



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

26 May 2020

Scott Phillips
ACTING GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 26 May 2020

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- BUSINESS AGENDA -
Ordinary Meeting of Council
26 May 2020 at 12:30pm

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Apologies and Requests for Leave of Absence by Councillors**
- 5. Disclosures & Declaration of Interests**
- 6. Confirmation of Minutes**
- 7. Urgent, Supplementary & Late Items of Business**
- 8. Written Reports from Delegates**
- 9. Mayoral Minute**
- 10. Reports of Committees**
- 11. Reports to Council**
 - Report 1 - Cash at Bank and Investments
 - Report 2 - 2019/20 3rd Quarter Budget Review Statements
 - Report 3 - Schedule of Actions as at 26 May 2020
 - Report 4 - 2019-20 Operational Plan Third Quarter Progress Report
 - Report 5 - Schedule of Actions as at 26 May 2020
 - Report 6 - AR Bluett Memorial Award
 - Report 7 - Works Progress Report as at 30 April 2020
 - Report 8 - Asset Management Status Report
 - Report 9 - Kentucky Creek Dam Safety Plan
 - Report 10 - DIVISION DECISION – DA-85-2019 - Additions and alterations to supermarket, new car park, demolition of existing structures – 100 Bridge Street, Uralla
- 12. Motions on Notice/Questions with Notice**
- 13. Confidential Matters**
- 14. Communication of Council Decisions**
- 15. Conclusion of the meeting**

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1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT OF COUNTRY

**4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE
BY COUNCILLORS**

5. DISCLOSURES & DECLARATIONS OF INTEREST

To be tabled at the Meeting.

6. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 26 May 2020 Meeting of Council:

- Ordinary Meeting of Council held 05 May 2020 (copy enclosed)

Minutes to be received and noted at the 26 May 2020 Meeting of Council:

- New England Joint Organisation Board Minutes held 06 April 2020 (copy enclosed)
- Audit, Risk & Improvement Committee Meeting held 25 February 2020 (copy enclosed)



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
05 May 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:

Mr S Phillips, Acting General Manager
Mr T Seymour, Director Infrastructure & Development
Ms S Glasson, Executive Manager Corporate Services
Mr S Paul, Chief Financial Officer
Mr M Clarkson, Manager Planning and Development
Senior Executive Officer

MINUTES

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 05 May 2020**

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**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 05 May 2020**

Resolution
Number

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, Acting General Manager (Mr S Phillips), Director Infrastructure and Development (Mr T Seymour), Executive Manager Corporate Services (Ms S Glasson), Chief Financial Officer (Mr S Paul), Manager Planning and Development (Mr M Clarkson), Senior Executive Officer (B White).

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

4. WEBCAST INFORMATION

This meeting is being live streamed with the recording also being 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.

6. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 05 May 2020 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	INTEREST	NATURE OF INTEREST
Cr R Crouch	Report 5	Non-Pecuniary, Less Than Significant	<ul style="list-style-type: none">• A member of Diggings Rural Fire Service Brigade.• Have hired Council plant and may continue to do so.
Cr T Toomey	Report 5	Pecuniary Interest	Previously hired Hampden Park to deliver Seasons of New England. Although no commitment has been made to the location for 2021.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
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7. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 05 May 2020 Meeting:

- Minutes of Ordinary Meeting held 24 March 2020 (to be confirmed)
- Minutes of Extraordinary Meeting held 02 April 2020 (to be confirmed)

AMENDMENTS

The Chair referred Councillors to the Minutes and called for any amendments.

Cr I Strutt made reference to a change in date needed within both the minutes of the Ordinary Meeting of Council held 24 March 2020 and the Extraordinary Meeting held 02 April 2020.

MOTION (Crs I Strutt / R Crouch)

That:

Council adopt the Minutes, together with amendments as noted, as a true and correct record of the Ordinary Meeting held 24 March 2020.

01.05/20 CARRIED

MOTION (Crs I Strutt / T O'Connor)

That:

Council adopt the Minutes, together with amendments as noted, as a true and correct record of the Extraordinary Meeting held 02 April 2020.

02.05/20 CARRIED

8. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS

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

9. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)

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

COUNCILLOR NAME:	Mark Dusting	
COUNCIL MEETING DATE:	05 May 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
02/04/2020	Extraordinary Meeting of Council	Uralla
16/04/2020	New England Weeds Authority Administration	Phone
16/04/2020	New England Weeds Authority Administration	Phone
17/04/2020	New England Weeds Authority Administration	Phone
20/04/2020	New England Weeds Authority Meeting	Phone
20/04/2020	New England Weeds Authority Meeting	Phone
28/04/2020	Zoom Test	Uralla (Zoom)
05/05/2020	Ordinary Meeting of Council	Uralla (Zoom)

COUNCILLOR NAME:	Bob Crouch	
COUNCIL MEETING DATE:	05 May 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
02/04/2020	Extraordinary Meeting of Council	Uralla
28/04/2020	Zoom Test	Uralla (Zoom)
05/05/2020	Ordinary Meeting of Council	Uralla (Zoom)

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COUNCILLOR NAME:		Levi Sampson
COUNCIL MEETING DATE:		05 May 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
02/04/2020	Extraordinary Meeting of Council	Uralla
28/04/2020	Zoom Test	Uralla (Zoom)
05/05/2020	Ordinary Meeting of Council	Uralla (Zoom)

COUNCILLOR NAME:		Natasha Ledger
COUNCIL MEETING DATE:		05 May 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
02/04/2020	Extraordinary Meeting of Council	Uralla
28/04/2020	Zoom Test	Uralla (Zoom)
05/05/2020	Ordinary Meeting of Council	Uralla (Zoom)

COUNCILLOR NAME:		Tara Toomey
COUNCIL MEETING DATE:		05 May 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
26/02/2020	End of Term Workshop	Uralla
03/03/2020	General Manager Recruitment	Uralla
10/03/2020	Aniwan Cultural Collection Opening	Uralla
11/03/2020	General Manager Recruitment	Uralla
21/03/2020	Retreat Road Meeting	Balala
24/03/2020	Ordinary Meeting of Council	Uralla
02/04/2020	Extraordinary Meeting of Council	Uralla
25/04/2020	ANZAC Day Driveway Service	Uralla
28/04/2020	Zoom Test	Uralla (Zoom)
05/05/2020	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Rob Bell
COUNCIL MEETING DATE:		05 May 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
02/04/2020	Extraordinary Meeting of Council	Uralla
28/04/2020	Zoom Test	Uralla (Zoom)
05/05/2020	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Tom O'Connor
COUNCIL MEETING DATE:		05 May 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
02/04/2020	Extraordinary Meeting of Council	Uralla
28/04/2020	Zoom Test	Uralla (Zoom)
05/05/2020	Ordinary Meeting of Council	Uralla (Zoom)

COUNCILLOR NAME:		Isabel Strutt
COUNCIL MEETING DATE:		05 May 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
02/04/2020	Extraordinary Meeting of Council	Uralla
28/04/2020	Zoom Test	Uralla (Zoom)
05/05/2020	Ordinary Meeting of Council	Uralla (Zoom)

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COUNCILLOR NAME:		Michael Pearce
COUNCIL MEETING DATE:		05 May 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
25/03/2020	Mayor's Office Administration	Uralla
26/03/2020	Mayor's Office Administration	Uralla
30/03/2020	Mayor's Office Administration	Uralla
31/03/2020	Mayor's Office Administration	Uralla
01/04/2020	Mayor's Office Administration – 2AD Interview	Uralla
02/04/2020	Extraordinary Meeting of Council	Uralla
06/04/2020	New England Joint Organisation Board Meeting	Uralla (Teleconference)
07/04/2020	Mayor's Office Administration	Uralla
08/04/2020	Mayor's Office Administration	Uralla
09/04/2020	Mayor's Office Administration	Uralla
14/0/2020	Mayor's Office Administration	Uralla
15/04/2020	Mayor's Office Administration – 2AD Interview	Uralla
16/04/2020	Mayor's Office Administration	Uralla
20/4/2020	Mayor's Office Administration	Uralla
21/04/2020	Mayor's Office Administration	Uralla
22/04/2020	Mayor's Office Administration	Uralla
23/04/2020	Mayor's Office Administration	Uralla
27/04/2020	Mayor's Office Administration	Uralla
28/04/2020	Zoom Test	Uralla (Zoom)
29/04/2020	Mayor's Office Administration – 2AD Interview	Uralla
30/04/2020	Mayor's Office Administration	Uralla
04/05/2020	Mayor's Office Administration	Uralla
05/05/2020	Ordinary Meeting of Council	Uralla (Zoom)

10. ITEMS PASSED IN BULK

MOTION (Crs I Strutt / N Ledger)

The council resolved to adopt the following items of business on the agenda together by way of a single resolution:

- Mayoral Minute - 100 Bridge St Uralla
- Report of Committee 1 - Audit, Risk and Improvement Committee Annual Program
- Report of Committee 2 - Audit, Risk and Improvement Committee Internal Audit Program
- Report 1 - Cash at Bank and Investments
- Report 2 - Recommendation to fill vacancy on the Uralla Township and Environs Committee
- Report 3 - Review of Uralla Township and Environs Committee

03.05/20

CARRIED

11. MAYORAL MINUTE

Submitted by: Mayor, Cr M Pearce
Reference/Subject: Heritage Advice – 100 Bridge Street Uralla

MAYOR'S RECOMMENDATION:

That at its earliest opportunity, Council electronically publishes the 'Heritage Advisory Memo, dated 4 February 2020 by Port Macquarie Hastings Heritage' together with any other heritage information pertaining to 100 Bridge Street, Uralla and/or DA-85-2019.

MOTION (Crs M Pearce / I Strutt)

That at its earliest opportunity, Council electronically publishes the 'Heritage Advisory Memo, dated 4 February 2020 by Port Macquarie Hastings Heritage' together with any other heritage information pertaining to 100 Bridge Street, Uralla and/or DA-85-2019.

04.05/20

CARRIED

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12. REPORTS OF COMMITTEES

Department: Corporate Services
Submitted by: Executive Manager Corporate Services
Reference/Subject: Report of Committee 1 - Audit, Risk and Improvement Committee Annual Program

COMMITTEE'S RECOMMENDATION:

That Council receive and note the Audit, Risk and Improvement Committee Annual Program 2020 at Attachment A.

MOTION (Crs I Strutt / N Ledger)

That Council receive and note the Audit, Risk and Improvement Committee Annual Program 2020 at Attachment A.

05.05/20

CARRIED

Department: Corporate Services
Submitted by: Executive Manager Corporate Services
Reference/Subject: Report of Committee 2 - Audit, Risk and Improvement Committee Internal Audit Program

COMMITTEE'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs I Strutt / N Ledger)

That the report be received and noted.

06.05/20

CARRIED

13. REPORTS TO COUNCIL (Scheduled Reports)

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

OFFICER'S RECOMMENDATION:

That:

1. Council note the cash position as at 31 March 2020 consisting of cash and overnight funds of \$11663,553, term deposits of \$14,500,000 totalling \$16,163,552 of readily convertible funds.
2. Council note the loan position as at 31 March 2020 totalling \$2,246,129.

MOTION (Crs I Strutt / N Ledger)

That:

1. Council note the cash position as at 31 March 2020 consisting of cash and overnight funds of \$11663,553, term deposits of \$14,500,000 totalling \$16,163,552 of readily convertible funds.
2. Council note the loan position as at 31 March 2020 totalling \$2,246,129.

07.05/20

CARRIED

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Department: Corporate Services
Submitted by: Executive Manager Corporate Services
Reference/Subject: Report 2 - Recommendation to fill vacancy on the Uralla Township and Environs Committee

OFFICER'S RECOMMENDATION:

That Council appoint Karen Johnston to fill the vacancy on the Uralla Township and Environs Committee for the term of the Committee and in accordance with the Committee Constitution.

MOTION (Crs I Strutt / N Ledger)

That Council appoint Karen Johnston to fill the vacancy on the Uralla Township and Environs Committee for the term of the Committee and in accordance with the Committee Constitution.

08.05/20

CARRIED

Department: Corporate Services
Submitted by: Executive Manager Corporate Services
Reference/Subject: Report 3 - Review of Uralla Township and Environs Committee

OFFICER'S RECOMMENDATION:

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.

MOTION (Crs I Strutt / N Ledger)

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.

09.05/20

CARRIED

Department: General Manager's Office
Submitted by: Senior Executive Officer
Reference/Subject: Report 4 - Schedule of Actions as at 28 April 2020

OFFICER'S RECOMMENDATION:

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

PROCEDURAL MOTION (Crs R Crouch / T O'Connor)

To move to Committee of the Whole

10.05/20

CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
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Councillors held a detailed discussion in committee regarding the report.

**PROCEDURAL MOTION (Crs R Crouch / I Strutt)
To resume Standing Orders**

11.05/20 CARRIED

The Chair outlined details of the discussion held in committee.

**MOTION (Crs R Crouch / N Ledger)
That Council receive and note the Schedule of Actions as at 28 April 2020.**

12.05/20 CARRIED

Department: Corporate Services
Submitted by: Executive Manager Corporate Services
Reference/Subject: Report 5 - Draft Policy: Hire of Council Facilities, Plant and Equipment 2020

Cr T Toomey, having previously declared a conflict of interest, left the meeting at 12:47pm.

OFFICER'S RECOMMENDATION:

That Council:

1. Approve the Draft Policy: Hire of Council Facilities, Plant and Equipment 2020 at Attachment A for public exhibition for a period of 28 days;
2. Subject to no submissions received during public exhibition, adopt the Draft Policy: Hire of Council Facilities, Plant and Equipment 2020 at Attachment A; and
3. Revoke the following policies and remove from Council's policy register:
 - Policy: Uralla Swimming Pool Booking 2013;
 - Policy: Private Works and Plant Hire Charges 2013; and
 - Policy: Use of the Council Meeting Room 2013.

**PROCEDURAL MOTION (Crs I Strutt / R Crouch)
To move to Committee of the Whole**

13.05/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

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

14.05/20 CARRIED

The Chair outlined details of the discussion held in committee.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
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MOTION (Crs T O'Connor / R Crouch)

That Council:

1. Approve the Draft Policy: Hire of Council Facilities, Plant and Equipment 2020 at Attachment A subject to the amendments approved by this meeting for public exhibition for a period of 28 days;
 - a) Page 75 amend point 7.3 (c) to include:
 - (c) If Council is engaged to transport the equipment an administration...
 - b) Page 77 8.4 add a paragraph at the end stating that in the event of an emergency, Council prioritises Emergency Services agencies for the use of Council equipment.
2. Subject to no submissions received during public exhibition, adopt the Draft Policy: Hire of Council Facilities, Plant and Equipment 2020 at Attachment A; and
3. Revoke the following policies and remove from Council's policy register:
 - Policy: Uralla Swimming Pool Booking 2013;
 - Policy: Private Works and Plant Hire Charges 2013; and
 - Policy: Use of the Council Meeting Room 2013.

15.05/20

CARRIED

Cr T Toomey was absent at the time of voting. Cr T Toomey returned to the meeting at 1:06pm.

Department: Infrastructure & Development
Submitted by: Director Infrastructure & Development
Reference/Subject: Report 6 - Works Progress Report as at 31 March 2020

OFFICER'S RECOMMENDATION:

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

MOTION (Crs T Toomey / I Strutt)

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

16.05/20

CARRIED

Department: Infrastructure and Development
Submitted by: Manager Development and Planning
Reference/Subject: Report 7 - Recommendations of Uralla Township and Environs Committee February 2020 meeting

OFFICER'S RECOMMENDATION:

That Council:

1. Receive and note the minutes of February 2020 meeting of the Uralla Township and Environs Committee (UTEC), and
2. Endorse the officer's recommendations that:
 - a) The heritage paints brochure prepared by staff be made available upon request;
 - b) The proposal to amend the UTEC constitution regarding election of the chairperson and quorum requirements be considered in a report to Council before the term of the committee comes to an end on 30 June 2020;
 - c) Council convene a charette with councillors, Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to workshop options for the development of Fuller Park;
 - d) Council not explore further options for expansion of the Uralla skate park due to site constraints.

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MOTION (Crs T O'Connor / T Toomey)

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.

17.05/20

CARRIED

Department: Infrastructure and Development
Submitted by: Manager Planning and Development
Reference/Subject: Report 8 - DIVISION DECISION – DA-44-2018 – Natural Burial Ground - 192 Dumaresq Road, Saumarez Ponds

OFFICER'S RECOMMENDATION:

That Council refuse the Development Application 44/2018 for a natural burial ground, amenities and car park at 192 Dumaresq Road, Saumarez Ponds (Lot 97 DP 755811) as:

1. Pursuant to Section 4.15(1)(a)(i) of the Environmental Planning and Assessment Act 1979 and Part 2.3 of Uralla Local Environmental Plan 2012, the proposed development fails to demonstrate its compliance with the objectives of the R5 Large Lot Residential zone in so far as minimising conflict between permissible land uses within the zone.
2. Pursuant to Section 4.15(1)(a)(i) of the Environmental Planning and Assessment Act 1979, and Part 2 of State Environmental Planning Policy (Rural Lands) 2008, the proposed development fails to demonstrate the social or economic need for the facility and consequently the development does not balance the social, economic and environmental interests of the community.
3. Pursuant to Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate it satisfies Clause 66(2) of the Public Health Regulation 2012 which prohibits a person from burying a body in or on any land if to do so would make likely the contamination of drinking water supply or a domestic water supply.
4. Pursuant to Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate it overcomes the risk of contaminating both groundwater and the nearby Saumarez Creek as a consequence of the nature and location of the burial ground being on land subject to flooding.
5. Pursuant to Section 4.15(1)(c) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate that the site is suitable for the development.
6. Pursuant to Section 4.15(1)(e) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate it would not present a risk to public health or that it would not result in an unreasonable burden on the maintenance of the facility by Uralla Shire Council or another public authority and consequently, the approval of the development would not be in the public interest.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 05 May 2020**

Resolution
Number

MOTION (Crs R Crouch / T O'Connor)

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.

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

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

AGAINST: Nil

ABSENT: Nil

18.05/20

CARRIED

14. MOTIONS ON NOTICE / QUESTIONS WITH NOTICE

Submitted by: Cr Natasha Ledger, Cr Isabel Strutt & Cr Levi Sampson

Reference/Subject: Notice of Rescission Motion – Local Drought Stimulus Package

NOTICE of MOTION

That Council rescind Council's Resolution 17.03/20 in respect of Report No 8 – Local Drought Stimulus Package at the Ordinary Meeting dated 24 March 2020:

1. Participate in the Local Drought Stimulus Package
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:
 - a. Contribute to the economic activity of community/regions; and/or,
 - b. Lead to the retention of businesses, services and facilities; and/or,
 - c. Lead to the employment of LGA-based contractors, services etc.; and
 - d. Align with and deliver on Council Community Strategic Plans.
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.
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.
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.
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.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 05 May 2020**

Resolution
Number

MOTION (Crs N Ledger / I Strutt)

That Council rescind Council's Resolution 17.03/20 in respect of Report No 8 – Local Drought Stimulus Package at the Ordinary Meeting dated 24 March 2020:

1. Participate in the Local Drought Stimulus Package
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:
 - a. Contribute to the economic activity of community/regions; and/or,
 - b. Lead to the retention of businesses, services and facilities; and/or,
 - c. Lead to the employment of LGA-based contractors, services etc.; and
 - d. Align with and deliver on Council Community Strategic Plans.
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.
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.
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.
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.

19.05/20

LOST

Cr T O'Connor made a statement in respect of comments made at Council's February Meeting.

15. CONFIDENTIAL MATTERS

PROCEDURAL MOTION (Crs T O'Connor / M Dusting)

To move into Closed Session of Council

That:

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

The matters referred to the Closed Session of the 05 May 2020 meeting are received by Council under Section 10A (2)(b)(i) of the Local Government Act (NSW) 1993.

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

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

(2) The matters and information are the following:

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

20.05/20

CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 05 May 2020**

Resolution
Number

REPORTS TO CLOSED SESSION

Department: Infrastructure & Development
Submitted by: Director Infrastructure & Development
Reference/Subject: Confidential Report 1 - Bundarra Sewerage Scheme Consultant Performance Review (Confidential - Commercial in Confidence)

OFFICER'S RECOMMENDATION:

That:

1. Receive and note the performance review of the current Project Management Consultant: The NSW Government Public Works Advisory,
2. Terminate the engagement of The NSW Government Public Works Advisory as project manager for the construction phase of the project, and
3. Undertake the project management of the construction phase of the Bundarra Sewerage Scheme through the engagement of project management staff or consultants.

MOTION (Crs T O'Connor / M Dusting)

That:

1. Receive and note the performance review of the current Project Management Consultant: The NSW Government Public Works Advisory,
2. Terminate the engagement of The NSW Government Public Works Advisory as project manager for the construction phase of the project, and
3. Undertake the project management of the construction phase of the Bundarra Sewerage Scheme through the engagement of project management staff or consultants.

21.05/20

CARRIED

MOVE TO OPEN SESSION

PROCEDURAL MOTION (Crs M Dusting / I Strutt)

To return to Open Session of Council.

22.05/20

CARRIED

PROCEDURAL MOTION (Crs M Dusting / I Strutt)

That:

The resolutions of Closed Session of Council become the resolutions of Open Session of Council.

23.05/20

CARRIED

16. COMMUNICATION OF COUNCIL DECISIONS

CLOSURE OF MEETING

The meeting was closed at: 1:37pm

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

MINUTES OF THE NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) MEETING HELD VIA TELECONFERENCE ON 6 APRIL 2020 COMMENCING AT 10.07AM

Present:

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

In attendance:

Ms Susan Law (Armidale Regional Council), Mr Scott Phillips (Uralla Shire Council), Mr Craig Bennett (Glen Innes Severn Council), Mr Terry Dodds (Tenterfield Shire Council), Mr Stewart Todd (Narrabri Shire Council), Mr Angus Witherby (Moree Plains Shire Council) and Mr Paul Henry (Interim Executive Officer).

Presenters:

Mr Darren Keegan, A/Director, New England & Northwest NSW, Regional NSW, Department of Planning, Industry and Environment and Ms Jodie Healy, Council Engagement Manager, New England/North West and Sydney North Shore and Northern Beaches, Office of Local Government.

Invitees:

David Aber and Brooke Southwell

1. WELCOME

The Chairperson opened the meeting at 10.07am.

2. APOLOGIES

Apologies were received from Mr Lester Rogers (Moree Plains Shire Council), Cr Katrina Humphries (Moree Plains Shire Council) and Cr Paul Harmon (Inverell Shire Council).

1/20 RESOLUTION:

That the apologies be received and noted.

Moved: Narrabri Shire Council Seconded: Armidale Regional Council

CARRIED

3. DISCLOSURE OF CONFLICT OF INTEREST/PECUNIARY AND NON-PECUNIARY INTERESTS

No disclosures were made by members.

Cr Sparks referred to Item 9 'waiving of rates' for fire affected properties.

4. MINUTES OF THE PREVIOUS MEETING HELD 25 NOVEMBER, 2020

2/20 RESOLUTION:

That the minutes of the meeting held on 25 November, 2019 be adopted as a true and accurate record.

Moved: Tenterfield

Seconded: Narrabri

CARRIED

5. REPORTS

5.1 ASSOCIATE MEMBERSHIP

3/20 RESOLUTION:

- a) *That Gwydir Shire Council be advised that NEJO is prepared to accept an application for associate membership.*

Moved: Uralla

Seconded: Narrabri

CARRIED

Note: The Associate Member fee will be determined in conjunction with the report on membership contributions.

5.2 NSW JOINT ORGANISATION CHAIRS' FORUM

Cr Pearce informed the meeting on a number of matters:

- LGNSW pledged support for Councils recovering from bushfires
- LGNSW will be organising a summit to consider Local Governments response to the Government Waste Strategy and the Plastics Reduction Plan.
- Minister Constance spoke of the impact of fires in NSW. He urged Councils to work with their communities to rebuild after these events.
- Minister Toole spoke of the importance of the road network to economic activity. The importance of the State and Local Government working together on strategic planning of the network was stressed.
- Minister Hancock spoke of the joint impact of fires and drought on local communities. Also, spoke of support for the JO's in the form of a \$150K capacity building fund.

4/20 RESOLUTION:

That the information be noted.

Moved: Tenterfield

Seconded: Armidale

CARRIED

5.3 MEETINGS WITH FEDERAL MINISTERS

5/20 RESOLUTION:

- a) *That the cancellation of the 2020 National General Assembly be noted;*
- b) *That a meeting of the Board in Canberra be deferred until a suitable opportunity is identified; and*
- c) *That GMAC be requested to identify specific 'state issues' for the Board to discuss with state members of Parliament when this meeting is arranged.*

Moved: Armidale

Seconded: Narrabri

CARRIED

5.4 2020/21 OPERATIONAL PLAN

6/20 RESOLUTION:

- a) *That the 2020/2021 membership contribution be as follows:*

A flat fee for 50% plus a 50% per capita fee

	2016 Census	Flat Fee	Per Capital Contribution	Total	2.7% Rate Peg	Total
Armidale	31,500	8,500	19,080	27,580	740	28,320
Glen Innes	8,800	8,500	5,330	13,830	370	14,200
Inverell	17,300	8,500	10,480	18,980	510	19,490
Moree	13,750	8,500	8,330	16,830	450	17,280
Narrabri	13,400	8,500	8,120	16,620	450	17,070
Tenterfield	7,150	8,500	4,330	12,830	350	13,180
Uralla	6,350	8,500	3,850	12,350	330	12,680
	98,250	59,500	59,520	119,020	3200	122,220

- b) *That the Associate Membership fee be set at \$8500,*
- c) *That the draft Operational Plan be adopted,*
- d) *That member Councils be provided with a copy of the document and be permitted 28 days to comment on the document,*
- e) *That member Councils place the NEJO Draft Operational Plan on their Council websites for 28 days exhibition, and*
- f) *The Board meet by 'teleconference' to adopt the Operational Plan 2020/21.*

Moved: Tenterfield

Seconded: Narrabri

CARRIED

5.5 WASTE ISSUES

7/20 RESOLUTION:

1. *The NEJO liaise with the NIRW and write to the NSW EPA to ascertain the position on the on-going operation of the Community Recycling Centres within the region. Further, in relation to the costs for operating those facilities, it is the NEJO view that the state should continue to meet those costs. Still further, that this issue be drawn to the attention of LGNSW together with a request that they support the view of NEJO.*
2. *The NEJO request additional information from NIRW as to the issues associated with State Significant Development – Renewable Energy Projects and writes to the NSW Department of Planning, Industry and Environment to request a meeting to discuss the issue.*
3. *That NEJO writes to NIRW supporting the development of a Strategic Recycling Plan for the region similar to that of NetWaste.*

Moved: Tenterfield

Seconded: Narrabri

CARRIED

5.6 ROADS OF STRATEGIC IMPORTANCE (ROSI)

8/20 RESOLUTION

- a) *That individual member Councils be encouraged to submit projects for enhancement of the Newell and New England Highways direct to the Federal Department of Infrastructure,*
- b) *That the Federal Department of Infrastructure be advised that NEJO is not in a position at this stage, to determine a priority for road projects, as the Board has not been provided with the final version of 'Regional Road Strategy Report'.*
- c) *The Department also be advised that the projects proposed by members Councils for the upgrade of the Newell and New England Highways are of merit and the Board deems them worthy of financial support.*

Moved: Tenterfield

Seconded: Glen Innes

CARRIED

5.7 FINANCIAL REPORT

9/20 RESOLUTION

That the Income and Expenditure Statement be received and noted.

Moved: Armidale

Seconded: Glen Innes

CARRIED

5.8 TRANSPORT STUDY

Cardno will have a draft report available for the Working Group this week. The Working Group will form their views and provide feedback to the Consultant. An update will be communicated to the Board at a later time.

10/20 RESOLUTION

That the report be received and noted.

Moved: Tenterfield Seconded: Narrabri

CARRIED

6. PRESENTATIONS

Darren Keegan

- Advised of his recent appointment as A/Director, New England & Northwest NSW, Regional NSW, Department of Planning, Industry and Environment. He will be liaising with NEJO.
- Darren spoke of funding programs being under review and that successful applications under the Stronger Country Communities Program were recently announced.
- Darren spoke of COVID-19 related matters including the impacts of the closure of the NSW/QLD border.

Jodie Healy

- Jodie mentioned the Chairperson position of NEJO is required to be considered at the next meeting of the Board.
- COVID-19 responses have been the focus of the OLG. If Councils have specific issues/questions please raise them with OLG.
- Jodie stressed the importance of completing the daily survey on how Councils are responding to the crisis.
- Noted the concerns that Tenterfield has been omitted from “Loans Scheme for Small Businesses”. Will investigate.
- OLG working on the many requests for ‘rulings’ on COVID-19 matters.

7. GENERAL BUSINESS

The recent Institution Redress Forum on Child Sexual Abuse was discussed and members were encouraged to familiarise themselves with this issue.

As there was no further business, the meeting closed at 12.13pm.

