPERMARKET EXTENSION | | | |
| AT LOT 2 DP 1127831 100 BRIDGE STREET, URALLA | | | |
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| SCALE | 1 : 200 | JOB No: | 002-19 |
| DATE | 16/01/19 | SHEET No: | 04 |
| DRAWN | PDG | REV: | 1 |



Note: All dimensions to be confirmed onsite prior to manufacture & commencement of construction. Any discrepancies to be reported to PBEveleigh Plan Service

GENERAL NOTES:
 *WET AREAS IN ACCORDANCE WITH THE BCA PART F1.
 *SITE PREPARATION INCLUDING DRAINAGE & TERMITE RISK MANAGEMENT TO BE IN ACCORDANCE WITH THE BCA.
 *WRITTEN DIMENSIONS WILL TAKE PRECEDENCE OVER SCALE.
 *WC DOOR REMOVABLE WHERE REQUIRED AND FITTED WITH LIFT OFF HINGES IN ACCORDANCE WITH THE BCA PART F2.

AREAS:

| | |
|-------------------------|-----------------------------|
| Existing Shop Area | 718.5 m ² |
| Proposed Extension Area | 547.8 m ² |
| Total | 1266.3 m² |

| Application | Surface Condition | |
|--|-------------------|-----------|
| | Dry | Wet |
| Ramps steeper than 1:14 | P4 or R11 | P5 or R12 |
| Ramp sleeper than 1:20 but not steeper than 1:14 | P3 or R10 | P4 or R11 |
| Tread or landing surface | P3 or R10 | P4 or R11 |
| Nosing or landing edge slip | P3 | P4 |

LEGEND:
 [Blue outline] Proposed
 [Grey fill] Existing
 [Red dashed line] Demolished

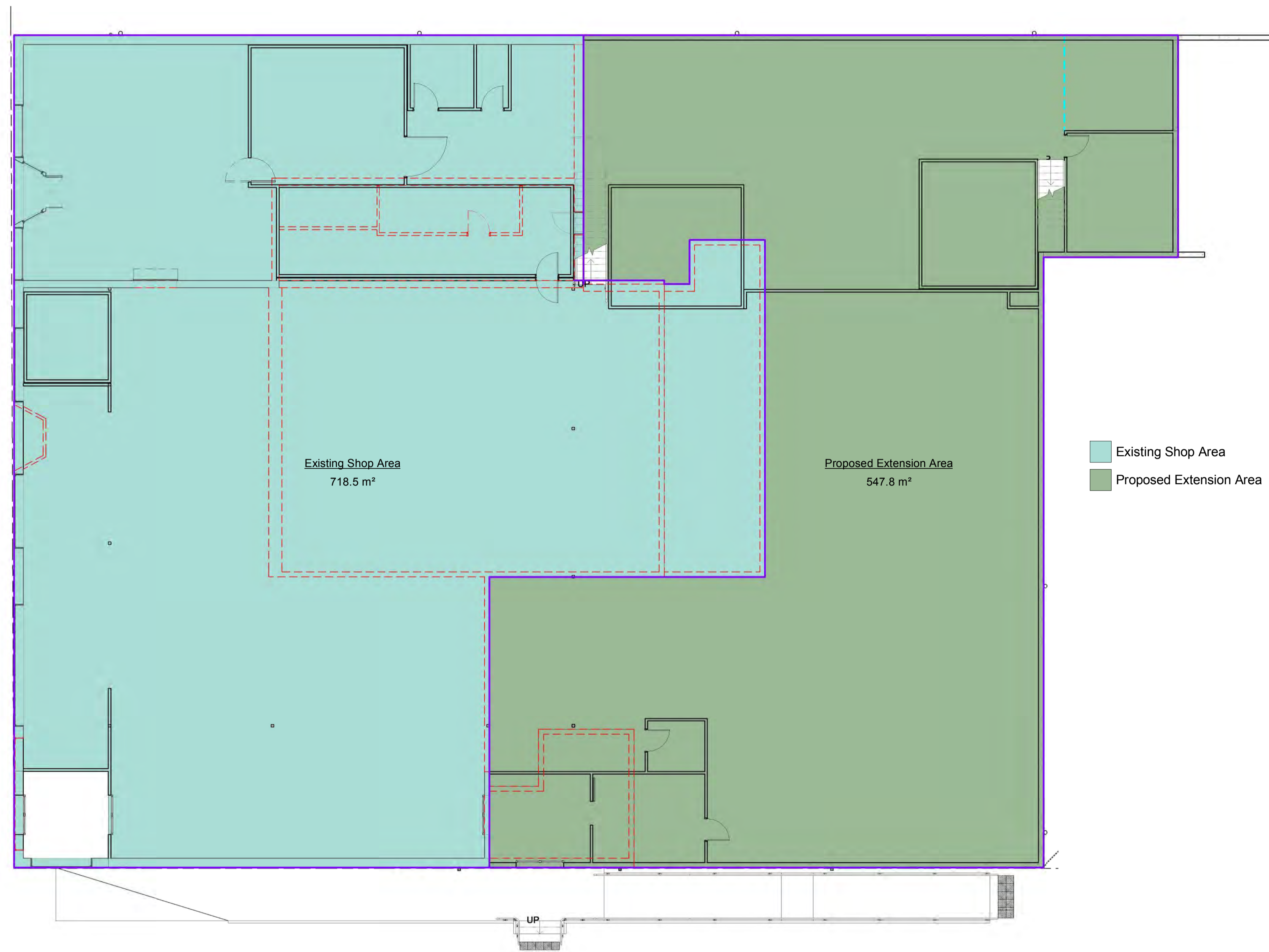
| No. | Description | Date |
|-----|--------------------|----------|
| 2 | Area table revised | 23/07/19 |
| 1 | Preliminary | 11/02/19 |

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 FOR MURALL P/L ATF MATADOR URALLA ASSET TRUST

| | | | | |
|-------|--------------|-----------|--------|------|
| SCALE | As indicated | JOB No: | 002-19 | REV: |
| DATE | 16/01/19 | SHEET No: | 05 | 2 |
| DRAWN | PDG | | | |



Existing & Proposed Areas
1 : 100

GENERAL NOTES:

AREAS:

| | |
|-------------------------|-----------------------|
| Existing Shop Area | 718.5 m ² |
| Proposed Extension Area | 547.8 m ² |
| | 1266.3 m ² |

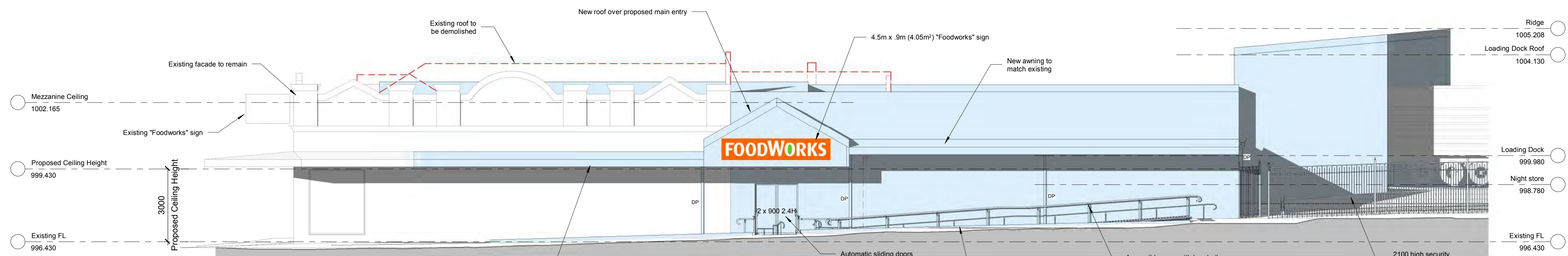
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|-----|-------------|----------|
| 1 | For Review | 09/06/19 |

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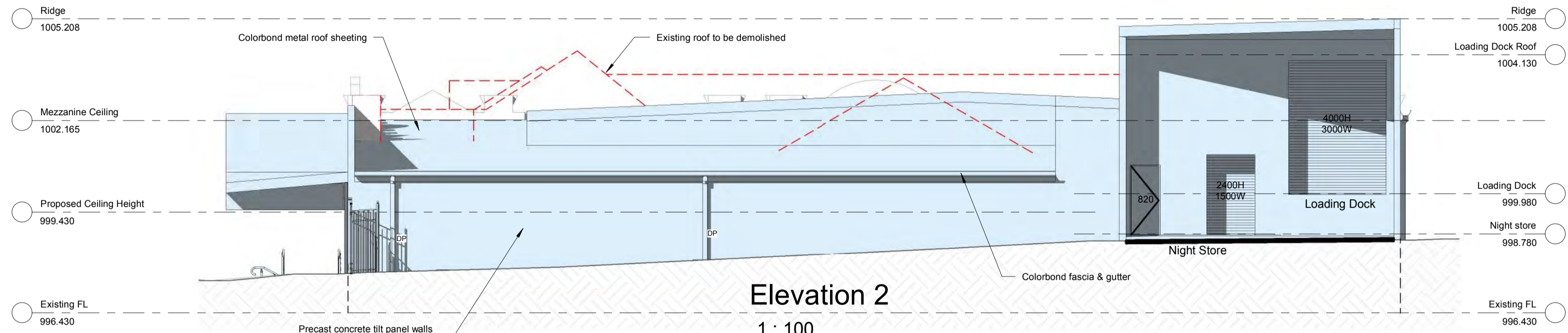
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PROJECT
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FOR
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ASSET TRUST

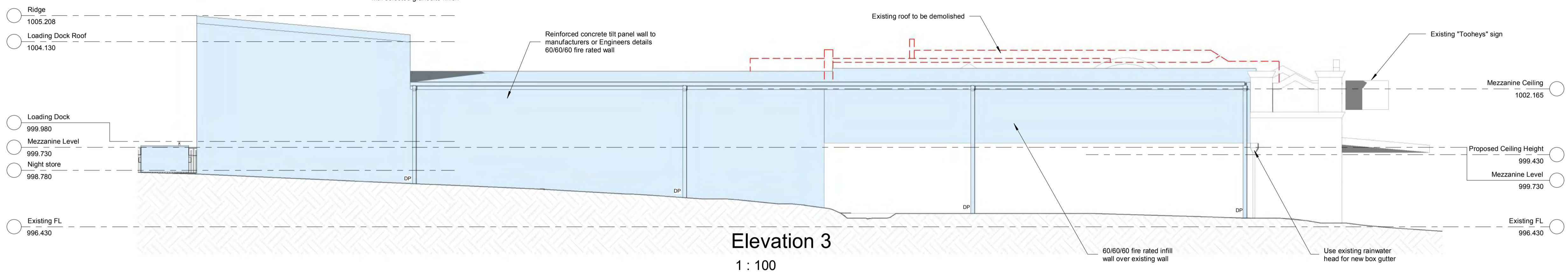
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|-------|----------|-----------|--------|------|---|
| SCALE | 1 : 100 | JOB No: | 002-19 | REV: | |
| DATE | 16/01/19 | SHEET No: | 06 | | 1 |
| DRAWN | PDG | | | | |



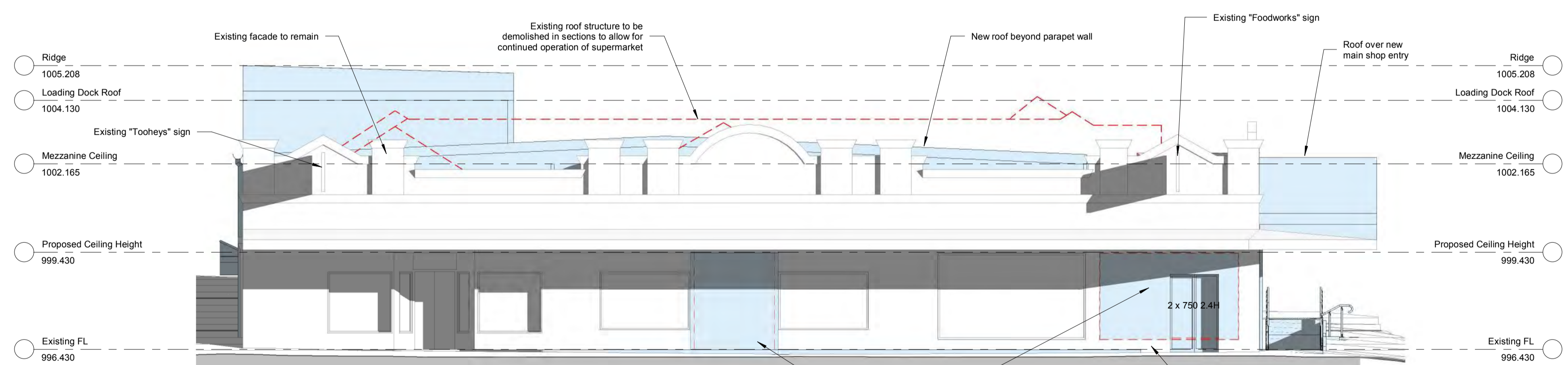
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1 : 100



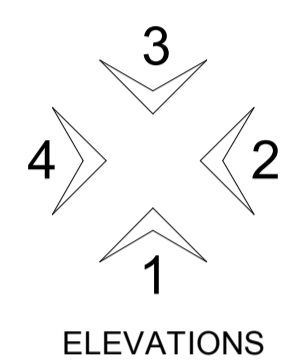
Elevation 2
1 : 100



Elevation 3
1 : 100



Elevation 4
1 : 100



GENERAL NOTES:

AREAS:

Legend

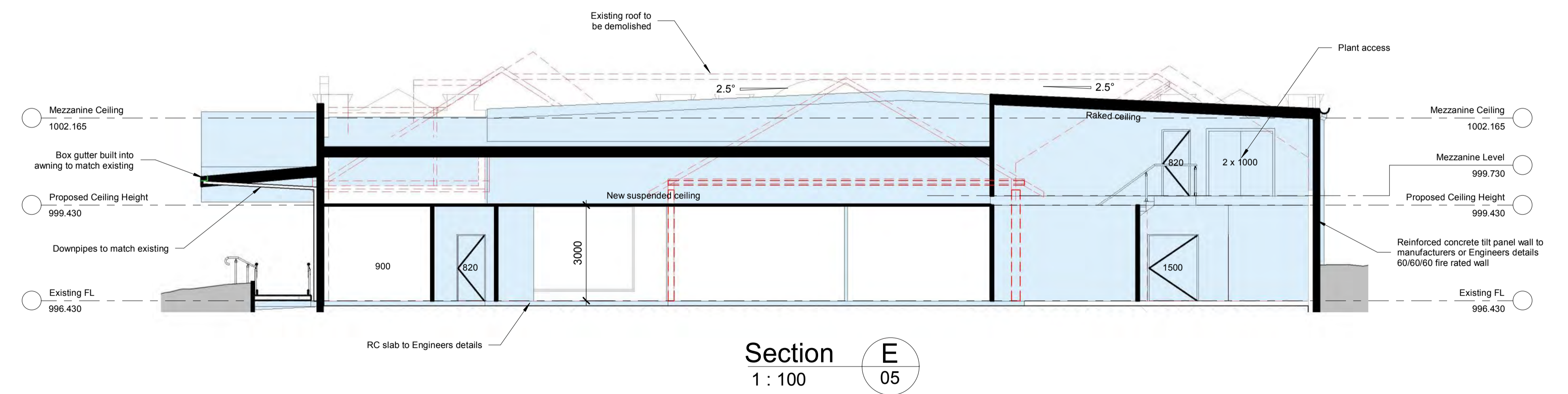
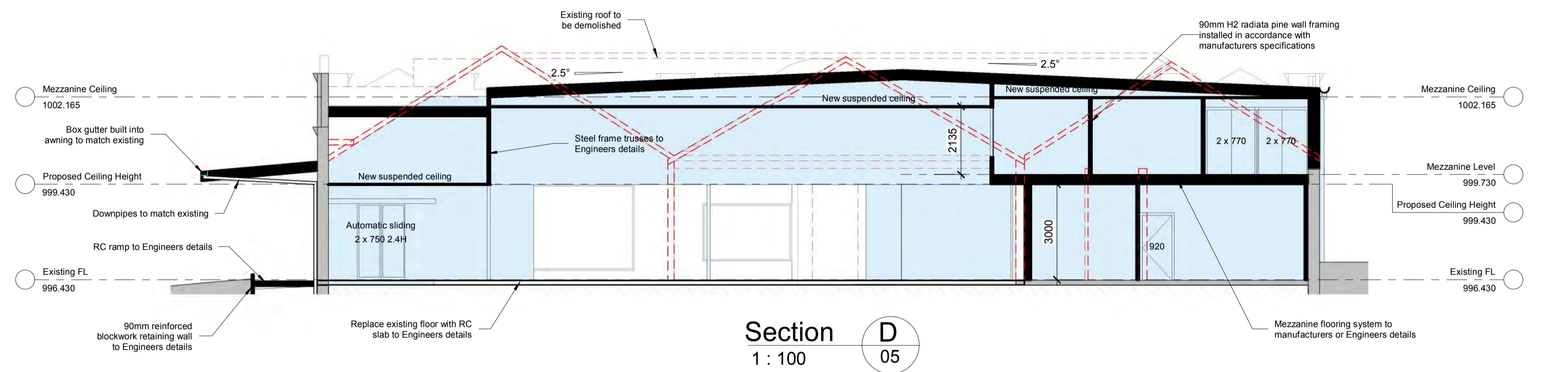
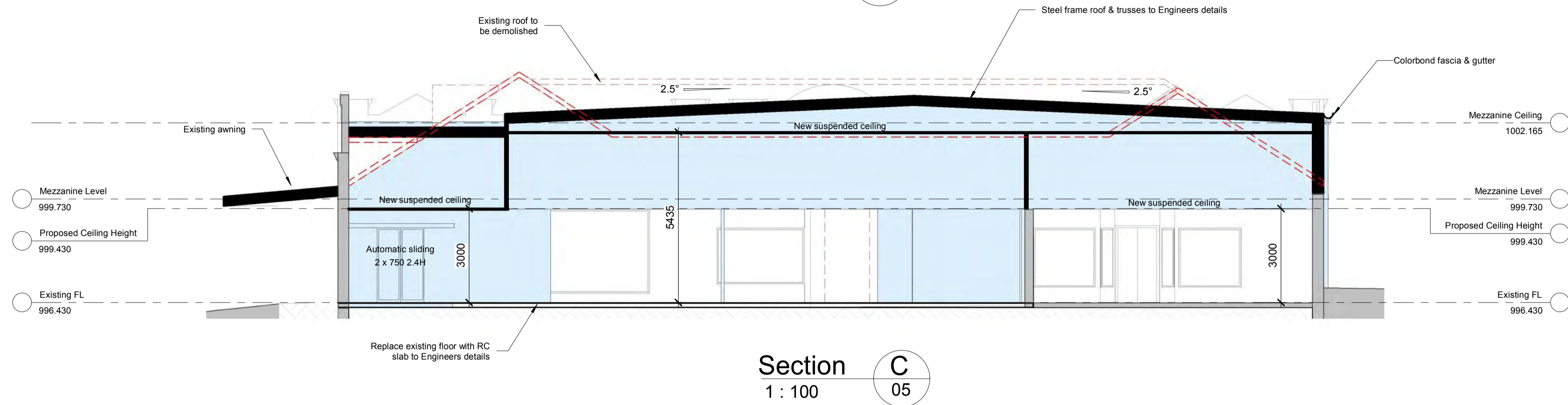
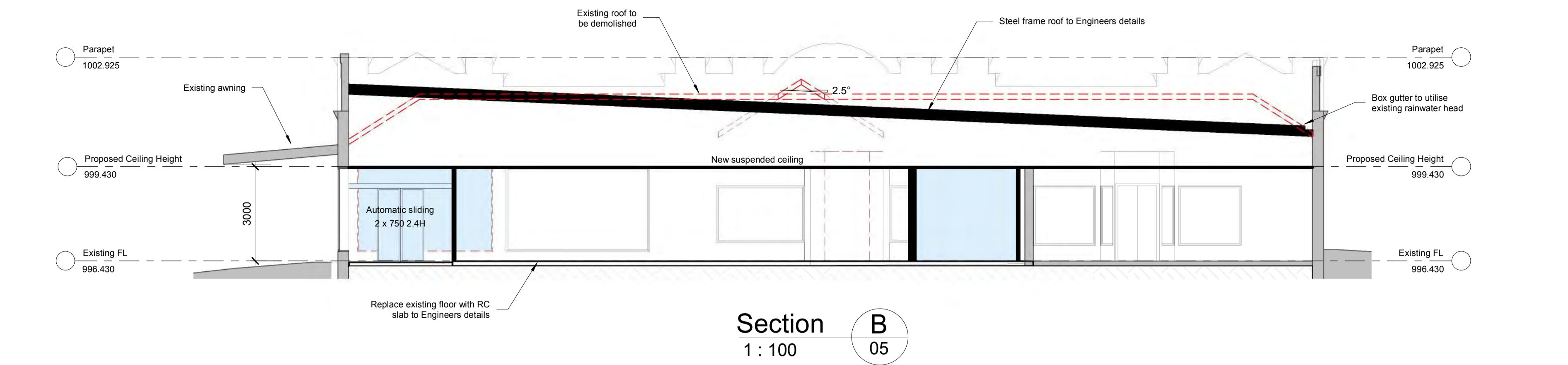
- Proposed
- Existing
- Demolished

| 2 | For Review | 09/06/19 |
|---|-------------|----------|
| 1 | Preliminary | 11/02/19 |
| No. | Description | Date |
| Note: All levels, dimensions & materials must be verified between owners & builder before commencement of construction. | | |

**P.B. Eveleigh
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| | | | |
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| AT LOT 2 DP 1127831 100 BRIDGE STREET, URALLA | | | |
| FOR MURALL P/L ATF MATADOR URALLA ASSET TRUST | | | |
| SCALE | As indicated | JOB No: | 002-19 |
| DATE | 16/01/19 | SHEET No: | 07 |
| DRAWN | PDG | REV: | 2 |



GENERAL NOTES:

AREAS:

Legend

- Proposed
- Existing
- Demolished

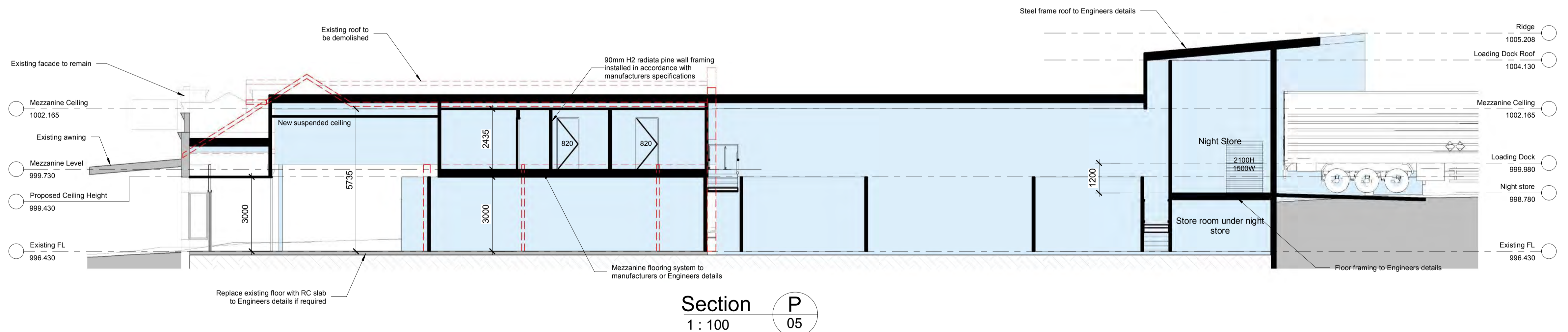
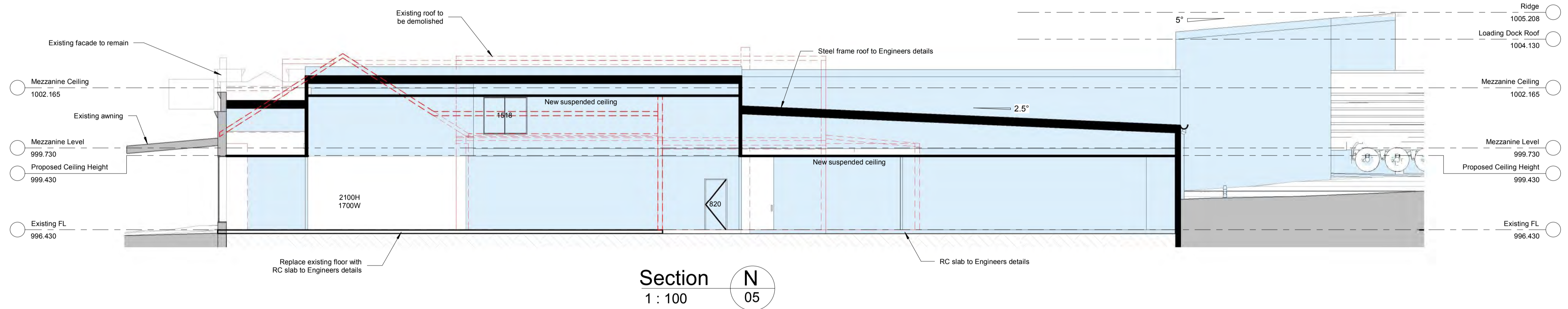
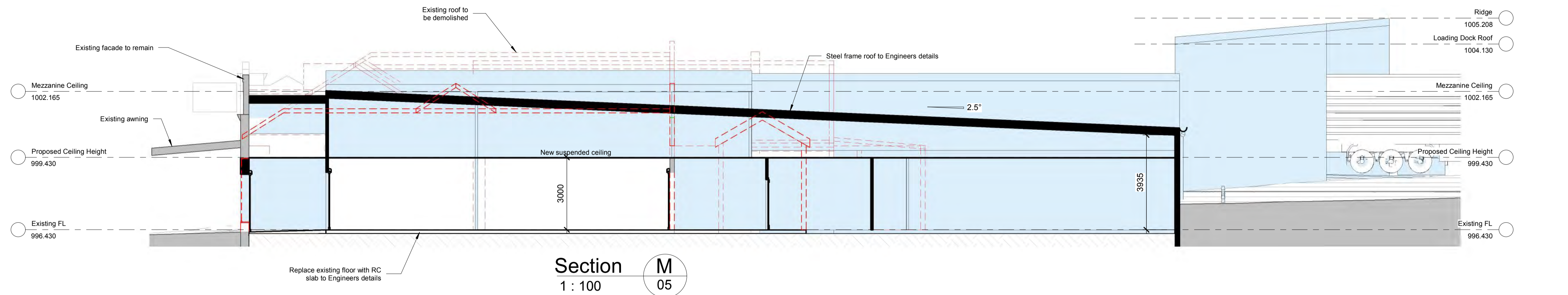
| No. | Description | Date |
|-----|-------------|----------|
| 1 | For Review | 09/06/19 |

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| SCALE | As indicated | JOB No: | 002-19 |
| DATE | 16/01/19 | SHEET No: | 08 |
| DRAWN | PDG | REV: | 1 |



GENERAL NOTES:

AREAS:

Legend

- Proposed
- Existing
- Demolished

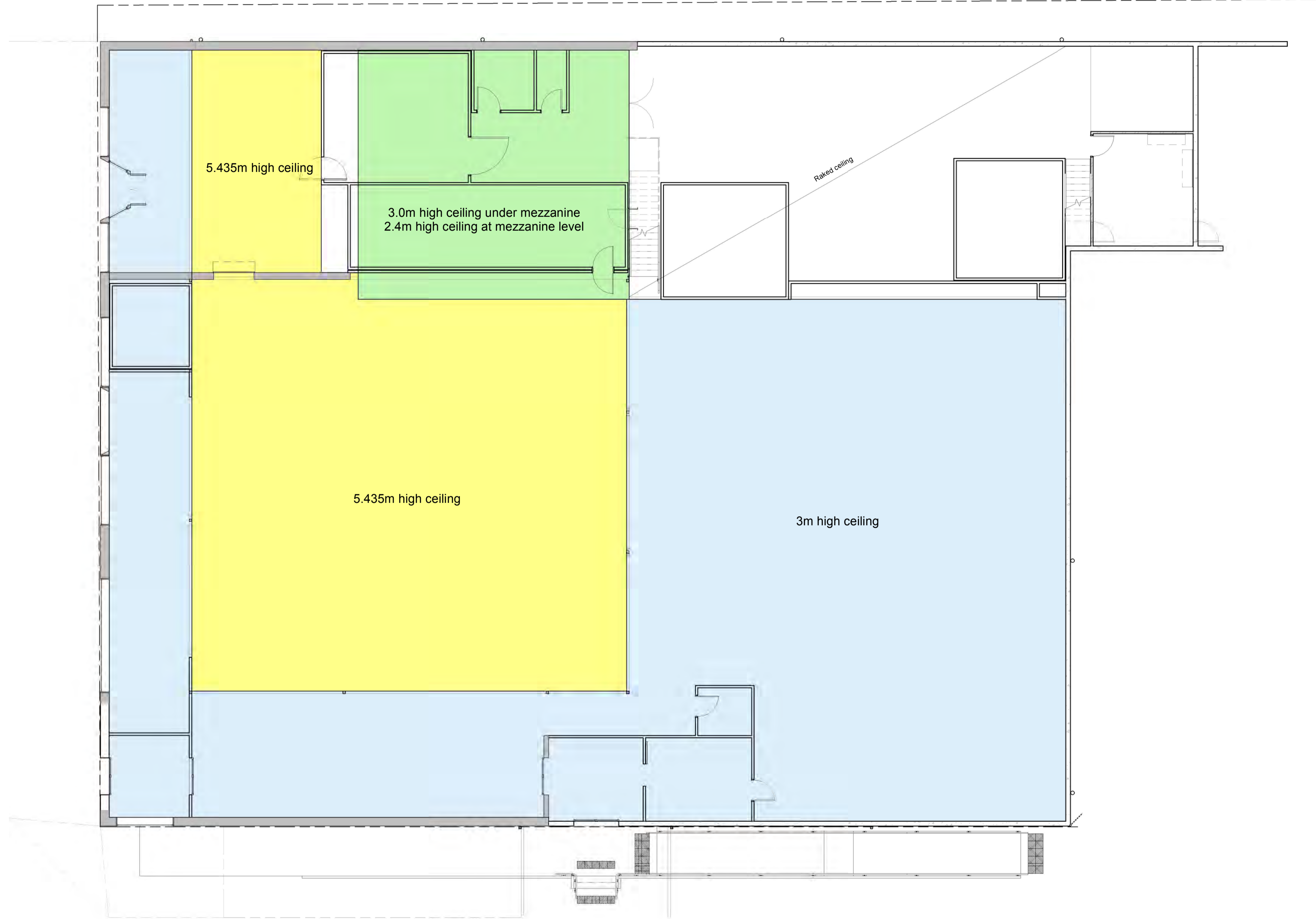
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| SCALE | As indicated | JOB No: | 002-19 | REV: |
|-------|--------------|-----------|--------|------|
| DATE | 16/01/19 | SHEET No: | 09 | 1 |
| DRAWN | PDG | | | |



Ceiling Height Plan

1 : 100

GENERAL NOTES:

AREAS:

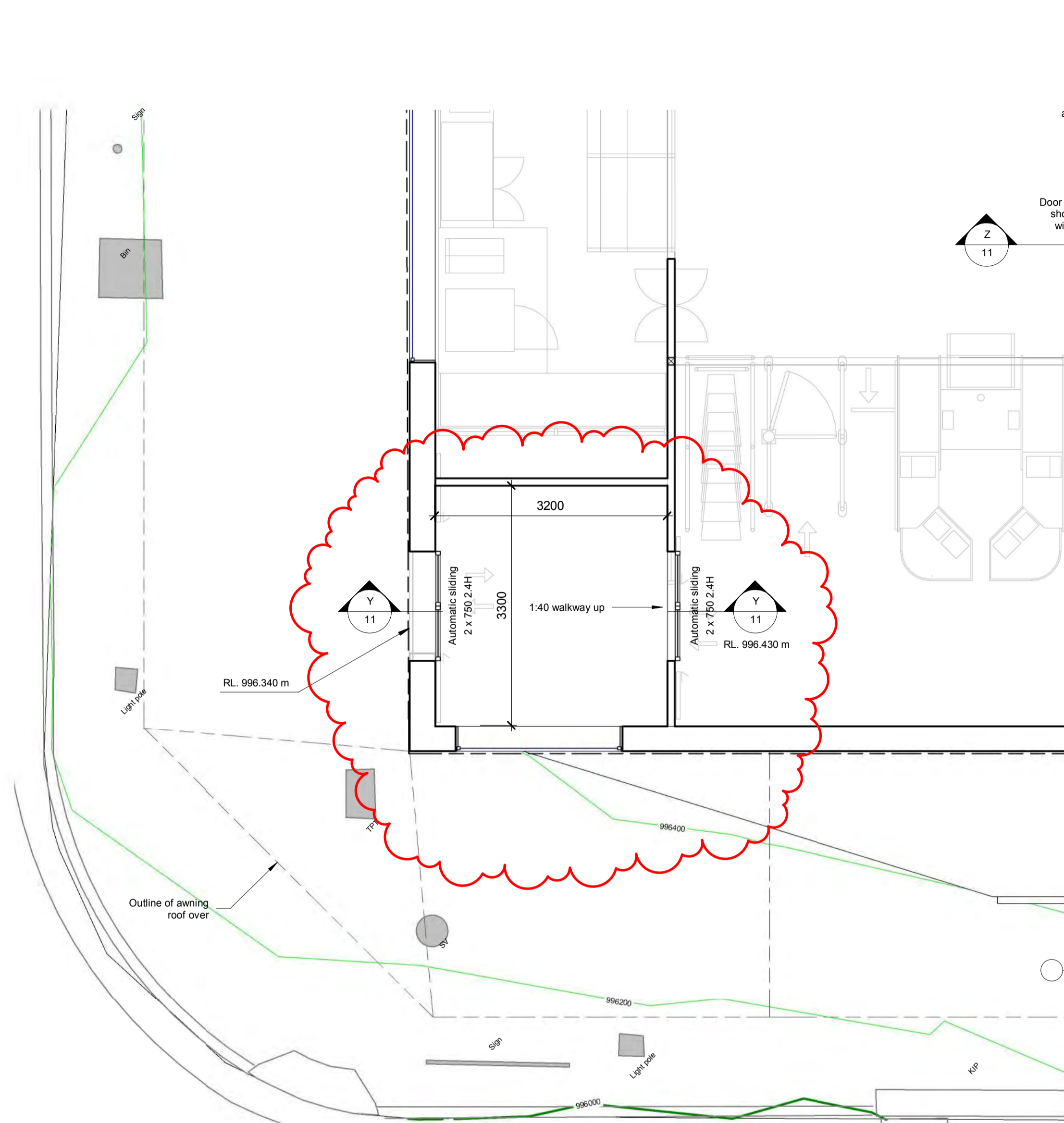
| No. | Description | Date |
|-----|-------------|----------|
| 1 | For Review | 09/06/19 |

Note: All levels, dimensions & materials must be verified between owners & builder before commencement of construction.

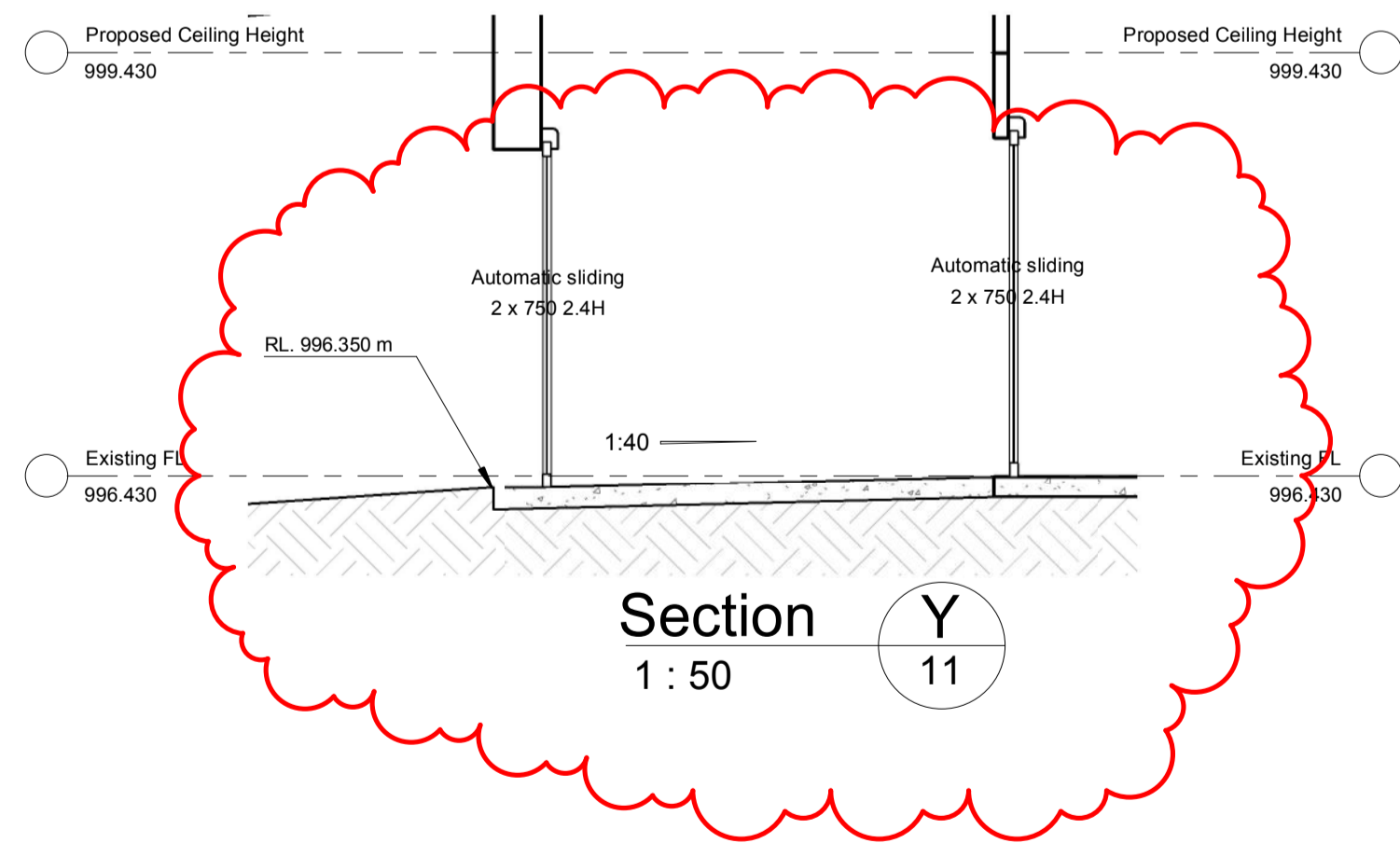
**P.B. Eveleigh
Plan Service**
7 Short Street Scuse NSW 2337
Ph: (02) 65452108
A.B.N. 88 709 487 298
Email: pbeplans@gmail.com

PROJECT:
PROPOSED FOODWORKS
SUPERMARKET EXTENSION
AT
LOT 2 DP 1127831
100 BRIDGE STREET, URALLA
FOR
MURALL P/L ATF MATADOR URALLA
ASSET TRUST

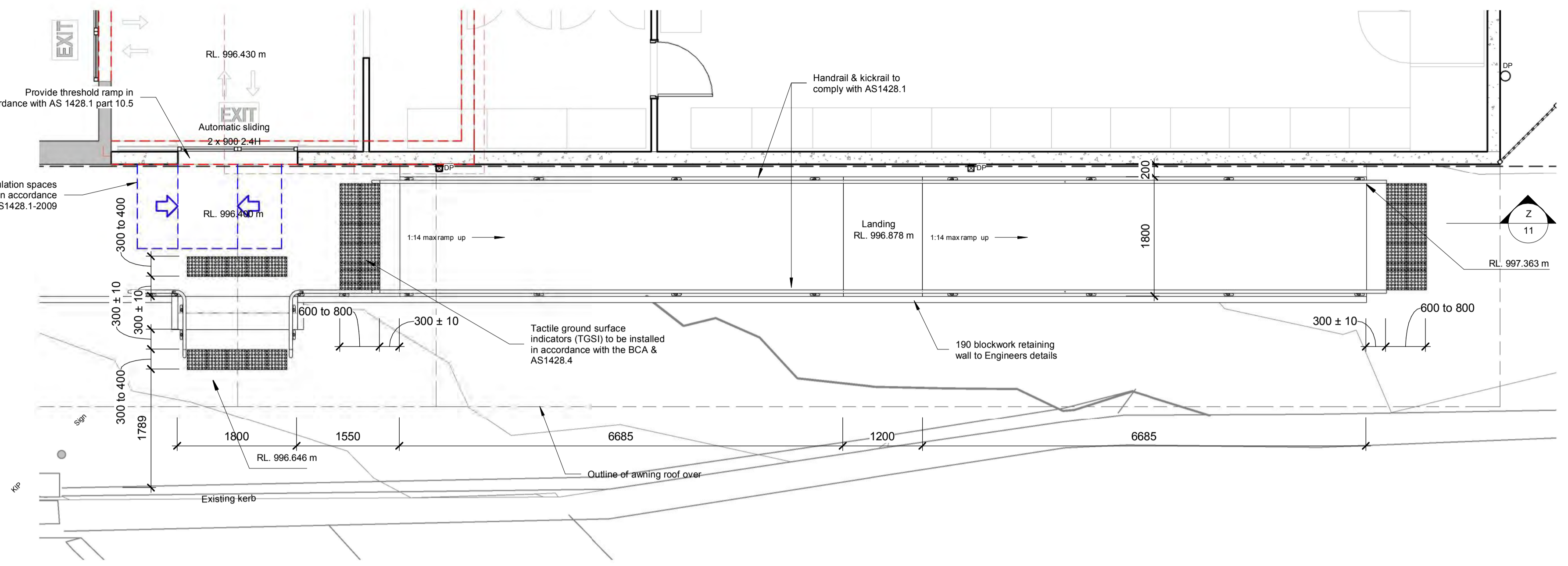
| | | | | | |
|-------|----------|-----------|--------|------|---|
| SCALE | 1 : 100 | JOB No: | 002-19 | REV: | |
| DATE | 16/01/19 | SHEET No: | 10 | | 1 |
| DRAWN | PDG | | | | |



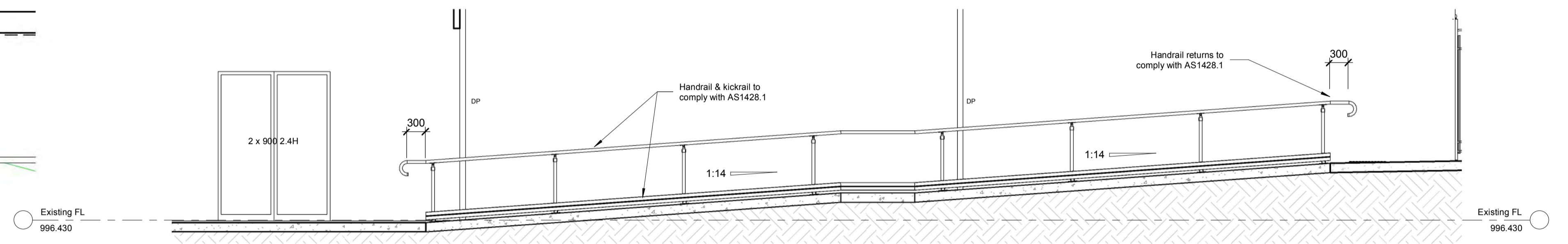
Bridge Street Entry Plan
1 : 50



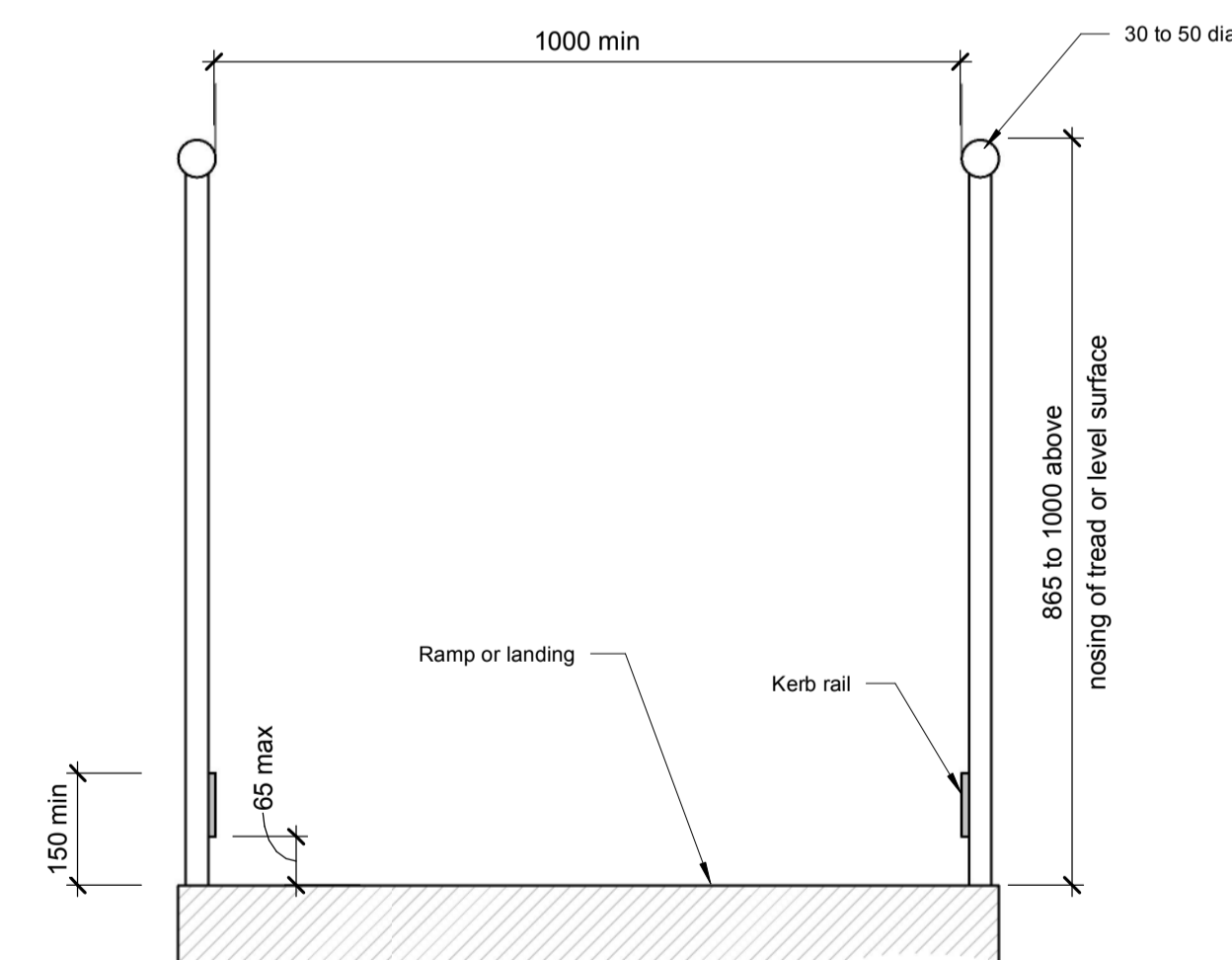
Section Y
1 : 50



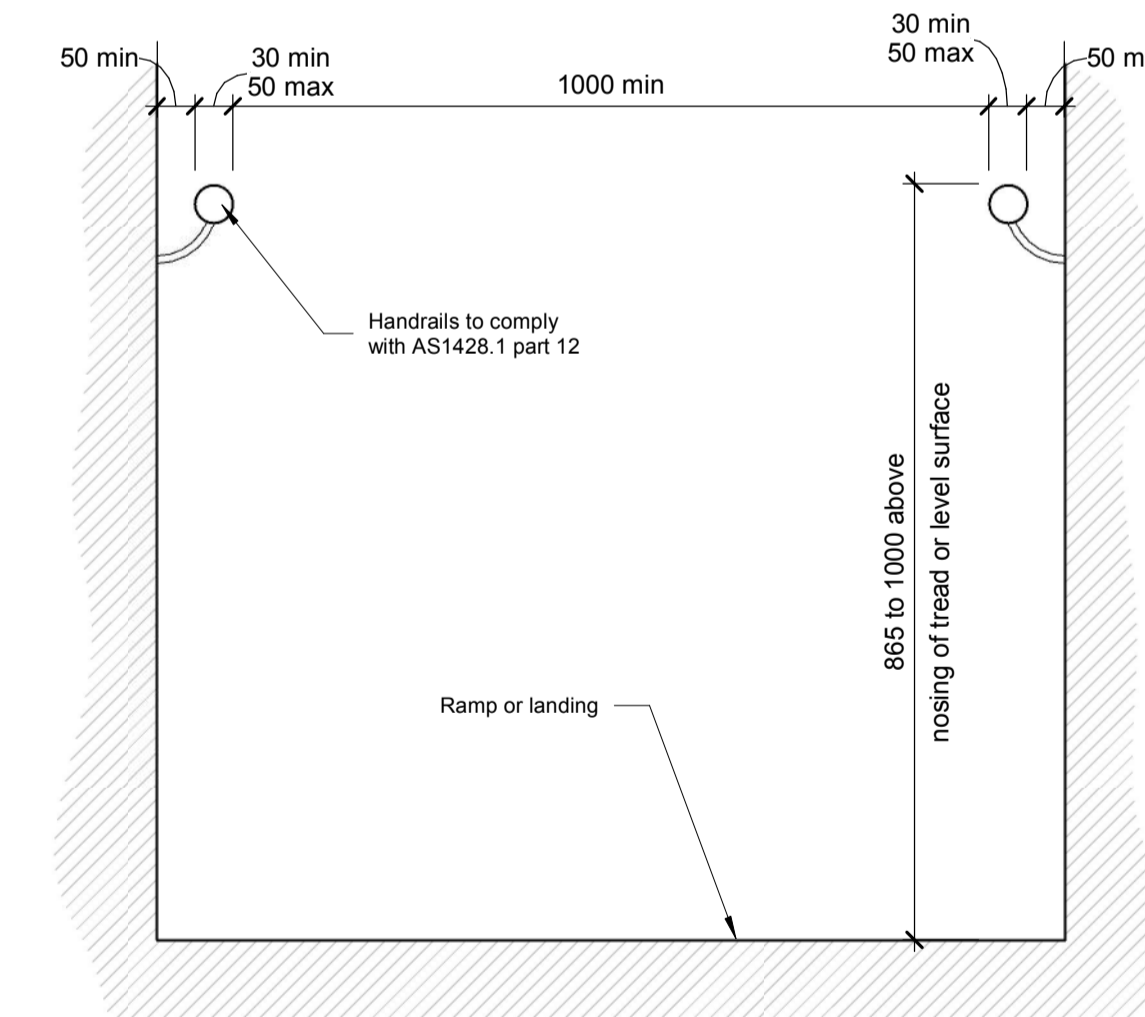
Salisbury Street Entry Plan
1 : 50



Section Z
1 : 50



Typical Handrail Details
1 : 10



Wall Handrail Details
1 : 10

| GENERAL NOTES: |
|----------------|
| |

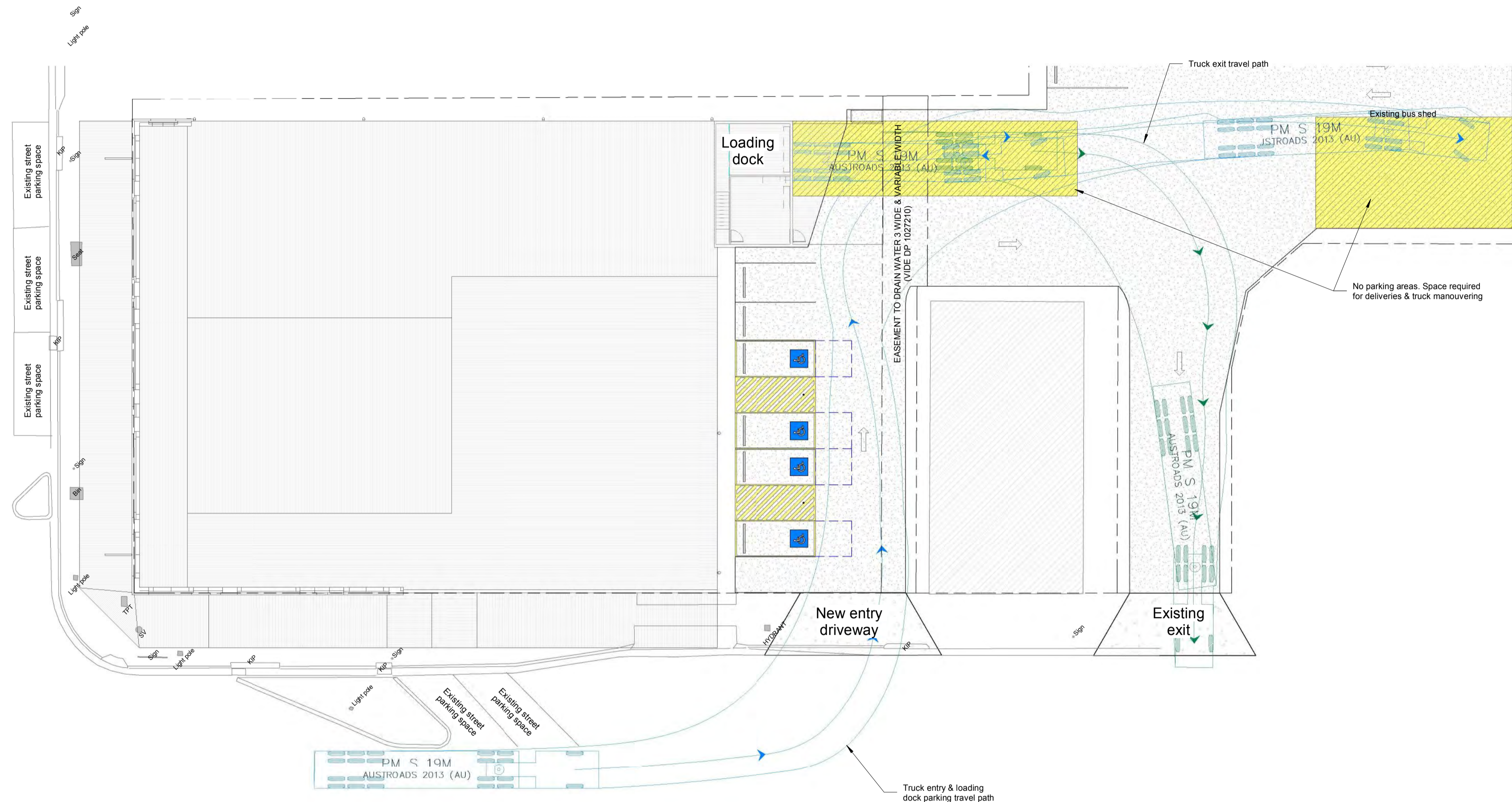
| AREAS: |
|--------|
| |

| No. | Description | Date |
|-----|-----------------------------|----------|
| 2 | Bridge Street Entry revised | 17/02/20 |
| 1 | For Review | 09/06/19 |

Note: All levels, dimensions & materials must be verified between owners & builder before commencement of construction.

7 Short Street Scone NSW 2337
Ph: (02) 65452108
A.B.N. 88 709 487 298
Email: pbeplans@gmail.com

| PROJECT | | | |
|---|--------------|-----------|--------|
| PROPOSED FOODWORKS SUPERMARKET EXTENSION | | | |
| AT LOT 2 DP 1127831 | | | |
| 100 BRIDGE STREET, URALLA | | | |
| FOR MURALL P/L ATF MATADOR URALLA ASSET TRUST | | | |
| SCALE | As indicated | JOB No: | 002-19 |
| DATE | 16/01/19 | SHEET No: | 11 |
| DRAWN | PDG | REV: | 2 |



Truck Travel Paths
1 : 200

GENERAL NOTES:

AREAS:

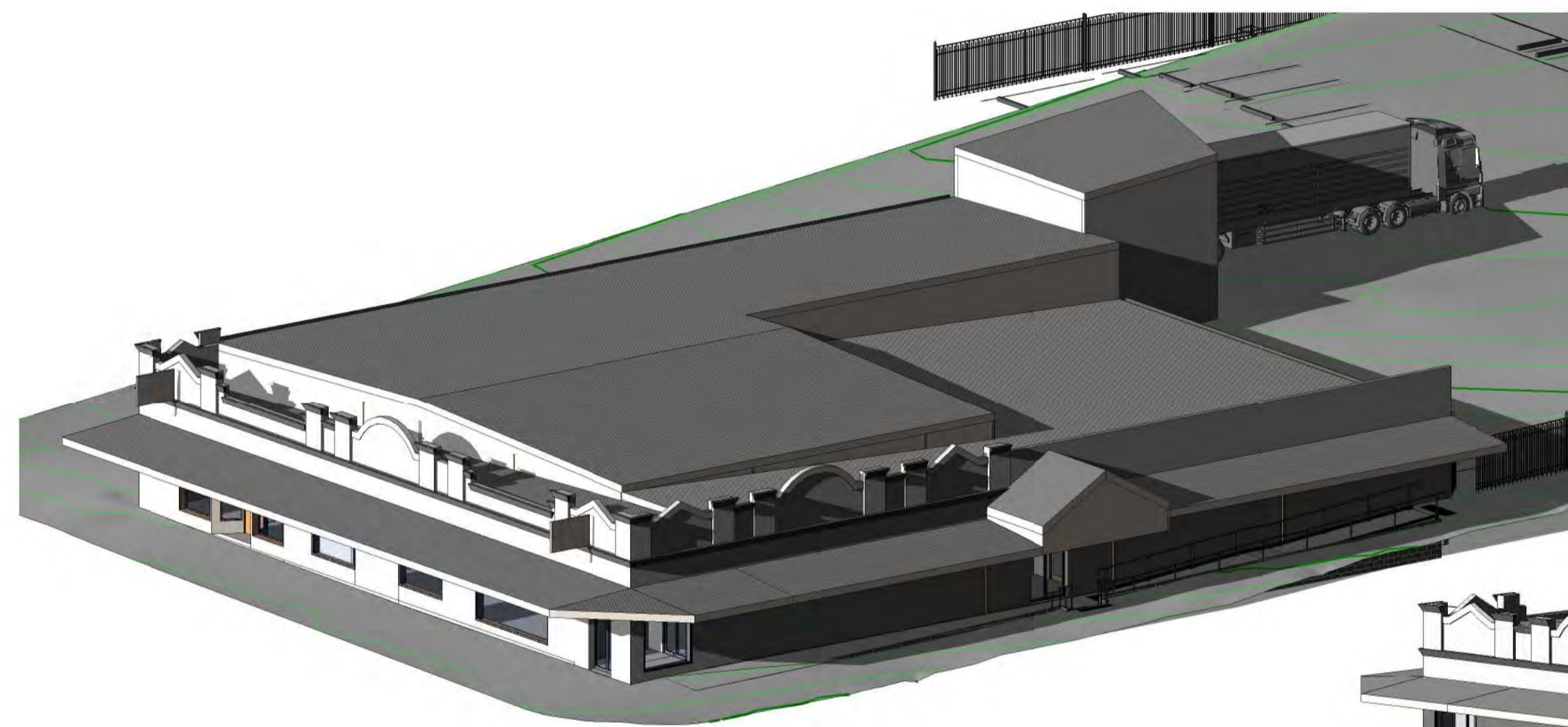
| 2 | For Review | 09/06/19 |
|---|-------------|----------|
| 1 | Preliminary | 11/02/19 |
| No. | Description | Date |
| Note: All levels, dimensions & materials must be verified between owners & builder before commencement of construction. | | |


 7 Short Street Scone NSW 2337
 Ph: (02) 65452108
 A.B.N. 88 709 487 298
 Email: pbeplans@gmail.com

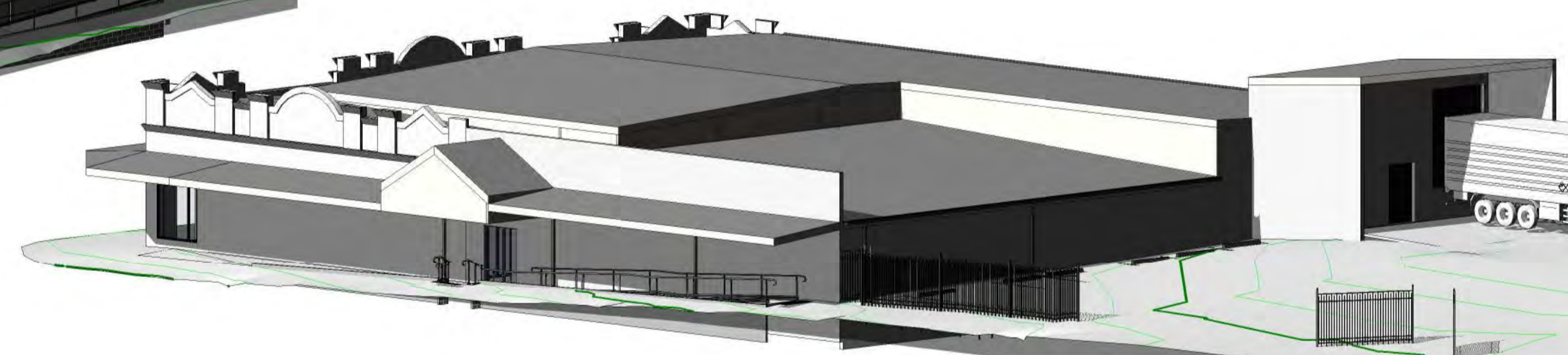
| | | | |
|--|----------|-----------|--------|
| PROJECT PROPOSED FOODWORKS SUPERMARKET EXTENSION AT LOT 2 DP 1127831 100 BRIDGE STREET, URALLA FOR MURALL P/L ATF MATADOR URALLA ASSET TRUST | | | |
| SCALE | 1 : 200 | JOB No: | 002-19 |
| DATE | 16/01/19 | SHEET No: | 12 |
| DRAWN | PDG | REV: | 2 |



3D View Existing



3D View 1 - Proposed



3D View 2 - Proposed

GENERAL NOTES:

AREAS:

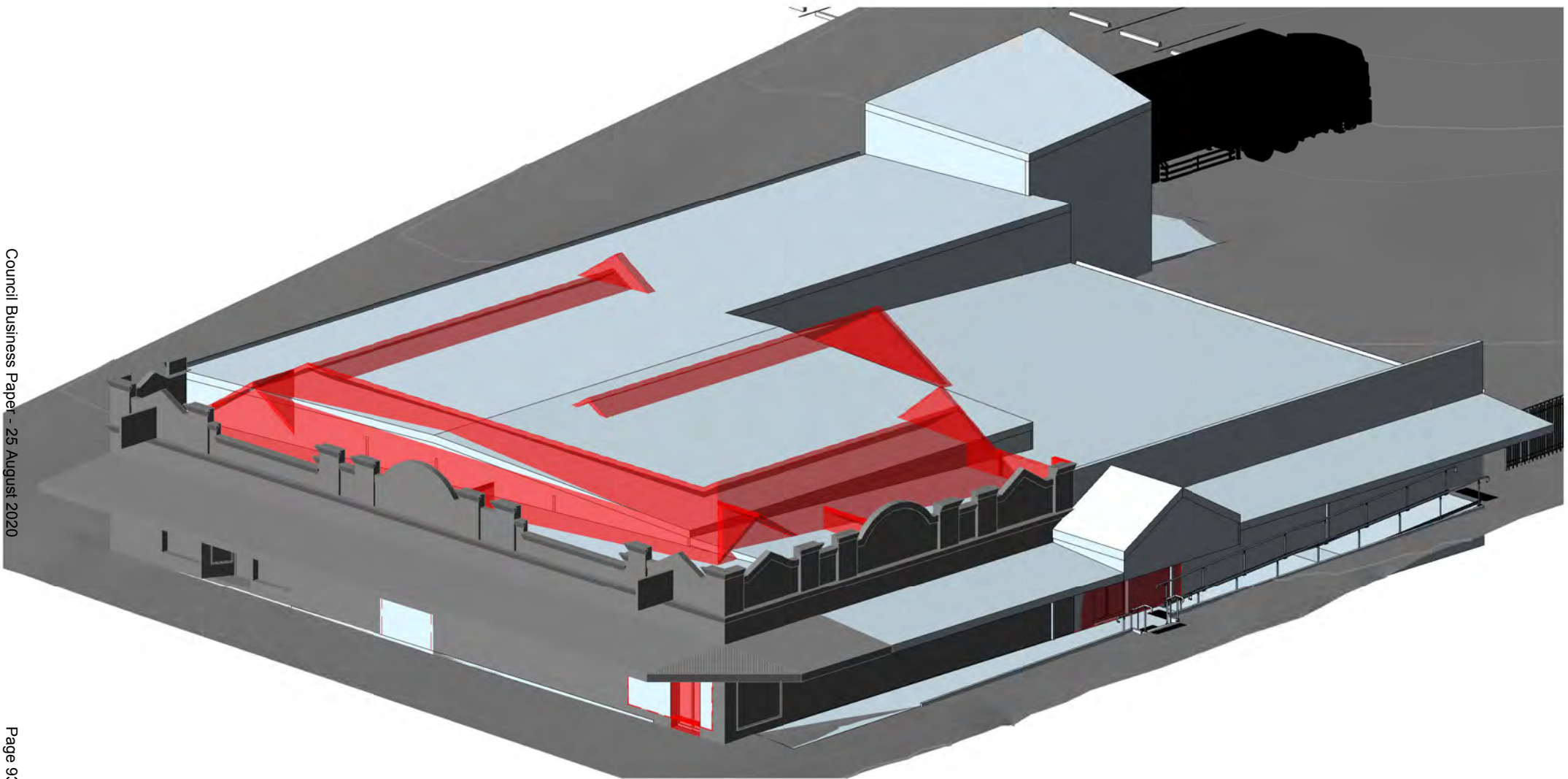
| No. | Description | Date |
|-----|-------------|----------|
| 1 | For Review | 09/06/19 |

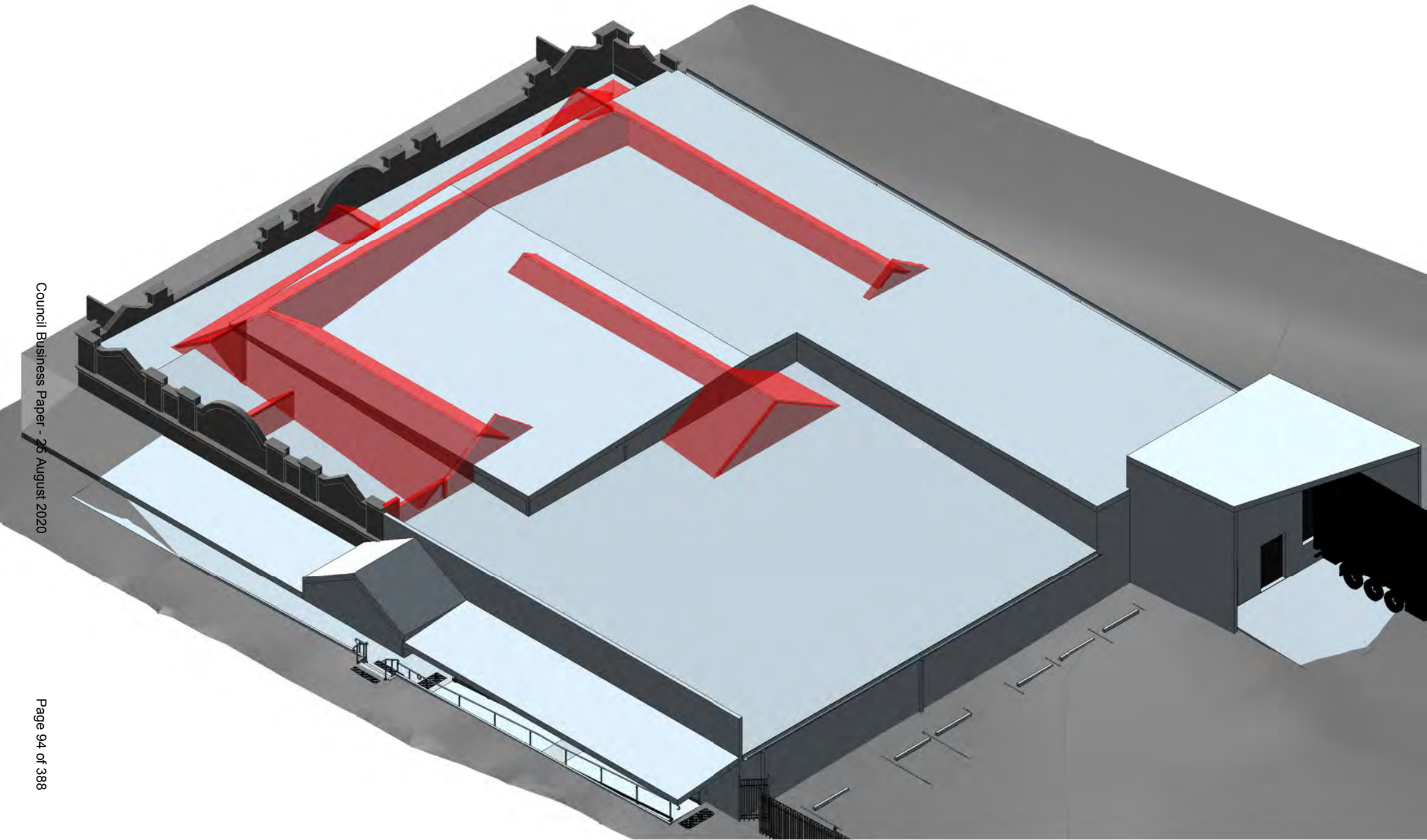
Note: All levels, dimensions & materials must be verified between owners & builder before commencement of construction.