CR MICK PEARCE

CHAIRPERSON



MINUTES
Audit, Risk and Improvement Committee
Meeting

25 February 2020, 9:00am, Council Chambers

Members (voting):

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

Attendees (non-voting):

Mr David Aber - Acting General Manager
Ms Susie Glasson - Executive Manager Corporate Services
Mr Simon Paul - Chief Financial Officer

Apologies

Ms Katie Bryant - Risk Management and Safety Officer

Observers

Mayor, Cr M Pearce
Cr I Strutt
Cr N Ledger

1. Meeting Open

1.1 The Chair declared the meeting open at 9:06am.

2. Welcome

2.1 The Chair welcomed attendees to the meeting.

3. Acknowledgement of Country

3.1 The Chair acknowledged Country and Elders past and present.

4. Apologies, Requests for Leave of Absence and Observers

4.1 The Chair advised there were no apologies.

4.2 The Chair acknowledged the presence of Mayor, Cr M Pearce, Cr I Strutt and Cr N Ledger as observers.

4.3 The Chair advised there were no requests for leave of absence.

5. Quorum Confirmation

- 5.1 The Chair confirmed there was a Quorum.

6. Disclosure and Declarations of Interest

- 6.1 D Creed disclosed she is a member of the Walcha Council Audit and Risk Committee.
- 6.2 The Chair M O'Connor disclosed he is member of the Armidale Regional Council Audit and Risk Committee, the Tamworth Audit and Risk Committee and the Walcha Council Audit and Risk Committee.
- 6.3 P Packham disclosed he is an independent member of Armidale Regional Council as AAC.

7. Confirmation of Minutes and Business Arising

- 7.1 Minutes from the 15 October 2019 Audit, Risk and Improvement Committee Meeting

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

That the committee confirm the minutes as a true and accurate record of the Committee Meeting held on 15 October 2019.

8. Reports to Committee

- 8.1 Report 1 – Internal Audit Charter 2020

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee:

1. Endorse the Internal Audit Charter 2020 contained at Attachment A; and
2. Recommend to Council to adopt the Internal Audit Charter 2020 contained at Attachment A.

MOTION (M O'Connor / D Creed) CARRIED

That the Audit, Risk and Improvement Committee:

1. **Endorse the Internal Audit Charter 2020 subject to suggestions made at this meeting contained at Attachment A;**
2. **Recommend to Council to adopt the Internal Audit Charter 2020 with the alterations contained at Attachment A; and**
3. **That the officer revisit the Authority section and dot points 3, 6 & 8 in regards to rewording and clarity.**

- 8.2 Report 2 – Internal Audit Program 2020

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee:

1. Endorse the Uralla Shire Council Internal Audit Plan 2020 at Attachment A; and
2. Recommend that Council receive and note the Uralla Shire Council Internal Audit Plan 2020 at Attachment A.

MOTION (M O'Connor / P Packham) CARRIED

Subject to a progress report and any completed reports is reported at each Audit, Risk and Improvement Committee, that the Audit, Risk and Improvement Committee:

1. Endorse the Uralla Shire Council Internal Audit Plan 2020 at Attachment A; and
2. Recommend that Council receive and note the Uralla Shire Council Internal Audit Plan 2020 at Attachment A.
3. Noted 8.2 minutes of the October minutes 2019 concerning progress reports.

8.3 Report 3 – Committee Annual Program 2020

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee:

1. Endorse the Audit, Risk and Improvement Committee Annual Program 2020 at Attachment A; and
2. Recommend that Council receive and note the Audit, Risk and Improvement Committee Annual Program 2020 at Attachment A.

MOTION (M O'Connor / R Crouch) CARRIED

That the Audit, Risk and Improvement Committee:

1. Endorse the Audit, Risk and Improvement Committee Annual Program 2020 at Attachment A; and
2. Recommend that Council receive and note the Audit, Risk and Improvement Committee Annual Program 2020 at Attachment A.

8.4 Report 4 – Audit Office of NSW Management Letter - Year Ended 30 June 2019

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee note the Management Letter on the Final Phase of the Audit received from the Audit Office of New South Wales dated 29 January 2020 and note the responsible officers have been advised of the recommendations contained within the Management Letter.

MOTION (T Toomey / R Crouch) CARRIED

1. That the Audit, Risk and Improvement Committee note the Management Letter on the Final Phase of the Audit received from the Audit Office of New South Wales dated 29 January 2020 and note the responsible officers have been advised of the recommendations contained within the Management Letter; and
2. That items identified in the Audit Office Management letter are reviewed as part of the Internal Audit Function and reported back to the Audit Risk and Improvement Committee.

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

That the Internal Auditor provide the Audit, Risk and Improvement Committee with a detailed scope for the engagement of the internal audit as specified in the Audit program at each meeting.

8.5 Report 5 – Draft Procurement Policy

OFFICER'S RECOMMENDATION:

That the draft Procurement Policy be approved and that it be recommended for adoption by Council.

MOTION (M O'Connor / R Crouch) CARRIED

Subject to the inclusion of Council Resolution 38.10/18 October 2018 being added to the related procedures /protocols, statements, documents panel and the removal of 4b that the draft Procurement Policy be approved and that it be recommended for adoption by Council.

8.6 Report 6 – Councillor Notice of Motion – Drought Relief by way of Reduction of Interest Rates on Overdue Rates

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee:

1. Note the original Notice of Motion "Drought relief: reduction of interest rates on overdue rates" at Attachment A; and
2. Provide comment to Council that:
 - a. Council not reduce the rate of interest for over-due rates for 2019-20 to 3.5%;
 - b. Council not implement the proposal to defer recovery action until such time as the economic conditions in Uralla Shire improve; and
 - c. Council note modifications to the budget do not need to be advertised for public comment.

MOTION (M O'Connor / D Creed) CARRIED

That the Audit, Risk and Improvement Committee:

1. Note the original Notice of Motion "Drought relief: reduction of interest rates on overdue rates" at Attachment A; and
2. Provide comment to Council that:
 - a. Council not reduce the rate of interest for over-due rates for 2019-20 to 3.5%;
 - b. Council not implement the proposal to defer recovery action until such time as the economic conditions in Uralla Shire improve; and
 - c. Council note modifications to the budget do not need to be advertised for public comment.

Cr R Crouch requested his vote against the motion be recorded.

8.7 Report 7 – Draft Policies: Hardship and Debt Recovery

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee endorse the draft policies and recommend that Council:

1. Place the Draft Policy: Hardship 2020 and Draft Policy: Debt Recovery 2020 on public exhibition and adopt the draft policies subject to no submissions being received; and
2. Repeal the following policies and remove from Council's policy register:
 - Policy: Debt Recovery 2013
 - Policy: Transfer of Land for Unpaid Rates and Charges

MOTION (M O'Connor / T Toomey) CARRIED

That the Audit, Risk and Improvement Committee endorse the draft policies and recommend that Council:

1. Place the amended Draft Policy: Hardship 2020 and amended Draft Policy: Debt Recovery 2020 on public exhibition subject to adding Council's complaint handling policy at 4.7 in Hardship Recovery Policy 2020.

9. Confidential Business

9.1 There were no confidential business items.

10. Next Meeting

10.1 The next meeting is scheduled for Tuesday, 19 May 2020, Council Chambers, Uralla Shire Council at 2:00pm.

11. Meeting Closed

11.1 The Chair declared the meeting closed at 12:11pm.

7. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

8. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.

9. MAYORAL MINUTE

There is no Mayoral Minute for the 26 May meeting.

10. REPORTS OF COMMITTEES

There are no Reports of Committees to the 26 May meeting.

11. REPORTS TO COUNCIL



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That:

- 1. Council note the cash position as at 30 April, 2020 consisting of cash and overnight funds of \$1,116,739, term deposits of \$14,500,000 totalling \$15,616,739 of readily convertible funds.**
- 2. Council note the loan position as at 30 April, 2020 totalling \$2,235,409.**

BACKGROUND:

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

REPORT:

Current term deposits of \$14,500,000 spread over the next twelve months will receive a range of interest from 1.13% to 2.7% with an average rate of 1.62%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 30 April, 2020.

KEY ISSUES:

The official interest rate remains at 0.25% and the market expects that the Reserve Bank has no desire to cut the rate any further. The current budgeted interest rate (reduced by 0.5%) is no longer reflective of future earnings. The current low interest rates will continue to result in reduced investment returns over the coming year.

COUNCIL

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U18/167
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 30 April, 2020 Schedule of loans

Uralla Shire Council
Council Business Paper – 26 May 2020

Uralla Shire Council				
Investments at 30 April, 2020				
Cash at Bank – Operating Accounts:				
Institution	Account	Bank Statement		
National Australia Bank	Main Account	\$584,655.70		
National Australia Bank	Trust Account	\$31,226.33		
Community Mutual	Bundarra RTC	\$25,822.21		
Total		\$641,704.24		
Business Investment (Cash Management) Account				
Institution	Interest rate	Balance		
Professional Funds	0.15% above RBA cash rate	\$475,034.45		
Total		\$475,034.45		
Term Deposits:				
Institution	Term	Interest rate	Maturity	Balance
Commonwealth Bank	10 months	1.80%	30/04/2020	\$500,000.00
National Australia Bank	12 months	2.34%	6/05/2020	\$600,000.00
National Australia Bank	9 months	2.70%	22/05/2020	\$1,000,000.00
Westpac Banking Corporation	12 months	2.22%	19/06/2020	\$1,350,000.00
Westpac Banking Corporation	6 months	1.53%	25/07/2020	\$600,000.00
ANZ	8 months	1.40%	26/07/2020	\$800,000.00
Bank of Queensland	10 months	1.55%	10/08/2020	\$800,000.00
Bank of Queensland	10 months	1.55%	10/08/2020	\$500,000.00
Commonwealth Bank	12 months	1.55%	24/08/2020	\$800,000.00
Westpac Banking Corporation	7 months	1.48%	25/09/2020	\$250,000.00
ANZ	8 months	1.40%	30/09/2020	\$500,000.00
Commonwealth Bank	9 months	1.13%	10/10/2020	\$1,200,000.00
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
Westpac Banking Corporation	10 months	1.38%	5/01/2021	\$500,000.00
National Australia Bank	12 months	1.50%	19/01/2021	\$700,000.00
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
Total				\$14,500,000.00

Uralla Shire Council
Council Business Paper – 26 May 2020

Uralla Shire Council		
Loans at 30 April, 2020		
Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$44,663.09
168	Community Centre	\$28,484.49
176	Library Extensions	\$140,468.47
177	Grace Munro Centre	\$112,404.06
181	Creative Village Works	\$561.02
186	Public Toilets Pioneer Park	\$1,106.15
187	Undergrounding Power and Main Street Upgrade	\$123,804.60
188	Paving and Power Undergrounding	\$31,711.05
189	Bridge Construction	\$198,741.48
190	Bridge construction & industrial land development	\$1,553,464.17
Total		\$ 2,235,408.58



REPORT TO COUNCIL

Department:	Finance
Submitted by:	Chief Financial Officer
Reference/Subject:	Report 2 - 2019/20 3rd Quarter Budget Review Statements

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:	4.2.2.1.3	Complete and report quarterly budget review statements

SUMMARY:

The purpose of this report is to present to Council a review of the budget for the third quarter of the 2019/20 financial year.

OFFICER'S RECOMMENDATION:

1. That the third quarter budget review summary for the 2019/20 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted;

BACKGROUND:

It is a statutory requirement that council's Responsible Accounting Officer prepares and submits a budget review statement to Council on a Quarterly basis each financial year (LGGR 2005 cl.203 (1)). Also, in compliance with the Local Government (General) Regulation, Council's Responsible Accounting Officer must include with the budget review report an opinion on the financial position of Council and any recommendations for remedial action if required. As such the third quarterly review for the 2019/20 financial year has been prepared and attached for Council's review.

REPORT:

The attached quarterly budget review report shows income and expenditure adjustments of over \$656,000 and net capital adjustments of \$73,000. Approximately \$653,000 of these adjustments will be met from both internal and external restrictions with the remainder coming from unrestricted cash. The overall net operating profit before capital grants should be better than the adopted budget, partially due to the transfer of regional road maintenance expenditure to regional road capital expenditure. The projected cash position at 30 June 2020 should also be better than the adopted budget due to the deferral of plant expenditure and costs for the industrial subdivision.

Issues

The third quarter budget review statement continues to reflect some of the variations that arise from normal operating changes in any given year. The variations are detailed in the *Recommended changes*

Uralla Shire Council
Council Business Paper – 26 May 2020

to revised budget for income and expenses budget and capital budget pages of the attached report. The major net changes can be summarised as follows:

1. There have been some delays in the appointment of staff and this has resulted in reduced employment costs of over \$215,000;
2. *Regional Roads adjustments:*
 - a. Reallocation of over \$247,000 in sealed regional road maintenance to sealed regional road capital expenditure;
 - b. Additional expenditure of over \$289,000 on sealed regional roads (reseals), funded from restrictions;

Notes re above:

Adopted budget – maintenance	439,371
Adopted budget – capital	648,500
Adopted budget - total	1,087,871
Add: Restriction for reseals	248,500
Add: Restriction for State drought funding	40,604
Adjusted budget	1,376,975
<i>Allocated as follows:</i>	
Regional road maintenance	192,070
Regional road capital expenditure	1,184,905
Total regional road expenditure	1,376,975

3. *Roads to Recovery funding:*
 - a. Additional Roads to Recovery funding of \$596,106 to be spent over two years - \$298,053 in this report;
 - b. The above funding has been used to fund additional work on sealed urban streets and for sealing Mt Mitchell Road.

	Adopted	Revised	Variance
<i>Roads to Recovery Income</i>			
Sealed rural roads	596,106	400,327	-195,779
Sealed urban streets		373,832	373,832
Unsealed rural roads		120,000	120,000
<i>Financial Assistance Grant</i>			
Sealed rural roads	390,627	390,627	
Sealed urban streets	253,997	253,997	
Total income	1,240,730	1,538,783	298,053
Represented by additional Roads to Recovery funding			298,053
<i>Spent as follows:</i>			
Sealed rural roads	986,733	790,954	-195,779
Sealed urban streets	253,997	627,829	373,832
Unsealed rural roads (includes contingency)		120,000	120,000
Total expenditure	1,240,730	1,538,783	298,053

Uralla Shire Council
Council Business Paper – 26 May 2020

4. Net increase in estimated depreciation of nearly \$128,000;
Note: Budgeted depreciation is estimated at the time of preparation of the budget based on information contained in the asset reporting system (around February). This depreciation is calculated before finalising the capitalisation of assets and any adjustments for the revaluation of asset classes for that year. Any adjustments during the remaining months of the financial year are likely to have an impact on the budgeted depreciation for the following year, as has occurred above. Depreciation is calculated using the straight-line method to allocate their cost, net of residual values, over their estimated useful lives. Cost has been based on independent comprehensive valuations which are performed at least every five years.

5. Bottled water alert costs:

Bottled water costs to March 2020	414,692
Part capital costs re bottled water alert – funded as to 90%	54,415
Grant income from State Government for bottled water costs to March 2020	463,666

6. Outstanding rates and charges have risen above the upper limit for regional councils (10%). Finance staff have been working with ratepayers to enter into repayment arrangements in an attempt to limit any further increases.

Conclusion

The Councils 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.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Not required.

2. Policy and Regulation

- Local Government Act 1993;
- Local Government Regulations (General) 2005;
- Local Government Code of Accounting Practice and Financial Reporting; and
- Australian Accounting Standards.

3. Financial (LTFP)

This report is a review of the annual budget up to the end of the third quarter. Changes to the budget are as outlined in the attached statements.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Chief Financial Officer
TRIM reference	UINT/20/1588
Approved/Reviewed by Manager:	Acting General Manager
Department:	Finance
Attachments:	3rd Quarter Budget Review Statements

Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 31 March, 2020

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**Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 31 March, 2020**

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Uralla Shire Council for the quarter ended 31 March, 2020 indicates that Council's projected financial position at 30 June, 2020 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____

Simon Paul
Responsible Accounting Officer

Uralla Council
Quarterly Budget Review Statement
For the period 01 July, 2019 to 30 June, 2020

Income & Expenses Budget Review Statement
Consolidated by Fund
Budget review for the quarter ended 31 March, 2020

(\$000's)	Original Budget 2019/2020	Variations		Revised Budget Dec-19	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD Mar-20	
		Sep QBRS	Dec QBRS						
Income									
General Fund	16,412	115	789	17,316	(94)		17,222	14,622	85%
McMaugh Gardens	3,223	-	(11)	3,212	306		3,518	2,342	67%
Water Supplies	1,157	-	(50)	1,107	464		1,570	1,352	86%
Sewer Services	3,927	-	(2,500)	1,427	-		1,427	855	60%
Total Income from Continuing Operations	24,719	115	(1,772)	23,062	676		23,738	19,171	81%
Expenses									
General Fund	15,358	55	206	15,619	(428)		15,192	10,824	71%
McMaugh Gardens	3,140	-	(15)	3,125	7		3,132	2,250	72%
Water Supplies	1,437	31	41	1,509	456		1,965	1,588	81%
Sewer Services	712	25		737	(15)		722	510	71%
Total Expenses from Continuing Operations	20,647	111	232	20,990	20		21,011	15,172	72%
Net Operating Result from Continuing Operations	4,072	4	(2,004)	2,072	656		2,727	3,999	
Discontinued Operations				-			-		
Net Operating Result from Continuing Operations	4,072	4	(2,004)	2,072	656		2,727	3,999	
Capital grants and contributions	5,086	-	(1,919)	3,167	(63)		3,104	2,136	
Net Operating Result before Capital Grants	(1,014)	4	(85)	(1,095)	719		(377)	1,864	

Uralla Council
Quarterly Budget Review Statement
For the period 01 July, 2019 to 30 June, 2020

Income & Expenses Budget Review Statement
Consolidated by Activity
Budget review for the quarter ended 31 March, 2020

	Original Budget 2019/2020	Variations		Revised Budget Dec-19	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD Mar-20	
		Sep QBRs	Dec QBRs						
Income									
Organisational Services	5,664	-	9	5,673	-		5,673	4,360	77%
Community & Culture	6,644	-	299	6,943	309		7,252	5,564	77%
Infrastructure & Development	7,327	115	470	7,912	(97)		7,815	7,040	90%
Water Supplies	1,157	-	(50)	1,107	464		1,570	1,352	86%
Sewer Services	3,927	-	(2,500)	1,427	-		1,427	855	60%
Total Income from Continuing Operations	24,719	115	(1,772)	23,062	676		23,738	19,171	81%
Expenses									
Organisational Services	1,343	40	80	1,463	(94)		1,369	1,289	94%
Community & Culture	7,449	-	21	7,470	32		7,502	5,037	67%
Infrastructure & Development	9,706	15	91	9,812	(359)		9,454	6,747	71%
Water Supplies	1,437	31	40	1,508	456		1,964	1,588	81%
Sewer Services	712	25	-	737	(15)		722	510	71%
Total Expenses from Continuing Operations	20,647	111	232	20,990	20		21,011	15,172	72%
Net Operating Result from Continuing Operations	4,072	4	(2,004)	2,072	656		2,727	3,999	
Discontinued Operations				-			-		
Net Operating Result from Continuing Operations	4,072	4	(2,004)	2,072	656		2,727	3,999	
Capital grants and contributions	5,086		(1,919)	3,167	(63)		3,104	2,136	
Net Operating Result before Capital Grants	(1,014)	4	(85)	(1,095)	719	3	(377)	1,864	

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2019 to 30 June, 2020

Income & Expenses Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 31 March, 2020

Budget Variations include the following material items:

Notes	Amount	Details
1	-\$ 215,302	Reduced staff costs due to the timing of employee appointments.
2	\$ 58,000	Reduction in McMaugh Gardens governmentt funding due to resident care levels
3	-\$ 40,000	Reduced personal care costs at McMaugh Gardens due to resident care levels
4	-\$ 10,000	McMaugh Gardens maintenance costs expected to be lower than anticipated
5	-\$ 35,000	Reduced plant fuel costs
6	\$ 5,250	Additional Covid-19 expenditure
7	-\$ 14,009	Reallocation from footpath maintenance to footpath capital
8	-\$ 298,053	Additional R2R funding per government announcement: \$596,106 over 2 years
9	-\$ 247,301	Reallocate regional road maintenance to regional road capital expenditure
10	-\$ 21,000	Reallocate unsealed rural road maintenance budget to unsealed urban road maintenance budget
11	\$ 21,000	Reallocate from unsealed rural road maintenance budget to unsealed urban road maintenance budget
12	\$ 8,230	Additional wage costs at swimming pool
13	\$ 5,000	Anticipated reduction in income at Bundarra Caravan Park
14	-\$ 21,000	Reallocate budget for Council recording equipment from administration expenditure to capital expenditure
15	-\$ 31,500	Painting of Grace Munro deferred to 2020/21
16	\$ 26,000	Container Deposit Scheme payment reduced to anticipated revenue of \$8,000 for 2019/20
17	-\$ 463,666	Grant income from State Government for bottled water alert to end of quarter 3
18	\$ 414,692	Bottled water costs to end of quarter 3
19	\$ 75,000	Esimated increase in operating costs for Bundarra Water
20	\$ 127,916	Adjustments to depreciation in 33 cost centres to align with actuals
21	\$ 3,250	Additional costs for youth activities funded from drought stimulus packages
22	-\$ 9,990	Drought stimulus funding for library including for youth activities
23	\$ 7,000	Reduced TCS income associated with Covid-19
24		

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2019 to 30 June, 2020

Capital Budget Review Statement
Budget review for the quarter ended 31 March, 2020
Capital Budget - Consolidated by Fund

	Original Budget 2019/2020	Variations		Revised Budget Dec-19	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRS	Dec QBRS					
Capital Expenditure								
- General	7,507	60	262	7,829	345		7,484	3,855
- McMaugh Gardens	180	-		180	364		544	211
- Water	490	7		497	54		551	31
- Sewer	4,862	-	(4,000)	862	-		862	191
Total Capital Expenditure	13,039	67	(3,738)	9,368	73		9,441	4,288
Capital Funding								
Consolidated Fund Income	5,754	60	(418)	5,396	(571)		4,825	1,543
Unrestricted Cash Reserves		-		-			-	-
Capital Grants & Contributions	5,086	-	(1,919)	3,167	(63)		3,104	2,136
Loan Funds	-	-		-	-		-	-
Receipts from Sale of Assets	-	-		-	-		-	-
Reserves:								
- Developer Contributions		-		-			-	
- General Restricted Assets		-	99	99	653		752	388
- Water & Sewer Restricted Assets	2,148	7	(1,500)	655	54		710	222
- McMaugh Gardens Restricted Assets	50	-		50			50	
Total Capital Funding	13,039	67	(3,738)	9,368	73		9,441	4,288
Net Capital Funding	-	-	-	-	-		-	-

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2019 to 30 June, 2020

Capital Budget Review Statement
Budget review for the quarter ended 31 March, 2020
Capital Budget - Consolidated by Activity

	Original Budget 2019/2020	Variations		Revised Budget Dec-19	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRS	Dec QBRS					
Capital Expenditure								
Organisational Services	90	60	-	150	21		171	50
Community & Culture	180	-	20	200	364		564	233
Infrastructure & Development	7,417	-	242	7,659	(366)		7,293	3,784
Water Supplies	490	7	-	497	54		551	31
Sewer Services	4,862	-	(4,000)	862	-		862	191
Total Capital Expenditure	13,039	67	(3,738)	9,368	73		9,441	4,288
Capital Funding								
Consolidated Fund Income	2,551	60	(418)	2,193	(571)		1,622	3,678
Unrestricted Cash Reserves		-	-	-	-		-	-
Capital Grants & Contributions	5,086	-	(1,919)	3,167	(63)		3,104	-
Loan Funds	-	-	-	-	-		-	-
Receipts from Sale of Assets	-	-	-	-	-		-	-
Reserves:								
- Developer Contributions	-	-	-	-	-		-	-
- General Restricted Assets	-	-	99	99	653		752	388
- Water & Sewer Restricted Assets	5,351	7	(1,500)	3,858	54		3,913	222
- McMaugh Gardens Restricted Assets	50	-	-	50	-		50	-
Total Capital Funding	13,039	67	(3,738)	9,368	73		9,441	4,288
Net Capital Funding	-	-	-	-	-		-	-

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2019 to 30 June, 2020

Capital Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 31 March, 2020

Budget Variations being recommended include the following material items:

Notes	Amount	Details
1	\$ 364,210	McMaugh Garden bathroom upgrade costs funded from restrictions
2	-\$ 364,210	Transfer from restrictions for McMaugh bathroom upgrade
3	-\$ 586,458	No further costs expected for industrial development before June 2020
4	-\$ 616,204	Reduced plant purchases - remainder carried to 2021
5	\$ 14,009	Reallocation from footpath maintenance to footpath capital
6	\$ 373,832	Additional works at Hill Street (Maitland to Duke St) using some R2R funding, cost of John St asphalt overlay funded from R2R
7	\$ 120,000	Sealing Mt Mitchell Rd from additional R2R funding per Council Resolution. Note: allowance made in R2R application for possible variation to original resolution
8	-\$ 289,104	Transfer from restrictions for sealed regional road reseals and drought funding work
9	\$ 289,104	Sealed regional road expenditure funded from restrictions
10	\$ 247,301	Sealed regional road capital expenditure funded from reduction in regional road maintenance
11	-\$ 195,779	Reallocation of sealed rural road capital expenditure to sealed urban streets
12	\$ 21,000	Reallocate budget for Council recording equipment from administration expense.
13	-\$ 12,000	Budgeted work at Hill St units not required
14	\$ 54,415	Part of capital costs associated with bottled water alert
15		
16		

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2019 to 30 June, 2020

Cash & Investments Budget Review Statement
Budget review for the quarter ended 31 March, 2020
Consolidated

	Original Budget 2019/2020	Variations			Revised Budget 2019/2020	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRs	Sep QBRs	Dec QBRs					
Externally Restricted									
Developer Contributions - General	764	(52)	-	-	712	-	712	670	
Developer Contributions - Water Fund	-	-	-	-	-	-	-	-	
Developer Contributions - Sewer Fund	-	-	-	-	-	-	-	-	
Specific Purpose Unexpended Grants	555	823	(79)	1,299	(364)		935	935	
Water Supplies	1,643	524	(91)	2,038	(54)		1,984	2,570	
Sewerage Services	678	124	1,500	2,302	-		2,302	2,558	
McMaugh Gardens	1,918	447	-	2,365	-		2,365	2,237	
Unexpended Loans	-	-	-	-	493		493	493	
Total Externally Restricted	5,558	1,866	(38)	1,330	75		8,791	9,463	
Internally Restricted									
Plant & Vehicle Replacement	-	404	-	-	404	616	1,020	2,390	
Employees Leave Entitlement	883	98	-	-	981	-	981	1,068	
Tip Remediation	138	18	-	-	156	-	156	156	
Stormwater Drainage	15	(30)	-	-	(15)	-	(15)	25	
Strategic Development	388	(120)	-	-	268	-	268	320	
FAGS Received in advance	1,319	10	-	-	1,329	-	1,329	1,329	
Carry Forward Works	293	645	(20)	-	918	(289)	629	664	
Total Internally Restricted	3,036	1,025	(20)	4,041	327		4,368	5,952	
Unrestricted (ie. available after the above Restrictions)	-	(84)	(26)	424	314	308	622	749	
Total Cash & Investments	8,594	2,807	(64)	1,734	13,071	710	13,781	16,164	

Note: Variations other than by QBRs represent alignment of opening balances to final 2019 financial statement balances.

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2019 to 30 June, 2020

Key Performance Indicators Statement
Budget review for the quarter ended 31 March, 2020

	Target	30/06/2020	30/06/2019	30/06/2018	30/06/2017
L TFP KPI's					
Operating ratio	>0	-1.82%	-0.09%	2.16%	11.57%
Debt service ratio	>2.0x	12.38	11.43	13.18	16.74
Own source operating revenue ratio	>60%	64%	70.03%	69.45%	71.30%
Rates & charges outstanding %	<6.5%	10.98%	7.37%	5.38%	4.33%
Asset renewals ratio	>100%	92%	95%	63%	84%

**Quarterly Budget Review Statement
For the period 01 July, 2019 to 30 June, 2020**

**Contracts Budget Review Statement
Budget review for the quarter ended 31 March, 2020
Part A - Contracts Listing**

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Servco Australia Tamworth Pty Ltd	Purchase 2 x Subaru Forester AWD	60,625	24/03/20	To delivery	Y	
JR & JG Dezius Pty Ltd	Bundarra Sport & Rec Centre	153,275	10/03/20	To completion	Y	
Essential Energy	Change street lighting to LED	89,441	05/03/20	To completion	Y	
GCM Agencies Pty Ltd	Multipac Smooth Drum roller	99,000	18/02/20	To delivery	Y	

Notes:

1. Only contracts that were entered into during the quarter and remain incomplete are included.
2. Minimum reporting level is \$50,000.
3. Contracts listed exclude contractors on Council's Preferred Supplier list.
4. Contracts for employment are not required to be included.

Part B - Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	\$ 228,449	Y
Legal Fees	\$ 10,077	Y

Note: 1. All consultancy amounts were included in the 2019/20 budget except for items adjusted in this QBRS.

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Report 3 – New England Joint Organisation Draft Operational Plan 2020-21

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels
Activity:	4.1.4.1	Maintain effective partnerships and advocacy activities
Action:	4.1.4.1.1	Advocate the needs of the shire to State and Federal Governments through regional joint organisations of council

SUMMARY:

This report provides the New England Joint Organisation Draft Operational Plan 2020-21 to Council.

OFFICER'S RECOMMENDATION:

That Council receive and note the New England Joint Organisation Draft Operational Plan 2020-21 contained at Attachment A.

BACKGROUND:

At its meeting held on 6 April 2020, the New England Joint Organisation adopted its Draft Operational Plan 2020-21 for public exhibition on the member council's websites for a period of not less than 28 days.

REPORT:

The New England Joint Organisation's Draft Operational Plan 2020-21 sets out the joint organisation's revenue policy in accordance with the *NSW Local Government Act 1993* and *Local Government (General) Regulation 2005*. The revenue policy sets out the New England Joint Organisation's financial strategies, pricing principles, contributions and charges, and the budget for the 2020-2021 financial year.

The New England Joint Organisation Draft Operational Plan 2020-21 is contained at Attachment A.

The Draft Operational Plan 2020-21 was placed on Council's website via Public Notice on 29 April 2020 and will remain on Council's website for submissions by the public for 28 days following the date of this Ordinary Meeting, closing on 23 June 2020.

KEY ISSUES:

- The New England Joint Organisation adopted its Draft Operational Plan 2020-21 for public exhibition on the member council's websites for a period of not less than 28 days.
- The New England Joint Organisation Draft Operational Plan 2020-21 is available on Council's website on public exhibition for a period of 28 days following the date of this Ordinary Meeting.
- Submissions close on 23 June 2020.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

A Public Notice has been published to Council's website.

2. Policy and Regulation

Nil

3. Financial (LTFFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Governance and Media Officer
TRIM Reference Number:	UINT/20/4232
Approved/Reviewed by Manager:	Executive Manager Corporate Services
Department:	Corporate Services
Attachments:	A. New England Joint Organisation Draft Operational Plan 2020-21



OPERATIONAL PLAN 2020/21

April 2020

Version	1.0
Date	March 2020
Prepared by	Interim Executive Officer
Adopted by Board	##/##/####
Reviewed	
Amended	

PART A – REVENUE POLICY

1 INTRODUCTION

In accordance with the *Local Government Act 1993* and General Regulations 2005, Council must provide a statement of the Joint Organisations Revenue Policy and the basis in which charges will be made.

The Joint Organisation’s Revenue Policy goal is to ensure that the approved activities of the organisation are funded in a manner that ensures the operational effectiveness and financial sustainability for the organisation.

In pursuit of this goal, the following financial strategies will be followed:

- To raise sufficient revenue to match the approved activities of the Joint Organisation
- To generate revenue in a fair and equitable manner, over time to ensure there is sufficient capacity to meet operational costs and project expenses
- To establish reserves sufficient to meet obligations to staff, stakeholders and member Councils

2 PRICING PRINCIPLES

The following principles will be utilised when establishing a price for services:

- a) A flat fee for 50% plus a 50% per capita fee for all member Councils in order for the Organisation to perform the principle functions of delivering on strategic regional priorities, regional leadership and intergovernmental cooperation
- b) Member contributions will increase each year by the maximum permissible amount for general rate increases as determined by the Independent Pricing and Regulatory Tribunal (IPART)
- c) A ‘User Pays’ pricing model for the provision of works associated with special projects/activities approved by the Board
- d) Should the organisation seek to compete in a market, where private business is a competitor, the notion of competitive neutrality will be observed – the organisation will not seek to gain a net competitive advantage simply by virtue of its public sector membership.

3 CONTRIBUTION AND CHARGES

The following contributions and charges shall be applied in 2020/21:

a) Member council contributions

	2016 Census	Flat Fee	Per Capital Contribution	Total	2.7% Rate Peg	Total \$
Armidale	31,500	8,500	19,080	27,580	740	28,320
Glen Innes	8,800	8,500	5,330	13,830	370	14,200
Inverell	17,300	8,500	10,480	18,980	510	19,490
Moree	13,750	8,500	8,330	16,830	450	17,280
Narrabri	13,400	8,500	8,120	16,620	450	17,070
Tenterfield	7,150	8,500	4,330	12,830	350	13,180
Uralla	6,350	8,500	3,850	12,350	330	12,680
	98,250	59,500	59,520	119,020	3200	122,220

b) GIPA (*Government Information (Public Access) Act 2009*)

A processing charge based on hourly Staff Services fee is applied where applicable. Subject to notes 1 to 4.	\$30 per application
<p>NOTE:</p> <ol style="list-style-type: none"> 1. Application fee covers costs of receiving application including registration and initial discussions with applicants. Any applications requiring more than ½ hour file research will involve processing charges (subject to note 4). 2. An advance deposit may also be required in accordance with Section 68 and 69 of the <i>Government Information (Public Access) Act 2009</i>, if Council's costs are likely to exceed the application fee. 3. A 50% reduction in fees applies for eligible pensioners and non-profit organisations under financial hardship. 4. First 20 hours free of processing charge for person accessing documents relating to their personal affairs. 	
Research and Processing	\$30 per hour
Application for review of determination	\$40 per application

PART B – 2020/21 BUDGET

NEW ENGLAND JOINT ORGANISATION 2020-2021 BUDGET

AS AT 01/07/2020

Income	NOTE	2020-21 Original Budget
Income from Continuing Operations		
Council Contributions	1	122,220
Interest & Investment Revenue		500
Other Revenue		
Grants & Contributions provided for Operating Purposes	2	150,000
Total Income from Continuing Operations		272,720
EXPENSES	NOTE	2020-21 Total Budget
Expenses from Continuing Operations		
Employee Benefits & On-Costs	3	75,308
Administrative Expenses	4	29,580
Other Expenses	5	17,800
JO Grant Funded Projects	6	150,000
JO Council Funded Projects	7	0
Total Expenses from Continuing Operations		272,688
Sub Total		32
Transfers from Cash Reserves		0
Net Operating Profit / (Loss) for the Year		32

NOTES	NOTE	2020-21 Total Budget
Council Contributions	1	
Armidale Regional Council		28,320
Glen Innes Severn Shire Council		14,200
Inverell Shire Council		19,490
Moree Shire Council		17,280
Narrabri Shire Council		17,070
Tenterfield Shire Council		13,180
Uralla Shire Council		12,680
		122,220
Grants & Contributions provided for Operating Purposes	2	
OLG - Joint Organisation Capacity Building Fund		150,000
		150,000
Employee Benefits & On-Costs	3	
Salaries - Executive Officer		63,860
Superannuation		6,067
Leave Entitlements Provisions		3,684
Workers Compensation Insurances		1,697
		75,308
Administrative Expenses	4	
Bank Fees		160
Advertising		500
Accountancy Software		1,200
Audit Fees		6,500
Financial Statement Templates		3,000
Printing & Stationary		2,500
Telephone		720
Web Site Expenses		1,300
Email Hosting		1,200
Information Technology		2,500
Contingency Funds		10,000
		29,580
Other Expenses	5	
Travel Expenses - OLG Meetings		10,500
Travel Expenses - EO		7,300
		17,800
JO Grant Funded Projects	6	
Capacity Building Projects		150,000
		150,000
JO Council Funded Projects	7	
		0
		0



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Report 4 – 2019-20 Operational Plan Third Quarter Progress Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.1	Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program and Operational Plan
Activity:	4.1.1.1	Deliver integrated strategic planning and reporting requirements
Action:	4.1.1.1.3	Develop and monitor the annual Operational Plan, including Budget.

SUMMARY:

This report provides to Council a summary of the actions delivered during the third quarter of 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 Progress Report at 31 March 2020.

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.

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 third quarter of the 2019-20 financial year comprises the period from 1 January 2020 to 31 March 2020.

Council's Third Quarter Progress Report as at 31 March 2020 is contained at Attachment A.





Uralla Shire Council
Council Business Paper – 26 May 2020

During this period Council progressed the projects and services as set out in its Delivery Program and Operational Plan as detailed in the Third Quarter Progress Report, in addition to progressing priority actions and services which were not anticipated for by these documents. Most notably this includes the actions necessary to resolve the Do Not Drink alert posed by elevated levels of arsenic in the Uralla town water supply and associated distribution of bottled water to the community, and the implementation of new procedures and protocols in response to the Novel Coronavirus (Covid-19) pandemic.

The 205 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 (noting one action shared between Community Care Services and 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 for the three month period to 31 March 2020 is set out in the table below:

Action Status Summary

Action Status at 31 March 2020		Our Society	Our Economy	Our Environment	Our Leadership	Total	%
	Achieved or on target	43	32	34	66	176	85%
	Not on target, being closely managed	3	5	5	8	21	10%
	Action cancelled or not able to be achieved	3	0	0	1	4	2%
	Action not yet commenced	1	1	0	3	5	2%
Total		50	38	39	78	205	

Of Council's Operational Plan actions for the three month period ending 31 March 2020, 85% are on target or achieved with 10% being closely managed and 2% being cancelled or not able to be achieved. Of the 205 total actions, 2% have not yet commenced as at 31 March 2020.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Community engagement and consultation occurred in the preparation of the combined Delivery Program 2017-21 and Operational Plan 2019-20.

2. Policy and Regulation

- *NSW Local Government Act 1993*

3. Financial (LTFFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

This report outlines the achievement 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 Third Quarter Progress Report



Delivery Program 2017-2021

Operational Plan 2019/2020

Third Quarter Progress Report

About this report

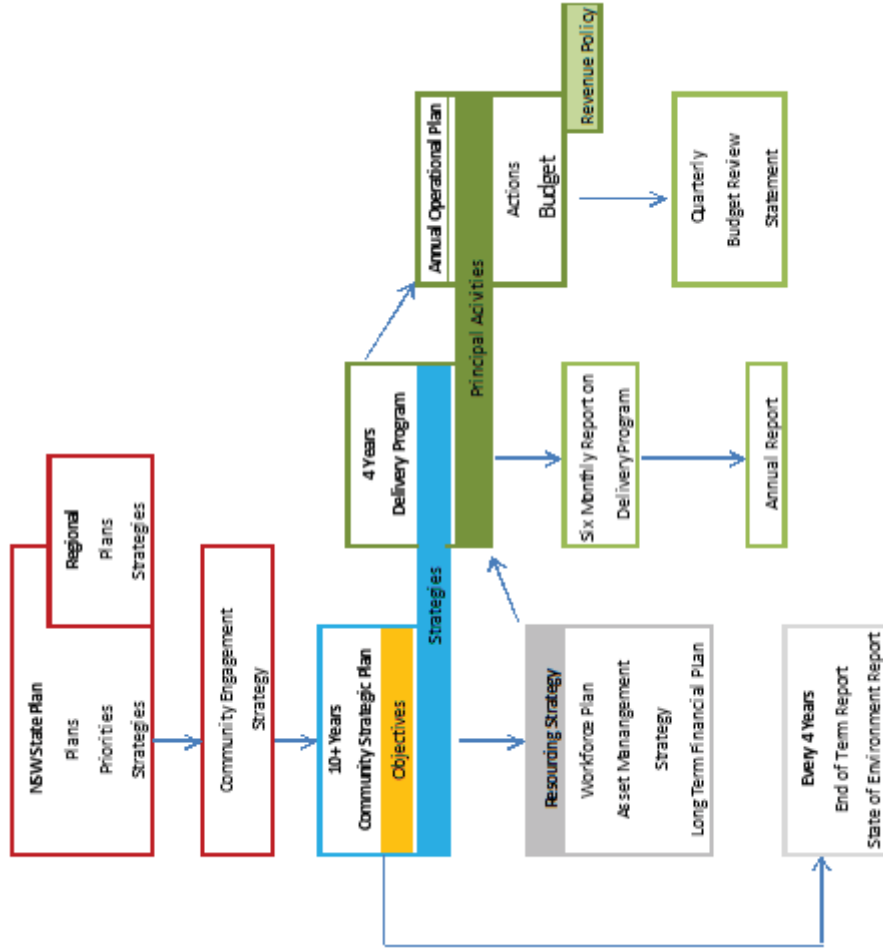
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

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 third quarter of the combined Delivery Program 2017-2021 and Operational Plan 2019/2020 and covers the financial year ending June 2020.



Contents

Measuring our progress.....	4
Organisational Performance	4
Detailed Performance Report	8

Measuring our progress

Uralla 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
- Action not yet commenced in this quarter

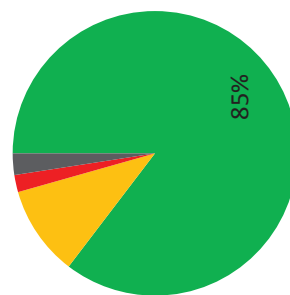
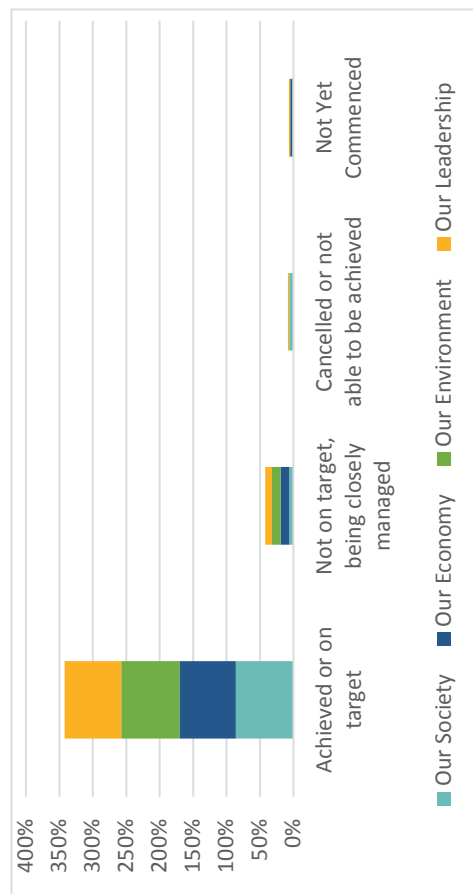
Each of the 205 actions are assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above. The responsibility legend is set out below.

● 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
● MWWS	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

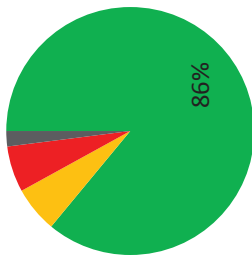
Delivery Program – 2019/2020 Annual Action

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	43	86%	3	6%	3	6%	1	2%
Our Economy	32	84%	5	13%	0	0%	1	3%
Our Environment	34	87%	5	13%	0	0%	0	0%
Our Leadership	66	85%	8	10%	1	1%	3	4%
Total	175	85%	21	10%	4	2%	5	2%



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved
- Not Yet Commenced

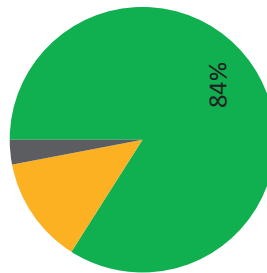
Our Society



- 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 contains 50 actions geared towards reaching the Community Strategic Plan goals for **Our Society**. In the three months to 31 March 2020, 86 per cent of these actions are achieved or on target.

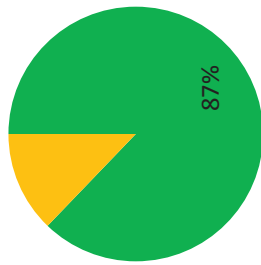
Our Economy



- 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 contains 38 actions geared towards reaching the Community Strategic Plan goals for **Our Economy**. In the three months to 31 March 2020, 84 per cent of these actions are achieved or on target.

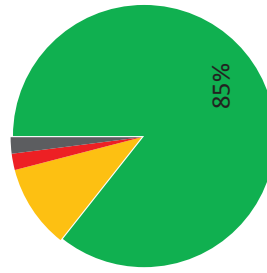
Our Environment



- 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 contains 39 actions geared towards reaching the Community Strategic Plan goals for **Our Environment**. In the three months to 31 March 2020, 87 per cent of these actions are 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 contains 78 actions geared towards reaching the Community Strategic Plan goals for **Our Leadership**. In the three months to 31 March 2020, 85 per cent of these actions are achieved or on target.

Detailed Performance Report

OUR 10 year PLAN

OUR SOCIETY

Goal 1.1

A proud, unique and inviting community

Provide vibrant and welcoming town centre, streets and meeting places

Strategy 1.1.1.1

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Increased	●	Community group continues to meet once a month to assist with Mount Mutton Bushcare program.
	Undertake annual maintenance program of parks.	MCI	Service levels	Maintained	●	Routine maintenance on going, including mowing. Hand wash dispensers installed at public toilets March 2020.

Goal 1.1

A proud, unique and inviting community

Embellish our community with parks, paths, cycleways, facilities and meeting places


Strategy 1.1.2

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Implemented	●	Cancelled for 2019/20. Included in the 2020/21 budget.
	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	Adopted	●	Cancelled for 2019/20. Included in the 2020/21 budget.

Goal 1.1 A proud, unique and inviting community
Strategy 1.1.3 Respect the heritage of the region and highlight and enhance our unique characteristics


Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.3.1 Provide cemetery services	Undertake annual maintenance program of all cemeteries.	MCI	Service levels	Met		Routine maintenance ongoing.
	Seek heritage funding to carry out restoration work at Uralla's Old Cemetery.	MCI	Heritage funding application	Lodged		Request to receive notification if next round of 2020/21 funding is available.
	Provide family history information and interment services.	MCI	Services	Provided		Update information/records ongoing.

Goal 1.1 A proud, unique and inviting community
Strategy 1.1.4 Support, encourage and celebrate community participation and volunteerism

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Developed		Not yet commenced. To be undertaken by Coordinator Communications & Engagement once position is filled.

OUR 10 year PLAN

OUR SOCIETY
Goal 1.2 A safe, active and healthy shire
Strategy 1.2.1 Provide accessible quality sport and recreation facilities that encourage participation

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.1.1 Maintain community swimming complex,	Undertake the necessary maintenance to enable the operation of the Uralla swimming pool.	MCI	Service levels	Maintained		Completed and pumps were serviced. Pool is now closed for the season.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
sports and recreation facilities	Upgrade lining to Uralla swimming pool and provide additional shade – through the NSW Stronger Country Communities Fund.	MDP	Upgrades	Completed	●	Complete.
	Maintain and test pool water quality in compliance with Department of Health guidelines.	MCI	Water quality	Compliant	●	Completed. Pool is now closed for the season.
	Implement upgrades to the Uralla Sporting Complex through the Stronger Country Communities Fund.	MDP	Upgrades	Completed	●	Projects nearly completed.
	Undertake the annual maintenance program at sporting fields (DIAP 2.7).	MCI	Service levels	Maintained	●	Ongoing.
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	Completed	●	Pedestrian Access and Mobility Plan (PAMP) completed.


Goal 1.2 A safe, active and healthy shire
Strategy 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 Measure	Target	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	Completed	●	Achieved. Medical student attended in January 2020.

Goal 1.2 A safe, active and healthy shire
Strategy 1.2.3 Provide, maintain and develop children's play and recreational facilities that encourage active participation

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.3.1 Enhance recreational facilities for children	Deliver upgrades to children's recreation facilities throughout the shire through the Stronger Communities Fund.	DID	Grant funding	Milestones met		Upgrades across Council's parks and playground facilities through SCCF progressing inc dinky track at BMX track and tennis court upgrades.

Goal 1.2 A safe, active and healthy shire
Strategy 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 Measure	Target	Status	Comments
1.2.4.1 Preserve community safety	Give support, within Council's area of functional responsibility, to the police, emergency services, and community groups to preserve community safety.	DID	Support	Provided		Ongoing.

Goal 1.2 A safe, active and healthy shire
Strategy 1.2.5 Provide effective, regulatory, compliance and enforcement services for the community

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	100%		Consultant engaged.
	Submit annual food premises compliance report.	MDP	Food premises returns submitted	Annually		On target.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Issue and serve Orders where necessary under relevant legislation.	MDP	Issued orders are compliant with legislation	100%		Ongoing.
	Register, licence and inspect onsite sewerage treatment systems.	MDP	Number of inspections undertaken as scheduled	90%		Ongoing.
	Administer companion animal registrations, respond to companion animal noise complaints, and impound animals and stray stock as required.	MDP	Respond to companion animal complaints	100%		Ongoing.
	Finalise and implement a trade waste policy.	MDP	Policy	Implemented		Fee structure to be developed and finalised.

OUR SOCIETY

10 year PLAN

Goal 1.3


Strategy 1.3.1

A diverse and creative culture

Provide enhanced and innovative library services that support and encourage lifelong learning

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Compliant		Service levels continue to be delivered.
	Attend Central Northern Regional Library committee meetings.	LIB	Committee meetings	Attended		No meeting held in Q3.
	Operate the Uralla library service and programs.	LIB	Uralla library open	7 days a week		Library services and programs provided.
	Operate the Bundarra library service.	LIB	Bundarra library operating and resources renewed	Quarterly		Bundarra library service continued in Q3. Ceased due to Covid-19 restrictions.

Goal 1.3 A diverse and creative culture
Strategy 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 Measure	Target	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	Completed		Progress has been made with documentation being drafted. This project impacted by the demands of a RCF grant project: Aniwan Cultural Collection, which has now been completed, so the Events Toolkit will again be the major focus.
	Attend Arts North West regional meetings.	EMCS	Meetings	Attended		No meeting held in Q3.

Goal 1.3 A diverse and creative culture
Strategy 1.3.3 Lobby government, companies and other individuals to secure funding for cultural and creative expression fields

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.3.1 Enhance opportunities for community cultural and creative expression	Coordinate and deliver Council's annual community grants and financial assistance programs.	CCE	Grants program round delivered	=2		Round Two of the 2019-20 Community Grants Program delivered.

**Access to and equity of services
Operate and maintain the McMaugh Gardens Aged Care Facility**






Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Operating result	Per plan	●	Ongoing monitoring. On target.
			Annual average occupancy at benchmark	Per plan		
	Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes.	MMG	Accreditation	Maintained	●	Full accreditation maintained
			Quality audit outcomes	Satisfactory		
Undertake ensuite upgrades in accordance with federal government grant.	MMG	Upgrades	Complete	●	Progress for ensuite upgrades on target	

**Goal 1.4
Strategy 1.4.2**



Access to and equity of services

Provide quality Community Care, Ageing and Disability services

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Achieved	●	This is largely going well. CHSP and TCT are unable to fully function due to the restrictions in place with Covid-19, so are under budget.
	Manage state and federal funding agreements and grant acquittals for compliance.	MCC	Funding agreements reporting and acquittals	Compliant	●	Compliance is occurring with all funding streams and inclusive of new actions required under Commonwealth regulations due to Covid-19.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.2.2 Provide community transport services	Maintain accreditation and satisfactory quality audit outcomes.	MCC	Accreditation	Maintained		Third Party Verification meeting NDIS requirements was confirmed during this quarter. Contact has been initiated by the Aged Care Quality and Safety Commission regarding a Quality Review of our Aged Care services, with date yet confirmed.
	Maintain accreditation and satisfactory quality audit outcomes.	MCC	Quality audit outcomes	Satisfactory		No date has been set for the Quality Review but the team is working towards collating evidence on how the Aged Care Quality Standards are being met at TCS and TCT and reviewing relevant documentation.
	Manage community transport services in a financially sustainable manner.	MCC	Net operating surplus	Achieved		Transport services are being well managed despite the restrictions imposed with social distancing. Essential transport is still being done and social transport has not been allowed for most of the quarter.
	Manage NSW State Government funding agreements and grant acquittals for compliance.	MCC	Funding agreements reporting and acquittals	Compliant		Transport for NSW funding is under budget due to current restrictions. The changeover from AUSkey to myGovID has gone relatively smoothly and consumer reviews are currently being undertaken by phone and post.
	Maintain satisfactory service reviews and audit outcomes.	MCC	Audit outcomes	Satisfactory		Service reviews are currently being undertaken and the collated results should be available in the next quarter.

Goal 1.4 Access to and equity of services
Strategy 1.4.3 Create a better understanding within the community of the services and facilities council provides

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Delivered		Completed in Q1.
	Prepare and distribute a regular Council newsletter to residents.	CCE	Newsletter published	Monthly		Council newsletter prepared and distributed.

Goal 1.4 Access to and equity of services
Strategy 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 Measure	Target	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	As requested		We continue to expand and update the website. Changes to local business operations due to COVID19 directives are being updated continuously, noting cancellation of events, trading hours, retail operations etc.
	Seek Youth Week funding and facilitate the coordination of the Youth Week program of activities.	LIB	Funding application	Lodged		Funding received. Youth Week Q4 activities deferred at this time, subject to Covid-19 restrictions.
	Seek Youth Week funding and facilitate the coordination of the Youth Week program of activities.	LIB	Youth Week activities	Delivered		Funding received. Youth Week Q4 activities deferred at this time, subject to Covid-19 restrictions.
	Seek National Aboriginal and Islander Day Observance Committee (NAIDOC) funding and coordinate Council's NAIDOC activities in consultation with the Elders.	TPOO	NAIDOC activities	Delivered		Planning for NAIDOC week had commenced however was cancelled due to COVID-19.

Goal 1.4 Access to and equity of services
Strategy 1.4.5 Lobby government to maintain and improve community and public transport services and infrastructure

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.5.1 Enhance transport services	Advocate, when necessary, for continuing access to Mascot airport at peak times.	GM	Advocate	As necessary		As a consequence of COVID-19, regular flights have been cancelled until further notice. Action is not appropriate at this time.

Goal 1.4 Access to and equity of services
Strategy 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 Measure	Target	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 Council's asset planning and renewal programs (DIAP).	DID	Principles	Implemented		Ongoing.
	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	Progressing		PAMP completed
	Operate the Visitor Information Centre.	TPOO	Visitor Information Centre open	7 days a week		VIC closed at end of Q3 under COVID19 directives. AVIC accreditation passed in February 2020. AVIC reporting requirements are on hold until post COVID19. Work continues on NEHC & DNSW marketing and other priorities.

OUR ECONOMY

Goal 2.1

An attractive environment for business, tourism and industry



Promote Uralla Shire and the region as a place to live, work, visit and invest

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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.	TPOO	Estimated project costs and timeframe	Established		The project and one successful tender were resolved at the March 2020 Council Meeting.

Goal 2.1

An attractive environment for business, tourism and industry


Promote the Uralla Shire to business and industry and increase recognition of the areas strategic advantages

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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. Partner with neighbouring councils to coordinate delivery of the Regional Economic Development Strategy.	TPOO	Project implementation	Commenced		The project and one successful tender were resolved at the March 2020 Council Meeting - Resolution 21.03/20
		EMCS	Sub-regional working group meetings	Attended		Not yet commenced due to limited resources.

Goal 2.1



An attractive environment for business, tourism and industry

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 Measure	Target	Status	Comments
2.1.3.1 Enhance infrastructure to support regional	Lobby government for funding to undertake necessary upgrades to provide HML capacity.	DID	Number of lobbying activities	Maintained		Tolleys Gully Bridge funding received via the Growing Local Economies program.


Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
education, transport and health development	Develop a list of priority transport infrastructure projects to capitalise on grant funding opportunities.	DID	Priority list	Compiled		Transport AMP under review.

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




Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.4.1 Process building and development applications	Assess and determine development, construction, and other regulatory applications.	MDP	Applications determined	=Statutory timeframes		Ongoing.
	Construction certificates provided in accordance with legislation.	MDP	Certificates provided	=Statutory timeframes		Ongoing.

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Goal 2.2 Growing and diversified employment, education and tourism opportunities
Strategy 2.2.1 Provide land use planning that facilitates employment creation

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.1.1 Optimise land use planning instruments to support employment creating business and industries	Monitor and review Council's Local Environment Plan and other strategic and supporting planning documents.	MDP	LEP and DCP	Maintained		Ongoing.

Goal 2.2 Growing and diversified employment, education and tourism opportunities
Strategy 2.2.2 Support and encourage existing business and industry to develop and grow

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	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	Complete		Building Better Regions Fund grant application BBRFIV000192 has been assessed and forward to the Minister for consideration for partial funding of the subdivision.
	Commence construction of Stage 1 for the Rowan Avenue, Uralla, subdivision, subject to resolution of Council.	DID	Construction of Stage 1	Commenced		Pending successful Building Better Regions Fund grant application.

Goal 2.2 Growing and diversified employment, education and tourism opportunities
Strategy 2.2.3 Support the attraction of new businesses, including sustainable employment generating projects

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Documented		Ongoing.

Goal 2.2

Growing and diversified employment, education and tourism opportunities

Strategy 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 Measure	Target	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	=2		The NEHC and Emprise Group partnership is delivering outcomes via Emprise's considerable assets in tourism publications and Hema Maps. The past quarter's challenges with drought, bushfires, water quality & COVID 19 have had real impacts.




OUR ECONOMY

OUR 10 year PLAN

Goal 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained

Strategy 2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	90%		Complete urban, rural and regional roads resealing. Routine maintenance including patching ongoing.
	Seek funding for transport infrastructure expansion projects.	MCI	Number of funding applications	Maintained		On target. Successful application for road realignment at Thunderbolts Way South under the Safer Road program.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Deliver unsealed roads grading program in line with established service levels and intervention points – per Transportation Asset Management Plan.	MCI	Percentage of program completed	90%		On target. Resumed grading in drought affected areas.
	Deliver unsealed roads re-sheeting program in line with established service levels – per Transportation Asset Management Plan.	MCI	Percentage of program completed	90%		On target.
	Inspect all bridges and carry out the required maintenance programs.	MCI	Percentage of program completed	90%		Rehabilitation of Teatree Creek bridge embankment completed. Routine maintenance on going.

Goal 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained

Strategy 2.3.2 Maintain, review and replace Council bridges and culverts as required

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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/	90%		On going.
	Deliver bridge and culvert capital works program – per Transportation Asset Management Plan.	MCI	Percentage of program completed	90%		Myall Swamp bridge widening on Bingara Road upgrade progressed.

Goal 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained

Strategy 2.3.3 Ensure road network supporting assets (signs, posts, lighting, guardrails, etc.) are maintained adequately and renewed as scheduled

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	90%	●	Signs maintenance on going.
	Renew and maintain lighting, signs, posts, and guard rail assets as necessary.	MCI	As necessary	Completed	●	On going.