**P.B. Eveleigh
Plan Service**
7 Short Street Scone NSW 2337
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PROJECT
PROPOSED FOODWORKS
SUPERMARKET EXTENSION
AT
LOT 2 DP 1127831
100 BRIDGE STREET, URALLA
FOR
MURALL P/L ATF MATADOR URALLA
ASSET TRUST

| | | | |
|-------|----------|-----------|------|
| SCALE | JOB No: | 002-19 | REV: |
| DATE | 16/01/19 | SHEET No: | 14 |
| DRAWN | PDG | | 1 |





From: [REDACTED]
Sent: Thursday, 2 April 2020 12:14 PM
To: Council
Subject: TRIM: Foodworks Uralla
Attachments: Foodworks, Uralla.docx

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1014

The General Manager
Uralla Shire Council
Uralla
NSW

Dear Sir,

I have attached a report that I have prepared on the proposed development of the Uralla Foodworks building.

Yours sincerely

Graham Wilson (Former heritage advisor to Uralla Shire Council)



Proposed Foodworks Supermarket Extension
Lot 2, DP 1127831, 100 Bridge Street, Uralla

The General Manager
Uralla Shire Council
Email: council@uralla.nsw.gov.au

Dear Sir

I am writing as the former heritage advisor to the Uralla Shire Council, patron of the Uralla Historical Society and former chairman of the Armidale Branch of the National Trust concerning the proposed Foodworks Supermarket Extension at 100 Bridge Street, Uralla. I am basing my comments on 3D Views proposed by P.B. Eveleigh Plan Service.

The Foodworks Supermarket is situated at the corner of Bridge and Salisbury Streets and is located within the Uralla Conservation Area identified in Uralla Shire Council's LEP. The building is placed on the National Trust register. To the north is the former bank of NSW also registered on the NSW National Trust Register. To the East is McCrossin's Mill which is placed on the NSW State Heritage Register.




The 3D Views indicate that the present gabled roof line, set behind the existing façade, will be replaced by a large new roof; the building will be extended along Salisbury Street with a high wall and new cantilever awning and the building will be increased in volume to include a high structure on the northern side as well as increased business space.

These plans indicate that the building will be effectively increased in size by a large extension. The resultant structure on the northern side will impact on the visual aspect of the former bank at 96 Bridge Street particularly with the construction of an extended wall and large structure located on the north eastern corner.

To the east of the building is McCrossin's Mill which is State Heritage Listed and the precinct includes the mill, chaff shed and stables. The items are important to the 19th century streetscape in Salisbury. This means that the Supermarket extension will have a negative impact on the Salisbury streetscape particularly because of its location on the Salisbury and Bridge Street corner.

I would assume that the proposed Foodworks Supermarket Extension has been accompanied by a Heritage Impact Statement but as yet I have not seen that document. Such a document is vital for an assessment of a proposed development that has the capacity to have a negative impact on existing heritage items and the Uralla Conservation Area.

Graham Wilson OAM
Former Heritage Advisor to Uralla Shire Council

Copies to:
Owner of  Uralla Historical Society
McCrossins Mill)  Graham Quint, Director, Conservation National Trust
(N.S.W.) 

From: [REDACTED]
Sent: Wednesday, 8 April 2020 1:04 PM
To: Council; Matt Clarkson
Cc: Natasha Nadj
Subject: TRIM: Development Application DA85-2019 – 100 Bridge Street, Uralla
Attachments: Letter to Council 8 April 2020.pdf

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1093

Dear Sir

We act for Michelle Wade and James Sinclair, the owners of 94-98 Bridge Street, Uralla.

Attached is our letter dated 8 April 2020.

We look forward to your response as soon as possible.

Yours faithfully,

Darren Bick
Director
Bick & Steele

[REDACTED]

General Manager
Uralla Shire Council
Administration Centre & Council Chambers
32 Salisbury Street
Uralla NSW 2358

8 April 2020
Our Ref: DPB:20172211

By Email: council@uralla.nsw.gov.au,
MClarkson@uralla.nsw.gov.au

Attention: Matt Clarkson, Manager of Development and Planning

Dear Sir

Development Application DA85-2019 – 100 Bridge Street, Uralla

1 Purpose of this letter

We act for Michelle Wade and James Sinclair, the owners of [REDACTED] Our clients' property adjoins the Murall Food Works site (located at 100 Bridge Street), the subject of DA85-2019 (DA).

Our clients understand that Council proposes to determine the DA at its meeting scheduled towards the end of this month.

The purpose of this letter is to request that Council:

- (a) defer its determination of the DA until our clients have had an opportunity to make a further submission addressing the likely serious heritage and town planning impacts of the proposed development; and
- (b) consider re-notification of the DA.

Our clients' reasons for making this request are explained below.

2 Introduction

On 29 January 2020, our clients lodged a submission by way of objection (**January Objection**) in relation to the DA. The January Objection raised several concerns regarding the proposed development including in relation to heritage, town planning and traffic impacts.

However, at the time the January Objection was made, our clients were unable to inspect or obtain a copy of the documents accompanying the DA including:

- (a) the proposed plans (other than the notification plans);
- (b) the Statement of Environmental Effects;
- (c) the Statement of Heritage Impact; and
- (d) the Traffic Impact and Carparking Assessment.

These documents are critical to understanding the likely impacts of the proposed development.



In this regard, our clients consider that they have been denied procedural fairness and wish to make a supplementary objection, with input from their technical advisors, before the DA is determined by Council. We are instructed that several other community members are in a similar position.

Our clients respectfully submit that Council defer consideration and determination of the DA until at least the end of May 2020 for the following reasons:

- (a) it appears that Council may have failed to comply with the Notification Procedures contained in Chapter 13 of the Uralla DCP (see section 3 below);
- (b) our clients (and other community members) have been unable to inspect or obtain a copy of key DA documents (see section 3 below);
- (c) changes to Council meetings and procedures due to COVID-19 may cause prejudice to objectors and deny them an opportunity to make oral representations (see section 4 below); and
- (d) our clients (and other community members) intend to prepare and submit further submissions for Council's consideration (see section 5 below).

3 Notification Procedure

3.1 Notification period and access to documents

Council's Notification Procedure (contained in Chapter 13 of the Uralla DCP) requires a minimum notification period of 14 days.

Our clients received a letter from Council dated 17 December 2019 indicating that they had been notified of the proposed development on the basis that they were an adjoining landowner or a person who may be affected by the proposed development. The letter invited our clients to make any submissions by 6 January 2020.

Given the Christmas closure period (and Council's closure between 25 December and 1 January 2020), the public notification period allowed by Council was clearly inadequate.

While Council subsequently extended this period to 3 February 2020, we are instructed that Council failed to proactively bring this to our clients' attention.

Additionally, at the time of preparing the January Objection, our clients were unable to inspect or obtain a copy of key DA documents including the proposed plans (other than the notification plans), the Statement of Environmental Effects, the Statement of Heritage Impact and the Traffic Impact and Carparking Assessment.

These documents are routinely placed on the relevant Council's website/DA Tracker. However, in the case of the DA, our clients were unable to view or obtain a copy of the documents from either Council's DA Tracker or the NSW Planning Portal. It was also unclear what assessment had in fact been carried out by the developer in relation to the proposal.

This significantly impacted their ability to understand the proposed development and any impacts that the development might have on their property and the surrounding area.

In response to various requests for documents, on 24 March 2020, Council provided our clients with 3D plans of the proposal, and on 3 April 2020, Council provided our clients with a copy of the DA plans. Subsequently, on 6 April 2020, our clients were provided with a copy of the Statement of Environmental Effects and Statement of Heritage Impact.

Our clients now propose to engage appropriate subject matter experts including a heritage architect to review the material to allow our clients the opportunity to provide a supplementary submission for Council's consideration.

To ensure that our clients are afforded procedural fairness in relation to the DA, we request that Council defer determination of the DA to allow our clients a reasonable opportunity to prepare and provide a supplementary submission to Council.

Our clients anticipate being in a position to provide their supplementary submission by early to mid-May 2020.

Our clients would also be grateful if Council could provide a copy of the Traffic Impact and Carparking Assessment.

3.2 Persons to be notified

Council's Notification Procedure requires owners or occupiers of adjoining land and neighbouring land to be notified of development, if in Council's opinion, enjoyment of the land may be detrimentally affected by the proposal.

It is clear from the Notification Procedure that this could include land opposite or distanced from the development site.

We are instructed that only immediately adjoining property owners were notified of the proposal, being our clients, and the Historic Society which owns and occupies McCrossins Mill. Based on the notification letter received by our clients, they assumed that the tenant occupiers of their property would have been notified as "person[s] who may be affected by the proposed development". However, this did not occur.

With respect, we find it difficult to understand how Council could have reasonably formed the opinion that any detrimental impact of the proposal was limited to adjoining landowners.

Council is well aware that the development site is located within the C03 Commercial Precinct Heritage Conservation Area. The Precinct contains a variety of buildings constructed during times of significance including the Old Stable Building (which is a local heritage item) and the McCrossin's Mill (which is a State heritage item).

Most of the heritage facades in town have been maintained and the various heritage controls that apply to the Uralla town centre are intended to protect the heritage value of buildings in the area and discourage development that would be inconsistent with or detract from the heritage character of the town.

The mere scale of the development would impact the unique charm and appeal of the streetscape and adversely affect the character of the whole Precinct.

In our view, notification of the proposed development should have included neighbouring sites including those located some distance from the development site.

Our clients are concerned about the level of transparency and public participation in relation to the proposal.

In this spirit, our clients would urge Council to re-notify the proposed development to allow the community to be heard in relation to this very significant development which would almost double the footprint of the existing development.

This is particularly important given that neither the NSW Planning Portal nor Council's DA Tracker contains any publicly available information about this development.

4 Meeting procedures in light of COVID-19 pandemic

It is standard practice for objectors to be given an opportunity to make oral representations before a Council meeting.

However, we understand that due to special provisions enacted for the COVID-19 pandemic, members of Council will meet remotely using audio visual links and that a live webcast of any meeting would not be available.

To avoid any prejudice to our clients and other objectors, we request that:

- (a) consideration and determination of the DA be deferred (until at least the end of May) to allow additional written submissions to be prepared; and
- (b) Council releases its assessment report together with any specialist reports commissioned by Council (including any heritage impact assessment) at least 14 days before any meeting at which the DA is to be considered and determined.

5 Next steps

We would be grateful if you could confirm as soon as possible whether Council:

- (a) proposes to re-notify the DA (given our clients' concerns outlined in section 3 above); and
- (b) is prepared to defer consideration and determination of the DA to a future meeting.

In the meantime, our clients are preparing a supplementary objection which will be provided to Council in due course.

Please do not hesitate to contact us should you wish to discuss.

Yours faithfully



Darren Bick
Director
Bick & Steele





9 April 2020

The General Manager
Uralla Shire Council
Salisbury Street
Uralla

Re – **Proposed Development of Foodworks Store**
Development Application DA85-2019

Recently, I read an article in the latest edition of the local Wordsworth regarding the proposed development in the Conservation Area of Uralla. Until this time we had only been vaguely aware that there was a move on to develop the building and surrounds of Foodworks store in Bridge Street. It was to our absolute surprise and horror that we saw what was being proposed. we had no idea of the extent of the area that would be impacted and of the design that had been submitted in the Development Application (DA85-2019). We were also worried by the fact that there had not been wider public opinion sought on this matter. It had almost slipped most of us by.

Thankfully, there are a number of astute members of this community that have watched these developments with grave concerns. These grave concerns have now become much more significant and worrying. McCrossin's Mill Museum has we understand, for many years stood in its present location and sat comfortably alongside the original building that now houses Foodworks. The back of that building ran smoothly into the sheds, stables and main building of The Mill. In recent times on many a 'water-collection' run it has been interesting to view the rear of those buildings and marvel that they all still stand there and blend so well.

We are very fortunate to have the Foodworks store and it has proven to be of great benefit during recent times of trying to avoid the larger centres. It has an amazing staff team who offer assistance wherever possible. It has a terrific range of products and serves our community well, in its present form. We do understand that there is always a need to upgrade and to develop services that provide better access and amenity. We also believe that this Development in its present form seeks to do that.

The issue is that it is not in keeping with the Conservation Area precinct in which it sits.

The quiet and picturesque garden environment of Michael's Café in the historic Bank building will be impacted enormously by the insertion of such a large and cumbersome building. The planned high wall will block the sense of open space that is so valued by those of us who sit in the gardens. The roofline is out of

keeping and could have maintained the gabled roof as part of the plan, as has been so well done at the Alternate Root café in Tricketts. The intention to move the entrance to Salisbury Street will detract from the standout presence of the Stables and the Mill buildings. We are unsure why there is a need for a car park as part of the application, given that there is already a very convenient car park at the back of the building that gives easy quick and safe access to the Foodworks store, and others in Bridge Street.

We cannot tell you strongly enough how concerned many of us are at these proposals. We are disappointed by the seeming lack of preparedness to hear the community concerns and to adhere to the principles that are well known and have long been in place. We therefore request the following:

1. That the process be stopped and be re-examined to reflect the community interest
2. That the Heritage Report (Commissioned by Council) be made public as part of the new process
3. That the many informed, astute voices of many long-term and new residents be given a chance to be heard
4. That no decision be made at the upcoming Council meeting as many residents will be unable to attend due to social distancing requirements.
5. That Council publicly acknowledges that this large development impacts the Conservation area and is therefor an item of community concern

1. Kath Arnold (previously Corcoran)



Resident since December 2018
Previous member of UTEC
Member of the Historical Society
Uralla Shire Ratepayer

2. Sylvana ter Meulen (previously Haynes)



Resident since December 2018
Member of the Historical Society
Uralla Shire Ratepayer

From: [REDACTED]
Sent: Sunday, 12 April 2020 12:28 PM
To: Council
Subject: TRIM: Foodworks Renovation: DA85-2019

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1130

To the Members of Uralla Council:

I am writing to you to express my disapproval of the proposed alterations to the Foodworks store which will, most likely, neither increase sales nor provide additional sales area nor added convenience to customers. But my major objection is that, once again, this unique heritage building (the former Curtis Arcade, 1904) is to be attacked to be mutilated. The stained glass window panels in the front of the building at the top of the windows hint at the once remarkable unique storefront and entrance that was removed the last time around. Where is it now?

This new proposal confirms once again that Uralla is blind to the heritage assets it has, and doesn't know how to maximise them - instead considers low level unprofessional design standards of poor taste.

Please refer to experienced Heritage Architects for review.

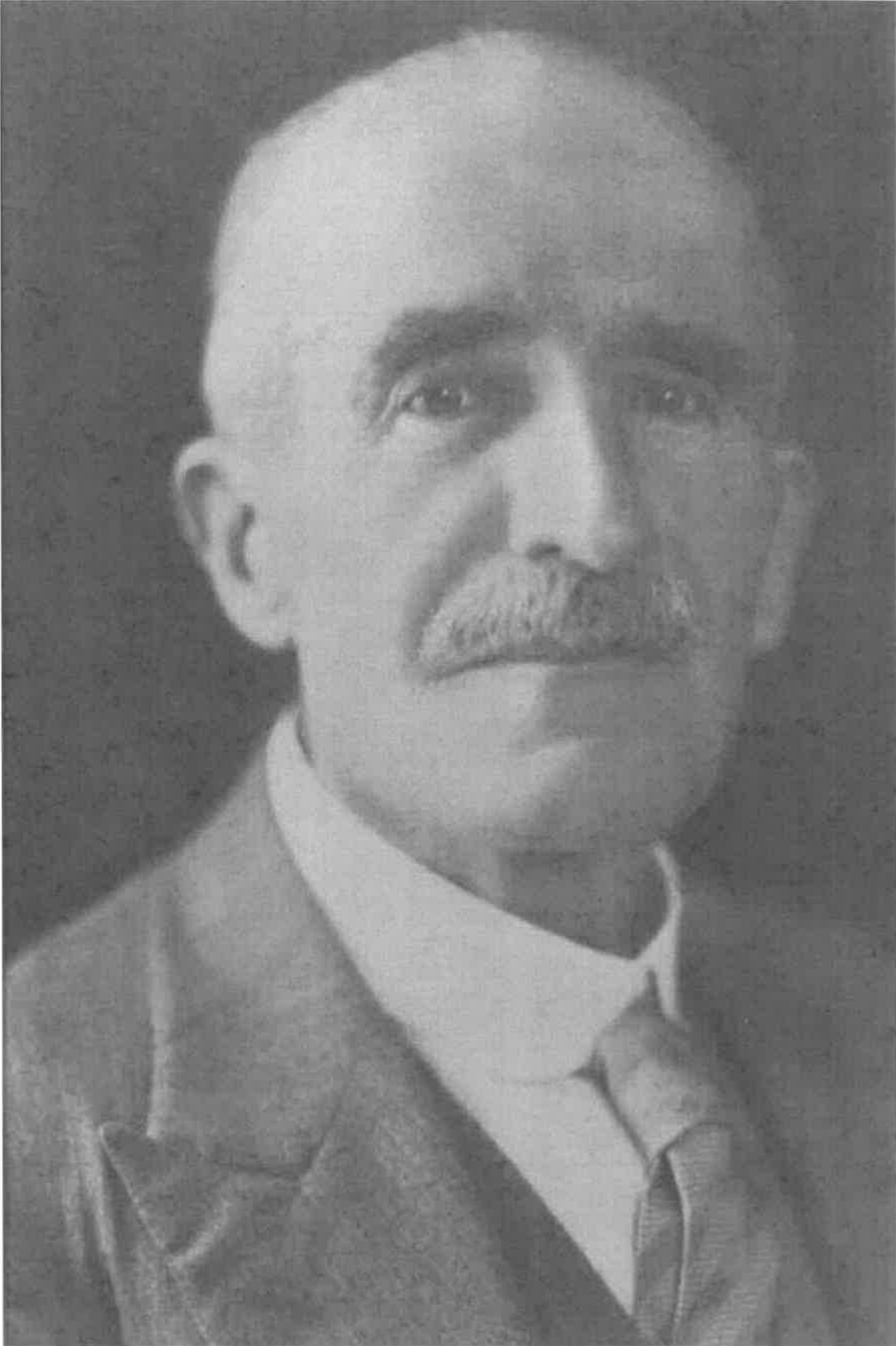
Please do not approve this ignorant design.

I am attaching a statement about William Curtis - the original owner and designer of this building. I am currently trying to locate a photograph of the original design of this building.

Thank you,

Ruth Barratt

William Curtis



Mayor 1910, 1916 - 1917, 1920

The senior member and founder of W. Curtis Ltd. of Armidale, he died at his Armidale residence 'Cotswold', Marsh Street, Armidale on Thursday 14 June 1934. Born at Cirencester, England in on 8

December 1858, he learnt his trade at Bristol and at an early age went to United States where he worked at Oregon and other centres. Upon the death of his father, he returned to England and shortly afterwards went to South Africa.

Accompanied by a friend, he travelled to Port Augusta and after a time in South Australia, he moved to N.S.W. and worked for a time at Anthony Hordens. His next move was to Armidale in 1892 where he established a small draper's shop in Beardy Street. He gradually expanded his business and was able to move into large premises. A branch was also formed at Hillgrove and later an Uralla store. In Armidale he married Miss Fry of West Maitland. She predeceased him in 1921 and there were two sons of the marriage; A.B. Curtis and Harry W. Curtis both of whom became involved in the business. In 1933 he married again and his widow survived him.

He served as an alderman for thirty years. His association with the Armidale and New England Hospital Committee extended over twenty two years and for the past two years was Chairman of the Board of Directors. The avenue of willows along the Dumaresq Creek and the trees in Armidale Streets was a tribute to his love of beauty. This was also reflected in the magnificent gardens surrounding his family home, 'Cotswold', now the Cotswold Motel. In describing the property in 1905, the Armidale Argus, 25 November reported 'in its commanding outlook and beautiful gardens it stands as a model residence and on every side displays evidence of architectural taste and studied care'.

He was also connected for nearly thirty years with the Armidale and New England P.A. and H. Association and the Armidale Literary Institute. He was a member of the New England State executive and was a keen supporter of the movement. He was a foundation member of the Armidale Bowling Club where he was president from 1919 to 1923. He was also a foundation member and president of the Armidale Parents and Citizen's Association as well being a trustee of the Dangar scholarship made available for the youth of the district.

He was a trustee of the Armidale sub-branch of the Returned Sailors and Soldier's Imperial League as well as being a keen war worker. Both Mr and Mrs Curtis were involved in extensive charity work and the Wesley Church where Mr Curtis was a trustee. Present day Curtis Park was named after the man and a memorial at church.

ruth barratt



From: [REDACTED]
Sent: Sunday, 12 April 2020 2:32 PM
To: Council
Subject: TRIM: DA85-2019

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1131

To whom it may concern,

I'm writing to you to express my concern in the development proposal of Foodworks Uralla. While I am all for development and growth of businesses in our community, I believe it should be done well and in the best interest of the whole town.

I'm concerned the proposed aesthetics for the renovations do not match the aesthetics of our town. I'm not opposed to modernising buildings or abiding by strict heritage rules, however, I believe the industrial style shed cheapens the town and will ruin the appeal of Bridge Street and have detrimental affects on tourism in our community.

I also believe that removing the entrance from Bridge Street will be damaging to the supermarket and deter people from stopping in the town.

Foodworks Uralla is a significant building and is a key representation of our town. I believe it has enormous potential for a remarkable renovation, however, the current development proposed needs to be revised, to give this beauty the facelift it deserves.

From: [REDACTED]
Sent: Tuesday, 14 April 2020 8:56 AM
To: Council
Cc: Uralla Historical Society
Subject: TRIM: DA85-2019

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1132

DA85-2019 - Proposed Supermarket Development

I am writing as a 22 year resident of Uralla Shire. I am also Vice President and Building Manager of Uralla Historical Society which owns and operates McCrossins Mill Museum and the Stables Store.

I am very concerned about the proposed redevelopment of the Foodworks supermarket site.

This development would have a very significant effect on the street-scape and heritage values of Uralla. I consider it to be a gross over-development of this site. It will significantly compromise the heritage value of several buildings classified with the National Trust, including the supermarket building, as well as McCrossins Mill and the Stables Store which are listed on the state heritage register and have a permanent conservation order
applied. <https://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=5045484>

The proposed development would have a roadway with heavy traffic only one metre from the Stables Store severely compromising the integrity of the building. This building requires maintenance of soil moisture around the building foundations to minimise damage to the structure from damp. The proposed driveway would prevent this. In addition access to the building, and the area leased to a tenant would be very difficult with the building surrounded by traffic.

Uralla is recognised as a town with significant heritage values and increasingly visitors spend time in Uralla because of these values. A development which will completely change these values is not in the longer term interest of the town.

The development application process has been largely hidden from the people of Uralla because it was released just before Christmas and only immediate adjoining property owners were informed. A proposal of this size and significance to Uralla needs to be open to consideration to all residents because it will affect all of Uralla.

I ask that any consideration of this development application by Council be deferred and that the application and supporting documentation be widely advertised so all residents of Uralla can be informed and make submissions.

Sincerely,

--
Phil Irvine
[REDACTED]



10 April 2020

(Acting) General Manager
And All Councillors
Uralla Shire Council

Ref: DA 85 – 2019

It is encouraging to discover that the owners of the supermarket are prepared to invest in a significant upgrade of the existing premises.

However, we have **very** strong reservations about the sheer scale and inappropriate design of the development, which suggests a regrettable disregard for the significance of that whole heritage precinct.

We chose to settle in Uralla in 1973 specifically because we recognised the then “undiscovered” heritage assets and intrinsic charm of the place.

In those days the words “**heritage**” and “**culture**” were foreign to the Uralla vernacular. Now look at how popular Uralla has become. This fortunate state of affairs **didn’t just evolve**. No it happened because we, with others, **fought to conserve and promote Uralla’s heritage assets**.

It wasn’t just a **verbal** stoush. With professional advice, and against a tide of local opinion, we rolled up our sleeves and got stuck in, raising funds to acquire three buildings then **doing the hard yakka** to properly restore them ... derelict structures, originally built by the pioneering John McCrossin ... the 1872 Flour Mill, the 1881 Chaff Shed, and the 1878 Stables/Store.

To complement the precinct, a beautiful garden was developed. All these are now vital components of the innovative, award-winning McCrossin’s Mill Museum and Function Centre, which “suddenly” enhanced Uralla’s reputation as a progressive, culturally aware community.

Back in the “bad-old-days”, the community consensus was that “we want **progress**, not **preservation!**” unaware that the two **can go hand in hand**.

Having been **actively** involved in the instigation and progress of this “renaissance”, we **know** what we’re talking about.

On our initiative, Council had the foresight to support the publication of Uralla’s Heritage Walk booklet, “**Find Charm in Uralla**”. And that’s exactly what visitors are doing in their droves. Finding Uralla’s charm. Instead of driving straight through, they are pulling up. Many stay overnight.

Some choose to stay permanently. Consider the number of fairly recent “tree-changers” who have settled here, and the consequent increase in the **value** of real estate. That benefits **all property owners**, heritage-minded or not.

We have a variety of quality cafes, where other towns and even one nearby "city" do not. Not too many years ago, this situation was unimaginable.

We have to **jealously guard** what we have. We have to **fully respect** our heritage assets.

The proposed supermarket development will plonk a clumsy looking "shed" in the centre of the McCrossin's precinct i.e. the Mill, Chaff Shed, Stables/Store on the Salisbury St and rear boundary, and the McCrossin's 1874 residence and 1912 Banking chamber on the Bridge St boundary.

And it will be a blight on Uralla's treasured streetscape.

Put bluntly, like the proposal itself, surely this is most insensitive and very short-sighted.

We suggest:

- 1) Council delay approval and engage in community consultation to enable a **thorough evaluation**.
- 2) The design be **scaled down** to respect **the heritage value of the neighbouring properties**.
- 3) That the new building use pitched roofs to complement those around it, and indeed the whole townscape..
- 4) That a 2.5m portion of land be allocated to Uralla Historical Society to allow the future installation of a replica of the original verandah and awning on the 1878 Stables/Store.
- 5) The plantings at the rear of the Stables/Store be retained, along with the existing "roadway" configuration.
- 6) Consideration be given to the effect the heavy traffic and "parking lot" will have on disabled and coach group access to McCrossin's Mill, the potential damage to the fabric of the building, and the deleterious effects on the operation of the Museum and Function Centre.

Of course we will all enjoy an upgrade of the supermarket, but not at the cost of damaging our greatest asset, the charm of our built heritage.

Sincerely,

Kent & Annie Mayo

The General Manager
Uralla Shire Council
Salisbury Street
URALLA 2358

14 April, 2020

Reference: DA85 – 2019

Dear Sir

I am writing to you to express my alarm and deep concern to a proposal that has been put forward regarding drastic changes to the heritage area near to and including the McCrossin's Mill precinct.

The changes suggested for Foodworks Market are completely out of place with the heritage aspect of the town and, it appears, will impact in an extremely negative way on the surrounding buildings and businesses.

This overlarge and thoughtless design, with the changes indicated, will be an eyesore and an ugly introduction to Uralla's southern entrance.

The stream of large trucks closely circling the McCrossin's Stable/Store in the Conservation area to deliver goods, poses a huge safety concern.

Why is it . . . that this proposal was introduced to the absolute minimum of interested parties over the Christmas period when most people are distracted?

Why is it . . . that it would seem no thought has gone into this proposal to protect the existing buildings and businesses?

Why is it . . . that to retain the integrity of the heritage aspect of our town, the residents and ratepayers have to fight tooth and nail against insidious proposals?

This proposal must be re-issued to reflect community ideas and interests and the Heritage Report (commissioned by Council) must be made public as part of the renewed process.

Sincerely

Ann Hacker
(Resident and Ratepayer)

Acting General Manager,
Uralla Shire Council
Salisbury Street
Uralla NSW 2358



Uralla, 12 April 2020

Dear Sir,

Re: DA85-2019

We are writing to you to express our grave concerns about the proposal to develop the Foodworks site on the corner of Bridge and Salisbury Streets.

We ask you to put on hold any consideration by Council of the above application until there is a possibility for the entire community to put their views forward in a public meeting. A proposal on the scale of the above DA has the potential to severely impact a small community such as Uralla, in particular its small and historic CBD. We are very concerned that, in its current form, this development may have the same catastrophic impact on the amenity and atmosphere of Uralla as the supermarket developments in Armidale have had on the CBD of that town.

The proposal's design corrupts the architectural heritage of Uralla's shopping precinct, with its total disregard for the stepped facades that are a feature of just about all buildings in Bridge Street, including the Foodworks building itself. The proposed simplistic extension of the existing Salisbury Street facade will be an eyesore to anyone entering town. The newly completed Lortz Building at 40 Bridge Street is a good example of how this could be done sympathetically.

The proposed creation of a large carpark behind Foodworks will draw all shoppers into Foodworks only, not into the main street, as is the case at the moment. Having the main entrances in Salisbury Street exacerbates this 'fortress' effect. The current arrangement, on the other hand, encourages shoppers to spread throughout the shopping precinct, much more desirable from the perspective of Uralla as a viable town.

The DA does not address the reason for doubling the size of the supermarket itself. There are few small food shops left in Uralla, and we worry that those that remain will face increasing competition from a massively increased supermarket.

This proposal will seriously affect the historical character of the Stables building, as well as McCrossin's Mill, in the Conservation Area. We ask that a responsible solution to this problem be found under advice of a heritage architect.

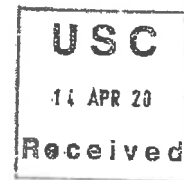
We look forward to your response to our letter,

Kind regards,

Louis and Wendy van Ekert

Scott Phillips
Acting General Manager
Uralla Shire Council
Salisbury Street
Uralla NSW 2358

Christine Ball



14.4.2020

Re: DA85-2019

Dear Scott Phillips,

I wish to express my concern about the proposed development in the Conservation Area of Uralla and the fact that such a development, which will have a huge impact on Uralla, has not been widely advertised within the community.

I would like Council to delay considering the DA until the Uralla community has had a chance to make their views and concerns known to Council and until a proper heritage assessment has been performed. The proposed development is clearly not in keeping with the Conservation Area precinct in which it sits and would have a detrimental effect on the whole of the Uralla streetscape. In particular the development would affect the historical character of McCrossin's Mill and the Stables buildings in the Conservation Area.

I also question the need for a car park as part of the application. There is already a large car park at the back of the adjoining shops that gives easy access to the Foodworks store and, importantly to other shops in Bridge Street.

We are very lucky to have so many historic buildings in Uralla in such good shape especially McCrossin's Mill Museum which is, dare I say, the best volunteer run museum in NSW if not Australia. It would be such a shame to have an ill-considered development impact on our beloved historic buildings.

Welcome to Uralla! I hope you have had a chance to visit the museum.

Kind regards,



Christine Ball

From: [REDACTED]
Sent: Tuesday, 14 April 2020 6:23 PM
To: Council; Mayor; Robert Crouch; Robert L. Bell; Mark Dusting; Natasha Ledger; Tom O'Connor; Levi Sampson; Isabel Strutt; Tara Toomey
Subject: TRIM: RE: DA85-2019 - Foodworks Development Application

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1140

Dear General Manager and Councillors

Re:DA85-2019

I am writing regarding my concern about the DA85-2019 proposal before Council (Foodworks Supermarket Development).

I have lived in Uralla since 1984 (36 years) and have seen the fortunes of the town wax and wane. Throughout this time Uralla's trajectory has been steadily upward, so it is inevitable that developments such as this will arise. I am not anti development but I am concerned that development should be appropriate and should not be at any price. The heritage values of Uralla are what the town trades on and any development should be in strict keeping with those heritage values. The Foodworks supermarket development in my opinion is clearly not within the town's heritage values or interests.

Let us consider developments in Uralla's business district over the recent past and back to when heritage restrictions were not considered. In the seventies two buildings stick out as clearly inappropriate, namely the Commonwealth Bank building (currently RAB) and the TAB building (to the south of Thunderbolt Inn). Both buildings would not have been built if the heritage street scape was considered back then (prior to my time in Uralla). Since then Uralla Shire offices, visitor info and library were developed, the Stokers Store was remodelled and the motel developed, the renovation of the old library into cafe and retail (now Subway), the development of the wool store into New England Brewery, Tricketts Store into the Alternate Root and the new build next to the Wool Room are all examples of building development that consider not only the street scape but the overall integrity of the buildings and how they are utilised. In the majority of cases we have got it right.

Does Uralla need a large supermarket? Obviously the business operator proposing this development thinks it does. In another location that does not have the unique heritage values of the proposed site this application may be applauded. In its current form and location this is not the case. Because the McRae's building (Curtis Arcade) has been utilised successfully as a small supermarket for many years doesn't mean it will be appropriate for it to be developed as the site for a large supermarket. This development is a significant change and not in keeping with it's proposed location.

The application before Council disregards all status of the building as:

- * a part of the heritage street scape of Uralla
- * a heritage building
- * a part of a heritage precinct.

The application seeks to demolish the existing heritage building and to replace it with a new building which is totally out of scale and out of keeping with the heritage business district of Uralla within which it is so centrally located. The applicant is not considering the impact the development would have on their neighbours. The two neighbouring sites of the old NSW Bank building (Michael's Cafe) and the Uralla

Historical Society's McCrossin's Mill and Stables are both businesses/ organisations which will be adversely effected by this development.

After viewing the plans for this wanton act vandalism, I can't believe how poor the concept is, how lacking in imagination and even lacking in simple public safety with the car park on the other side of the delivery loop. Imagine families with toddlers and prams and a full shopping trolleys negotiating the pathway shared with semis? This is ill-considered generic architecture at its very worst, a Bunnings style development totally lacking in sympathy for it's surroundings.

Uralla has everything to loose and nothing to gain by granting this ill considered inappropriate development. This business or another provider will offer appropriate supermarket services to Uralla, but it should not be at the expense of what locals hold dear about this town and what other businesses trade on and that is the built heritage of our town and it's village atmosphere.

Uralla Shire Council, this proposal is not good enough. It is not appropriate for the location as it will compromise what many people have worked to achieve over so many years. We can do so much better without compromising what your residents and visitors love about this town. Let's get this right!

Yours sincerely,

Andrew Parker


From: [REDACTED]
Sent: Wednesday, 15 April 2020 9:15 AM
To: Council; Matt Clarkson
Subject: TRIM: Development Application DA85-2019 – 100 Bridge Street, Uralla
Attachments: Heritage objection 15.04.20.pdf

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1147

Dear Sir

We refer to our letter dated 8 April 2020.

As foreshadowed in our letter, **attached** is a supplementary submission by way of objection in relation to heritage issues associated with the proposed development.

We look forward to receiving a response to our letter as soon as possible.

Yours faithfully

Darren Bick
Director
Bick & Steele

[REDACTED]

From: Darren Bick
Sent: Wednesday, 8 April 2020 1:04 PM
To: 'council@uralla.nsw.gov.au' <council@uralla.nsw.gov.au>; 'mclarkson@uralla.nsw.gov.au' <mclarkson@uralla.nsw.gov.au>
Cc: [REDACTED]
Subject: Development Application DA85-2019 – 100 Bridge Street, Uralla

Dear Sir

We act for Michelle Wade and James Sinclair, the owners of 94-98 Bridge Street, Uralla.

Attached is our letter dated 8 April 2020.

We look forward to your response as soon as possible.

Yours faithfully,

Darren Bick
Director
Bick & Steele



From: [REDACTED]
Sent: Wednesday, 15 April 2020 8:15 AM
To: Darren Bick
Subject: Foodworks Building

Foodworks Building

100 Bridge Street, Uralla NSW
Proposed Additions and Alterations

Opinion on Development Application documentation, DA-85-2019
(See also Appendix to this Opinion)

This Opinion and report has been prepared by Antony Deakin, OAM, B.Arch, FRAIA
for Ms Michelle Wade, owner of the adjacent building at [REDACTED] and is based on

A. DOCUMENTS ASSESSED:

1. Sketch Plans by P.B. Eveleigh Plan Service, numbered 002/19/1-14, prepared for Murall Pty Ltd.
2. Statement of Environmental Effects dated 4/11/2019 prepared by Monteath & Powys Pty Ltd, Town Planners .
3. Statement of Heritage Impact dated 30th August 2019 also by M & P.
4. N.S.W. Office of Environment and Heritage - Uralla Commercial Precinct Heritage Conservation Area
5. National Trust Register Documents (Registers and Classifications)

- .1 Uralla 100 Bridge Street- McCrae's Store (formally Curtis Arcade, now Foodworks)
- .2 Uralla 96 Bridge Street- former bank building (1906), residence c1871
- .3 Uralla 29 Salisbury Street - McCrossins Mill 1870 (Lot 1, DP 1127831)
- .4 Uralla 31 Salisbury Street- Old Stable Building, 1877 (Lot 30, DP 801344)

It is also based on my detailed knowledge of the buildings on the two adjacent sites: Old NSW Bank, 94-98 Bridge Street and McCrossins Mill in Salisbury Street, on both of which I have previously carried out inspections/reports, and/or designs for alterations, additions and repairs.

B. COMMENTS:

I have the following comments specifically related to Items A.1, 2. & 3. above.

Sketch drawings nos. 002-19/00 to 14.

The drawings are generally technically competent but show no indication at all that the draftsman has any knowledge of heritage issues.

The elevations do not indicate geographical locations and are therefore somewhat difficult to assess, and do not show sufficient, if any, details of materials, finishes or colours.

The new roof pitch is entirely inappropriate for this building (and additions).

The wall heights are quite out of scale relative to both the existing building and adjacent buildings on Bridge Street and Salisbury Street. The wall materials (where noted) are inappropriate to match the scale and materials of the existing supermarket. The height of the loading dock wall on the Bank (northerly) boundary is 6 metres tall, and overlooks the Old Bank and its garden, both within the Heritage Conservation Area.

The extension of the Foodworks Salisbury Street wall would be significantly improved if the existing building decorative upper parapet wall was copied.

There is no reference on any of the drawings, excepting the basic site plans, of any adjacent heritage-listed and/or National Trust-listed buildings. This is particularly apparent on drawing no. 14 (3D views no. 1 & 2) where no

indication is made of those adjacent buildings; it must therefore be obvious and apparent that no consideration of the design or heritage values of those buildings has been considered.
Note also that there is no reference on the site plans to McCrossins Mill (Lot 1 DP 1127831), but only (on site plans) to "Old Stable Building" (Lot 30 DP 801334).

Statement of Environmental Effects

Clause 2: "This development will also see the modification to part of the existing roof design".

Comment: This is not the case; virtually the whole of the existing roof will be removed, and replaced with a long, low pitched, skillion roof, destroying a significant part of the character of the building.

Clause 3.3.1: "It is unlikely that the proposed alterations and additions will have a detrimental effect on the Old Stable Building or the McCrossins Mill site."

Comment: It will of course have a detrimental effect because of its immediate location between those buildings, and because of its wall materials and roof forms.

Clause 4.7: "The proposed development is consistent with the character of the area and continues to positively contribute to the identity of the locality. In this regard the development provides aesthetic stimulation/interest in the area and enhances the existing character".

Comment: It most certainly does not. The scale and materials of the additions are nothing like the "identity of the locality", nor do they provide "aesthetic stimulation" or "enhance existing character".

Statement of Heritage Impact

Clause 4.1.2: "... and discourage development that would detract from the character of the town centre".

Comment: This proposed development does detract from the character of the town, particularly, for example, the very tall concrete wall panels on its boundary with the adjacent Old Bank building and its gardens.

Clause 5: "The development will complement the heritage elements within the immediate locality. Matching the heights, roof pitches ..."

Comment: It will not; the loading dock wall is much higher than the adjacent Old Bank Building, and the new roof pitch does not in any way match the pitch of the existing roofs to be demolished.

Clause 5.1: "The following aspects of the proposal respect or enhance the heritage aspects of the items:

- Ability to compliment the existing features of all three structures.
- The existing facade remains the same ...
- Removal of damaged ... structural features "

Comments:

- Ability to complement...

The proposed "existing features" of two of the three structures (Old Stables and McCrossins Mill) are not even slightly complemented. The additions to the Foodworks slightly complement the existing features only in respect of height and scale of the new Salisbury Street frontage, but not in respect of materials and finishes.

- "Removal of damaged ... structural features"

This is not specifically a heritage feature except in regard to replacement of the roofing with a new, very low pitch, skillion roof.

Clause 5.2: "It is unlikely that the proposed ... additions will have a detrimental impact... The proposal does not detract from the existing visual or physical character of the adjoining items."

Comment: This is just not so; see items 3, 4.1.2 above.

Clause 5.5: "Local Conservation Plan. ...the use of the building ... has always been used for the purposes of a supermarket" ... The alterations and additions are complementary to the ... character of the adjoining heritage items."

Comment: The building has not always... been a supermarket. It was originally McCrossins Post Office Store in the 1850s and then in 1893 W.J. Curtis Arcade. Supermarkets did not begin in Australia until about the 1960s.

Part 6 Conclusion

"The alterations... are unlikely to be detrimental to the significance, character or visual amenity of the existing heritage precinct... The proposal recognises the heritage significance of the adjoining Old Stable and McCrossins Mill..."

Comment: This is not so; see various comments above.

"The alterations and additions... will be complimentary (sic) to the heritage features of the existing building".

Comment: They will not (see Comments on Sketch Plans above). The demolition of the existing roofs and replacement with a long, low-pitched roof, and all the extensions/additions being constructed with precast concrete panels are not complementary.

C. RECOMMENDATIONS

1. The Development Application Approval should be deferred until the matters noted in Part B Comments and in Part C, 2 below are reassessed.
2. The D/A drawings should be redesigned to comply with Part B Comments. The Statements of Environmental Effects and Heritage Impact should be reconsidered and re-assessed based on my comments.
3. All work related to this DA must comply with Uralla DCP 2011 (as amended by Council) and Uralla LEP.

Antony Deakin
13 April 2020

APPENDIX- QUALIFICATIONS OF THE AUTHOR OF THIS DOCUMENT

ANTONY DEAKIN, OAM, BArch., F.R.A.I.A

1. Graduated Bachelor of Architecture from University of Sydney in 1962.
2. Employed by the Commonwealth Dept of Works in Sydney 1958-1964, Michael Lyell and Associates in London 1963/64, R.J. Magoffin and Son Sydney and Armidale 1965-1974.
3. In his own architecture practice, Magoffin and Deakin Pty Ltd from 1974-1989 in Armidale; subsequently employed part-time by that firm since 1989 to the present.
4. Awarded the Medal of the Order of Australia in June 2000, for Community Service, particularly in the field of Architecture.
5. Member of the National Trust (NSW) from 1965 to present.
6. Alderman of Armidale City Council 1974-77 and 1980-87; Mayor of Armidale 1986-87.
7. Member of the Australian Decorative and Fine Arts Society; sometime Armidale Committee member and Chairman.
8. Designed and supervised construction of the following buildings (among many others), most of which are either Local or State Heritage listed.

- .1 The Armidale School (1893): most new buildings and alterations/additions for 50 years (1965-2015).
- .2 St Peter's Cathedral, Armidale (1875): new North Porch and adjacent Parish Centre.
- .3 Trim's Store, Armidale (1895): major renovations/additions/repairs to building under demolition order.
- .4 Roxy Cinema, Bingara (1936): Major restoration/alterations and repairs.
- .5 14 Awards and Commendations in Armidale Council Heritage Awards, 1980s and 1990s.

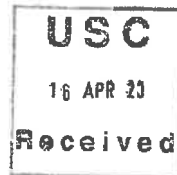
Peter Low



16th April 2020

The General Manager

Uralla Shire Council



REFERENCE: DA85-2019 Foodworks Development Application

Dear Sir,

I object to the Development Application as currently proposed for the Foodworks site.

As a long time resident of Uralla with a strong interest in the well-being of the town and community, I am deeply concerned that the proposed development of the Foodworks site will degrade the heritage value of the whole zone around the intersection of Salisbury and Bridge Streets, Uralla. This corner represents the gateway to the centre of town whether viewed from above on approach from the south or when coming down Salisbury St from the Walcha direction. The Foodworks site is a key part of this heritage character. The work as proposed is completely out of character with this value.

Much effort has been applied over many years by residents and Council to maintain the attractive character of our town. We need to pause on this proposal for a better outcome sympathetic to these aims while meeting the commercial needs of the applicant.

I ask that the development application process be opened up to allow for greater community consultation and I ask that the full development application and the Heritage Report (commissioned by Council) be made public as part of the renewed process.

Peter Low



The General Manager

Uralla Shire Council

Reference: Proposed Development DA85-2019

Dear Sir,

We wish to lodge an objection to this proposed development.

The size and style of planned structures is incompatible with the general architectural style of the Uralla main street/ McCrossin's Mill precinct.

We also note with concern the unrealistic time allotted to lodge objections and the limited geographical extent of advice to nearby properties which could be affected.

Over many years, a consensus has been developed by Uralla citizens to preserve the generally 19C nature of the CBD. This development will reverse the appearance that most property owners have worked so hard to achieve.

We do appreciate that property redevelopment becomes necessary from time to time, but the current proposal would be more suited to locations such as Tamworth or Los Angeles. We are sure that a much more sympathetic design could be achieved.

Jane & Charlie RUDD



15-04-2020

.....

From: [REDACTED]
Sent: Thursday, 16 April 2020 10:41 AM
To: Council
Subject: TRIM: DA for proposed works at Uralla Foodworks
Attachments: Foodworks (2), Uralla.docx

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1176

The Acting General Manager
Scott Phillips
Uralla Shire Council

Dear Sir,
Following the receipt of the Heritage Impact Statement for the proposed works at the Uralla Foodworks store, I have attached a report for your consideration.
Your sincerely
Graham Wilson

[REDACTED]
15 April 2020
[REDACTED]

Proposed Foodworks Supermarket Extension
Lot 2, DP 1127831, 100 Bridge Street, Uralla

The General Manager
Uralla Shire Council
Email: council@uralla.nsw.gov.au

Dear Sir

Following the receipt of the Statement of Heritage Impact (S.H.I.) prepared by Rebecca Boresch and Published by Monteath and Powys, 30 August 2019, I wish to make additional comments concerning the alterations and additions to the Uralla Foodworks Supermarket following my earlier letter dated 2 April. As previously noted:

The Foodworks Supermarket is situated at the corner of Bridge and Salisbury Streets and is located within the Uralla Conservation Area identified in Uralla Shire Council's LEP. The building is placed on the National Trust register. To the north is the former bank of NSW also registered on the NSW National Trust Register. To the west is McCrossin's Mill which is placed on the NSW State Heritage Register.

The S.H.I. reports that the assessment of the heritage significance is based on the principle that the development will complement the heritage elements within the immediate locality by matching the heights, roof pitches ... (Clause 5, page 11)

This statement ignores:

- The fact that the original roof will be removed and replaced with a modern skillion roof. This will result in an intrusive element when viewing the property on the south eastern side of Salisbury Street.
- The fact that there is no relationship between the roof pitch of loading dock and the pitch of the roofs to be demolished.
- The fact that there is a high northern boundary wall which will have a significant negative heritage impact on the heritage listed bank building to the north.
- There is no architectural relationship between the existing façade wall and the design of the proposed wall extension on Salisbury Street.

There is uncertainty in removing damaged and non-compliant structural features as there is no list of such features to be removed. Consequently, it would be difficult to argue the claim that their removal would enhance the heritage significance of the items. (5.1 Respect or Enhance, page 11)

It is claimed that there would be an enhancement of the significance and awareness of the Stable Building and McCrossin's Mill with the removal of the other existing structures on site and opening the visual corridor from Hill Street to Salisbury Street. (5.1 Respect or

Enhance, page 11) There is no doubt that there would be a visual corridor but what it means is that a part of the historic precinct is removed; that is, a representative storage shed would be destroyed. Too often such historical items have been removed and the historic nature of a village is compromised. It is also difficult to argue that significance and awareness of heritage listed buildings such as the McCrossin's Mill and the Stables through the addition of a car park is enhanced. Furthermore, the new modern roofline will have a negative impact when viewed from the eastern side where the above items are located.

In the 5.2 Detrimental Impact (page 11) statement it is stated that:

It is unlikely that the proposed alterations and additions will have a detrimental impact on the old Stable Building or the McCrossin's Mill sites. The proposal does not subtract from the existing visual or physical character of the adjoining items ... The changes will not detract from the character or significance of the items or heritage precinct.

This is not a valid statement. Outlined above are statements that show that the detrimental effects arises from the new roof line, the materials used in the additions, the scale of the extensions, the height of the northern boundary line, the removal of the storage shed and the construction of a car park.

The same principles apply to the existing building which serves as the Uralla Supermarket. The development does not maintain the existing character and use of the site as outlined above. The proposed materials are not complementary to the existing character of the locality, items and precinct.

Conclusion:

The proposed alterations and additions to the existing Uralla Foodworks are detrimental to the significance, character or visual amenity of the existing heritage precinct as well as the Local or State Significant items adjoining the development. It is important that the economic viability of a business is maintained and a building complies with the Building Code of Australia but at the same time it is vital that the heritage significance of items is not compromised. To the credit of the Uralla Shire Council and the Uralla community, much attention has been paid to the preservation of the past and it is important that Development Applications do not compromise the heritage of Uralla.

Graham Wilson OAM
Former Heritage Advisor to Uralla Shire Council



The General Manager

Uralla Shire Council

PO Box 106

URALLA NSW 2358

Reference: DA 85-2019 – PROPOSED FOODWORKS SUPERMARKET EXTENSION DEVELOPMENT

I wish to submit my **objection** to the above DA 85-2019 as currently presented for approval.

This type of development is not sympathetic to the Heritage Precinct and will certainly not enhance the overall historic streetscape.

My objection is based on the following:

- 1 The area is within the Heritage/Conservation Precinct and any impact either directly or indirectly to the precinct as a whole or to specific neighbouring businesses should be seriously considered before approval is given. I assume a heritage impact study was/ or is being completed before any approvals will be given and I am sure the public would be interested in seeing the outcome of this report.
- 2 The proposed building does not “fit” with the current streetscape. The plans appear to suggest a warehouse type building that will be seen from most points of entry to the quaint streetscape due to the corner situation of the store. This is especially evident coming down the highway hill from Tamworth where the proposed extensive roof top will be seen and could detract from the main street view. Our community have proudly tried to preserve our quaint village atmosphere and this unsuitable extreme extension to an existing heritage building is against all that has been achieved up to date.
- 3 The proposal to close off entry to the store via Bridge Street is unacceptable and discourages engagement with the main street and other local businesses. It is like boarding up the main street side and will not encourage tourist or passing trade to stop and shop in the whole main street. The current practice of covering the heritage building windows with stickers is bad enough and currently makes the shop look uninviting and detracts from its heritage value. It also encourages that business to lose their connection with the main street and other businesses.
I was very surprised that Council would even consider allowing the entry to be moved to Salisbury Street as this is a busy 4-way intersection with two main roads meeting and having the entry on that side with increased pedestrian traffic exposes the store and Council to higher risks.

It is also surprising that this side entry would be even be allowed under its heritage preservation as a few years back even signage or advertising of any description was not allowed on that side wall. Now the proposal is to add on undercover roofing and a cabled modern entrance!

- 4 The building site itself is situated on a very important historic site for Uralla. Its history and situation contributed substantially to the town's development. Originally the site of the Post Office Store and built by John McCrossin and has a strong connection to the McCrossin Mill situated next door before its development as Curtis Arcade established 1893

- 5 Just in my lifetime I have watched this beautiful old building slowly lose its historic identity internally and externally as the need to progress or upgrade was applied without retaining the history of the building and its historic architectural value intact. The extent of this development is unsuitable for the area and is possibly our last chance to preserve its historic value. If this proposed development can proceed it will destroy or impact heavily on the historic value of the building, its neighbouring streetscape and buildings. This loss will never ever be able to be restored.

Examples of this include:

- (i) Removal of the decorative verandas
 - (ii) The removal of the original arcade entrance near the Salisbury/Bridge Street corner. This was under the pretence of allowing more space inside the building and later to install an ATM machine (which has since been removed and the Arcade entry feature was lost forever!) All this at the cost of losing the main feature of the "Curtis Arcade" Building.
 - (iii) Loss of the street windows with their top coloured decorative glass panels being available to display goods.
-
- 6 Parking areas and delivery options will need to be considered especially surrounding the neighbouring historic properties. This would also include any visual impacts to these neighbours that may result out of this development.

We ask that due to the public being mainly unaware of this development and the importance of its impact on our community and our main streetscape that the process to invite public and community interest be re - opened for public comment and that the Heritage Report be made public as part of that renewal process.

Yours faithfully

Mr Garry Porter & Mrs Noelene Porter – (Rate Payers, long term resident and supporters of preservation/protection of Heritage and Historic influences within our Shire and community)



16th April 2020

Matthew Hines

I'm writing to you as a temporary resident of [REDACTED]
I have been coming to Uralla for the last 5 years and what I have come to enjoy is the communities respect for this town's unique heritage.

As a Visual Communicator and Designer I meet a lot of different types of people and it strikes me that this town Uralla is full of all different types who take pride in their homes, in their neighbours, in the town they live and in themselves.

I am currently taking a change of direction in my studies and moving towards health, undertaking online study Bachelor of Health Science (Acupuncture)

It has come to my attention that there is a plan for development at 100 Bridge Street, Uralla New South Wales, 2358.

Having seen the plans, I am appalled at the scale of the development intended. I believe this is unacceptable. It looks like a Bunnings building and this architectural mishap is out of sorts in such a picturesque location such as Uralla, on this section of the main street it defeats its neighbours, a supershed might fly on the highway out of town but seriously this is not sensitive or appealing at all and it is bad town planning.

Not to mention it totally overlooks the integrity of the existing structure where current business is thriving, I went into the FW site yesterday and took some photos of the roof (as there were some panels removed).

This beauty in workmanship would be so appealing for the designers to incorporate into the plans.

I recommend that Matador Group be sensitive to community and share with us their vision, I want that unique experience you speak of.

This quote lifted from the website speaks to me.

'From inner city to country town, our FoodWorks stores offer unique experiences catered specifically to your community.'

Given the recent effects of the Covid-19 situation we should be focused on maintaining local businesses and support existing areas of trade. Local companies like Ladybird Nursery, Cold Country Organics for instance. I also want to see that when in future a client/developer proposes something to community that they make the time to incentivise the community employment prospects or additional jobs.

This section was left blank?

I urge the client to take these ideas back to the drawing board. The structure is too large and imposes on its neighbouring businesses, without even considering how this behemoth attributes to its neighbouring heritage listed McCrossins Mill. Please make public your Heritage Report for this address.

Country towns don't take too well to those deemed 'too big for their boots'. And it seems as though this might be happening.

A simple google entry;

What are the major responsibilities of an architect?

Architects work in the construction industry designing new buildings and the spaces in and around them. They also help restore and conserve old buildings, and develop new ways of using existing buildings. They are involved in construction projects from the earliest stages right through to completion.

Uralla Shire Council
URALLA NSW 2358
council@uralla.nsw.gov.au

16 April 2020

Dear A/General Manager, Mayor, Elected Councillors and Executive Staff

DA85-2019 SUPERMARKET DEVELOPMENT – Expansion of Foodworks at 100 Bridge Street/Cnr Salisbury Street, Uralla - Shire Council Meeting - 28 April 2020.

As residents of Uralla Shire Council, we raise our concerns regarding several aspects of this Development Application and its management:

1. Lack of Information to the Public regarding DA85-2019

The residents of Uralla Shire Council are a community of interested citizens who place high value in our Shire's heritage – its history, buildings and their conservation.

Issue: Notice regarding DA85-2019 was advised to the absolute minimum of neighbouring landholders and released during the Christmas period.

Objection: This development has a profound affect on significant areas conservation and therefore of the greatest interest to our wider community. As ratepayers, residents and business owners - we object to not being publicly notified of DA85-2019 and thus have not been given opportunity to research, discuss and debate this DA to the extent we consider is reasonable to address our concerns:

Concerns:

- the development is large for the conservation area
- the DA building design does not reflect the heritage nature of its surrounding architecture. It looks like a large warehouse.
- The new roof is flat, as opposed to the original building's gabled roof – a heritage feature
- The building's wall's overpower surrounding spaces – including the Bank, Michael's Café and McCrossin's Mill. These areas are in themselves profoundly important elements of the charisma of Uralla, attracting tourist's to our town.
- The delivery entry and exit will circle the McCrossin's Mill stable/store area and put their conservation at risk.
- There is no commitment to local employment in the DA
- The main door will be moved onto Salisbury St, leading customers away from Bridge Street and its commercial precinct.
- The development will impact on the garden area of the old Bank, which is part of the seating area for Michael's Café.