Goal 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained

Strategy 2.3.4 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 Measure	Target	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	90%	●	Resealing complete. Routine maintenance on going.

Goal 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained

Strategy 2.3.5 Maintain existing and cycling networks across the region

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	90%	●	Inspection for any trip hazards and rehabilitation works - on going.

Goal 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained

Strategy 2.3.5 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 Measure	Target	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	Submitted		Funding application submitted under Active Transport program.


Goal 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained

Strategy 2.3.7 Implement and maintain developer contribution plans

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.7.1 Develop section 94 and section 64 contribution framework	Develop Section 64 contribution plans for consideration.	MDP	Plan	Completed		Budget required.

Goal 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained

Strategy 2.3.8 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 Measure	Target	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	Developed		On going.


OUR ECONOMY

Goal 2.4

Communities that are well serviced with essential infrastructure

Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed

Strategy 2.4.1






Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Maintained		Ongoing.

Goal 2.4

Communities that are well serviced with essential infrastructure

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

Strategy 2.4.2

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.2.1 Develop and implement asset management plans	Prepare an overarching asset management policy and strategy.	DID	Draft	Completed		Asset management policy is being reviewed and an Asset Management Strategy is being developed.
	Review and update the Plant Asset Management Plan.	DID	Plan update	Completed		Review ongoing.
	Review and update the Buildings Asset Management Plan, including service levels.	DID	Plan update	Finalised		Pending
	Review and update the Transport Asset Management Plan.	DID	Review	Completed		Under review
	Incorporate Council cemeteries into the Parks and Open Spaces Asset Management Plan.	DID	Plan	Completed		Pending and due for a review in July 2020

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Review and update the Sewer Asset Management Plan.	MWWSS	Plan update	Completed	●	AMP draft documents under review.
	Review and update the Water Supply Asset Management Plan.	MWWSS	Plan update	Completed	●	AMP draft documents under review.
	Implement the Stormwater Drainage Asset Management Plan.	DID	Plan update	Completed	●	Mapping of Stormwater assets has commenced.

Goal 2.4 Communities that are well serviced with essential infrastructure

Strategy 2.4.3 Provide the infrastructure to embellish public spaces, recreation areas and parkland areas

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.3.1 Provide connectivity to public spaces	Connect footpaths and cycle ways.	MCI	Connectivity	Improved	●	Maitland Street footpath construction complete. New application submitted to extension shared path in Plane Ave.

Goal 2.4 Communities that are well serviced with essential infrastructure

Strategy 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 Measure	Target	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	>90%	●	Completed kerb & gutter rehabilitation at John Street Uralla.

OUR ENVIRONMENT

Goal 3.1 To preserve, protect and renew our beautiful natural environment

Strategy 3.1.1 Record and promote the region's heritage in partnership with the community

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.1.1.1 Preserve Uralla Shire's heritage	Progressively implement the recommended actions from the Heritage Strategy.	MDP	Implemented	Strategy actions		Progressing subject to resource availability.

Goal 3.1 To preserve, protect and renew our beautiful natural environment

Strategy 3.1.2 Protect the Shire's historic buildings and sites, recognising their value to the community

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.1.2.1 Provide heritage services and support	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund.	MDP	Maintained	Number of service activities		Heritage Advisory Service provided except for during COVID-19 restrictions. No current funding for Local Heritage Assistance Fund.



Goal 3.1 To preserve, protect and renew our beautiful natural environment

Strategy 3.1.3 Protect and maintain a healthy catchment and waterways

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.1.3.1 Maintain compliant catchment and waterways management	Undertake annual maintenance program for Council's gross pollutant traps.	MCI	Maintained	As necessary		Ongoing.
	Continue to implement the actions for the Woodridge fossicking area management plan.	EMC	Commenced	Implementation		On target.
	Review Kentucky Creek Dam Safety Plan.	MWVSS	Reviewed	Plan		RFQ issued for completion of Kentucky Dam safety documents.

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
	Maintain compliance with Environmental Protection Licence requirements for the Uralla landfill, sewer and water treatment plants.	MWVSS	Compliant	Testing regime		Ongoing.

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

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	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	Commenced	Implementation		On target as per 2019-20 Work plan.
	Continue to review and Implement the Environmental Sustainability Action Plan priorities.	EMC	Commenced	Implementation of priorities		On target as per 2017-2021 Work plan.

OUR ENVIRONMENT

Goal 3.2 Maintain a healthy balance between development and the environment

Strategy 3.2.1 Retain open space and greenbelts that are accessible to everyone

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.2.1.1 Preserve sensitive greenbelt lands	Review and monitor vegetation and environmental protection measures for sensitive land.	MDP	Maintained	LEP and DCP		Ongoing.

Goal 3.2 Maintain a healthy balance between development and the environment
Strategy 3.2.2 Educate the community about sustainable practices in the home, at work and in public places




Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.2.2.1 Raise community awareness of sustainability practices	Collaborate and partner with the Uralla ZNET.	EMC	Maintained	Number of awareness programs		Ongoing

Goal 3.2 Maintain a healthy balance between development and the environment
Strategy 3.2.3 Ensure that Uralla Shire is sufficiently prepared to deal with natural disasters including bushfires, major storms and flood events

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	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	Maintained	Number of mitigation activities		Ongoing

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OUR ENVIRONMENT
Goal 3.3 Reuse, recycle and reduce wastage
Strategy 3.3.1 Promoting recycling, reusing and providing regular and efficient waste and recycling services

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	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	Maintained	Service levels		Ongoing.
	Provide recycling waste collection services to the defined service areas.	MWWSS	Maintained	Service levels		Ongoing.
	Continue operations evaluation and begin community consultation regarding future operation of the Bundarra Landfill site.	MWWSS	Progressing	Evaluation		Reports are currently under review.

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
	Develop a Waste Services Asset Management Plan	MWWSS	Complete	Plan	●	Reports are currently under review.
	Undertake a review of Council's waste management operating and service delivery environment.	MWWSS	Complete	Review	●	Reports are currently under review.

Goal 3.3 Reuse, recycle and reduce wastage
Strategy 3.3.2 Providing education to the community on ways to minimise the waste produced by households

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	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	Delivered	Program	●	Ongoing.
	Offer schools access to Council-supported participation in waste education programs	MWWSS	3	School participants	●	Via Northern Inland Regional Waste.
	Operate the Uralla Community Recycling Centre	MWWSS	Maintained	Service levels	●	Ongoing.

Goal 3.3 Reuse, recycle and reduce wastage
Strategy 3.3.3 Implementing initiatives to reduce illegal dumping and providing community education to prevent litter

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.3.1 Promote litter reduction	Continue to participate in the Northern Inland Regional Waste Litter Implementation Plan.	MWWSS	Delivered	Program	●	Ongoing.

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
	Review the NSW Illegal Dumping Strategy for participation and implementation opportunities.	MWVSS	Reviewed	Strategy	●	Contact made with DPIE for input in to this strategy.

Goal 3.3 Reuse, recycle and reduce wastage
Strategy 3.3.4 Identifying and implementing water conservation and sustainable water usage practices in Council operations

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.4.1 Minimise water wastage	Review council water consumption for major council facilities against historical records.	DID	Completed	Inspections	●	Data requested.

Goal 3.3 Reuse, recycle and reduce wastage
Strategy 3.3.5 Identifying technologies in Council facilities, infrastructure and service delivery to reduce our ecological footprint

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.5.1 Reduce Council's environmental footprint	Partner with ZNET to deliver the Elephants in the Woodlands project.	EMC	=4	Participation at meetings	●	Ongoing
	Update and implement criteria to assess environmental management in infrastructure projects.	EMC	Commenced	Criteria implementation	●	Updated as per statutory requirements

OUR ENVIRONMENT

Goal 3.4

Secure sustainable and environmentally sound water-cycle infrastructure and services

Strategy 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	Target	Performance Measure	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	Achieved	Compliance		Necessary upgrades to process systems and filters at Uralla WTP is progressing.
	Work with landholders to improve protection of Kentucky Creek and Taylors Pond drinking water storages.	MWWSS	Implemented	Improvement initiatives		Contact made with some of the local landholders to discuss water quality and security.
	Progress the investigations for the augmentations of the Bundarra and Uralla water supplies to increase yield, as identified in the Yield Study.	MWWSS	Completed	Review		To be included in IWCM if approved.
	Continue annual water main replacement program.	MWWSS	Continued	Program		No scheduled pipe replacement for 2019/20. Repairs continuing as required.
	Renew filter media at the Uralla water treatment plant.	MWWSS	Completed	Renewal		Repairs to be undertaken in the 4th Quarter.
	Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes.	MWWSS	Completed	Improvements		Work progressing to implement recommendations.
	Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes.	RMSO	Completed	Improvements		Vault software to be implemented to build the framework for a safety management system. Improvements to be continually addressed and implemented.

Goal 3.4 Secure sustainable and environmentally sound water-cycle infrastructure and services
Strategy 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	Target	Performance Measure	Status	Comments
3.4.2.1 Provide sewerage services	Operate the Uralla sewer treatment plant in an efficient and effective manner.	MWWSS	Met	Licence compliant	●	Ongoing.
	Maintain and renew the sewer infrastructure network in-line with established programs.	MWWSS	Met	Service levels	●	Ongoing.
	Seek additional government funding to progress Bundarra sewerage scheme.	MWWSS	Secured	Additional funding	●	Funding approved.
	Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	MWWSS	Completed	Improvements	●	Progressing.
	Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	RMSO	Completed	Improvements	●	Vault software to be implemented to build the framework for a safety management system. Improvements to be continually addressed and implemented.

Goal 3.4 Secure sustainable and environmentally sound water-cycle infrastructure and services
Strategy 3.4.3 Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.4.3.1 Provide stormwater and drainage infrastructure	Maintain and renew stormwater and drainage infrastructure.	MCI	Met	Maintenance program	●	Routine maintenance ongoing. Replaced damaged pipes. Install new pipes to improve drainage during road renewals/construction.

Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
	Develop a stormwater asset management plan for the urban stormwater network.	DID	Complete	Plan		Pending. Mapping of Council's Urban Stormwater network has commenced.
	Undertake stormwater augmentation works to Rowan Avenue, near Plane Ave, Uralla.	MCI	Completed	Works		Works have been scheduled in May 2020.





OUR LEADERSHIP

Goal 4.1

Strategy 4.1.1.1

A strong, accountable and representative Council

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 Measure	Target	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 CFO MHR	Resourcing strategy	Monitored and updated		Ongoing. Budget for 2020-21 now in draft form. Workforce Management Plan under review.
			Plan adopted	30 June		On target to be adopted in Q4.
			Progress reported	=>6 monthly		Third Quarter Progress Report presented to May 2020 Ordinary Meeting of Council.
	Develop and monitor the annual Operational Plan, including Budget.	EMCS	Report adopted and provided to the Office of Local Government	30 November		Completed and lodged with the Office of Local Government.
	Coordinate and produce the Annual Report.	EMCS				






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

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.2.1 Incorporate inclusive community consultation and	Facilitate the delivery of community presentations to Council.	SEO	Eligible community presentations to Council	Facilitated		All community presentations to Council facilitated.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
stakeholder engagement in Council decision making	Conduct Councillors community engagement events.	SEO	Number of councillor community engagement activities	=3		No engagement activities required in this quarter.

Goal 4.1 A strong, accountable and representative Council
Strategy 4.1.3 Provide open, accountable and transparent decision making for the community

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	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	=>50%		Published to the website.
	Publish the formal Access to Information disclosure log to the new website.	CTI	Information disclosure log updated and published	every 45 days		Published to the website.
	Maintain the register of government contracts over \$20,000 and publish to the website.	EMCS	Register of government contracts published to the website	Every 20 days		Contracts Register 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	Progressing		Priority review underway.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Business papers and minutes are distributed to Councillors and published to the community within agreed service levels.	SEO	Three days prior to meeting	Met	●	Service levels and statutory requirements met.
	Council ordinary and extraordinary meetings are conducted and open to the public.	GM	Adopted schedule of meeting	Conducted	●	Meetings have been held in accordance with the schedule until March 2020. Due to the COVID-19 Public Health Order, meetings from April 2020 and until further notice will be held remotely.

Goal 4.1 A strong, accountable and representative Council




Strategy 4.1.4 Provide strong representation for the community at the region, state and federal levels

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Maintained	●	NEJO meeting attended 6 April 2020 (teleconference). Representations have been made to local MPs, OLG and LGNSW regarding COVID-19 impacts on Uralla Shire Council and community.

Goal 4.1 A strong, accountable and representative Council

Strategy 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Maintained	●	Registers being maintained.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Coordinate Public Interest Disclosures and Code of Conduct complaints in accordance with legislation, policy, and procedures.	EMCS	Reporting	Compliant		Compliant with legislative requirements and Council policies.
	Publish a register of pecuniary and non-pecuniary interests disclosures to council's website in accordance with Government Information (Public Access) Act guidelines.	EMCS	Interests disclosure log updated and published	every 45 days		Completed and being maintained.
	Implement the Office of Local Government's Local Government Act reform program.	EMCS	New legislation implementation	Progressing		On target.
	Implement the Fraud and Corruption Control Strategy.	EMCS	Implementation milestones	Progressing		Strategy being implemented.

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OUR LEADERSHIP


Goal 4.2

An effective and efficient organisation


Provide a range of services that meet benchmarks determined with the community, having regard to quality and cost

Strategy 4.2.1







Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Completed		Waste management studies under review
	Complete 2 Aged and Community Care 'service level' reviews.	MMG	Aged Care service level review	Completed		First service review complete. No progress during Q3 on second service review.
	Complete 2 Aged and Community Care 'service level' reviews.	MCC	Community Care service level review	Completed		First service review complete. Second service review not yet commenced.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Complete 2 Corporate Services 'service level' reviews.	EMCS	2 service level reviews	Completed		Records management audit and review commenced.






Goal 4.2 An effective and efficient organisation
Strategy 4.2.2 Operate in a financially responsible and sustainable manner

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Annually		The now completed draft budget for 2020-21 will enable the LTFP to be updated.
	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	Lodged		Based on the information to come out of the updated LTFP, Council will be able to assess whether to apply for an SRV in December 2020.
	Complete and report quarterly budget review statements.	CFO	Budget review reported	Quarterly		Quarterly budget review statements continue to be completed in a timely manner.
	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	Implemented		Effective internal controls are maintained and recommendations from ARIC are adopted in a timely manner.
	Maximise return on investment within the risk parameters provided by the USC Investments Policy 2019.	CFO	Investment returns	Appropriate for risk		Despite historically low interest rates, Council continues to maximize returns on investments within the parameters provided by Council's Investment Policy.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Model and adopt rate structures to maximize equity across the Council area and between categories.	CFO	Rate structure review	Completed	●	The draft budget for 2020-21 has modeled a new rate structure that may later be adopted by Council.
	Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts.	CFO	Outstanding debts	=<6.5%	●	New draft policies on Hardship and Debt Collection are currently on display. These policies allow Council to collect rates and charges in line with payment requirements.
	Develop a Procurement Policy.	CFO	Policy	Developed	●	The draft Procurement Policy is currently on public exhibition until 23 April 2020.
	Implement a procurement guideline and toolkit.	CFO	Guidelines and toolkit	Implemented	●	The procurement guideline and toolkit have been developed and will be implemented upon adoption of the Procurement Policy.
	Identify strategies to achieve annual expenditure reduction - (FFTF).	CFO	Expenditure reduction opportunities	Proposed	●	A review of expenditure was undertaken in developing the draft budget and any reduction opportunities were built into the proposed expenditure line items.
	Review all fees and charges for full cost recovery where appropriate - (FFTF).	CFO	Review	Completed	●	Fees and charges for 2020-21 are being reviewed as part of the preparation for the 2021 Operational Plan.
	Review asset valuations and depreciation methodology for all asset classes.	CFO	Roads	Completed	●	Work continues on the revaluation of roads, footpaths, stormwater drainage and bridges with results to be integrated into the 2020 financial statements.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Update Council's borrowing policy and capital expenditure guidelines.	CFO	Review	Completed		No work has yet commenced on a new borrowing policy but it is expected that the capital expenditure guidelines will be developed prior to 30 June 2020.
	Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF).	CFO	Asset maintenance backlog	Determined		Information from the current revaluation of assets will help determine any backlog applicable to that class of assets. Works undertaken through the Drought Relief and Stronger Country Communities Funds has informed the Building AMP.
	Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF).	DID	Asset maintenance backlog	Determined		Ongoing.
4.2.2.2 Develop and implement business plans for all business areas	Finalise a draft business plan for McMaugh Gardens (PBPR).	MMG	Plan	Developed		Draft Business Plan reviews completed and Final Business Plan completed
	Finalise a draft business plan for Tablelands Community Support.	MCC	Plan	Developed		Provision for advertising as per the Stewart Brown Report has been added to the budget for 2020/21. The HCP fee structure was aligned to industry best practice in 2019/20 and few changes have been made for the 2020-21 draft Operational Plan.
	Finalise a draft business plan for Tablelands Community Transport.	MCC	Plan	Developed		Not completed as yet. Coordinator - Community Transport PD has been reviewed and will be advertised in the next quarter.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Finalise a draft waste management services business plan (FFTF).	MWWSS	Plan	Developed		Draft documents under review.
	Finalise a draft water supply business plan (PBPR).	MWWSS	Plan	Developed		Documents under review.
	Finalise a draft sewer business plan.	MWWSS	Plan	Developed		Draft documents under review.
	Finalise a draft business plan for caravan parks.	DID	Plan	Developed		Not yet commenced.
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	Maintained		Drought Communities Program Extension 2019 application has been prepared. Drought Stimulus Package 2020 application is being prepared with discussions ongoing with NSW Government.
	Identify and seek grant funding and partnership opportunities for Aged and Community Care projects or services.	MMG	Number of grant funding opportunities pursued	Maintained		Ongoing grant funding for the bathroom refurbishment project. Funding opportunities identified and accessed through the Drought and the Stronger Communities Funding
	Identify and seek grant funding and partnership opportunities for Aged and Community Care projects or services.	MCC	Number of grant funding opportunities pursued	Maintained		Not yet commenced due to Covid-19 and the widespread restrictions in place.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
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	Complete		Implementation completed.
	Undertake process reviews of identified Corporate Services priorities.	EMCS	Number of process reviews completed	=1		On target.
	Undertake process reviews of identified Infrastructure and Development priorities.	DID	Number of process reviews completed	=1		Ongoing.
	Undertake process reviews of identified Finance priorities.	CFO	Number of process reviews completed	=1		Debt collection and hardship processes were reviewed as part of the preparation of these new policies.
	Undertake process reviews of identified Aged and Community Care priorities.	MMG	Number of process reviews completed	=1		Discussions with Aged and Community Care Meeting regarding Business Plans and ongoing actions as a result of the recommendations.
		MCC				In Q4 we have focused on continuous improvement. The system, processes and forms were reviewed. A move towards more electronic processes has commenced and the consumer database, has been hosted in the cloud to improve out of office access.

Goal 4.2 An effective and efficient organisation

Strategy 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 Measure	Target	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	Developed	●	Asset renewal and maintenance funding options are developed as part of the updating of asset management plans and the development of the LTFP.
	Deliver the asset revaluation program.	DID	Roads	Completed	●	Asset Management Plan - Transport - Revaluation of Council's transport assets is approaching completion.
	Deliver the asset revaluation program.	CFO	Roads	Completed	●	The roads, footpaths, stormwater drainage and bridges revaluation will be completed prior to 30 June 2020.





Goal 4.2 An effective and efficient organisation

Strategy 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 Measure	Target	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	Complete	●	Continuing, on target.
	Implement new staff performance review process.	MHR	New process	Implemented	●	Implemented.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Proactively manage the return to work and workers compensation processes (WMP 1.2).	MHR	Number of absentee days	Maintained or reducing		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	Operational		Corporate Training plan drafted for 2020/21 - Will be finalised once budgets are confirmed.

**Goal 4.2 An effective and efficient organisation
Strategy 4.2.5 Provide customer service excellence**

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.5.1 Enhance customer service excellence	Review and update Council's Customer Service Charter.	CCE	Charter review	Draft		Not yet commenced. To be undertaken by Coordinator Communications & Engagement once position is filled.
	Implement Council's customer satisfaction and community wellbeing surveys.	CCE	Survey development	Commenced		Not yet commenced. To be undertaken by Coordinator Communications & Engagement once position is filled.
	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	Commenced		Not yet commenced. To be undertaken by Coordinator Communications & Engagement once position is filled.
	Manage customer complaints in accordance with the USC Complaints Management Policy 2019.	CCE	Complaint management	Compliance with policy		Complaints addressed as received. Reporting complaints to Council yet to commence due to limited resources.

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


Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	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	Progressing		Working with Vault to make the organisations structure to allow correct implementation.
	Finalise development of an enterprise wide risk management framework.	RMSO	Risk management framework	Progressing		Draft Framework has been completed. To be developed in conjunction with StateCover and Council Executive recommendations.
	Facilitate regular meetings of the Audit, Risk and Improvement Committee.	EMCS	Committee meetings held	=>3		Audit, Risk and Improvement Committee continuing to meet per agreed Committee schedule.
	Facilitate an annual internal audit program.	RMSO	Audit program completed	=>1		Internal auditing for WHS will be done on a continual basis rather than annually. Self audits are completed annually. Has been effected by the current situation. Will comply with any action found by the Internal Auditor.

Goal 4.2 An effective and efficient organisation
Strategy 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 Measure	Target	Status	Comments
4.2.7.1 Improve the corporate governance framework	Establish and implement the Corporate Governance Improvement Action Plan.	EMCS	Action Implementation milestones	Progressing		Action Plan targets are being addressed.

Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive.	EMCS	Compliance status reports	Quarterly	●	On target.
	Maintain the Gifts and Benefits Register.	EMCS	Register	Maintained	●	Register established and maintained.
	Complete and lodge annual Financial Statements in accordance with statutory requirements.	CFO	Statutory requirements	Met	●	Financial statements completed and lodged on time.
	Complete all taxation returns and grant acquittals as required by external bodies	CFO	Returns and acquittals	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	Completed	●	The external interim audit has been commenced and will be completed despite the difficulties associated with COVID-19 restrictions.
	Organise and manage the external audit of Council and address any management letter recommendations.	CFO	Management letter actions	Addressed	●	Management letter issues from the final audit have been addressed or have been allocated to appropriate staff as required.

Deliver the goals and strategies of the Community Strategic Plan
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 Measure	Target	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	Reviewed		Organisation being resourced to provide the services and support functions required to deliver the goals and strategies in this Plan. Review of structure deferred until July 2020. Culture development program to commence second half 2020.



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Senior Executive Officer</i>
Reference/Subject:	Report 5 - Schedule of Actions as at 26 May 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.1	Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan
Activity:	4.1.1.2	Deliver integrated strategic planning and reporting requirements

SUMMARY:

The purpose of this report is to provide Council with the Schedule of Actions updates as at 26 May 2020.

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 26 May 2020.

BACKGROUND:

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

REPORT:

The Schedule of Actions as at 26 May 2020 shows actions which are either currently pending or completed. Actions which were completed as at the date of Council's last ordinary meeting, 05 May 2020, have been removed from the document.

Prepared by staff member:	Senior Executive Officer
TRIM Reference Number:	UINT/20/4221
Approved/Reviewed by Manager:	Acting General Manager
Department:	General Manager's Office
Attachments:	A. Schedule of Actions as at 26 May 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, Uralia	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 May 2018: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.	B
23 Nov 2015	24.11/15	Bergen Road Land Acquisition and Exchange for Road Works	That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DID	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	Feb 2020	Gazettal completed. Land is dedicated as Public Road. Lot 7 (Crown Land) to be progressed separately with the Lands Department.	B
25 July 2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.	DID	June 2020	1. Noted. August 2019. Department of Planning, Industry and Environment, Lands and Water has advised of no objection to the compulsory acquisition of Lot 110. Advice referred to Council solicitors to progress.	B

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 - Uralia Local Traffic Committee	That: 1. The minutes of the Uralia Local Traffic Committee held on 6 December 2016 be noted by Council. 2. For the King St and Waitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history. 3. Council drafts a Road Closure policy for review by the LTC. 4. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting.	DID DID		1. Noted 2. Completed 3. Under preparation. Draft to be circulated to LTC. 4. Completed	C 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 Uralia Stormwater Management Levy subject to sufficient funding being available. 2. Allow 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 DID	Dec 2019 April 18 Dec 17	1. Originally budgeted for construction in 17/18. Rescheduled to be completed by June 2020. Design completed. 2. Completed. 3. Completed	B C C
25 July 2017	22.07/17	Dept: I&R: Submitted by: Dir I&R Reference/Subject: Report 11 - Uralia Sporting Complex	That Council: (a) endorse the proposed upgrades to the Uralia 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 SCGF 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 SCGF 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 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.	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 	MDP		<ol style="list-style-type: none"> Noted Noted Engagement commenced Application lodged under SCC Round 3 by Uralla Arts. Pending – will be undertaken as part of the development of the Open Spaces Strategy Pending Complete 	C C B C B B C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			facilities—including picnic or playground areas, local parks, barbecues, meeting facilities and regional and town entry features. 8. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter. 9. Provide a copy of this report and Council's resolution to the Uralla Township and Environs Committee.			8. Complete 9. Complete	C C
28 Nov 2018	21.11.18	Dept: Infrastructure and Regulation Submitted by: MDP Ref/Subject: Report 8 - Recommendations of Uralla Township and Environs Committee September and October 2018 meetings	That Council; 1. Include consideration of the Rocky River Tennis Courts in the Uralla Open Spaces Strategy and provide UTEC with information regarding the tenure of the site, specifically with regard to leasing. 2. Instruct Council's heritage advisor to investigate the history of Fuller Memorial Park as part of the reference material for the Uralla Open Spaces Strategy. 3. Instruct Council's heritage advisor to research the history of the plaque that was removed when Thunderbolt's Grave was enhanced and provide suggestions on options for interpretive signage for the layout of the Pioneer Cemetery. 4. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery. 5. Invite the McCrossin's Mill Museum to submit an application for advertising signage at the Pioneer Cemetery directing people to the Museum for further information regarding the history of the cemetery. 6. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public. 7. Consult with representatives from community groups once Council has a draft plan for the installation of the new playground equipment in Alma Park which was formerly allocated to Pioneer Park under Round 1 of the Stronger Country Communities Fund.	MDP		1. Not selected for funding. Pending funding for Open Spaces Strategy. 2. Refer April Heritage Officer's report 3. Refer April Heritage Officer's report 4. Low hedging option. 5. Invitation provided 6. Uralla.com continually reviewed and updated 7. Completed	C C C C C C C
28 Nov 2018	29.11/18	Dept: I & R Submitted by: DID Ref/Subject: Report 15 - Heritage Advisory Services Summary Nov 2018	That; 1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and 2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy.	DID/MDP		1. Complete 2. Pending funding for Open Spaces Strategy.	C B

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
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: MW/WSS 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 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.	MW/WSS		1. Noted 2. Draft funding deed received and under review. Additional Grant funding request lodged. Council resolved to progress to tender at OM 48.02/20	C 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: 1. That a council policy addressing Section 531(B) and 548(A) be drafted as a matter of priority; and 2. That council hold additional workshops to continue review of council's policy landscape.	CFO	July 2019	1. Subsequent to the passing of this motion by Council, we received written legal advice confirming that the old policy was ultra vires. Since the legislation is quite specific on dealing with the aggregation of parcels of land for rating and the levying of a charge, it is the hardship policy that must be used to ascertain the applicability of sections 548A and 531B. As this policy has recently been updated and adopted by Council, it is considered unnecessary to write a new policy on the applicability of the law in this instance.	B A
27 Aug 2019	15.08/19	Dept: Corporate Services Submitted by: CGR Reference/Subject: Report 5 – Draft Complaints Management Policy 2019	That Council 1. Amend page 2 of the "Draft Complaints Management Policy 2019" under the heading 'Further Document Information and Relationships' to read 'The Councilors also represent the interests of the residents and ratepayers and can bring forward a complaint to the Councilors at any time.'	CGR	Aug 2019	1. Policy amended 3-2 - Pending 2. On exhibition to 27 September	C C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 Aug 2019	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	<p>2. Approve the “Draft Complaints Management Policy 2019” at Attachment A for public exhibition for 28 days.</p> <p>3. Subject to no submissions received during public exhibition, adopt the “Draft Complaints Management Policy 2019” at Attachment A.</p> <p>4. That \$14,000 be included in the current budget to fund the first stage of the Complaints Handling System for training to be completed and the system operational, with funding to be addressed at the quarterly budget review.</p> <p>5. That \$15,000 be listed in the 2020/2021 budget considerations for the full implementation of the Complaints Handling System.</p> <p>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. </p>	EMC		In progress. Advice provided to Crown Lands.	B
26 Nov 2019	17.11/19	Submitted by: Cr N Ledger Ref/Subject: Notice of Motion 2 - Munday's Lane Community Group	<p>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.</p>	DID	May 2020	In progress	B
26 Nov 2019	20.11/19	Submitted by: Cr N Ledger Ref/Subject: Notice of Motion 3 - Water motion sewage treatment options	<p>That council explore avenues to reuse water from the treated sewage effluent.</p>	DID	Feb 2020	Underway	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
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 Complete Pending Pending Pending 	B B C B B B
17 Dec 2019	30.12/19	Department: Infra-structure & Development Submitted by: DID Ref/Subject: Report 15 – Thunderbolts Festival Sponsorship Request	That Council defer discussion of this matter to a future Ordinary Meeting of Council preceded by a Councilor Workshop following the receipt of a 2019 Financial Statement from the Thunderbolts festival Committee.	DID	Feb 2020	Financial statement provided by the Committee.	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. Councilors 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 	DID	Feb 2020	In progress	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
17 Dec 2019	54.12/19	Department: Infrastructure & Development Submitted by: AM Reference/Subject: Confidential Report 1 – Tender for Bundarra Sports and Recreation Amenities Building	That Council:- 1. Not accept any of the tenders as submitted. 2. Authorise the General Manager to enter into discussions with the preferred tenderer to reduce the project scope to meet the available funding, and 3. If unable to deliver the project within the additional funding request the Bundarra Sports and Recreation Club to provide a design aligning with the original submission as provided to support the Stronger Country Communities Round 2.	AM	Feb 2020	1. Noted 2. Under way 3. Under consideration	C B B
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: 1. contact each food or beverage business in the Uralla Shire reliant on town water 2. understand what the additional costs that transitioning to a new water source for their business have been 3. for food and beverage businesses who have not made the transition due to the cost, understand what the costs are 4. provide a report to the Council at the 24 March 2020 meeting seeking funding from the State and Federal Governments 5. continue to acknowledge and publicly thank those volunteers who have stepped in from the start and who continue to step in, to distribute the water and care for our community during this time	EMCS EMCS EMCS EMCS EMCS	Feb 2020	In Progress – to be undertaken by the new Communications and Engagement Coordinator when they commence duties with Council	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 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: 1. 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 2. Allocate \$3,000 for the sponsorship of one or two medical students in the 2020/21 Operational Plan and Budget.	EMCS		1. Not due until Jan 2021 2. Allocated in draft 2020/21 Operational Plan and Budget	A B
25 Feb 2020	24.02/20	Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 11 – 2019-20 Operational Plan Progress Report at 30 December 2019	That Council: 1. receive and note the 2019-2020 Operational Plan Second Quarter Progress Report as at 31 December 2019, 2. request staff prepare a report on the status; 4 green and 4 amber, of the Overarching Asset Management Strategy and Asset Management Plans listed for preparation, review, and updating in the Annual Action in Section 2.4.2.1 of the Goal 2.4 "Communities that are well serviced with essential services". 3. request staff prepare a report on the status; green, of the Kentucky Creek Safety Plan listed for review in Annual Action in Section 3.1.3.1 of the Goal 3.1 "To preserve, protect and renew our beautiful natural environment"	DID		1. Noted 2. Underway 3. Underway	C B B
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: 1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and 2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment.	MDP		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 Councilor Strategic Planning Workshop.	MDP	April 2020	Pending survey input from Councilors due to COVID-19 restrictions. Amended draft to be provided by consultant..	B
24 March 2020	05.03/20	Submitted By: Mayor, Cr M Pearce Reference/Subject: COVID-19: Instrument of	That: 1. Council adopt the Instrument of Delegation to the Mayor dated 24 March 2020 as detailed in Attachment 1 to this Mayoral Minute except as;	GM	May 2020	1. To date, the Mayor has not been required to take any actions or exercise any delegated authorities under the Emergency	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 March 2020	09.03/20	Delegation to the Mayor (Emergency Administrative Provisions)	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 (i) to determine the process for appointment of the general manager by the council and to monitor the general manager's performance 2. That the General Manager provide a consolidated report once a month to all Councillors specifying any actions taken under this delegation as adopted by Council. 3. Once activation of the current Business Continuity Plan ceases, a consolidated report to the first available meeting of Council will be submitted which lists all decisions made under this delegation.	EMCS		Administrative Provisions adopted by Council on 24 March 2020.	C
24 March 2020	09.03/20	Department: Corporate Services Submitted by: EMCS Reference/Subject: Report of Committee 1 – Audit, Risk and Improvement Committee Internal Audit Charter	That Council: 1. Place the Internal Audit Charter 2020 at Attachment A on public exhibition for a period of 28 days; and 2. Subject to no submissions being received, adopt the Internal Audit Charter 2020 contained at Attachment A.	CFO/DID		1. No submissions received. 2. Charter adopted	C
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	That Council : 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: 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	CFO/DID		1. Noted 2. Report under preparation and scheduled for June 2020 Council meeting.	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER
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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>assessed and determined by Council and committed to the community in the AMP.</p> <p>d. Whether the work commenced before the funds were in place.</p> <p>e. When the works commenced.</p> <p>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.</p> <p>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)</p> <p>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.</p> <p>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'.</p> <p>j. Whether the above decision requires Council approval under Clause 211 of the Local Government (General) Regulations 2005.</p> <p>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?</p> <p>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 : <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> ... <i>To protect the unsealed road works it is proposed to seal the pavement. Safety barriers have also</i></p>				

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p><i>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: <ul style="list-style-type: none"> a. Missing signage on culverts and driveways. 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. c. Inspect and remove large rocks protruding through the pavement. 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>	A
							B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 March 2020	17.03/20	Department: Infrastructure and Development Submitted by: DID Reference/Subject: Report 8 - Local Drought Stimulus Package	That Council: <ol style="list-style-type: none"> 1. Participate in the Local Drought Stimulus Package 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: <ol style="list-style-type: none"> a. Contribute to the economic activity of community/regions; and/or, b. Lead to the retention of businesses, services and facilities; and/or, c. Lead to the employment of LGA-based contractors, services etc.; and d. Align with and deliver on Council Community Strategic Plans. 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. 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. 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. 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. 	DID		<ol style="list-style-type: none"> 1. Noted: Application being developed. 2. Noted 3. N/A 4. Pending 5. Pending 6. Pending 	B B A A A

SCHEDULE OF ACTIONS – RESOLUTION REGISTER
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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
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		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		1. Delayed due to motion being presented at April meeting and the confirmation of grant funding approval. 2. Application under Drought Stimulus Programme under development.	B
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		1. UTEC members invited to lodge submissions with Council. 2. Public Notice advertised 3. Not yet due	C B A
05 May 2020	15.05/20	Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 5 - Draft Policy: Hire of Council Facilities, Plant and Equipment 2020	That Council: 1. Approve the Draft Policy: Hire of Council Facilities, Plant and Equipment 2020 at Attachment A subject to the amendments approved by this meeting for public exhibition for a period of 28 days; a) Page 75 amend point 7.3 (c) to include: (c) If Council is engaged to transport the equipment an administration... b) Page 77 8.4 add a paragraph at the end stating that in the event of an emergency, Council prioritises Emergency Services agencies for the use of Council equipment. 2. Subject to no submissions received during public exhibition, adopt the Draft Policy: Hire of Council Facilities, Plant and Equipment 2020 at Attachment A; and 3. Revoke the following policies and remove from Council's policy register:	EMCS		1. Amendments completed 2. Hire Policy on public exhibition closing 8 June 2020 3. Policies revoked	C B C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
05 May 2020	17.05/20	<p>Department: Infrastructure and Development Submitted by: MDP Reference/Subject: Report 7 - Recommendations of Uralla Township and Environs Committee February 2020 meeting</p>	<p>That Council:</p> <ol style="list-style-type: none"> Receive and note the minutes of February 2020 meeting of the Uralla Township and Environs Committee (UTE), and: <ul style="list-style-type: none"> Policy: Uralla Swimming Pool Booking 2013; Policy: Private Works and Plant Hire Charges 2013; and Policy: Use of the Council Meeting Room 2013. <ol style="list-style-type: none"> 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; 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; convene a workshop of councillors, Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to develop options for Fuller Park; write to Riley Watson asking him to provide his suggestions for skatepark additions to the Uralla Township and Environs Committee through Council. 	MDP		<ol style="list-style-type: none"> Noted <ol style="list-style-type: none"> Pending Pending Pending Attempts to contact have been made. Council will engage with a skate park designer to determine what improvements/additions could be made 	C
05 May 2020	18.05/20	<p>Department: Infrastructure and Development Submitted by: MDP Reference/Subject: Report 8 - DIVISION DECISION – DA-44-2018 – Natural Burial Ground - 192 Dumaresq Road, Saumarez Ponds</p>	<p>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.</p>	MDP		<p>Applicant contacted and invited to provide additional information.</p>	B

Responsibility Matrix

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

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



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Report 5 – AR Bluett Memorial Award

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels
Activity:	4.1.4.1	Maintain effective partnerships and advocacy activities

SUMMARY:

The AR Bluett Memorial Award is an annual award which recognises progressive councils in NSW. The purpose of this report is for Council to determine if it wishes to apply for the 2020 AR Bluett Memorial Award, or any other suitable award, in recognition of the efforts and achievements of Council as a whole in successfully resolving the arsenic contamination in the Uralla town water supply and lifting the 'Do Not Drink' alert.

OFFICER'S RECOMMENDATION:

That Council nominates for the 2020 AR Bluett Memorial Award in recognition of successfully resolving the arsenic contamination in the Uralla town water supply and lifting the 'Do Not Drink' alert.

BACKGROUND:

The AR Bluett Memorial Award has been awarded annually since 1945 by the Award Trustees and facilitated by Local Government NSW.

The Award recognises overall achievement in NSW Councils and includes the presentation of the prestigious Stephen Ward Scholarship. The Scholarship of up to \$2,500 is made available to at least one employee from each of the Award winning councils. The Scholarships are open to all council employees to undertake further study, professional development, or research.

Award Criteria

Member councils of Local Government NSW are eligible to enter.

An entry fee of \$700 is payable to cover the costs incurred in judging and administering the Award.

Councils are requested to adhere to the guidelines of limiting their entry to 1,000 words for each principal activity and one photograph (optional) for each project or significant achievement. The Local Government NSW website advises that the Trustees favour concise entries that tell the council's story and highlights their progress, projects and achievements.

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Councils are requested to detail their achievements, using statistical information and other evidence of progress. All entries are judged independently and objectively by each Trustee, who then meet to deliberate on their findings and select councils who may be shortlisted for inspection and presentations.

Nominations for the 2020 Awards will open in June.

The winning councils are announced at the LGNSW Annual Conference.

Stephen Ward Scholarship Guidelines

The Stephen Ward Scholarship provides the opportunity and encouragement to local government employees to undertake further study, training, professional development, or research.

The Scholarship is made available to employees of Award winning councils. A written submission shall be made by each applicant detailing the nature of the study, professional development, or research to be undertaken and the benefits to Council or to local government generally.

The Scholarship guidelines are listed in full on the [Local Government NSW website](#).

REPORT:

In recognition of Council successfully resolving the complex issue of the arsenic contamination and lifting the 'Do Not Drink' alert, it is considered appropriate for Council to determine whether or not to apply for the prestigious AR Bluett Memorial Award, or any other suitable award.

The teamwork, collaboration and dedication of all Council officials was demonstrated across the organisation in Council's multi-agency approach in resolving the issue. Council collaborated with agencies across the sector, including State Government, Government Laboratories, Health and Water and overcame many challenges posed by the contamination, such as:

- The absence of available treatment protocols and information for the organic forms of Arsenic which were present in the source water. Advice issued by The Department of Industries and Environment Water, is that there is very little information available nationally or internationally on methods for treatment and removal of organic arsenic from potable water supplies.
- The absence of developed and documented response protocols for a 'Do not Drink' alert.
- The absence of infrastructure and systems available for the distribution of bottled water.
- Re-designs required for the treatment plant processes to allow effective treatment and removal of arsenic.
- Manufacturing and replacement of equipment with limited assistance from contract labour.
- Limited testing response times to monitor and control arsenic changes.
- Limited funding available to make any necessary modifications.
- Limited data with which to verify designs.
- The scarcity and absence of testing equipment on site, to provide timely feedback for process control.
- Coinciding drought conditions and requirements relating to managing drought.

Should Council wish to enter the 2020 Awards it should determine to do so by way of formal resolution.

Should Council determine the resolution of the 'Do Not Drink' alert does not meet the criteria of the Award, it may determine instead to apply for another suitable award such as:

- NSW Local Government Excellence Awards
- Local Government Week Awards
- Australian Water Association Awards
- IPWEA (Institute of Public Works Engineering Australasia) Excellence Awards

KEY ISSUES:

- The 2020 Awards open from June 2020.
- Should Council wish to enter the 2020 Awards, an entry fee of \$700 will apply.
- The Award guidelines limit the application to 1000 words and one photograph.
- Councils awarded the AR Bluett Memorial Award are announced at the LGNSW Annual Conference.
- The Stephen Ward Scholarship is made available to Award winning councils to enable council employees to undertake further study, professional development, or research which benefit the council or local government generally.
- Council may determine actions undertaken to resolve the 'Do Not Drink' alert do not meet the criteria of the Award and in this case, may determine to apply for another suitable award.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Nil
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
Should Council wish to enter the Awards, an entry fee of \$700 will apply.
- 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:	Governance and Media Officer
TRIM Reference Number:	UINT/20/4010
Approved/Reviewed by Manager:	Executive Manager Corporate Services
Department:	Corporate Services
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 7 - Works Progress Report as at 30 April 2020

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 April 2020, and works programmed for May 2020.

BACKGROUND:

Council is kept informed on the progress of maintenance and construction works within the Shire.

REPORT:

A. Works Undertaken in April 2020

1. Main Road Maintenance	
MR73 Thunderbolts Way	Patching, mowing
2. Sealed Roads Maintenance	
Uralla Streets	Patching, mowing,
Kentucky Area	Patching, mowing,
Invergowrie Area	Patching
Enmore Area	Patching
3. Unsealed Roads Maintenance Grading	
Old Kingstown Road	Graded
Carlon Menzies Road	Graded
Hillview Road	Graded
Saumarez War Service Road	Graded
Wilkinsons Road	Graded
Val View Road	Graded

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Big Ridge Road	Graded
Mihi Road	Graded
Gostwyck Road	Graded
Lawson Road	Graded
Barloo Road	Graded
Ferris Lane	Graded
Panseyfield Road	Graded
Primrose Hill Road	Graded
Malapatinti Road	Graded
Mount Butler Lane	Graded
Jacksons Road	Graded
Holloways Lane	Graded
Thomas Lagoon Road	Graded
4. Construction	
Invergowrie footpath (Between Shop and Bilga Road)	In progress
Thunderbolts Way (Gwydir River) ch22650 to 23650	Commence construction under REPAIR program
5. Bridge / Sign	
Town	Clean storm water traps
Rural Roads	Clean debris from storms
Urban and rural streets	Continue signs replacement
Invergowrie and Uralla	Deliver water
Myall Swamp bridge extension	Complete construction of wingwall and headwall
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 May 2020

1. Main Road Maintenance	
Bitumen patching	
Guide posting	
Sign maintenance	
Mowing	
2. Sealed Roads Maintenance	
Bitumen patching	
Guide posting	
Mowing	
Linemarking of regional, rural roads including urban streets	
3. Unsealed Roads Maintenance	
Grading – Old Kingstown Road, Hardens Road, Dumaresq Area	
4. Bridge/Sign	
Bridge and drainage maintenance	General maintenance
King St. Kerb and Gutter construction	Commence drainage and earthworks
Leece Road	Stormwater pipe replacement
5. Construction	
Invergowrie footpath (from shop to Bilga Road playground)	Continue construction

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Thunderbolts Way Central

Continue MR73C Thunderbolts Way REPAIR Program rehabilitation including stabilisation.

Hill Street asphalt works

Commence asphalt overlay works by contractor

Leece Road upgrade works

Commence gravel overlay, widening and stabilising including sprayed bitumen sealing

6. Town Area

Routine maintenance

General maintenance.

C. Roads To Recovery (R2R) Funding Program

The following projects have been approved by Department of Infrastructure & Transport:

1. Leece Road (chainage 0.00km to 0.35km, west from Wilkins Street / Leece Street intersection to T-intersection).

Scope of works: Pavement design, reconstruction and stabilisation of the existing single lane formation, pavement widening to 6 metres with additional base course.

R2R Funding: \$120,000

Commencement: May/June 2020.

2. Project: Mt. Mitchell Road

Scope of works: Sprayed sealing and installation of safety barriers.

R2R Funding: \$108,000

Commencement: May/June 2020.

3. Project: Hill Street (Between Bridge St to Duke St)

Scope of works: 50mm of asphalt overlays

Funding: R2R - \$154,000 and FAG - \$190,000

Commencement: May 2020

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Nil
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
In accordance with budget
- 4. Asset Management (AMS)**
In accordance with Asset Management Plan
- 5. Workforce (WMS)**
Council staff and contractors
- 6. Legal and Risk Management**
Maintaining Council assets to minimise legal and risk exposure
- 7. Performance Measures**
Works completed to appropriate standards
- 8. Project Management**
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/20/04158
Attachments:	1. Works Program to 30 April 2020

Capital Works Program at 30 April 2020

ID	Task Name	Comments	Estimates	Actual Costs to date	Gantt Chart (Monthly)											
					June	July	August	September	October	November	December	January	February	March	April	May
1	Upgrades		\$3,956,000.00	\$4,826,632.69	[Gantt bars for Upgrades]											
2	Bingara Road upgrade, cl 6680 to 15000. Cl 9300 to 11100 (2020/21)	Cl 11100 to 13200 Sealing \$750 Completed	\$2,676,000.00	\$1,717,511.26	[Gantt bars for Bingara Road]											
3	Myal Swamp Bridge extension	Completed	\$180,000.00	\$08,943.37	[Gantt bars for Myal Swamp Bridge]											
4	Tollies Gully Bridge	Completed	\$1,100,000.00		[Gantt bars for Tollies Gully Bridge]											
5	Planning (Scope, timelines, budgets)	Completed	\$0.00		[Gantt bars for Planning]											
6	Prepare tender document	In-progress	\$0.00		[Gantt bars for Prepare tender document]											
7	Call for tender (Design and construct)		\$0.00		[Gantt bars for Call for tender]											
8	Renewals		\$0.00		[Gantt bars for Renewals]											
9	Regional Roads		\$480,000.00	\$88,392.84	[Gantt bars for Regional Roads]											
10	Thunderbolts Way(MN73), reconstruction of 2260 to 2650 (start from Gwydir/River bridge)	In-progress	\$400,000.00	\$13,217.45	[Gantt bars for Thunderbolts Way]											
11	Thunderbolts Way(MN73) Final seal - Drought Relief Project	Final seal completed	\$40,000.00	\$7,293.05	[Gantt bars for Thunderbolts Way Final seal]											
12	Bundarra Rd (MN124) Final seal - Invergowrie Rd	Completed	\$40,000.00	\$39,205.34	[Gantt bars for Bundarra Rd]											
13	Roads to Recovery Programme		\$693,000.00	\$551,038.85	[Gantt bars for Roads to Recovery Programme]											
14	Leese Road (cl. 350m from Wilsons St)		\$120,000.00	\$11,790.00	[Gantt bars for Leese Road]											
15	Noolimba Avenue (cl. 4.0 to 5.0km from Kentucky Road)	Completed	\$290,000.00	\$268,025.38	[Gantt bars for Noolimba Avenue]											
16	John Street Bridge St - Urella St - Asphalt overlays	Completed	\$219,000.00	\$215,634.00	[Gantt bars for John Street Bridge St]											
17	Mt. Mitchell Road - sprayed sealing and safety barriers	Sealing completed	\$108,000.00	\$55,028.67	[Gantt bars for Mt. Mitchell Road]											
18	Hill Street asphalt overlay (Maitland St - Duke St)		\$154,000.00		[Gantt bars for Hill Street]											
19	Construction Projects		\$550,544.00	\$200,631.85	[Gantt bars for Construction Projects]											
20	Cydepath - Maitland St	Completed	\$86,000.00	\$101,357.04	[Gantt bars for Cydepath - Maitland St]											
21	Froghath - Bundarra CBD - Cour St	Completed	\$59,544.00	\$48,712.67	[Gantt bars for Froghath - Bundarra CBD]											
22	Kern and gutter (Ring St & Everett St)	In-progress	\$70,000.00	\$13,548.44	[Gantt bars for Kern and gutter]											
23	Stormwater - Kowen Ave Box Culvert		\$45,000.00	\$5,200.00	[Gantt bars for Stormwater - Kowen Ave]											
24	Froghath - From Invergowrie Store to playground (Belga Rd)	In-progress	\$100,000.00	\$37,013.7	[Gantt bars for Froghath - From Invergowrie Store]											
25	Hill Street asphalt overlay (Bridge St - Maitland St)		\$190,000.00		[Gantt bars for Hill Street asphalt overlay]											
26	Heavy Patching Prior to Reseals		\$420,000.00	\$406,331.12	[Gantt bars for Heavy Patching]											
27	Thunderbolts Way South	Completed	\$260,000.00	\$239,135.38	[Gantt bars for Thunderbolts Way South]											
28	Bundarra Road	Completed	\$160,000.00	\$167,195.74	[Gantt bars for Bundarra Road]											
29	Reseals		\$648,230.00	\$609,334.73	[Gantt bars for Reseals]											
30	Regional Roads	Completed	\$248,500.00	\$230,865.34	[Gantt bars for Regional Roads]											
31	Urban Streets	Completed	\$63,997.00	\$60,268.09	[Gantt bars for Urban Streets]											
32	Rural Roads	Completed	\$335,733.00	\$318,210.30	[Gantt bars for Rural Roads]											
33	Resealing		\$379,368.00	\$323,542.54	[Gantt bars for Resealing]											
34	Barraba Road		\$20,000.00		[Gantt bars for Barraba Road]											
35	Dorley Road	Completed	\$261,444.00	\$15,606.83	[Gantt bars for Dorley Road]											
36	Bakers Lane	Completed	\$50,224.00	\$9,944.83	[Gantt bars for Bakers Lane]											
37	Mt Mitchell Road (drainage improvement)	Completed	\$283,000.00	\$297,990.88	[Gantt bars for Mt Mitchell Road]											

Project: May 2020 - Attachment- CapIt

Task Split Milestone Summary

Project Summary Inactive Task Inactive Milestone Inactive Summary

Manual Task Duration-only Manual Summary Manual Summary Rollup External Milestone

Start-only Finish-only External Milestone

Deadline Baseline Baseline Milestone Baseline Summary

Progress Manual Progress Slippage

Page 1



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 8 - Asset Management Status Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.4	Communities that are well serviced with essential infrastructure
Strategy:	2.4.2	Protect and maintain a healthy catchment and waterways
Activity:	2.4.2.1	Maintain compliant catchment and waterways management
Action:	2.4.2.1.1	Prepare an overarching asset management policy and strategy
	2.4.2.1.2	Review and update the Plant Asset Management Plan
	2.4.2.1.3	Review and update the Buildings Asset Management Plan, including service levels
	2.4.2.1.4	Review and update the Transport Asset Management Plan
	2.4.2.1.5	Incorporate Council cemeteries into the Parks and Open Spaces Asset Management Plan
	2.4.2.1.6	Review and update the Sewer Asset Management Plan
	2.4.2.1.7	Review and update the Water Supply Asset Management Plan
	2.4.2.1.8	Implement the Stormwater Drainage Asset Management Plan

SUMMARY:

This report is being submitted to Council to report on the status of the Asset Management Strategy and Asset Management plans.

At its ordinary February 2020 meeting, it was resolved:-

That Council:-

- 2. request staff prepare a report on the status, 4 green and 4 amber, of the Overarching Asset Management Strategy and Asset Management Plans listed for preparation, review, and updating in the Annual Action in Section 2.4.2.1 of the Goal 2.4 "Communities that are well serviced with essential services".*

OFFICER'S RECOMMENDATION:

That Council:-

- 1. Receive and note the Asset Management Policy, Strategy and Plans status update.**

Uralla Shire Council
Council Business Paper – 26 May 2020

BACKGROUND:

Annual actions under the 2019-2020 Operational Plan, require the development of asset management plans to assist in the management of assets in the following areas:

- Buildings
- Transport
- Water
- Sewage
- Stormwater
- Plant and Equipment
- Recreation and Parks (including Cemeteries)

The specific actions are shown in Table 1 below:

Code	Action	Status
2.4.2.1.1	Prepare an overarching asset management policy and strategy	Green
2.4.2.1.2	Review and update the Plant Asset Management Plan	Green
2.4.2.1.3	Review and update the Buildings Asset Management Plan, including service levels	Green
2.4.2.1.4	Review and update the Transport Asset Management Plan	Green
2.4.2.1.5	Incorporate Council cemeteries into the Parks and Open Spaces Asset Management Plan	Amber
2.4.2.1.6	Review and update the Sewer Asset Management Plan	Amber
2.4.2.1.7	Review and update the Water Supply Asset Management Plan	Amber
2.4.2.1.8	Implement the Stormwater Drainage Asset Management Plan	Amber

REPORT:

Details of the status for each identified section of the operational plan are given below:

1. 2.4.2.1.1 - Prepare an overarching asset management policy and strategy.

The Asset Management Policy is current and the Asset Management Strategy is on track to be completed in 2020/21.

2. 2.4.2.1.2 - Review and update the Plant Asset Management Plan.

The Plant and Equipment Asset Management Plan Review is underway and is on track to be completed in 2020/21.

3. 2.4.2.1.3 - Review and update the Buildings Asset Management Plan, including service levels.

The Buildings Asset Management Plan are on track to be reviewed in 2022/23.

4. 2.4.2.1.4 - Review and update the Transport Asset Management Plan.

The Transport Asset Management Plan is currently being updated to identify the 20/21 programme and the longer term 10 year program.

5. 2.4.2.1.5 - Incorporate Council cemeteries into the Parks and Open Spaces Asset Management Plan.

The Recreation and Parks Asset Management Plan are planned to be reviewed in 2020/21 and will include the cemeteries.

6. 2.4.2.1.6 - Review and update the Sewer Asset Management Plan.

The Sewer Asset Management Plan were expected to undergo review in 2019/2020. This item has been updated with an amber status in the Q3 updates due to the impact the contaminated water supply issues have had on internal resources. If the impact on resources continues, review and updating of these plans may need to be deferred for completion in the 2020/2021 financial year.

7. 2.4.2.1.7 - Review and update the Water Supply Asset Management Plan.

The Water Asset Management Plan were expected to undergo review in 2019/2020. This item has been updated with an amber status in the Q3 updates due to the impact the contaminated water supply issues have had on internal resources. If the impact on resources continues, review and updating of these plans may need to be deferred for completion in the 2020/2021 financial year.

8. 2.4.2.1.8 - Implement the Stormwater Drainage Asset Management Plan.

The Stormwater Asset Management Plan are on track to be reviewed and finalised for implementation in 2020/21.

KEY ISSUES:

- The finalisation of Water and Sewer Asset Management plans may be deferred to 2020/2021 financial year due to the impact on resources from the contaminated water supply.
- The development of a renewal annuity program for the water and sewer assets should then be developed to identify specific assets, timeframes and costs.

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)**
Involves Council staff, consultants and contractors
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Nil
- 8. Project Management**
Nil

Prepared by staff member:	Manager Water Sewer and Waste/ Manager Assets
TRIM Reference Number:	UINT/20/4135
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 9 - Kentucky Creek Dam Safety Plan

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.1	To preserve, protect and renew our beautiful natural environment
Strategy:	3.1.3	Protect and maintain a healthy catchment and waterways
Activity:	3.1.3.1	Maintain compliant catchment and waterways management
Action:	3.1.3.1.3	Review Kentucky Creek Dam Safety Plan

SUMMARY:

This report is being submitted to Council to report on the status of the Kentucky Creek Dam safety plan.

At its ordinary February 2020 meeting, it was resolved:-

That Council:-

- 3. Request staff prepare a report on the status, green, of the Kentucky Creek Safety Plan listed for review in Annual Action in Section 3.1.3.1 of the Goal 3.1 "To preserve, protect and renew our beautiful natural environment".*

OFFICER'S RECOMMENDATION:

That Council:-

- 1. That Council receive and note the Kentucky Creek Dam Safety Plan status update.**

BACKGROUND:

Kentucky Creek Dam is required under the Dam Safety Regulation 2019, to have documentation for an Operation and Maintenance Plan and Emergency Management Plan.

REPORT:

On 1 November 2019, the Dams Safety Act 2015 (NSW) replaced the Dams Safety Act 1978 (NSW) (Act No 96 repealed on 31 October 2019, NSW Government). The new regulatory framework comprises the Dams Safety Act 2015 ("the Act"), the Dams Safety Regulation 2019 ("the Regulation") and associated methodologies, which includes the former Dams Safety Committee guidance sheets as reference in the interim until new guidelines are published.

The Dam Safety Regulation 2019 requires documentation for the Kentucky Creek Dam to include an Operation and Maintenance Plan and Emergency Management Plan. These documents can be integrated into a single document.

Council has engaged a suitably qualified consultant to review and assess the current safety documentation for Kentucky Dam and prepare the Operation and Maintenance, and Emergency Management Planning documentation

The consultant in conjunction with Council staff will develop the existing Emergency Plan to align with requirements under the current Dam Safety regulations.

KEY ISSUES:

There is a two year transition period (until Nov 2021) during which the dam owners are required to establish and implement the Dam Safety Management System for compliance.

COUNCIL IMPLICATIONS:

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

- 2. Policy and Regulation**
Dams Safety Act 2015 (NSW)
Dams Safety Regulation 2019

- 3. Financial (LTFP)**
Ongoing costs of inspections and updates.

- 4. Asset Management (AMS)**
Nil

- 5. Workforce (WMS)**
Involves Council staff and consultant

- 6. Legal and Risk Management**
Statutory requirement for declared dams

- 7. Performance Measures**
Nil

- 8. Project Management**
By Council staff

Prepared by staff member:	Manager Water, Sewer and Waste
TRIM Reference Number:	UINT/20/4137
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure and Development
Submitted by:	Manager Planning and Development
Reference/Subject:	Report 10- 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:

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 Boesch
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

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..

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

28. 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.