Recommendations:

1. That the DA process is streamlined to reflect community interests
2. That the Shire's Heritage Report, commissioned by Council, is made public as part of the reviewed process.
3. That Foodworks consider relocating altogether to an area where it is fit for its purpose with room for expansion and access – rather than be redesigned to serve its requirements, but in the process, destroy or impinge on Heritage and Conservation areas highly valued by residents of the Shire, and impact negatively on other businesses.
4. Like the renovations of the Tourist Information Centre, the re-design should reflect the essence of the town's past, present and future, and not to serve the medium term commercial interests of a few.

Mrs Suzanne Wright



Resident of Uralla Shire
Secretary UTEC
Sponsor - McCrossins Mill
Member Uralla Historical Society
Member and Officer of CWA Uralla
- Publicity Officer
- International Officer
- Land Cookery Officer
Member of Znet
Authorised Marriage Celebrant
NSW Justice of the Peace
Professional Staff UNE
Primary Producer

Mr Timothy A. Wright



Resident of Uralla Shire
Rural Land Owner/Ratepayer USC
Member of Znet
Member Uralla Historical Society
Member Rotary Club of Uralla
Member of Znet
Member Southern New England
LandCare
Member Rural Fire Service
Member NSW Farmers Federation
NSW Trustee Land Manager –
Turkey Creek Ag Hall
Primary Producer

From: [REDACTED]
Sent: Friday, 17 April 2020 9:46 AM
To: Council
Subject: TRIM: DA85-2019OR

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1194

To The Mayor and Councillors

I am very concerned to hear about the proposed extensions to the Foodwork Supermarket in Uralla I have been a resident in this area for four years now, and for three of those years I have been a volunteer at McCrossins Mill Museum and Funtion Centre.
I feel very privileged to live in such a wonderful community.

The proposed extensions to the Supermarket are really not in keeping with the small town atmosphere we have here, in fact it looks like something that belongs in a city rather than a beautiful town such as ours. The tourist who come here, and I have talked to many absolutely love coming here because they love what we have done by keeping our small town quaint but thriving!!!
I believe a building of this size and capacity is going to destroy what we have built up over the years.

We have a large carpark behind all the shops on Bridge Street and I use it every time I do my shopping. I have never seen this carpark at full capacity, so why do we need an extensive carpark behind the supermarket??
This whole concept is going to destroy the ambience of the surrounding businesses!!

Why would you replace lovely gardens, and encroach on Heritage Listed buildings with CONCRETE and FENCING and replace the ambience with NOISE POLLUTION!!!!!!

Late last year I was lucky enough to go back to the town I was born in, I left when I was 12yrs old. Sixty years later all the old building were still there!!!! They were different businesses, but the whole building was intact both inside and out!!! This is what they can achieve in Europe, WHY can we not do this here?????

This proposal is going to severely impact the surrounding businesses. During construction it is going to be a nightmare and once finished it is going to be a blight on our town. I shop in the supermarket and it is fine the way it is

I am just one concerned citizen, but Council has to consider every other person who lives here and the reason why they live here.
We all love our town the way it is!!!!

Yours Sincerely
Veronica Porter

[REDACTED]

From: [REDACTED]
Sent: Friday, 17 April 2020 11:52 AM
To: Council
Subject: TRIM: Development of Foodworks

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1195

Dear Council,

I am deeply concerned about the proposed development of the FoodWorks building on the corner of Bridge and Salisbury Streets in Uralla. The development will compromise Uralla's heritage precinct and permanently detract from the old world charm of the town.

The design of the development is an affront to the heritage-listed buildings that surround it. The replacement of the gabled rooves with a flat roof removes a key heritage feature and the size of the walls will spoil the atmosphere of the garden and courtyard of the old bank on Bridge Street. Historical sheds will be pulled down to make way for a loading dock and car park which, in the process, will remove the beautiful gardens surrounding the Historical Society Stables.

The development lacks imagination and sympathy for Uralla's unique townscape. The plans suggest it will be nothing more than a prefabricated, Bunnings-style building and this is totally out of keeping with the beautiful architecture of the old buildings in Bridge and Salisbury Streets.

The village-like feel of Uralla is, for many, the reason why they choose to live here. It is also one of the main reasons why visitors are attracted to the town.

To allow this development to go ahead is unethical – it will damage Uralla's unique heritage precinct and detract from the old world charm of the town. The consequences will be permanent and will be felt by the whole community, whereas the expansion of Foodworks stands to benefit only one entity: Foodworks.

I ask that Uralla Council give the community an opportunity to consider and comment on this development application and that the Heritage Report commissioned by Uralla Council be made public. The community has a right to be consulted on this important issue.

Sincerely,

Honey Greenwood



From: [REDACTED]
Sent: Friday, 17 April 2020 11:53 AM
To: Council
Subject: TRIM: DA 85-2019

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1196

Re: DA 85-2019

I have objections to the proposal:

- (i) The impact of this huge development will spoil the heritage conservation area of the town.
- (ii) I am surprised that a design, showing impact of loss of sunlight on surrounding buildings, was not provided.
- (iii) The impact of traffic flow around the heritage out- buildings of McCrossin's Mill will be detrimental.

The current building frontage has some heritage-era leadlight windows which I hope will be preserved.

I consider this current plan will cause 'a blot on the landscape' of our town. At the moment, it is a pleasure to arrive in the town (from both ends of the highway), facing a vista of pleasure because of the historic, well-proportioned buildings.

I know the current Foodworks building needs alterations, as business has expanded and the space neglected.

I support the improvements but not on this scale.

Kind regards,
Kaye Sutton

[REDACTED]

Uralla Shire Council
URALLA NSW 2358
council@uralla.nsw.gov.a
u

16 April
2020

Dear A/General Manager, Mayor, Elected Councillors and Executive Staff

DA85-2019 SUPERMARKET DEVELOPMENT – Expansion of Foodworks at 100 Bridge Street/Cnr Salisbury Street, Uralla - Shire Council Meeting - 28 April 2020.

As a resident of Uralla Shire Council, we raise our concerns regarding several aspects of this Development Application and its management:

1. Lack of Information to the Public regarding DA85-2019

Issue: Notice regarding DA85-2019 was advised to the absolute minimum of neighbouring landholders and released during the Christmas period. It is only through these channels that the rest of the community was notified.

Objection: This development has a major impact on the town and its appearance. Other buildings in the main street have had to have all heritage features maintained and there has been strict control over what they can and can't do.

Concerns:

The building is adjacent to important heritage buildings in the old Bank, especially Michael's Café and the surrounding garden and McCrossin's Mill. The look of this large development does not appear to take any of this into account. They are both important for drawing visitors to our town and as such the new development should be in keeping.

The entrance at Salisbury Street will cause issues with traffic. There are a large number of cars that travel onto Thunderbolts Way via Salisbury Street and will come around the corner, not necessarily aware that this will be a busy place.

The delivery entry and exit will circle the McCrossin's Mill stable/store. This could have an impact on their events.

Recommendation:

1. The DA should reflect the towns history and be in keeping with the buildings surrounding it.

2. That the Shire's Heritage Report, commissioned by Council, is made public as part of the reviewed process.

Mrs Patricia Rasmussen



Resident of Uralla Shire

Treasurer of Uralla CWA

Project Manager Z-NET Uralla

Member of Southern New England Landcare and Harnham Landcare

From: [REDACTED]
Sent: Friday, 17 April 2020 2:28 PM
To: Council
Subject: TRIM: re. DA85-2019

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1205

To Whom it May Concern

I write as concerned resident of Uralla township. I chose to move here as I love this quiet, small but eclectic township with its variety of people, strong and engaged community, parks and its lovely characterful main street.

As a resident I am appalled at the lack of consultation with regards the proposed design of the FoodWorks development. From council this appears to have been a very closeted announcement.

A significant part of Uralla's appeal is its heritage charm. FoodWorks, the architect and council staff have clearly made no effort to consider how the proposed development will fit with our town, the conservation area within which the building and proposed development sits, the impact it will have on anything or anyone in its surrounds or the impact it will have on the entirety of Bridge Street commercial precinct.

The development is extremely large, not only in scale with the conservation area but with remainder of Bridge Street shopping precinct. How inconsiderate of the approach into our lovely village.... a huge shed. The design is both out of proportion and out of character with the area and pays no reference to the heritage features of the current building or the area, even removing heritage features.

Aside looking like a cheap and thoughtless 'warehouse' there is no consideration of the adjoining business whose main feature is their garden and out door seating area. Aside being imposing, any patrons for coffee will be then subjected to the car park noise, fumes and commotion rather being

able to enjoy a quiet coffee in the garden. McCrossins Mill is a heritage building and huge tourist attraction in our town which looks to be engulfed by the proposal without any sympathetic design consideration to their site, appeal of the building or impact on their business.

I am particularly disappointed as I have made point of supporting our local supermarket rather than shopping in Armidale. To then find that that same supermarket has clearly not sort community involvement at all or even thought to make their design sympathetic to our community in any way is appalling.

This is further obvious given the plan looks to move the entry so that the supermarket is not even engaged with the rest of the shopping precinct. As a company I quote.... 'our FoodWorks stores offer unique experiences catered specifically to your community'. Nothing about this project has catered to our community. Just because we are a small community and not in Sydney does not mean Uralla deserves no thought, aside your profit, put into the store design. Council, why are you looking to support our town in this??

Where are the designs indicating the impact on the neighbouring buildings? Clearly this is huge and have obviously been not put up for public display. Has this been the architects or the company or council staff decision?

This plan needs to be completely redesigned to consider our streetscape, the rest of the shopping precinct and our unique township.

Council staff have obtained a Heritage Report but this is demonstrably unavailable. Why is this the case? Given how this whole process looks to have been handled it would suggest that the report is not in favour of the current design.

I hope that the council, FoodWorks and the architect will consider my correspondence.

sincerely
Megan Robinson



From: [REDACTED]
Sent: Friday, 17 April 2020 2:45 PM
To: Council
Cc: 'Louis'; Tom O'Connor; Robert Crouch; Mayor
Subject: TRIM: REFERENCE: DA85-2019 Foodworks re-development proposal at 100 bridge Street

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1206

Dear General Manager and Councillors

As a resident and ratepayer of Uralla, and member of the Uralla Historical Society, I am appalled at the amazing size and insensitivity of the above proposal, and the fact that the wider community have not been made aware of it.

Not only does it show little respect for the existing building's heritage significance, but also complete disregard for the impact such a development will have on the surrounding Conservation Area. Amongst other undesirable consequences it would greatly endanger the structure of the historic stables/storage building which the Historical Society owns as part of the Museum complex.

At the very least such an invasive and potentially destructive development proposal should be on public display, together with the content of the *hitherto secret Heritage Report which Council itself apparently commissioned*.

Yours sincerely

[REDACTED]
Rosemary Shepherd OAM
[REDACTED]

From: [REDACTED]
Sent: Friday, 17 April 2020 3:36 PM
To: Council
Subject: TRIM: DA 85-2019 concerns

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1207

Dear Council Members

I am writing in regards to my concerns for the new proposed development for 100 Bridge Street Uralla.

I have great concerns that this development will not be beneficial for the Uralla township by neither complying with the authenticity of the heritage appeal or the uniqueness that our country town thrives upon.

We don't need our beautiful town looking the same as every inner city suburb. People visit for its unique charm and character of its buildings and people.

With Foodworks being one of the first buildings it sees coming down the highway I can assure you people will not stop to look for more!

As proud members of Uralla for over 11 yrs we chose this beautiful town for its regarded heritage and charm, it stood out from the rest because people took pride in its growth while loving it's past.

Food works can certainly do the same. It really is already everything the town needs, just stocking more local wonderful produce is all it really needs to do!

I hope that you will seriously reconsidered this proposal and place what it truly best for the Uralla township first.

With kind regards

Helen & Garry Eade

From: [REDACTED]
Sent: Friday, 17 April 2020 3:38 PM
To: Council
Subject: TRIM: Proposed development of Foodworks.

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1208

Attention General Manager Uralla Shire Council...I wish to make an objection to the proposed development of Foodworks based on the scale of development in relation to the streetscape.I feel there is lack of sensitivity to the scale and harmony with the other protected heritage buildings,I believe this will also have an impact on the old stables, McGrossins Mill and the old bank and gardens,I believe with a little more thought a resolution can be found to suit all parties...Phillip Jacobs.

From: [REDACTED]
Sent: Friday, 17 April 2020 3:46 PM
To: Council
Subject: TRIM: response to development proposal for DA85-2019

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1209

Dear Council Members

I am a resident of Uralla for the last 7 years and have seen the proposed development for 100 Bridge St Uralla and wish to raise my concerns.

The proposed development not only seems to be rushed through with the minimal of community consultation but is totally unsympathetic to the unique heritage aesthetic of Uralla township. Not only is the proposal out of proportion for the region, it is totally out of character with the community values that us locals are proud of. The proposal doesn't take into consideration the heritage values of the adjoining buildings or the streetscape that makes our town a unique destination for locals, newcomers and visitors alike.

This proposal is ugly, inappropriate in scale and totally out of character with the quaint village aesthetic that make Uralla such a unique destination. In fact the proposed development flies in the face of FoodWorks own values, which states "From inner city to country town, our FoodWorks stores offer unique experiences catered specifically to your community."

With its main entry to be located on Salisbury St, the development makes no consideration for the neighbouring businesses, and makes no opportunity for customers to visit the other shops on the main St.

I note that the proposal was also made public over the Christmas period, and brings to light a lack of commitment to due process and community consultation. This roll out highlights poor timing and a lack of regard for the the region's ongoing issues of drought, fires and smoke and arsenic issues, of which you would be well aware, already consuming the attentions of local townspeople.

I suggest you take this development back to the drawing board, implement an adequate community consultation and value local heritage values and local village life. Given the backdrop of the global pandemic, we are all assessing the values of overly large supply chains, economic growth no matter what the environmental and social costs and Uralla has the opportunity to lead the way in community resilience and self-sufficiency.

We live in Uralla because we value village life, its heritage aesthetic and community connections. Please do better, I'm sure you can.

Kind Regards

Suzie Wicks



From: [REDACTED]
Sent: Friday, 17 April 2020 4:56 PM
To: Council
Cc: Mayor; Robert Crouch; Robert L. Bell; Mark Dusing; Natasha Ledger; Tom O'Connor; Levi Sampson; Isabel Strutt; Tara Toomey; [REDACTED]
Subject: TRIM: ATTN: General Manager- Objection to DA -85-2019 [SEC=UNCLASSIFIED]
Attachments: 200417 - Letter - Objection to DA-85-2019 - Valler.pdf

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1210

UNCLASSIFIED

Good Afternoon Mr Phillips,

Please find attached a letter of objection to DA-85-2019.

Please feel free to contact me directly if you have any questions.

Regards,

Robert

RMJ Valler, ADC
LCDR, RAN



Mr Scott Phillips
The General Manager (Acting)
Uralla Shire Council
PO Box 106
URALLA NSW 2358

Dear Mr Phillips,

Objection to Development Application DA-85-2019

I wish to lodge my objection to Development Application DA-85-2019 (100 Bridge Street, Uralla NSW, Proposed Additions and Alterations (Foodworks)).

While heritage is found on almost every street in Uralla, our Central Business District (CBD) is at the heart of this and should therefore be protected. The Uralla period shop fronts, together with a unique collective of commercial building stock, are a community asset and integral to Uralla's 'sense of place', and thus its residential appeal and cultural tourism attraction. This makes both individual buildings, and the collective as a whole, very special. The Foodworks building is one of the largest in the CBD and any significant change to it will have an equally significant change to the aesthetic of the CBD. Accordingly, it is essential the impact on the heritage of the surrounding buildings and precinct should be considered as part of the application; not solely the impact on the Foodworks building.

My specific objections are:

1. There appears to be little consideration given to enhancing, complementing or preserving the heritage aspects of 100 Bridge Street or the surrounding buildings (noting some of the current façade is to be retained).
2. The plans indicate that the buildings at 100 Bridge Street would suffer demolition of significant parts of the original structure (roof, ceiling, rear walls, smaller outbuildings) thus destroying much of the original heritage.
3. The overall external finish of the development changes severely the look of the current building (a roof line that dominates the current parapet façade, for example) and impinges upon adjoining heritage properties (construction of a six metre high wall).
4. The materials in the proposed development are not of, nor are they complementary of, the current building or surrounding buildings (cement slab walls vs brick, zincalume vs galvanised corrugated iron, for example).
5. The overall vista, particularly from the southern approach to the CBD will be vastly altered, significantly detracting from the current historical streetscape.

Additionally, I believe the movement of heavy vehicles in and around the various historical sites poses a significant risk that has not been adequately assessed. I also believe, from my discussions with fellow residents, there has been minimal communication with the affected stakeholders on this development and, whilst not necessarily a legal requirement, there has also been limited community consultation.

The *Statement of Heritage Impact - Murrill Foodworks Uralla (prepared by Monteath and Powys - Job No: 18/0377)* makes repeated claims that the heritage elements of the Foodworks building and the surrounding area have been carefully considered and, further, the development does not cause any detrimental effect to any heritage value, but rather complements and enhances it: I respectfully disagree.

I request that Uralla Shire Council release to the public, in full or redacted form, its own Heritage Consultant Report and Council's Assessment Report on this development. I also request that, after open community consultation (observing appropriate allowance of time), this development application be brought before an open Council meeting with the opportunity afforded residents to address the Council.

Finally, I believe Uralla residents will welcome and benefit from an increased level of service and choice in the CBD and the development proposal has potential for good economic gains: I commend the developers for their proposed investment in Uralla. However, I do not see why Uralla cannot have the advantage of investment without the concomitant cost of losing the unique heritage value that makes it so attractive and advantageous to businesses and residents alike.

Yours sincerely,



Robert MJ Valler



17th April 2020

From: [REDACTED]
Sent: Friday, 17 April 2020 5:33 PM
To: Council
Subject: TRIM: National Trust Submission - DA 85-2019
Attachments: National Trust Submission DA 85-2019.pdf

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1211

Ms Kate Jessep
The General Manager
Uralla Shire Council

Dear Ms Jessep,

Attached is a submission from the National Trust on DA 85/2019 - Foodworks Supermarket Building (Former W. Curtis Arcade; former McCrea's Store), 100 Bridge Street, Uralla.

Kind regards,

Graham



Graham Quint





17 April, 2020

Ms Kate Jessep
The General Manager
Uralla Shire Council
Administration Centre & Council Chambers
32 Salisbury Street
URALLA NSW 2358

Email: council@uralla.nsw.gov.au

Dear Ms Jessup,

DA-85-2019

Congratulations on your appointment as General Manager of Uralla Shire Council. The National Trust seeks to draw your attention to the Development Application for the Foodworks Supermarket Building (Former W. Curtis Arcade; former McCrea's Store), 100 Bridge Street, Uralla.

The National Trust has been contacted by local residents and representatives of the National Trust in the New England Region who are concerned at the impacts on the heritage values of Uralla that may result from the proposed changes to this building. Specifically, there are concerns regarding the bulk, materials and architectural treatments that are proposed, which are considered to be detrimental not only to the heritage values of the Foodworks building itself, but also upon the neighbouring buildings along Bridge and Salisbury Streets.

The National Trust notes that several buildings currently listed in the Uralla Shire Local Environmental Plan 2012 (LEP) are located along Bridge Street and that a Heritage Conservation Area exists that covers the length of Bridge Street, from Park Street to Wood Street. The National Trust has a number of buildings on Bridge Street listed on the National Trust Register that are not listed in the LEP, including 96 Bridge Street - Former Bank and 100 Bridge Street - Former McCrea's Store. Both the LEP and the National Trust Register include McCrossin's Mill and the 'Old Stable Building' in Salisbury Street, adjacent to the Foodworks Supermarket building. The National Trust also has identified an Urban Conservation Area that largely matches the Council's Heritage Conservation Area along Bridge Street.

The Trust has been provided with a copy of the Statement of Heritage Impact prepared by Monteath & Powys Pty Limited which accompanied the Development Application, as well as an alternative review and assessment undertaken for a neighbouring property owner by Antony Deakin, OAM, a local architect with extensive heritage credentials. In the Trust's view, the Statement of Heritage Impact lacks critical assessment, is clearly supportive of the Development and does not fulfil its task of providing Council with clear and independent advice regarding the nature and degree of heritage impacts associated with the proposed development. While there is often a diversity of opinions regarding aesthetics and design, the Trust recommends that the opinions of specialists with demonstrated experience in the field should be given more weight than those expressed by others with less specific expertise.

The current development application does not appear to respect and conserve Uralla's historic character along its 'Main Street' with its proposed introduction of utilitarian materials (concrete panels) and modern rooflines that will be visible in passing and oblique views for people travelling along Bridge Street. Even if the Bridge Street façade is conserved, the creation of a relatively modern supermarket building along Salisbury Street and



at the rear will have an impact upon the context and character of the buildings further along Salisbury Street, being the Old Stables and McCrossin's Mill.

Central to the Trust's concerns in relation to this development is the overall impact upon Uralla's 'Main Street'. Regional tourism is an important economic sector for Uralla and tourists typically seek and prefer regional townships that express a unique character through their local history and development. It is important that the existing character of Uralla is not diluted by the introduction of new and discordant elements and the visitor's experience of Uralla is not reduced to that of 'another town, just like any other town'.

The Trust does not underestimate the importance of the Foodworks Supermarket as a retail facility in the town, nor the associated difficulties of operating a business of this type in outmoded facilities. However, we urge Council to insist that the design of the proposed works should be significantly upgraded to achieve a higher standard of heritage architecture appropriate to the site and its position within the town. There does not appear, from the Trust's perspective, any reason why this objective cannot be achieved, whilst still allowing the improvement in operational characteristics sought by the current occupants of the building.

If we can assist Council further with this matter, please feel free to contact the Trust.

Yours sincerely,



Graham Quint
Director, Conservation

From: [REDACTED]
Sent: Friday, 17 April 2020 10:32 PM
To: Council
Subject: TRIM: DA 85- 2019

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/1212

Dear Council,

I am writing with regards to the development plan for Food Works on the corner of Salisbury St & the New England Highway.

I am concerned the huge building will take away from the interesting streetscape Uralla has been able to save & give the town it's unique character. So many tourists and visitors comment on the town having such great old buildings.

The proposed building looks more like a Bunnings that would be an eyesore & overwhelm the surrounding landscape of the beautiful Michael's Cafe & Macrossin's mill.

With Armidale's three major supermarkets only twenty kilometres away I think this is total over kill. Loss of work for the staff many of whom have been there for years, if this development occurs, is also a concern.

I am concerned this DA was rushed through without the public being made aware of it over the Christmas period.

It would be a disgrace if the Councillors approved this proposal for the redevelopment.

Please keep me informed,
Felicity

Felicity Nivison

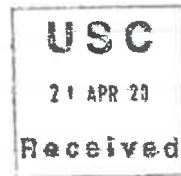
[REDACTED]

The General Manager

Valley Shire Council

Reference: Proposed Development DA 85 - 2019

16/4/20



Dear Sir / Madam

I wish to lodge an objection to this proposal - I am concerned this development does not reflect the ongoing preservation of historical buildings this township has worked hard on for many years to maintain.

The restoration & beautification of the many old, historical buildings in this conservation area is of fabulous appeal to both travellers and to the people who live & work in this community.

It is with surprise that a structure such as is proposed, can be required for a town of this size - I do wonder how many additional jobs will be offered.

It is with serious doubt that this proposal will not impact the surrounding structures of notable historical value - stables, Mills & banks.

The proposed development does not in any way compliment the existing character of the building & lacks the sensitivity of an experienced heritage assessment.

We do not want our historical heritage compromised!

Can't we do better to make a much more sympathetic development?

Rob Mahala

From: [REDACTED]
Sent: Tuesday, 21 April 2020 3:32 PM
To: Matt Clarkson; Council
Subject: Development Application DA-85-2019 – 100 Bridge Street, Uralla - further submission
Attachments: Letter to Council 21 April 2020.pdf

Dear Sir

As you know, we act for Michelle Wade and James Sinclair.

Please see **attached** letter dated 21 April 2020.

I would be grateful if you could acknowledge receipt of this letter.

Yours faithfully

Darren Bick
Director
Bick & Steele



[Coronavirus \(COVID 19\) Policy](#)

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General Manager
Uralla Shire Council
Administration Centre & Council Chambers
32 Salisbury Street
Uralla NSW 2358

21 April 2020
Our Ref: DPB:20172211

By Email: council@uralla.nsw.gov.au,
MClarkson@uralla.nsw.gov.au

Attention: Matt Clarkson, Manager of Development and Planning

Dear Sir

Development Application DA85-2019 – 100 Bridge Street, Uralla

1 Purposes of this letter

As you know, we act for Michelle Wade and James Sinclair, the owners of 94-98 Bridge Street, Uralla.

We refer to our earlier correspondence dated 8 April 2020 concerning DA85-2019 (DA).

The purpose of this letter is:

- (a) to explain why the development the subject of the DA is *prohibited* and so cannot be lawfully approved; and
- (b) to respond to Council's email dated 17 April 2020 and repeat our request that Council defer consideration of the DA until:
 - (1) proper access to the specified documents is provided by Council; and
 - (2) our clients have had ample time to consider those documents (and make any further submissions appropriate in the circumstances).

2 Development prohibited

2.1 Summary

The development proposed under the DA is prohibited under the *Uralla Local Environmental Plan 2012 (LEP)* for the following reasons:

- (a) the proposed development is properly characterised as a "neighbourhood supermarket" under the LEP;
- (b) a "neighbourhood supermarket" is permissible with consent as an innominate use in Zone B2 Local Centre;
- (c) clause 5.4(7AA) of the LEP imposes a gross floor area limit of 1,000 square metres in respect of "neighbourhood supermarkets"; and
- (d) the proposal seeks approval for a gross floor area exceeding 1,000 square meters.

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While we have not specifically considered whether clause 5.4 operates as a development standard or prohibition, we are not aware of any request by the developer under clause 4.6 of the LEP.

2.2 Discussion

The site is zoned B2 Local Centre under the LEP.

The Statement of Environmental Effects dated 4 November 2019 (SEE) fails to characterise the proposed development by reference to the land use table for Zone B2.

Page 19 of the SEE does not engage with this issue, and simply states “Under this zone the proposal is permissible with consent”.

As Council is aware, special retail land use definitions were included in the *Standard Instrument (Local Environmental Plans) Order 2006* in late 2018 including a new definition for “neighbourhood supermarkets”.

Under the LEP, “neighbourhood supermarket” is defined as:

“premises the principal purpose of which is the sale of groceries and foodstuffs to provide for the needs of people who live or work in the local area”.

The proposed development falls squarely within this definition.

The fact that the DA seeks consent for alterations and additions to an existing building does not change the way in which development is to be characterised. Council is required to consider the DA based on the planning controls that currently apply.

The SEE describes the existing operation as having a “shop area” of approximately 718m². The proposal would add 547m² of additional space, resulting in a total area¹ of 1,266m².

The proposal is of a nature and scale that does not allow for any other characterisation. Indeed, a traditional large-scale supermarket would comprise a significantly larger floor area and would ordinarily sell a wider product range for household use.

Accordingly, the proposed development is properly characterised as a “neighbourhood supermarket” which is permissible as an innominate use under the B2 Zone.

Clause 5.4(7AA) of the LEP contains controls in relation to the gross floor area of a “neighbourhood supermarket”, which states as follows:

“(7AA) **Neighbourhood supermarkets** If development for the purposes of a neighbourhood supermarket is permitted under this Plan, the gross floor area must not exceed 1,000 square metres” (emphasis added).

“Gross floor area” is defined in the LEP as:

“the sum of the floor area of each floor of a building measured from the internal face of external walls, or from the internal face of walls separating the building from any other building, measured at a height of 1.4 metres above the floor, and includes—
(a) the area of a mezzanine, and
(b) habitable rooms in a basement or an attic, and
(c) any shop, auditorium, cinema, and the like, in a basement or attic,
but excludes—

¹ Please note that this figure represents the “shop area” specified in the SEE rather than the “gross floor area” as defined in the LEP.

- (d) any area for common vertical circulation, such as lifts and stairs, and
- (e) any basement—
- (i) storage, and
- (ii) vehicular access, loading areas, garbage and services, and
- (f) plant rooms, lift towers and other areas used exclusively for mechanical services or ducting, and
- (g) car parking to meet any requirements of the consent authority (including access to that car parking), and
- (h) any space used for the loading or unloading of goods (including access to it), and
- (i) terraces and balconies with outer walls less than 1.4 metres high, and
- (j) voids above a floor at the level of a storey or storey above”.

Based on our review of the DA plans and the SEE, the proposed development has a gross floor area exceeding 1,000m². Our calculation takes into account the mezzanine level which is to be included and the loading dock and storage areas which are to be excluded.

Accordingly, the proposal does not comply with clause 5.4(7AA) of the LEP and should be refused.

We note that this issue has been glossed over in the SEE which, at page 20, simply states that clause 5.4 of the SEE “Does not apply”. The developer does not provide any engagement or consideration of this issue.

3 Council’s email of 17 April 2020 and timely access to documents

Our clients are very disappointed by Council’s position outlined in its email dated 17 April 2020 and its delay in providing access to relevant DA documents. Consideration of the documents sought by our clients is critical to properly understand the nature and impacts of the proposed development.

Despite repeated requests for documents, our clients continue to be denied procedural fairness and remain unable to make informed representations in relation to the DA.

As Council would be aware, a new section 10.18 was recently inserted into the of the *Environmental Planning and Assessment Act 1979 (EP&A Act)* as part of the NSW Government’s legislative response to the COVID-19 pandemic.

Any requirement to make a document physically available for inspection under the EP&A Act is now satisfied by making the document available on the Council’s website or the NSW Planning Portal.

It remains unclear why Council has not made any documents relating to the DA publicly available on its website or the NSW Planning Portal (both during the notification period and following).

While some documents have now been provided to our clients, we remain confounded that our clients continue to be denied access to Council’s Heritage Referral and any Heritage Study commissioned by Council in relation to the DA. Additionally, our clients are yet to receive access to public submissions received by Council in relation to the DA. We have no objection to any personal details being redacted to address any privacy concerns.

We again request that Council defer consideration and determination of the DA until our clients are provided with a copy of the documents requested and are given with a reasonable opportunity to make further submissions following examination of those documents.

4 Next steps

As indicated above, upon receipt of the outstanding documents sought in our clients’ GIPA application, they intend to prepare further written submissions in relation to town planning and traffic issues.

A preliminary review of the Traffic Impact and Carparking Assessment has revealed a number of concerns in respect of which our clients may require specialist advice from a traffic engineer. Our clients also intend to discuss these concerns with the owners of McCrossin's Mill.

Given the protracted nature in which our clients are being provided with access to relevant DA documents and for the reasons outlined in our letter dated 8 April 2020, our clients' heritage objection dated 15 April 2020 and this letter, we request that Council defer consideration and determination of the DA.

If this matter proceeds to a Council meeting on or about 28 April 2020, our clients will be denied the opportunity to properly consider the documents provided by Council (as well as the documents which are yet to be provided) and make complete submissions to Council.

We would be grateful if you could acknowledge receipt of this letter and confirm that it will be provided to Councillors for their consideration prior to the determination of the DA.

Please do not hesitate to contact us should you wish to discuss.

Yours faithfully



Darren Bick
Director
Bick & Steele



From: [REDACTED]
Sent: Thursday, 7 May 2020 1:49 PM
Subject: Expansion proposal for Foodworks Uralla.

Follow Up Flag: Follow up
Flag Status: Flagged

To The Acting General Manager and relevent personnel

I am concious of the need for Foodworks to increase its Display and back up storage areas in Uralla to provide a larger range of products for its customers.

What i cannot comprehend is the enormous increase in floor areas and parking facilities relative to a current Village population of under 3000 and a total Shire roughly double this number.

Surely this would have been taken into account in the Feasibility Study undertaken for the Operator?

Whilst I note that most people have indicated that the proposal is not in keeping with the Scale and Conservation Area of the Village there has been little said about the reasons why!

Considering the area of influence for potential customers we cannot consider Armidale (15 min. drive away), Bendimeer (25 min. drive away, or Tamworth (55 min drive away. Both Armidale and Tamworth are well catered for by large Woolworths, Coles and Aldi stores and bendemeer is closer to Tamworth than Uralla.

The tendency to 'Tele-order' and home delivery now and in the future will reduce the average number of customers, minimise extra parking and shopping trolleys and change the current pattern of purchasing. it would seem that the Planners have completely ignored the 'Boutique Character' of our Village and the respect for Heritage values and the overall Streetscape of Bridge Street. This project is within a Conservation Area and has the potential, if approved, to destroy the uniform scale and mass of the existing buildings as one enters from the South.

The original building, reconstructed in 1904 and identified on the facade as 'The W Curtis Building Arcade 1859' was the site of John McCrossin's Post Office Store (ref.Uralla's Heritage Walk Brochure). The current Foodworks building is in scale with and has detailed facade features in keeping with the adjacent listed Bank of NSW c1874 (now Michael's Cafe and Gardens), McCrossin's Stables c 1878, and opposite, the old Tattersall's Hotel c 1910 (re-built in 1927 after the building was gutted by fire) and now identified as the Literary Institute.

Considering the age and Conservation value of these buildings i am at a loss as to why the planners seem to have ignored such an important streetscape, creating an extension and alteration with such overpowering bulk, height and scale.

It would be interesting to view the project's 'Statement of Environmental Effects' as this is required to identify the following design elements:

From: [REDACTED]
Sent: Thursday, 7 May 2020 3:02 PM
Subject: Fwd: Foodworks proposed extension. PART 2

Follow Up Flag: Follow up
Flag Status: Flagged

----- Forwarded message -----

From: [REDACTED]
Date: Thu, May 7, 2020 at 2:50 PM
Subject: Foodworks proposed extension. PART 2

Resent to align typeface.
To The Acting General Manager and relevant personnel

Part 2 of email dated May 7th 2020 at 1.49 PM

....the following Design Elements:

1. The likely impact of the proposal and how the design MINIMISES such impact.
2. The statement and its detail is of importance as the site impacts on a State Heritage Building, a National Trust building and is in a Conservation Zone.
- 3 The Statement requires the owner and planner to comment on the following:
 - a. Site Suitability (including compatibility with adjoining properties)
 - b. Local Council planning objectives
 - c. Wall and overall height relevance and Landscaped areas.
 - d. Streetscape, Building envelope, context, Building character, massing and decorative detailing.
- 4 The expected number of Customers.
- 5 Pedestrian Amenity (encroaching on existing footpaths for ramp access,
- 6 Stormwater drainage (currently some stormwater runs onto the footpath)

I am therefore suggesting to Council that the current impact of this proposal is not acceptable as it is an over development of the proposed function and should be re-accessed by the owner and Planner to ensure its design is in keeping with the Conservation requirements of Uralla Village.

G. Gordon Fuller



Mr Pearce,

Councils' big back-flip
on the extensions to Foodworks
saddens me greatly. A select
few come in & make a big noise
& whinge & you run for the
hills.

I started work at McRae's
in 1964 & there for 30 years.
I worked for Alec & Paddy McRae,
Ken & Iris McRae, Nell McRae, Donald &
Margaret McRae, Steve & Julie Hayes.
There is no better place to
work.

You know it's not what's on
the outside but on the inside
that counts most. I made
lifelong friends with staff &
customers. I've watched as
today's staff grew from little
to now having grandkids.

It's about the friendly atmosphere & the way staff treat you.

The owner is prepared to invest in our town & hopefully keep people going else to shop. How devastated he must be.

If business doesn't grow & expand this town will stagnate & that's a shame.

I'm totally & absolutely disappointed in this decision.

Give yourselves a thumbs down.

Yours sincerely
Wendy Wilson

From: Tom O'Connor
Sent: Tuesday, 7 July 2020 8:38 PM
To: Bethany White
Subject: Fwd: Foodworks

Sent from my iPad

Begin forwarded message:

From: Cat MacGregor [REDACTED]
Date: 6 July 2020 at 1:36:08 pm AEST
To: [REDACTED]
Subject: Foodworks

Dear Tom,

Shopping at Foodworks this morning I received a leaflet in the shopping bag asking me to help by emailing you.

The leaflet seems to paint a different story to the one I read in the Wordsworth (29/6). This concerns me along with the lack of community consultation.

Our precious and historical streetscape needs careful preservation. Once lost it is gone for good and a dangerous and ugly precedent is set. Uralla's charm is its best asset.

I do not support ugly development in the name of progress.

Yours sincerely
Cat MacGregor
[REDACTED]

From: Tom O'Connor
Sent: Tuesday, 7 July 2020 8:40 PM
To: Bethany White
Subject: Fwd: Food works

FYI, correspondence received.

Regards

Cr. Tom O'Connor

Sent from my iPad

Begin forwarded message:

From: [REDACTED]
Date: 7 July 2020 at 8:44:49 am AEST
To: [REDACTED]
Subject: Food works

Hi Tom

I am writing to you in support of the new foodworks, our town needs this to help us in continued growth

Please allow us to have a new foodworks.

It can only help the town.

Sincerely
Nathan Jordan

[REDACTED]

From: Bernie Groen [REDACTED]
Sent: Monday, 6 July 2020 11:00 AM
To: Robert L. Bell; Levi Sampson; Robert Crouch; Tara Toomey; [tpoconner](#) [REDACTED]
Cc: Mayor; Mark Dusing; Natasha Ledger; Isabel Strutt
Subject:

Dear Councilors, Bell, Sampson, Crouch, Toomey, O'Conner

I am writing to you to express my concern that the Uralla Shire Council is blocking the Development Application to expand the Foodworks store.

It seems that at least some of the issues are not valid and or are petty.

- The old sheds have no heritage value as they can be found almost anywhere in town and surrounds.

- The complaint from the café/coffee shop about heritage is hypocritical as they have made significant changes to the side of the building which are both visible to the public and change the character of the building.
- If as been suggested that the supermarket be moved to another location, would there be a guarantee that the development would be approved or would some minor issue hold it up as has happened in this case. On a greater concern, if this was to happen, there does not appear to be any place in the main street that would accommodate it which would then take people away or they may just bypass and go to Armidale.
- The owner of the café/coffee shop along with several other businesses seem to think the street is their personal car park-advertising space, I have complained to council about this before but it looks like nothing can be done. The extra parking at the back would alleviate some of the congestion that is in Bridge Street when it is busy allowing more travelers and local customers to shop and browse.
- Apart from some extra traffic going into Salisbury Street, which is a busy road anyway, there would be limited difference except for cars coming and going from the new car park. As there is already a turn off to the Council car park past McCrossin's Mill the argument for another entrance is not valid.
If Council would allow access to the rear car park as has been proposed, it would be alleviated to some degree. Council did not have the same concerns when the water issue was in place and there were cars coming and going all the time collecting water.
- If Council is concerned about pedestrians crossing Salisbury Street it would be a simple solution to install a pedestrian crossing possibly opposite McCrossin's Mill.
- With regard to disabled access, it seems that significant provisions have been made for parking close to the opening, which is significantly more than the single park currently in Bridge Street near the Foodworks.
- The issue of trucks does not seem to be of much concern as most seem to come early and there are not that many deliveries in the first place.

In summary, it seems to me that there are some vested interests in this approval that do not make logical sense for a Council that supposedly is trying to promote Uralla as a tourist stop, the issues raised seem to be petty and mostly only involve the immediate neighbors which is strange as they would benefit from the extra patronage that may occur. Locals will also be encouraged to shop locally more if there is a greater range of products available in an expanded store.

Yours Sincerely
Bernie Groen



From: [REDACTED]
Sent: Monday, 20 July 2020 4:57 PM
To: Council
Subject: TRIM: Fwd: To Serve Uralla
Attachments: To Serve 13th July 2020.docx

Follow Up Flag: Follow up
Flag Status: Flagged

HP TRIM Record Number: UI/20/2463

Good Afternoon Mayor Pearce and Councillors'

Please see below email I sent to the opposing Councillors' of the Food works Development.

Regards

Annmaree

----- Original Message -----

From: [REDACTED]
[REDACTED]

Sent: Monday, 13 Jul, 2020 At 9:11 PM
Subject: To Serve Uralla

To All Councillors

I hope this finds you all well?

Please see attached, my letter of concern at a recent article published in Uralla Wordsworth.

I have completed some research on statements that have been made in the article and would like you all to please review at your convenience.

I am not asking for a reply but, in fact, would like you all to reconsider your position on this matter for the greater good of Uralla.

Regards

Annmaree

Subject: To Serve the Greater Community of Uralla

I write this letter to address some of the inconsistencies published in the Uralla Wordsworth, Issue 39, 29th June 2020. This article refers to the development of Foodworks, Uralla and titled "A difficult Decision" written by Andrew Parker.

To highlight some of these inconsistencies let's commence with-

1. Redevelopment of a major modern supermarket complex is an exaggeration of the development. The dictionary meaning of the word Complex is- made up or consisting of several parts. The new development of Foodworks is entirely under one roof as the structure is represented today.
2. Stating that it will be necessary to demolish all but the Bridge Street facade and 3 historic sheds, please show evidence that these 3 sheds come under the National or Historic Trust, is creating hysteria and confusion amongst the greater population of Uralla. The 3 sheds will need to be demolished and are not covenant under National or Historic Trust. This is a fact.
3. The safety issues involving the separation of the frequent movement of large delivery vehicles from pedestrians moving from the carpark to the supermarket raised are totally irrelevant as the current access for pedestrians to the supermarket have been actioned for many years without incident and if you are to frequent major supermarket such as Cole or Woolworths you are faced with the same challenges and is always the responsibility of the public at large.
4. The reference to additional traffic to the corner of Salisbury and Bridge Street, intersection is totally unwarranted as this intersection is already experiencing a high volume of vehicles, including livestock and freight trucks, cars and pedestrians and should, if not already be a consideration for the RTA to address this issue.
5. The applicant /developer as he is continually referred to, Peter Hay, and if concerned community members and Andrew Parker, the writer of this article, should refer to him by name, as this is common courtesy, did agree to defer the application to allow community consultation, the DA has been in the works for over 12 months but was only lodged and made public since December/January. ***The meeting, referred to in the article held on 23rd of June and, to so much opposite, a totally numbering 34 concerned community members, and given that the total population of Uralla is currently posted at 2,750, is another exaggeration of this article. Referring to Peter as 'showing a great deal of naivety' is a direct and personal attack on man who has remained professional and compliant with all Uralla Council and Uralla Development Plans.***
6. In reference to the following statement of inconsistencies with DCP please provide further evidence and let's state facts of the following-
 - a. **Car park ratios are not consistent with DCP?**- ***In Response***- The council have the flexibility to accept less spaces than required but usually charge a contribution fee for every space short, therefore there is a plan to create

many as possible on site.

b. **Permitting a ramp on council land is not consistent with DCP?** *In Response-* Salisbury Street 'ramp' is adjusting the footpath slope to provide suitable access to a new entrance. Please also provide evidence that a ramp is dangerous precedent and because this has not been granted in this location prior it may just be that no one has applied prior to this application. please provide evidence of this statement.

c. Treatment of heritage elements (please elaborate as to the reference of heritage elements) and **roof line inconsistent with DCP?** *In Response-* This is a grey area and is somewhat a compromise – it would be nice to keep it but there are many factors including heavy cost to keep it. The council have the flexibility to make compromises to their DCP.

d. The Heritage Advisor could have had access to all planning submitted to council if they had so applied. There is nothing sinister in the planning of this development.

Continued reference to traffic control once again is creating hysteria and we witness pedestrians in every walk of life dealing with traffic conditions and to the best of the public's ability we all deal with these challenges regardless of whether they are at Foodworks, walking across the street or carpark of any given shopping centre, supermarket or any place of business so please publish the Traffic Impact and Car Assessment by Kelley Covey in June 2019 as I contacted the Kelley Covey Group, Tamworth, on the 9th of July 2020 and they refused to share this report once they knew I was researching the article written by Andrew Parker and stated that I require permission from the person/s that commissioned the report and Kelley Covey Group would get back to me... still waiting for a reply.

The protection of neighbouring buildings, trees, compatibility with neighbours and surrounding precinct certainly can be addressed, will be part of this development and should not be written off by hearsay. Once again, this application has been in the works for 12 months so why is this article seem to be 'do or die?' The investment by both the Uralla Historical Society and the old Bank of NSW sites have invested heavily in the village heritage of Uralla may very well be fact and greatly acknowledged but can you please also confirm that this is heavily funded by Government Grants and ultimately the NSW tax payer?

In reference to the NSW Environmental Planning and Assessment Act and LEP, and your claim that the proposal of this development exceeds the scale, that the site is no longer suits or has outgrown the site is also inaccurate. With the planning to remove said sheds (no proof that these sheds are part of Historical Trust) and the property belonging to Peter Hay to remove will enable the site to be in proportion to the planned development.

If you agree that everyone would like to have a 'super-duper' new supermarket but just as you state '*not on this site,*' where do you propose it is located? A large enough block to facilitate the proposed development would result in developing a site towards the outskirts of town which would fragment the town's business district and pull people away from the main street. Do you have a proposed new site? It is easy to use such throw away lines and statements but please keep it real and on point.

To also state that the development is asking 'us' (34 community minded residence/business owners) to accept a cheap, bland, generic supermarket is once again boarding on hysteria and exaggerations as your comments have featured throughout this entire article.

In reference to '*well-reasoned professional expertise*' (please provide their details so we can converse), don't under estimate the majority of Uralla Rate Payers, the wider communities strength in numbers and the overwhelming support for Peter Hay, his proposed investment in this development, community and including providing continued employment(Foodworks is one of the largest independent employers in Uralla), and the amount of local trades and services that will be employed in the construction process, benefit from additional foot traffic for all businesses and beautification of the site once complete.

In conclusion, Uralla, like all regional NSW towns have had extremely challenging times which is resulting in closure of businesses, therefore loss of jobs that is impacting on people in the community from all socio-economic backgrounds. It creates uncertainty and there has been no discrimination with the recent pandemic as this has affected communities world wide and so, in the face of adversity, we should, as a whole community, embrace the brighter side of things to come, to be progressive, to work and live together. Let's get this development underway and be united to gain the mutually beneficial results for all concerned.

We got this Uralla

Without Prejudice

Annmaree Carey

From: [REDACTED]
Sent: Tuesday, 14 July 2020 11:32 AM
To: Council; Robert L. Bell; Mark Dusting; Natasha Ledger; Tom O'Connor; Levi Sampson; Isabel Strutt; Tara Toomey; Mayor; rcouch [REDACTED]
Subject: TRIM: Foodworks DA 85 - 2019
Follow Up Flag: Follow up
Flag Status: Completed

Dear Councillors

I would like to convey my thanks to the Council and Councillors for allowing the decision on the Foodworks DA 85 -2019 to be delayed and given time to be assessed in its entirety. This development will be an important contributing factor for any future development within our Heritage precinct and should be given careful consideration before allowing to proceed.

It is great to see the community getting involved in this development but I am disappointed that this development is also causing rifts between some community members and groups. The Petition that is currently circulating is certainly gaining support but I feel that as it was written and distributed by the interested parties it is weighted towards the owner's best interest and not addressing all the objections or concerns made by caring community members.

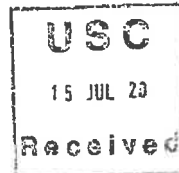
I would sign a petition to get better working and shopping conditions myself but will not sign the current petition as it is written, Some of the issues raised in the petition and on social network sites such as Facebook are misleading. Examples of this are the current working and shopping conditions of the building that will be improved by the development. This is not in dispute but most of these current conditions can be attributed to either being related to Work Health and Safety or lack of regular maintenance issues not been addressed within the building over time. Whether by accident or design on behalf of the owner some of these issues have now become supporting arguments by some in justifying the destruction of the heritage value of the building.

Unfortunately also lack of knowledge from some members of public re the full extent of the development and its consequences is contributing to the confusion and angst within the community.

Hoping for the right outcome for our community.

Regards
Noelene Porter
14th July 2020

As you are aware there is little objection to the supermarket expanding in some way and improving the working and shopping conditions if the heritage value and street view can be protected.



8/7/2020.

Addressed to the Mayor and through him the councillors.

Dear Sir,

For years I have felt that the towns from Malla to Linterfield could promote themselves as a collective - the 'Fablelands Towns'. They all sit along the spine of the Swiding Range, all have beautiful hinterland and all are situated on a major national highway. The towns all have a particular character as they were developed mid to late 19th century, and that character is most evident in the buildings and shopfronts that line their main thoroughfares.

I am sure that you are aware of the current and growing interest that tourists pay to such buildings and the loss of the early white settlers who built them. Malla is fortunate to be well endowed with such buildings both simple and more elaborate.

I have been surprised and saddened to see plans under consideration at present, of major alteration to the town's supermarket, which whilst providing extra necessary interior space needlessly diminishes completely the external 19th century characteristics of the building.

Subtly there is nothing to be gained by the creation of a bland replacement of the supermarket, exactly the same as bland supermarkets in other centres. No one is going to stop in Malla to look at that!

Of the towns on the Fablelands, Linterfield has had great success in modernising its street scene, its parks and its buildings without sacrificing any of

2.
its original character. One example is the large 19th century red brick building in the main street near the Post Office. The exterior has been faithfully restored to 19th century excellence. The interior has been beautifully modernised, undoubtedly in the hands of a visionary & superior architect, to house the Federation museum, a courtyard cafe and a theatre, all has been done with quality, complete modernity and in total harmony with the original old building.

I ask that similar consideration be given to the 19th century buildings in Malla, and that their authenticity be retained through sensitive modernisation. Old photos of the building would show the nature of the original tiling. Lead lighting still exists beneath the shop awning. It is worth consideration and care.

Surely a covenant could be put in place to prevent diminishment of these and other characteristics of the building when there is no obvious structural need to remove them.

Yours hopefully.

Jay Porter (resident)



McCrossin's Mill

URALLA HISTORICAL SOCIETY INC.
MUSEUM AND FUNCTION CENTRE

Dear Mayor Pearce,

Attached is a copy of the "Site Analysis Plan", submitted by the Developer as part of the Foodworks DA: DA-05-2019.

In a sincere attempt to resolve some of the issues that have delayed Council's approval of the DA, I've made some suggestions/alterations on that Plan.

To put this DA in context, I must point out that, like many other people who have

experience and expertise with Heritage matters, I am dismayed by the failure of the Developer and Council's Manager of Planning to consider Heritage factors.

We all need to understand that Uralla Township's relatively recent transformation and prosperity, "gentrification" if you like, is based on its quite remarkable collection of intact and conserved heritage buildings, most noticeably its 1860s-1940s array in the main street, but also "discovered" in the rest of the township by visitors doing the popular Heritage Walk, "Find Charm in Uralla".

What needs to be acknowledged is that this "progress" was due to the vision and commitment of Uralla Historical Society which from its inception in 1979 has assumed the role of unofficial "guardian" of Uralla's heritage. This was not just by the creation of a Museum telling significant local stories, but by saving and professionally restoring historic buildings, and encouraging others to follow suit.

"Leading by example" is what that's called.

That visionary leadership has now paid off handsomely. The whole community now benefits from tourism visitation, and the job opportunities that has created, especially in hospitality, café culture, and retail.

More than that, Uralla's distinctive heritage charm has attracted new residents, "tree-changers" if you like, a trend that is propitious for Uralla.

Our population is growing, not declining.

That's "progress" for you, in black and white in the statistics.

Given what I've just written, I believe the Developer and Council Officer should be treating the McCrossin's Mill precinct, and all those well-meaning and informed people who submitted objections, with a much greater degree of respect.

PO Box 169
URALLA
NSW 2358

Phone:
02 6778 3022
Fax:
02 6778 3303

ABN: 66 704 105 722

McCROSSIN'S MILL
MUSEUM
URALLA
WHY NOT?

McCrossin's Mill is the cultural heart of the Uralla community. It deserves respect. Respect, that should be a starting point.

Thirty local business houses willingly provide annual sponsorship to McCrossin's Mill. This is a clear indication that they recognise the Mill's contribution to Uralla's prosperity.

In light of the above, surely modifications to the original plans can be made to ensure that the operations of McCrossin's Mill Museum and Function Centre are not jeopardised.

Look at the number of B&B businesses springing up all over town, a sure sign that tourists are keen to make Uralla a destination, not drive on through as in the not so distant past!

It can be argued that the Developer and Council's Manager of Planning are not duty bound to consider Heritage issues that arise from this DA. But surely, given Uralla's Heritage status, they have a moral obligation?

And what of aesthetics?

Ticking a check list with regard to building regulations requires no grasp of aesthetics at all.

Therefore all parties involved in this DA process should be heeding the advice of people who not only comprehend the heritage context, but appreciate aesthetics as well.

These "true experts" have already emphasised in their submissions that the upgrade of the supermarket can be done much more respectfully, sensitively, responsibly and creatively than what the Developer is proposing.

But sadly this collective wisdom has been met with a rebuff.

This is not the best way to go about things. We need to heed expert advice, especially from people with the invaluable insight of local knowledge.

We need to engage in genuine consultation.

The result can then be that the supermarket owner can have an imaginative, stunning new entity, and an enterprise successful beyond his wildest expectations.

SPECIFIC SUGGESTIONS

(A) BUFFER OF PLANTS. When members of our Catering Team at McCrossin's Mill first saw the plans, the reaction was:

"Oh, no! Who's going to want to get married in a CAR PARK?!!"

A two metre wide buffer of trees and shrubs might provide an adequate screen to preserve the lovely ambience of the "magical" Mill garden.

(B) Provision of an extra four car spaces compensates for the loss of three.

(C) KERBING, DRAINAGE.

The rainwater run-off from that vast expanse of tarmac will pose a real threat to the fabric of the 1878 Stables/Store.

Water had been the major cause of the extensive brick decay which would have destroyed the building had UHS not come to the rescue with a major restoration project, 1984-87, supported by the NSW Heritage Office.

(D) STABLES/STORE.

Modifications to the plan should be made for the retention of "Felicity Forest" and "eastern" garden. If the "right-of-way" becomes ENTRY only, there is no need to widen that egress, thereby destroying that garden.

(E) LOADING DOCK.

In the site proposed in the plan, the dock will have a very deleterious impact on the long-established garden next door.

That site also means delivery trucks have to reverse through the Car Park and pedestrian traffic, posing a danger to life and limb. This is plainly not acceptable!

It is relatively simple to erect a DRIVE-THROUGH LOADING DOCK on the site of what's already there, the galvanised shed (to be demolished), leaving "Felicity Forest" intact, and allowing trucks to proceed in one direction only.

(F) TRAFFIC.

The solution to the major problem of trucks clogging up Salisbury Street, (by entering and exiting there), is to have trucks enter from Salisbury St, and exit via Hill St., (see blue arrow path), giving truck drivers a clear sight of their route, and allowing them to turn left or right at Hill St.

The existing right-of-way beside McCrossin's Mill Museum could then be ENTRY ONLY for light traffic to the Car Park, and Museum traffic ... e.g. museum volunteers, Caterers, Wedding Parties, entertainers, and the occasional tourist coach.

(G) SUPERMARKET BUILDING/ROOFS.

See notes on Plan. I'm sure a local architect would provide, at minimal cost, appropriate drawings to make this building really attractive, outside and especially inside!

(H) FEATURE WINDOW.

Some classy shops make their window displays real works of art, which lures customers and enhances their reputation as well.

I suggest a feature window be installed at the site of the existing main entrance on Bridge Street. The exhibition team at the Museum would lend their expertise for this.

The Museum has been vigilant in retaining in Uralla, various objects that once graced this building ... e.g. cedar counter from the 1860's McCrossin's Post Office Store, cedar and glass showcase/counter (c1880) from Curtis Arcade, then McRae's, "Curtis" sign, "McRae's" sign, McRae's Delivery Bicycle, Bentwood shop chairs and hand-painted framed glass signs from McRae's.

(J) VERANDAH POSTS.

Reinstallation of these, although purely decorative, would provide an impressive entry to the CBD and greatly enhance the whole streetscape.

Best wishes,

Kent Mayo (Founding and continuously serving Member, Uralla Historical Society.)

20/07/20



SOME OF THE
OBJECTS AVAILABLE
FOR DISPLAY IN
FEATURE WINDOW



G RETAIN PITCHED ROOFS, EXPOSE INSIDE AND LINE WITH WUNDERLICH PANELS, AS PER "ALTERNATE ROOF CAPE", FEATURE GABLE END BRICK WALLS.

H FEATURE WINDOW DISPLAY, SHOP MEMORABILIA 1800s COURTESY U.S.S.

Existing main store entry to be closed off & relocated to Salisbury Street TO BREAK UP BLAND REFRONT

New roof to tie in extension & fix existing roof leaking issues VERANDAH POSTS

New entry to shop from Bridge Street

New main entry

TO HAVE DELIVERY TRUCKS REVERSING IN THE CAR PARK IS NOT FEASIBLE. THEREFORE TRUCK PATHS SHOULD BE:
OR:
OR: ?

RELOCATING LOADING DOCK ALLEVIATES SITUATION WITH CAPE GARDEN

TRUCKS EXIT HILL ST ENTER FROM HILL ST?
LIGHT TRAFFIC EXIT HILL OR SALISBURY ST.

LIGHT TRAFFIC ENTRY FROM HILL ST

SECURITY FENCE

BUFFER OF NATIVE PLANTINGS

ADDITIONAL CAR SPACES TO COMPENSATE

MILL KITCHEN

ENTRY ONLY DELIVERY TRUCKS ACCROSSIN'S MILL, + LIGHT TRAFFIC

KERB & DRAIN TO DISPERSE RUN-OFF FROM CAR PARK, TO PROTECT STABLES/STORE C

USC
24 JUL 20
Received

KENT MAYO
JULY 20, 2020

Site Analysis Plan
1:200

| | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|--------------|--|---|--|-----|-------------|------|---|------------|----------|--|---|-------|--------------|--------|--------|------|----------|----------|----|-------|-----|-----|---|
| GENERAL NOTES: | AREAS: | Summer Solstice Sunset 22 December 6:55 pm | <p>Legend</p> <ul style="list-style-type: none"> Proposed Existing Demolished <p>Note: All levels, dimensions & materials must be verified between owners & builder before commencement of construction.</p> | <table border="1"> <tr> <td>No.</td> <td>Description</td> <td>Date</td> </tr> <tr> <td>1</td> <td>For Review</td> <td>09/06/19</td> </tr> </table> | No. | Description | Date | 1 | For Review | 09/06/19 | <p>P.B. Eveleigh Plan Service 7 Short Street Scone NSW 2337 Ph: (02) 65452106 A.B.N. 88 709 487 298 Email: pbeplans@gmail.com</p> | <p>PROJECT PROPOSED FOODWORKS SUPERMARKET EXTENSION AT LOT 2 DP 1127831 100 BRIDGE STREET, URALLA FOR MURALL P/L ATF MATADOR URALLA ASSET TRUST</p> <table border="1"> <tr> <td>SCALE</td> <td>As Indicated</td> <td>JOB No</td> <td>002-19</td> </tr> <tr> <td>DATE</td> <td>15/01/19</td> <td>SHEET No</td> <td>03</td> </tr> <tr> <td>DRAWN</td> <td>PDG</td> <td>REV</td> <td>1</td> </tr> </table> | SCALE | As Indicated | JOB No | 002-19 | DATE | 15/01/19 | SHEET No | 03 | DRAWN | PDG | REV | 1 |
| No. | Description | Date | | | | | | | | | | | | | | | | | | | | | | |
| 1 | For Review | 09/06/19 | | | | | | | | | | | | | | | | | | | | | | |
| SCALE | As Indicated | JOB No | 002-19 | | | | | | | | | | | | | | | | | | | | | |
| DATE | 15/01/19 | SHEET No | 03 | | | | | | | | | | | | | | | | | | | | | |
| DRAWN | PDG | REV | 1 | | | | | | | | | | | | | | | | | | | | | |



McCrossin's Mill

URALLA HISTORICAL SOCIETY INC.
MUSEUM AND FUNCTION CENTRE

3 August 2020

Ms Kate Jessep
General Manager
Uralla Shire Council

Dear Ms Jessep, Mr Matt Clarkson, Mayor Pearce and Councillors,

Re Foodworks DA 85-2019

To amicably resolve the issues which have arisen over aspects of this DA, we respectfully suggest the following course of action.

We believe that if all parties agree on this approach, there will be a great result for the whole community.

In the Foodworks plans, McCrossin's Mill Museum and Function Centre faces a threat, not only to the conservation and visual appeal of its buildings and gardens, but also to the very viability of its ongoing operation, which is why we are most anxious to see some modifications made.

We are well aware of further concerns raised by others.

To have the plans adjusted, as required by the rescission motion, should involve input by a professional architect, preferably one with local knowledge and proven experience in Heritage Conservation.

Architect Tony Deakin, of Armidale and now "retired", has already offered to provide advice to Council "pro bono". Mr Deakin, for some examples, designed all the new buildings at TAS to complement the original 1890's structures, supervised the superb restoration of the Roxy Cinema in Bingara, and designed the 1980's additions to Uralla Shire Council's headquarters, including the use of pylon foundations into the creek bed.

"Pro bono", Mr Deakin is willing to meet with the Developer, (and Owner and Council Officers), on site to offer advice on the plans to help alleviate the concerns raised by some Councillors and many local residents.

We urge Council to take advantage of Mr Deakin's generous and well-intentioned offer.

Yours sincerely,
Best wishes,

Louis Van Ekert Honorary President Uralla Historical Society

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NSW 2358

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02 6778 3303

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MCCROSSIN'S MILL
MUSEUM
URALLA
WHY NOT?

Our Ref: 18/0377 RB:kd

20 February 2020

General Manager
Uralla Shire Council
PO Box 106
URALLA NSW 2358

ATTENTION: Matt Clarkson – Manager Development and Planning

Dear Matt

RE: REQUEST FOR FURTHER INFORMATION
PAN – 6900 - DA-85-2019
LOT 2 DP 1127831 – 100 BRIDGE STREET, URALLA

We thank you for the opportunity to respond to the concerns raised by the public submissions received by Council in relation to the proposed additions to the existing supermarket. It is deemed that the overall public benefit to the community is considerable and justified.

The required documentation required for a development application have been provided to Council. The environmental impacts of the proposed development have been addressed to enable Council to make a measured decision in relation to the proposal. It is understood that the heritage values in Uralla are considerable and deem that the proposed additions are complimentary, enable the continued use of a well established building, retain the important architectural elements and provide a new visual perspective to the adjoining heritage items within Salisbury Street.