29. 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.

30. 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.

31. 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..

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

32. 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

33. 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.

34. 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.

35. 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.

36. 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.

37. 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.

38. 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.

39. 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.

40. 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.

41. 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.

42. 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.

43. 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

44. 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.

45. 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.

46. 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

47. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
48. 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.
49. 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.

50. 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.
51. 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.
52. 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.
53. 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

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 concurrence 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	Expansion of the town's only supermarket should contribute to greater amenity for residents.
Economic	Expansion of the supermarket is anticipated to reduce economic bleed to Armidale.
Vegetation Loss	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/No	New refuge, blisters and linemarking.
Existing Easements	No	
Pedestrian Access	Yes	Pedestrian refuge needs to be relocated.
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

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 measures which may ameliorate the issue. 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:

A handwritten signature in blue ink, appearing to read 'Matt Clarkson', is written over a faint, light blue horizontal line.

Matt Clarkson, Manager of Development and Planning

Date: 7.4.2020



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.

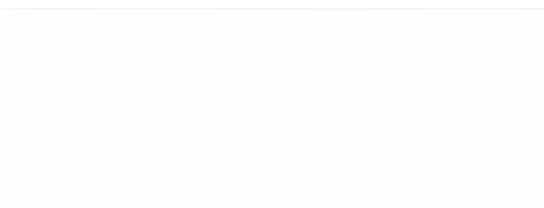
It is of further concern that in addition to the lack of independent assessment, the timing of the Notification and calls for Submissions initially occurred over the Christmas holiday period. This has left us with the perception that the proposed development is being rushed through without due consideration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

Transport for NSW

76 Victoria Street, Grafton, NSW 2460 | PO Box 576, Grafton NSW 2460

W transport.nsw.gov.au



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.

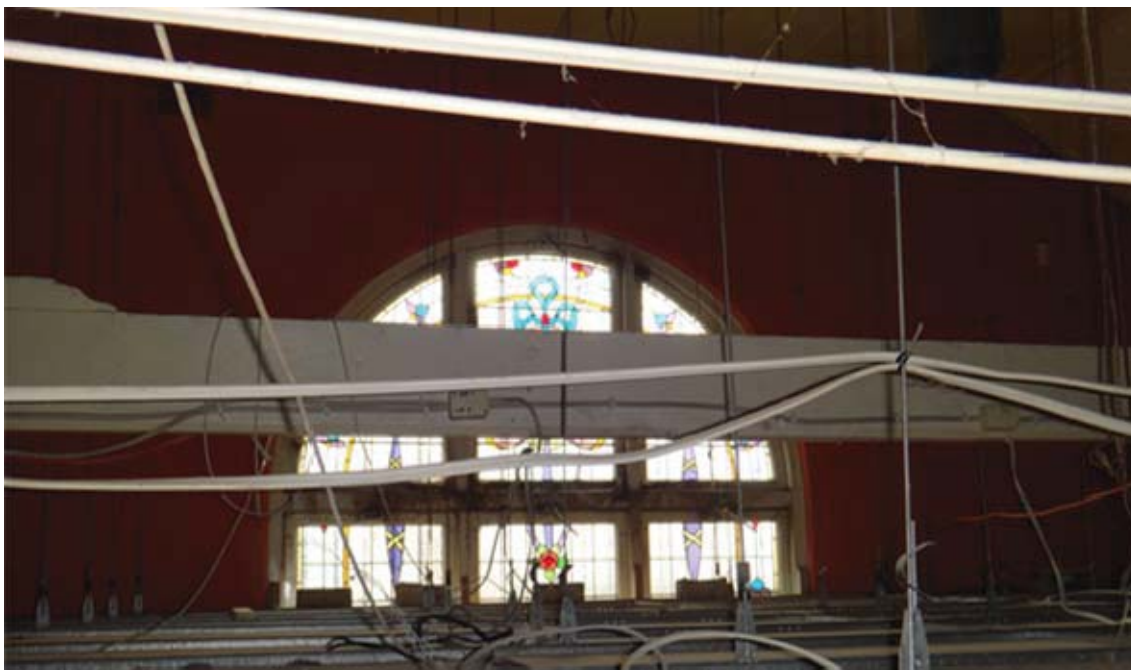


Image:
Original stained glass window and beams.



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.

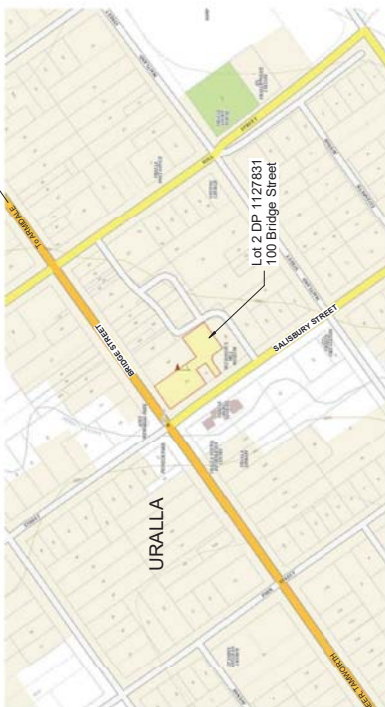
The Uralla Commercial Precinct Conservation Area would benefit from:

- 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 <th>Class 6</th>	Class 6
	Type C construction <td></td>	



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)

Sheet No	Sheet Name	Current Revision	Current Revision Date
00	100% Survey	1	03/03/19
01	Existing Site Plan	2	03/03/19
02	Site Analysis	1	03/03/19
03	Site Analysis	1	03/03/19
04	Proposed Site Plan	1	03/03/19
05	Access Plan	1	03/03/19
06	Site Plan	2	03/03/19
07	Site Plan	1	03/03/19
08	Site Plan	1	03/03/19
09	Site Plan	1	03/03/19
10	Site Plan	1	03/03/19
11	Site Plan	1	03/03/19
12	Site Plan	1	03/03/19
13	Site Plan	1	03/03/19
14	Site Plan	1	03/03/19

Copy of Existing Site Survey

1 : 200

Refer to Monteath & Powys Pty Ltd
Survey Plan No 190377 for full details

GENERAL NOTES:

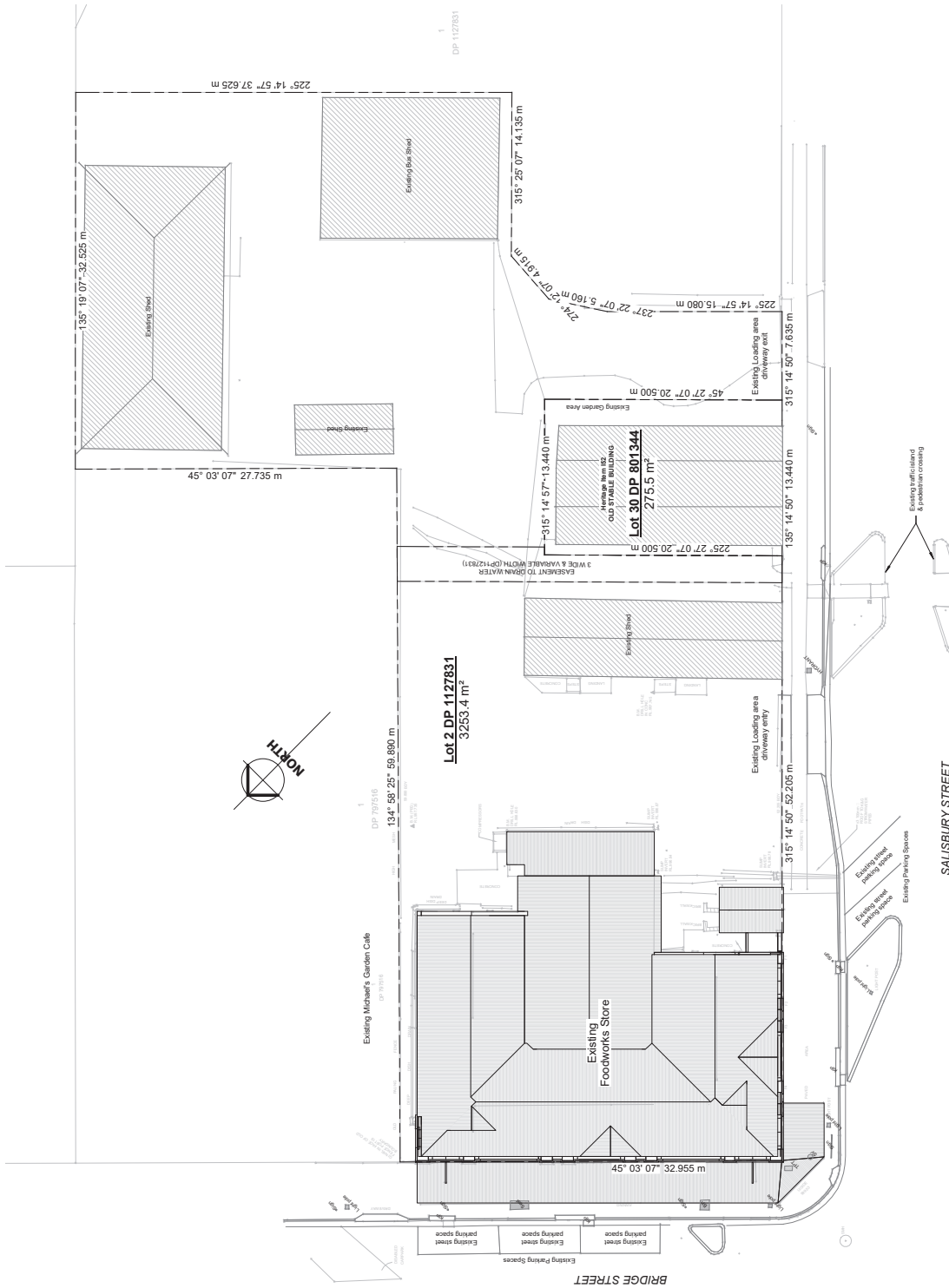
AREAS:

No.	Description	Date
1	For Review	06/06/19

Note: All levels, dimensions & materials must be confirmed with the client before commencement of construction.

7 Short Street, Stone NSW 2337
A.B.N. 58 100 442 298
Email: pboplan@pboplan.com

PROPOSED FOODWORKS SUPERMARKET EXTENSION AT LOT 2 DP 1127831 100 BRIDGE STREET, URALLA FOR URALLA PILATE MATADOR URALLA ASSET TRUST	SCALE	AS PLOTTED	CAD No.	002-19
DATE	REVISED	DATE	NO.	00
DRAWN	DATE	NO.	SHEET No.	1



Existing Site Plan
1 : 200

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

SCALE: 1:200
DATE: 18/07/19
DRAWN: PDS

JOB No: 002-19
SHEET No: 01
REV: 2

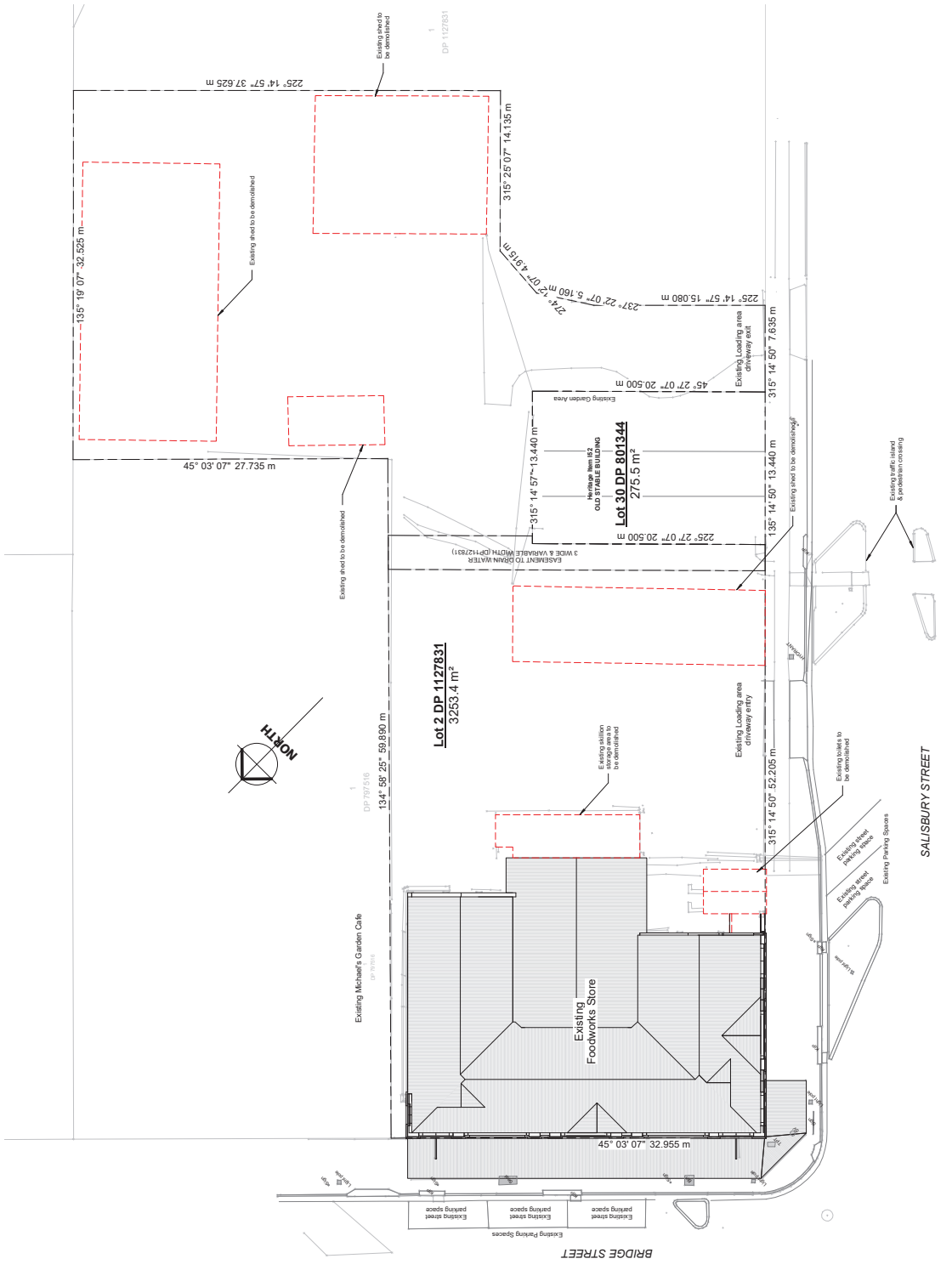
7 Short Street, Stone NSW 2337
A.B.N. 59 709 442 298
Email: pboplanes@gmail.com

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

Note: All levels, dimensions & materials must be confirmed with the contractor before commencement of construction.

GENERAL NOTES:

AREAS:



Demolition Plan
1 : 200

PROPOSED FOODWORKS
SUPERMARKET EXTENSION
AT
LOT 2 DP 1127831
100 BRIDGE STREET, URALLA
FOR
URALLA PT ATF MATADOR URALLA
ASSET TRUST

SCALE: 1:200
DATE: 16/07/19
DRAWN: PDS

JOB No: 002-19
SHEET No: 02
REV: 1

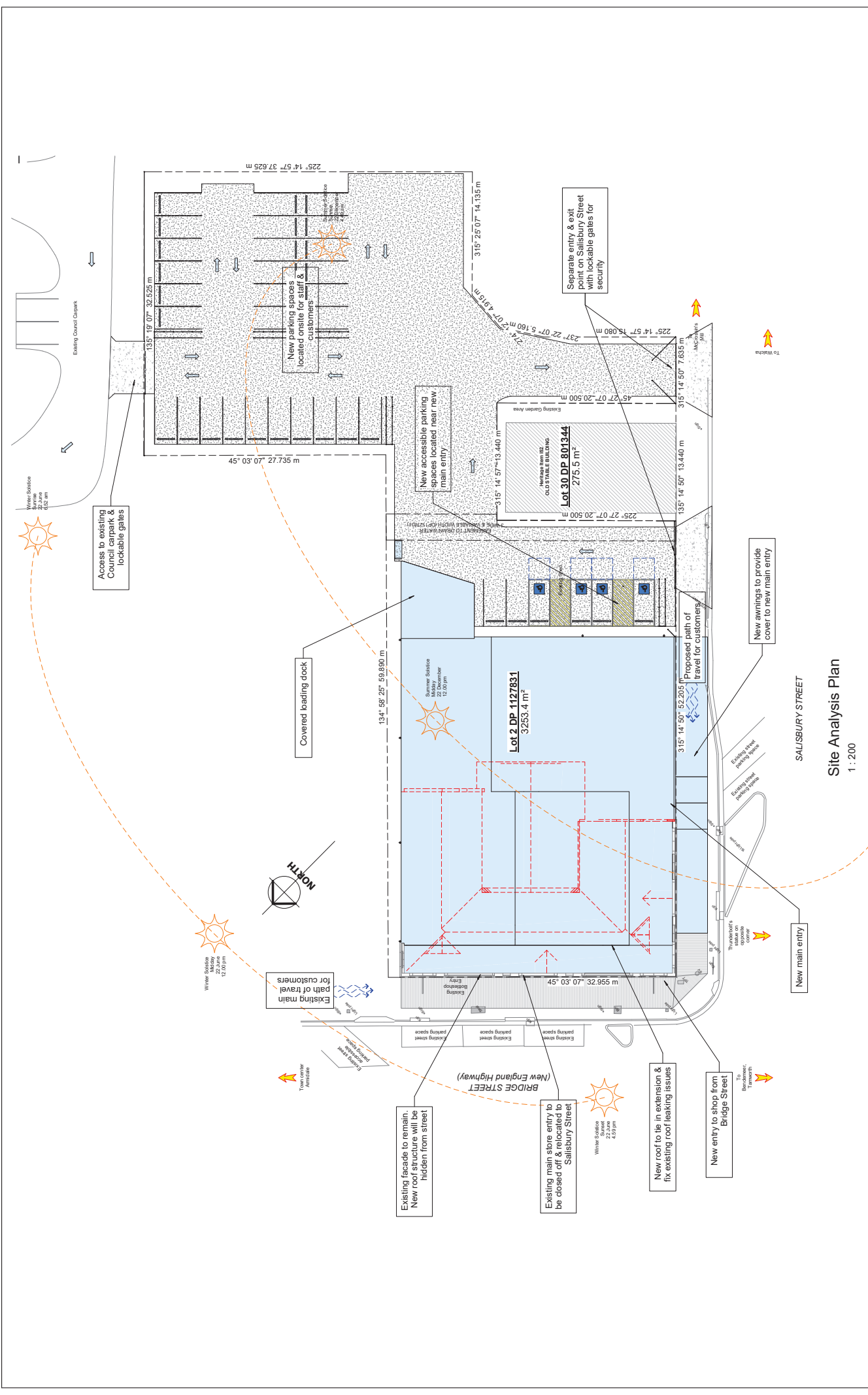
7 Short Street, Stone NSW 2337
A.B.N. 69 709 447 298
Email: pboplanes@gmail.com

No.	Description	Date
1	For Review	06/06/19

Note: All levels, dimensions & materials must be confirmed on site prior to commencement of construction.

GENERAL NOTES:

AREAS:



GENERAL NOTES:

AREAS:

Legend

- Proposed
- Existing
- Demolished

Site Analysis Plan
1 : 200

PROPOSED FOODWORKS SUPERMARKET EXTENSION
AT
LOT 2 DP 1127831
100 BRIDGE STREET, URALLA
FOR THE URALLA PLATE MATADOR URALLA ASSET TRUST

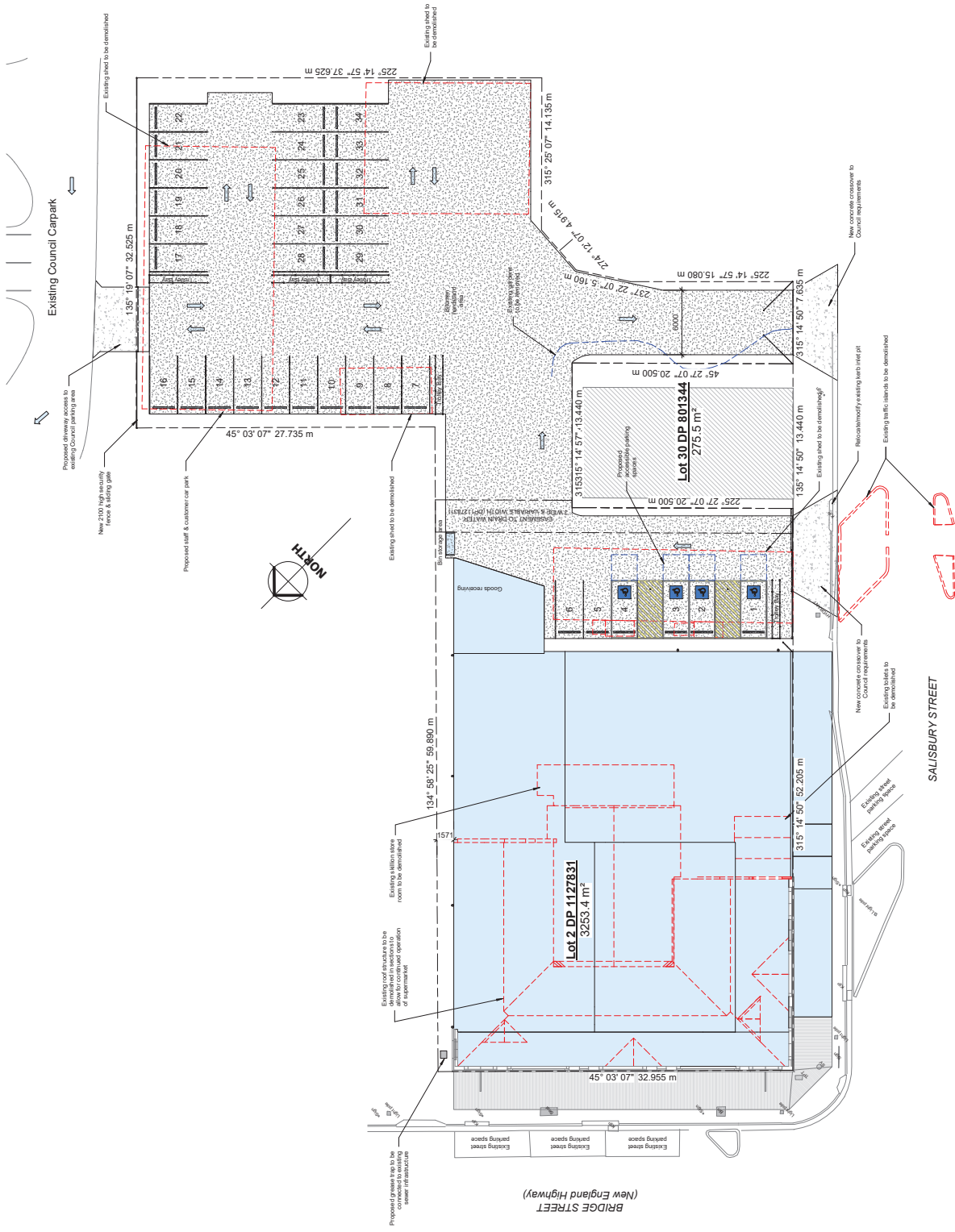
7 Shour Street, Scome NSW 2337
A.B.N. 156 398 447 298
A.B.N. 156 398 447 298
Email: cbboplane@gmail.com

No.	For Review	Description	Date
1			06/06/19

Note: All levels, dimensions & materials must be confirmed with the relevant authorities before commencement of construction.

AS PUBLISHED
REVISED
SCALE
DATE
DRAWN
JOB No.
SHEET No.

002-19
03
1



Proposed Site Plan
1 : 200

GENERAL NOTES:

AREAS:

No.	Description	Date
1	For Review	06/06/19

Note: All levels, dimensions & materials must be confirmed with the Council prior to commencement of construction.

PROJ 007
PROPOSED FOODWORKS SUPERMARKET EXTENSION
AT
LOT 2 DP 1127831
100 BRIDGE STREET, URALLA
FOR
URALLA PLANT MATADOR URALLA ASSET TRUST

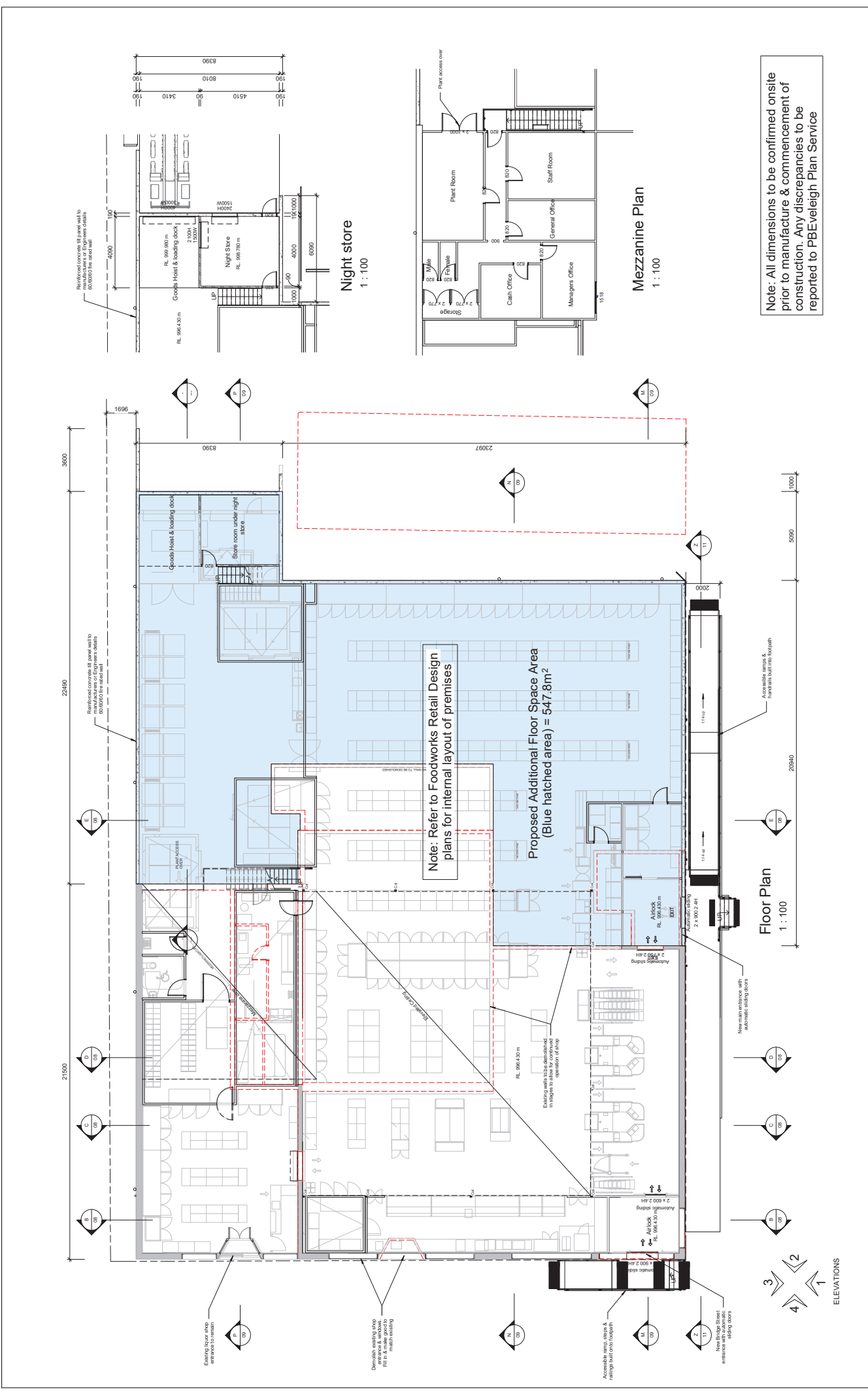
SCALE
1 : 200

DRAWN
PSD

JOB No.
002-19

REV
1

7 Short Street, Scome NSW 2337
ABN 59 100 447 298
Email: pboplanes@gmail.com



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

Note: Refer to Foodworks Retail Design plans for internal layout of premises

Proposed Additional Floor Space Area
(Blue hatched area) = 547.8m²

<p>GENERAL NOTES:</p> <p>1. ALL DIMENSIONS TO BE CONFIRMED ON SITE PRIOR TO MANUFACTURE & COMMENCEMENT OF CONSTRUCTION. ANY DISCREPANCIES TO BE REPORTED TO PBEVEILGH PLAN SERVICE</p> <p>2. ALL DIMENSIONS TO BE CONFIRMED ON SITE PRIOR TO MANUFACTURE & COMMENCEMENT OF CONSTRUCTION. ANY DISCREPANCIES TO BE REPORTED TO PBEVEILGH PLAN SERVICE</p>	<p>AREAS:</p> <table border="1"> <thead> <tr> <th>Proposed</th> <th>Existing</th> <th>Demolished</th> </tr> </thead> <tbody> <tr> <td>[Blue Hatched]</td> <td>[Grey]</td> <td>[Red Dashed]</td> </tr> </tbody> </table> <p>Existing Shop Area 718.5 m²</p> <p>Proposed Extension Area 547.8 m²</p> <p>Total Area 1266.3 m²</p>	Proposed	Existing	Demolished	[Blue Hatched]	[Grey]	[Red Dashed]
Proposed	Existing	Demolished					
[Blue Hatched]	[Grey]	[Red Dashed]					
<p>PROPOSED FOODWORKS SUPERMARKET EXTENSION AT LOT 2 DP 1127831 100 BRIDGE STREET, URALLA</p> <p>ASSET TRUST</p>	<p>ASSET TRUST</p> <p>7 Short Street, Scone NSW 2337</p> <p>A.B.N 98 106 447 298</p> <p>Email: pbplan@pbeveleigh.com.au</p>						

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

Note: All levels, dimensions & materials must be confirmed prior to commencement of construction.

DESCRIPTION	PROVIDED	DATE
Area table revised	23/07/19	
Preliminary	11/02/19	

Note: All levels, dimensions & materials must be confirmed prior to commencement of construction.

GENERAL NOTES:

1. ALL DIMENSIONS TO BE CONFIRMED ON SITE PRIOR TO MANUFACTURE & COMMENCEMENT OF CONSTRUCTION. ANY DISCREPANCIES TO BE REPORTED TO PBEVEILGH PLAN SERVICE

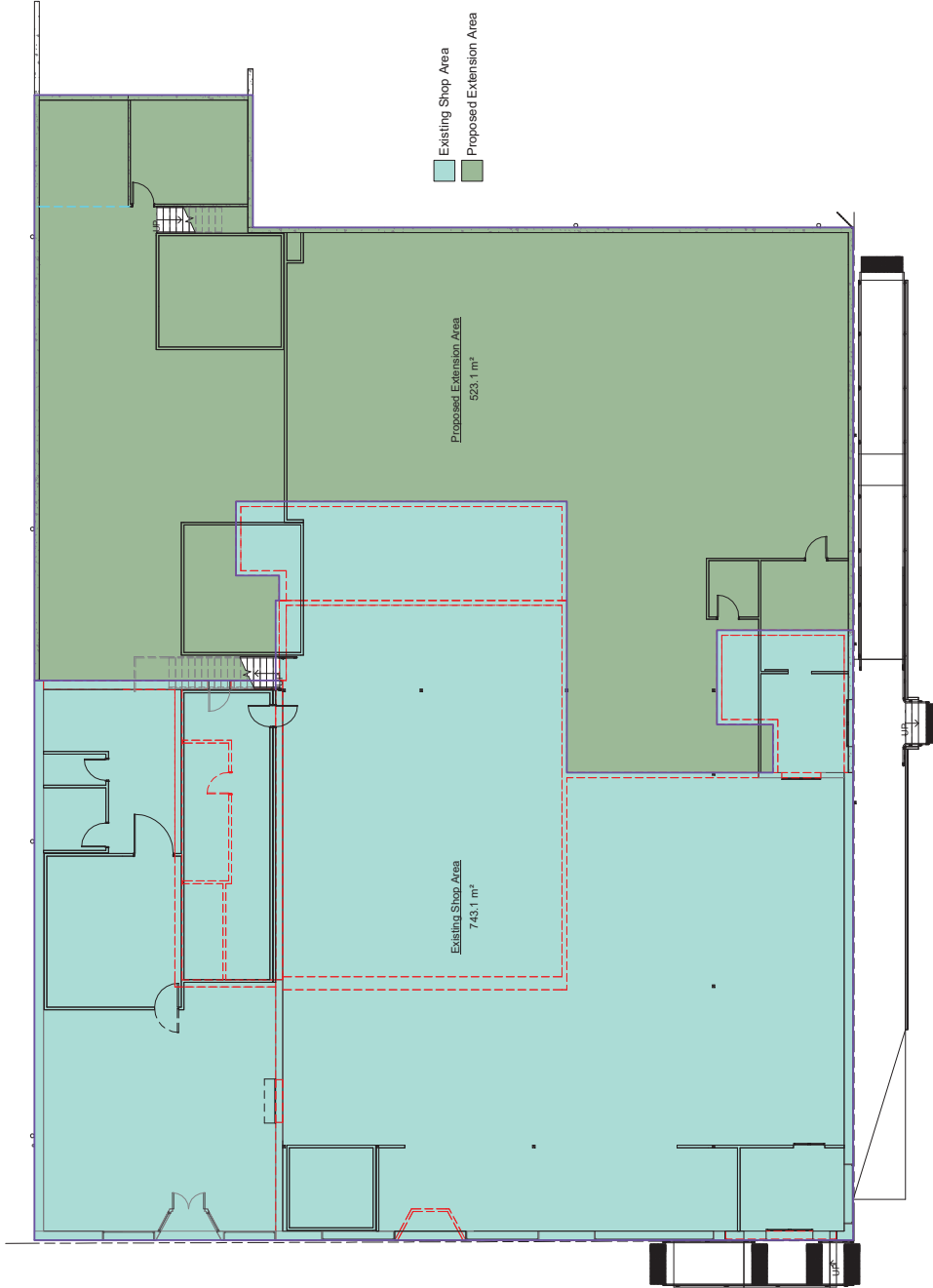
2. ALL DIMENSIONS TO BE CONFIRMED ON SITE PRIOR TO MANUFACTURE & COMMENCEMENT OF CONSTRUCTION. ANY DISCREPANCIES TO BE REPORTED TO PBEVEILGH PLAN SERVICE

PROPOSED FOODWORKS SUPERMARKET EXTENSION AT LOT 2 DP 1127831 100 BRIDGE STREET, URALLA ASSET TRUST

7 Short Street, Scone NSW 2337

A.B.N 98 106 447 298

Email: pbplan@pbeveleigh.com.au



Existing & Proposed Areas
1 : 100

No.	Description	Date
1	For Review	06/06/19

Note: All levels, dimensions & materials must be confirmed with the client before commencement of construction.

AREAS:	
Existing Shop Area	743.1 m ²
Proposed Extension Area	523.1 m ²
	1266.3 m ²

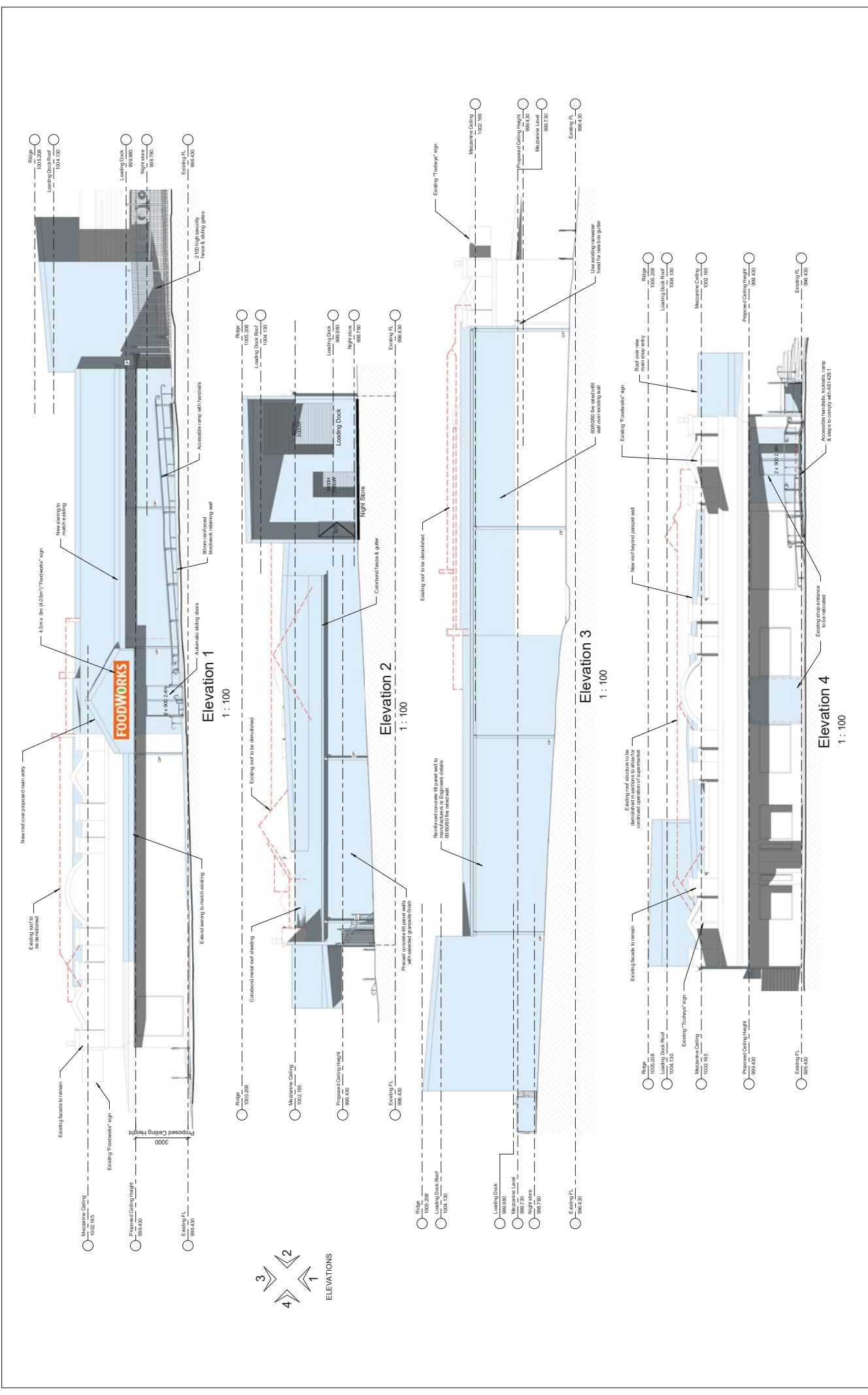
GENERAL NOTES:

PROPOSED FOODWORKS
 SUPERMARKET EXTENSION
 AT
 LOT 2 DP 1127831
 100 BRIDGE STREET, URALLA
 FOR
 URALLA PLU AT F MATADOR URALLA
 ASSET TRUST

SCALE 1 : 100
 DATE 16/07/19
 DRAWN PDS

JOB No. 002-19
 SHEET No. 06 1

P.B. Eveleigh
Plan Service
 7 Short Street, Scone NSW 2337
 Ph: (06) 897 4472
 A.B.N 136 709 447 298
 Email: pboplanes@gmail.com



GENERAL NOTES:

AREAS:

Legend

- Proposed
- Existing
- Demolished

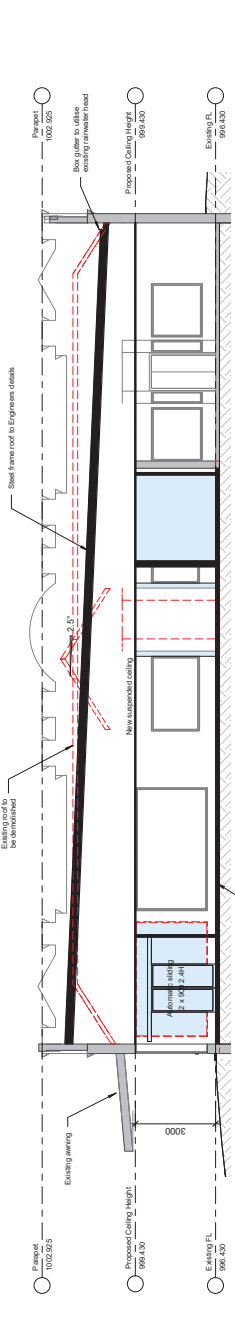
PROPOSED FOODWORKS SUPERMARKET EXTENSION
 AT
 LOT 2 DP 1127831
 100 BRIDGE STREET, URALLA
 FOR
 URALLA P/L AT F MATADOR URALLA
 ASSET TRUST

7 Short Street, Scome NSW 2337
 P.B. Eveleigh Plan Service
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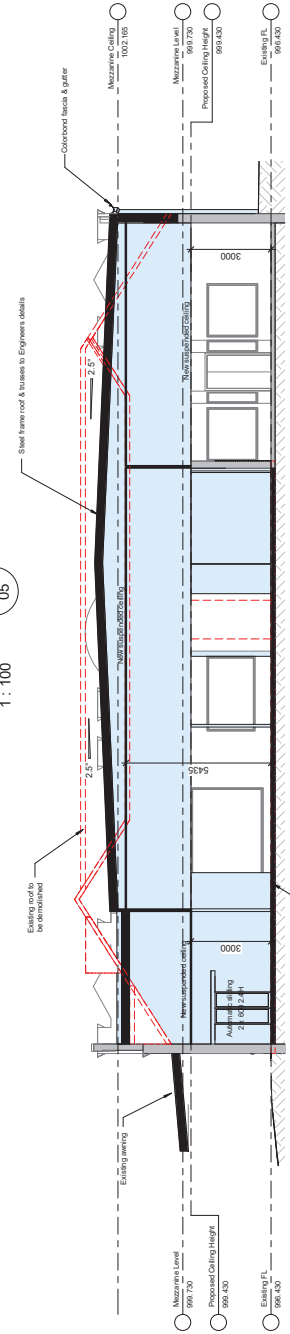
No.	Description	Date
1	For Review	11/02/19
2	Preliminary	06/06/19

Note: All levels, dimensions & materials must be confirmed with the client before commencement of construction.

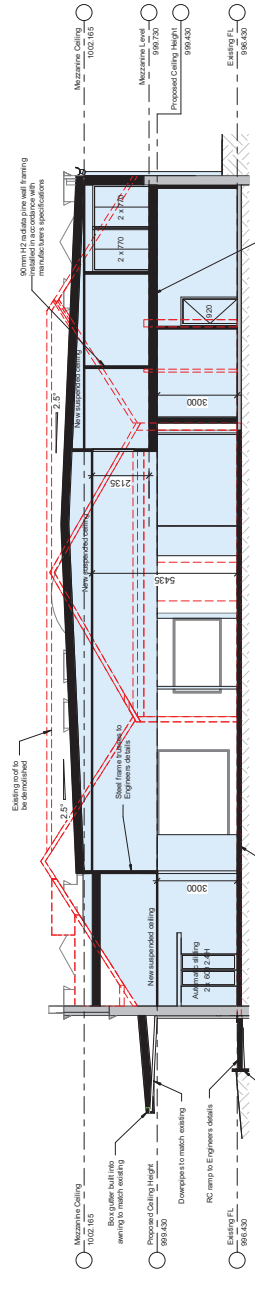
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 JOB No.: 002-19
 SHEET No.: 07
 REV: 2



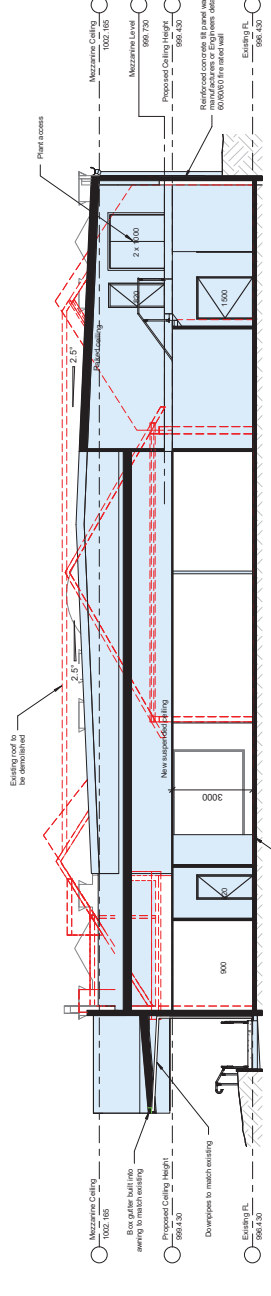
Section B
1 : 100



Section C
1 : 100



Section D
1 : 100



Section E
1 : 100

Legend

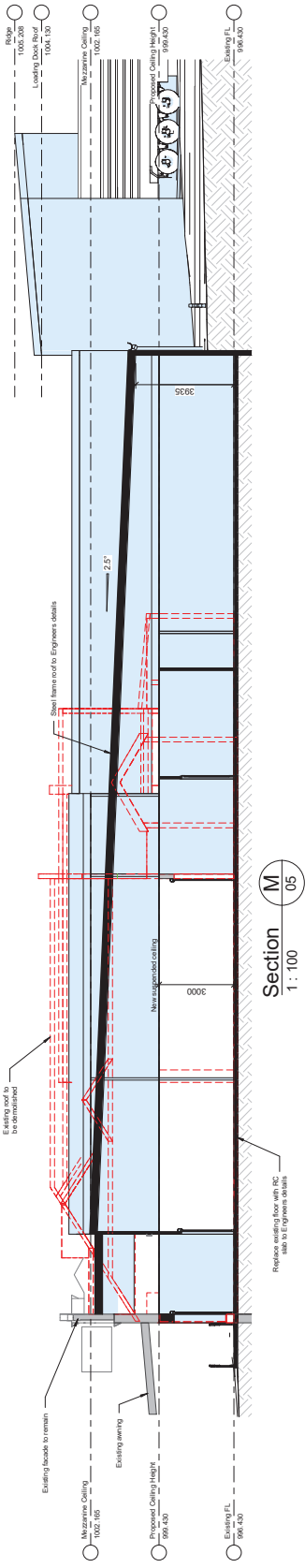
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 Existing
 Demolished

AREAS:

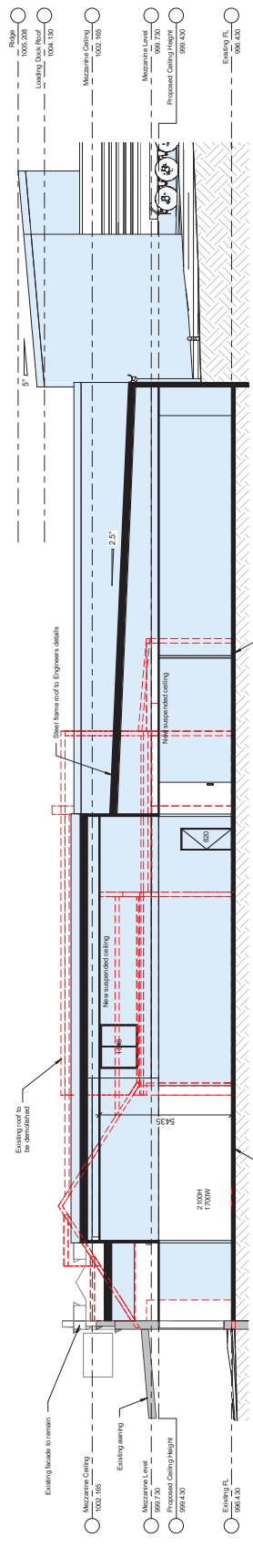
GENERAL NOTES:

No.	For Review	Description	Date
1		Dimensions & materials must be confirmed before commencement of construction.	06/06/19

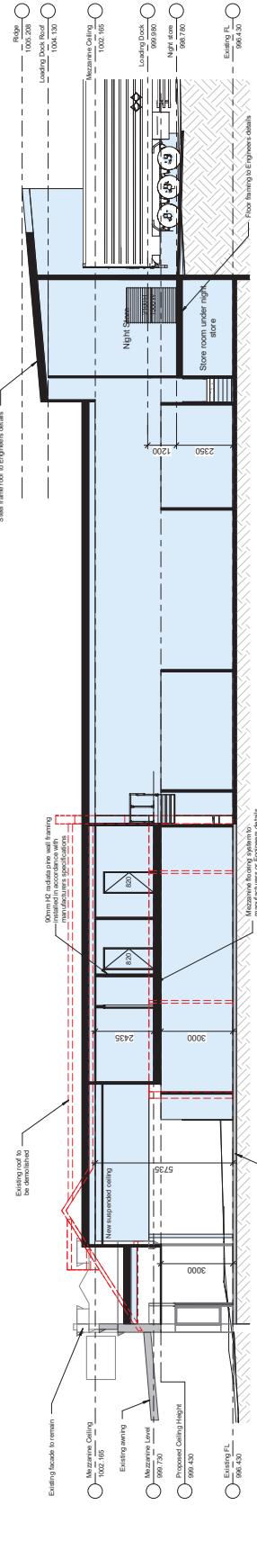
P.B. Eveleigh Plan Service
 7 Short Street, Suite NSW 2337
 A.B.N. 58 100 447 298
 Email: pboplanes@gmail.com



Section M
1 : 100
05



Section N
1 : 100
05



Section P
1 : 100
05

GENERAL NOTES:

AREAS:

Legend

- Proposed
- Existing
- Demolished

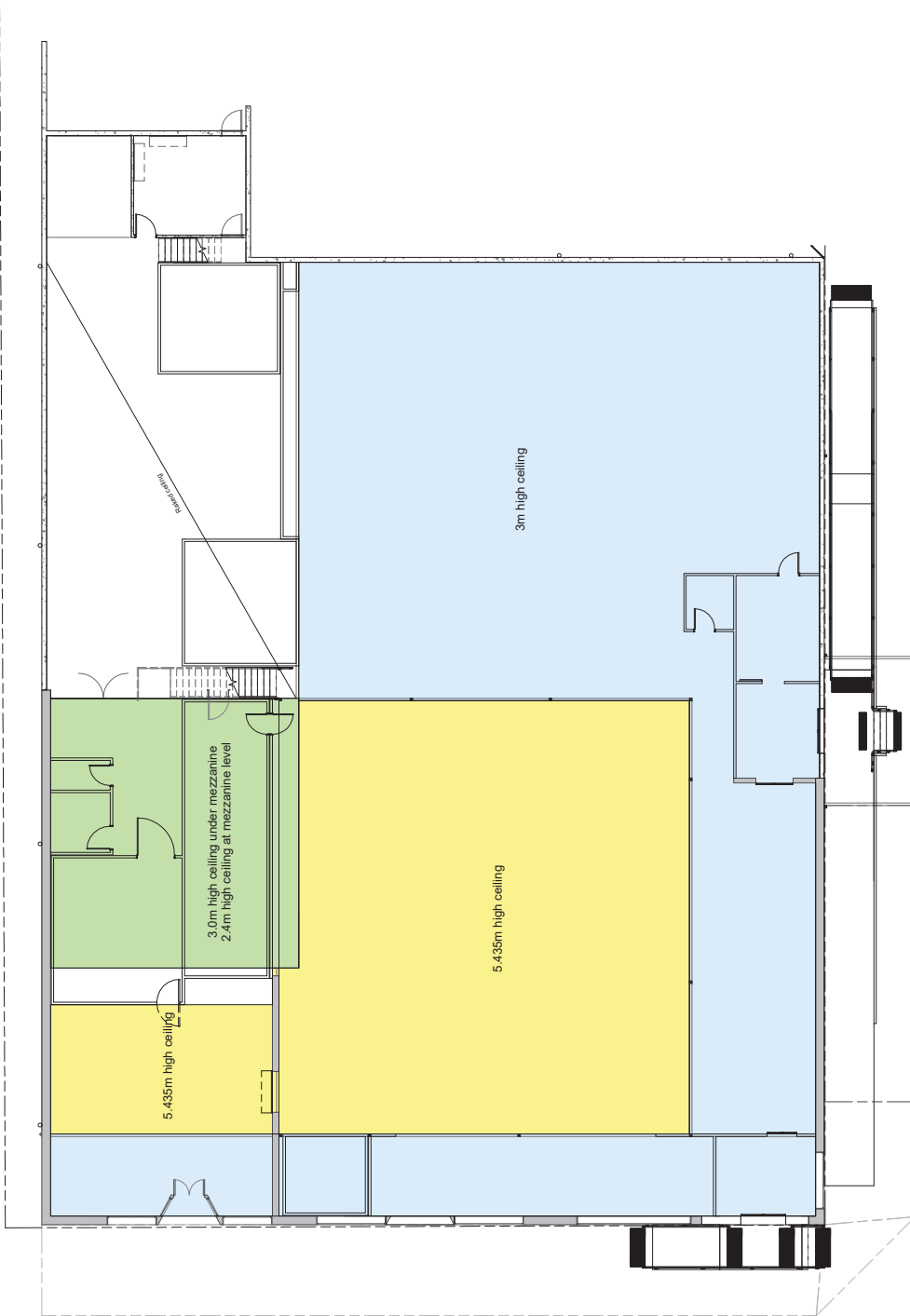
No.	Description	Date
1	For Review	06/06/19

Note: All levels, dimensions & materials must be checked against the drawings prior to commencement of construction.

P.B. Eveleigh Plan Service
 7 Short Street, Sydney NSW 2000
 A.B.N. 58 100 447 298
 Email: pboplan@pboplan.com

PROPOSED FOODWORKS SUPERMARKET EXTENSION
 AT
 LOT 2 DP 1127831
 100 BRIDGE STREET, URALLA
 FOR
 MR RUPAL PILLAI & TAFE MATADOR URALLA
 ASSET TRUST

SCALE: AS INDICATED JOB No: 002-19
 DATE: 06/06/19 REV: 09
 DRAWN: PDS SHEET No: 09



Ceiling Height Plan
1 : 100

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

Note: All levels, dimensions & materials must be confirmed with the client before commencement of construction.

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

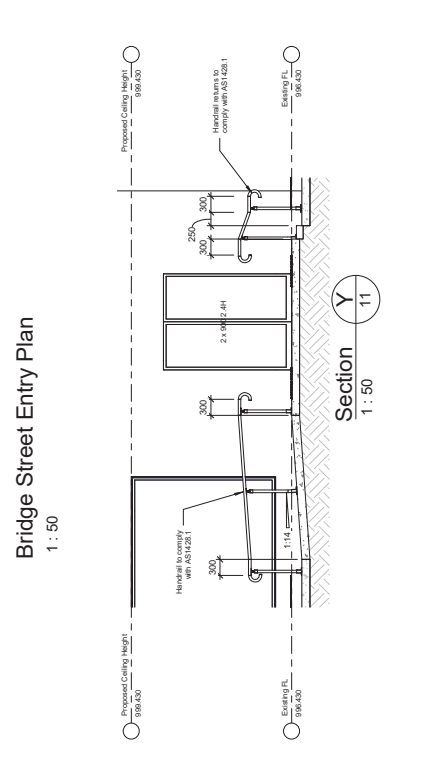
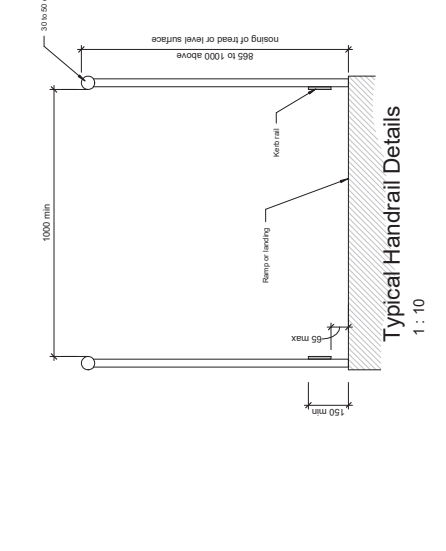
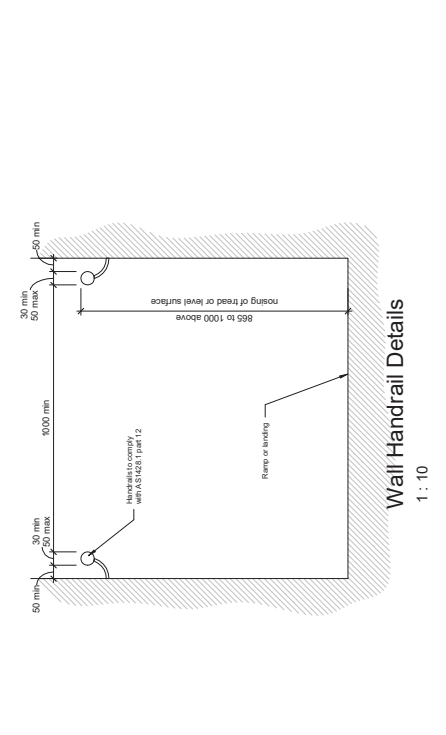
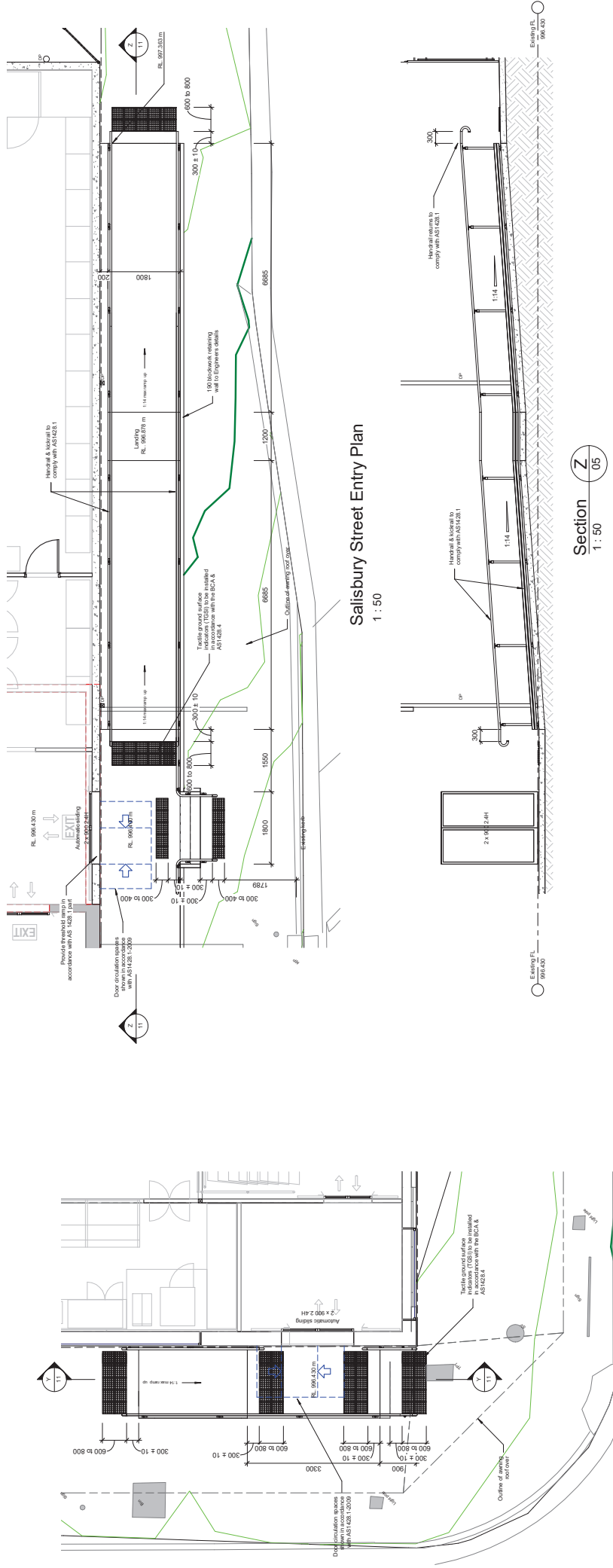
SCALE 1:100
DATE 09/06/19
DRAWN PDS

JOB NO. 002-19
SHEET NO. 10

**P.B. Eveleigh
Plan Service**
7 Short Street, Scome NSW 2337
Ph: (08) 939 447 298
A.B.N. 58 939 447 298
Email: pboplanes@gmail.com

GENERAL NOTES:

AREAS:



GENERAL NOTES:

AREAS:

No.	For Review	Description	Date
1			06/06/19

Note: All levels, dimensions & materials must be checked against the drawings before commencement of construction.