The concerns raised have been reviewed and responded to within the table below:

| REPORTED ISSUES | RESPONSE |
|--|--|
| Contextual position to the Heritage Precinct (shop will stick out in relation to the existing heritage buildings). | The design of the addition, being new works, does not imitate existing heritage elements and is complementary to the features of the existing building and those within the Heritage Precinct. This is consistent with design expectations for new works associated with heritage buildings. The design retains the existing parapets and facade and keeps the new roof level away from the street frontages to reduce impacts and ensure functionality. |

| REPORTED ISSUES | RESPONSE |
|--|---|
| | <p>The proposed loading dock has been located to the rear of the adjoining site to the south-west of the property, designed to minimise the impacts currently experienced by the adjoining property along Bridge Street in regard to dust and noise. The height of the additions being less in height than the adjoining buildings within the CBD. The height of the roof is required to protect the building from the existing vegetation located on the adjoining property. At present the vegetation overhangs the property boundary and impedes the roof drainage system creating internal leaks and stormwater overflow.</p> <p>The height along this boundary does not affect the visual amenity of the town centre when viewed from Bridge Street. It is considered that the overshadowing impacts on the adjoining property are minor based on the aspect of the sites.</p> <p>There is one existing window located on the Bridge Street end of the existing building. There are no additional windows or access points proposed along the boundary of 94 - 98 Bridge Street resulting in minimal privacy concerns.</p> |
| <p>Landscaping (lack of) and removal of landscaping / natural environment.</p> | <p>The removal of existing vegetation from the site is considered satisfactory. The vegetation located between Lot 30 and Lot 1 was planted within Lot 1 without consideration to the property boundary and has been allowed by the landholder for a number of years. The removal of this vegetation is required to enable adequate access from the site. There are existing trees on the adjoining property that overhang the property boundary and affect roof drainage. It is proposed to remove the limbs impacting the development and increase the roof height to reduce future impacts of the vegetation on drainage.</p> <p>Only part of the hedgerow will need to be removed to connect the proposed car park to the Council car park.</p> |

| REPORTED ISSUES | RESPONSE |
|--|---|
| Access to the rear of UHS premises. | An existing right of way existing over Lot 2 DP 1127831 providing access to the rear of Lot 1 DP 1127831. This remains unchanged by the development of the site. |
| No statement of impact to the existing UHS Stables Building. | A Statement of Heritage Impact was completed for the proposal and the adjoining heritage items. It was deemed that the proposal will not have a negative impact on these items. The parking area enables the rear elevations of the items to be activated additional visual access to the items currently not available to the public. |
| Public access into the Stables is not addressed or maintained. | The existing right of way remains unchanged and will continue to allow access to the Stables Building. |
| Egress path to Salisbury Street (6,000mm) is insufficient space to allow periodic maintenance of the fire engines / to allow to be taken off site. | The existing right of way remains unchanged and will continue to allow access enabling the current arrangements. |
| Request to acquire a small portion of land for heritage conservation purposes. | <p>It is understood that these considerations were made when the Heritage Order was instated for the Mill and other structures associated with this process, thus the subdivision and compilation of 1127831 confirmed the land to be associated with Lot 1 and Lot 2.</p> <p>The land associated with Lot 2 DP 1127831 has been in place since 2007, it is therefore unreasonable to request acquisition for heritage purposes. The land is to be associated with the development as is the right of the landholder.</p> |
| Security / access controls near the UHS boundary due to removal of structures / sheds. | An arrangement for fencing will be explored and discussed with the UHS as required. The car park access from Salisbury Street is intended to be gated to secure the premises. This will also increase security and access controls for the adjoining properties. |
| Commercial impact of existing stores / shop front in proximity. | The facade and treatments along Bridge Street remain unchanged from the existing features. The access on Bridge Street shown on the plans originally submitted have been removed to ensure consistency within the locality. |

| REPORTED ISSUES | RESPONSE |
|--------------------------------|--|
| | <p>It is considered that the commercial impacts on existing stores will be minimal.</p> <p>The demand for a larger format supermarket within the locality has been confirmed with the community not being serviced adequately by the supermarket in its current form. The additions increase the floor area to enable the supermarket to service the community and enable the internal layout to be revisited.</p> |
| <p>Traffic flow / impacts.</p> | <p>Being a traffic generating development, a Traffic Impact Assessment was prepared to consider the impacts of the development. It was deemed that the existing road network can cater for the daily traffic to be generated, the proposed car parking spaces and layout are sufficient to supply the development. The separate entry and exit points and the proposed modifications to the line marking on Salisbury Street meet the requirements of the Roads and Maritime Services and Council.</p> |

We look forward to Council’s evaluation of the proposal. If there are any queries regarding the above information, please do not hesitate to contact the undersigned.

Yours faithfully

MONTEATH & POWYS PTY LIMITED



Rebecca Boresch
 Senior Planner
 r.boresch@monteathpowys.com.au

| | |
|---------------------------|--|
| Department: | Infrastructure and Development |
| Submitted by: | Manager Planning and Development |
| Reference/Subject: | Report # (EA to insert)/DIVISION DECISION – DA-85-2019 - Additions and alterations to supermarket, new car park, demolition of existing structures – 100 Bridge Street, Uralla |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|------------------|-----------|---|
| Goal: | 2.1 | An attractive environment for business, tourism and industry |
| Strategy: | 2.1.4 | Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development |
| Activity: | 2.1.4.1 | Process building and development application |
| Action: | 2.1.4.1.1 | Assess and determine development, construction, and other regulatory applications |

NOTE TO COUNCILLORS:

DA-85-2019 was deferred to the June Ordinary Meeting of Council as a result of resolution number 43.05/20.

In accordance with the provisions of S375A of the *Local Government Act 1993*, a Division is to be called whenever a motion for a planning decision is put to the meeting, for the purpose of recording voting on planning matters.

SUMMARY:

| | |
|---|---|
| Proposal: | Additions and alterations to supermarket, new car park, demolition of existing structures |
| Property description: | Lot 2 - DP 1127831 - Assessment 9241 |
| Applicant: | Rebecca Boresch |
| Owner: | Murall Pty Ltd |
| Zoning: | B2 Local Centre |
| Date received: | 6 December 2019 |
| Public notification or exhibition: | Yes |
| Exhibition period: | 17 December 2019 – 3 February 2020 |
| Submissions: | Three |
| Other approvals: | Nil |

OFFICER'S RECOMMENDATION:

That Council approve the Development Application 85/2019 for additions and alterations to supermarket, new car park, demolition of existing structures at 100 Bridge Street, Uralla (Lot 2 DP 1127831) subject to the conditions of consent in Attachment 1 to this report – Development Assessment Report 85/2019.

BACKGROUND:

Development Application 85/2019 for additions and alterations to supermarket, new car park, demolition of existing structures at 100 Bridge Street, Uralla (Lot 2 DP 1127831) was received on 18 November 2019. As the New England Highway [HW9] is a classified (State) road and Salisbury Street [MR73] is a classified (Regional) road under the Roads Act 1993, the application was referred to Transport for NSW (TfNSW) for concurrence in accordance with Schedule 3 of State Environmental Planning Policy (Infrastructure) 2007. The applicant amended the application in line with the terms of the concurrence on 21 February 2020. The TfNSW concurrence is provided as Attachment 3 to this report.

It is proposed to extend the existing Foodworks supermarket retail space by approximately 547m² to provide additional floor area, stock room storage and staff facilities. It is also proposed to provide 34 on-site car parking spaces, including four accessible parking spaces, and an off-street loading / unloading area with dock and goods hoist. Access to the car park and loading area will be via two individual and single direction crossovers from Salisbury Street. These crossovers will be located either side of a heritage listed building (Lot 30 in DP 801344). A secondary access will be provided to the parking area from the existing public car park on the lot to the north, effectively combining these two parking areas into one large parking facility.

The proposed development would also see the modification to part of the existing roof design to address existing water damage issues. As part of this development, the existing facades will remain largely untouched apart from relocating the existing main store entrance on Bridge Street to Salisbury Street. A new path and awning to provide cover to the new main entry is also proposed on Salisbury Street. The overall development will match in height, roof pitches and awning heights and will provide a modern facility for the community without unreasonable impacts on the significance or conservation of the existing structures on adjoining lots.

REPORT:

Three submissions were received during the exhibition period (see attachment 3). The substance of the submissions generally related to heritage impacts, impacts for neighbouring properties, vegetation, traffic, and land acquisition. Many more submissions have subsequently been received, and these have also been provided for consideration (see attachment 9).

KEY ISSUES:**Matters raised in the submissions received during notification:**

Heritage impacts: The proposed site is not an item of local heritage significance in Schedule 5 of the Uralla Local Environmental Plan 2012 or State Heritage listed, however it is in a heritage conservation area. The building is registered with the NSW National Trust, however the Trust is an advocacy NGO rather than a government agency which means that a building does not have to satisfy the standard criteria to qualify for registration.

Facades in Bridge Street and Salisbury Street have been retained, the proposed works are generally sympathetic to the surrounds, and viewsheds are not significantly compromised. It is generally accepted in heritage conservation that new works should not imitate existing heritage elements of buildings and the design reflects this approach. Some visual blight is anticipated from the al fresco area in the café to the north due to the height of the loading dock at circa six metres. This height is required to accommodate all-weather deliveries from articulated vehicles. The owner of the supermarket site has formally advised that they are amenable to measures to reduce the visual impact of the loading dock, such as a higher vegetated fence or a mural. The applicant has provided a Statement of Heritage Impact (SHI), however has Council commissioned its own SHI, which has been included as Attachment 5 to this report.

Access for neighbouring properties: Existing rights of carriageways over the new car park are retained. Consent condition 30 of the Development Assessment Report specifies that before the issue of a construction certificate “Plans of car park fencing are to be submitted and approved by the Director of Infrastructure and Development or nominee. These plans must demonstrate facilitation of access over existing rights of carriageway for neighbouring properties”. In this context it is reasonable to suggest that access arrangements are not compromised.

Vegetation removal: Some vegetation surrounding the stables building will have to be removed. This vegetation is within the supermarket property boundary and needs to be removed for car park access. Connection of the supermarket car park to the Council car park to the north will require removal of a portion of the existing hedgerow. No significant impact expected.

Traffic impacts: A traffic study was supplied with the application. Impacts are not expected to be significant, and the provision of extra car parking, along with relocation of the main entry to Salisbury Street may reduce congestion in Bridge St.

Land acquisition: The Uralla Historical Society (UHS) has identified that they would like to acquire some land from the supermarket lot on the western side of the stables building. There is no reasonable basis for the landowner to compromise the proposed development to satisfy this land acquisition request.

Security: UHS has raised concerns about impacts of demolition on the security of their premises. The security of premises is a matter for individual landowners, and not a matter for consideration in assessment of the development application.

Drainage and ventilation: UHS has raised concerns about impacts of drainage and ventilation on the stables building. Consent condition 28 of the Development Assessment Report specifies that before the issue of a construction certificate “A drainage management plan is to be submitted and approved by the Director of Infrastructure and Development or nominee”. It is unclear how the proposed development may detrimentally affect the ventilation of the stables building. No significant impact expected.

Notification: Notification was undertaken as per the requirements of the Uralla Development Control Plan (DCP) 2011. The DCP requires notification of a minimum of 14 days, and the application was initially notified for 20 days from 17 December 2019 to 6 January 2020. Following a request from the public, this notification period was extended to 3 February 2020.

No valid planning reason was identified in any of the submissions received during the notification period which would warrant refusal of the application under the Environmental Planning and Assessment Act or subordinate instruments.

Late submissions:

Late submissions generally focused on the heritage impacts of the proposed development and impacts on surrounding properties. One notable exception is a submission by lawyers acting for neighbouring property owners who put forward that the proposal was prohibited development under the Uralla Local Environmental Plan (LEP) as it was a Neighbourhood Supermarket in excess of 1000m². Both the applicant planner and the assessing officer have formed the view that the appropriate classification is Commercial Premises in a B2 Local Centre (business) zone, which is permitted with consent under the LEP. It should also be noted that one submission was from the “National Trust”. As noted previously, this is an advocacy group rather than a statutory agency, and registration of the supermarket with the Trust was based on a 1988 public submission by two individuals rather than a comprehensive historical analysis.

No valid planning reason was identified in any of the late submissions which would warrant refusal of the application under the Environmental Planning and Assessment Act or subordinate instruments.

The application was originally scheduled to be considered at the April 2020 Ordinary Council Meeting, however the applicant requested that the matter be deferred so that they could consider the content of the late submissions and possibly amend the proposal to address concerns raised. Following review of the submissions, the applicant requested that the application be considered at the May Ordinary Council Meeting unamended (see attachment 11).

CONCLUSION:

The proposed development is consistent with the Uralla Development Control Plan and Uralla Local Environmental Plan, and no valid planning reason under Section 4.15 of the Environmental Planning and Assessment Act 1979 has been identified which would warrant refusal of the application.

The proposal should contribute to the amenity of Uralla residents and the travelling public by providing improved shopping facilities, and no significant adverse impacts are known or expected should the application be approved. In this context it is considered appropriate to approve the development application.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Uralla Development Control Plan 2011

Uralla Local Environmental Plan 2012

Environmental Planning and Assessment Regulation 2000

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

9. Disclosure of Political Donations and Gifts

Has a Political Donations Disclosure Statement been received in relation to this application? No

Political Donation Disclosure Statement register details N/A

Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed? No

Gift and benefits register details N/A

Prepared by staff member: Manager Development and Planning
TRIM Reference Number: UINT/20/3367
Approved/Reviewed by Manager: Director Infrastructure and Development
Department: Infrastructure and Development
Attachments:
1 Recommended consent conditions
2 Development Application Assessment Report 85/2019
3 Submissions received during notification
4 TfNSW concurrence
5 Heritage advisor impact assessment
6 Plans
7 Amended access plan
8 Amended traffic plan
9 Late Submissions as at 7 May 2020 redacted
10 Applicant response to submissions during notification period
11 Applicant response to late submissions

19 August 2020

Email: council@uralla.nsw.gov.au

Councillor Michael Pearce - Mayor of Uralla Shire Council
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Ms Kate Jessup
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Councillor Tara Toomey - ttoomey@uralla.nsw.gov.au

Dear Mayor Pearce and Ms Jessup

Development Application DA-85-2019 100 Bridge Street, Uralla

- 1 We act for the Uralla Historical Society Inc (**UHS**).
- 2 We write in relation to development application DA-85-2019 lodged by Murall Pty Ltd (**the Applicant**) for alterations and additions to the Foodworks Supermarket Building located at 100 Bridge Street, Uralla (**the Development**).
- 3 Our client supports lawful developments that promote economic and social benefits for Uralla and are sensitive to its unique heritage status.
- 4 In particular, the UHS acknowledges the local community's need for a supermarket and appreciates the potential community benefits which could flow from a sensitive and well-designed revitalisation of the Foodworks Site. Our client would like to work with the Applicant to achieve a far better outcome than currently proposed by the Development. However, for the reasons set out in this letter, the UHS strongly opposes the Development in its current form.
- 5 There are both legal and merit issues that warrant refusal of the Development. We explain the legal issues first before dealing with merit issues.

Council cannot lawfully grant consent

- 6 In our opinion, Council cannot lawfully grant consent to the current development application because the Development:

APAC-#112994716-v1

- (1) fails to comply with the development standard set out in clause 5.4(7AA) of the *Uralla Local Environmental Plan 2012 (Uralla LEP)*; and
- (2) fails to properly consider and apply the heritage controls contained in clause 5.10(1) and 5.10(4) of the Uralla LEP.

Failure to comply with clause 5.4(7AA) of the Uralla LEP

Characterisation as a neighbourhood supermarket

- 7 It would be patently unlawful for Council to approve the Development in its current form.
- 8 The first step for a consent authority in determining a development application is to appropriately characterise the development so that it can be properly assessed in accordance with relevant environmental planning instruments.
- 9 The Applicant's Statement of Environmental Effects dated 30 August 2018 (**SEE**) states on page 4 that consent is sought for the "*demolition of existing sheds, tree removal, signage, alterations and additions, and car parking space to the Uralla Foodworks Supermarket.*"
- 10 Put simply, it is a development in respect of a supermarket. That is the purpose for which the land is proposed to be used.
- 11 It is well settled in planning law that the task of characterisation of development is informed by the development described in the DA application form and in the accompanying SEE. In addition, characterisation is informed by the land use categories and descriptions of development contained in the LEP.
- 12 The SEE lodged by the Applicant is very clear what type of development is currently being carried out on the site and what development is proposed. It notes the site is used for the purpose of a supermarket and that the Development that is proposed is to expand the supermarket, to construct onsite car parking, and to carry out associated works.
- 13 We note that the Council officer's report has relied on an argument that the proposed development is "commercial premises" and that it's not a development involving a supermarket. This argument is also referred to in page 19 of the SEE.
- 14 With respect, this approach is fundamentally incorrect and misunderstands planning law. The term "commercial premises" is an umbrella term. As set out in the Dictionary of the Uralla LEP, "commercial premises" is defined as:
 - (a) *Business premises,*
 - (b) *Office premises,*
 - (c) *Retail premises.*
- 15 As noted above, the DA form and the SEE describe the Development as alternations and additions to the existing supermarket. That has nothing to do with a business premises or an office premises.
- 16 If the planning officer's view was accepted and consent was granted for "commercial premises", the Applicant could use the premises for an extremely wide range of uses. Commercial premises includes such things as a funeral home, a betting agency, an office, a hardware store, a nursery, a timber yard, and a wide range of other uses.
- 17 The characterisation at that level is so broad as to permit a fundamental change in the proposed use of the land. That is not what the Development seeks consent for. As noted above, the development application seeks to expand an existing supermarket. The proposed conditions of consent describe the development in the same manner. It is thus quite incorrect to characterise the development as "commercial premises".

18 We note that this has important ramifications. The Uralla LEP includes an express provision which applies to supermarkets.

19 Clause 5.4(7AA) of the Uralla LEP states:

“Neighbourhood supermarkets If the development for the purposes of a neighbourhood supermarket is permitted under this Plan, the gross floor area must not exceed 1,000 square metres.”

20 The Uralla LEP defines a “neighbourhood supermarket” as:

“premises for the principal purpose of which is the sale of groceries and foodstuffs to provide for the needs of people who live or work in the local area”

21 There is no doubt that the Development falls within the definition of neighbourhood supermarket. The principal purpose is to sell groceries and foodstuffs to provide for the needs of people who live and work in the local area. Indeed, there is no other supermarket of which we are aware in the town or shire of Uralla.

22 For clause 5.4(7AA) to have any effect at all, it must apply to the Foodworks Supermarket.

23 Accepting for present purposes that clause 5.4(7AA) may be a development standard instead of a prohibition, in the absence of a clause 4.6 report that justifies a variation of a development standard, development consent to the Development cannot be lawfully granted. To do so, would be a breach of the *Environmental Planning and Assessment Act 1979* (NSW).

24 On the documentation currently before Council, it is therefore unlawful to grant consent to the Development.

Heritage

25 Regarding heritage, the Development directly impacts:

- (1) a heritage conservation area, being the “Commercial Precinct” heritage conservation area labelled “C03” in the Uralla LEP within which the Development is located (the **HCA**);
- (2) a local heritage item, being the Old Stable Building located on the adjacent Lot 30 in DP 801344; and
- (3) a heritage item listed on the State Heritage Register, being the McCrossin’s Mill located on the adjacent Lot 1 in DP 1127831.

26 Clause 5.10 of the Uralla LEP relates to heritage conservation. The objectives of this clause outlined in 5.10(1) include:

“(a) to conserve the environmental heritage of Uralla,

(b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views”.

27 Clause 5.10(4) of the Uralla LEP requires Council to:

“before granting consent under this clause in respect of a heritage item or heritage conservation area, consider the effect of the proposed development on the heritage significance of the item or area concerned.”

28 Council may, before granting consent to a development that is within a HCA, require a heritage management document to be prepared. In this regard, we note:

- (1) The Applicant submitted a Statement of Heritage Impact prepared on its behalf by Monteath & Powys Pty Ltd dated 30 August 2019 (**SOHI**); and
 - (2) Port Macquarie Hastings Heritage provided Council with a “Heritage Advisory Memo” dated 4 February 2020 (**Heritage Advisory Memo**).
- 29 In *Comino v Council of the City of Sydney* [2014] NSWLEC 1211, the Court stated in respect of statements of heritage impact, that:
- “A SHI requires research, analysis and when appropriate, the identification of visual catchments and significant views and vistas, which should inform the proposal's siting, envelope and design development and finally, the SHI must assess what impact the proposal will have on the heritage significance of an item and what measures are proposed to mitigate any impacts.”*
- 30 The SOHI prepared by the Applicant states on page 17 that the redevelopment of the site “*enhances the views to and from the existing items creating the potential for additional interest in the items*”. Section 5.2 of the SOHI, titled “detrimental impact”, simply states that “*the changes will not detract from the character or significance of the items or the heritage precinct*”.
- 31 No proper consideration is given to impacts of the Development on the HCA. In fact, the SOHI focusses almost exclusively on the McCrossin’s Mill and the Old Stable Building, despite the entirety of the Development falling within a HCA.
- 32 Furthermore, the SHI does not properly and objectively:
- (1) assess the impacts of the removal of the bus shed on McCrossin’s Mill and the loss of privacy provided by that structure and the impacts on the heritage curtilage around the building;
 - (2) assess the impacts of the increased level of traffic, parking, noise and visual intrusion on McCrossin’s Mill from the proposed car parking and exit driveway; and
 - (3) assess the impacts of increased noise, vibration, traffic and visual intrusion on the Old Stables building arising from the new entrance driveway which will be immediately adjacent to the building.
- 33 These impacts are further discussed below.
- 34 In these circumstances, the SOHI cannot be considered to have adequately assessed the impact of the proposal on the heritage significance of listed heritage items, and reliance on its findings will not satisfy Council’s obligations under clauses 5.10(1), and 5.10(4) of the Uralla LEP.

Impact on the Heritage Conservation Area (HCA)

- 35 Uralla Council’s Officers Report notes that “*the site is not an item of local heritage significance in Schedule 5 of the Uralla Local Environmental Plan 2012 or State Heritage listed, however it is in a heritage conservation area.*”
- 36 As the site is within a heritage conservation area, the Council must comply with clause 5.10 of the Uralla LEP.
- 37 Indeed, the current building does have heritage values. The significance of the building (known as the W. Curtis Arcade) is specifically recognised in the NSW Heritage Council’s Statement of Significance relating to the Uralla Commercial Precinct Heritage Conservation Area.
- 38 The Heritage Advisory Memo states on page 5 that the Development “*changes the character of the Uralla Commercial Precinct by introducing a bulky building in the heart of the precinct*” and “*significantly alters the roof form of the existing Foodworks store by reducing its prominence and*

interest when viewed from the street and changing its appearance and historical connection to the original sections of the building.”

- 39 Given these factual findings by a highly qualified expert, we cannot understand the conclusion of Council’s Development Assessment Report which describes the Development as generally sympathetic to the heritage conservation area.

Direct impact on McCrossin’s Mill

- 40 The Development will directly impact the heritage values of the McCrossin’s Mill through the removal of the old “bus shed” along the south eastern boundary of Lot 2 in DP 1127831 (**Lot 2**) which currently shields the Mill from the supermarket development.
- 41 While the SOHI states that the line of sight between heritage items will be increased, this ignores the fact that the McCrossin’s Mill will be directly exposed to increased levels of noise, traffic, vibration, pedestrian movements and visual intrusion from the movement of cars and heavy vehicles associated with the asphalt car park and the Foodworks loading dock.
- 42 Changes to the views from heritage items can directly impact their heritage value. In particular, the objectives of clause 5.10(1) promote the protection of “settings and views”. The Burra Charter defines the “setting” of heritage items as including “views to *and from* the place”. The SOHI does not address the Development’s impact on McCrossin’s Mill nor does in consider the visual impacts the Development will have from McCrossin’s Mill.
- 43 The removal of the bus shed will give rise to significant adverse impacts on the privacy and amenity of McCrossin’s Mill. This is part of its heritage value. Furthermore, the UHS generates the majority of its revenue through the function centre at the McCrossin’s Mill which relies upon the privacy and amenity of the site to attract events such as weddings, celebrations and special functions. The UHS is particularly concerned that the opening up of the outdoor area of the function centre to the Foodworks car park and loading dock will deter future events and functions and detrimentally impact the wider Uralla community.

Direct impact on the Old Stable Building

- 44 The proposed Development would result in the demolition of a shed, removal of a garden and the construction of an entrance driveway to the Foodworks car park directly adjacent to the Old Stable Building. This entrance will provide access to customer parking, and the loading dock as well as providing the potential for through traffic to the Council car park to the eastern side of Lot 2.
- 45 The close passing of vehicles, including heavy trucks, gives rise to noise, vibration, visual intrusion and privacy and amenity impacts on the heritage item. Furthermore, the Development risks damaging the structural integrity of the Old Stable Building. This risk was not addressed in the SOHI and must be properly considered by Council.
- 46 There is also the risk of damage to the Old Stable Building during the construction required for the Development. Section 4.5 of the SEE states that “*there will be temporary noise and vibration during the construction phase of the development*” but does not provide any details on how such impacts will be mitigated. In particular, no consideration is given to the impact of the vibrations on the Old Stable Building.
- 47 A failure to properly assess and consider these impacts renders any consent potentially invalid as Council cannot be reasonably satisfied as to the requirements of clause 5.10 of the Uralla LEP. At a minimum, we would expect Council to require the Applicant demonstrate its strategies for mitigating the impact of the Development on the Old Stable Building.
- 48 Further, any development approval ought to require the Applicant to carry out a dilapidation report for McCrossins Mill and the Old Stable Building prior to, and following, the completion of construction works.

Impact to trees along boundary with Lot 1 in DP797516 (Lot 1)

- 49 The Site Plan for the Development prepared by P.B Eveleigh Plan Service shows that the existing building will extend significantly further to the north-west along the boundary with Lot 1. The setback from Lot 1 is minimal, appearing to be approximately 1.5 meters from the boundary.
- 50 A number of trees are located in lot 1 along the boundary with the Development. The potential impact of the Development on the root zone of these trees appears not to have been considered by Council. Developments should not unnecessarily cause harm to nearby vegetation, and regard must be had to the impact of the development on these trees. Australian Standard AS4970 for the Protection of Trees on Development Sites recommends that trees in development sites be protected by reference to their tree protection zone and structural root zone.¹ Notably, the Standard recommends that regardless of the trees size, the radius of a tree protection zone (the area isolated from construction disturbance) be not less than 2 metres.
- 51 In particular, we have been instructed that a Californian Redwood (*sequoia sempervirens*) tree with a diameter of 2.6 metres at chest height stands within 5.3 metres of the site boundary. This species is unique in NSW and Council should ensure that the Development will not adversely impact its health.
- 52 The loss of these trees would have a detrimental impact on both the amenity of lot 1 and the wider landscape. These impacts have not been properly assessed and considered in the Council assessment report.

Conclusion

- 53 As currently proposed, the development is unlawful. Any consent is liable to a legal challenge and may be found to be invalid and of no effect.
- 54 We understand the proponent is not willing to alter any aspect of the currently proposed development.
- 55 Accordingly, as it is unlawful to grant consent, consent must be refused.
- 56 The UHS is committed to working collaboratively to meets the needs of the local community while maintaining Uralla's unique heritage appeal.
- 57 As such, the UHS is not opposed in principle to the redevelopment of the Foodworks site. It is willing to meet and work with both Council and the Applicant to ensure a mutually agreeable proposal can be developed that can attract visitors to Uralla and more business to Foodworks.
- 58 However, the UHS is strongly of the view the current proposal is unacceptable on merit grounds.
- 59 On the legal grounds raised above, we are further instructed to put Council on notice that, if Council grants development consent to the Development, the UHS will consider whether or not to commence legal proceedings against Council and the Applicant to seek orders that the consent is invalid and of no effect and other appropriate relief.
- 60 Should our client instruct us to commence such an action and should they be successful, our client will also seek its costs.

¹ Australian Standard AS4970-2009 – Protection of Trees on Development Sites, page 11.

18 August 2020

Yours faithfully

A handwritten signature in blue ink, appearing to be 'N Brunton', written in a cursive style.

Dr Nick Brunton
Partner
Norton Rose Fulbright Australia
Contact: Huw Calford

 NORTON ROSE FULBRIGHT

**Officer's Response to Norton Rose Fulbright letter dated 19 August 2020 on behalf of Uralla
Historical Society**

Issues raised:

- Classification of development – The proposed development is not a neighbourhood supermarket, it is Commercial Premises (retail premises) in a B2 Local Centre (business) zone. Neighbourhood supermarkets is more appropriately defined as a small (>1000m) supermarket located outside of a business zone, predominately servicing surrounding residents. If the assertion that supermarkets were not permitted in business zones, the LEPs of larger urban centres would have the effect of prohibiting major supermarkets such as Coles and Woolworths from operating in within Central Business Districts in some major urban centres such as Newcastle. In this context, clause 5.4(7AA) of the Uralla LEP is not relevant.
- Compliance with Clause 5.10(4) of the Uralla LEP – Council has considered the effect of the proposed development on the heritage significance of the item or area concerned, as evidenced in the Development Assessment Report and associated Council report, therefore compliance with the LEP has been satisfied.
- Impact to trees on neighbouring properties – The letter states that developments should not unnecessarily cause harm to nearby vegetation, and regard must be had to the impact of the development on these trees. No legal argument or reference is made to support this assertion. Australian Standard AS4970 for the Protection of Trees on Development Sites is quoted, however this does not appear to relate to enforceable actions on a developer in relation to green infrastructure outside of the development site. If in fact the structural root zone of a tree on a property adjacent to the proposed development is outside of the neighbouring property boundary, this should reasonably be considered an encroachment. To suggest that a development should not proceed or be modified due to an encroachment of green infrastructure by a neighbouring property owner presents as fundamentally unreasonable. In this context, a Council determination based on such a premise suggests the Wednesbury principle is applicable, and such a determination is likely to be quashed on judicial review.

Matt Clarkson

Manager of Development and Planning

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Report 3 - Cash at Bank and Investments



REPORT TO COUNCIL

| | |
|---------------------------|--|
| Reference/Subject: | Report 3 - Cash at Bank and Investments |
| Submitted by: | <i>Chief Financial Officer</i> |
| Department: | Organisational Services - Finance |

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 July, 2020 consisting of cash and overnight funds of \$819,920, term deposits of \$13,900,000 totalling \$14,719,920 of readily convertible funds.**
- 2. Council note the loan position as at 31 July, 2020 totalling \$2,179,025.**

BACKGROUND:

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

REPORT:

Current term deposits of \$13,900,000 spread over the next twelve months will receive a range of interest from .7% to 1.55% with an average rate of 1.26%. 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 July, 2020.

KEY ISSUES:

The official interest rate remains at 0.25% and based on current conditions, the Reserve Bank is unlikely to cut rates any further. 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

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

7. Performance Measures

N/A

8. Project Management

N/A

| | |
|----------------------------------|--|
| Prepared by staff member: | Simon Paul |
| TRIM Reference Number: | U21/6687 |
| Approved/Reviewed by Manager: | Chief Financial Officer |
| Department: | Organisational Services - Finance |
| Attachments: | Council's Investments as at 31 July, 2020 Schedule of loans as at 31 July, 2020 |

Uralla Shire Council
Council Business Paper – 25 August 2020

| Uralla Shire Council | | | | |
|--|---------------------------|-----------------------|-----------------|------------------------|
| Investments at 31 July, 2020 | | | | |
| Cash at Bank – Operating Accounts: | | | | |
| Institution | Account | Bank Statement | | |
| National Australia Bank | Main Account | \$67,954.11 | | |
| National Australia Bank | Trust Account | \$31,226.33 | | |
| Community Mutual | Bundarra RTC | \$25,988.97 | | |
| Total | | \$125,169.41 | | |
| Business Investment (Cash Management) Account | | | | |
| Institution | Interest rate | Balance | | |
| Professional Funds | 0.15% above RBA cash rate | \$694,750.73 | | |
| Total | | \$694,750.73 | | |
| Term Deposits: | | | | |
| Institution | Term | Interest rate | Maturity | Balance |
| Commonwealth Bank | 12 months | 1.55% | 24/08/2020 | \$800,000.00 |
| Bank of Queensland | 10 months | 1.55% | 10/08/2020 | \$500,000.00 |
| Bank of Queensland | 10 months | 1.55% | 10/08/2020 | \$800,000.00 |
| ANZ | 12 months | 1.35% | 10/10/2020 | \$400,000.00 |
| National Australia Bank | 12 months | 1.45% | 14/10/2020 | \$500,000.00 |
| Westpac Banking Corporation | 12 months | 1.48% | 18/10/2020 | \$1,300,000.00 |
| National Australia Bank | 12 months | 1.45% | 21/11/2020 | \$300,000.00 |
| Commonwealth Bank | 9 months | 1.13% | 10/10/2020 | \$1,200,000.00 |
| National Australia Bank | 12 months | 1.50% | 19/01/2021 | \$700,000.00 |
| ANZ | 8 months | 1.40% | 30/09/2020 | \$500,000.00 |
| Westpac Banking Corporation | 7 months | 1.48% | 25/09/2020 | \$250,000.00 |
| Westpac Banking Corporation | 10 months | 1.38% | 5/01/2021 | \$500,000.00 |
| Bank of Queensland | 12 months | 1.40% | 12/03/2021 | \$800,000.00 |
| National Australia Bank | 12 months | 1.25% | 1/04/2021 | \$600,000.00 |
| National Australia Bank | 12 months | 1.20% | 12/04/2021 | \$500,000.00 |
| National Australia Bank | 9 months | 1.05% | 26/01/2021 | \$500,000.00 |
| National Australia Bank | 12 months | 1.10% | 21/05/2021 | \$1,000,000.00 |
| Westpac Banking Corporation | 12 months | 0.95% | 19/06/2021 | \$1,350,000.00 |
| Westpac Banking Corporation | 12 months | 0.85% | 25/07/2021 | \$600,000.00 |
| ANZ | 9 months | 0.70% | 26/04/2021 | \$800,000.00 |
| 0 | 0 | 0.00% | 0/01/1900 | \$0.00 |
| Total | | | | \$13,900,000.00 |

Uralla Shire Council
Council Business Paper – 25 August 2020

| |
|--|
| Uralla Shire Council Loans at 31 July, 2020 |
|--|

| Loans: | | |
|-----------------|---|----------------------------|
| Loan no. | Purpose | Balance |
| 165 | MGH Property | \$43,271.24 |
| 168 | Community Centre | \$26,543.64 |
| 176 | Library Extensions | \$131,596.86 |
| 177 | Grace Munro Centre | \$105,307.69 |
| 181 | Creative Village Works | -\$1.06 |
| 186 | Public Toilets Pioneer Park | -\$2.82 |
| 187 | Undergrounding Power and Main Street Upgrade | \$118,909.91 |
| 188 | Paving and Power Undergrounding | \$30,741.26 |
| 189 | Bridge Construction | \$195,147.88 |
| 190 | Bridge construction & industrial land development | \$1,527,510.26 |
| Total | | \$ 2,179,024.86 |

Report 4 - 2019-20 Operational Plan Annual Performance



REPORT TO COUNCIL

| | |
|---------------------------|---|
| Reference/Subject: | Report 4 – 2019-20 Operational Plan Annual Performance |
| Submitted by: | <i>Executive Manager Corporate Services</i> |
| Department: | Corporate Services |

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 |

SUMMARY:

This report provides to Council a summary of the actions delivered from within the 2019-20 Operational Plan and to reflect the progress made toward achieving the four-year Principal Activities contained in Council's 2017-21 Delivery Program.

OFFICER'S RECOMMENDATION:

That Council receive and note the 2019-20 Operational Plan Annual Progress Report as at 30 June 2020 including the Council's key activities, projects, programs and/or achievements for the 2019-20 year which will be reported in the Council's Annual Report.

BACKGROUND:

Section 404(5) of the *NSW Local Government Act 1993* requires that regular progress reports are provided to Council reporting its progress in respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every 6 months.

The Delivery Program is Council's commitment to the delivery of services and implementation of Principal Activities over a four-year period to achieve the goals and strategies detailed in the Community Strategic Plan. It is the key accountability mechanism for Council in the delivery of the community's goals and aspirations.

Uralla Shire Council
Council Business Paper – 25 August 2020

The Operational Plan is a sub-set of the Delivery Program and provides details of the individual actions that will be undertaken during a financial year to achieve the Delivery Program’s Principal Activities. Responsibility for the delivery of Operational Plan actions is allocated to responsible officers who provide progress information.





REPORT:

The Operational Plan 2019-20 Annual Progress Report as at 30 June 2020 is attached to this report at Attachment A.

The 206 actions set out in the 2019-20 Operational Plan are distributed across the organisation as follows: 104 actions assigned to the Infrastructure and Development Division, 49 actions to Corporate Services, 22 actions to Finance, 12 actions to Community Care, 7 actions to McMaugh Gardens Aged Care Services, 7 actions to the General Manager/Senior Executive Officer, and 5 actions to Human Resources.

A summary of the key Operational Plan actions delivered and progress achieved during the 2019-2020 financial year is set out in the table below:

Action Status Summary

| Action Status at 30 June 2020 | | Our Society | Our Economy | Our Environment | Our Leadership | Total | % |
|---|---|--------------------|--------------------|------------------------|-----------------------|--------------|----------|
|  | Achieved or on target | 40 | 26 | 28 | 58 | 152 | 74% |
|  | Not on target, being closely managed | 4 | 9 | 10 | 9 | 32 | 15% |
|  | Action cancelled or not able to be achieved | 4 | 3 | 1 | 12 | 20 | 10% |
|  | Action not yet commenced | 2 | 0 | 0 | 0 | 2 | 1% |
| Total | | 50 | 38 | 39 | 79 | 206 | |

For the purposes of this final progress report on the 2019-20 Operational Plan, the following status framework has been used:

- Actions that have been completed in the 2019-20 year or are on target within the 2017-2022 Delivery Program have been marked green (●);
- Actions that have not met their measure or target, but are progressing, and have been included as actions in the 2020-21 Operational Plan, have been marked yellow (●);
- Actions that have not met their measure or target and were not able to be achieved in 2019-20, or have not been included as actions in the 2020-21 Operational Plan, have been marked red (●); and
- Actions which had not yet commenced as at 30 June 2020 due to COVID-19 but will be completed within statutory timeframes have been marked grey (●).

Of Council’s Operational Plan actions for the three month period ending 30 June 2020, 74% are on target or achieved with 15% being closely managed and 10% being cancelled or not able to be achieved. Of the 206 total actions, 1% had not yet commenced as at 30 June 2020.

Council's key activities, projects, programs and/or achievements for the 2019-20 year include the following:

Our Society

- Numerous projects completed under the Stronger Country Communities Fund, including works at the Uralla Swimming Pool, Uralla Sporting Complex, children's recreational facilities in parks throughout the shire.
- Development of a shared footpath and cycleway plan with disability access provisions through the adoption of the Pedestrian Access and Mobility Plan.
- Complete McMaugh Gardens Aged Care Facility ensuites upgrade through the Aged Care Regional, Rural and Remote Infrastructure Grant.
- Maintained accreditation and quality audit outcomes in the operation of and delivery of aged, disability and community care services.
- Expanded Council's communication and reach to the community with a Local Government Week program, the monthly newsletter, and continuous improvements to the Council website and Uralla.com tourism website.
- Maintained services to residents and visitors at the Uralla Swimming Pool, Uralla Visitor Information Centre, Uralla Library and Bundarra Library in line with COVID-19 restrictions.

Our Economy

- Completed the Capital Works program including:
 - Unsealed roads grading and re-sheeting programs;
 - Sealed road routine maintenance such as tar patching, line marking, and roadside mowing;
 - Town streets maintenance and resealing programs;
 - Footpath and shared footpath/cycleway construction and maintenance; and
 - Kerb and gutter inspections, maintenance, and construction.
- Completed bridge inspection program including reinstating rock batter at bridge embankment on Tea Tree Gully.
- Completed bridge and culvert works program including completion of Myall Swamp Bridge widening on Bingara Road and the Rowan Avenue stormwater drainage.
- Tender process completed for the Uralla Visitor Information Centre improvement project and secured additional funding in anticipation of construction commencing in 2020-21.
- Secured funding for Tolleys Gully Bridge under the Growing Local Economies program.
- Secured funding for Hawthorne Drive under the Fixing Local Roads program.
- Promoted the Uralla Shire through the New England High Country and Emprise partnership.

Our Environment

- Provided bush generation activities and information to the community via field days and media/communication on environmental issues.
- Maintained services provided to residents and the community including Heritage Advisory, waste and recycling collection, landfills and community recycling centres, sewer, stormwater, and drainage infrastructure.
- Process improvements to reduce Councils' carbon footprint by implementing criteria to assess environmental management in infrastructure projects.
- Completed the LED Streetlight upgrade.
- Completed filter repairs and media renewals at the Uralla Water Treatment Plant.
- Exceeded sustainability targets under the Environmental Sustainability Action Plan.
- Completed Rowan Avenue stormwater construction and Leece Road rehabilitation works.

Our Leadership

- Continuing advocacy for the needs of Uralla Shire through the New England Joint Organisation.
- Reviewed and revised the 10-year Long Term Financial Plan.
- Adopted a Procurement Policy and developed procurement guidelines and toolkit.
- Reviewed Council expenditure and identified strategies to achieve annual expenditure reduction.
- Completed full review of Council's fees and charges.
- Completed revaluation of roads, footpaths, stormwater drainage and bridges.
- Finalised business plan for McMaugh Gardens Aged Care Facility.
- Lodged funding applications for Infrastructure and Development projects and programs.
- Completed a number of process reviews and continuous improvement initiatives across the organisation.
- Progressed Council's workplace safety system and enterprise wide risk management framework.
- Conducted meetings of the Audit, Risk and Improvement Committee and adopted Internal Audit Charter and Annual Program.
- Maintained Council's corporate governance framework and met statutory requirements.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Community engagement and consultation was undertaken in the preparation of the combined Delivery Program 2017-21 and Operational Plan 2019-20. The content of this report will be included in the Council's Annual Report.

2. Policy and Regulation

- *NSW 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

This report outlines the progress of key actions from within the combined Delivery Program 2017-21 and Operational Plan 2019-20.

8. Project Management

Nil

| | |
|-------------------------------|--|
| Prepared by staff member: | Governance and Media Officer |
| TRIM Reference Number: | UINT/20/4036 |
| Approved/Reviewed by Manager: | Executive Manager Corporate Services |
| Department: | Corporate Services |
| Attachments: | Attachment A: 2019-20 Operational Plan Annual Performance Report |



Delivery Program 2017-2021

Operational Plan 2019/2020

Annual Performance Report

About this report

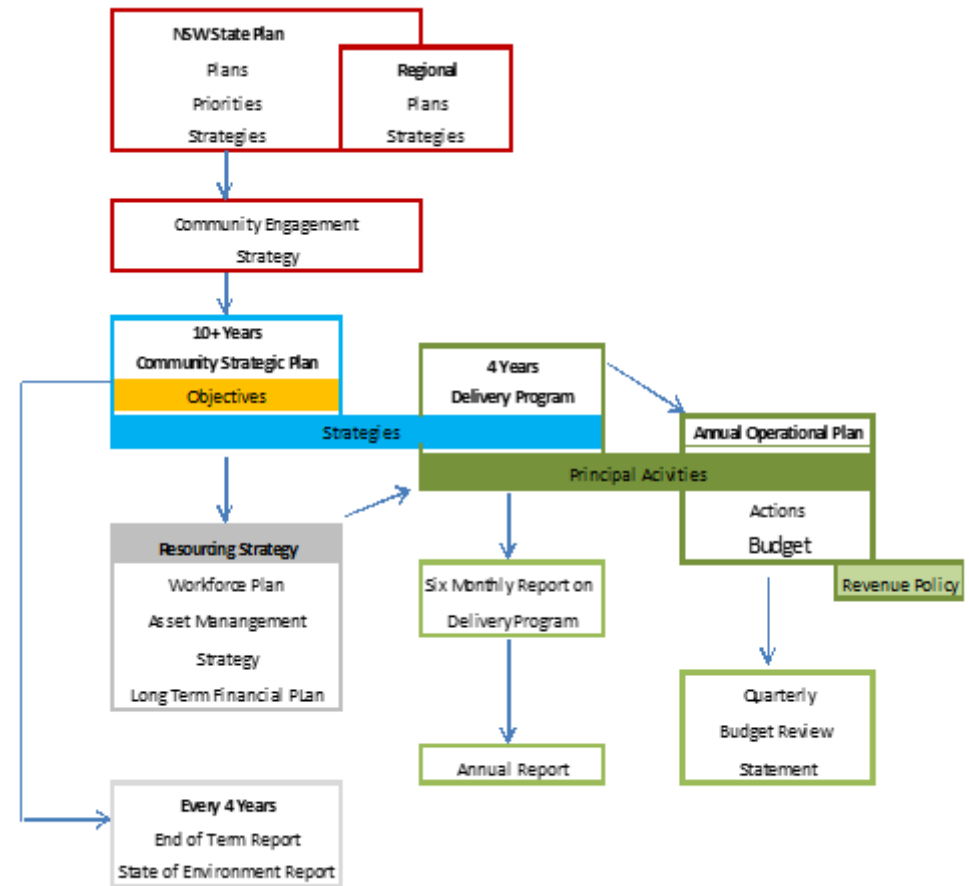
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

Uralla Shire Council adopted its first ever suite of documents within the Integrated Planning framework in 2012. Overarching this suite of interrelated plans is the Community Strategic Plan which identifies the aspirations of the community. This Plan was reviewed and updated in 2015 and 2017.

The Delivery Program is informed by the Community Strategic Plan and prioritises the programs and activities Council will commit to providing during the four year term of the Council. At the beginning of each year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four year Delivery Program.

Council is required to report progress on the Delivery Plan to the community at least every six months. Council intends to report on progress throughout the year on a quarterly basis.

The attached report is a summary of our achievements during the Fourth Quarter of the combined Delivery Program 2017-2021 and Operational Plan 2019/2020 and covers the financial year ending 30 June 2020.



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Measuring our progress

Uralla Shire Council's 2017-2027 Community Strategic Plan centres around four major themes: Our Society, Our Economy, Our Environment, and Our Leadership.

In 2019/2020 Council committed to 205 actions focused on achieving the community's vision within these four themes. Those actions are detailed in the combined Delivery Program 2017-2021 and Operational Plan 2019/2020. In this report, our progress in meeting the community's vision within Council's Delivery Program 2017-2021 and Operational Plan 2019/2020 is illustrated by the following coloured symbols:

- Achieved or on target
- Not on target, being closely managed
- Action cancelled or not able to be achieved in 2019-2020
- Action not yet commenced in this quarter

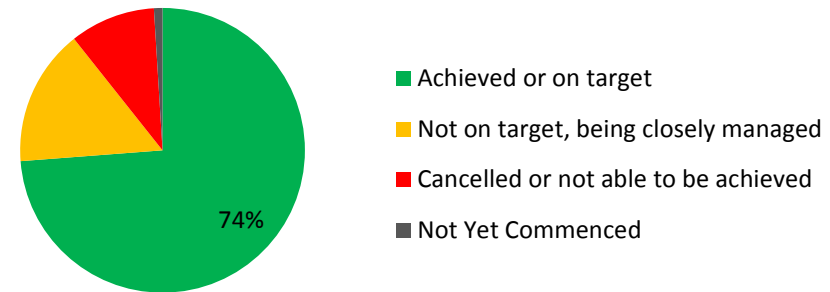
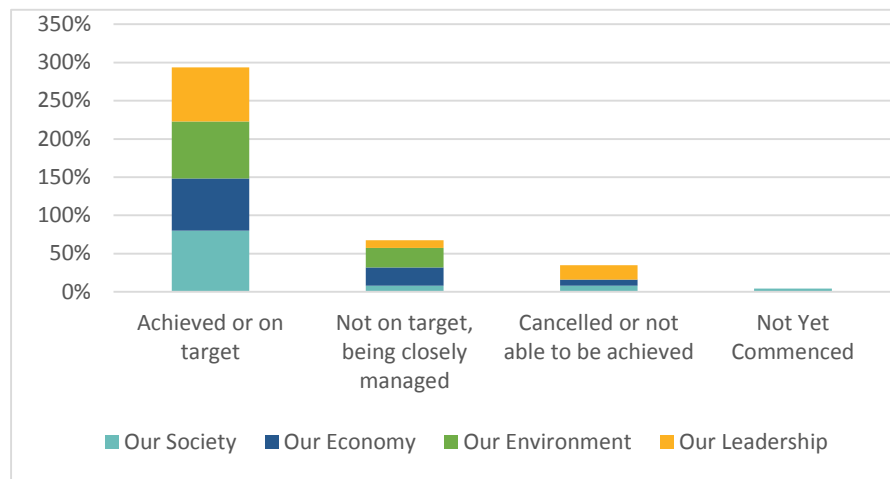
Each of the 205 actions are assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above. The responsibility legend is set out below.

| | | |
|---------|--|------------------------------------|
| • 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 |
| • MCI | Manager Civil Infrastructure | Infrastructure and Development |
| • EMCS | Executive Manager Corporate Services | Corporate Services |
| • CCE | Coordinator Communications and Engagement | Corporate Services |
| • LIB | Librarian | 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 |
| • MMG | Manager McMaugh Gardens Aged Care | McMaugh Gardens Aged Care Services |
| • MCC | Manager Community Care | Community Care Services |

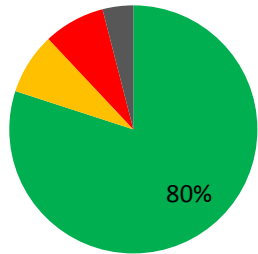
Organisational Performance

Delivery Program – 2019/2020 Annual Action

| Strategic Themes | Achieved or on target | | Not on target, being closely managed | | Cancelled or not able to be achieved | | Not Yet Commenced | |
|------------------|-----------------------|------------|--------------------------------------|------------|--------------------------------------|------------|-------------------|-----------|
| | No. | % | No. | % | No. | % | No. | % |
| Our Society | 40 | 80% | 4 | 8% | 4 | 8% | 2 | 4% |
| Our Economy | 26 | 68% | 9 | 24% | 3 | 8% | 0 | 0% |
| Our Environment | 28 | 72% | 10 | 26% | 1 | 3% | 0 | 0% |
| Our Leadership | 58 | 71% | 9 | 11% | 12 | 15% | 0 | 0% |
| Total | 152 | 74% | 32 | 15% | 20 | 10% | 2 | 1% |



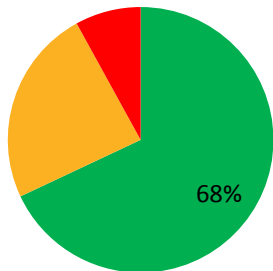
Our Society



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved
- Not Yet Commenced

The Operational Plan 2019-20 contained 50 actions geared towards reaching the Community Strategic Plan goals for ***Our Society***. As at 30 June 2020, 80 per cent of these actions were achieved or on target.

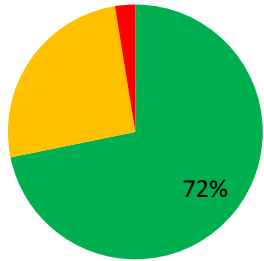
Our Economy



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved
- Not Yet Commenced

The Operational Plan 2019-20 contained 38 actions geared towards reaching the Community Strategic Plan goals for ***Our Economy***. As at 30 June 2020, 68 per cent of these actions were achieved or on target.

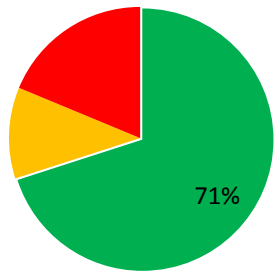
Our Environment



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved
- Not Yet Commenced

The Operational Plan 2019-20 contained 39 actions geared towards reaching the Community Strategic Plan goals for ***Our Environment***. As at 30 June 2020, 72 per cent of these actions were achieved or on target.

Our Leadership



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved
- Not Yet Commenced



The Operational Plan 2019-20 contained 78 actions geared towards reaching the Community Strategic Plan goals for ***Our Leadership***. As at 30 June 2020, 71 per cent of these actions were achieved or on target.

Detailed Performance Report


1: Our Society


1.1: A proud, unique and inviting community

1.1.1: Provide vibrant and welcoming town centre, streets and meeting places




| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|--|---|--|
| 1.1.1.1 Maintain parks, gardens and open spaces | Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces. | EMC | Volunteer maintenance activities Target: Increased Actual: Maintained |  | Volunteer group continues to provide assistance with Mount Mutton bush regeneration tasks once a month. Volunteer group has provided assistance with Mount Mutton bush regeneration each month (except January) in 2019-20. |
| | Undertake annual maintenance program of parks. | MCI | Service levels Target: Maintained Actual: Maintained |  | Clean and disinfect the public toilets under Covid-19 measures. Routine maintenance includes rubbish removal, mowing, watering and trimming. |

1.1.2: Embellish our community with parks, paths, cycleways, facilities and meeting places


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|-------------------------------------|--|---------------------|---|---|--|
| 1.1.2.1 Prepare open space strategy | Engage with the community and key stakeholders in developing the Open Spaces Strategy. | MDP | Engagement program Target: Implemented Actual: Commenced |  | Consultation undertaken. Open Spaces Strategy funding in 20-21 budget for completion. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|---|---|---|
| 1.1.2.1 Prepare open space strategy (continued) | Develop an overarching Open Spaces Strategy with an Action Plan guided by community consultation, and including disability inclusion and access provisions (DIAP 2.5) (2.6) (2.7). | MDP | Strategy and Action Plan Target: Adopted Actual: Pending |  | Not funded for 2019/20. Included in draft 2020/21 budget. |

1.1.3: Respect the heritage of the region and highlight and enhance our unique characteristics

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|-----------------------------------|---|---------------------|--|--|---------------------------|
| 1.1.3.1 Provide cemetery services | Undertake annual maintenance program of all cemeteries. | MCI | Service levels Target: Met Actual: Met |  | General lawn maintenance. |
| | Seek heritage funding to carry out restoration work at Uralla's Old Cemetery. | MCI | Heritage funding application Target: Lodged Actual: Nil |  | No funding identified. |
| | Provide family history information and interment services. | MCI | Services Target: Provided Actual: Provided |  | Ongoing. |


1.1.4: Support, encourage and celebrate community participation and volunteerism

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|--|
| 1.1.4.1 Encourage volunteer participation | Develop a volunteer strategy including an induction and support program to promote participation that encourages involvement by people with a disability (DIAP 3.2). | CCE | Strategy Target: Developed Actual: Pending |  | Not achieved due to Coordinator Communications & Engagement position being vacant for majority of 2019-20. To be undertaken in 2020-21. |


1.2: A safe, active and healthy shire

1.2.1: Provide accessible quality sport and recreation facilities that encourage participation


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|--|
| 1.2.1.1 Maintain community swimming complex, sports and recreation facilities | Undertake the necessary maintenance to enable the operation of the Uralla swimming pool. | MCI | Service levels Target: Maintained Actual: Maintained |  | Necessary maintenance undertaken in addition to the refurbishment works. |
| | Upgrade lining to Uralla swimming pool and provide additional shade through the NSW Stronger Country Communities Fund. | MDP | Upgrades Target: Completed Actual: Completed |  | Complete. Works included internal painting, rendering to external walls of the building, mural (by Uralla Central School graduates), crack repairs and resurfacing of the pool, new shade sails, 2 additional sheltered picnic table arrangements, new BBQ. |
| | Maintain and test pool water quality in compliance with Department of Health guidelines. | MCI | Water quality Target: Compliant Actual: Compliant |  | Ongoing daily testing during operational season. Water quality results compliant. |
| | Implement upgrades to the Uralla Sporting Complex through the Stronger Country Communities Fund. | MDP | Upgrades Target: Completed Actual: Completed |  | Completed. Solar system to be installed Q1 2020/21. Works included renewal of tennis courts 3 and 4, reconstruction and surfacing of courts 5 and 6, roof repairs to squash courts, renewal of court fencing, BBQ with shelter, renewal of synthetic surfaces to cricket pitches. |
| | Undertake the annual maintenance program at sporting fields (DIAP 2.7). | MCI | Service levels Target: Maintained Actual: Maintained |  | The sporting fields were closed in Q4 due to Covid-19 restrictions. Routine maintenance includes mowing and watering. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|--|
| 1.2.1.2 Provide shared footpaths and cycleways | Develop a shared footpath and cycleway plan including disability access provisions in conjunction with the Pedestrian Access and Mobility Plan, subject to RMS funding approval (DIAP 2.6). | DID | Plan Target: Completed Actual: Completed |  | At its Ordinary Meeting of 27th August 2019, Council resolved: That Council adopt the Uralla Pedestrian Access Mobility Plan - August 2019 |


1.2.2: Work with key partners and the community to lobby for adequate health services in our region

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|---|
| 1.2.2.1 Improve access to regional health services | Liaise with medical practitioners to prepare for participation in the 2019-2020 Bush Bursary/CWA Scholarship program. | EMCS | Liaison with medical practices Target: Completed Actual: Completed |  | Medical student attended in January 2020. |





1.2.3: Provide, maintain and develop children's play and recreational facilities that encourage active participation



| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|--|
| 1.2.3.1 Enhance recreational facilities for children | Deliver upgrades to children's recreation facilities throughout the shire through the Stronger Country Communities Fund. | DID | Grant funding Target: Milestones met Actual: Grant funding expended |  | Upgrades across Council's parks and playground facilities through SCCF progressing including dinky track at BMX track and tennis court upgrades. |

1.2.4: Partner with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|-----------------------------------|--|---------------------|--|---|---|
| 1.2.4.1 Preserve community safety | Give support, within Councils area of functional responsibility, to the police, emergency services, and community groups to preserve community safety. | DID | Support Target: Provided Actual: Provided |  | Ongoing. Participation on the Local Emergency Management Committee. Support to RFS during local fires. Support to police for traffic control. Review of safety issues in conjunction with Thunderbolt Festival organisers. |




1.2.5: Provide effective, regulatory, compliance and enforcement services for the community


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|---|---|--|
| 1.2.5.1 Provide effective regulatory, compliance and enforcement services | Carry out food premises inspections to ensure compliance with the Food Act. | MDP | Food premises inspected annually Target: 100% Actual: 0% |  | Unable to be completed due to COVID-19. Will be undertaken in 2020-2021. |
| | Submit annual food premises compliance report. | MDP | Food premises returns submitted Target: Annually Actual: Annually |  | Unable to be completed due to COVID-19. |
| | Issue and serve Orders where necessary under relevant legislation. | MDP | Issued orders are compliant with legislation Target: 100% Actual: 100% |  | Up to date. |
| | Register, licence and inspect onsite sewerage treatment systems. | MDP | Number of inspections undertaken as scheduled Target: 90% Actual: 80% |  | Progressing. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|----------------------|---|---------------------|---|---|---|
| | Administer companion animal registrations, respond to companion animal noise complaints, and impound animals and stray stock as required. | MDP | Respond to companion animal complaints Target: 100% Actual: 100% |  | Up to date. |
| | Finalise and implement a trade waste policy. | MDP | Policy Target: Implemented Actual: Pending |  | Fee structure to be developed and finalised in 2020/21. |



1.3: A diverse and creative culture

1.3.1: Provide enhanced and innovative library services that support and encourage lifelong learning


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|--|---|--|
| 1.3.1.1 Provide library services and programs | Manage the service level agreement with Central Northern Regional Library. | LIB | Service level agreement Target: Compliant Actual: Compliant |  | All requirements have been met. |
| | Attend Central Northern Regional Library committee meetings. | LIB | Committee meetings Target: Attended Actual: Attended |  | Due to COVID concerns, no meeting held in Quarter 4. |
| | Operate the Uralla library service and programs. | LIB | Uralla library open Target: 7 days a week Actual: Closure in line with NSW Health guidelines. |  | Library programming on pause due to COVID. There has been a large increase in requests for house bound deliveries. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---------------------------------------|---------------------|---|---|--|
| 1.3.1.1 Provide library services and programs (continued) | Operate the Bundarra library service. | LIB | Bundarra library operating and resources renewed Target: Quarterly Actual: Quarterly |  | Delivery on hold due to COVID. Bundarra CWA volunteers are all classified as vulnerable and the building does not provide for current NSW Health social distancing requirements. |

1.3.2: Work with the community and other partners to develop major cultural and community events and festivals




| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|--|
| 1.3.2.1 Facilitate the development of a range of community and cultural activities | Coordinate the development of a Uralla Shire event toolkit. | TPOO | Toolkit Target: Completed Actual: Drafted |  | Toolkit drafted and branded. Due to COVID-19, consultation with USC stakeholders has not progressed. |
| | Attend Arts North West regional meetings. | EMCS | Meetings Target: Attended Actual: Attended |  | No meeting held in Q4. Meetings attended as held throughout 2019-20. |

1.3.3: Lobby government, companies and other individuals to secure funding for cultural and creative expression fields






| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|--|---|
| 1.3.3.1 Enhance opportunities for community cultural and creative expression | Coordinate and deliver Councils annual community grants and financial assistance programs. | CCE | Grants program round delivered Target: =2 Actual: 2 |  | Two rounds of Council's Community Grants Program successfully delivered during 2019-20. Six applications from community groups and organisations assessed. No individual applications were received throughout the year. |



1.4: Access to and equity of services

1.4.1: Operate and maintain the McMaugh Gardens Aged Care Facility



| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|--|---|---|
| 1.4.1.1 Operate a residential aged care facility | Manage McMaugh Gardens Aged Care facility in a financially sustainable manner. Identify and plan for impacts of bathroom renovations upon revenues. | MMG | 1.4.1.1.1 Operating result Target: Per plan Actual: Per plan |  | Achieved. Impacts relating to COVID-19 protocols. |
| | | | 1.4.1.1.2 Annual average occupancy at benchmark Target: Achieved Actual: Achieved | | |
| | Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes. | MMG | 1.4.1.1.3 Accreditation Target: Maintained Actual: Maintained |  | Full Accreditation maintained achieving 4 Dot Service Compliance Rating |
| | | | 1.4.1.1.4 Quality audit outcomes Target: Compliant Actual: Compliant | | |
| | Undertake ensuite upgrades in accordance with federal government grant. | MMG | Upgrades Target: Complete Actual: Complete |  | Ensuite upgrades completed |

1.4.2: Provide quality Community Care, Ageing and Disability services


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|--|
| 1.4.2.1 Provide aged and disability services | Manage consumer directed aged and disability services in a financially sustainable manner. | MCC | Net operating surplus Target: Achieved Actual: Achieved |  | Consumer directed services for people who are older and people with a disability have been managed in a financially sustainable manner despite additional resources being required and group support unable to be conducted in the usual way due to COVID. |
| | Manage state and federal funding agreements and grant acquittals for compliance. | MCC | Funding agreements reporting and acquittals Target: Compliant Actual: Compliant |  | Compliance occurred with all funding streams, inclusive of new actions required under Commonwealth regulations due to Covid-19. |
| | Maintain accreditation and satisfactory quality audit outcomes. | MCC | Accreditation Target: Maintained Actual: Maintained |  | Responses have been sent to Aged Care Quality and Safety Commission with no review date yet confirmed. Third Party Verification meeting NDIA requirements for service provision to NDIS participants has been maintained. |
| | Maintain accreditation and satisfactory quality audit outcomes. | MCC | Quality audit outcomes Target: Satisfactory Actual: Satisfactory |  | A Quality Review date has not yet been set, but the team is collating evidence on how the Aged Care Quality Standards are being met and reviewing relevant documentation. A new HCP Agreement reflecting the current Standards was implemented in May. |
| 1.4.2.2 Provide community transport services | Manage community transport services in a financially sustainable manner. | MCC | Net operating surplus Target: Achieved Actual: Achieved |  | Essential transport remained the main focus for the service during the final quarter as social distancing cannot be maintained for group transport outings. |




| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|--|---|--|
| 1.4.2.2 Provide community transport services (continued) | Manage NSW State Government funding agreements and grant acquittals for compliance. | MCC | Funding agreements reporting and acquittals Target: Compliant Actual: Compliant |  | Transport for NSW funding is under budget due to restrictions on group transport during this period. A new Agreement has been signed and returned to extend the current contract for a period of 6 months to 31 December 2020. |
| | Maintain satisfactory service reviews and audit outcomes. | MCC | Audit outcomes Target: Satisfactory Actual: Satisfactory |  | Quality transport services were delivered, however at a lower rate due to COVID-19. |

1.4.3: Create a better understanding within the community of the services and facilities council provides


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|---|
| 1.4.3.1 Promote Council's services and facilities | Coordinate a local government week program to raise awareness of the services provided by Council. | CCE | Program Target: Delivered Actual: Delivered |  | Completed in August 2019. |
| | Prepare and distribute a regular Council newsletter to residents. | CCE | Newsletter published Target: Monthly Actual: Monthly |  | Council newsletter prepared and distributed to residents. Council newsletter distributed every month except January. |

1.4.4: Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities




| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|--|---|---|
| 1.4.4.1 Increase community participation in community and cultural events | Promote Uralla Shire community events through Council's website. | TPOO | Events promoted Target: As requested Actual: As requested |  | Ongoing updates and COVID19 conditions maintenance to Uralla.com. Most events have been cancelled. We continue to contact organisers for updates. New England High Country website is being finalised and will be a landing page for Uralla, broadening our reach. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|---|---|--|
| 1.4.4.1 Increase community participation in community and cultural events (continued) | Seek Youth Week funding and facilitate the coordination of the Youth Week program of activities. | LIB | Funding application Target: Lodged Actual: Lodged/approved |  | Funding for Youth Week lodged and received. |
| | Seek Youth Week funding and facilitate the coordination of the Youth Week program of activities. | LIB | Youth Week activities Target: Delivered Actual: Pending |  | Unable to deliver April 2020 Youth Week activities due to COVID lockdown. Uralla Neighbourhood Centre staff have agreed to a tentative date to deliver activities in September 2020. |
| | Seek National Aboriginal and Islander Day Observance Committee (NAIDOC) funding and coordinate Councils NAIDOC activities in consultation with the Elders. | CCE | NAIDOC activities Target: Delivered Actual: Cancelled |  | Funding was sought and planning for NAIDOC week had commenced, however was cancelled due to COVID-19. |

1.4.5: Lobby government to maintain and improve community and public transport services and infrastructure

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|------------------------------------|--|---------------------|---|---|---|
| 1.4.5.1 Enhance transport services | Advocate, when necessary, for continuing access to Mascot airport at peak times. | GM | Advocate Target: As necessary Actual: As necessary |  | As a consequence of COVID-19, regular flights have been cancelled until further notice. Action is not appropriate at this time. |


1.4.6: Work towards achieving the status of a Disability Friendly community through the provision of accessible and inclusive facilities and services

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|---|
| 1.4.6.1 Develop and implement a range of strategies to improve access and inclusion to council facilities and services | Incorporate principles of inclusion into Councils asset planning and renewal programs (DIAP). | DID | Principles Target: Implemented Actual: Implemented |  | Ongoing. PAMP completed. Support for disability access amenities facilities at the Bundarra Sports and Rec amenities building and grant funding to progress the family and disability access change rooms at the Uralla swimming pool. |
| | Assess and audit disability parking locations, including ramps and kerb access, as part of the Pedestrian Access and Mobility Plan development, subject to RMS funding (DIAP). | DID | Review Target: Progressing Actual: Reviewed |  | Completed. Included in the Uralla Pedestrian Access Mobility Plan (PAMP) adopted by Council. |
| | Operate the Visitor Information Centre. | TPOO | Visitor Information Centre open Target: 7 days a week Actual: 7 days a week |  | Visitor Information Centre operated in line with COVID-19 restrictions. VIC is disability accessible including COVID-19 procedures and has highly rated disability toilets and parking space, with recently repainted signage. The Uralla mobility map is available from the VIC and will be available online via Uralla.com in 2020-21. |



2: Our Economy

2.1: An attractive environment for business, tourism and industry



2.1.1: Promote Uralla Shire and the region as a place to live, work, visit and invest

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|--|---|--|
| 2.1.1.1 Promote Uralla Shire through the Visitor Information Centre | Finalise costs and timeframes for the Visitor Information Centre improvement project. | DID | Estimated project costs and timeframe Target: Established Actual: Established |  | Tender process completed. Additional funding sought from Grants. Construction to commence in 2020/21. |



2.1.2: Promote the Uralla Shire to business and industry and increase recognition of the areas strategic advantages

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|--|
| 2.1.2.1 Improve recognition of Uralla Shire and the region's strategic economic advantages | Commence implementation of the Visitor Information Centre improvement project subject to Council resolution. | DID | Project implementation Target: Commenced Actual: Commenced |  | Design and tender process completed for the refurbishment of the facilities and provision of space and kitchen facilities for "pop up" operators. Design and tender process completed. Construction to commence in 2020/21. |
| | Partner with neighbouring councils to coordinate delivery of the Regional Economic Development Strategy. | EMCS | Sub-regional working group meetings Target: Attended Actual: Not attended |  | No actions taken in 2019-20 due to limited resources. To be undertaken in 2020-21. |

2.1.3: Lobby for government funded infrastructure and services to match business and industry development in the region (education, transport, health)


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|--|
| 2.1.3.1 Enhance infrastructure to support regional education, transport and health development | Lobby government for funding to undertake necessary upgrades to provide HML capacity. | DID | Number of lobbying activities Target: Maintained Actual: Maintained |  | Ongoing. Tolleys Gully Bridge funding received via the Growing Local Economies program. The Lone Pine Bridge over the Gwydir River in Bundarra listed in Roads of Strategic Importance project for the New England Highway. |
| | Develop a list of priority transport infrastructure projects to capitalise on grant funding opportunities. | DID | Priority list Target: Compiled Actual: Compiled for 19/20 projects |  | Transport AMP under review. Condition assessment and roads revaluation completed and informs the Priority transport infrastructure project list and the 2020/21 proposed works program. |

2.1.4: Implement tools to simplify development processes and encourage quality commercial, industrial and residential development




| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|--|---|-------------|
| 2.1.4.1 Process building and development applications | Assess and determine development, construction, and other regulatory applications. | MDP | Applications determined Target: = Statutory timeframes Actual: = Statutory timeframes |  | Up to date. |
| | Construction certificates provided in accordance with legislation. | MDP | Certificates provided Target: = Statutory timeframes Actual: = Statutory timeframes |  | Up to date. |

2.2: Growing and diversified employment, education and tourism opportunities


2.2.1: Provide land use planning that facilitates employment creation

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|--|---|---|
| 2.2.1.1 Optimise land use planning instruments to support employment creating business and industries | Monitor and review Councils Local Environment Plan and other strategic and supporting planning documents. | MDP | LEP and DCP Target: Maintained Actual: Maintained |  | LSPS delayed due to COVID-19. Other instruments up to date. |


2.2.2: Support and encourage existing business and industry to develop and grow

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|---|---|--|
| 2.2.2.1 Encourage business and industry development | Assess and maintain a sufficient supply of residential, lifestyle, agricultural commercial and industrial zoned land. | MDP | Supply and demand review Target: Completed Actual: Completed |  | Sufficient land stock available in all zones. |
| | Determine cost for construction of Stage 1 of the industrial subdivision project in Rowan Avenue, Uralla. | DID | Cost Estimate Target: Complete Actual: Complete |  | Costs for Stage 1 and the complete project determined. Building Better Regions Fund grant application BBRFIIV000192 to assist with the cost of the construction of the subdivision was unsuccessful. |
| | Commence construction of Stage 1 for the Rowan Avenue, Uralla, subdivision, subject to resolution of Council. | DID | Construction of Stage 1 Target: Commenced Actual: Detailed design and specification have been completed. |  | Building Better Regions Fund grant application unsuccessful. Grant funding opportunities that might realise this project to be sought going forward. Detailed design and specification have been completed. |

2.2.3: Support the attraction of new businesses, including sustainable employment generating projects






| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|---|---|----------|
| 2.2.3.1 Provide information to support new and existing business operators | Provide consultation with potential new business operators and pre-development application assistance. | MDP | Consultation and assistance activities Target: Documented Actual: Provided |  | Ongoing. |

2.2.4: Partner with neighbouring Councils to effectively market the unique natural characteristics and diverse tourism opportunities available within Uralla Shire and New England region



| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|--|
| 2.2.4.1 Promote Uralla Shire and the region as a tourism destination | Collaborate with other councils and tourism bodies to promote the region with a Uralla Shire focus. | TPOO | Promotional activity Target: = 2 Actual: = 2 |  | Promotion via New England High Country & Emprise partnership offers much wider exposure for Uralla Shire. The NEHC website to be launched in 2020-21 and will be a landing page for Uralla attractions and services. A new regional guide is being completed. |

2.3: A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained



2.3.1: Provide an effective road network that balances asset conditions with available resources and asset utilisation

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|---|
| 2.3.1.1 Deliver road and drainage maintenance services and capital works programs | Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points | MCI | Percentage of program completed Target: 90% Actual: 100% |  | Complete capital works program 2019-20. Routine maintenance includes tar patching, linemarking, roadside mowing. |
| | Seek funding for transport infrastructure expansion projects. | MCI | Number of funding applications Target: Maintained Actual: Maintained |  | Successful application under the Fixing Local Roads for Hawthorne Drive. Submitted application for Fixing Country Roads and Active Transport (Bike track). |
| | Deliver unsealed roads grading program in line with established service levels and intervention points per Transportation Asset Management Plan. | MCI | Percentage of program completed Target: 90% Actual: 90% |  | Grading program frequency impacted by drought. Road conditions required less maintenance due to drought. |
| | Deliver unsealed roads re-sheeting program in line with established service levels per Transportation Asset Management Plan. | MCI | Percentage of program completed Target: 90% Actual: 100% |  | Complete re-sheeting of Barraba Road, Dorley Lane and Baker Lane. Pavement renewal for Mt Mitchell Road and ultimate sealing. |
| | Inspect all bridges and carry out the required maintenance programs. | MCI | Percentage of program completed Target: 90% Actual: >90% |  | Commenced bridge maintenance per HML condition assessment. Reinstated rock batter at bridge embankment on Tea Tree Gully. |


2.3.2: Maintain, review and replace Council bridges and culverts as required

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|---|---|--|
| 2.3.2.1 Deliver bridge and culvert maintenance services and capital works programs | Deliver sealed roads capital renewal program per Transportation Asset Management Plan. | MCI | Percentage of program completed Target: 90% Actual: 100% |  | Completed. |
| | Deliver bridge and culvert capital works program per Transportation Asset Management Plan. | MCI | Percentage of program completed Target: 90% Actual: 100% |  | Completed Myall Swamp Bridge widening on Bingara Road. Completed Rowan Ave stormwater drainage. |


2.3.3: Ensure road network supporting assets (signs, posts, lighting, guardrails, etc.) are maintained adequately and renewed as scheduled

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|--|--|--|
| 2.3.3.1 Deliver roads, lighting, signs, guard rail, and posts maintenance and renewal program | Deliver unsealed road network supporting infrastructure replacement program. | MCI | Percentage of program completed Target: 90% Actual: 90% |  | Replaced damaged and missing signs and guideposts. |
| | Renew and maintain lighting, signs, posts, and guard rail assets as necessary. | MCI | As necessary Target: Completed Actual: Completed |  | Replaced damaged and missing signs and guideposts. Replaced damaged safety barrier. Street lighting upgraded to LED lighting |


2.3.4: Provide a network of town and village streets that balances asset conditions with available resources and asset utilisation

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|---|
| 2.3.4.1 Deliver town and village streets maintenance services and capital works programs | Deliver town streets maintenance and resealing programs per Transportation Asset Management Plan. | MCI | Percentage of program completed Target: 90% Actual: 100% |  | Complete asphalt overlay and resealing program. |


2.3.5: Maintain existing and cycling networks across the region

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|---|---|---|
| 2.3.5.1 Deliver walkways and cycle ways maintenance services and capital works programs | Inspect footpaths and deliver maintenance and repair program. | MCI | Percentage of program completed Target: 90% Actual: 100% |  | Completed footpath construction in Bundarra and shared footpath/cycleway in Uralla. Conducted trip hazards inspection and maintenance. |


2.3.6: Facilitate the enhancement and expansions of accessible walking and cycle networks where strategically identified and interconnect them with other transport and recreation facilities

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|---|---|--|
| 2.3.6.1 Expand the Shire's integrated and accessible cycle ways and walkways network | Seek funding from Roads and Maritime Services to extend Maitland Ave shared pedestrian/cycleway. | MCI | Funding applications Target: Submitted Actual: Submitted |  | Application submitted for another 165m along Plane Avenue. |

2.3.7: Implement and maintain developer contribution plans


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|---|---|---|
| 2.3.7.1 Develop section 94 and section 64 contribution framework | Develop Section 64 contribution plans for consideration. | MDP | Plan Target: Completed Actual: Pending |  | Section 7.12 plan provided to draft status. Budget required for development of other plans. Included in 20/21 budget. |

2.3.8: Provide the required public infrastructure and work with key partners to expand the provision of cost effective public transport




| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|--|
| 2.3.8.1 Enhance Council's public transport infrastructure | Develop a renewal and maintenance program for Council bus stops. | MCI | Service levels Target: Developed Actual: Pending |  | Condition assessment and asset register completed. |






2.4: Communities that are well serviced with essential infrastructure

2.4.1: Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|--|
| 2.4.1.1 Provide public amenities for residents and visitors | Deliver maintenance and renewal programs for public amenities per Buildings Asset Management Plan. | DID | Service levels Target: Maintained Actual: Maintained |  | Backlog largely addressed due to grant funding. Amenities refurbishments undertaken for the BMX track toilet block and the Hampden Park toilet block. |

2.4.2: Implement Council's strategic asset management plan and continue to develop asset systems, plans and practices for infrastructure assets to minimise whole of life costs


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|--|
| 2.4.2.1 Develop and implement asset management plans | Prepare an overarching asset management policy and strategy. | DID | Draft Target: Completed Actual: Pending |  | Under development. The development of these documents was impacted by resource availability and competing priorities in delivering grant funded projects. To be further progressed in 2020/21. |
| | Review and update the Plant Asset Management Plan. | DID | Plan update Target: Completed Actual: Pending |  | Plant replacement schedule under continual review. Plant Asset Management Plan review not completed. |
| | Review and update the Buildings Asset Management Plan, including service levels. | DID | Plan update Target: Finalised Actual: Pending |  | Works to upgrade Council buildings have been achieved. These have been driven by grant funding opportunities rather than the Buildings Asset Management Plan. Building Asset management Plan review to be rescheduled for 2020/21. Upgrades to Council buildings include, McMaugh Gardens ensuite upgrades, Uralla Memorial Hall refurbishments, Sports Complex refurbishments to the squash courts and tennis clubhouse. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|--|--|---|
| 2.4.2.1 Develop and implement asset management plans (continued) | Review and update the Transport Asset Management Plan. | DID | Review Target: Completed Actual: Commenced |  | Condition assessment and roads revaluation completed and informs the Priority transport infrastructure project list and the 20/21 proposed works program. Review to be finalised in 2020/21. |
| | Incorporate Council cemeteries into the Parks and Open Spaces Asset Management Plan. | DID | Plan Target: Completed Actual: Pending |  | Parks and Open Spaces Asset Management Plan not yet developed. |
| | Review and update the Sewer Asset Management Plan. | MWWSS | Plan update Target: Completed Actual: Commenced |  | AMP draft documents under review. Scheduled for completion in 2020/21 |
| | Review and update the Water Supply Asset Management Plan. | MWWSS | Plan update Target: Completed Actual: Commenced |  | AMP draft documents under review. Scheduled for completion in 2020/21 |
| | Implement the Stormwater Drainage Asset Management Plan. | DID | Plan update Target: Completed Actual: Pending |  | Not progressed. |

2.4.3: Provide the infrastructure to embellish public spaces, recreation areas and parkland areas

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|-----------------------------------|---------------------|---|---|--|
| 2.4.3.1 Provide connectivity to public spaces | Connect footpaths and cycle ways. | MCI | Connectivity Target: Improved Actual: Improved |  | Seeking funding for continuation of shared footpath and cycle way along Plane Avenue to ultimately connect to the sports complex. Footpath strategy developed as part of the Pedestrian Access and Mobility Plan. |


2.4.4: Ensure adequate public car parking and kerb and gutter infrastructure is provided, maintained and renewed

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|--|
| 2.4.4.1 Maintain kerb and guttering to established service levels | Inspect all kerb and gutter and undertake the required repair and replacement program. | MCI | Program delivered Target: >90% Actual: >90% |  | Completed kerb and gutter construction along King Street and Everett Street. |


3: Our Environment

3.1: To preserve, protect and renew our beautiful natural environment



3.1.1: Record and promote the region's heritage in partnership with the community



| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|---|
| 3.1.1.1 Preserve Uralla Shire's heritage | Progressively implement the recommended actions from the Heritage Strategy. | MDP | Strategy actions Target: Implemented Actual: Pending |  | Progressing subject to resource availability. |

3.1.2: Protect the Shire's historic buildings and sites, recognising their value to the community



| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|---|
| 3.1.2.1 Provide heritage services and support | Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund. | MDP | Number of service activities Target: Maintained Actual: Maintained Heritage Advisory service. Local Heritage Assistance Fund not funded. |  | Heritage Advisory Service provided except for during COVID-19 restrictions. Heritage Advisory Service provided except for during COVID-19 restrictions. No current funding for Local Heritage Assistance Fund. |

3.1.3: Protect and maintain a healthy catchment and waterways

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|---|---|---|
| 3.1.3.1 Maintain compliant catchment and waterways management | Undertake annual maintenance program for Councils gross pollutant traps. | MCI | As necessary Target: Maintained Actual: Maintained |  | Maintenance on-going as required. |
| | Continue to Implement the actions for the Wooldridge fossicking area management plan. | EMC | Implementation Target: Commenced Actual: Commenced |  | Work Plan targets for 2019-20 work plan have been met with some modifications due to the drought impacts. |


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|---|
| 3.1.3.1 Maintain compliant catchment and waterways management (continued) | Review Kentucky Creek Dam Safety Plan. | MWWSS | Plan Target: Reviewed Actual: Reviewed |  | Draft report complete and under review. |
| | Maintain compliance with Environmental Protection Licence requirements for the Uralla landfill, sewer and water treatment plants. | MWWSS | Testing regime Target: Compliant Actual: Compliant |  | Ongoing. |

3.1.4: Raise community awareness of environmental and biodiversity issues


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|--|
| 3.1.4.1 Provide bush generation activities and information | Continue to review and implement the Bush Regeneration Strategy and Action Plan. | EMC | Implementation Target: Commenced Actual: Commenced |  | Field days, media and communication on environmental issues has been provided to the community. |
| | Continue to review and Implement the Environmental Sustainability Action Plan priorities. | EMC | Implementation of priorities Target: Commenced Actual: Commenced |  | Sustainability targets as per Environmental Sustainability Action Plan have generally been achieved or exceeded. |

3.2: Maintain a healthy balance between development and the environment


3.2.1: Retain open space and greenbelts that are accessible to everyone

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|--|---|----------|
| 3.2.1.1 Preserve sensitive greenbelt lands | Review and monitor vegetation and environmental protection measures for sensitive land. | MDP | LEP and DCP Target: Maintained Actual: Maintained |  | Ongoing. |

3.2.2: Educate the community about sustainable practices in the home, at work and in public places



| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|---|---|---|
| 3.2.2.1 Raise community awareness of sustainability practices | Collaborate and partner with the Uralla ZNET. | EMC | Number of awareness programs Target: Maintained Actual: Maintained |  | Regular meetings and consultation with ZNET have been undertaken. |




3.2.3: Ensure that Uralla Shire is sufficiently prepared to deal with natural disasters including bushfires, major storms and flood events

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|--|---|--|
| 3.2.3.1 Collaborate with service providers to be emergency response ready | Participate in natural disaster mitigation and provide local emergency management officer. | DID | Number of mitigation activities Target: Maintained Actual: Maintained |  | Ongoing. Ongoing participation on the New England Local Emergency Management Committee (NELMC). Mayor Pearce is the Chair of the NELMC and the Director Infrastructure and Development is the nominated local emergency management officer. |




3.3: Reuse, recycle and reduce wastage

3.3.1: Promoting recycling, reusing and providing regular and efficient waste and recycling services



| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|---|---|----------|
| 3.3.1.1 Provide waste removal and recycling services within the Shire | Provide general waste collection services to the defined service areas. | MWWSS | Service levels Target: Maintained Actual: Maintained |  | Ongoing. |
| | Provide recycling waste collection services to the defined service areas. | MWWSS | Service levels Target: Maintained Actual: Maintained |  | Ongoing. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|--|
| 3.3.1.1 Provide waste removal and recycling services within the Shire (continued) | Continue operations evaluation and begin community consultation regarding future operation of the Bundarra Landfill site. | MWWSS | Evaluation Target: Progressing Actual: Progressing |  | Bundarra landfill assessment consultancy prepared to final draft. Under review |
| | Develop a Waste Services Asset Management Plan | MWWSS | Plan Target: Complete Actual: Commenced |  | Draft asset management plans under review. |
| | Undertake a review of Councils waste management operating and service delivery environment. | MWWSS | Review Target: Complete Actual: Progressing |  | Waste Management consultancy prepared to final draft. Under review. |


3.3.2: Providing education to the community on ways to minimise the waste produced by households

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|---|---|--|
| 3.3.2.1 Improve community awareness of recycling and waste minimisation | Support the Northern Inland Regional Waste Community Recycling Centre Regional Communication and Education Plan | MWWSS | Program Target: Delivered Actual: Delivered |  | Ongoing. |
| | Offer schools access to Council-supported participation in waste education programs | MWWSS | School participants Target: 3 Actual: 0 |  | Educational programs delivered by NIRW included EnviroMentors school education program, Waste 2 Art, Boomerang Bags, Inspire Us photography competition, Waste Warriors Expo, Frog Dreaming, Amazing EnviroRace and Clean Up Australia Day. No school programs undertaken in 19/20. |
| | Operate the Uralla Community Recycling Centre | MWWSS | Service levels Target: Maintained Actual: Maintained |  | Ongoing. |



3.3.3: Implementing initiatives to reduce illegal dumping and providing community education to prevent litter

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|----------------------------------|---|---------------------|--|---|--|
| 3.3.3.1 Promote litter reduction | Continue to participate in the Northern Inland Regional Waste Litter Implementation Plan. | MWWSS | Program Target: Delivered Actual: Delivered |  | Ongoing. |
| | Review the NSW Illegal Dumping Strategy for participation and implementation opportunities. | MWWSS | Strategy Target: Reviewed Actual: Commenced |  | Further work required to complete Illegal dumping Grant submissions. |

3.3.4: Identifying and implementing water conservation and sustainable water usage practices in Council operations






| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--------------------------------|---|---------------------|--|---|---------------------------------|
| 3.3.4.1 Minimise water wastage | Review council water consumption for major council facilities against historical records. | DID | Inspections Target: Completed Actual: Pending |  | Data received and under review. |



3.3.5: Identifying technologies in Council facilities, infrastructure and service delivery to reduce our ecological footprint

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|--|
| 3.3.5.1 Reduce Council's environmental footprint | Partner with ZNET to deliver the Elephants in the Woodlands project. | EMC | Participation at meetings Target: = 4 Actual: 1 |  | Ongoing. Only one progress meeting held. Regular updates and reporting to be delivered via ZNET project administration officer. |
| | Update and implement criteria to assess environmental management in infrastructure projects. | EMC | Criteria implementation Target: Commenced Actual: Commenced |  | Changes in statutory requirements have been integrated into Council reporting templates and procedures. Adjustments to reporting templates and procedures have been made as required. |




3.4: Secure sustainable and environmentally sound water-cycle infrastructure and services



3.4.1: Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|------------------------------|--|---------------------|--|---|---|
| 3.4.1.1 Provide water supply | Deliver Uralla and Bundarra water supply in compliance with the Drinking Water Quality Management Plan. | MWWSS | Compliance Target: Achieved Actual: Achieved |  | Compliance achieved. The drought impacted water quality in both supplies in terms of storage and water quality. The arsenic threat in the Uralla water supply has been mitigated by rains diluting the concentration and changes to the treatment processes. |
| | Work with landholders to improve protection of Kentucky Creek and Taylors Pond drinking water storages. | MWWSS | Improvement initiatives Target: Implemented Actual: Implemented |  | Ongoing. Fence repairs undertaken for Kentucky Creek Dam. |
| | Progress the investigations for the augmentations of the Bundarra and Uralla water supplies to increase yield, as identified in the Yield Study. | MWWSS | Review Target: Completed Actual: Pending |  | Pending approval from Integrated Water Cycle Management funding. |
| | Continue annual water main replacement program. | MWWSS | Program Target: Continued Actual: Continued |  | No scheduled pipe replacement for 2019/20. Repairs continuing as required. Renewal program to be developed based on condition and failure history. |
| | Renew filter media at the Uralla water treatment plant. | MWWSS | Renewal Target: Completed Actual: Completed |  | Filter repairs and media renewals complete. Sand media replaced with granular activated carbon to assist in arsenic removal and taste improvements. |




| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|---|
| 3.4.1.1 Provide water supply (continued) | Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes. | MWWSS | Improvements Target: Completed Actual: Commenced |  | Work still progressing to implement recommendations. |
| | | RMSO | Improvements Target: Completed Actual: Commenced |  | <p>Liaising with managers and supervisors on future WHS requirements. Managers and supervisors have attended contractor management workshops.</p> <p>To be undertaken in the next six months of 2020/21. Hazard inspections have been re-implemented, and will be included in the overall risk management system.</p> |

3.4.2: Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|-----------------------------------|--|---------------------|--|---|---|
| 3.4.2.1 Provide sewerage services | Operate the Uralla sewer treatment plant in an efficient and effective manner. | MWWSS | Licence compliance Target: Met Actual: Met |  | Ongoing. |
| | Maintain and renew the sewer infrastructure network in-line with established programs. | MWWSS | Service levels Target: Met Actual: Met |  | Ongoing. |
| | Seek additional government funding to progress Bundarra sewerage scheme. | MWWSS | Additional funding Target: Secured Actual: Approved |  | <p>Funding approved Q3.</p> <p>Funding Deed expected to be finalised in Q1 2020/21.</p> |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|---|
| 3.4.2.1 Provide sewerage services (continued) | Implement the recommended work place health and safety improvements to the Uralla sewerage scheme. | MWWSS | Improvements Target: Completed Actual: Commenced |  | Progressing. |
| | | RMSO | Improvements Target: Completed Actual: Commenced |  | Water alert has been the priority. Supervisors attended contractor management workshops. To be undertaken in the next six months 2020/21. Hazard inspections have been re-implemented, and will be included in the overall risk management system. |



3.4.3: Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed




| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|---|
| 3.4.3.1 Provide stormwater and drainage infrastructure | Maintain and renew stormwater and drainage infrastructure. | MCI | Maintenance program Target: Met Actual: Met |  | Maintain, replace and renewal of stormwater drainage during road construction includes Leece Road rehabilitation works. |
| | Develop a stormwater asset management plan for the urban stormwater network. | DID | Plan Target: Complete Actual: Pending |  | Not progressed. Rowan Avenue stormwater construction works completed. |
| | Undertake stormwater augmentation works to Rowan Avenue, near Plane Ave, Uralla. | MCI | Works Target: Completed Actual: Completed |  | Complete Rowan Avenue's stormwater drainage construction in June 2020. |

4: Our Leadership



4.1: A strong, accountable and representative Council

4.1.1: Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program and Operational Plan







| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|--|---|
| 4.1.1.1 Deliver integrated strategic planning and reporting requirements | Continue to develop and adjust the Resourcing Strategy in support of the 4-year Delivery Program. The resourcing strategy consists of the: <ul style="list-style-type: none"> Asset Management Strategy Workforce Management Plan Long Term Financial Plan | DID | Resourcing strategy Target: Monitored and updated Actual: Commenced |  | Further development of the Asset Management Strategy and Workforce Management Plan required. |
| | | CFO | Resourcing strategy Target: Monitored and updated Actual: Updated and presented to Council |  | Draft budget developed and presented to Council for adoption. Incorporates all approved asset management plans and the workforce management plan. |
| | | MHR | Resourcing strategy Target: Monitored and updated Actual: Under review |  | Workforce Management Plan under review. |


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|--|---|--|
| 4.1.1.1 Deliver integrated strategic planning and reporting requirements (continued) | Develop and monitor the annual Operational Plan, including Budget. | EMCS | Plan adopted Target: 30 June Actual: 28 July |  | Draft Operational Plan and Budget presented to 23 June Ordinary Meeting for public exhibition. Timeframes are consistent with Office of Local Government's amended statutory requirements due to COVID-19. |
| | | | Progress reported Target: =>6 monthly Actual: Quarterly |  | Fourth Quarter Progress Report presented to August 2020 Ordinary Meeting of Council. |
| | Coordinate and produce the Annual Report. | EMCS | Report adopted and provided to the Office of Local Government Target: 30 November Actual: 17 December |  | Completed and lodged with the Office of Local Government. |

4.1.2: Engage with the community effectively and use community input to inform decision making


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|---|
| 4.1.2.1 Incorporate inclusive community consultation and stakeholder engagement in Council decision making | Facilitate the delivery of community presentations to Council. | SEO | Eligible community presentations to Council Target: Facilitated Actual: Facilitated |  | All community presentations to Council facilitated. |
| | Conduct Councillors community engagement events. | CCE | Number of councillor community engagement activities Target: = 3 Actual: 1 |  | One community engagement event conducted during 2019-20. Additional engagement events not conducted due to COVID-19 restrictions. |

4.1.3: Provide open, accountable and transparent decision making for the community




| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|---|
| 4.1.3.1 Implement and maintain a transparent and accountable decision making framework | Review and update the agency information guide. | EMCS | Update Target: Completed Actual: Completed |  | Agency Information Guide 2020 adopted at February Ordinary Meeting. |
| | Coordinate the publication of identified open access information to the website. | CTI | Identified open access information published Target: =>50% Actual: >50% |  | Completed. |
| | Publish the formal Access to Information disclosure log to the new website. | CTI | Information disclosure log updated and published Target: every 45 days Actual: As necessary |  | Completed and maintained. |
| | Maintain the register of government contracts over \$20,000 and publish to the website. | EMCS | Register of government contracts published to the website Target: Every 20 days Actual: As necessary |  | Contracts Register maintained and published to Council website. |
| | Priority statutory and corporate policies and codes reviewed and updated as part of a broader policy register review program. | EMCS | Implementation milestones Target: Progressing Actual: Progressing |  | COVID has been the priority. Priority review undertaken. |
| | Business papers and minutes are distributed to Councillors and published to the community within agreed service levels. | SEO | Three days prior to meeting Target: Met Actual: Met |  | Service levels and statutory requirements met. |



| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|--|---|--|
| 4.1.3.1 Implement and maintain a transparent and accountable decision making framework (continued) | Council ordinary and extraordinary meetings are conducted and open to the public. | GM | Adopted schedule of meeting Target: Conducted Actual: Conducted |  | Due to the COVID-19 Public Health Order, April and May Ordinary Meetings were conducted via video and live-streamed to the public. |

4.1.4: Provide strong representation for the community at the region, state and federal levels

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|---|---|---|
| 4.1.4.1 Maintain effective partnerships and advocacy activities | Advocate the needs of the shire to State and Federal Governments through regional joint organisations of council. | GM | As necessary advocacy activities Target: Maintained Actual: Maintained |  | New England Joint Organisation meetings attended and advocacy maintained. |




4.1.5: Undertake the civic duties of Council with the highest degree of professionalism and ethics


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|--|---|---|
| 4.1.5.1 Implement and manage Council's integrity system | Maintain Public Interest Disclosure, Conflict of Interest, Related Party Disclosures and Code of Conduct Complaints Registers in accordance with legislative requirements. | EMCS | Registers Target: Maintained Actual: Maintained |  | Registers being maintained. |
| | Coordinate Public Interest Disclosures and Code of Conduct complaints in accordance with legislation, policy, and procedures. | EMCS | Reporting Target: Compliant Actual: Compliant |  | Compliant with legislative requirements and Council policies. |
| | Publish a register of pecuniary and non-pecuniary interests disclosures to councils website in accordance with Government Information (Public Access) Act guidelines. | EMCS | Interests disclosure log updated and published Target: every 45 days Actual: As necessary |  | Register published and maintained. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|---|
| 4.1.5.1 Implement and manage Council's integrity system (continued) | Implement the Office of Local Governments Local Government Act reform program. | EMCS | New legislation implementation Target: Progressing Actual: Progressed |  | Improvements and process changes implemented as received from the Office of Local Government. |
| | Implement the Fraud and Corruption Control Strategy. | EMCS | Implementation milestones Target: Progressing Actual: Progressing |  | Strategy milestones progressing. Priorities to be reviewed and continuing work to be undertaken in 2020-21. |

4.2: An effective and efficient organisation







4.2.1: Provide a range of services that meet benchmarks determined with the community, having regard to quality and cost






| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|--|
| 4.2.1.1 Improve the cost effectiveness and efficiency of community service provision | Complete 2 Infrastructure and Development service level reviews. | DID | 2 service level reviews Target: Completed Actual: Completed |  | Landfill operations, kerbside collection and greenwaste operations including service levels reviewed. To be reported to Council Q1 2020/21. |
| | Complete 2 Aged and Community Care service level reviews. | MMG | Aged Care service level review Target: Completed Actual: Cancelled |  | The Executive Manager of Aged and Community Care position to which the action was assigned was not filled. |
| | Complete 2 Aged and Community Care service level reviews. | MCC | Community Care service level review Target: Completed Actual: Cancelled |  | The Executive Manager of Aged and Community Care position to which the action was assigned was not filled. |







| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|------------------------|
| 4.2.1.1 Improve the cost effectiveness and efficiency of community service provision (continued) | Complete 2 Corporate Services service level reviews. | EMCS | 2 service level reviews Target: Completed Actual: Completed |  | Two reviews completed. |







4.2.2: Operate in a financially responsible and sustainable manner





| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|--|---|--|
| 4.2.2.1 Maintain and control financial system and improve long term financial sustainability | Review and revise the 10-year Long Term Financial Plan. | CFO | Reviewed and adopted Target: Annually Actual: Completed and presented to Council |  | LTFP revised using new LG Solutions software. |
| | Subject to resolution of Council, make an application for a special rate variation (SRV) in accordance with the Independent Pricing and Regulatory Tribunal criteria (FFTF). | CFO | Special rate variation application Target: Lodged Actual: Not required |  | No resolution of Council in relation to an SRV has yet been passed and consequently, no application has been lodged. |
| | Complete and report quarterly budget review statements. | CFO | Budget review reported Target: Quarterly Actual: Reported Quarterly |  | Quarterly budget review statements continue to be completed on a timely basis. |
| | Ensure adequate and effective internal controls are in place for all financial management functions and implement procurement and financial control recommendations adopted by the Audit, Risk and Improvement Committee. | CFO | Internal audit actions for financial controls Target: Implemented Actual: Implemented |  | Effective internal controls are maintained and recommendations from ARIC have been adopted in a timely manner. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|--|
| 4.2.2.1 Maintain and control financial system and improve long term financial sustainability (continued) | Maximise return on investment within the risk parameters provided by the USC Investments Policy 2019. | CFO | Investment returns Target: Appropriate for risk Actual: Appropriate for risk |  | Council continues to maximize returns on investments within the parameters provided by Council's Investment Policy. |
| | Model and adopt rate structures to maximize equity across the Council area and between categories. | CFO | Rate structure review Target: Completed Actual: Completed |  | Rate structures outlined in the 2021 Operational Plan are to be adopted at the July 2020 meeting. |
| | Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts. | CFO | Outstanding debts Target: =<6.5% Actual: = 9.17% |  | New policies on Hardship and Debt Collection prescribe ways for Council to collect rates and charges in line with payment requirements. However, outstanding rates and charges have risen above the target band necessitating closer scrutiny. |
| | Develop a Procurement Policy. | CFO | Policy Target: Developed Actual: Adopted |  | A Procurement Policy has been adopted by Council. |
| | Implement a procurement guideline and toolkit. | CFO | Guidelines and toolkit Target: Implemented Actual: Developed and in trial |  | The procurement guideline and toolkit have been developed and are currently being implemented. |
| | Identify strategies to achieve annual expenditure reduction – (FFTF). | CFO | Expenditure reduction opportunities Target: Proposed Actual: Reviewed and implemented where applicable |  | A review of expenditure was undertaken in developing the 2020 budget and any reduction opportunities were built into relevant line items. Other proposals have been presented to the Budget Review and Finance Committee for consideration. |


| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|---|---|--|
| 4.2.2.1 Maintain and control financial system and improve long term financial sustainability (continued) | Review all fees and charges for full cost recovery where appropriate – (FFTF). | CFO | Review Target: Completed Actual: Completed |  | All fees and charges for 2020-21 have been reviewed as part of the adoption of the Draft 2021 Operational Plan. |
| | Review asset valuations and depreciation methodology for all asset classes. | CFO | Roads Target: Completed Actual: Completed |  | A complete revaluation of roads, footpaths, stormwater drainage and bridges has been completed with results and reports provided to the Audit Office for review. Results of the revaluation will be incorporated into the 2020 financial statements. |
| | Update Councils borrowing policy and capital expenditure guidelines. | CFO | Review Target: Completed Actual: Progressing |  | A draft capital expenditure guideline has been developed but further work is required before this can be presented to the Audit Risk and Improvement Committee. |
| | Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF). | CFO | Asset maintenance backlog Target: Determined Actual: Reviewed ready for Financial Statement update |  | Information from the current revaluation of transport infrastructure, together with data from previous revaluations will allow Council to include a clearer picture of the estimated asset backlog in the 2020 financial statements. |
| | | DID | Asset maintenance backlog Target: Determined Actual: Reviewed |  | Ongoing - based on available information. |



| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|---|
| 4.2.2.2 Develop and implement business plans for all business areas | Finalise a draft business plan for McMaugh Gardens (PBPR). | MMG | Plan Target: Developed Actual: Completed |  | Business Plan completed in consultation with StewartBrown |
| | Finalise a draft business plan for Tablelands Community Support. | MCC | Plan Target: Developed Actual: Pending |  | Not achievable in 2019-20. This action has been relisted in next year's operational plan. This will allow us to get input from the new General Manager as to which of the Stewart Brown recommendations are included. |
| | Finalise a draft business plan for Tablelands Community Transport. | MCC | Plan Target: Developed Actual: Pending |  | Not achievable in 2019-20. Due to the unique position with COVID -19 and the inability to recruit the Community Transport Coordinator, the final draft will not be completed until June 2021. |
| | Finalise a draft waste management services business plan (FFTF). | MWWSS | Plan Target: Developed Actual: Commenced |  | Recommendations under review. |
| | Finalise a draft water supply business plan (PBPR). | MWWSS | Plan Target: Developed Actual: Commenced |  | Documents under review. |
| | Finalise a draft sewer business plan. | MWWSS | Plan Target: Developed Actual: Commenced |  | Draft documents under review. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|--|---|---|
| 4.2.2.2 Develop and implement business plans for all business areas (continued) | Finalise a draft business plan for caravan parks. | DID | Plan Target: Developed Actual: Pending |  | No progress on developing the business plan for caravan parks. |
| 4.2.2.3 Maximise grant and funding partnership opportunities | Identify and seek grant funding opportunities for Infrastructure and Development projects or services. | DID | Number of grant funding opportunities pursued Target: Maintained Actual: Maintained |  | Ongoing. Submissions lodged for REPAIR, Stronger Country Community, Safer Roads, Growing Local Economies, Safe and Secure Water, Drought Communities and Drought Stimulus, and Building Better Regions Grant Funding programs. |
| | Identify and seek grant funding and partnership opportunities for Aged and Community Care projects or services. | MMG | Number of grant funding opportunities pursued Target: Maintained Actual: Cancelled |  | Cancelled as the Executive Manager of Aged and Community Care position to which the action was assigned was not filled. |
| | Identify and seek grant funding and partnership opportunities for Aged and Community Care projects or services. | MCC | Number of grant funding opportunities pursued Target: Maintained Actual: Cancelled |  | Cancelled as the Executive Manager of Aged and Community Care position to which the action was assigned was not filled. |
| 4.2.2.4 Achieve efficiency gains for internal services with a program of continuous improvement | Complete implementation of the Virtuous Circle Project to improve organisational capacity and effectiveness. | EMCS | Project milestones Target: Complete Actual: Complete |  | Implementation completed. |
| | Undertake process reviews of identified Corporate Services priorities. | EMCS | Number of process reviews completed Target: =1 Actual: >1 |  | Ongoing process reviews in governance, including Council provision of Open Access Information on Council website. Customer Service process reviews planned 2020-21. |





| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|---|---|---|
| 4.2.2.4 Achieve efficiency gains for internal services with a program of continuous improvement (continued) | Undertake process reviews of identified Infrastructure and Development priorities. | DID | Number of process reviews completed Target: =1 Actual: >1 |  | Ongoing review of workshop and stores processes. Ongoing process reviews of water, sewer and waste undertakings. |
| | Undertake process reviews of identified Finance priorities. | CFO | Number of process reviews completed Target: =1 Actual: 2 |  | Process reviews were completed in the previous quarter for debt collection and hardship. |
| | Undertake process reviews of identified Aged and Community Care priorities. | MMG | Number of process reviews completed Target: =1 Actual: 0 |  | Cancelled as the Executive Manager of Aged and Community Care position to which the action was assigned was not filled. |
| | Undertake process reviews of identified Aged and Community Care priorities. | MCC | Number of process reviews completed Target: =1 Actual: >1 |  | There has been an ongoing focus on continuous improvement and many efficiencies have been made but there are still more to achieve in the 2020-21 Operational Plan. |

4.2.3: Develop and consistently apply an asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to ensure inter-generational equity and sustainability





| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|---|---------------------|---|---|--|
| 4.2.3.1 Provide asset revaluation and long term funding scenarios for asset maintenance and renewal | Develop long term funding scenarios that explore options to fund asset maintenance and renewal. | CFO | Long term financial plan scenarios Target: Developed Actual: Developed |  | Asset renewal and maintenance funding options are developed as part of the updating of asset management plans and from the collection of data from revaluations. This is then incorporated into the development of the LTFP. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|--|
| 4.2.3.1 Provide asset revaluation and long term funding scenarios for asset maintenance and renewal (continued) | Deliver the asset revaluation program. | DID | Roads Target: Completed Actual: Completed |  | Asset revaluation for transport assets completed. |
| | Deliver the asset revaluation program. | CFO | Roads Target: Completed Actual: Completed |  | The roads, footpaths, stormwater drainage and bridges revaluation has been completed and reports presented to the Audit Office for review. |


4.2.4: Establish Uralla Shire Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce




| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|--|---|--|
| 4.2.4.1 Enhance Council's reputation as an innovative and inclusive workplace | Continue to develop a succession planning program for key positions (WMP 2.1 & 5.2). | MHR | Program Target: Complete Actual: Progressing |  | Continuing, on target. |
| | Implement new staff performance review process. | MHR | New process Target: Implemented Actual: Implemented |  | Complete. |
| | Proactively manage the return to work and workers compensation processes (WMP 1.2). | MHR | Number of absentee days Target: Maintained or reducing Actual: Maintained |  | Council continues to work closely with its workers compensation insurers and rehabilitation providers in managing recovery at work processes of injured workers wherever possible. |
| | Formalise and implement a staff training and health and wellbeing program. | MHR | Program Target: Operational Actual: Progressing |  | Corporate Training plan drafted for 2020/21. Waiting on budget information to be provided. |

4.2.5: Provide customer service excellence



| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|--|---------------------|---|---|---|
| 4.2.5.1 Enhance customer service excellence | Review and update Councils Customer Service Charter. | CCE | Charter review Target: Draft Actual: Pending |  | Not achieved due to Coordinator Communications & Engagement position being vacant for majority of 2019-20. To be undertaken in 2020-21. |
| | Implement Councils customer satisfaction and community wellbeing surveys. | CCE | Survey development Target: Commenced Actual: Pending |  | Not achieved due to Coordinator Communications & Engagement position being vacant for majority of 2019-20. To be undertaken in 2020-21. |
| | Improve customer service skills and knowledge, including responding to people with a disability including those with a language or literacy difficulty (DIAP). | CCE | Staff training Target: Commenced Actual: Pending |  | Not achieved due to Coordinator Communications & Engagement position being vacant for majority of 2019-20. To be undertaken in 2020-21. |
| | Manage customer complaints in accordance with the USC Complaints Management Policy 2019. | CCE | Complaint management Target: Compliance with policy Actual: Compliant, reporting requirements progressing. |  | Complaints addressed as received in compliance with policy. Reporting complaints to Council to commence in 2020-21. |






4.2.6: Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|---|------------------------------------|---------------------|---|---|---|
| 4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible | Develop a workplace safety system. | RMSO | Workplace Health and Safety System Target: Progressing Actual: Progressing |  | Gaps in risk policies and procedures have been reviewed. These will support the risk management framework. Hazard inspections have been reintroduced and COVID risk assessments for customer and staff areas completed. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|---|---------------------|---|---|---|
| 4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible (continued) | Finalise development of an enterprise wide risk management framework. | RMSO | Risk management framework Target: Progressing Actual: Progressing |  | Gaps in risk policies and procedures have been reviewed. These will support the risk management framework. Hazard inspections have been reintroduced and COVID risk assessments for customer and staff areas completed. |
| | Facilitate regular meetings of the Audit, Risk and Improvement Committee. | EMCS | Committee meetings held Target: =>3 Actual: 4 |  | Audit, Risk and Improvement Committee meets per agreed Committee schedule. |
| | Facilitate an annual internal audit program. | RMSO | Audit program completed Target: =>1 Actual: Internal Audit Charter adopted and Audit Plan developed. |  | COVID has been the priority. The internal audit function has been set up with the Charter and Audit Plan developed with the Internal Auditor. |


4.2.7: Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|---|---|--|
| 4.2.7.1 Improve the corporate governance framework | Establish and implement the Corporate Governance Improvement Action Plan. | EMCS | Action Implementation milestones Target: Progressing Actual: Progressing |  | Action implementation milestones not met due to limited resources. Progress will continue in 2020-21. |
| | Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive. | EMCS | Compliance status reports Target: Quarterly Actual: Pending |  | Statutory reporting requirements met. Formal quarterly reporting to Executive not yet implemented due to limited resources, to be included in Legislative Compliance Plan targeted to be drafted in 2020-21. |

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|--|---|---|
| 4.2.7.1 Improve the corporate governance framework (continued) | Maintain the Gifts and Benefits Register. | EMCS | Register Target: Maintained Actual: Maintained |  | Register maintained and published on Council's website. |
| | Complete and lodge annual Financial Statements in accordance with statutory requirements. | CFO | Statutory requirements Target: Met Actual: Met |  | Financial statements completed and lodged on time. |
| | Complete all taxation returns and grant acquittals as required by external bodies | CFO | Returns and acquittals Target: Provided Actual: Provided |  | All taxation and current grant acquittals are lodged on a timely basis. Long outstanding road grant acquittals from 2009 to 2015 continue to be submitted as resources are available. |
| | Organise and manage the external audit of Council and address any management letter recommendations. | CFO | External audit Target: Completed Actual: Completed |  | The external interim audit has been completed and an Audit Management letter is expected to be issued prior to 31 July 2020. |
| | Organise and manage the external audit of Council and address any management letter recommendations. | CFO | Management letter actions Target: Addressed Actual: Addressed |  | Management letter issues continue to be addressed through the allocation of tasks to appropriate staff responsible for the matters raised. |

4.3: Deliver the goals and strategies of the Community Strategic Plan

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

| Principal Activities | Annual Action | Responsible Officer | Performance Measures | Status | Comments |
|--|--|---------------------|---|---|---|
| 4.3.1.1 Enhance the effectiveness of Council resourcing strategies | Review organisation structure to enable delivery of agreed services levels and projects. | GM | Structure Target: Reviewed Actual: Pending |  | Organisation being resourced to provide the services and support functions required to deliver the goals and strategies in this Plan. Review of structure and culture development program deferred to 2020-21. |

Report 5 - Schedule of Actions as at 25 Aug 2020



REPORT TO COUNCIL

| | |
|---------------------------|---|
| Reference/Subject: | Report 5 - Schedule of Actions as at 25 Aug 2020 |
| Submitted by: | <i>Executive Assistant</i> |
| Department: | General Manager's Office |

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 |

SUMMARY:

The purpose of this report is to provide Council with the Schedule of Actions updates as at 25 Aug 2020.

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 25 Aug 2020.

BACKGROUND:

Following every council meeting, the resolutions of council which require action are compiled into a single document. This document is referred to as the Schedule of Actions. The purpose of the Schedule of Actions is to track the progress of actions and 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 25 Aug 2020 shows actions which are either currently pending or completed. Actions which were completed as at the date of the report to the last Council ordinary meeting, 28 July 2020, have been removed from the document.

| | |
|-------------------------------|--|
| Prepared by staff member: | Executive Assistant |
| TRIM Reference Number: | UINT/20/6641 |
| Approved/Reviewed by Manager: | General Manager |
| Department: | General Manager's Office |
| Attachments: | A. Schedule of Actions as at 25 Aug 2020 |

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: 1. Give the General Manager delegation to negotiate payment options; and 2. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale. | MDP/DID | 2/6/15 | Lot 103 – No agreement made Looking to finalise transfer of Lot 103 | 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 | June 2020 | 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 completed. Land is dedicated as Public Road. Lot 7 (Crown Land) to be progressed separately with the Lands Department. | C C |
| 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 | June 2020 | 1. Noted. 2. August 2019. Department of Planning, Industry and Environment, Lands and Water has advised of no objection to the compulsory acquisition of Lot 110. Advice referred to Council solicitors to progress. | B B |

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 | | 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 Council's resolution. | DID | June 2020 April 18 Dec 17 | 1. Works completed 2. Completed. 3. Completed | C 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. | MDP | | a) Completed b) Seating provided through SCCF Round 2 funding. c) Under preparation. d) Playground completed – turf to be placed in the spring. Funded under Stronger Country Communities Fund Round 1. Further works to the playground have been undertaken under SCCF Round2 | C C B 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 |
|---------------|----------------|---|---|---------------------|-------------|---|---|
| 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 Detailed design completed. Signage installed. Valuation received. Probity advice received and probity plan developed. DA Consent concluded. Grant funding application lodged under the Building Better Regions Fund Round 4 was unsuccessful | C C 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"> 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 Consider installation of “Find Yourself” street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan. Engage with Uralla Arts in relation to their proposal to design a makeover for The Glen recreation area information shelter. 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. 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. Incorporate minor “Fibonacci” design components within a prominent existing park or other public area within Uralla to gauge public interest in the concept. 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. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter. Provide a copy of this report and Council’s resolution to the Uralla Township and Environs Committee. | MDP | | 1. Noted 2. Noted 3. Engagement commenced 4. Application lodged under SCC Round 3 by Uralla Arts. 5. Pending – will be undertaken as part of the development of the Open Spaces Strategy 6. Pending 7. Complete 8. Complete 9. Complete | C C B C B B 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 |
|--------------|----------------|---|--|---------------------|-------------|--|------------|
| 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 |
| 18 Dec 2018 | 34.12/18 | Submitted by: Cr Tara Toomey Ref/Subject: Notice of Motion 1 – Bridge St Design Project | That; Should funding be received for the High Pedestrian Activity Area-Bridge Street Detailed Design, Council resolve to; 1) As part of the community engagement strategy for the project: a) Publicise proposed designs of the project to the Uralla Shire community via Council’s newsletter and Facebook page and other print media where relevant. b) Provide relevant additional information to any address where street frontage is impacted by the design. c) Give consideration to suggestions and/or ideas which come from community consultation activities and provide feedback to the community which articulates that consideration. 2) Give consideration to the design intent of the Creative Village project and confirm to the design consultant the elements of the Creative Village project Council would like to see incorporated into the detailed design. 3) Request the design consultant address the potential for the project to increase traffic on local streets parallel to Bridge Street. 4) Refer the draft detailed design to the UTEC committee for comment. 5) Review traffic and accident data for local streets parallel to Bridge Street to determine if there has been an increase in traffic numbers and accidents over time. 6) Receive advice from the General Manager about the arrangements for the planting and maintenance of those blisters in Bridge Street not currently maintained by the generosity of volunteers. 7) Define the impact of any proposed project design on our Long Term Financial Plan and the next annual budget after implementation of the design is commenced. | DID | | Noted. Funding not yet received. | 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 |

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 |
|--------------|----------------|--|--|---------------------|-------------|---|--------|
| 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 | 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 | MWWSS | | 1. Noted. Funding Deed under review. | C |
| | | | 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. | | | 2. Tender has now closed. Submissions are under review. | B |
| 25 June 2019 | 16.06/19 | Dept: Corporate Services Submitted by: A/CGR Ref/Subject: Report 3 – Review of Council Policies – Update | That council hold additional workshops to continue review of council’s policy landscape. | EMCS | July 2019 | Additional workshops are currently being held to accommodate the back log due to COVID-19 deferrals | A |
| 27 Aug 2019 | 15.08/19 | Dept: Corporate Services Submitted by: CGR Reference/Subject: Report 5 – Complaints Management Policy 2019 | That Council <ol style="list-style-type: none"> 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. | EMCS | Aug 2019 | 6. Pending - CRM not yet implemented due to lack of resources. Expected to report to Council for the third quarter in 2021 Financial Year | A |
| 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. Advice provided to Crown Lands. Discussions with Crown Lands regarding ongoing obligations continuing. | B |
| 26 Nov 2019 | 17.11/19 | Submitted by: Cr N Ledger Ref/Subject: Notice of Motion 2 - Munday Lane Community Group | That Council staff liaise with the Munday Lane community group regarding the community’s intentions for the Barry Munday Reserve and report back to Council regarding their proposal. | DID | May 2020 | In progress. Template for Management Plan provided to the group. | 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 |
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| 26 Nov 2019 | 20.11/19 | Submitted by: Cr N Ledger Ref/Subject: Notice of Motion 3 - Water motion sewage treatment options | That council explore avenues to reuse water from the treated sewage effluent. | DID | Feb 2020 | Underway. Progressing option with UPC at the moment. | B |
| 26 Nov 2019 | 39.11/19 | Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Report 7 - Works Progress Report as at 31 October 2019 | That; <ol style="list-style-type: none"> the report be received and noted for the works completed or progressed during October 2019, and works programmed for November 2019. Council review the updated transport asset management plan in the New Year to confirm priorities. | MCI | Feb 2020 | <ol style="list-style-type: none"> Noted Underway | C B |
| 17 Dec 2019 | 18.12/19 | Department: General Manager's Office Submitted by: Acting GM Reference/Subject: Report 7 – Report and Recommendations from the Drought Management Workshop held 10th December, 2019 | That; <ol style="list-style-type: none"> Review the top 10 to 20 water users in Uralla and work with them to reduce their water use. Investigate State or Federal funding for increasing the weir storage at Bundarra and other alternative water sources for Uralla. Place information on water usage online in an easily accessible location. Include contingency planning triggers in the Drought Management Plan. 100 days out of day 0 for normal usage and 40 days for emergency firefighting. Review alternative water supply options. Investigate the use of smart meters. | DID | Dec 2019 | <ol style="list-style-type: none"> Pending Letter sent. To be included in IWCM strategy. Complete Pending Pending IWCM Pending | B B C B B B |
| 17 Dec 2019 | 34.12/19 | Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 17 – Treated Sewage Effluent Options Report December 2019 | That Council approve funding from the Water Fund reserves of \$50,000 to fund a study to investigate effluent reuse and determine optimal options for reuse of the Uralla Sewage Treatment Plant effluent. Councillors thank the staff for the preparation of the report. | DID | Feb 2020 | Pending. | A |
| 17 Dec 2019 | 38.12/19 | Department: Infrastructure and Development Submitted by: DID Reference/Subject: Late Report 2 – Drought Communities Extension Programme | That Council: <ol style="list-style-type: none"> Participate in the Drought Communities Extension Programme to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement; With the following list of projects in priority order, noting that the funding is unlikely to extend to all projects. Authorise a committee comprising of the Mayor, the Deputy Mayor, Director of Infrastructure and Development and the General Manager to determine the amount of funding to be attributed to each project and provide a monthly progress report. | DID | Feb 2020 | <ol style="list-style-type: none"> Noted In progress Ongoing | B B C |

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| | | | <ol style="list-style-type: none"> 4. Secure the necessary human resources to: <ol style="list-style-type: none"> a) Scope the necessary works and pricing to support the funding application(s); b) Assist in the preparation of the funding application; c) If successful, procure and coordinate the contractors and materials necessary to deliver the works; and d) Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed. 5. Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program. 6. Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised. 7. Schedule a workshop on the possible options and refurbishment requirements for the Uralla Courthouse. | | | <ol style="list-style-type: none"> 4. Application being lodged 5. Noted 6. Works commenced for some projects 7. Pending | B B C A |
| 04 Feb 2020 | X08.02/20 | Submitted by: Cr T Toomey Reference/Subject: Notice of Motion 2 - Economic Reparations to Impacted Businesses | That the General Manager: <ol style="list-style-type: none"> 1. contact each food or beverage business in the Uralla Shire reliant on town water 2. understand what the additional costs that transitioning to a new water source for their business have been 3. for food and beverage businesses who have not made the transition due to the cost, understand what the costs are 4. provide a report to the Council at the 24 March 2020 meeting seeking funding from the State and Federal Governments 5. continue to acknowledge and publicly thank those volunteers who have stepped in from the start and who continue to step in, to distribute the water and care for our community during this time | CCE | Feb 2020 | In Progress – the Communications and Engagement Coordinator has commenced and this is a priority. | B |
| 04 Feb 2020 | X11.02/20 | Submitted by: Cr T Toomey Reference/Subject: Notice of Motion 3 – Proactive Marketing to Recover Brand Damage | That Council; seek funding from the State and Federal government to meet the cost of: <ol style="list-style-type: none"> a. The development of a Uralla Shire map which identifies businesses operating within the Uralla Shire; and b. A visit by a travel writer who will ensure that their appraisal will appear in some form of media to promote Uralla Shire Council in a positive light; and c. Creating a promotional social media video of Uralla Shire as part of a long term online campaign. | CCE | June 2020 | In Progress – the Communications and Engagement Coordinator has commenced and this is a priority. | B |

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| 25 Feb 2020 | 21.02/20 | Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 10 – Participation in 2020 Bush Bursary/Country Women’s Association Scholarship Program | That Council: <ol style="list-style-type: none"> Participate in the Bush Bursary/Country Women’s Association Scholarship program provided that one of the Uralla based medical practices commits to assisting with hosting the medical student in the Sponsorship program; and Allocate \$3,000 for the sponsorship of one or two medical students in the 2020/21 Operational Plan and Budget. | CCE | March 2020 | <ol style="list-style-type: none"> The Uralla Pharmacy has confirmed they will participate in the scholarship program. Allocated in draft 2020/21 Budget | C C |
| 25 Feb 2020 | 30.02/20 | Department: Infrastructure & Development Submitted by: MDP Reference/Subject: Report 15 – Amended Uralla Development Control Plan 2011 Amendment No 5 | That Council: <ol style="list-style-type: none"> Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment. | MDP | March 2020 | Public exhibition 13 March - 27 May 2020. Extended exhibition on NSW Planning Portal. | B |
| 25 Feb 2020 | 33.02/20 | Department: Infrastructure & Development Submitted by: MDP Reference/Subject: Report 16 – Draft Uralla Local Strategic Planning Statement 2020 | That discussion on this Local Strategic Planning Statement 2020 be included in a March Councillor Strategic Planning Workshop. | MDP | April 2020 | Pending survey input from Councillors due to COVID-19 restrictions. Amended draft to be provided by consultant. Scheduled for presentation for public exhibition at August Council meeting. | B |
| 24 March 2020 | 05.03/20 | Submitted By: Mayor, Cr M Pearce Reference/Subject: COVID-19: Instrument of Delegation to the Mayor (Emergency Administrative Provisions) | That: <ol style="list-style-type: none"> Council adopt the Instrument of Delegation to the Mayor dated 24 March 2020 as detailed in Attachment 1 to this Mayoral Minute except as; develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council, to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council’s resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area, and <ol style="list-style-type: none"> to determine the process for appointment of the general manager by the council and to monitor the general manager’s performance That the General Manager provide a consolidated report once a month to all Councillors specifying any actions taken under this delegation as adopted by Council. Once activation of the current Business Continuity Plan ceases, a consolidated report to the first available meeting of Council will be submitted which lists all decisions made under this delegation. | GM | May 2020 | To date, the Mayor has not been required to take any actions or exercise any delegated authorities under the Emergency Administrative Provisions adopted by Council on 24 March 2020. | B |

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| 24 March 2020 | 09.03/20 | Department: Finance Submitted by: CFO Reference/Subject: Report 2 – Funding for the sprayed seal and safety barriers at Mt Mitchell Road | <p>That Council :</p> <ol style="list-style-type: none"> 1. Approve the funding for the sprayed seal and safety barriers at Mt Mitchell Road from the Roads to Recovery program. 2. Direct the General Manager to provide the following information to the April Ordinary Meeting of Council: <ol style="list-style-type: none"> a. The basis for the decision to upgrade Mt Mitchell Road to a full seal instead of a gravel re-sheet as set out in Uralla Shire Council’s Asset Management Plan (AMP) V6 February 2017, as adopted by Council. b. When and how was contracted work on this project tendered or quoted. c. The basis for how Mt Mitchell Road was assessed as a higher priority than either Retreat Rd and Leece Rd in view of the priorities already assessed and determined by Council and committed to the community in the AMP. d. Whether the work commenced before the funds were in place. e. When the works commenced. f. The basis for \$406,280 (84.2%) of the total approved funding of \$482,667 allocated to gravel re-sheeting across the entire Uralla Shire in the 19/20 year being allocated to a single road, for the purpose of upgrading to a full seal rather than a gravel re-sheet. g. The basis for a recommendation to allocate Section 94 (now 7.11) contributions for a no through road and for a road that was not on the list of eligible roads for the Invergowrie Section 94 Plan (see 25 February 2020 meeting Report 22) h. Whether the General Manager can ensure that in future Councillors will always receive the Capital Works Program, Roads to Recovery Program and the Internal Works Program and draft amendments for approval prior to work commencing. i. Details of the request to Council to change the scope of the work from a ‘renew gravel sheeting program’ to a ‘new construction as a road seal’. j. Whether the above decision requires Council approval under Clause 211 of the Local Government (General) Regulations 2005. k. What was the effective width of the road surface before the upgrade and the travelling surface width of the sealed road, and, how many new under road surface drainage culverts were installed and how many were renewed? l. Considering that re-sheeting an unsealed road is a different project in terms of product used, road widths and design, reconcile the following statement in Report 22 of Council’s 25 February Ordinary Meeting regarding Mt Mitchell Rd : | CFO/DID | June 2020 | <ol style="list-style-type: none"> 1. Noted 2. Report provided to June 2020 Council meeting. | C C |

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| | | | <p><i>“In accordance with Council’s unsealed roads program the resheeting and drainage improvement works on the unsealed section of Mt Mitchell Road have been commenced.</i></p> <p>...</p> <p><i>To protect the unsealed road works it is proposed to seal the pavement. Safety barriers have also been identified as appropriate for installation in sections with a high adjacent drop off.”</i></p> <p>m. When was the resheeting project “Mount Mitchell Road” of \$406,280 effectively changed to a sealed road construction project?</p> <p>n. Whether the work was carried out to pre-construction survey levels and on completion, meets the required standard.</p> <p>3. Subject to sufficient funds being allocated in the 2020/21, identify Retreat Road as having first priority in the next Operational Plan.</p> <p>4. Supports the residents of Retreat Road in their efforts to move forward with a project that would increase the section of sealed road from the current 2.2km length, to approximately 8km length, to the Shire boundary with Tamworth.</p> <p>5. Commends the community for forming the ‘Retreat Road Committee’ to progress this work and looks forward to receiving regular reports and updates, including requests for supporting documents and assistance as required.</p> <p>6. Direct the General Manager to address specific maintenance issues that have been outstanding including:</p> <p>a. Missing signage on culverts and driveways.</p> <p>b. A full assessment of the school bus and school children safety issues raised by residents, which needs to include seeking input in writing from the operators of the Kingstown Bus Charter, which operates along Retreat Road, and from the newly formed Retreat Road Committee.</p> <p>c. Inspect and remove large rocks protruding through the pavement.</p> <p>d. Clear the road corridor to at least two metres either side of the pavement to improve visibility, enhancing access by emergency services and act as a fire break.</p> | | | <p>3. Noted</p> <p>4. Noted</p> <p>5. Noted</p> <p>6. Noted b) Progressed – Input sought.</p> | <p>C</p> <p>C</p> <p>C</p> <p>C</p> |
| 24 March 2020 | 17.03/20 | Department: Infrastructure and Development Submitted by: DID Reference/Subject: Report 8 - Local Drought Stimulus Package | <p>That Council:</p> <p>1. Participate in the Local Drought Stimulus Package</p> <p>2. Deliver the Industrial Land (balance of funding only after using currently allocated funds), VIC Project (balance of funding after using currently allocated funds), Constellations of the South Project and Uralla Shire Map as these projects are deemed to meet the criteria for eligible projects as set out by the NSW Department of Planning, Industry and Environment, that projects must be expected to:</p> <p>a. Contribute to the economic activity of community/regions; and/or,</p> <p>b. Lead to the retention of businesses, services and facilities; and/or,</p> | DID | June 2020 | <p>1. Noted. Application being developed.</p> <p>2. Industrial Land not pre-approved. VIC pre-approved. Advice for pre-approval of balance funding for family and disabled change rooms received. Similarly advice for Bundarra multipurpose</p> | <p>C</p> <p>C</p> |

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| | | | <p>c. Lead to the employment of LGA-based contractors, services etc.; and d. Align with and deliver on Council Community Strategic Plans.</p> <p>3. Notes that the Industrial Land development, VIC development, Constellations of the South Project and Uralla Shire Map Project are already validated with our community and meet each of the above requirements.</p> <p>4. Write to the Member for Northern Tablelands, The Hon Adam Marshall MP, asking that he makes representations on Council’s behalf to ensure the balance of any funding be retained in a restricted fund for the specific purpose of providing economic stimulus after the restrictions on normal operations as a consequence of the COVID-19 crisis have passed. If the funding is not available, the list will be sent to all councillors to prioritise each project.</p> <p>5. Pending this outcome, direct the General Manager to present to Council at the next Ordinary meeting the steps necessary to establish this restricted fund for this purpose.</p> <p>6. Receive a detailed report on each project to outline the funding used from the Drought Stimulus in each case, as well as to identify the residual amount to be set aside in the restricted fund.</p> | | | <p>courts received. Constellations of the South advice pending.</p> <p>3. N/A</p> <p>4. Complete</p> <p>5. Refer X08.06/20</p> <p>6. Refer X08.06/20</p> | <p>C</p> <p>C</p> <p>C</p> <p>C</p> |
| 24 March 2020 | 19.03/20 | Submitted by: Cr, N Ledger Reference/Subject: Notice of Motion 1 - Expansion of waste collection services | That, prior to further research regarding domestic waste collection, Council first considers this report, scheduled to be received by Council in the next quarter. | DID | June 2020 | Noted | B |
| 24 March 2020 | 21.03/20 | Department: Infrastructure & Development Submitted by: MDP Reference/Subject: Confidential Report 1 - Tender for the refurbishment of the Uralla Visitor Information Centre | That Council : 1. Accept the compliant and preferred tenderer recommended by the evaluation panel as outlined in the report for the refurbishment of the Uralla Shire Visitor Information Centre. 2. Provide the funding for the Visitor Information Centre project from the Drought Communities Programme Extension funding application of \$100,000 and an application for funding from the Local Drought Stimulus Package of \$369,300. | MDP | June 2020 | 1. Delayed due to motion being presented at April meeting and the confirmation of grant funding approval. 2. Application under Drought Stimulus Programme has been lodged for balance funding. | <p>B</p> <p>B</p> |

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| 05 May 2020 | 09.05/20 | Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 3 - Review of Uralla Township and Environs Committee | That Council: 1. Invite submissions from current members of the Uralla Township and Environs Committee to comment on the Committee’s present functions and performance in relation to the Committee’s Constitution; 2. In addition to point 1 above, seek public comment on the Committee’s performance by way of Public Notice for a period of not less than 28 days; and 3. Receive a report to the June 2020 Ordinary Meeting to: a. Review the value of the Committee; and b. Determine the review or re-adoption of the Committee Constitution and the extension of the Committee’s term. | EMCS | June 2020 | 1. UTEC members invited to lodge submissions with Council. Two submissions received. 2. Public Notice advertised, closing 8 June 2020. No submissions received. 3. Report deferred as workshop planned for 14 July 2020. | C C B |
| 05 May 2020 | 17.05/20 | Department: Infrastructure and Development Submitted by: MDP Reference/Subject: Report 7 - Recommendations of Uralla Township and Environs Committee February 2020 meeting | That Council: 1. Receive and note the minutes of February 2020 meeting of the Uralla Township and Environs Committee (UTEC), and: 2. a) purchase two copies each of the authoritative publications “Colour Schemes for Old Australian Houses ISBN 0-9594923-3-x” and “More Colours for Old Australian Homes ISBN 1—875253-04-1” to hold in the library reference section and Council’s Customer Service Section as well as provide copies of the heritage paints guidance brochure, prepared by staff, to the public on request; b) request a report to a Council meeting on a proposal to amend the UTEC constitution in respect to the election of the chairperson and quorum requirements, for Council consideration, before the term of the committee comes to an end on 30 June 2020; c) convene a workshop of councillors, Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to develop options for Fuller Park; d) write to Riley Watson asking him to provide his suggestions for skatepark additions to the Uralla Township and Environs Committee through Council. | MDP | June 2020 | 1. Noted 2. a) Publications have been purchased and made available; Heritage paints brochure available on website and hardcopy. b) Pending c) Letter of advice to convene workshop when appropriate has been sent to Gwen Fuller. d) Attempts to contact have been made. Council will engage with a skate park designer to determine what improvements/additions could be made. | C C B B C |
| 05 May 2020 | 18.05/20 | Department: Infrastructure and Development Submitted by: MDP Reference/Subject: Report 8 - DIVISION DECISION – DA-44-2018 – Natural Burial Ground - 192 Dumaresq Road, Saumarez Ponds | That Report 8 lay on the table and the development application be deferred until 03 July 2020, pending receipt of a geotechnical report outlined in NSW Public Health Regulation 2012. Should the geotechnical report not be received before this time, the application be put back before Council for determination. | MDP | June 2020 July 2020 | Applicant contacted and invited to provide additional information. Additional information received. Application must now go to DPIE for concurrence as it is a controlled activity under the Water Management Act 2000. | B B |

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| 26 May 2020 | 29.05/20 | Department: Finance Submitted by: CFO Reference/Subject: Report 2 - 2019/20 3rd Quarter Budget Review Statements | That Council: 1. Receive and note the third quarter budget review summary for the 2019/2020 financial year as prepared by Council’s Chief Financial Officer; 2. Note that the Council’s projected financial position at 30 June 2020 is likely to be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure as well as the requested budget adjustments outlined in the report; and 3. Refer the Report to a meeting of the Council’s Budget Review and Finance Committee for detailed examination of the budget adjustments and capital expenditure authorisations necessary to comply with Local Government (General) Regulations Clause 211. | CFO | June 2020 | 1. Noted 2. Noted 3. To be presented to a Budget Review & Finance meeting once time permits. Note: Authorisation of the expenditure detailed in the report was given at the June 2019 Council meeting when the budget was adopted and as explained at the May 2020 council meeting. | C C C |
| 26 May 2020 | 39.05/20 | Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 6 - AR Bluett Memorial Award | That: 1. Council not nominate for the 2020 A R Bluett Award; and 2. The Manager Waste, Water and Sewerage be encouraged to prepare a paper on the management of Arsenic in the Uralla water supply for the LG NSW Water Management Conference to be held 6th - 8th October 2020 in Narrabri. | EMCS MWWSS | June 2020 | 1. Noted 2. Noted – Registered for Paper presentation 7/10/2020. | C B |
| 26 May 2020 | 43.05/20 | Department: Infrastructure and Development Submitted by: MDP Reference/Subject: Report 6 - Report 10 - DIVISION DECISION – DA- 85-2019 - Additions and alterations to supermarket, new car park, demolition of existing structures – 100 Bridge Street, Uralla | That Council defer a decision on Development Application 85/2019 for additions and alterations to supermarket, new car park, demolition of existing structures at 100 Bridge Street, Uralla (Lot 2 DP 1127831), pending a Councillor workshop and the return of Council Meetings to the Council Chambers where the community and developer can address Councillors on the matters being considered. | MDP | June 2020 | Noted. Listed for determination at the July 2020 meeting. | C |
| 26 May 2020 | 45.05/20 | Department: Infrastructure & Development Submitted by: MDP Reference/Subject: Confidential Report 1 - Ward Bros Quarry | That Council: 1. Note the Debt Settlement Deed of Agreement between Ward Bros and Uralla Shire Council, 2. Authorise the Acting General Manager to sign the deed on behalf of Council, and 3. Review the S94 quarry operator charges and reporting arrangements to improve accountability and administrative obligations. | MDP | June 2020 | 1. Noted 2. Debt Settlement Agreement complete 3. Pending | C C A |

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| 23 June 2020 | 06.06/20 | Submitted by: Mayor, Cr M Pearce Reference/Subject: Mayoral Minute - Passing of Mr Eric 'Dicky' Bird | That Council: 1. Acknowledges the immeasurable contribution Mr Erick 'Dicky' Bird, and all who served our nation during the war years, made to the future prosperity of communities like Uralla. 2. Writes to Mr Bird's family expressing Council's condolences for their loss and expressing thanks on behalf of all Uralla residents for his valuable service to our community. 3. Observes a moment's silence in memory of Mr Bird. | EA | July 2020 | 1. Noted 2. Complete 3. Noted | C C C |
| 23 June 2020 | 07.06/20 | Department: Corporate Services Submitted by: EMCS Reference/Subject: Report of Committee 1 - Recommendations of the Audit, Risk and Improvement Committee | That Council: 1. Receive and note the Audit, Risk and Improvement Committee Biennial Report for the period 1 January 2018 to 31 March 2020 at Attachment A; and 2. Place the draft Audit, Risk and Improvement Committee Charter 2020 at Attachment B on public exhibition for a period of 28 days, and, subject to no submissions received during public exhibition, adopt the draft Audit, Risk and Improvement Committee Charter 2020 at Attachment B. | EMCS | June 2020 | 1. Noted 2. On public exhibition to 23 July 2020. | C B |
| 23 June 2020 | 13.06/20 | Department: Finance Submitted by: CFO Reference/Subject: Report 3 - Budget Review and Finance Committee Meeting Schedule for 2020-21 | That Council: 1. Determine that the Budget Review and Finance Committee meet on a bi-monthly basis during 2020-21, to be held in the Council Chambers commencing at 12:30pm, with the schedule of meeting dates for the 2020-21 financial year as follows: <ul style="list-style-type: none"> • Tuesday, 11 August 2020 • Tuesday, 13 October 2020 • Tuesday, 8 December 2020 • Tuesday, 9 February 2021 • Tuesday, 13 April 2021 • Tuesday, 8 June 2021 2. Publish the above schedule of Committee meetings by public notice in Council's newsletter, website, social media, and in local print; and 3. Convene further meetings of the Budget Review and Finance Committee to the above schedule as required. | CFO | June 2020 | 1. Noted 2. Complete 3. Noted | C C C |
| 23 June 2020 | 14.06/20 | Department: Finance Submitted by: CFO Reference/Subject: Report 4 - Draft Policy: Prudential Compliance | That Council: 1. Approve the Draft Policy: Prudential Compliance 2020 at Attachment A for public exhibition for a period of 28 days; and 2. Subject to no submissions received during public exhibition, adopt the Draft Policy: Prudential Compliance 2020 at Attachment A. | CFO | June 2020 | 1. On public exhibition to 22 July 2020. | C |

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|--------------|----------------|--|--|---------------------|--------------|--|--------------------------------------|
| 23 June 2020 | 15.06/20 | Department: Finance Submitted by: CFO Reference/Subject: Report 5 - Extension of 2019-2020 Fees & Charges and Adoption of Temporary Expenditure Budget | That Council: <ol style="list-style-type: none"> Extend the existing 2019-2020 Fees and Charges until the Delivery Program 2017-2022 and Operational Plan 2020-2021 incorporating the Fees and Charges for 2020-2021 are adopted; and Approve the expenditure of \$2,177,128 and vote funds for this expenditure for July 2020 as the estimated expenditure required for the normal operations of Council during July 2020 in accordance with Clause 211 of the Local Government (General) Regulations 2005, noting this temporary expenditure approval is to be replaced in total by adoption of the Delivery Program 2017-2022 and Operational Plan 2020-2021 and voting of funds for 2020-2021. | CFO | 25 June 2020 | <ol style="list-style-type: none"> Staff advised Noted | C C |
| 23 June 2020 | 18.06/20 | Department: General Manager's Office Submitted by: CFO Reference/Subject: Report 6 - Public Exhibition of draft Delivery Program 2017-22 and Operational Plan 2020-21 | That Council: <ol style="list-style-type: none"> Adopt the Draft Delivery Program 2017-22 for advertising purposes; Adopt the Draft Operational Plan 2020-21 for advertising purposes; Publicly exhibit the combined Draft Delivery Program 2017-22 and Draft Operational Plan 2020-21, including the Statement of Revenue Policy, contained at Attachment A, on public exhibition for a period of 28 days from 24 June 2020 and indicating that submissions may be made to the council at any time during the period that the draft operational plan is to be on public exhibition; Adopt an interest rate equivalent to the maximum allowable percentage determined by the Office of Local Government for the 2020-21 financial year to be charged on arrears of rates and charges. Council resolves that the process for the development of the annual budget, fees and charges, delivery program and operational plan commence no later than March each year with early draft documents ready for discussion to the March Ordinary meeting. Council resolves to adopt a format similar to that of other Councils where the operational plan has the financial resources associated with each item identified as part of that operational plan item. Council staff and Councillors participate in community forums such as pop up information sessions, webinars and community meetings for a 4 week period of not less than 4 such opportunities, prior to adopting the plan. Vote an additional \$40,000 for internal audit during the 2020/2021 financial year. | CFO | 24 June 2020 | <ol style="list-style-type: none"> Noted Noted Draft plans placed on public exhibition. Noted Noted Noted subject to available resources Noted, subject to available resources Noted for inclusion in the final Operational Plan | C C C C C 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 |
|--------------|----------------|--|---|---------------------|-------------|--|----------------------------|
| 23 June 2020 | 23.06/20 | Department: Infrastructure & Development Submitted by: MCI Reference/Subject: Report 9 - Information Report to March Council Resolution - Mt Mitchell Road | That Council: <ol style="list-style-type: none"> 1. Note and receive the information provided. 2. Directs the General Manager to obtain Council’s consent prior to expending additional funds under the s94 (now s7.11) reserves for road works. 3. Be provided with the following information which impacts on the adopted Uralla Shire Transport Asset Management Plan: <ol style="list-style-type: none"> a. A copy of the external consultant’s report referred to in the officer’s report; b. The traffic count data for Mount Mitchell and Retreat Roads, including location of the counter; and c. Details of the safety issues referred to in the report. | MCI | July 2020 | <ol style="list-style-type: none"> 1. Noted 2. Noted 3. Pending | <p>C</p> <p>C</p> <p>A</p> |
| 23 June 2020 | 26.06/20 | Department: Infrastructure and Development Submitted by: MDP Reference/Subject: Report 11 - Amended Uralla Development Control Plan 2011 Amendment No. 5 | That Council defers consideration of this matter pending further response to questions to Council officers in respect to the Development Control Plan. | MDP | July 2020 | Noted | B |
| 23 June 2020 | 27.06/20 | Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 12 - Request for Additional Plaque in Honour of Arnold Goode on Rotunda in Alma Park | That Council: <ol style="list-style-type: none"> 1. Supply and install the requested additional plaque in honour and recognition of the contribution Arnold Goode has made to the community as a local historian and model citizen of Uralla; and 2. Approve funding of \$500 to meet the costs for the supply and installation of the plaque. | DID | July 2020 | <ol style="list-style-type: none"> 1. Plaque received, installation pending 2. Noted | <p>B</p> <p>C</p> |
| 30 June 2020 | X04.06/20 | Notice of Rescission Motion – DA-85-2019 Additions and alterations to supermarket, new carpark, demolition of existing structure – 100 Bridge Street, Uralla | That: <ol style="list-style-type: none"> 1. Council further defer a decision on Development Application 85/2019 for the additions and alterations to supermarket, new car park, demolition of existing structures at 100 Bridge Street Uralla (Lot2 DP 1127831). 2. Before the Development Application returns to Council for determination, the General Manager negotiate with the applicant necessary changes to plans within the lodged development 85/2019 to address concerns raised in traffic and pedestrian management and movement, disabled access structures, compliance with Uralla Shire Council Development Control Plan guidelines, carparking provision and the retention of the bus parking shed, professional advice on the preservation of trees and neighbouring structures. | MDP | July 2020 | <ol style="list-style-type: none"> 1. Noted 2. Ongoing | <p>C</p> <p>B</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 |
|--------------|----------------|---|--|---------------------|----------------------|---|-------------|
| 30 June 2020 | X08.06/20 | Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 1 - Local Drought Stimulus Package | That Council: 1) Participate in the Local Drought Stimulus Package to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement; 2) Endorse the Council’s Smarty Grants applications for the following projects, <ul style="list-style-type: none"> • Visitor Information Centre refurbishment - \$400,000 (Part funding) • Swimming pool – family and disabled change rooms. - \$90,000 (Part funding) • Bundarra Multipurpose Courts - \$300,000 • Uralla Queen Street Caravan Park - \$65,000 • Uralla Community Centre - \$45,000 3) Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program. | DID | July 2020 | 1. In progress. 2. Application submitted. 3. Noted. | B C C |
| 28 July 2020 | 08.07/20 | Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 1 – Adoption of Draft Delivery Program 2017-2022 and Operational Plan 2020-2021 | That Council: 1) Approve expenditure and vote funds as detailed in the combined Draft 2017-2022 Delivery Program and 2020-21 Operational Plan, contained at Attachment A, in accordance with Part 9, Division 5, clause 211(2) of the <i>Local Government (General) Regulation 2005</i> . 2) Adopt the combined 2017-2022 Delivery Program and 2020-21 Operational Plan, including the 2020-21 Statement of Revenue Policy incorporating the annual budget and fees and charges. | DID | Aug 2020 – Sept 2022 | 1. Completed – see quarterly reports 2. Noted | C C |
| 28 July 2020 | 16.07.20 | Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 5 – Works progress Report as at J30 June 2020 | That Council: 1) Be received and noted for the works completed or progressed during June 2020, and 2) Works programmed for July 2020 | DID | July 20 | 1. Completed 2. Completed | C C |

Responsibility Matrix

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

| | | |
|---------|--|------------------------------------|
| • GM | General Manager | General Manager's Office |
| • EA | Executive Assistant | 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 |
| • MCI | Manager Civil Infrastructure | Infrastructure and Development |
| • AM | Asset Manager | Infrastructure and Development |
| • MDP | Manager Development and Planning | Infrastructure and Development |
| • EMC | Environmental Management Coordinator | Infrastructure and Development |
| • MWWSS | Manager Waste, Water and Sewerage Services | Infrastructure and Development |
| • EMCS | Executive Manager Corporate Services | Corporate Services |
| • CCE | Coordinator Communications and Engagement | Corporate Services |
| • TPOO | Tourism Promotion and Operations Officer | Corporate Services |
| • CTI | Coordinator Technology and Information | Corporate Services |
| • CGR | Coordinator Governance and Risk | Corporate Services |
| • RMSO | Risk Management and Safety Officer | Corporate Services |
| • MMG | Manager McMaugh Gardens Aged Care | McMaugh Gardens Aged Care Services |
| • MCC | Manager Community Care | Community Care Services |

Report 6 - Audit, Risk and Improvement Committee Charter 2020



REPORT TO COUNCIL

| | |
|---------------------------|--|
| Reference/Subject: | Report 6 – Audit, Risk and Improvement Committee Charter 2020 |
| Submitted by: | <i>Executive Manager Corporate Services</i> |
| Department: | Corporate Services |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report advises of the submission received during public exhibition of the draft Audit, Risk and Improvement Committee Charter 2020 and provides Council with an amended Charter for adoption.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Receive and note the submission at Attachment A received during public exhibition of the draft Audit, Risk and Improvement Committee Charter 2020; and**
- 2. Adopt the amended Audit, Risk and Improvement Committee Charter 2020 at Attachment B.**

BACKGROUND:

At its Ordinary Meeting held 23 June 2020, Council considered a draft Audit, Risk and Improvement Committee Charter and resolved to place the Audit, Risk and Improvement Committee Charter 2020 on public exhibition for a period of 28 days.

REPORT:

In accordance with Council resolution 07.06/20 the draft Audit, Risk and Improvement Committee Charter was placed on public exhibition following Council's Ordinary Meeting held 23 June 2020 for a period of 28 days. One submission was received during the public exhibition period.

The submission at Attachment A seeks the minor amendment to the Committee Charter at clauses 4.5(a) and 4.5(g) to include provisions for reporting of the Internal Audit function to both the Committee and to Council. The justification for the amendment sought is that Council is kept informed of issues identified through the Internal Audit and the performance of the Internal Audit, provided through formal reports to Council.

The minutes and recommendations of the Audit, Risk and Improvement Committee are brought before Council on a regular basis and it should follow that these reports to Council include any items which address the Internal Audit function. As such the Committee Charter has been revised to reflect the amendments sought and is attached to this report at Attachment B.

KEY ISSUES:

- The Audit, Risk and Improvement Committee Charter 2020 at Attachment B has been amended to address the matters raised in the submission received during the public exhibition period.

COUNCIL IMPLICATIONS:

1. Community Engagement/Communication (per engagement strategy)

The Audit, Risk and Improvement Committee Charter was placed on public exhibition for a period of 28 days. One submission was received during the exhibition period.

2. Policy and Regulation

The regular meetings of the Audit, Risk and Improvement Committee is included as an annual action within Council's adopted Delivery Program 2017-2022 and Operational Plan 2020-21.

3. Financial (LTFP)

Fees paid to the independent members of the Audit, Risk and Improvement Committee are included in Council's annually adopted budget.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

Reports to the Committee are prepared by the Executive Manager Corporate Services, Chief Financial Officer, and Coordinator Governance and Risk.

6. Legal and Risk Management

The Audit, Risk and Improvement Committee is an integral part of Council's governance and risk management framework.

7. Performance Measures

Under the provisions of the Audit, Risk and Improvement Committee Charter, the Committee undertakes a performance assessment on a biennial basis.

8. Project Management

Audit, Risk and Improvement Committee meetings are facilitated by the Executive Manager Corporate Services.

Uralla Shire Council
Council Business Paper – 25 August 2020

Prepared by staff member: Governance and Media Officer
TRIM Reference Number: UINT/20/7006
Approved/Reviewed by Manager: Executive Manager Corporate Services
Department: Corporate Services
Attachments: A. Submission received during public exhibition
B. Audit, Risk and Improvement Committee Charter 2020 as amended

From: Isabel Strutt
Sent: Wednesday, 22 July 2020 3:19 PM
To: Susie Glasson
Cc: Isabel Strutt; Isabel Strutt
Subject: Re : Submission ref ARIC Charter

Good afternoon Susie

Following up on our conversation re the draft ARIC Charter, the only concern I have is in relation to Clause 4.5 Internal Audit as follows :-

4.5(a) "The Internal Audit function shall be administered through the Council, however ultimate reporting responsibility is to the Audit Committee".

It seems to me that this process side-lines the Council from knowledge about the activity of the Internal Audit, any issues that may be identified, and the action which has been/is being undertaken to rectify the matter. Council is to bear the cost of the administration of the Internal Audit, and given that the internal audit is intended to monitor and maintain the integrity of Council operations, I believe Council should also be reported to.

If the Internal Audit reports are not provided to Council it seems that - (a). Council is not being fully informed about a critical governance part of its operations: and
(b) Councillors may be held accountable for issues of which they are not aware.

Following our discussion my submission is that :

Clause 4.5(a) be amended to read - "The Internal Audit function shall be administered through the Council, however ultimate reporting responsibility is to the Audit Committee with regular reporting to Council.

Clause 4.5(g) be amended to read - " Periodically review the performance of Internal Audit and report the results to Council."

Kind regards
Clr. Isabel Strutt.

Isabel Strutt



Audit, Risk and Improvement Committee Charter 2020

INFORMATION ABOUT THIS DOCUMENT

| | | | |
|-------------------------------------|--------------------------------------|-----------------------------------|------|
| Date Adopted by Council | | Resolution No. | |
| Document Owner | Executive Manager Corporate Services | | |
| Document Development Officer | Coordinator Governance and Risk | | |
| Review Timeframe | 2 years | | |
| Last Review Date: | 2020 | Next Scheduled Review Date | 2022 |

Document History

| Doc No. | Date Amended | Details |
|----------------|---------------------|--|
| 1 | October 2014 | Adopted by Council – Res # 329/14 |
| 2 | March 2018 | Review for <i>LG Amendment (Governance and Planning) Act 2016</i> , review by Executive. |
| 3 | May 2020 | Minor amendments to reflect position changes. |
| 4 | 19 May 2020 | Amended by Audit, Risk and Improvement Committee |
| 5 | August 2020 | Amended following receipt of submission during public exhibition period. |

| | |
|---|--|
| Related Legislation* | <i>NSW Local Government Act 1993</i> <i>Local Government Amendment (Governance and Planning) Act 2016</i> |
| Related Policies | Risk Management Manuals |
| Related Procedures/ Protocols, Statements, documents | AS/NZS 31000:2009 Risk Management – Principles and Guidelines Risk OLG Internal Audit Guidelines 2010 Risk Register Risk Management Action Plan Integrated Planning and Reporting Framework documents Internal Audit Plan Internal Audit Charter |

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1. OBJECTIVES

The objective of the Audit, Risk and Improvement Committee (Committee) is to provide professional independent advice and assistance to the Uralla Shire Council (Council) to improve its operations and functions, ensure compliance to legislation, and be accountable for its external responsibilities. This charter outlines and defines the responsibilities and the extent of authority that the Committee is granted.

2. SCOPE AND AUTHORITY

Subject to any legal obligations to protect information and confidentiality, Council authorises the Committee, within the scope of its role and responsibilities to:

- a) Have access to and obtain any information that it requires;
- b) Discuss relevant matters with external and internal auditors and/or other applicable external parties;
- c) Request the attendance of any Council employee or Councillor at Committee meetings; and
- d) Obtain external legal or other professional advice considered necessary to meet its responsibilities.

In accordance with Section 428A of the *Local Government Amendment (Governance and Planning) Act 2016* the Committee must keep under review the following aspects of Council's operations:

- a) Compliance;
- b) Risk management;
- c) Fraud control;
- d) Financial management;
- e) Governance;
- f) Implementation of the strategic plan, delivery program and strategies;
- g) Service reviews;
- h) Collection of performance measurement data by the council; and
- i) Any other matters prescribed by the regulations.

3. COMPOSITION AND TENURE

3.1. Voting Members

The Audit, Risk and Improvement Committee will be composed of five voting members consisting of:

- Two elected Members of Council; and
- Three independent external members (not members of the Council), with one to be delegated Chairperson.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Council. At least one independent external member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

The independent external members will be appointed for the term of Council's electoral cycle, after which they will be eligible for extension or re-appointment following a formal review of their performance by the elected Councillors after the Uralla Shire Council Local Government elections.

The term of a Committee member shall cease earlier on:

1. The day on which the member resigns from the Committee;
2. In the case of a Councillor, the day on which the member ceases to be a Councillor;
3. The day on which the member's appointment is legally terminated by Council; or
4. The day on which the member is incapacitated by law from holding such office.

3.2. Attendees from Council

The following Council officers and employees will be required to attend Committee meetings but will have no voting powers:

- General Manager;
- Chief Financial Officer;
- Executive Manager Corporate Services; and
- Coordinator Governance and Risk.

3.3. Other Persons

When the Committee deems necessary and when required other persons will be invited and/or will be permitted to attend Committee meetings. These persons include, but are not limited to:

- Representatives of Councils external and internal auditors;
- Observers, such as Councillors whom are not members of the Committee; and
- Other Council employees required to participate for certain agenda items.

4. ROLE AND RESPONSIBILITIES

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the *NSW Local Government Act 1993*.

The responsibilities of the Committee may be revised or expanded by the Council from time to time.

The Committee's responsibilities are outlined in the below sections:

4.1 Risk Management

- a) Review whether management has in place a current and comprehensive risk management framework, and associated policy/procedures for effective identification and management of business and financial risks, including fraud;
- b) Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- c) Review the impact of the risk management framework on its control environment and insurance arrangements; and
- d) Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

4.2 Control Framework

- a) Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- b) Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- c) Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- d) Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- e) Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

4.3 Legislative Compliance

- a) Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements; and
- b) Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.4 External Audit

- a) The Committee has no power of direction over external audit or the manner in which the external audit is planned or undertaken but will act as a forum for the consideration of external audit findings as well as management responses.
- b) At the completion of the annual financial statements, the Committee shall meet to review the audited General Purpose Financial Report and the Audit Report before the documents are presented to Council;
- c) The Committee shall provide input and feedback on the financial statements and performance audit proposed by external auditors; and
- d) Consider significant issues raised through external audit reports and monitor to ensure appropriate course of action is taken.

4.5 Internal Audit

- a) The Internal Audit function shall be administered through the Council, however ultimate reporting responsibility is to the Audit Committee with regular reporting to Council;
- b) Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan;
- c) Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan;

Audit, Risk and Improvement Committee Charter 2020

- d) Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices;
- e) Monitor the implementation of internal audit recommendations by management;
- f) Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place; and
- g) Periodically review the performance of Internal Audit and report the results to Council.

4.6 External Accountability

- a) Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls;
- b) Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments;
- c) To consider contentious financial reporting matters in conjunction with council's management and external auditors;
- d) Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements;
- e) Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations; and
- f) Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

4.7 Responsibilities of Members

Members of the Committee are expected to:

- a) Understand the relevant legislative and regulatory requirements appropriate to Council;
- b) Contribute the time needed to study and understand the relevant documentation and briefing materials provided;
- c) Apply good analytical skills, objectivity and good judgment;
- d) Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry; and
- e) Comply with Council's Code of Conduct.

5. ADMINISTRATIVE ARRANGEMENTS

5.1 Meetings

The Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Committee Charter.

It is expected that Committee members will be in attendance at the majority of meetings.

5.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member.

Meetings can be held in person, by teleconference or by video conference.

5.3 Secretariat

The Executive Manager Corporate Services is responsible for ensuring that the Committee has adequate secretariat support. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

5.4 Conflict of Interests

Councillors, Council staff and members of Council committees must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

5.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

5.6 Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted with appropriate input from Council management and any other relevant stakeholders.

5.7 Review of Audit, Risk and Improvement Committee Charter

At least once every two years, the Committee will review the Audit, Risk and Improvement Committee Charter.

Report 7 - Continuation of Uralla Township and Environs Committee



REPORT TO COUNCIL

| | |
|---------------------------|--|
| Reference/Subject: | Report 7 – Continuation of Uralla Township and Environs Committee |
| Submitted by: | <i>Executive Manager Corporate Services</i> |
| Department: | Corporate Services |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|------------------|-------|---|
| Goal: | 4.1 | A strong, accountable and representative Council |
| Strategy: | 4.1.2 | Engage with the community effectively and use community input to inform decision making |

SUMMARY:

The purpose of this report is to recommend that Council determine the continuation of the Uralla Township and Environs Committee.

OFFICER'S RECOMMENDATIONS:

That Council determine whether the Uralla Township and Environs Committee's term be extended for an additional 12 months.

Should Council determine to continue the Uralla Township and Environs Committee and extend its term for an additional 12 months, it is recommended that Council then further resolve to adopt the draft amended Uralla Township and Environs Committee Constitution attached to this report at Attachment C.

That Council:

- 1. Place the draft amended Uralla Township and Environs Committee Constitution 2020 at Attachment C for public exhibition for a period of not less than 28 days;**
- 2. Subject to no submissions received during public exhibition, adopt the Uralla Township and Environs Committee Constitution 2020 at Attachment C; and**
- 3. Following adoption of the Uralla Township and Environs Committee Constitution 2020, contact the acting Committee Secretary to arrange the recommencement of Committee meetings in accordance with the Committee Constitution and current COVID-19 restrictions.**

Should Council determine to terminate the Uralla Township and Environs Committee, it is recommended that Council recognise the contributions of the Committee by further resolving:

That Council formally dissolve the Uralla Township and Environs Committee recognising that it has completed the function it was established to perform and that Council considers there are better methods in which to engage with the community on the development of the township and environs (and has resourced this in the 2020/21 Operational Plan); and thank the members of the Committee for their service to the community.

BACKGROUND:

The Uralla Township and Environs Committee (the Committee) was formed in February 2018 and constituted by Council under section 355 of the *NSW Local Government Act 1993* (the Act) in April 2018.

At its Ordinary Meeting held 5 May 2020, Council resolved to invite submissions from the current Committee members and from the public on the Committee's performance in relation to the Uralla Township and Environs Committee Constitution, and to review the value of the Committee and determine whether to re-adopt or revise the Committee Constitution.

As the Committee's term under the Uralla Township and Environs Committee Constitution 2019 has come to a close as at 30 June 2020, Council must determine whether to reinstate the Committee by readopting the Committee's Constitution, or whether the Committee should be dissolved.

REPORT:

Council invited submissions from the current members of the Committee and from the public by way of public notice to comment on the Committee performance and the Committee Constitution.

Submissions closed on 8 June 2020. Council received two (2) submissions from the Committee:

- Mr James Sinclair, Committee Member
- Uralla Township and Environs Committee (Unendorsed draft)

The submissions are attached to this report at Attachments A and B, respectively.

No submissions from the general public were received.

Submissions

The submissions comment on and make recommendation to amendments to the Committee Constitution, as well as the general functioning of the Committee and how this might be improved.

The sections of the Constitution referenced in the submissions with relevant recommendations and Council's response are attached to this report at Attachment D.

Summary

Both submissions comment on the lack of understanding by the Committee and clarity in the Constitution as to the Committee's purpose, that communication between the Committee and Council is not adequate, uncertainty to what advice the Committee should provide and whether this advice is being received or acted upon, and the unclear role of the councillor representatives to the Committee.

To address the issues raised Council must first consider the key purpose of the Committee and what benefits Council seeks through the Committee. The intent of the Committee directly follows goals and strategies set out in Council's Community Strategic Plan, being:

4.1 A strong, accountable and representative Council

4.1.2 Engage with the community effectively and use community input to inform decision making

It is through community input (via the Committee) which Council seeks to inform its decisions to better fulfil the goals and strategies of the Community Strategic Plan and the annual activities and actions set out in the Combined Delivery Program and Operational Plan.

It should be emphasised that the purpose of an advisory committee is to provide advice to Council so that Council decisions are informed and the views of the community are considered, however, the Committee is not the only avenue for Council's engagement with the public and community participation. Rather, the Committee is only one focused path of engagement which specifically relates to the Committee's objective, being development and redevelopment of the open spaces in Uralla.

It is Council's commitment to the community to continuously improve its communication and to seek opportunities to inform, request feedback, and involve the community in its decision making through consultation. Providing the public with accurate and timely information, seeking public feedback and participation, and working directly with the public to address concerns are the key steps in Council's strategy for robust community engagement.

While there have been staff vacancies within Council and limited resources within the past year, the recently appointed Coordinator Communications and Engagement has been designated the task of reviewing Council's Community Engagement Strategy and exploring additional avenues to inform, consult, and involve the community with the aim to increase community participation, inclusion and satisfaction, and in turn benefit both Council and the community as a whole. As one avenue for community consultation, Council Committees designated under s355 of the Local Government Act will be included in this review, as well as how committee functions can be improved to increase community awareness and engagement.

The above was workshopped by Council on 14 July 2020.

Proposed Amendments

To improve the functioning of the Committee, should Council determine to extend the Committee's term, it is recommended the Constitution be amended to guide the Committee on:

- What the Committee should focus its efforts to provide advice to Council (Committee Objective); and
- How this advice be provided to Council (Duties of the Committee).

The Committee Objective guides the Committee in its advice to Council. The Objective should make it clear that the advice sought from the Committee is to inform Council's strategic decision making and should fit into Council's broader strategy for the community.

In relation to the comments that the Committee scope or objective be broadened to address any matter which falls within public interest, this would likely be detrimental to the Committee in that it would lose focus and direction, and further the original intent of the Committee would be lost. However, there are advantages to providing direction and guidance to the Committee through its Constitution, as submitted by the Committee and Mr Sinclair, and would result in a more effective and functional Committee.

To assist the Committee in providing its advice to Council, the Duties of the Committee clauses as set out in the draft amended Constitution attached to this report would provide guidance and direct the Committee how it should offer recommendations to Council. As Council's decisions are strategic it should follow that the Committee's advice follow a holistic approach and focus its efforts on Council's strategic direction in relation to public spaces. Therefore, proposals made by the Committee should take a strategic approach to describe benefits and disadvantages, identify potential costs, and illustrate the deliberations the Committee took in forming its opinion. If there are differing views

within the Committee, these opinions be communicated to Council to help Council better understand the complexities of the issue at hand.

Should Council determine to extend the Committee's term, it is recommended the Constitution be further amended to specify:

- The role of the councillor representative; and
- The role of Council staff.

These proposed amendments aim to assist with and improve communication between Council and the Committee, as well as to clarify how information shall be provided to the Committee by Council staff.

The draft amended Uralla Township and Environs Committee Constitution is attached to this report at Attachment C. The Uralla Township and Environs Committee Constitution 2019 is available on Council's website at <https://www.uralla.nsw.gov.au/Council/Committees-and-Groups/Section-355-Committees>.

CONCLUSION

An effective and functional Committee offers an avenue for increased communication between the community and Council and involvement in the Uralla community in Council's decision-making process.

Should Council determine to extend the Committee's term, it is proposed the Committee Constitution be amended to clarify the Committee's purpose, to address the concerns as raised by the Committee, and be placed on public exhibition prior to adoption.

KEY ISSUES:

- This report recommends that Council determine whether the Uralla Township and Environs Committee's term be extended for an additional 12 months; and subject to that determination, either adopt the draft amended Committee Constitution for public exhibition or dissolve the committee.
- Two submissions were received in the Committee Constitution review process.
- Submissions highlighted the need to amend the Committee Constitution to provide focus to the Committee and clarify its objectives, how it communicates with Council, and the role of the councillor representatives.
- The Uralla Township and Environs Committee offers an avenue to involve the Uralla community in Council's decision-making processes; but does not remove the requirement for wider community engagement processes.

COUNCIL IMPLICATIONS:

1. Community Engagement/Communication (per engagement strategy)

This report follows a public consultation process and target community engagement with the Uralla Township and Environs Committee. Should the Council determine to extend the term of the Committee, a further community consultation process is required on the revised Constitution.

2. Policy and Regulation

Local Government Act 1993 (No30) NSW s355(b)
Constitution: Uralla Township and Environs Committee 2019
Community Engagement Policy 2014
Community Engagement Strategy 2017

3. Financial (LTFP)

The committee consumes a small number of hours of staff time which is absorbed within the existing budget.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Council staff attend Committee meetings, prepare reports to Council in relation to recommendations made by the Committee, and investigate Committee matters as directed by Council.

6. Legal and Risk Management

A Committee constituted under s335(b) of the *Local Government Act 1993 (No30) NSW* is covered by Council's insurance policy for public liability.

7. Performance Measures

Effective functioning of the s355 Uralla Township and Environs Committee will deliver value-adding feedback and recommendations to Council on projects that enhance the liveability of the Uralla township.

8. Project Management

Reports to Council relating to the Committee's recommendations are prepared by the Manager Development and Planning and the Director Infrastructure and Development.

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| Prepared by staff member: | Governance and Media Officer |
| TRIM Reference Number: | UINT/20/6675 |
| Approved/Reviewed by Manager: | Executive Manager Corporate Services |
| Department: | Corporate Services |
| Attachments: | A. Submission – Mr James Sinclair B. Submission – Uralla Township and Environs Committee (unendorsed draft) C. Draft Amended Uralla Township and Environs Committee Constitution 2020 D. Review of Committee Constitution - Submissions Received and Council Response |

From: [James Sinclair](#)
To: [Scott Phillips](#)
Cc: [Suzanne Riley](#); [Gabrielle Stratton](#); [Council](#)
Subject: TRIM: Submission of Public Comment on Uralla Township and Environs Committee
Date: Tuesday, 26 May 2020 9:25:58 PM

RE: Uralla Township and Environs Committee (UTEC) Review - June 2020

Dear Mr Phillips

As a demonstration of Council's commitment to public consultation, UTEC has successfully provided a formal mechanism for community input. However, its narrow scope and limited provision for meaningful dialogue between Council and the Committee has hampered progress and acted as a handbrake to its potential as a conduit for community ideas and to gauge priorities, concerns and opportunities. UTEC's value to the community then, remains to be fully realised.

As a Council Committee, UTEC has been delegated the function of providing advice on the development of public spaces or any other matter deemed relevant by Council. The Committee has provided input on a considerable number of issues. In providing advice, it has sometimes struggled with who is listening and what will be done with the information? Is the advice for the Councillors to inform their decisions or can it be more concrete to inform Council operations? Explicit direction is missing from the Constitution and even a former GM on presenting to the Committee, struggled to clearly define its true purpose.

Over time the absence of meaningful feedback has become a disincentive for the Committee. It is not clear whether the proposals made have had any impact on the decisions of Council, either being acted upon or dismissed. UTEC was asked to provide input on additional matters once only, but have been told on a number of occasions that their input on other matters concerning the town, regardless of significance or impact on the community, is outside of their remit. In terms of ongoing relevance, the Committee can speak to the finite number of public spaces in or near town but it has the potential to be a more comprehensive and meaningful forum.

In this regard, I respectfully submit the following opportunities for improvement:

1. Broaden the remit of the Committee to include the provision of advice or input on issues relating to the built or natural environment of the town including those which generate public interest or can reasonably be expected to impact the wider community
2. Encourage open, transparent and cooperative dialogue between Council and the Committee by providing a list of proposed works which fall within the remit
3. Establish a feedback loop whereby UTEC is informed whether its suggestions are

accepted or not. If rejected, it would be helpful to know why and any actions arising from input would also be valuable

4. Clarify the extent and purpose of the advice being sought and also the role of the Councillor Representatives

Kind regards

James Sinclair

26 May 2020

From: [Suzanne Riley](#)
To: [Scott Phillips](#); [Council](#); [Gabrielle Stratton](#)
Cc: [Kent Mayo](#); [Louis Van Ekert](#); [Isabel Strutt](#); [Anne Mayo](#); [Levi Sampson](#); [Robert \(Bob\) Anderson](#); [Phillip Smith](#); [Sonia Repin](#); [James Sinclair](#); [Carol Higginbottom](#); [Noelene Porter](#); [Carol Hull](#); [Suzanne M Wright](#); [Karen Johnston](#)
Subject: TRIM: UTEC Conduct and Performance Review_2019-2020
Date: Wednesday, 27 May 2020 9:26:48 PM
Attachments: [2019_2020 UTEC Conduct and Performance Review.pdf](#)
[ATT00001.txt](#)

Dear Mr Phillips,

Attached is the draft, yet to be endorsed , UTEC Conduct and Performance Review for the past twelve months. This has been prepared for tabling at Council's General Meeting 8 June 2020.

Committee Members have collaborated on the content, and the draft review will be tabled for endorsement at the next meeting of UTEC.

Members have asked when the Committee might meet again, and would appreciate your thoughts on that matter.

CONDUCT AND PERFORMANCE ANNUAL REVIEW
Uralla Township and Environs Committee
2019 - 2020

Constitution 2019 adopted by Council 29 June 2019 25.06/19

The UTEC Committee was established under Section 334 of the Local Government Act 1993, by Resolution of Uralla Shire Council No. 31.02/18 on 27 February 2018. The Review is in accordance with the Local Government Act 1993, Sections 355 and 377

Annual Review requested by - Acting General Manager, Scott Phillips

Report Prepared by – Suzanne Wright JP,
M.SocChange&Devt; B.SocSci;GradAdvDipBus.
A/Secretary UTEC

For presentation at Uralla Shire Council General Meeting
8 June 2020

Report electronically distributed to UTEC Committee Members for Draft Approval - pending
UTEK Committee Meeting reinstatement post COVID-19

| 3.0 OBJECTIVE – Advise Council on: | | Comments | Recommendations |
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| <p>3.1.a Future development and redevelopment of the public spaces in and near the township of Uralla</p> | <p>3.1.a UTEC has advised and made recommendations to Council Meetings on the following matters:</p> <ol style="list-style-type: none"> 1. Readopt “Find Yourself in Uralla” slogan and encourage use of variations (12.3.19) 2. Original design, wording and branding on bins be readopted by council (12.3.19) 3. Recommended to Council to negotiate with owner, the removal of the big soldier and the advertising sign on southern entrance to Uralla (19.4.19) 4. Council investigate sites for primitive camping e.g. The Glen, BMX track area (19.4.19). 5. Consistency in “branding” Uralla be maintained in Uralla and environs (19.4.19) 6. Proposal adopt Bridge Street as a 40kph precinct (14.5.19) and (13.8.19) 7. Propose Council proceed with the plaque in Bridge Street acknowledging Reg Rutten (10.9.19) 8. That a piece be written for Wordsworth to support and inform the public on matters regarding the moving of Memorials in Alma | <p>UTEC is largely unaware of the details for future development and redevelopment projects for public spaces as planned by Council.</p> <p>UTEC advice and recommendations to Council are not always acknowledged.</p> | <p>3.1.i Council provide UTEC with details of future development and redevelopment of public spaces.</p> <p>3.1.ii The details be provided to UTEC in a reasonable timeframe for the input through UTEC, and for presentation to Council ahead of such developments.</p> <p>3.1.iii As a Committee of Council, Council engage with UTEC providing meaningful feedback regarding the advice and recommendations from UTEC.</p> |

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| <p style="font-size: 48pt; opacity: 0.5; text-align: center;">DRAFT</p> | <p>Park (10.9.19)</p> <p>9. In relation to the Visitor information Centre a) UTEC supports the upgrade; b) the refreshing of signage c) the design of the Tower be revisited, including the size of the footprint (10.9.19)</p> <p>10. Council readopt the “Find yourself in Uralla” logo (10.9.19)</p> <p>11. Council continue to investigate primitive camping sites and funding options (8.10.19)</p> <p>12. A summary of Deb Brehren’s proposal re a Labyrinth/Spiral at The Glen be provided to Council (8/10/19)</p> <p>13. Recommends Council investigate the use of the vacant block on Queen Street, behind the CBD and Railway Precinct for parking for long vehicles, e.g. Caravans (8.10.19)</p> <p>14. Proposal for Planting Options in Bridge Street upgrade:</p> <ul style="list-style-type: none"> a) trees of same species be planted in the 8 empty blisters b) a 300mm concrete strip be added to the traffic edge of the blisters c) lower the soil level in the blisters d) install more granite boulders e) plant more bushes and shrubs on perimeters. f) Council regularly maintain blisters | <p>Is the advice from UTEC for the Councillors to inform their decisions or can it be more concrete to assist Council to choose options?</p> | <p>3.1.iv Recommendation to amend the Constitution to give UTEC more explicit direction on the purpose of UTECs advice.</p> |
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| <p style="font-size: 48pt; opacity: 0.5; text-align: center;">D</p> | <p>g) Council liaise with Uralla Gardening Club regarding plantings</p> <p>15. Council clean up walkways in particular, Maitland Street to Alma Park (8.10.19)</p> <p>16. Council refurbish the structure (Rotunda) to replicate the original Rotunda in Alma Park (10.12.19)</p> <p>17. Recommend Louis van Ekert's List (No.14) be resubmitted to Council (10.12.19)</p> <p>18. Council endorse UTEC's involvement in the Gold Rush Boards (10.12.19)</p> <p>19. Council readopts the theme "Find Yourself in Uralla" and its many potential variations (10.12.19)</p> <p>20. Recommendation for Hill Street - to replace conifers with Flowering Cherry</p> <p>21. Proposal – Seven Entrances to Uralla Planting</p> <p>22. Rationalise War Memorial in Alma Park (following consensus in a 2018 Public meeting at Uralla Community Centre)</p> <p>23. Council commission a Heritage Colour Scheme Guide for Uralla including Colour Schemes for Older Australian Housing - for publication.</p> <p>24. Recommendation – New Playground not be located on the Highway (Bridge St)</p> <p>25. Recommend Council improve facilities at the Skate Park as recommended by Uralla</p> | <p style="font-size: 48pt; opacity: 0.5; text-align: center;">R</p> | <p style="font-size: 48pt; opacity: 0.5; text-align: center;">A</p> |
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| | <p>Youth. (February 2020)</p> <p>26. Support for Mrs Gwen Fuller letter to revamp Fuller Park, and for UTEC to propose a redevelopment project (February 2020)</p> <p>27. Draft Report with recommendation to Council to make safe/clean the area between Maitland St to Bridge St. (March 2020)</p> | | |
| <p>3.1.b Any matters deemed relevant by Council</p> | <p>During this review period, Council has referred (1) matter to UTEC:</p> <ol style="list-style-type: none"> 1. Parks Composite Project under Round 2 of the Stronger Country Communities Program, there is \$35,000. <p>UTEC recommended that, following advice from its Heritage Adviser, Council restore the Arnold Goode Memorial Rotunda.</p> | <p>It is unclear what criteria Council uses to deem matters relevant for UTEC.</p> | <p>Council provide it's Staff and UTEC with the criteria for deeming matters relevant to referral to UTEC, and establish a feedback loop discussing the advice and recommendations from UTEC.</p> |
| <p>3.2 Pursuant to clause 16 of this Constitution, Council may, by resolution, amend the objectives of the Committee at any time</p> | | | |
| <p>4. TERM</p> | | <p>COMMENTS</p> | <p>RECOMMENDATIONS</p> |

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| 4.1. Constitution operates for a (12) twelve month term commencing from the date on which Council, by resolution, adopts the Constitution | UTEC Constitution 2019 was adopted by Council on 29 June 2019 – resolution 25.06/19 | This review 2019-2020 is prepared for a meeting by Council on 8 June 2020. | |
| 4.2 Pursuant to Clause 16 of this Constitution, Council may, by resolution terminate or extend the term of the Committee at any time | The Committee has operated according to the objectives of the Constitution, which is to advise Council on matters as per 3.1.a and 3.1.b of the Constitution. | | Council outline the basis for its decision to extend or terminate the Committee. |
| 5. MEMBERSHIP | | COMMENTS | RECOMMENDATIONS |
| 5.1 The membership of the Committee shall be not less than six and no more than twelve persons appointed by Council | 5.1 Committee Membership has varied, however has remained greater than 6 at all times | The Quorum of the committee varies across the Review period according to the numbers of appointed members. | Council consider resetting the Quorum to be one more than half the minimum number of the membership. |
| 5.2 A person remains a member until: a) Death; or b) Upon i) Delivering, either verbally or in writing, a resignation to a meeting | 5.2.a Since inception, at least six (6) members have resigned in writing or verbally to the Committee 5.2.ii One (1) member has been absent for two consecutive meetings without leave of absence from the Committee | 5.2.a Reasons for resignation vary. | The GM, as part of this review, meet with appointed Committee members to discuss how Council and the Committee could interact better, in order to reduce the |

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| <p>of the Committee</p> <p>ii) Been absent from two (2) consecutive meetings without leave of absence from the Committee</p> <p>iii) Receiving written notification from Council that a membership of the Committee has been terminated.</p> | <p>5.2.iii Nil (0) notices of resignations by Members has been received from Council.</p> | | <p>numbers of resignations.</p> |
| <p>5.3 Casual vacancies may be filled in accordance with Clause 6.4 of the Constitution</p> | <p>5.3 Nil (0) casual vacancies have been filled according to clause 6.4 of Council</p> | | |
| <p>6. APPOINTMENT OF MEMBERS</p> | | <p>COMMENTS</p> | <p>RECOMMENDATIONS</p> |
| <p>6.1 Council shall invite nominations for membership of the Committee, giving no less than 21 days of public notice</p> | <p>New members have been appointed by Council, via a public nomination processes.</p> | <p>The Constitution is silent on the appointment of Councillor representatives</p> | <p>For clarity, the Constitution be updated to outline the process for Councillor appointments; their role; their relationship to the minimum and maximum membership numbers of the Committee;</p> |

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| | | | <p>their relationship to what constitutes a quorum; their voting rights if any; and any delegated authority regarding UTEC.</p> |
| <p>6.2 All Nominations shall be forwarded to Council for consideration by Council at a Council meeting. Council shall either appoint all nominees to the Committee, or , if more than twelve (12) persons have submitted applications, then Council may select a number from those nominated, the method of selection being at Council’s sole discretion.</p> | <p style="font-size: 100px; opacity: 0.5;">DRAFT</p> | | |
| <p>6.3 In appointing members to the Committee, Council shall ensure the membership of the Committee reflects, as far as reasonably possible, the diversity of the</p> | | | <p>Council adopt the use of inclusive language - use “Uralla Shire” eg Uralla Shire Environs Committee</p> |

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| township of Uralla and its immediate environs. | | | |
| 6.4 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. | Casual vacancies have not been necessary as the Committee membership has remained above the minimum number of six. | | Recommendation that Council keeps applications for the role of Committee Membership for a period of time, with the view to call on that pool of applicants should casual vacancies become necessary. |
| 7. COMMITTEE CHAIRPERSON | | COMMENTS | RECOMMENDATIONS |
| 7.1 The Chairperson of the Committee shall be appointed by Council. | The Chairperson of the Committee was appointed by Council, and has continuously occupied that role from inception, and for the duration of the review period. | It is unclear if the Chairperson of the Committee can resign from the role, without resigning from the Committee? | The Constitution be amended to say the Chairperson of the Committee shall be elected by the Committee. |
| 8. COMMITTEE SECRETARY | | COMMENTS | RECOMMENDATIONS |

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| <p>8.1 At the first meeting of the Committee, the Committee shall elect one of its number as Secretary. The method of election shall be decided by the Committee</p> | <p>At the initial meeting of the Committee a Secretary was selected.</p> | <p>During the period of review, there have been two Secretaries.</p> | |
| <p>8.2 The Secretary is responsible for:</p> <ul style="list-style-type: none"> a) Dealing with all incoming and outgoing correspondence and tabling all correspondence at Committee Meetings for appropriate action; b) Providing notice and agenda of meetings to Committee Members c) Accurately recording minutes of each meeting and to promptly forward all minutes to the General Manager and to all members of the Committee; and d) Retaining all documentation of the | <p>The initial and subsequent Secretary have carried out the duties as per 8.2. ss 8.2.a, b, c, d of the Constitution</p> | <p>On one occasion the Minutes of the Meeting being sent to Council was delayed, due to the changeover of Secretary, and the former Secretary resigning as a member from the Committee. The minutes were subsequently submitted to Council.</p> | <p>Should the Committee be unable to fulfil the role of Secretary that Council provide a Council officer for the task until resolved.</p> |

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| <p>Committee as required by the Australian Standard on Records Management.</p> | | | |
| <p>9. CONDUCT OF MEETINGS</p> | | <p>COMMENTS</p> | <p>RECOMMENDATIONS</p> |
| <p>9.1 At all meetings of the Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, the Committee shall elect one of its members to preside at the Meeting;</p> | <p>The Chairperson presided at all meetings.</p> | | |
| <p>9.2 A Meeting shall not proceed unless a quorum of at least one (1) more than half the number of members are present.</p> | <p>During the review period, two (2) meetings did not proceed due to lack of quorum.</p> <p>On one occasion, meeting minutes submitted to Council were deemed not acceptable due to there “not being a quorum”.</p> | <p>9.2.a The Constitution is silent on whether the appointed Councillor representatives are included in the membership numbers and therefore count towards a quorum.</p> <p>b) As from February 2020, a membership list</p> | <p>9.2.a Refer to Recommendations as per Section 6.1</p> <p>9.2.b The table of membership and</p> |

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| | | and attendance table has been developed | attendance to become a regular Agenda item, and reported in the minutes. |
| 9.3 Meetings of the Committee shall be held as often as the Committee decides, but not less than two (2) per year. | <p>A decision to meet is based on:</p> <ol style="list-style-type: none"> 1. The number of apologies disaffecting a quorum 2. Nil agenda items submitted <p>Correspondence of which action may be required, is circulated between meetings to the Membership.</p> <p>The following number of meetings have been conducted by the Committee: 2018 – Seven (7) meetings 2019 – Six (6) meetings 2020 – One (1) meeting to date</p> | Committee Meetings are currently on pause. This is due to COVID-19 restrictions, and because Committee meetings are required to be public. This was a direction in writing by the General Manager, to the Secretary. | |
| 9.4 Every Committee meeting is a public meeting and members of the public may attend. As such it should be held in a public space. Members of the public who cannot participate unless invited to do so by the Chair | <p>Six (6) members of the public have attended the Committee meetings by invitation of the Chair.</p> <p>All meetings of the Committee have been conducted in a public space – the current location being the Council Rooms of Uralla Shire Council. On some occasions, the Committee met at McCrossin’s Mill/</p> | | |
| 9.5 A record of minutes in | Records of minutes have been taken by the | | |

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| <p>the usual form shall be kept by the Secretary of all Meetings, unless a Council officer is present at the Meeting and it is agreed that the Council officer takes the minutes.</p> | <p>Secretary on each occasion of Committee meetings.</p> | | |
| <p>9.6 If the Chairperson ceases to be a member of the Committee, Council shall appoint a new Chairperson pursuant to Clause 7.1 of this Constitution.</p> | | <p>Refer to comments as per 7.1</p> | <p>Refer to recommendations as per 7.1</p> |
| <p>9.7 If the Secretary ceases to be a member of the Committee, the remaining members of the Committee shall vote on (1) of their number to fill the vacancy.</p> | <p>One Secretary of the Committee has resigned, and a subsequent Secretary was voted by the Committee in February 2020.</p> | | |
| <p>9.8 The Secretary shall notify Council if any members fail to attend two consecutive meeting of the Committee without leave of absence from the Committee.</p> | <p>One (1) member has been absent from two consecutive meetings without leave of absence notification Council has been notified of this situation in May 2020.</p> | <p>The Secretary to request contact details of all Committee members, for use on Committee business only.</p> | |
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| 10. DUTIES OF THE COMMITTEE | | COMMENTS | RECOMMENDATIONS |
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| 10.1 To undertake functions of Council limited to those conferred by Council resolution, as detailed in clause 3 of the Constitution. | <p>The Committee does channel information about public spaces from the public through UTEC to the Council, as identified in Section 3.</p> <p>The Committee does identify new development and redevelopment of public spaces projects to Council.</p> <p>However, as per Section 3 of the Constitution, the Committee's function is limited due to no forward knowledge of Council's development and redevelopment of public spaces.</p> | <p>Section 334 of the Local Government Act 1993 requires a level of consultation with the public.</p> <p>The potential value of this Council Committee is yet to be realised because explicit direction is missing from the Constitution.</p> | Refer to recommendations in Section 3.0 and subclauses. |
| 10.2 To forward to Council within seven (7) days, a copy of the Minutes taken at that Meeting. | <p>The Secretary does forward Minutes to Council as per 10.2.</p> <p>On one occasion this was delayed due to resignation of Secretary, and reappointment of new Secretary.</p> | The delayed minutes were forwarded to Council in February 2020. | Communication between Council and Committee needs to become circular, and the dialogue meaningful. |
| 11. CORRESPONDENCE | | COMMENTS | RECOMMENDATIONS |
| 11.1 Committees are not permitted to forward official correspondence to government officials, representatives, | Nil (0) correspondence has been forwarded, other than to Council. | Correspondence to Council by the Committee was reviewed in February 2020 as part of a discussion between | |

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| departments or agencies. | | the Chair and Secretary, resulting in future correspondence to be channelled via the Secretary to Council. | |
| 11.2 All official correspondence must be signed by the General Manager | Nil (0) official correspondence has been issued, other than as reported to Council. | | |
| 12. MEDIA AND PUBLICITY | | COMMENTS | RECOMMENDATIONS |
| 12.1 Committee members are not permitted to speak to the media on any Council matters in their capacity as a committee member. All media requests must be referred to the General Manager | The Committee members have exercised clause 12.1 | Public consultation is highly regarded by the residents of Uralla Shire This is evidenced by the attendance or responses by the Public to consultations on matters of public interest – e.g. Visitor Information Centre redevelopment; Uralla township’s unsafe drinking water. | Recommend Council discuss with UTEC Committee ways to raise awareness of UTEC to the Uralla Shire’s public. By and large the Uralla Shire Public are unaware of UTEC and its potential value to them, and to Council, as a means of public consultation. |
| 13. LIMITATIONS OF POWERS | | COMMENTS | RECOMMENDATIONS |
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| <p>13.1 The Committee must not do anything or allow any person acting under its direction to do anything contrary to the interest of Council. For the purposes of sub-clause, this includes but is not limited to, prohibiting the following:</p> <ul style="list-style-type: none">a) Acting contrary to any direction from Council, which includes a direction from the General Managerb) Acting contrary to Council's policiesc) Advising any person that they may have a legal right or action against Council or any Council Officiald) Making any admission of liability on behalf of Council or | <p>No committee members have breached the limitations of powers as per Section 13.1 ss a, b, c, d, e, f, g.</p> <p>All committee members have received Uralla Shire Council's Code of Conduct</p> | | |
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| <p>Committee</p> <ul style="list-style-type: none"> e) Acting contrary to Councils Code of Conduct f) Acting outside the limits of the Committee's delegation and g) Acting or presenting the Committee as independent of Council | | | |
| <p>14. DELEGATED AUTHORITY</p> | | <p>COMMENTS</p> | <p>RECOMMENDATIONS</p> |
| <p>14.1 The Committee does not have any delegated functions pursuant to section 377 of the Act and does not have the power to direct Council Officials.</p> | <p>Each of the membership has received the Constitution from Council as part of their appointment to the Committee.</p> | | |
| <p>15. DISCLOSURE OF INTEREST</p> | | <p>COMMENTS</p> | <p>RECOMMENDATIONS</p> |
| <p>15.1 The Committee is a Committee of Council, and, as such, Schedule of Council's Cod of Conduct</p> | <p>Each of the appointed members have received a Code of Conduct from Council.</p> | | |

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| <p>(Disclosures of interests) applies to all committee members.</p> | | | |
| <p>16. AMENDMENT OF THIS CONSTITUTION</p> | | <p>COMMENTS</p> | <p>RECOMMENDATIONS</p> |
| <p>16.1 This Constitution may only be altered by Resolution of Council</p> | | | |
| <p>16.2 The Committee may request Council to consider an amendment to this Constitution once the proposed alternations is submitted to a General Meeting of the Committee and the notice conveying such a meeting contains: a) the proposed alteration and the effect thereof; and b) Such proposed alteration is approved by at least three-fourths of the members present at such a General Meeting</p> | <p style="text-align: center; font-size: 48px; opacity: 0.3;">DRAFT</p> | <p>The recommendations in this Review are Draft until the Committee votes on the recommended changes.</p> <p>Each Committee member has received this Draft Review, and have individually and collaboratively contributed content to this Draft Review.</p> <p>The Committee is unable to meet as it is presently on pause due to COVID-19, as directed by the General Manager.</p> | <p>Recommendations in this Draft Review are to be presented to a general meeting of the Committee and be voted on.</p> |

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| 17. DISPUTE RESOLUTIONS | | | |
| 17.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination. Where the Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson, it may, by notice in writing, request the General Manager to review the issues. Should the Committee be dissatisfied with the decision by the General Manager, it may, by notice in writing to the General Manager, request that the matter be referred to Council for determination of the dispute by the resolution of Council, whose | The dispute resolution processes for the Committee are understood. | | |

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| determination of the dispute shall be final and binding upon the Committee. | | | |
| 18. NOTICE | | | |
| 18.1 Any notice required to be given by Council under this Constitution may be: a) sent to the last known address of the member; and b) Deemed to be received on the second business day after posting. | | Mail deliveries in the Uralla Shire are for some Committee members, only twice weekly. | |



Constitution: Uralla Township and Environs Committee 2020

INFORMATION ABOUT THIS DOCUMENT

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|-------------------------------------|--------------------------------------|-----------------------------------|-----------|
| Date Adopted by Council | | Resolution No. | |
| Document Owner | Executive Manager Corporate Services | | |
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| 1 | 11 April 2018 | Draft for Council Ordinary Meeting 24 April 2018. |
| 2 | 27 April 2018 | Adopted on 24 April 2018 (Resolution No. 19.04/18). |
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| 4 | July 2020 | Amendments following submission period and informal Council workshop. |

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|---|---|
| Related Legislation | <i>NSW Local Government Act 1993</i> <i>NSW Local Government (General) Regulation 2005</i> |
| Related Policies | Uralla Shire Council Code of Conduct |
| Related Procedures/ Protocols, Statements, documents | |

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Constitution

1. Interpretation

- 1.1 Unless otherwise indicated:
- (a) “Council” means Uralla Shire Council.
 - (b) “Council Officials” means Councillors, Council staff, administrators, Council committee members and delegates of Council.
 - (c) “The Act” means the *Local Government Act 1993*.
 - (d) “Committee” means the Committee established by Council on 27 February 2018 as outlined in Resolution 31.02/18 and constituted under this Constitution.
 - (e) “The General Manager” means the General Manager of Uralla Shire Council appointed under Section 334 of the *Local Government Act 1993*.

2. Purpose of this Constitution

- 2.1 Under the *Local Government Act 1993*, Council is able to delegate some of its functions to a Committee of Council. A Committee is appointed and reappointed in accordance with the provisions of Section 355 and Section 377 of the Act.
- 2.2 This Constitution provides a mandatory set of rules that defines the functions that Council has delegated to the Committee, the manner in which those delegated functions are to be undertaken by the Committee, and an administrative structure and procedures to ensure that Council is able to monitor the conduct and performance of the Committee, particularly with regard to managing potential liabilities that might arise as a result of the activities of the Committee, in a similar manner to that which Council monitors others performing Council’s functions under delegation.

3. Objective

- 3.1 The objective of the Committee constituted under this Constitution is to provide strategic advice to Council on the future development and redevelopment of the public spaces in and near the township of Uralla by:
- (a) Providing guidance for the implementation of public space related planning, design and management;
 - (b) Providing advice to Council on current and emerging issues for public spaces, including issues related to, but not limited to, leisure, education, economic, cultural, social and environmental aspects;
 - (c) Ensuring consideration is given to disability access to public spaces in strategy development;
 - (d) Providing advice on matters strategically relevant to public spaces as required by Council including, but not limited to, development and implementation of Council’s Open Spaces Strategy and Pedestrian and Access Mobility Plan (PAMP);
 - (e) Participating in consultative forums initiated by Council for the purpose of informing and seeking feedback from the community; and
 - (f) Providing clear recommendations based on skills, knowledge and experience of the members.

- 3.2 The Committee may be requested by Council to provide advice on any other related matters deemed relevant by Council, including community consultation, the development of public spaces outside the Uralla township, or any other Council initiative referred to the Committee.
- 3.3 Pursuant to clause 16 of this Constitution, Council may, by resolution, amend the objective of the Committee at any time.

4. Term

- 4.1 This Constitution operates for a twelve (12) month term, commencing from the date on which Council, by resolution, adopts this Constitution.
- 4.2 Pursuant to clause 16 of this Constitution, Council may, by resolution, terminate or extend the term of the Committee at any time.
- 4.3 Should Council extend or terminate the Committee term, formal notice will be provided to the Committee in writing.
- 4.4 In the event the Committee term has been terminated, Council will provide the reason for the termination.

5. Membership

- 5.1 The membership of the Committee shall be not less than six (6) and no more than twelve (12) persons appointed by Council in accordance with this Constitution.
- 5.2 A person remains a member until:
 - (a) Death; or
 - (b) Upon:
 - (i) Delivering, either verbally or in writing, a resignation to a meeting of the Committee;
 - (ii) Being absent from two (2) consecutive meetings of the Committee without leave of absence from the Committee; or
 - (iii) Receiving written notification from Council that the person's membership of the Committee has been terminated.
- 5.3 Casual vacancies may be filled in accordance with Clause 6.4 of this Constitution.

6. Appointment of Members

- 6.1 Council shall invite nominations for membership of the Committee, giving no less than 21 days of public notice.
- 6.2 All nominations shall be forwarded to Council for consideration by Council at a Council meeting. Council shall either appoint all nominees to the Committee, or, if more than twelve (12) persons have submitted applications, then Council may select a number from those nominated, the method of selection being at Council's sole discretion.

- 6.3 In appointing members to the Committee, Council shall ensure the membership of the Committee reflects, as far as reasonably possible, the diversity of the township of Uralla and its immediate environs.
- 6.4 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.

7. Committee Chairperson

- 7.1 The Chairperson of the Committee shall be appointed by Council.
- 7.2 The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.
- 7.3 In the absence of the Chairperson at a meeting or in the event of a conflict of interest in which the Chairperson has recused him or herself from discussion, the Committee shall elect a temporary Chairperson.
- 7.4 A Committee member may not hold the position of Chairperson for more than one (1) consecutive year.
- 7.5 The Chairperson may resign from the position of Chair and remain a member of the Committee.

8. Committee Secretary

- 8.1 At the first meeting of the Committee, the Committee shall elect one of its number as Secretary. The method of election shall be decided by the Committee.
- 8.2 The Secretary is responsible for:
- (a) Dealing with all incoming and outgoing correspondence and tabling all correspondence at Committee Meetings for appropriate action;
 - (b) Providing notice and agenda of meetings to Committee Members;
 - (c) Accurately recording minutes of each meeting and to promptly forward all minutes to the General Manager and to all members of the Committee; and
 - (d) Retaining all documentation of the Committee as required by the Australian Standard on Records Management.

9. Conduct of Meetings

- 9.1 At all meetings of the Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, the Committee shall elect one of its number to preside at the Meeting.
- 9.2 A Meeting shall not proceed unless a quorum of at least one (1) more than half the number of members are present.

- 9.3 Meetings of the Committee shall be held on a quarterly basis with forward meeting dates published on Council's website and in the Council newsletter.
- 9.4 Every Committee meeting is a public meeting and members of the public may attend. As such, it should be held in a public space. Members of the public who attend cannot participate unless invited to do so by the Chair.
- 9.5 A record of minutes in the usual form shall be kept by the Secretary of all Meetings, unless a Council officer is present at the Meeting and it is agreed that the Council officer take the minutes.
- 9.6 If the Chairperson ceases to be a member of the Committee, Council shall appoint a new Chairperson pursuant to Clause 7.1 of this Constitution.
- 9.7 If the Secretary ceases to be a member of the Committee, the remaining members of the Committee shall vote one (1) of their number to fill the vacancy.
- 9.8 The Secretary shall notify Council if any member fails to attend two (2) consecutive meetings of the Committee without leave of absence from the Committee.

10. Duties of the Committee

- 10.1 To undertake functions of Council limited to those conferred by Council resolution, as detailed in clause 3 of this Constitution.
- 10.2 To forward to Council within seven (7) days after a Meeting, a copy of the Minutes taken at that Meeting.
- 10.3 To be familiar with the strategies and goals as set out in Council's Community Strategic Plan and Combined Delivery Program and Operational Plan.
- 10.4 To agree to participate in a collaborative meeting format.
- 10.5 To incorporate the expertise, local knowledge and broad community experience of the individual Committee members to its advice and recommendations to Council.
- 10.6 To provide justification to Committee proposals by:
 - a) Describing benefits and disadvantages;
 - b) Identifying potential costs; and
 - c) Illustrating the deliberations the Committee took in forming its opinion. If there are differing views within the Committee, these opinions be communicated to Council to assist Council in understanding the complexities of the issue at hand.

11. Councillor Representatives

- 11.1 Two (2) non-voting councillor representatives are to be elected to the Committee by way of Council resolution during Council's regular appointment of councillor delegates to Council committees, external bodies and advisory committees in accordance with Council policy.

- 11.2 Councillor representatives are non-voting members and therefore their presence does not affect the meeting quorum.
- 11.3 The role of the councillor representatives is to facilitate communication between the Committee and Council by:
- (a) Presenting relevant Council minutes to the Committee;
 - (b) Referring any matters requiring clarification by the Committee to the General Manager or to Council by way of a Councillor Notice of Motion; and
 - (c) Inviting the Committee Chairperson or his or her representative to speak on behalf of the Committee at an ordinary or extraordinary meeting of Council.

12. Role of Council Staff

- 12.1 Council staff may attend Committee meetings as directed by the General Manager.
- 12.2 Council staff, including the General Manager, attend as observers to the meeting. Council staff may request to speak at meetings or answer questions as requested by the Chairperson.
- 12.3 Staff from the Council's Infrastructure and Development Division will:
- (a) Provide timely advice to the Committee regarding future development and redevelopment of the public spaces in and near the township of Uralla; and
 - (b) Provide the minutes and recommendations of the Committee to Council's Ordinary Meetings on a bi-monthly basis or as required.
- 12.4 Staff from Council's Governance and Risk section in the Corporate Services Division will:
- (a) Provide the Committee Constitution and Code of Conduct to new members of the Committee;
 - (b) Facilitate the annual review and readoption of the Committee Constitution;
 - (c) Oversee the public notification period and selection process for committee membership; and
 - (d) Offer training to the Chairperson and Secretary if required.

13. Correspondence

- 13.1 Committees are not permitted to forward official correspondence to government officials, representatives, departments or agencies.
- 13.2 All official correspondence must be signed by the General Manager.

14. Media and Publicity

- 14.1 Committee members are not permitted to speak to the media on any Council matters in their capacity as a committee member. All media requests must be referred to the General Manager.
- 14.2 Committee members are not to make public statements regarding the Committee's activities unless authorised by the General Manager to do so.

15. Limitations of Powers

- 15.1 The Committee must not do anything or allow any person acting under its direction to do anything contrary to the interest of Council. For the purposes of this sub-clause, this includes but is not limited to, prohibiting the following:
- (a) Acting contrary to any direction from Council, which includes a direction from the General Manager;
 - (b) Acting contrary to Council's policies;
 - (c) Advising any person that they may have a legal right or action against Council or any Council Official;
 - (d) Making any admission of liability or accepting liability on behalf of Council or the Committee;
 - (e) Acting contrary to Council's Code of Conduct;
 - (f) Acting outside the limits of the Committee's delegation; and
 - (g) Acting or presenting the Committee as independent of Council.

16. Delegated Authority

- 16.1 The Committee does not have any delegated functions pursuant to section 377 of the Act and does not have the power to direct Council Officials.

17. Ethics and Conflict of Interest

- 17.1 As a Committee of Council, Committee members must abide by the ethics of the Uralla Shire Council Code of Conduct.
- 17.2 Committee members are to declare pecuniary conflicts of interest when any such interest arises. The declaration to be recorded in the minutes and the member to abstain from voting on any matter relating to the conflict of interest.

18. Amendment of this Constitution

- 18.1 This Constitution may only be altered by resolution of Council.
- 18.2 The Committee may request Council to consider an amendment to this Constitution once the proposed alteration is submitted to a General Meeting of the Committee and the notice conveying such a meeting contains:
- (a) The proposed alteration and the effect thereof; and
 - (b) Such proposed alteration is approved by at least three-fourths of the members present at such a General Meeting.

Following which the proposed amendment to the Constitution will be put to an Ordinary Meeting of Council for consideration.

19. Dispute Resolutions

- 19.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination. Where the

Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson, it may, by notice in writing, request the General Manager review the issue. Should the Committee be dissatisfied with the decision by the General Manager, it may, by notice in writing to the General Manager, request that the matter be referred to Council for determination of the dispute by resolution of Council, whose determination of the dispute shall be final and binding upon the Committee.

20. Notice

- 20.1 Any notice required to be given by Council under this Constitution may be:
- (a) Sent to the last known address of the member; and
 - (b) Deemed to be received on the fifth business day after posting.
- 20.2 Council will copy the Committee Secretary on any notice provided to an individual Committee member. Should the Committee Secretary position be vacant, the copy to be provided to the Chairperson.

- **Purpose of the Constitution**

While the Committee Constitution notes that Council may delegate its functions to a Committee of Council in accordance with sections 355 and 377 of the Act, it should be noted that the Committee has not been delegated authority by Council to exercise Council's functions in the Constitution and that the Committee operates solely on an advisory basis.

It can be generally agreed that should Council determine to extend the term of the Committee, the Constitution should be amended to maximise the benefit both to Council and to the Committee, as well as to individual Committee members in their participation.

- **Objective of the Committee**

The objective of the Committee, as set out in its Constitution first adopted in April 2018 and readopted in June 2019, is to advise Council on:

- (a) The future development and redevelopment of the public spaces in and near the township of Uralla; and
- (b) Any other matters deemed relevant by Council.

The submissions received both from the Committee and Mr Sinclair indicate a lack of clarity and understanding by the Committee as to its purpose.

In relation to clause (a), the Committee comments that the Committee is "*largely unaware of the details for future development and redevelopment projects for public spaces as planned by Council*", and "*advice and recommendations to Council are not always acknowledged*". The Committee further questions "*is advice from UTEC for the Councillors to inform their decisions or can it be more concrete to assist Council to choose options?*"

The Committee recommends that:

1. *Council provide the Committee with details of future development and redevelopment of public spaces.*

Response: Should Council continue the Committee's term, it is recommended the Constitution be amended to clarify the Committee's purpose as well as the role of Council staff to provide the Committee with information on future development and redevelopment of public spaces. Proposed amendments to the Constitution are set out in clauses 3.1, 3.2, and 12.1 – 12.4 of the draft amended Constitution at Attachment C.

2. *Details be provided to the Committee in a reasonable timeframe for the input through the Committee, and for presentation to Council ahead of such developments.*

Response: The methods in which Council seeks the Committee's advice must be timely and allow for adequate discussion by the Committee, see response to point 1 above.

3. *Council engage with the Committee to provide meaningful feedback regarding the advice and recommendations from UTEC.*

Response: Council currently receives the Committee minutes on a bi-monthly basis at its Ordinary meetings. The business paper report to Council sets out the Officer's Recommendation, who has considered the Committee's advice and offers suggestions to Council that may be possible or practical to implement. Council's response to the recommendations of the Committee are then published in the Council meeting minutes, which are made available on Council's website following the meeting, usually within one or two business days.

There is already an avenue for the Committee to be provided with Council's response to the Committee's recommendations. Council business papers and minutes are published on the Council website and audio recordings of Council meetings can be listened to via webcast.

Committee members are requested to read the business paper reports and decisions of Council through the minutes. The Committee is expected to take advantage of these public documents to inform itself of Council's decisions and outcomes.

In addition to the above, the Constitution may be amended to define the role of the councillor representatives to assist with the communication between Council and the Committee. A proposed amendment addressing this is set out in the draft amended Constitution at Attachment C.

4. *Amend the Constitution to give the Committee more explicit direction on the purpose of its advice.*

Response: A proposed amendment to the Constitution's objective is set out in clauses 3.1 and 3.2 of the draft amended Constitution at Attachment C.

The Committee's question whether the advice from the Committee is to inform Council's decisions or to assist Council to choose options would likely depend on the circumstances, as Council may seek specific recommendations from the Committee as per clause (b) of the Committee Objective.

Mr Sinclair's submission is similar to the Committee's, commenting on the relevance of the Committee and recommends:

5. *Broaden the remit of the Committee to include the provision of advice or input on issues relating to the built or natural environment of the town including those which generate public interest or can reasonably be expected to impact the wider community.*

Response: This proposes a fundamental change to the purpose of the Committee as the Committee was originally formed by Council with the purpose to "provide advice about the future development or redevelopment of public spaces in and near the township of Uralla." It is not recommended to broaden the scope of the Committee at this time. Council may consider other avenues to improve community consultation for matters which fall outside the scope of the Committee.

6. *Encourage open, transparent and cooperative dialogue between Council and the Committee by providing a list of proposed works which fall within the remit.*

Response: Should any specific works be proposed this information should be provided to the Committee (see the recommendation at point 1 made by the Committee above.) The Constitution should not confine the Committee's focus to specific projects as this would narrow its focus in the long term and require extensive annual review.

7. *Establish a feedback loop whereby the Committee is informed whether its suggestions are accepted or not. If rejected, it would be helpful to know why and any actions arising from input would also be valuable.*

Response: See response at point 3 above.

Council may further consider inviting the Committee to present to Council on an annual or biannual basis at an Ordinary Meeting, in which the Committee presents proposals and Council may provide immediate feedback. This invitation can be instigated by the councillor representatives to the Committee at any time.

8. *Clarify the extent and purpose of the advice being sought [and also the role of the Councillor Representatives.]*

Response: Proposed amendments to the Constitution are set out in clauses 3.1 and 3.2 and clauses 10.3 – 10.6 in the draft amended Committee Constitution at Attachment C. The bracketed text has been addressed at point 14 below.

In relation to clause (b), the Committee comments *“It is unclear what criteria Council uses to deem matters relevant for UTEC”* and recommends:

9. *Council provide to Council staff and the Committee with the criteria for deeming matters relevant to referral to the Committee, and establish a feedback loop discussing the advice and recommendations from the Committee.*

Response: Council may wish to refer matters to the Committee on an ad-hoc basis and for this reason it is not prudent to excessively limit what those matters may be (see related response to Mr Sinclair’s recommendation at point 6 above.) Instead of listing the criteria to deem matters relevant to refer to the Committee, it is proposed the Constitution be amended to include examples of other matters which may be referred to the Committee for input, such as community consultation for Council initiatives. This is addressed in a proposed amendment to the Committee Objective as set out in clause 3.2 of the draft amended Constitution at Attachment C.

The proposed feedback loop is addressed at points 3 and 7 above.

- **Term**

The Committee Constitution defines the Committee term as one year to be annually reviewed and extended by way of Council resolution. In response to clause 4.2 which states Council may terminate or extend the term of the Committee at any time, the Committee recommends:

10. *Council outline the basis for its decision to extend or terminate the Committee.*

Response: It is reasonable that Council would provide justification to the Committee to extend or terminate the Committee term, and it is proposed the Constitution be amended to include provision for providing formal written notice to the Committee following any extension or termination of the Committee term. In the event that the term is to be terminated, Council is to provide its reason for doing so. Proposed amendments are set out in clauses 4.2 – 4.4 of the draft amended Constitution at Attachment C.

- **Membership**

The Committee Constitution sets the Committee membership of no less than six and no more than twelve persons, outlines when a Committee member’s membership shall cease, and how casual vacancies are filled.

The Committee submits that the quorum of the committee varies across depending on the number of current members and recommends:

11. *Council consider resetting the Quorum to be one more than half the minimum number of the membership.*

Response: As the minimum number of membership to the Committee is six, it is not advised to amend the Constitution to define the quorum as four members as a committee of four persons is deemed too small to provide considered advice to Council.

In relation to Committee resignations, the Committee notes that at least six members have resigned from the Committee since its inception and that *“reasons for resignation vary.”* The Committee recommends:

12. *The General Manager, as part of this review, meet with appointed Committee members to discuss how Council and the Committee could interact better, in order to reduce the number of resignations.*

Response: It is agreed that the improved functionality of the Committee and interactions between the Committee and Council would likely improve satisfaction of the individual

Committee members, however may or may not affect member retention. It is proposed the Committee Constitution be amended to define the role the General Manager and Council staff in relation to the Committee to improve the communication and expectations between Council and the Committee. These amendments are set out in clauses 12.1 – 12.4 of the draft amended Constitution at Attachment C.

- **Appointment of Members**

The Committee Constitution sets out the method to invite nominations from the public for membership to the Committee and how members are to be appointed. In relation to this, both the Committee and Mr Sinclair in their submissions comment that the Constitution does not define how councillor representatives are appointed, nor does it define their role in the Committee.

Following the quadrennial Local Government Elections, Council is required to determine its delegates on committees, which includes committees operated by Council as well as those operated by external stakeholders and any external bodies on which Council is represented by an elected representative. In the four years since the 2016 Local Government Elections, Council has resolved to appoint councillor delegates for a one-year term, with councillors' committee assignments being reviewed in September of each year.

The Constitution does not specify how many councillor delegates are to be appointed to the Committee. Since the Committee's inception, Council has resolved to appoint two councillor delegates to the Committee.

13. *For clarity, the Constitution be updated to outline the process for councillor appointments; their role; their relationship to the minimum and maximum membership numbers of the Committee; their relationship to what constitutes a quorum; their voting rights if any; and any delegated authority regarding UTEC.*

Response: It is proposed the Constitution be amended to indicate how many councillor representatives are to be elected to the Committee, that this shall be done by way of Council resolution and communicated to the Committee, and to clarify the Councillor representatives are not Committee members and therefore cannot vote nor does their presence at a meeting affect the quorum.

The role of the councillor representatives is further addressed by points 3 and 7 above and set out in clauses 11.1 – 11.3 of the draft amended Committee Constitution at Attachment C.

Mr Sinclair also recommends in his submission that Council:

14. *Clarify [the extent and purpose of the advice being sought and also] the role of the Councillor Representatives.*

Response: Agreed, see point 13 above. The bracketed text has been addressed at point 8 above.

In relation to clause 6.3 that the Committee membership should reflect, as much as possible, the diversity of the township of Uralla and its immediate environs, the Committee submits:

15. *Council adopt the use of inclusive language - use "Uralla Shire" eg Uralla Shire Environs Committee.*

Response: As the objective of the Committee is to provide advice to Council on the "development and redevelopment of the public spaces in and near the township of Uralla" it is appropriate that the Committee members be comprised of residents of the Uralla township and close surrounds. Should the scope of the Committee be broadened to the entirety of the Uralla Shire, it would follow that the members of the Committee be representative of the whole of Uralla Shire.

In relation to casual vacancies, the Committee recommends:

16. *Recommendation that Council keeps applications for the role of Committee Membership for a period of time, with the view to call on that pool of applicants should casual vacancies become necessary.*

Response: It is appropriate that Council advertise any Committee vacancy as it arises to the public to invite new members who may not have previously applied. Any member of the public who has previously applied to the Committee is welcome to reapply.

- **Committee Chairperson**

The Committee Constitution states that the Chairperson of the Committee shall be appointed by Council.

At its June 2019 Ordinary Meeting, Council resolved to invite the committee to recommend a member of the committee for appointment as the Chairperson for the coming year. Following receipt of nominations, Council selected the Chairperson at its August 2019 Ordinary meeting.

The Committee comments that the current Chairperson has continuously occupied that role from the Committee's inception, and notes that the Constitution is unclear if the Chairperson can resign from the role without resigning from the Committee. The Committee recommends:

17. *The Constitution be amended to say the Chairperson of the Committee shall be elected by the Committee.*

Response: In Council's informal review of the Committee Constitution and submissions received, Council determined that should the Committee continue its term, the Council would continue to appoint the Chairperson as currently stated in the Constitution. The Constitution should be amended to state the Chairperson may step down from the position without resigning from the Committee. Further, it may be appropriate that the Constitution state that the Chairperson may not hold more than one (1) consecutive year in the position, to ensure the one individual is not overly burdened by the Committee and to be inclusive to all Committee members. Proposed amendments are set out in clauses 7.2 – 7.5 of the draft amended Constitution at Attachment C.

- **Committee Secretary**

The Constitution sets out the election and duties of the Committee Secretary. The Committee submits that the Committee meeting minutes were delayed on one occasion in being provided to Council due to the former Secretary resigning from the Committee. The Committee recommends:

18. *Should the Committee be unable to fulfil the role of Secretary, that Council provide a Council officer for the task until resolved.*

Response: While Council staff regularly attend Committee meetings as observers, that staff should be assigned the responsibility to record minutes in the absence of the Committee Secretary as proposed is considered an unreasonable request, and further, contradictory to the purpose of the Committee to be comprised of and run by members of the community.

The role of Council staff is set out in clauses 12.1 – 12.4 of the draft amended Constitution at Attachment C.

- **Conduct of Meetings**

The Committee Constitution sets out the conduct of the Committee meetings. The Committee's submission and recommendation in relation to the Constitution not addressing the role of the appointed councillor representatives is addressed at points 13 and 14 above.

The Committee submits that as of February 2020 a membership list and attendance table has been developed and recommends:

19. *The table of membership and attendance to become a regular Agenda item, and reported in the minutes.*

Response: Noted. This is not required to be reflected in a change to the Constitution.

In Council's informal review of the Committee Constitution and submissions received, Council determined the Committee should meet quarterly and as such, this is set out at clause 9.3 in the draft amended Constitution at Attachment C.

- **Duties of the Committee**

The Committee Constitution sets out the duties of the Committee, relating to the Committee objective as identified in the Constitution, and the forwarding of Committee minutes to Council.

The Committee submits that *"the Local Government Act 1993 requires a level of consultation with the public"* and *"the potential value of this Council Committee is yet to be realised because explicit direction is missing from the Constitution"* and recommends:

20. *Communication between Council and Committee needs to become circular, and the dialogue meaningful.*

Response: This recommendation echoes the recommendation made by the Committee in relation to a 'feedback loop' at points 7 and 9 above.

- **Correspondence**

As a Committee of Council, the Committee is not provided the delegated authority to forward correspondence to government officials, representatives, departments, or agencies, and that any correspondence must be signed by the General Manager.

- **Media and Publicity**

As a Committee of Council, Committee members are prohibited from speaking to the media in their capacity as a Committee member, nor is the Committee to publicise, promote, or advertise the Committee's activities unless authorised by the General Manager.

The Committee submits that *"Public consultation is highly regarded by the residents of Uralla Shire. This is evidenced by the attendance or responses by the Public to consultations on matters of public interest – e.g. Visitor Information Centre redevelopment; Uralla township's unsafe drinking water"* and recommends:

21. *That Council discuss with the Committee ways to raise awareness of the Committee to the public. By and large the Uralla Shire Public are unaware of the Committee and its potential value to them, and to Council, as a means of public consultation.*

Response: While the Committee meetings are currently advertised in the Council Newsletter, there may be additional avenues to engage with and increase public participation. It is recommended the Committee liaise with Council regarding this following re-adoption of the Committee Constitution and once Committee meetings recommence following the easing of COVID-19 restrictions.

Committee meetings are open to the public and it should be within the individual Committee members' capacity to invite members of the public to attend the meetings. This is addressed in clause 14.2 in the draft amended Constitution at Attachment C.

- **Limitations and Powers**

This section of the Constitution sets out the limitations and powers of the Committee.

- **Delegated Authority**

No authority is delegated to the Committee by its Constitution.

- **Disclosure of Interest**

As a Committee of Council, Committee members should abide by the ethics of the Uralla Shire Council Code of Conduct. Following Council's adoption of the Code of Conduct 2019, this section should be amended to reference the current policy. Clauses 17.1 and 17.2 have been updated as set out in the draft amended Constitution at Attachment C.

- **Amendment of this Constitution**

The Constitution may only be altered by resolution of Council and sets out the procedure should the Committee request an amendment.

In relation to its submission, the Committee notes *"The recommendations in this Review are Draft until the Committee votes on the recommended changes. Each Committee member has received this Draft Review, and have individually and collaboratively contributed content to this Draft Review. The Committee is unable to meet as it is presently on pause due to COVID-19, as directed by the General Manager."*

22. *Recommendations in this Draft Review are to be presented to a general meeting of the Committee and be voted on.*

Response: Noted. Presently Committee meetings are not permissible due to the restrictions in place under the COVID-19 Public Health Order, and as Council requested the feedback and has on record the Committee's submission provided to all Committee members, the submission received is considered valid for consideration.

- **Dispute Resolution**

The Constitution sets out the steps to be undertaken in the event of a dispute. The Committee has noted its understanding of this.

- **Notice**

The Constitution sets out the method in which Council will issue notice to the Committee members by post. While Council currently has email contact information for all members of the Committee and would send electronic correspondence in the first instance, it is possible that in the future a Committee member only be able to receive written correspondence by post.

The Committee submits that for some of the Committee members, mail is delivered only twice weekly in the Shire. To address the issue of irregular postal mail delivery, the draft Constitution has been amended to extend the days from two to five that notice is deemed to have been received, and that the Committee Secretary be copied on any correspondence to an individual Committee member, whether by post or email. Should the position of Committee Secretary be vacant, the correspondence shall be sent to the Committee Chair. These changes to clauses 20.1 and 20.2 are set out in the draft amended Constitution at Attachment C.

Report 8 - Information report to June Council Resolution



REPORT TO COUNCIL

| | |
|---------------------------|---|
| Reference/Subject: | Report 8 – Information report to June Council Resolution |
| Submitted by: | <i>Manager of Civil Infrastructure</i> |
| Department: | Department of Infrastructure and Development |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|------------------|---------|---|
| Goal: | 2.3 | A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained |
| Strategy: | 2.3.1 | Provide an effective road network that balances asset conditions with available resources |
| Activity: | 2.3.1.1 | Deliver road and drainage maintenance services and capital works programs |

SUMMARY:

This advisory report is in response to items 3a, b and c of OM **23.06/20** of Council's resolution at its **June Meeting**.

OFFICER'S RECOMMENDATION:

That Council:-

1. Note the information provided, and
2. Endorses the development of a prioritised gravel roads upgrading list with consideration to sound engineering principles, financial considerations and road safety issues.

BACKGROUND:

At the June 2020 Ordinary Meeting of Council, in considering a report responding to Council queries on the rationale for the sealing of Mt Mitchell Road, it was resolved at **OM 23.06/20** that Council:-

1. *Note and receive the information provided.*
2. *Directs the General Manager to obtain Council's consent prior to expending additional funds under the s94 (now s7.11) reserves for road works.*
3. *Be provided with the following information which impacts on the adopted Uralla Shire Transport Asset Management Plan:*
 - a) *A copy of the external consultant's report referred to in the officer's report;*
 - b) *The traffic count data for Mount Mitchell and Retreat Roads, including location of the counter; and*
 - c) *Details of the safety issues referred to in the report.*

REPORT

Item 3 a: *A copy of the external consultant's report referred to in the officer's report;*

The recommendation to seal Mt Mitchell Road after renewal of the unsealed road was made by an external consultant after inspection and with advice from Council staff. Please see attached a copy of the consultant's proposed works program. No formal report was requested, provided or referred to in the June report to Council.

The consultant previously advised in an email to Council on the 1st August 2019, as follows;

"As discussed on Tuesday:

- *add Mitchell Mount Rd to replace Reynolds Rd and Bakers Creek Road with works to include pavement, seal and safety barrier – schedule for October/November 2019*
- *add Invergowrie Road Ch 0 to CH 1000 for reseal – no heavy patching required – tie in with final seal at MR124 – schedule for November 2019*
- *MR124 from Ch 22000 (at Gwydir River Bridge) to CH 23650 (seal change) – need to confirm that full scope can be completed with \$400,000 – schedule for Apr/May/June 2020*

Regards,"

Uralla Shire Council
Council Business Paper – 25 August 2020

Item 3 b: *The traffic count data for Mount Mitchell and Retreat Roads, including location of the counter*

The traffic counts were conducted in 2017 and 2018. The table below summarised the traffic surveys:

| Road Name | Location of traffic counter | Virtual Vehicle counts per day | Date of traffic survey |
|------------------|---------------------------------------|--------------------------------|------------------------|
| Mt Mitchell Road | Between Wallinga Road and Amaroo Road | 169 | 2018 |
| Mt Mitchell Road | End of bitumen past Amaroo Road | 95 | 2018 |
| Retreat Road | Kingstown Road turnoff | 92 | 2018 |
| Retreat Road | Tamworth Boundary | 33 | 2017 |
| Retreat Road | End of seal (interpolated) | Approx. 60 | N/A |

Item 3 c: *Details of the safety issues referred to in the report.*

Unsafe conditions due to washouts, potholing, corrugations, sections of narrow pavement width, slippery conditions and edge drop offs.

CONCLUSION

As per Council resolution at OM **09.03/20** at item 1. “Approve the funding for the sprayed seal and safety barriers at Mt Mitchell Road from the Roads to Recovery program”, Mt Mitchell Road was sealed and the safety barrier was installed.

The result has been good for Council and the residents on Mt Mitchell Road with improved safety and reduced maintenance.

Given Council’s limited funding opportunities for upgrades of gravelled roads to sealed pavements, it is important that the prioritisation of these works is developed with consideration to sound engineering principles, financial considerations and road safety issues.

To assist in this endeavour Council has further developed a road prioritisation calculator to inform Council of the proposed road upgrade priorities going forward.

The result should be a list of roads and road segments to be upgraded in a prioritised order to inform the community of the likelihood and order of gravel roads upgrading.

The gravel roads upgrading priority list should be reviewed periodically as new information comes to hand.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The list of priority roads should be placed on public exhibition to receive comments prior to adoption.

2. Policy and Regulation

N/A

3. Financial (LTFFP)

Gravel road upgrades reduce annual maintenance cost but increase annual depreciation cost.

4. Asset Management (AMS)

Improves road assets

5. Workforce (WMS)

N/A

6. Legal and Risk Management

Prioritised upgrades improve road user safety in a considered and cost effective manner.

7. Performance Measures

N/A

8. Project Management

N/A

| | |
|---------------------------|---|
| Prepared by staff member: | Manager Civil Infrastructure |
| TRIM Reference Number: | UINT/20/7169 |
| Approved/Reviewed by: | Director Infrastructure and Development |
| Department: | Infrastructure and Development |
| Attachments: | A 1. Draft works schedule 2019 2020 |

Report 9 - Regional Roads Review and Reclassification



REPORT TO COUNCIL

| | |
|---------------------------|--|
| Reference/Subject: | Report 9 - Regional Roads Review and Reclassification |
| Submitted by: | <i>Director Infrastructure & Development</i> |
| Department: | Infrastructure & Development |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|------------------|----------------|---|
| Goal: | 2.3 | A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained |
| Strategy: | 2.3.1 | Provide an effective road network that balances asset conditions with available resources and asset utilisation |
| Activity: | 2.3.1.1 | Deliver road and drainage maintenance services and capital works programs |

SUMMARY:

The purpose of this report is to determine Council's position regarding the Regional Roads Transfer and NSW Roads Classification Review.

OFFICER'S RECOMMENDATION:

That Council advise the Panel that Council requests:

1. the Regional Roads MR132, MR73 and MR124 remain vested with Council, and
2. Block Grant funding allocation be reassessed with a view to increase the annual funding to enable Council to be able to meet the necessary maintenance and renewal requirements, and
3. Bingara Road be reclassified as a Regional Road given its regional function.

BACKGROUND:

In February 2019, the Deputy Premier and Minister for Roads, Maritime and Freight announced the initiation of a Road Classification Review and the transfer of up to 15,000 kilometres of council owned and managed roads to State management. These commitments are now being carried forward as the Road Classification Review and Transfer project, led by an Independent Panel. Please see attachment 1 Road Classification and Review and Transfer Information Paper.

Council submissions on Priority Roads is requested by the end of August 2020.

REPORT:

Regional Roads Transfer

Council has three (3) Regional Roads within the Council area being:

- MR73 – Thunderbolts Way – 102.85 km,
- MR124 – Bundarra Road – 22.32 km, and
- MR132 Barraba Road – 15.88 km.

Annual block grant funding of \$931,000, a Supplementary Grant of \$76,000 and Repair funding of approximately \$200,000 was provided by Transport for NSW to fund maintenance, renewal and capital works on Regional Roads.

After allowing for the allocation of funding for materials and contractors, the funding provides for the equivalent of 2.4 full time equivalent staff and \$95,000 (approximately 5.7%) of plant hire costs.

Other project specific grant funded projects on the regional road network provide for additional staff employment and internal plant hire revenues. Grant funding programs include:

- Fixing Country Roads
- Blackspot, and
- Growing Local Economies (Tolleys Gully Bridge project)

The transfer of Council's regional Roads and bridges to the State Government will have the effect of reducing Council's net capital asset value by approximately \$68.27 million and reduce Council's annual depreciation by approximately of \$934,000.

Council has outstanding loan (as at 30 June 2020) for Emu Crossing Bridge on MR73 of \$763,755, and Maitland Point Bridge on MR73 at \$197,536. It is not clear as to whether the State Government would reimburse the Council for the outstanding loan amounts.

There is no guarantee that the State Government would engage Uralla Shire Council to undertake the maintenance and upgrade works on the Regional Road network. The transfer of the Regional Roads to the State Government will potentially jeopardise the capacity of Council to maintain its current workforce numbers and impact the viability of the plant fund.

The prioritisation of maintenance and renewals for the Regional Roads within the Uralla Shire will be determined by Transport for NSW.

Additional funding for the Regional Road network would be more appropriate to ensuring the levels of service and safety can be improved.

In summary, there appears to be little benefit to Council and negative impacts to Council's workforce, plant fund and economic position in handing back the Regional Road network to the State Government.

Road classification review

Bingara Road (approx. 15km) appears to meet the criteria for reclassification.

1. Links smaller towns within the State Road network
2. Connects smaller towns with each other

Additional tests include:

- Forms the main regional link between secondary suburban centres either directly or as part of the main route joining such centres
- Joins smaller service towns to their higher order economic and social regional centre
- Has significance for more than one Local Government Area

Discussions with Gwydir Shire Council staff has confirmed their support for the proposed reclassification of the Bingara Bundarra Road from a Local Road to a Regional Road.

The reclassification of Bingara Road as a Regional Road should increase Council's Block Grant Funding (\$110,182 for 15km – based on current funding and length of Regional Roads in the Council road network).

There will also be a slight reduction in the FAGS funding for the Local Roads component. The Local Roads funding component was \$965,628 in 2019 – 2020. Council has 788km of sealed and unsealed local roads.

The reclassification of Bendemeer Road to a Regional Road does not appear to be supported by the criteria.

The potential for reclassification of the Uralla to Walcha section of MR132 (Thunderbolts Way) from a Regional Road to State Road requires further analysis. This would likely have a similar effect on Council's position as the transfer of this section of road to the State Government whether it be a Regional or State Road.

The classification criteria are detailed in the attached Road Classification and Review and Transfer Information Paper.

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council
Local Government Act (1993), Roads Act (1993)
Work Health & Safety Act (2011)

3. Financial (LTFP)

Potentially improves Council revenues through additional block grant funding.

4. Asset Management (AMS)

In accordance with Asset Management Plan.

5. Workforce (WMS)

Maintains and potentially improves Council's workforce numbers.

6. Legal and Risk Management

Maintaining Council assets to minimise legal and risk exposure.

7. Performance Measures

Works completed to appropriate standards.

8. Project Management

N/A

| | |
|-------------------------------|---|
| Prepared by staff member: | Director Infrastructure & Development |
| Approved/Reviewed by Manager: | Director Infrastructure & Development |
| Department: | Infrastructure & Development |
| TRIM Reference Number: | UINT/20/7174 |
| Attachments: | 1. August Report - NSW Road Classification Review and Transfer Information Paper 2020 |



NSW ROAD CLASSIFICATION REVIEW AND TRANSFER



Independent Panel

Road Classification Review and Transfer Information Paper

June 2020



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NSW ROAD CLASSIFICATION REVIEW AND TRANSFER



1. Introduction

In February 2019, the Deputy Premier and Minister for Roads, Maritime and Freight announced the initiation of a Road Classification Review and the transfer of up to 15,000 kilometres of council owned and managed roads to State management. These commitments are now being carried forward as the Road Classification Review and Transfer project, led by an Independent Panel.

This project combines a comprehensive review of road classifications around NSW with broader considerations around how we think about our road network and its capacity to meet the needs of industry and the community. To make informed and meaningful recommendations to government, the Independent Panel is entering into a conversation with our biggest road managers – local councils – and other stakeholders and road users to find out how we can best manage our roads, sustain healthy communities, promote their economies and work together to support a cohesive, well run road network.

This background paper sets out the division between Local, Regional and State Roads and describes the features of each category. All of this information – how our road network is managed, maintained, funded and categorised – is being opened to consultation. At the same time, a priority round of submissions for reclassification and transfer will run as the first phase of the project.

The scale of this project is significant. All interested parties are asked to critically assess the content of this document and engage with the Independent Panel through the consultation process to inform the review and make the changes that will improve the ongoing management of the road network.

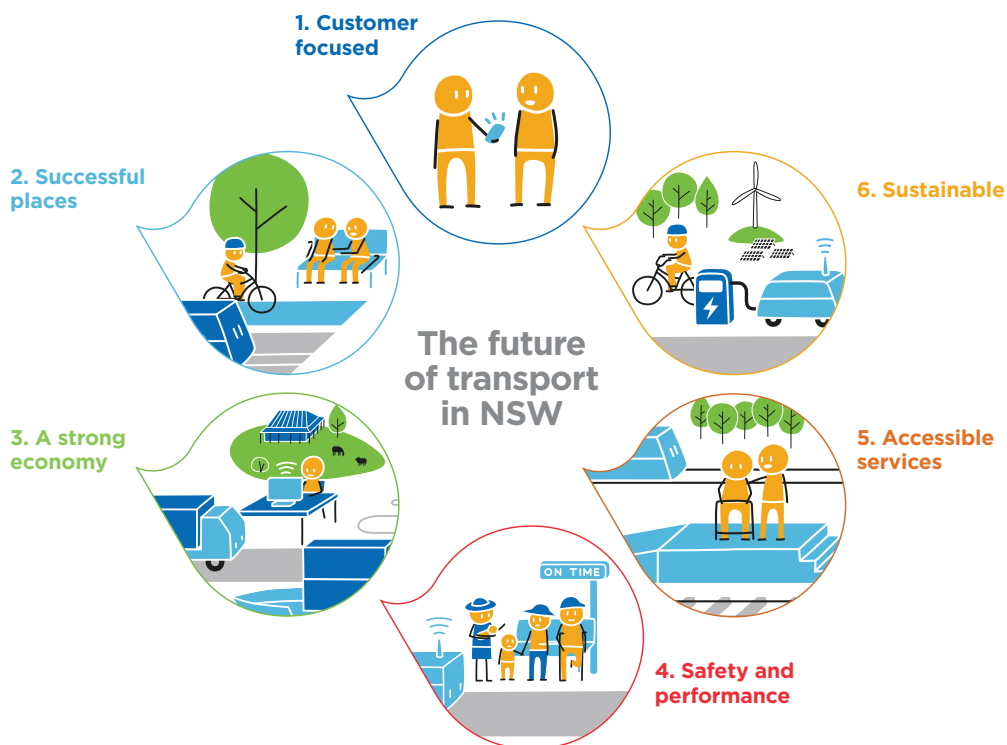


NSW ROAD CLASSIFICATION REVIEW AND TRANSFER



2. Purpose

Future Transport 2056 and its supporting plans require a regular review of the policy principles that underpin the road classification framework to ensure that they align with its six core outcomes.



The Road Classification Review has been initiated because:

- a) A review of existing road classifications should occur on a regular basis to maintain the integrity of the road network to support planning, policy making and the equitable distribution of resources.
- b) An issue has been identified in some council areas with the cost of maintaining regional roads, or with the standard of maintenance of some regional roads.
- c) There is an opportunity to make adjustments to individual road classifications and to re-examine the current classification framework to better align with current and developing State and national frameworks.

The Independent Panel has been established to consider a broad range of issues to:

- Lighten the load on councils by identifying which roads are appropriately managed by the State Government, and which are of sufficient significance to receive State funding
- Consider larger-scale changes to the management of the road network such as levels of service, design standards, the collection and validation of data and reporting
- Consider how technologies of the future can be accommodated on the NSW road network.

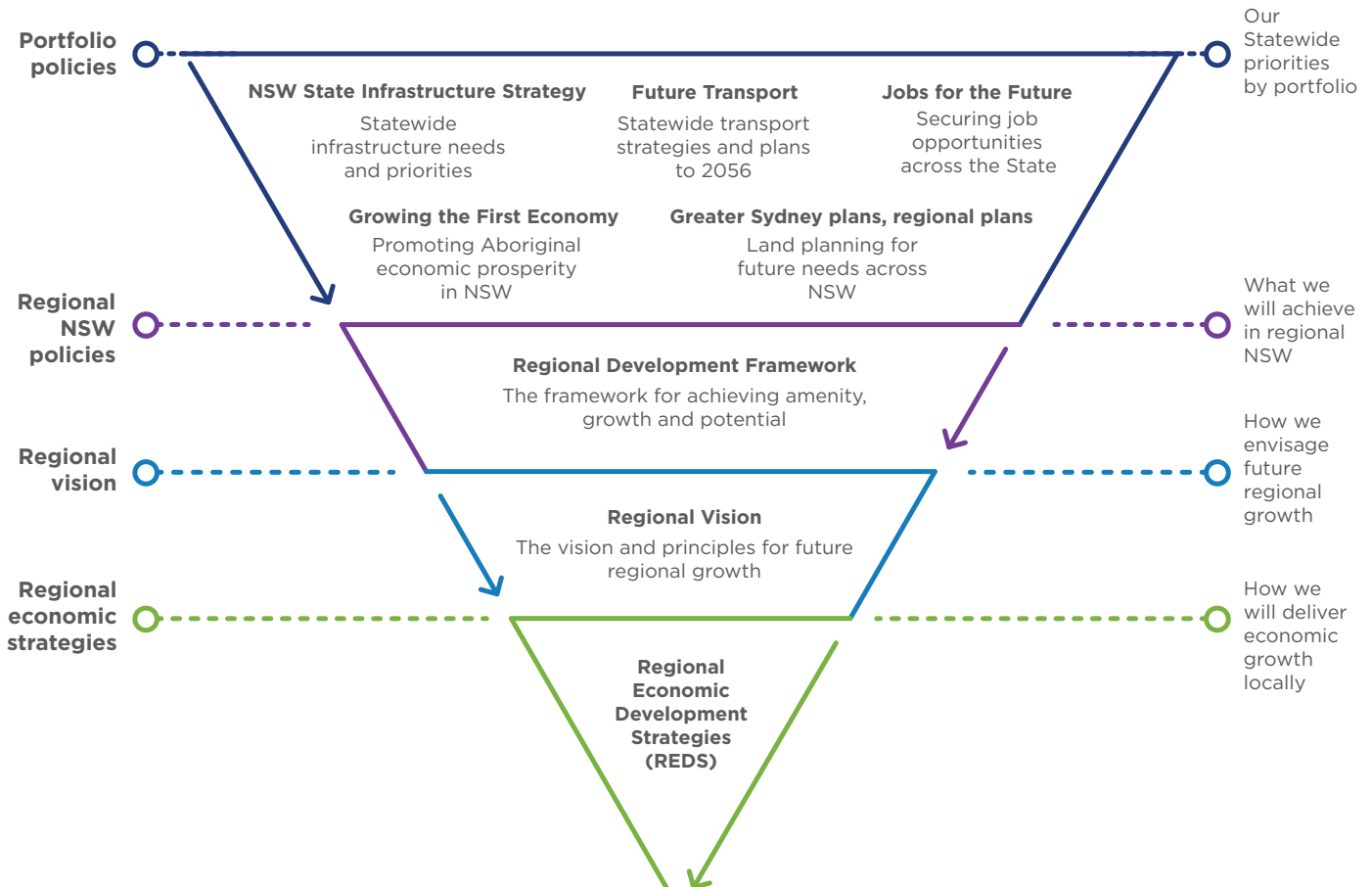
Clear and logical road classification matters. Apart from assigning management responsibility between jurisdictions and directing funding, classifications matter fundamentally to the experience of the road user. Even where the technical aspects of classification may be unknown to an average driver, cyclist or pedestrian, its effects will be communicated through the design and usage of the road. These elements are known to influence road user behaviour. A clear and strategic set of principles, consistently applied, is foundational to improving customer experience and safety on the network.

2. Purpose

2.1 A 20-Year Economic Vision for Regional NSW


A 20-Year Economic Vision for Regional NSW is a comprehensive vision for the future of regional NSW. It lays out a priority pathway to support the acceleration of regional growth and the long-term health and prosperity of the State.

The 20-year vision sets out the interaction of regional plans and strategies as follows:




The vision recognises several key principles aligned with the economic enablers that support the review of regional roads and networks, including:

INFRASTRUCTURE

- 

1. Improved travel between regional centres and from cities and international gateways

Better transport infrastructure and services enable increased business activity, a wider labour market and better lifestyles.
- 

2. Freight networks that will increase the competitiveness of key regional sectors

Efficient freight transportation underpins the viability and competitiveness of key and emerging sectors. High-performing freight networks are essential for regional NSW to compete in the global marketplace.



3. Key terms

3.1 Road classification

The process of classifying roads is a mechanism used by the State government to assist in the effective allocation of State government road funds, and the allocation of road management responsibility between State and Local Government jurisdictions.

The *Roads Act 1993* provides for roads to be classified as Freeways, Controlled Access Roads, Tollways, State Highways, Main Roads, Secondary Roads, Tourist Roads, Transitways and State Works. These classified roads include all State Roads and some Regional Roads.

To simplify the administration of the various legal road classes, roads in NSW are also grouped into a three-tier administrative classification of State, Regional and Local Roads. These are not statutory categories but are agreed between levels of government and used to determine who is responsible for the management of a road and what type of funding it can receive.

3.2 Functional classification

This is the most common type of classification system. Road function is an element of any system that considers either how roads behave or how they would desirably behave as part of the network to define a classification framework.

In theory, the purpose of a functional classification is that traffic should flow in a logical way through road networks within the same functional category. This drives customer expectations and behaviour, and influences place-making and road safety.

A potential limitation of functional classification is that it may fail to reflect newer thinking about movement and place. Many roads have a mixed character, and a functional classification may need a degree of flexibility to be able to reflect both a road's form, or structural characteristics (which may indicate a variety of functions), as well as its place in the broader road network.

3. Key terms

3.3 Administrative classification

This classification assigns a category to roads on the basis of who is responsible for its management.

There is a view that the functional and administrative classifications should exactly align, and that functional hierarchy is able to also determine management arrangements for each road type. As classification systems are not an exact science, how far this is true

will vary between policy makers and according to circumstances. However, neither can they be entirely separated. The State, Regional and Local road categories are primarily administrative as they are assigned to indicate who is responsible for the management of a road and reflect the funding arrangements for that road. However, the categories are also broadly applied to describe the role the road plays in the network.



State Roads are major arterial links throughout the State and within major urban areas which are the responsibility of the State government to fund and prioritise, due to their significance in the network.

State Roads include roads classified under the *Roads Act 1993* as Freeways, State Highways and Important Main Roads.



Regional Roads are routes of secondary importance between State Roads and Local Roads. Some Regional-classified roads are located within metropolitan areas. They are designated Regional based on their significance rather than their geographical location.

Regional Roads include roads classified under the Act as Secondary Roads and the less significant Main Roads. They also include some roads not classified under the Act.

It is the responsibility of councils to fund, prioritise and carry out works on Regional Roads. They are eligible for funding assistance from the State government in recognition of their importance to the network.



Local Roads are the remaining council-controlled roads which provide for local circulation and access. It is the responsibility of councils to fund, prioritise and carry out works on Local Roads.

Local Roads are eligible for State government grant funding to support maintenance through the \$500m Fixing Local Roads program as well as Financial Assistance Grant funding through the Federal Government.

3.4 Joint Organisations

In NSW, Joint Organisations (JOs) are a legislated network of council groups designed to strengthen regional collaboration.

JOs are voluntary groupings of non-metropolitan councils. There are currently 13 JOs across the State, which work to:

- Establish strategic priorities for the region and plans for the delivery of priorities
- Advocate for regional priorities
- Provide region-wide leadership
- Identify opportunities for inter-government cooperation.

Bodies such as JOs may be engaged in the development of reclassification and transfer submissions. Roads of any class may cross local government boundaries, and roads of the Regional class are likely to cross multiple Local Government Areas.

Councils choosing not to become part of a JO may lodge an individual submission or collaborate with other Local Government Areas to develop their submissions.

3.5 Functional Economic Region

Functional Economic Regions (FERs) are groupings of regional communities with strong economic links, which are thought of as creating smaller economies within the Statewide economy. Regional NSW is divided into 37 FERs, with groupings based on economic data from the Australian Bureau of Statistics.

A map of the NSW FERs can be found at <https://www.nsw.gov.au/improving-nsw/regional-nsw/a-20-year-economic-vision-for-regional-nsw/regional-nsw-today/>.

3.6 Regional Economic Development Strategies

Regional Economic Development Strategies (REDS) are developed in line with the FERs, in that they are strategies which apply to the groupings of Local Government Areas known as FERs. REDS are strategies that can guide the economic development activity of councils and businesses in a FER. They may help the Local Government Areas in a particular FER to access State funding, comply with State legislation governing infrastructure investment, and support grant applications to State and Federal Government.

A REDS may also apply to a single Local Government Area, where it is based on a FER comprising only one Local Government Area, although this is rare.



NSW ROAD CLASSIFICATION REVIEW AND TRANSFER



4.

Scope

4.1 Within scope



- **For classification review:** All Local Government Areas Statewide may submit any road for reclassification as part of the review. Submissions should align as far as possible with the criteria and principles to be released by the Independent Panel.



- **For transfer:** Regional Councils, which are consistent with the regional boundaries under Restart NSW, may submit council owned regional roads for transfer.

Where a road that is the subject of a submission crosses Local Government Area boundaries, every attempt should be made to present a joint submission to the Panel. If a submission is made to transfer or reclassify part of a road, the Panel may be unable to conduct a satisfactory assessment.

The Panel may look favourably on joint submissions, including those supported by Joint Organisations or other collaborative groupings or bodies, or with an awareness of the significance, operation and promotion of Functional Economic Regions (FERs) and Regional Economic Development Strategies (REDS).

4.2 Out of scope

The Panel will not consider:

- Proposals to **transfer** council owned regional roads located in Greater Sydney, Wollongong or Newcastle. A list of eligible councils is attached to this document.

If councils are unsure whether their application for reclassification or transfer is eligible for consideration, they are advised to contact the Secretariat in the first instance.



NSW ROAD CLASSIFICATION REVIEW AND TRANSFER



5. Principles

5.1 Strategic principles

These strategic principles will inform the high-level decision-making of the Panel.

That the submission:

- Aligns with the Movement and Place, Hub and Spoke and 30-Minute City frameworks underpinning Future Transport 2056
- Aligns with the six outcomes for NSW identified in Future Transport 2056
- Aligns with *A 20-Year Economic Vision for Regional NSW* and related regional plans and strategies
- Aligns with freight policy
- Supports and promotes the economic productivity of the region
- Supports or enhances the resilience of the network
- Aligns with emergency management planning
- Enhances road safety outcomes.

5.2 Road Classification Review

5.2.1 Current classification framework

The *Roads Act 1993* sets out a seven-tier framework for classified roads in NSW. These categories are:

- Main roads
- Highways
- Freeways
- Controlled access roads
- Secondary roads
- Tourist roads
- Tollways/Transitways.

In NSW, a simplified three-tier administrative classification framework is used to define management and funding categories, as well as to cover types of roads which are not described in the Roads Act (the Act does not apply to unclassified roads, which include Local Roads and some Regional Roads).

5. Principles

The classifications are:

- **State Roads:** freeways and primary arterials managed by the State
- **Regional Roads:** secondary or sub-arterials managed by Local Government, for which councils receive financial assistance from the State, reflecting their importance in the road network
- **Local Roads:** collector and local access roads, managed and funded by Local Government.

These definitions are a guideline only, to which there are exceptions. For example, the State government has responsibility for some roads with a special purpose or function, such as major tourist roads.

These administrative categories have been in place since 1995. They do not exist in the legislation but by agreement between the levels of government.

5.2.2 Classification criteria

State Road

General principles:

- Form a critical network link – closure to through traffic is not an option
- Priority to safety and efficiency of through traffic movement
- High flows of general traffic over long distances and high capacity relative to surrounding roads
- Continuous and regularly spaced in relation to traffic generating density
- Access to property and on street parking restricted as far as practicable
- Access available to all general access vehicle types as far as practicable
- Generally prioritises ‘movement’ over ‘place’
- Provides for mass transit, smart motorways and high-volume freight where applicable
- Likely to form a major ‘spoke’ between regional centres or between regional and metropolitan centres
- Provides safe and efficient movement of high-volume freight
- Provides access for significant freight vehicles to major rural intermodal interchanges and urban distribution areas
- Support regional or State-significant economic activity
- Support 30-minute cities, where applicable

- May form a future autonomous vehicle/truck platooning route
- Perform city-shaping corridor or city-serving corridor functions (metropolitan areas).

Definition

The State Road network (including the National Highways) is formed by the primary network of principal traffic carrying and linking routes for the movement of people and goods within the urban centres of Sydney, Newcastle, Wollongong and Central Coast, and throughout the State.

Criteria

A road may be a State Road if its primary function meets at least one of the following criteria:

1. **Links major commercial, industrial and residential areas and distribution centres and ports within the Sydney, Newcastle, Wollongong and Central Coast urban centres**
 - Urban centres as defined by the Australian Bureau of Statistics, and
 - Primary through traffic route carrying significant volumes of traffic, or
 - Major public transport corridor, or
 - Major freight corridors, or
 - Connection between major rural arterials and major ports, freight terminals and distribution centres, or
 - Significant and essential supplementary route for through traffic parallel to a primary route as defined by the above, in critical strategic locations only.
- 2(a) **Links major NSW towns with the Sydney, Newcastle, Central Coast and Wollongong urban centres**
- 2(b) **Links these major NSW towns with each other where there is significant interaction**
 - Major towns population generally in the range 10,000 to 100,000 but may include slightly smaller centres which provide a wide range of commercial, community and administrative functions to an extensive hinterland, and
 - Primary route exhibiting best operational features and an intention to manage as the major route, and
 - Significant economic and social interaction exhibited, and

- Generally carry a minimum Annual Average Daily Traffic (AADT) greater than 1,000, or at least greater than 500 and growing at a faster rate than on surrounding roads, and
- May include cross border links to interState major centres.

3. Links major regions throughout the State with each other

- Provides a long distance connection between regions not already provided for in the network defined by the above criteria or 'missing links' that complete long distance connections between the network already defined by the above, and
- Sustains a high flow of general traffic (generally AADT greater than 500) over long distances (100km), or
- Significant long distance freight or coach route.

Regional Road

General principles

- Likely to prioritise 'movement' over 'place'
- May form a 'spoke' road depending on road's location and function.

Definition

Regional Roads comprise the secondary network which, together with State Roads, provide for travel between smaller towns and districts and perform a sub-arterial function within major urban centres.

Criteria

A road may be a regional road if its primary function meets at least one of the following criteria:

1. **Links** smaller towns within the State Road network
2. **Connects** smaller towns with each other
3. **Performs** a sub-arterial function in major urban centres by:
 - **Supplementing** the State Road network for significant intra-urban flows
 - **Providing** access for significant flows to other commercial and industrial centres
4. **Provides access from the State Road network to major recreation and tourist areas of State significance**
5. **Provides a town or suburban centre relief route for significant flows through traffic, especially freight vehicles**

6. Provides access for significant flows of freight vehicles to major rural intermodal interchanges and urban distribution areas.

Additional tests for regional roads

A road is potentially a Regional Road if it meets one or more of the following criteria:

- Forms the main regional link between population centres either directly or as part of the main route joining such centres
- Forms the main regional link between secondary suburban centres either directly or as part of the main route joining such centres
- Provides necessary connectivity between State Roads in urban areas
- Joins smaller service towns to their higher order economic and social regional centre
- Has significance for more than one Local Government Area
- If not otherwise connecting centres, functions as a collector road to a service town serving an extensive catchment area
- Carries a steady to increasing traffic volume with some potential for future growth
- Is an important route for significant flows of freight vehicles especially relative short haul farm to market/transport intermodal interchanges
- Provides access for secondary flows of urban public transport to major transport interchanges
- Carries a minimum AADT that is similar to surrounding main roads
- Is a main route performing the functions of closed railway line
- Provides a relief route for significant flows of through traffic, especially for heavy vehicles wishing to bypass a busy town or suburban centre.

A road is potentially NOT a Regional Road if it meets one or more of the following criteria:

- Closely parallels a State Road or another Regional Road which performs a similar function. Thus in rural areas where capacity is not a problem, arguments that a road relieves an existing declared road normally are not valid
- Carries a non-substantial, steady to declining traffic volume with little prospect for future growth
- Is a short spur road wholly within one LGA
- Is a short spur road to a local tourist feature (as distinct from a tourist area of regional significance)

5. Principles

- Is a short spur road to a low throughput wharf, railway or other facility which is of local rather than regional significance
- Functions more as a local access road and acts as a minor collector serving a small catchment area with volumes steadily decreasing along the length of the road
- Overservices an area where land use has become less intensive and products have reduced time sensitivity (e.g. dairying) and rural populations have fallen
- Has no significant development requirements in the foreseeable future.

Local Roads

Local Roads support local access and circulation. Local Roads do not meet the criteria for either Regional or State classification. Local Roads:

- Have the primary function of supporting local access and circulation
- Are likely to prioritise 'place' and 'local streets' over 'movement'
- Provide access to and from properties
- Provide key first and last mile connections to key freight sites as part of a road freight network involving Regional and State roads.

5.2.3 Other conditions

The Panel will evaluate all submissions independently against the published criteria. Councils will have the opportunity to review the outcome of their reclassification submission with the Panel.

5.3 Regional Road Transfer

5.3.1 Transfer criteria

The Regional Road Transfer initiative will consider the transfer of responsibility for the management of council owned regional roads from Local to State government.

All submissions will be weighed to determine the issues, risks and benefits of any recommendation for transfer, and whether transfer is the most appropriate response likely to achieve the best outcome for the network.

Roads submitted for consideration under the Regional Road Transfer initiative must meet the following criterion for eligibility:

- The road is a council owned regional road located outside Greater Sydney, Newcastle and Wollongong.

5.3.2 Other conditions

Councils should note that the selection of priority submissions is at the discretion of the Panel and that alignment with conditions and principles will not automatically lead to the transfer of any Regional-classified road, priority or otherwise. This will be an assessment exercise whereby the rationale, benefits, risks, cost and timing of the submission will be evaluated by the Panel.

If a council is unsuccessful in the priority round of submissions, they are encouraged to submit an application in future rounds.

5.4 Priority consideration

Some roads may be selected by the Panel for priority consideration and recommended for reclassification or transfer in an early tranche of recommendations to government.

Criteria for priority consideration include, but are not limited to, a road which is:

- Subject to a government commitment; or
- council is able to demonstrate past or current difficulty in meeting the demands associated with maintaining the road in the short, medium and/or long term to the standard which allows the road to perform as intended as part of the broader network.

It is also desirable that priority submissions be uncontested by other councils, road users or any government department.

The assignment of priority status does not guarantee that any or all rehabilitation works will be undertaken within a specified time frame or that the standard of the road, where relevant, will be increased within a specified time frame.

Where the Panel's recommendations are accepted by government, the reclassification and transfer of roads will be staged according to a timeline to be developed by government.



NSW ROAD CLASSIFICATION REVIEW AND TRANSFER



6. Frequently asked questions

1. What is the purpose of the Road Classification Review and Transfer?

The Road Classification Review and Transfer is made up of two initiatives being delivered as one project:

- Road Classification Review
- Regional Road Transfer.

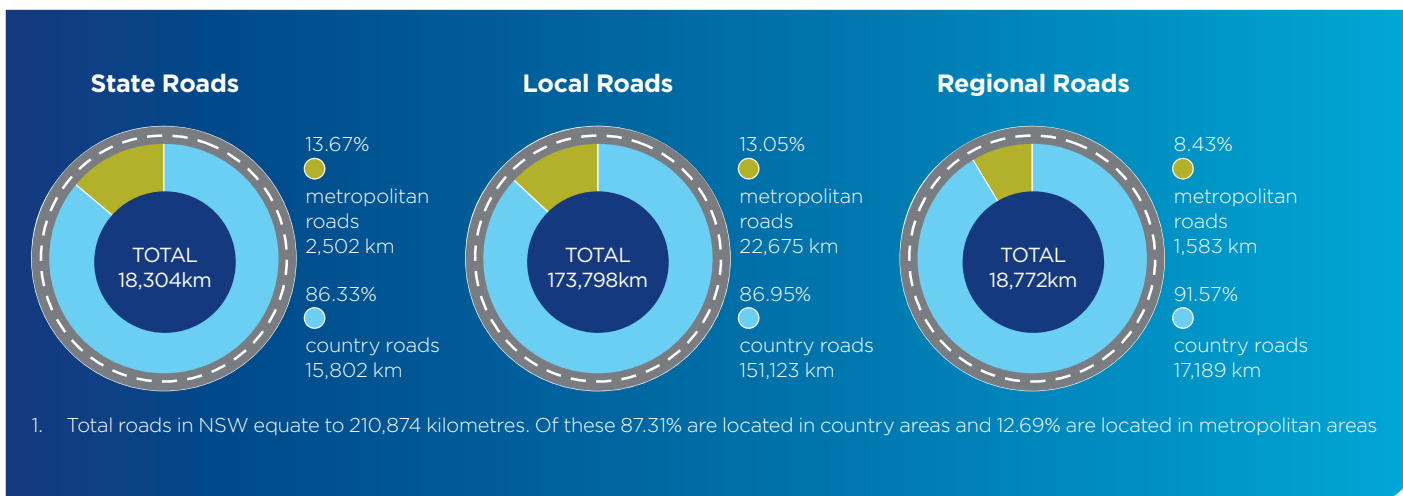
As part of business as usual activities, road classifications across the State need to be evaluated on a regular basis. Road managers periodically need the opportunity to seek reclassification where the function or usage pattern of a road has changed, perhaps due to the construction of new transport infrastructure or changes in population density. This process will ensure that roads are being appropriately managed and funded, in line with the role they play in the network.

The transfer of up to 15,000 kilometres of regional roads to State management aims to lighten the load on regional and rural councils who are finding the maintenance of their council owned regional roads difficult or even unmanageable. This class of road has broader significance for the State, which is reflected in the financial assistance provided by government to councils for their maintenance. However, councils have made representations to government over a number of years to ask for further relief with some of these roads. The return of certain Regional Roads to State management will ensure they are able to be maintained in line with their significance to the broader network, and in a way that supports the social and economic health of communities across the State.

The overall purpose of the project is to contribute to a better managed, contemporary road network for NSW, with benefits that include supporting regional growth, ensuring the funding available to maintain our roads is appropriately distributed, and promoting healthy communities through place-making and engaging with other forms of transport.

6. Frequently asked questions

The current breakdown of Regional and Local roads in metropolitan and country NSW is as follows:



2. Which councils are eligible to make submissions for road reclassification?

All councils across NSW are invited to participate in the Road Classification Review. This means providing feedback on the policy principles that decide how roads are classified as State, Regional or Local. It also means that every council in NSW will have the opportunity to submit individual roads to be reclassified between any of these categories.

Submissions may also be made by Transport for NSW. These submissions will be evaluated against the published criteria by the Independent Panel.

3. Which councils are eligible to make submissions for Regional Road transfer?

Eligibility has been determined based on Restart NSW boundaries. A list of councils eligible to submit their council owned regional roads for transfer is Appendix 1 to this paper. It includes all councils outside Greater Sydney, Newcastle and Wollongong.

The majority of NSW's regional roads are located outside metropolitan areas, although a small number are located within metropolitan areas. Where metropolitan councils believe their council owned regional roads are no longer performing as Regional Roads, and are therefore receiving inadequate funding, they will be able to submit to have them reclassified, but cannot be considered for transfer.

Submissions may also be made by Transport for NSW. These submissions will be evaluated by the Independent Panel against the published criteria and taking into consideration the views of stakeholders affected by the proposal, as with all other submissions.

4. How will the project be impacted by COVID-19?

All parties - including the Independent Panel and the Minister - are acutely aware of the unprecedented circumstances now faced Australia-wide due to the impacts of the coronavirus pandemic. This will impact the planned consultation activities of the Panel.

With that said, there is determination to continue to drive this important project forward and obtain results for road managers and road users across NSW.

The Independent Panel, supported by an interdepartmental advisory group, is now considering options to adjust the consultation schedule/plan to reflect these new circumstances, while still giving all councils an opportunity to put their views in full. This may include video conferencing and webinars, plus the existing channels of phone and email. Measures will be based on the best advice from our communications specialists.

Information will be distributed directly to councils wherever possible, as well as through bodies such as Office of Local Government and Local Government NSW, and will be made available on the website.

5. What assistance is available for bushfire, drought or flood-affected councils?

The Independent Panel and NSW government acknowledge that many council areas have experienced and may currently be experiencing hardship associated with drought or bushfires.

The goal of the project is to improve conditions for councils and road users around the State. For this reason, care will be taken not to unduly increase workloads in affected areas.

Councils who expect to have difficulty meeting submission timelines or drafting submissions are encouraged to contact the Panel Secretariat at their earliest convenience.

6. Will existing arrangements under Road Maintenance Council Contracts (RMCCs) be maintained?

The Panel is not currently tasked with reviewing contractual maintenance arrangements on the road network. Its focus will be road classifications, management responsibilities and funding allocations.

The recommendations of the Independent Panel will be based on sound research and consultation. They will aim to promote the values and priorities of the *Future Transport 2056 Strategy*, including a commitment to a strong economy and successful places.

The Panel acknowledges that the RMCCs are important to local councils, to ensure strong economies, local employment and capable local road maintenance crews. The Panel will ensure consideration is given to maintaining local employment in roads maintenance works, such as through RMCC and direct employment by councils, and supporting economic growth in the regions.

7. What are the economic and planning principles of the *Future Transport 2056 Strategy*?

The *Future Transport 2056 Strategy* is a 40-year vision for NSW's transport system. The six outcomes underpinning the strategy are:

1. Customer focused
2. Successful places
3. A strong economy
4. Safety and performance
5. Accessible services
6. Sustainability.

Future Transport 2056 Strategy can be downloaded [here](#).

The work of the Independent Panel will also align with other government policies and plans, including the Heavy Freight Vehicle Access Policy Framework, the Road Safety Plan and other State and national frameworks either existing or in development.

8. What impact will the review and transfer have on State and Federal Government funding sources for councils?

The Independent Panel does not have any authority to make recommendations about Federal Government funding allocations.

Transfer of a council owned regional road to State management may result in a commensurate reduction in Block Grant funding or any other funding attached to that road which correctly sits with the road manager.

Reclassification may also lead to reallocation of funds in cases where a road attracts different funding streams based on its classification, or where the road manager changes through classification, or both.

However, the overall level of funding is outside the Terms of Reference for the Independent Panel and will be a matter for the government.

6. Frequently asked questions

9. Will roads being reclassified or transferred be brought up to standard before they are reclassified or in a specified timeframe after transfer?

The implementation process is a matter for government. The Independent Panel will identify individual roads to recommend for reclassification or transfer; make recommendations for a suitable timeline to implement changes; and estimate the financial impact to councils of its recommendations.

The condition of roads returning to State management will be assessed in terms of the standard required for the road to play its role in the network.

Where the cost to the State government of rehabilitation is significant, a prioritisation process will take place to ensure works are carried out where they are most needed as a first order.

Where repairs or increases in the standard of a road by the State government are deemed necessary, it may not be possible to carry out repairs immediately.

It is expected that councils will continue current maintenance standards on all roads for which they are currently the road manager, including roads that are submitted for reclassification or transfer, and until a subject road is formally transferred to the responsibility of another party. This includes the continuation of current funding arrangements, such as the Block Grant. There is no requirement for councils to increase their standard of maintenance on any road prior to or subsequent to its reclassification or transfer.

10. What opportunity will councils and other stakeholders have to provide input into the project?

The Independent Panel values input from all customers and stakeholders, including all types of road users, councils and industry.

As has been outlined above, the mode of consultation for the Independent Panel must now be revised to accommodate changed circumstances due to the COVID-19 pandemic. Technology will be utilised as far as possible to facilitate live meetings with the Panel.

Further, the Panel is committed to providing a variety of mechanisms through which feedback can be provided, including via the website, by email, and by phone or video, and will make every effort to accommodate the individual needs of any interested stakeholder. If you would like to discuss any other mode for the submission of feedback, please contact the Secretariat in the first instance.

A consultation schedule is outlined in this paper. Any issues or concerns with this plan or schedule should be raised with the Secretariat.

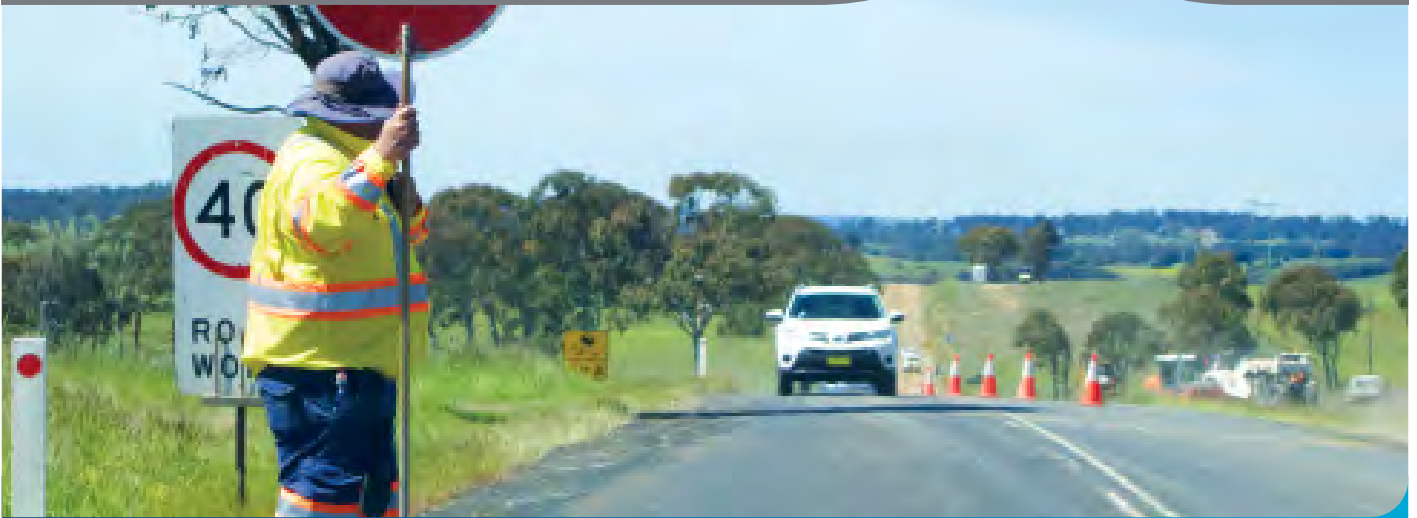
11. Will the full project be completed by the milestone date of July 2021?

The Independent Panel plans to deliver its final recommendations to the Government by July 2021. The milestone dates are marked indicative and may be subject to change, particularly given the impacts of the COVID-19 pandemic.

Part of the Panel's task is to determine an appropriate timeline for recommended reclassifications and transfers to take place. It is expected that these processes will be undertaken over a period of time, taking into account both administrative processes and economic impacts.



NSW ROAD CLASSIFICATION REVIEW AND TRANSFER



7.

Consultation schedule

The schedule for consultation sessions with local councils is below. This does not include briefing sessions with other stakeholders.

These dates may be amended or added to as the scheduling process continues.

| Session name | Date and time |
|----------------------------|---|
| Hunter JO | 2pm–4pm, 23 June 2020 2pm–4pm, 2 July 2020 |
| Far North West, Brewarrina | 2.30pm–4.30pm, 29 June 2020 |
| New England JO | 2pm–4pm, 1 July 2020 1.30pm–3.30pm, 3 July 2020 |
| Orana JO, Dubbo, Coonamble | 9.30am–11.30am, 3 July 2020 9.30am–11.30am, 9 July 2020 |
| Northern Rivers JO | 10am–12pm, 7 July 2020 |
| Canberra Region JO | 9.30am–11.30am, 10 July 2020 2pm–4pm, 14 July 2020 |
| Illawarra Shoalhaven JO | 9.30am–11.30am, 14 July 2020 |
| Riverina JO, Wagga Wagga | 9.30am–11.30am, 15 July 2020 1.30pm–3.30pm, 20 July 2020 |
| Riverina-Murray JO | 9.30am–11.30am, 20 July 2020 2pm–4pm, 24 July 2020 |

| Session name | Date and time |
|--|--|
| Central NSW JO | 9.30am–11.30am, 24 July 2020 3pm–5pm, 3 August 2020 |
| Namoi JO | 9.30am–11.30am, 31 July 2020 |
| Far South West JO | 2.30pm–4.30pm, 27 July 2020 |
| Mid North Coast JO, Clarence Valley, Coffs Harbour, Nambucca | 10am–12pm, 5 August 2020 |
| Metro sessions: Inner West, Lower North, Upper North and Central Coast | 10am–12pm, 11 August 2020 1.30pm–3.30pm, 14 August 2020 |
| Metro sessions: Greater Western, Southern and Blue Mountains | 10am–12pm, 17 August 2020 1.30pm–3.30pm, 20 August 2020 |



NSW ROAD CLASSIFICATION REVIEW AND TRANSFER



Maps


Maps of the NSW road network showing State, Regional and Local classifications are available at the program webpage: nswroads.work/roadreview

These maps will be enhanced on a rolling basis to show more data about the State's roads as it becomes available.

Contact us - For more information

 roadreview@transport.nsw.gov.au

 nswroads.work/roadreview

 Independent Panel, Road Classification
Review and Transfer
Locked Bag 928 North Sydney NSW 2059



This document contains important information about road projects in your area. If you require the services of an interpreter, please contact the Translating and Interpreting Service on 131 450 and ask them to call the project team on 1800 413 640. The interpreter will then assist you with translation.



June 2020

Privacy Transport for NSW ("TfNSW") is subject to the Privacy and Personal Information Protection Act 1998 ("PPIP Act") which requires that we comply with the Information Privacy Principles set out in the PPIP Act. All information in correspondence is collected for the sole purpose of assisting in the delivery this project. The information received, including names and addresses of respondents, may be published in subsequent documents unless a clear indication is given in the correspondence that all or part of that information is not to be published. Otherwise RMS will only disclose your personal information, without your consent, if authorised by the law. Your personal information will be held by RMS at 27 Argyle Street, Parramatta. You have the right to access and correct the information if you believe that it is incorrect.

Report 10 - Proposal to endorse the Friends of Munday Lane Reserve Working Group Program of Works



REPORT TO COUNCIL

| | |
|---------------------------|---|
| Reference/Subject: | Report 10 - Proposal to endorse the Friends of Munday Lane Reserve Working Group Program of Works |
| Submitted by: | Environmental Management Coordinator |
| Department: | Infrastructure and Development |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|------------------|--------------|---|
| Goal: | 1.1 | A proud, unique and inviting community |
| Strategy: | 1.1.1 | Provide welcoming town centre, streets and meeting places |

SUMMARY:

The purpose of this report is to recommend that Council endorse the Friends of Munday Lane Reserve proposed Program of Works to be implemented by the working group under guidance from Council staff for the management of Crown reserve, Lot 322 DP 755811 Saumarez Ponds (Barry Munday) Recreation Reserve.

OFFICER'S RECOMMENDATION:

That Council:

- **Endorse the Friends of Munday Lane Reserve Program of Works to be implemented by the working group under guidance from Council staff for the management of Crown reserve, Lot 322 DP 755811 Saumarez Ponds (Barry Munday) Recreation Reserve, and**
- **Consider improvement projects for inclusion in future external grant funding programs**

BACKGROUND:

In May 2019 Council resolved to include Lot 322 DP 755811 Saumarez Ponds (Barry Munday) Recreation Reserve in an application to the Minister, Department of Industry (Crown Lands), to resign from management responsibility of selected Council managed Crown Lands. Subsequent to the resolution, the application was placed on public exhibition.

The public exhibition period resulted in 13 community submissions requesting that Council remain the manager of the reserve.

At the Uralla Shire Council meeting on Tuesday 27 August 2019 Council resolved to remove Lot 322 DP 755811 Saumarez Ponds (Barry Munday) Recreation Reserve from the application made to the Minister to resign from management responsibility. Subsequent to the resolution, the Friends of Munday Lane Reserve working group was formed.

The Friends of Munday Lane Reserve working group was then advised by Council to submit a proposed Program of Works outlining the working group's plans for the future management of the reserve.

REPORT:

Prior to the development of the proposed Program of Works, a determination was made by the constituent working group members to take on an informal committee approach and to operate as the 'Friends of Munday Lane Reserve'. The working group currently consists of 27 community members including the positions of nominated chair and secretary.

The Friends of Munday Lane Reserve working group has provided Council with a draft work plan (Attachment 1).

KEY ISSUES:

- Under statutory reserve management conditions the Friends of Munday Lane Reserve working group is required to work within the constraints of the reserve purpose; that is being for public recreation.
- An arborist inspection has been commissioned by Council to determine the safety of the existing mature pine trees and necessary works to make safe. Costs for the tree removal of seven aged pine trees deemed unsafe is estimated at \$15,000.
- Members of the group will not be covered by Council's insurance policy and will undertake any activities at their own risk. The group has advised Council that Volunteer Personal Accident insurance cover will cost \$629.75.
- Council will remain as the Crown Reserve Manager for the Saumarez Ponds (Barry Munday) Recreation Reserve and will continue responsibility for the approval of proposed maintenance and improvement works within the reserve.
- The Program of Works provided to Council by the Friends of Munday Lane Reserve working group will be subject to a periodic review process by Council staff. Amendments to specific works and work schedules contained in the Program of Works may be provided by Council staff to the working group in order to improve the efficacy of the work plan and its objectives.
- An agreement between Council and the working group, specifying limited Council assistance for resourcing, advice and statutory guidance to support the Program of Works will be developed.
- Items requiring funding can be listed in Council's Council and Community priority project list for future external grant funding opportunities.
- The Program of Works undertaken by the Friends of Munday Lane Reserve working group will benefit Council through:
 - Additional resources to maintain the reserve,
 - An opportunity to develop and improve the reserve for community purposes,
 - Informing future grant funding applications,
 - Developing Council and community partnerships in line with the priorities contained in the Crown Land Draft State Strategic Plan.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Community engagement informed Council's decision to continue management of the reserve. The community will be informed of major works to the reserve through Council media platforms.

2. Policy and Regulation

Crown Land Management Act 2016

Crown Land R

Regulation 2017

Local Government Act 1993

Local Government Regulation 2000

Infrastructure Asset Management Policy

Work Health and Safety Policy

Community Engagement Policy

3. Financial (LTFP)

Funding options to develop and maintain the reserve will continue to be explored.

4. Asset Management (AMS)

The Asset Management Plan (AMP) – Recreation and Parks to be created in 2021/22 will detail the agreed level of service to which the community group will maintain the reserve.

5. Workforce (WMS)

Council staff undertake periodic minor maintenance of the reserve.

6. Legal and Risk Management

In the absence of the group taking out volunteer insurance any activities undertaken will be at their own risk.

7. Performance Measures

Performance Measures will be set out by the Council approved Program of Works and these will be subject to an annual review and adjustment process.

8. Project Management

Council staff as required.

| | |
|-------------------------------|---|
| Prepared by staff member: | Environmental Management Coordinator |
| TRIM Reference Number: | UINT/20/5790 |
| Approved/Reviewed by Manager: | Manager of Development and Planning |
| Department: | Infrastructure & Development |
| Attachments: | 1. Friends of Munday's Lane Reserve Program of Works June 2020 (Redacted) |

Friends of Mundays Lane Reserve Program of Works June 2020

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History/Background

Historic information on dedication

Mundays Lane Reserve is formally known as the Saumarez Ponds (Barry Munday) Recreation Reserve. This reserve is Council managed Crown land under the Crown Reserve Trust. The reserve is registered in Uralla Shire Council's Land Registry as follows:

| No | Name | Location & Reserve No | Reserve Purpose & Date Gazetted | Management | Zone | Additional Information |
|------|-----------------------------------|-------------------------------------|---------------------------------|--------------------|---------------------|-------------------------------|
| CL13 | Saumarez Ponds Recreation Reserve | Mundays Lane, Saumarez Ponds R25105 | Public Recreation 21/11/1896 | Council as Trustee | RU2 Rural Landscape | Lot 322 DP 755811 2.833 ha |

Historic uses and importance for community

The Munday family has had a long association with Saumarez Ponds. The first mention of the surname Munday was in a report of a bushranger being murdered at Mr Dumaresq's

station in 1836. At the trial, the prosecutor mentioned Munday in evidence. He was working for either Mr Dumaresq or Mr Dangar at the time.

“Munday, the hut keeper said you were forced away, but he is as big a rogue as you are.”¹

Mr Dumaresq was the squatter who first laid claim to the Saumarez Station between 1834 and 1836 through his agent John Daley². The first sale of land at Saumarez Ponds was in 1859 after an Armidale town area was set aside of 25 square miles that included Saumarez Ponds³. In a local family history book, A.K. Frost wrote “Even by 1862/3 the community centred roughly around Saumarez (or Munday’s) Lagoon^{4a}.”

In another book on Baptist churches in Armidale, David Betts stated “A school and two churches, Anglican and Methodist, opened between 1863 and 1875 as well as a recreation ground containing a cricket pitch and tennis courts”.⁵ However, my research indicates that the recreation reserve was not notified until 18966a and the Water Reserve around the lagoon was notified in 1880^{6b}.

Some sports played at the recreation ground included: football (until 1925), cricket and tennis. Also, school picnics were held there, attended by the whole community^{4c}. In a map and notes compiled by Alan Ferris, the map shows the lagoon as “Munday’s Lagoon”⁶.

Information about the large pine trees we see today was recently passed to a local resident by one of the Frazier family who recalls that they were planted in the early 1900s.

My research indicates that Saumarez Ponds has a long and varied history of land use including:

- Cropping – wheat, oats, corn, maize, pumpkins, potatoes and others
- Sawmilling – at least 7 sawmills were operating in the early 1900s⁶
- Orchards – apples, pears, cherries, peaches, nectarines and others
- Grazing – people probably turned to grazing after the other land uses were not viable any more.

It seems that the social life of Saumarez Ponds revolved around the churches and the recreation ground/lagoon in an era of limited travel options and work commitments.

Barry Munday is described by those that knew him as a “cricket tragic”⁷. He loved the game and played many matches at the reserve as a junior and senior player. Kathy Munday (Barry’s second wife) has a cricket medallion awarded to Albert Frazier (Barry’s grandfather) for the 1899/1900 season. He was a junior with the Saumarez cricket team.

In later years Barry was often seen on the tractor slashing the reserve as he felt obliged to keep it looking good not only for those that used it but for the generations of his family who played a part in its history⁸.

Further research is needed to uncover the full story of this long standing and diverse community.

References

1. Special Supplement to the Sydney Morning Herald, Nov 7th 1836. Towns File – Saumarez Ponds. HRC UNE Heritage Centre.
2. Personalities File – Dumaresq. HRC UNE Heritage Centre. P. 3.
3. Map, January 1858. Parish of Butler, County of Sandon, First edition. Sale at Armidale on 29th June 1859.
4. Frost, A.K. 1983. Frost-Frazier Family History. (a) p. 5, (b) p. 25, (c) p. 25.
5. Betts, David 2018. A Burden for Outreach.
6. (a) Government Gazette 21st November 1896. UNE Heritage Centre.
(b) Government Gazette 23rd February 1880. UNE Heritage Centre.
7. John Gilbert. Present owner of the Lagoon block.
8. Information supplied by Kathy Munday.

Author: Peter Barkley, Banded Bee Farm, [REDACTED]

Community Group Name and details

Name: Friends of Munday's Lane Reserve

Nominated Chair: Susan McPhee

Nominated secretary: Margaret Sadler

The stated goal of this group is that of managing, conserving & protecting the biodiversity, tranquillity & integrity of the Saumarez Ponds (Barry Munday) Recreation Reserve, originally gifted to our district by the Munday family in 1896.

Names, addresses and contact details for group members - updated 14/06/2020

Emma & Dave Hooper [REDACTED]
[REDACTED]

Lee Daniel & Paul Marosszely [REDACTED]

Di Kelly [REDACTED]

Tracy & John Franks [REDACTED]
[REDACTED]

Bronwen Roberts [REDACTED]

Kim Usher [REDACTED]

John Farrell [REDACTED]

Susan & Malcolm McPhee [redacted]
[redacted]

Penny & Cameron Dalgleish [redacted]
[redacted]

Mark & Fiona Porter [redacted]

Margaret & Wayne Sadler [redacted]
[redacted]

Tom Hruza [redacted]

Peter Barkley and Jane Pickard Banded Bee Farm [redacted]
[redacted]

Chris Swann [redacted]

Karen & John Gilbert Karawill Park Alpacas [redacted]
[redacted]

Angela Shirlaw [redacted]

Doug Scott [redacted]

Natasha Ledger Uralla Councillor [redacted]
[redacted]

Formation of Community Group

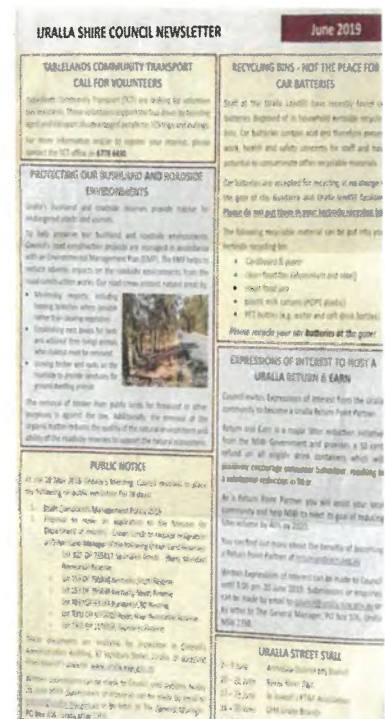
Action taken regarding Barry Munday Reserve, Saumarez Ponds, NSW in 2019

This document is a record of our story and to assist in reporting progress to Uralla Council. Their expressed desire is that, having obtained preservation of the Reserve, this community will care for it for the enjoyment of us all.

July 2019 The Uralla Council newsletter for July came into the hands of some residents of Munday Lane in mid-July when picked up by a resident at Invergowrie Store. This contained notice that the future of the reserve would come before Council at the July meeting.

Bronwen Roberts, with the help of John Farrel and Naomi McPhee, drafted a submission to the Mayor, Michael Pearce, to address the issues of maintenance, insurance, etc. for the Reserve.

Copies of this were delivered to 60 letterboxes in the district including an invitation to sign and return them to Bronwen or deliver them to Council directly. Eight letters and approximately twenty signed copies were delivered to Uralla Shire on Tuesday 11/07/19. Others sent comments directly to Council with all in favour of the Reserve remaining the responsibility of Uralla Shire. The friends of



this project expressed an interest in combining their skills to help achieve this end.

August 2019: At the Uralla Shire Council meeting of Tuesday 27/8, attended by Bronwen Roberts, all councillors voted in the affirmative to retain the Reserve under the Shire responsibility. The Mayor, Michael Pearce, & Councillors Natasha Ledger, & Councillor Tom O'Connor advised [them] to form a somewhat informal group of 'friends of Munday's Reserve' with a view to meeting regularly, every 6 or 8 x weeks. A suggestion was made to seek assistance from the Arding Landcare Group. [This group was] also invited to submit a

SUBMISSION TO URALLA SHIRE MAYOR
27/6/19

Attn. Michael Pearce

Dear Michael,
Re our recent conversation regarding the future of Barry Munday's Reserve.
Our concerns are these;

Some years ago, the Munday's family gifted Munday's reserve to the inhabitants of the district surrounding Saumarez Ponds. Their generous intention was to facilitate recreational activities. The facilities included a tennis court, tennis shed & a concreted cricket pitch.. in an area approximately 7 or perhaps 6 or so acres.

These tennis facilities fell into disrepair; however the cricket pitch still affords pleasure to visiting children, grandchildren & families & groups gathering for social events, picnics & etc. In addition, neighbours use the area for walking their dogs, or their own fitness routines. One man regularly exercises his beautiful horses, in order to maintain their gymkhana status.

In the early 1990's, John Farrel, a neighbour, my husband & I planted 25 or 30 native trees on the eastern & southern borders, & these are flourishing to this day

We value this area & do not regard it as useless. We would be horrified to see it turned into real estate, with bulldozed roads, houses etc. We feel that this would be a most unfortunate outcome for an area that was gifted for the benefit of all.

Every year, since 1987, when we moved to this area, Uralla Shire has kindly mown the grass. We are so grateful for this, not least because there are occasional snakes in the district. We know this mowing must be done at least once per summer, but none of us owns an industrial mower. Also, if trees or large branches fall down, would it be possible for us to appeal to Council, or the Crown Lands' Dept. to assist with this ?

I, myself, live alone at 79 Munday's Lane, & have reached the age of nearly 76 years. So, I am not in a position to do manual work, however we are a mixed bunch & some amongst us are handy with a chainsaw. I do not know how personal life/safety insurance would be involved, but maybe you could inform us about this issue.

I am in the process of contacting one surviving member of the Munday's family, having just obtained her phone number. Incidentally, I have an old book, with photographs & fascinating details about early settlers to the area & the hard work they engaged in as they built up the school, church etc.

Thank you for your kind support & offer of ongoing encouragement. We would be most grateful if you could Cc this email & show the hard copy with signatures to all councillors & parties involved.
Yours sincerely,
Bronwen Roberts

Below are some of the names of concerned people in the district;
Steve Howard Susan & Malcolm McPhee Sandra Selby
Tom Hruza John & Karen Gilbert Hans Model Mark Porter John Farrel Stephanie Newman

proposal, online, of our plans & vision for this land.

The Arding Landcare Group AGM, on Thursday 29/8 was attended by Bronwen Roberts, John Farrel & Emma Hooper. The advice received was to form a group of enthusiastic & committed people from our district, getting together when appropriate to discuss how we will go about working with our shared objective in mind.

We agreed to keep a record of our plans, somewhat informally, & to proceed step by step towards the stated goal of managing, conserving & protecting the biodiversity, tranquillity & integrity of this parcel of land, originally gifted to our district by the Munday family in 1896. We understand that the Uralla Shire agrees to mow the area as necessary, & that it will remain under the Shire's insurance.

September 2019: Bronwyn Mitchell, Emma Hooper and Susan McPhee proposed that interested locals meet informally to discuss where next to proceed. Susan McPhee agreed to chronicle the group's progress. John Farrel brings vast experience working on the Reserve 2 or 3 decades ago. Strategies have been proposed for removal of the wattle from the tennis court. There is an offer to cut up the wood from the fallen shed.

September 7 about a dozen people turned up for a meeting at the Reserve. The group noted the need to vote in a secretary, a treasurer, etc.

September 11: 2 Arborists from Uralla, inspected the reserve yesterday with Councillor Natasha Ledger. They recommend cutting down all or nearly all of those grandfather pines.

September 15 Communication from Councillor Natasha Ledger, USC: "Congratulations, on securing the asset for the community, by highlighting the parks importance to council and rallying together support of concerned residents".

October 2019: At a meeting held at Bronwyn Mitchell's various options for formation of a group, office bearers, the pine trees, the tennis court, cricket pitch and possible creation of outdoor furniture for the reserve were discussed.

November 2019: A meeting held at Invergowrie Store with Director of Engineering Terry Seymour USC in attendance. Terry provided information about the history of Monday's Lane Reserve, management, committee functions and community. With comment on the committee options from Terry Seymour the consensus was largely in favour to take on an informal committee approach and to operate under the terms of reference 'Friends of Munday's Lane Reserve'. Signage, timbers available from Uralla Shire Council for furniture,

The group was keen to have council attend to the concern of safety in regards to trees before any other work was initiated. The group in this time agreed to write a program of works to be undertaken as a blueprint plan for the park

This would include but not be limited to -

- Infrastructure i.e. signage, bins, toilets
- Repurposing old bridge timbers for new fixtures and fittings,
- Amenities i.e. Saplings within the tennis court be removed, dog training [off leash?]
- Plantings or gardens i.e. tree planting on the Western side parallel to the fencing
- Fencing
- Mowing roster
- Grant applications for funding infrastructure, i.e. gas BBQ, shade sails

Location

Lot 322 DP 755811 Parish Butler County Sandon. Include brief directional description.



Purpose, Objectives and Scope

Purpose of plan including reference to the reserve dedication, objectives of work plan and timeframe for works to be completed.

This plan is to outline the work identified as being needed to achieve the stated goal of this group is that of managing, conserving & protecting the biodiversity, tranquillity & integrity of the Saumarez Ponds (Barry Munday) Recreation Reserve, originally gifted to our district by the Munday family in 1896.

The identified works are expected to be ongoing, with the present plan to be implemented over the coming two year period.

Justification for Works

1. **Current and proposed use by the community:** animal and human exercise, bird watching, occasional stock grazing. Use for cricket games has been expressed. There is also interest by some in playing tennis. This is currently limited by not being regularly slashed which increases the risk of encountering snakes.
2. **Why the reserve has community value:** It is a location where local residents can exercise (by walking, playing cricket or tennis), gather and socialise, enhancing community spirit. It is a known wildlife and bird habitat plus a viewpoint for the lagoon birdlife. It has historical significance for the area.
3. **How the work activities will improve the reserve for community use:** Reduction of hazards (fire, snake); control of noxious weeds (blackberry) and pests (rabbits); existing improvements restored to useability (BBQ, tennis court, tennis shelter).

4. **What community activities the reserve currently facilitates:** horse exercise, dog walking, birdwatching, recreational walking.
5. **How the proposed works will enhance its value:** Regular slashing & tree management will make the grounds more accessible and reduce hazards. Restoring the structure will also reduce hazards; this and adding seating will make the reserve more inviting; providing infrastructure will benefit the mental health of the local residents and visitors. In summary, the benefits are improved land management, community wellbeing and safety.
6. **Current state of reserve including facilities to be improved, removed, and hazards:**
 - **Facilities to be removed and/or improved:** The tennis shed is in a fallen state and needs to be rebuilt from reclaimed or new wood. Grass and trees growing on/through the tennis court surface need to be removed.
 - **Facilities to be improved:** Seating with shade cover; sign at the Dumaresq Rd & Mundays Lane corner indicating “reserve”; sign at the reserve describing heritage significance; toilets
 - **Hazards:** drainage on the southwest side creates a waterlogged area on the northwest of the cricket pitch after heavy rains prevents slashing and limits use of the cricket pitch (see pictures); tree branches at risk of falling, leaning pine along Mundays Lane, wattle outside west fence of tennis court has split.

Pictures: Google Maps March 2020 showing the cricket pitch



Standing water after rain in April 2020 along the west side of cricket pitch.

Proposed Schedule of Works

Prioritised order of activities and approximate time schedule for commencement and completion.

| Activity | Approximate time schedule and completion | Approximate time schedule for completion |
|---|---|--|
| 1. A. Clean up weeds (woody nightshade, Patterson's Curse, blackberry, African lovegrass) and dead wood around barbecue and tennis court area | 1-2 days <i>End of June</i> | A. Immediate |
| 2. A. Assess tree hazards . B. Remove dangerous tree limbs or trees in consultation with local residents | A. 1-2 day; <i>End of June</i> B. <i>End of July</i> | A. Immediate B. Immediate |
| 3. A. Remove the fallen tennis shed , saving wood suitable for reuse onsite. | 2 days <i>End of June</i> | Immediate |
| 4. A. Complete mowing for the current season B. Establish regular mowing by council between September 1 and March 31 on a 4 weekly basis. (Residents are prepared to undertake any mowing needed before locally arranged activities on a rostered basis. Note: Mowing to include the east and north sides of the tennis court, extending the walking area. | A. ½ day; <i>End of June</i> B. Ongoing, to start September 2020 | A. Immediate B. Short term |
| 5. Plant trees to replace dead ones (includes exploring options for funding ground preparation and protection of seedlings.) | 2 days <i>End of September</i> | Short term |
| 6. Repair/upgrade existing infrastructure: barbecue (chimney, tiles, pointing), tennis court (court surface, net posts, fencing), fencing (consider making rabbit proof & notice of limit of council property) | Barbecue: 1 day; <i>End of July</i> Other - <i>December</i> | Short term |
| 7. A. Build new infrastructure: picnic tables, seating with shade, tennis shed, signage, birdwatching seat. B. Establish a community garden to the north side of the tennis court with fencing. | A. 2 weeks; <i>end of December</i> B. 4 weeks; <i>December 2021</i> | A. Short term B. Long term |
| 8. A. Extend the drain on the west side of the reserve (created when the road was sealed) to the northern boundary to dissipate water from the northwest corner of the cricket pitch. | 1-2 days; <i>dependant on state of ground water</i> | Short term |

Request of Council

Friends of Barry Munday Reserve requested work includes inclusion of the above works in community grant applications and Uralla Shire Council maintenance schedules.

1. Inclusion of the Saumarez Ponds (Barry Munday) Recreation Reserve improvement project in Drought Communities Programme Extension Round 3 or other funding opportunities.
2. Local Land Services Fencing and Planting funding

Local residents have contributed 32.5 hours between March and June 2020 towards mowing, weed and wood clearing, plus commencing reclamation of wood from the derelict tennis shed.

Report 11 - Works Progress Report as at 31 July 2020



REPORT TO COUNCIL

| | |
|---------------------------|--|
| Reference/Subject: | Report 11 - Works Progress Report as at 31 July 2020 |
| Submitted by: | Director Infrastructure & Development |
| Department: | Infrastructure & Development |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|------------------|----------------|---|
| Goal: | 2.3 | A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained |
| Strategy: | 2.3.1 | Provide an effective road network that balances asset conditions with available resources and asset utilisation |
| Activity: | 2.3.1.1 | Deliver road and drainage maintenance services and capital works programs |

SUMMARY:

The purpose of this report is to inform Council of the works that have been completed or progressed to the following month, and works being undertaken in the current month.

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during July 2020, and works programmed for August 2020.

BACKGROUND:

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

REPORT:

A. Works Undertaken in July 2020

- | | |
|------------------------------------|------------------|
| 1. Main Road Maintenance | |
| MR73 Thunderbolts Way | Patching, mowing |
| 2. Sealed Roads Maintenance | |
| Uralla Streets | Patching, mowing |
| Torryburn Road | Patching, mowing |
| Enmore Area | Patching, mowing |

3. Unsealed Roads Maintenance Grading

| | |
|--------------------|--------|
| Williams Road | Graded |
| Rocky Cliff Road | Graded |
| Charnas Lane | Graded |
| Andersons Road | Graded |
| Sawpit Gully Road | Graded |
| Castle Drive | Graded |
| Rifle Range Road | Graded |
| McDonalds Lane | Graded |
| Pomona Road | Graded |
| Racecourse Road | Graded |
| Athol Road | Graded |
| Kalinowski Road | Graded |
| Bullens Road | Graded |
| Swilks Road | Graded |
| Everton Vale Road | Graded |
| Old Kingstown Road | Graded |
| Gowings Road | Graded |
| Colomendy Road | Graded |
| Bindawalla Road | Graded |
| Warrembah Road | Graded |
| Westvale Road | Graded |
| Jobsons Lane | Graded |
| Mabbotts Lane | Graded |
| Traceys Road | Graded |
| Traceys Loop Road | Graded |

4. Construction

| | |
|--------------|---|
| Bingara Road | Complete setout, earthworks and drainage works. Commence sub-grade course construction |
|--------------|---|

5. Bridge / Sign

| | |
|-------------------------|---|
| Town | Sign maintenance |
| Rural Roads | Replace drainage pipes and sign maintenance |
| Regional Roads | Bridge maintenance |
| Urban and rural streets | Continue signs replacement |
| Leece Road Construction | Complete drainage |
| Rowan Avenue | Install stormwater lids |
| Bundarra town | Install awning and garbage bins at Bendemeer Street |

6. Town and Parks

| | |
|--------|---|
| Uralla | Recreational area maintenance, cemetery maintenance, clean gutters, mowing, sporting field maintenance, tree pruning. |
|--------|---|

B. Works to be continued/undertaken in August 2020

1. Main Road Maintenance

Bitumen patching
Guide posting
Sign maintenance
Mowing

2. Sealed Roads Maintenance

Bitumen patching
Guide posting
Mowing

3. Unsealed Roads Maintenance

Grading – Glenburnie Road, Borges Road,
Lindon Road, Balala area, Retreat Road

4. Bridge/Sign

| | |
|----------------------|--|
| Bridge maintenance | General maintenance and improvement of Wonga Abutment |
| Drainage maintenance | Hawthorn Drive and Northeys Road |

5. Construction

| | |
|----------------------|--|
| Bingara Road upgrade | Continue sub-grade and sub-base construction |
|----------------------|--|

6. Town Area

| | |
|---------------------|-----------------------------------|
| Routine maintenance | General maintenance and upkeeping |
|---------------------|-----------------------------------|

C. Roads To Recovery (R2R) Funding Program

The following projects are funded and scheduled to be undertaken in 2020-21:

1. Project: Kingstown Road rehabilitation (chainage 8.25km to 8.75km and 11.5km to 12.5km from intersection of Bridge Street).
Scope of works: Pavement widening, stabilising, additional base course, drainage improvement and bitumen sealing.
Funding: \$404,250
2. Project: Arding Road rehabilitation (2.25km to 3km from intersection of New England Highway).
Scope of works: Additional base course, stabilising, drainage improvement and bitumen sealing.
Funding: \$215,630
3. Project: Torryburn Road (11.5km to 11.75 and 12.25 to 12.5km from intersection of Thunderbolts Way).
Scope of works: Pavement widening, additional base course, stabilising, drainage improvement and bitumen sealing.
Funding: \$134,750

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Weekly posts to Council's facebook and internal weekly bulletin keep the community informed of progress.
- 2. Policy and Regulation**
Procurement Policy; Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council
Local Government Act (1993), Roads Act (1993), Work Health & Safety Act (2011), Environmental Planning & Assessment Act (1979) and Australian Standards.
- 3. Financial (LTFP)**
In accordance with budget
- 4. Asset Management (AMS)**
In accordance with Asset Management Plan
- 5. Workforce (WMS)**
Council staff and contractors
- 6. Legal and Risk Management**
Maintaining Council assets to minimise legal and risk exposure
- 7. Performance Measures**
Works completed to appropriate standards
- 8. Project Management**
Works Manager, Overseer & Director Infrastructure & Development

| | |
|-------------------------------|---------------------------------------|
| Prepared by staff member: | Manager Civil Infrastructure |
| Approved/Reviewed by Manager: | Director Infrastructure & Development |
| Department: | Infrastructure & Development |
| TRIM Reference Number: | UINT/20/7018 |
| Attachments: | 1. Works Program to 31 July 2020 |

Capital Works Program at 31 July 2020

| ID | Task Name | Comments | Estimates | Actual Costs to date | July 29/06 | August 27/07 | September 24/08 | October 21/09 | November 19/10 | December 16/11 | December 14/12 | January 11/01 | February 8/02 | March 8/03 | April 5/04 | May 3/05 | June 31/05 |
|----|--|-------------------------------|----------------|----------------------|------------|--------------|-----------------|---------------|----------------|----------------|----------------|---------------|---------------|------------|------------|----------|------------|
| 1 | Roads Construction | | \$0.00 | | | | | | | | | | | | | | |
| 2 | Bingara Road upgrade, ch 6000 to 15000. | | \$2,856,000.00 | \$1,957,314 | | | | | | | | | | | | | |
| 3 | Road construction (ch8900 - 11100), drainage & erosion control | Restart NSW | \$794,183.00 | | █ | █ | █ | █ | █ | | | | | | | | |
| 4 | Tolleys Gully Bridge | | \$1,100,000.00 | | | | | | | | | | | | | | |
| 5 | Survey, investigation and tender | Growing Local Economies (GLE) | \$50,000.00 | \$38,898.15 | █ | █ | █ | █ | █ | █ | | | | | | | |
| 6 | Bridge construction | GLE | \$499,000.00 | | | | | | | | | | █ | █ | █ | █ | █ |
| 7 | Bridge approaches construction | GLE | \$551,000.00 | | | | | | | | | | █ | █ | █ | █ | █ |
| 8 | Safer Roads - MR73(South) | | \$247,840.00 | | | | | | | | | | | | | | |
| 9 | Design | Safer Rd / Blackspot | \$20,000.00 | | █ | █ | █ | | | | | | | | | | |
| 10 | Construction & install safety barriers | Safer Rd / Blackspot | \$227,840.00 | | | | | | | | | █ | █ | | | | |
| 11 | Regional Roads - REPAIR Program (Ext Funding \$187,326) | | \$362,880.00 | | | | | | | | | | | | | | |
| 12 | Thunderbolts Way(MR73C), REPAIR reconstruction ch 22000to 22650 (adjacent Gwydir River bridge) | REPAIR / Block Grant | \$218,400.00 | | | | | | █ | █ | | | | | | | |
| 13 | Thunderbolts Way(MR73C), REPAIR reconstruction ch 1300 to 1730 (Rifle Range) | REPAIR / Block Grant | \$144,480.00 | | | | | █ | █ | | | | | | | | |
| 14 | Upgrade | | \$400,000.00 | | | | | | | | | | | | | | |
| 15 | Retreat Rd (2km) | LRCI | \$400,000.00 | | | | █ | █ | | | | | | | | | |
| 16 | Renewals 1 | | \$2,484,234.00 | | | | | | | | | | | | | | |
| 17 | Reseals - Urban | | \$70,343.00 | | | | | | | | | | | | | | |
| 18 | Refer to spreadsheet - Reseals - Urban | FAG | \$70,343.00 | | | | | | | | | | | | | | |
| 19 | Reseals - Rural | | \$372,269.00 | | | | | | | | | | | | | | |
| 20 | Refer to spreadsheet - Reseals - Rural | LRCI / FAG | \$372,269.00 | | | | | | | | | | | | | | |
| 21 | Reseals - Regional | | \$289,268.00 | | | | | | | | | | | | | | |
| 22 | Refer to spreadsheet - Reseals - Regional | Block Grant | \$289,268.00 | | | | | | | | | | | | | | |
| 23 | Rehabilitation - Sealed Rural Roads | | \$1,442,634.00 | | | | | | | | | | | | | | |
| 24 | Kingstown Road (8.25km - 8.75km) | R2R | \$134,750.00 | | | | | █ | █ | | | | | | | | |
| 25 | Kingstown Road (11.50km - 12.50km) | R2R | \$269,500.00 | | | | | █ | █ | | | | | | | | |
| 26 | Arding Road (2.25km - 3km) | R2R | \$215,634.00 | | | | | | | | | | | | | | |
| 27 | Torryburn Road (11.5km - 11.75km) | R2R | \$67,375.00 | | | | | | | | | | | | | | |
| 28 | Torryburn Road (12.25 - 12.5km) | R2R | \$67,375.00 | | | | | | | | | | | | | | |
| 29 | Hawthorne Drive (0.0 - 2.0km) | FLR / FAG | \$655,000.00 | | | | | | | | | | | | | | |
| 30 | Rehabilitation - Sealed Urban Roads | | \$307,720.00 | | | | | | | | | | | | | | |
| 31 | Uralla Street (Uralla Creek - Hill St) | FAG | \$21,000.00 | | | | | | | | | | | | | | |
| 32 | East Street (Duke St - Salisbury St) | FAG | \$99,820.00 | | | | | | | | | | | | | | |
| 33 | Queen Street (Central School - Park St) | FAG | \$104,125.00 | | | | | | | | | | | | | | |
| 34 | Maitland Street (King St - Wood St) | LRCI | \$82,775.00 | | | | | | | | | | | | | | |
| 35 | Construction Projects | | \$195,606.00 | | | | | | | | | | | | | | |
| 36 | Footpath (TBA) | General | \$60,256.00 | | | | | | | | | | | | | | |
| 37 | Bike Track (Plane Avenue) | FAG / RMS | \$64,750.00 | | | | | | | | | | | | | | |
| 38 | Kerb & Gutter (road - TBA) | FAG | \$70,600.00 | | | | | | | | | | | | | | |
| 39 | Resheeting | | \$503,337.00 | | | | | | | | | | | | | | |
| 40 | Unsealed Rural Roads (TBC) | FAG | \$482,668.00 | | | | | | | | | | | | | | |
| 41 | Unsealed Regional Roads (TBA) | Block Grant | \$20,705.00 | | | | | | | | | | | | | | |

| | | | | | | | | | | |
|--|-----------|-------|--------------------|---|-----------------------|---|--------------------|---|-----------------|---|
| Project: August - Attachment - Capital | Task | █ | Project Summary | █ | Manual Task | █ | Start-only | █ | Deadline | ↓ |
| | Split | | Inactive Task | ▭ | Duration-only | █ | Finish-only | ▭ | Progress | █ |
| | Milestone | ◆ | Inactive Milestone | ◆ | Manual Summary Rollup | █ | External Tasks | ▭ | Manual Progress | █ |
| | Summary | ▶ | Inactive Summary | ▭ | Manual Summary | ▭ | External Milestone | ◆ | Slippage | █ |
| | | | | | | | | | | |

14. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

Notice of Motion 1 - A policy to facilitate working and online businesses from home



NOTICE OF MOTION

| | |
|----------------------|--|
| Subject: | Notice of Motion - A policy to facilitate working and online businesses from home |
| From: | Councillor T O'Connor |
| Submitted by: | <i>General Manager</i> |
| Department: | General Manager's Office |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|------------|-----------|--|
| Objective: | 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, work, visit and invest. |
| | 2.1.4 | Implement tools to simplify development processes and encourage quality commercial, industrial and residential development |
| Objective: | 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 |

COUNCILLOR'S MOTION:

That Council request the General Manager to have prepared, for Council consideration, a policy that could facilitate the expansion and diversification of Uralla's Shire local economy by encouraging home-based enterprises, direct selling and working from home, taking advantage of e-commerce, new technologies and business models, while ensuring the maintenance of the amenity of the particular land use zone, in which the business is situated.

RATIONALE:

This notice of motion is to seek a policy to assist in the determination of working from home and home businesses, industries and occupations in the absence of clear definitions in the Uralla Local Environmental Plan 2012 (LEP), standard instrument local environmental plan (SILEP) and parent legislation.

The Uralla Local Environmental Plan 2012 (LEP), standard instrument local environmental plan (SILEP) and parent legislation are silent on a definition of retail and by extension retail premises. In March 2016, the New South Wales Government established the Retail Expert Advisory Committee (the Committee) to inquire into and provide advice to the Minister for Planning on appropriate reforms to improve the NSW planning systems for retailing. This was in response to concerns and issues raised

by the retail sector during consultation of the SILEP amendment in early 2016 and relevant recommendations from other Government inquiries.

The Committee's Report of June 2017 identified nine key drivers, the first of which was "Online shopping has and will continue to change the retail environment". Key driver 2 is that "Rural and Regional locations might prompt and require different retail considerations to those which apply in suburban areas and cities". While key driver 5 is that "Mixed use areas are likely to become more popular on the back of the new service economy and in turn seek a retail response".

The e-economy has increased over the past decade since the Uralla local environmental plan was developed during 2011 and gazetted in 2012. The e-economy, or new service economy, is an iteration of the well-established business models of previous years, Avon, Amway and Tupperware, and door to door sales of W. T. Rawleigh's products to the more recent social media-based sales of TréskinRX[®] and similar products. COVID 19 has accelerated, though growth pre-dates COVID, this diversification of retail into a broader paradigm: Retail, Direct Selling, Direct Marketing, Direct Trade, Direct to Consumer, Multi-level Marketing using e-commerce as the medium rather than through traditional "bricks and mortar" establishments.

The absence of a definition of "retail" in the Uralla Local Environmental Plan 2012 (LEP), standard instrument local environmental plan (SILEP) and parent legislation has caused Council's staff to recently refer to dictionary definitions of retail and apply this narrow definition of "retail" to the definition of "retail premises" with unforeseen consequences.

As indicated in the first paragraph, an application of a narrow dictionary definition of retail to retail premises has unforeseen consequences, with flow-on concerns for established home businesses, industries and occupations, for persons intending to undertake such enterprises in the future.

The Aims of Plan in the Uralla Local Environmental Plan 2012 (Clause 2.1) states, in part, to provide for flexibility in applying certain development standards, where compliance with such standards may be unreasonable or unnecessary in the circumstances of a particular development, and there is sufficient justification for varying the standards on environmental planning grounds.

The world of retail is changing, along with many other activities, with e-commerce. Retail no longer defines covers activities enumerated above: Retail, Direct Selling, Direct Marketing, Direct Trade, Direct to Consumer and Multi-level Marketing. For instance, the United States Federal Trade Commission (FTC) defines "Direct Selling" as a blanket term that encompasses a variety of business forms premised on person-to-person selling in locations other than a retail establishment, such as social media platforms or the home of the salesperson or prospective customer.

Key issues:

1. The Uralla Local Environmental Plan 2012 (LEP), standard instrument local environmental plan (SILEP) and parent legislation are silent on a definition of retail and by extension retail premises.
2. The current use of the narrow interpretation of the dictionary definition as the defining factor for retail premises has unforeseen consequences.
3. The Uralla Local Environmental Plan 2012 (Clause 2.1) provides flexibility in applying certain development standards, where compliance with such standards may be unreasonable or unnecessary in the circumstances of a particular development, and there is sufficient justification for varying the standards on environmental planning grounds.

The requested policy could then facilitate the expansion of Uralla Shire's local economy by encouraging home-based enterprises, direct selling and working from home, taking advantage of e-commerce, new technologies and business models, while ensuring the maintenance of the amenity of the particular land use zone, in which the business is situated.



Signature:

Councillor: T. O'Connor

Date: 12 August 2020

GENERAL MANAGER'S REPORT:

It is appropriate for Council to consider and review if its existing policy framework is delivering the mission: '...creating a unique environment which offers an excellent quality of life and economic opportunities for its people.'

The question posed by this motion on notice is whether the current planning controls allow: **'the expansion and diversification of Uralla's Shire local economy by encouraging home-based enterprises, direct selling and working from home, taking advantage of e-commerce, new technologies and business models'** and what, if any, changes are needed to the planning controls and the best method of making any such changes (including community engagement processes and stress-testing of any proposed changes to the controls).

Statutory control of development within Uralla Shire is governed by:

- The Environmental Planning and Assessment Act 1979,
- The Environmental Planning and Assessment Regulation 2000,
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, and
- The Uralla Local Environmental Plan 2012.

These Environmental Planning Instruments provide mechanisms for home-based business activities along with development standards to regulate their operation. Specifically, State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 provides that a home business, home industry or a home occupation that does not involve the manufacture of food products or skin penetration procedures is exempt development if it:

- Does not involve a change of building use;
- The home business does not involve the use of more than 100 square metres of floor area, and
- The home industry does not involve the use of more than 60 square metres of floor area.

Where a home based enterprise does not meet these exemption criteria, the Uralla Local Environmental Plan 2012 (LEP) provides development exemptions and controls.

Home occupations, such as mechanics and massage therapists, where the activity is the provision of a service and does not involve the sale of goods are permitted without consent in residential and rural zones subject to the parameters in the definitions in the LEP.

Under the provisions of the LEP, home businesses and home industries are permitted with consent in residential and rural zones and the parameters controlling the nature of activities conducted are governed by conditions of consent in the Council approval.

In this context, the activities identified to be facilitated in the Notice of Motion can already be undertaken within the statutory framework.

Any policy introduced by Council cannot introduce a lesser standard of regulation (otherwise it would be inconsistent with the current statutory framework and therefore ultravires).

Should Council wish to relax development standards around home based enterprises the appropriate method is amendment of the LEP.

KEY ISSUES:

Interpretation of Act and subordinate instruments: The interpretation of the LEP is regulated by the *Interpretation Act 1987* (the Act). Section 6 of the Act provides that definitions that occur in an Act or instrument apply to the construction of the Act or instrument except in so far as the context or subject-matter otherwise indicates or requires.

In this instance there is no reason for the definition of “retail” to be otherwise interpreted outside of the Macquarie Dictionary definition of “the sale of commodities to household or ultimate consumers” and “to sell directly to the consumer”, noting that the Macquarie Dictionary is the legal profession’s preferred authority on Australian English where legislation is silent on a definition.

With regard to LEP development standards, Clause 1.2 (f) provides for flexibility in application of certain development standards on environmental planning grounds; however, these relaxations relate to development standards such as lot sizes and subdivision and not to definitions used to interpret the main body of the instrument.

The recommendation to proceed straight to the development of a policy that seeks to vary the Council’s Local Environment Plan (LEP) may be premature as there are range of ways in which Council could consider the outcome proposed by this notice of motion. It is also noted that there are existing statutory mechanisms in place and a policy cannot override or influence interpretation of an environmental planning instrument.

Should the motion on notice as proposed be resolved Council should be aware that it may not be achievable; that is, it may not be possible to establish a policy to achieve the desired outcome while guaranteeing the maintenance of amenity.

An examination of why retail is currently not permitted in certain zones would enable Council to consider how the current permitted activities, compared to those not permitted, create controls to maintain amenity.

Any variation to planning controls on existing zoning would need to be stress-tested to forecast their likely success in achieving the desired outcome.

For example, if retail is permitted in a residential zone, what would the new controls be to maintain amenity for all residents? Council will need to consider that successful home retail businesses may grow if successful and what might be an acceptable impact on local amenity initially could, over time,

become unacceptable as, for example, increase in vehicle movements and/or on-site storage activities.

CONCLUSION:

It is recommended that Council do not adopt the motion on notice and instead resolve:

That Council engage the services of an independent professional to lead a review process with Council, the Department of Planning and the community to assess if an amendment to the LEP is required to facilitate the expansion and diversification of Uralla's Shire local economy by encouraging home-based enterprises, direct selling and working from home, taking advantage of e-commerce, new technologies and business models.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

A new policy or amendment to the LEP process will require a formal community engagement process including target engagement with the Uralla Business Chamber.

2. Policy and Regulation

Environmental Planning and Assessment Act 1979.

Environmental Planning and Assessment Regulation 2000.

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

Uralla Local Environmental Plan 2012.

3. Financial (LTFP)

There is no budget to support the notice of motion or the alternate recommendation.

Council will need to make provision for the associated operating costs at the next budget review or defer the work until the 21/22 financial year with appropriate budget allocation.

4. Asset Management (AMS)

n/a

5. Workforce (WMS)

Additional work associated with this report will require external resourcing and some internal administration.

6. Legal and Risk Management

Any change to planning controls applied to current zoning can create a new risk for Council from objectors to such changes, which could include competing businesses paying commercial lease fees in areas currently zoned for such activity, and/or neighbours to new business activities that consider their amenity adversely affected.

7. Performance Measures

A review of planning controls should include some qualitative assessment of the need and potential outcomes anticipated from proposed changes.

8. Project Management

Development of policy or a review and preparation of a planning amendment will require in-house project management of an independent external resource.

15. CONFIDENTIAL MATTERS

There are no confidential matters.

16. COMMUNICATION OF COUNCIL DECISIONS

17. CONCLUSION OF THE MEETING

END OF BUSINESS PAPER