7 Short Street, St Leonards NSW 2237

 Ph: (02) 9390 4477

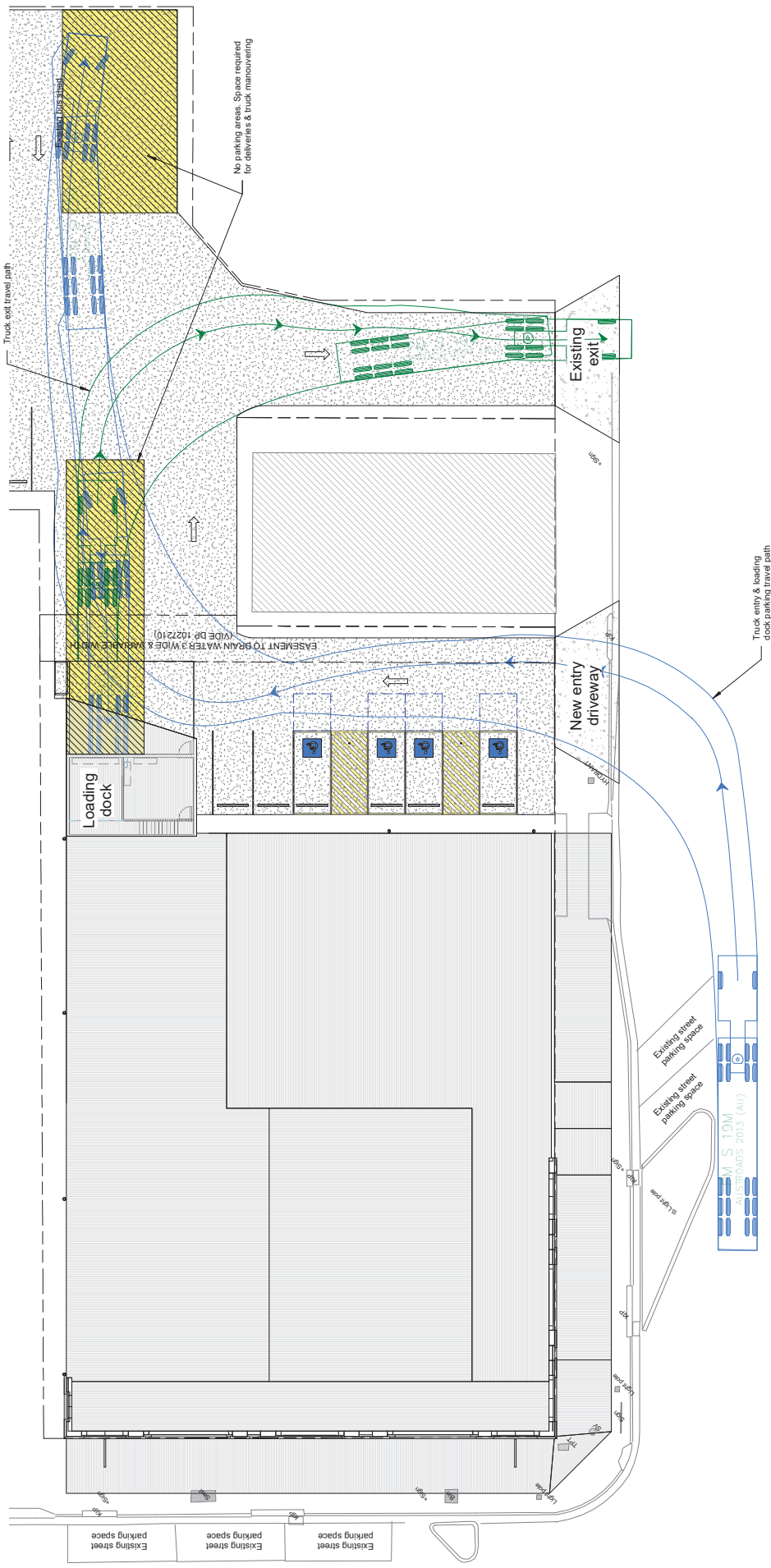
 A.B.N. 58 939 447 298

 Email: pboplan@pboplan.com

PROPOSED FOODWORKS
 SUPERMARKET EXTENSION
 AT
 LOT 2 DP 1127831
 100 BRIDGE STREET, URALLA
 FOR
 URALLA PIU ATF MATADOR URALLA
 ASSET TRUST

SCALE: AS INDICATED
 DATE: 18/07/19
 DRAWN: PDS

JOB No: 002-19
 SHEET No: 11



Truck Travel Paths

1 : 200

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

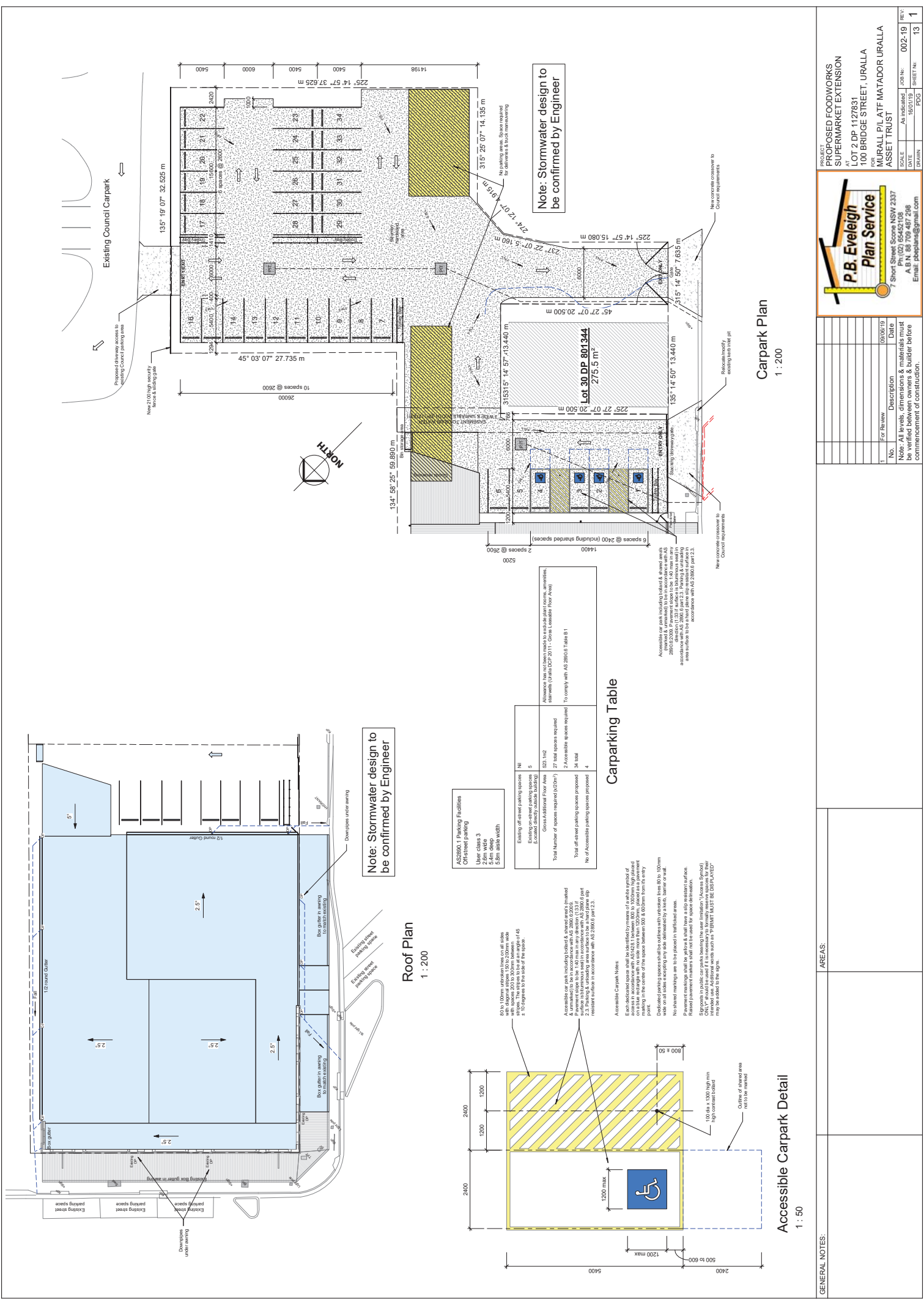
**P.B. Eveleigh
 Plan Service**
 7 Short Street, Scone NSW 2337
 Ph: (02) 65452108
 A.B.N. 88 709 487 298
 Email: pbeplans@gmail.com

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

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

GENERAL NOTES:

AREAS:



Note: Stormwater design to be confirmed by Engineer

Roof Plan
1 : 200

Note: Stormwater design to be confirmed by Engineer

Carpark Plan
1 : 200

Carparking Table

AS2890.1 Parking Facilities	NI
User class 3	5
2.8m wide	5
5.8m aisle width	5
Existing of street parking spaces	5
Existing on street parking spaces (i.e. coated driveway outside building)	5
Grass/Additional Floor Area (52) m ²	27
Total Number of spaces required (x20m ²)	27
No of Accessible spaces required	4
Total of spaces proposed	34
No of Accessible spaces proposed	4

Accessible Carpark Notes:
 Each dedicated space shall be identified by number of white number of spaces in accordance with AS1428.1. Between 800 to 1000mm high raised markings in the centre of the space between 100 & 500mm from its entry profile.
 Location of parking spaces shall be confirmed with survey lines to 100mm tolerance.
 No raised markings are to be placed in trafficked areas.
 Raised pavement markers shall be used in all areas.
 Signs in public car parks bearing the user limitation (Access Symbol) shall be used in accordance with AS2890.1 part 2.3.1. Signs shall be placed on the side of the space.
 Additional markings such as 'P-BWAY MUST BE DISPLAYED' may be added to the signs.

Accessible Carpark Detail
1 : 50

GENERAL NOTES:

AREAS:

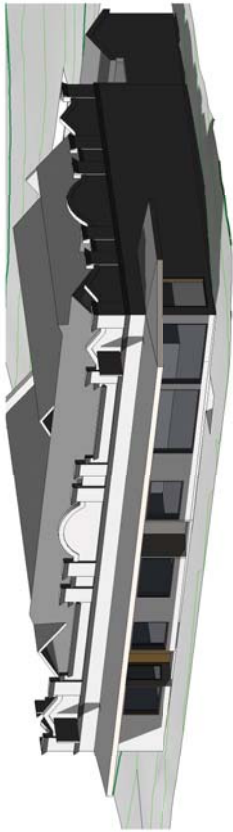
PROPOSED FOODWORKS SUPERMARKET EXTENSION
 AT
 LOT 2 DP 1127831
 100 BRIDGE STREET, URALLA
 FOR
 MURRAY PLANT & MATADOR URALLA
 ASSET TRUST

7 Short Street, Scone NSW 2337
 A.B.N. 59 508 447 298
 Email: oboplan@gmail.com

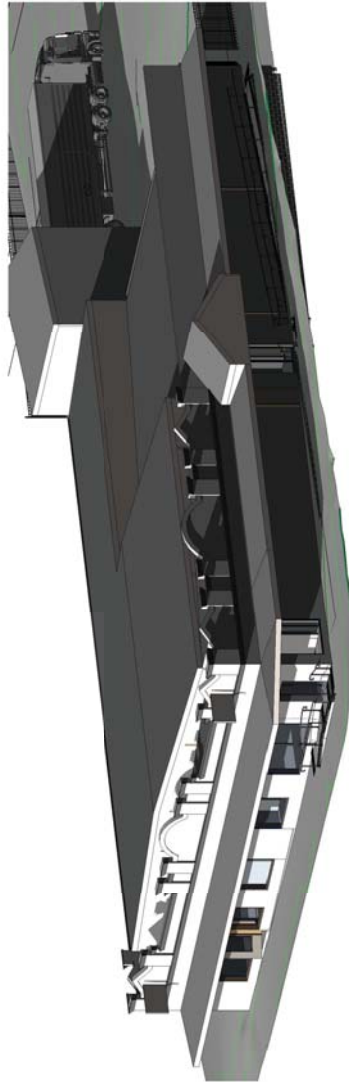
No.	Description	Date
1	For Review	06/06/19

Note: All levels, dimensions & materials must be confirmed by the engineer prior to commencement of construction.

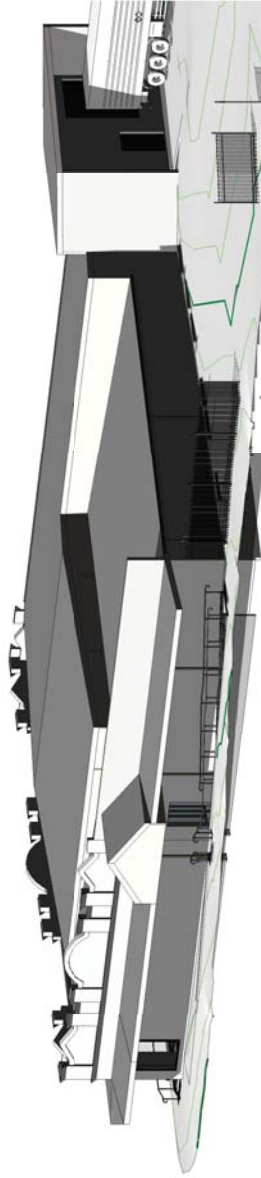
SCALE	DATE	JOB No.	REV
AS PUBLISHED	05/07/19	002-19	1
DRAWN	POB		13



3D View Existing



3D View 1




3D View 2

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

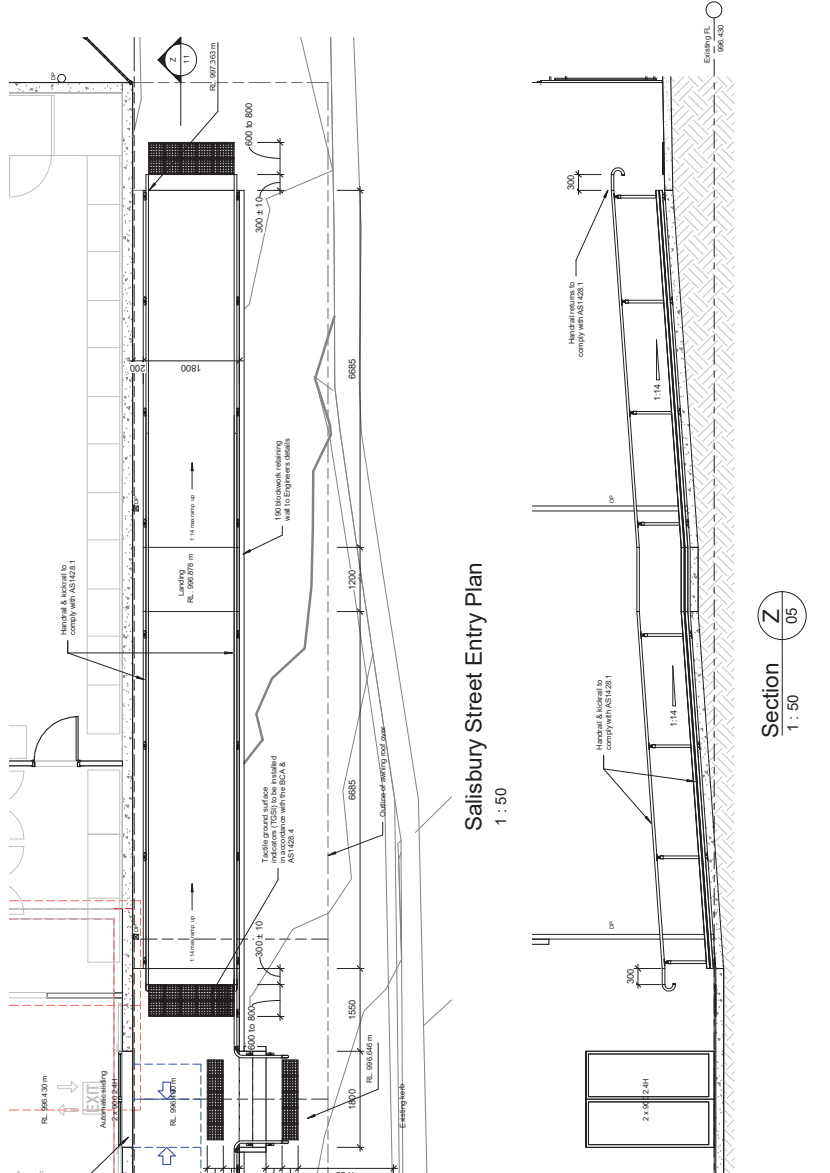
7 Short Street, Scone NSW 2337
Ph: (02) 65452108
A.B.N. 88 709 487 298
Email: pbeplans@gmail.com

PROJECT
PROPOSED FOODWORKS
SUPERMARKET EXTENSION

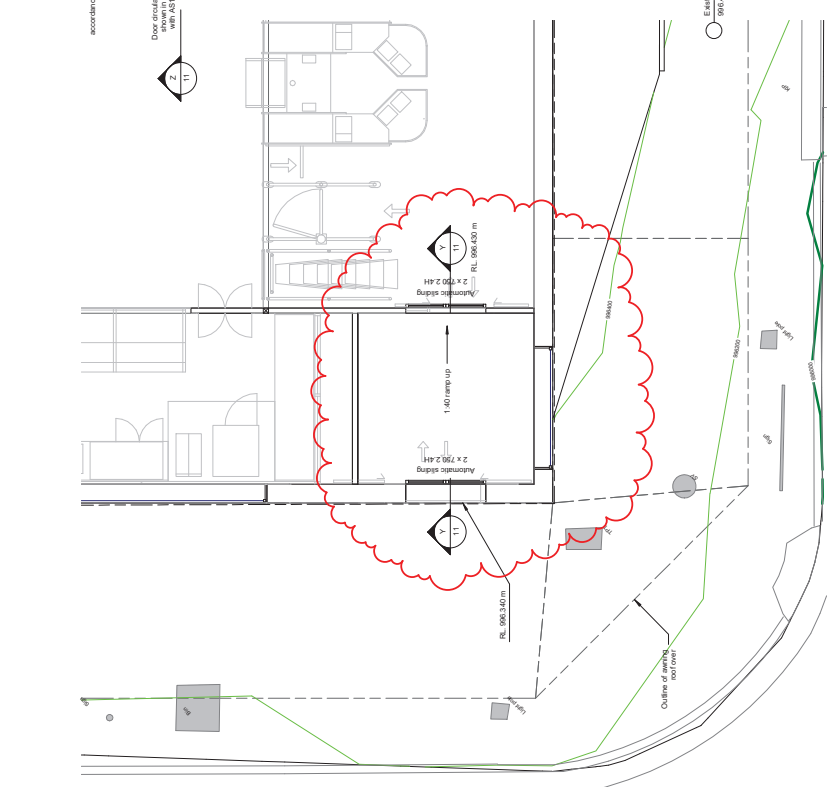
AT
LOT 2 DP 1127831
100 BRIDGE STREET, URALLA

FOR
MURALL P/L ATF MATADOR URALLA
ASSET TRUST

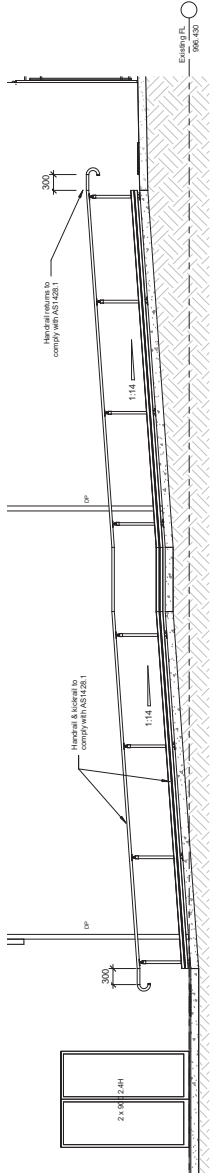
SCALE	JOB No:	REV:
DATE	16/01/19	002-19
DRAWN	PDG	SHEET No:
		14



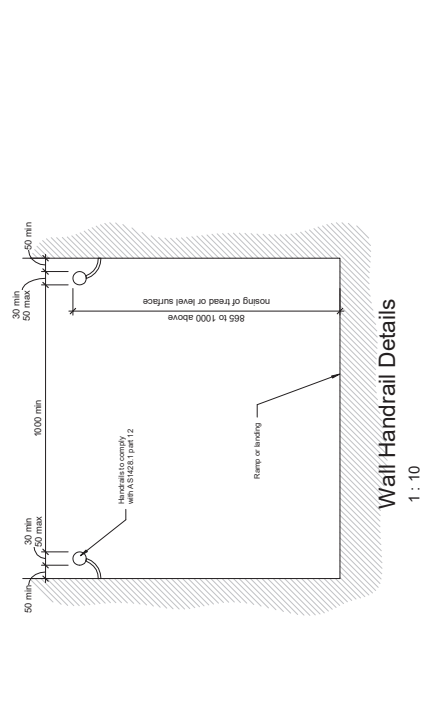
Salisbury Street Entry Plan
1 : 50



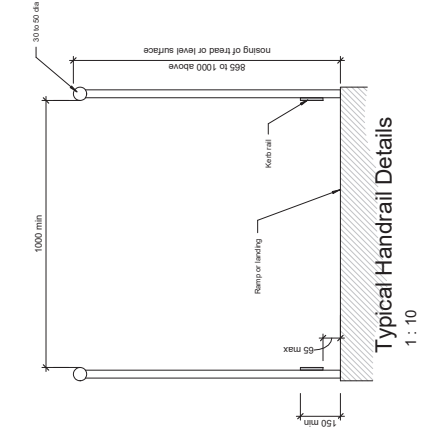
Bridge Street Entry Plan
1 : 50



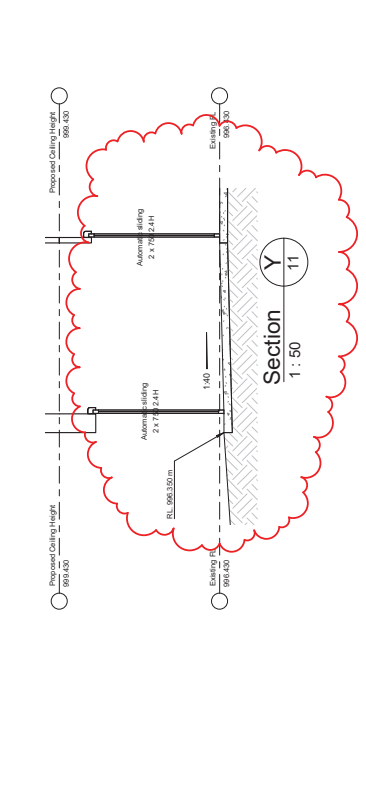
Section Z
1 : 50



Typical Handrail Details
1 : 10



Wall Handrail Details
1 : 10



Section Y
1 : 50

GENERAL NOTES:

AREAS:

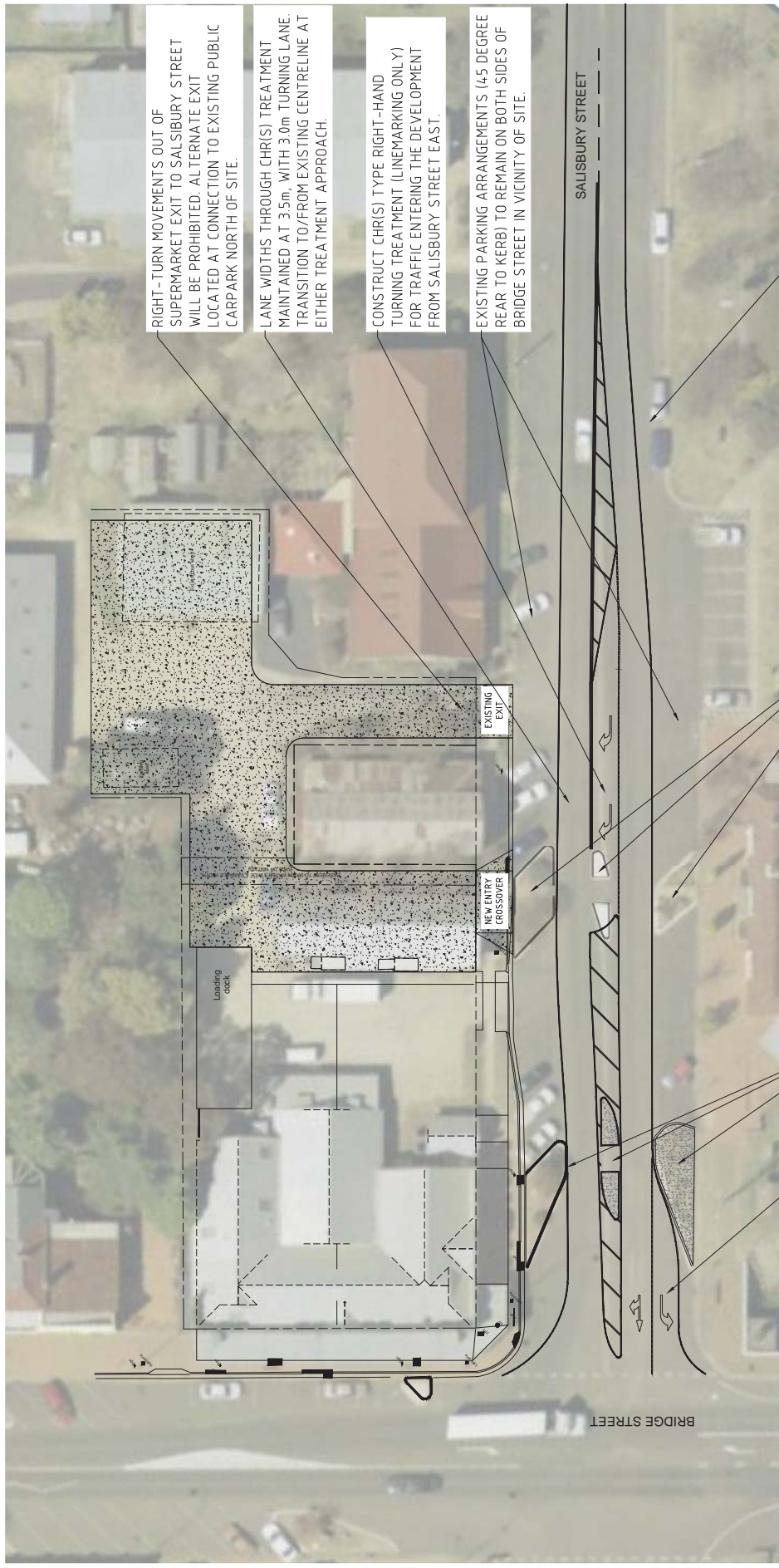
No.	Description	Date
1	For Review	09/06/19
2	Bridge Street Entry revised	17/02/20

Note: All levels, dimensions & materials must be checked and confirmed before commencement of construction.

PROPOSED FOODWORKS
SUPERMARKET EXTENSION
AT
LOT 2 DP 1127831
100 BRIDGE STREET, URALLA
ASSET TRUST
MURRAY PL ATF MATADOR URALLA

7 Short Street, Storie NSW 2337
A.B.N. 58 300 447 298
Email: pboplan@plan.com.au

SCALE: AS INDICATED JOB NO: 002-19
DATE: 18/07/19 REVISED SHEET NO: 11
DRAWN: JGD SHEET 2 OF 2



RIGHT-TURN MOVEMENTS OUT OF SUPERMARKET EXIT TO SALISBURY STREET WILL BE PROHIBITED. ALTERNATE EXIT LOCATED AT CONNECTION TO EXISTING PUBLIC CARPARK NORTH OF SITE.

LANE WIDTHS THROUGH CHR(S) TREATMENT MAINTAINED AT 3.5m, WITH 3.0m TURNING LANE. TRANSITION TO/FROM EXISTING CENTRELINE AT EITHER TREATMENT APPROACH.

CONSTRUCT CHR(S) TYPE RIGHT-HAND TURNING TREATMENT (LINE MARKING ONLY) FOR TRAFFIC ENTERING THE DEVELOPMENT FROM SALISBURY STREET EAST.

EXISTING PARKING ARRANGEMENTS (45 DEGREE REAR TO KERB) TO REMAIN ON BOTH SIDES OF BRIDGE STREET IN VICINITY OF SITE.

PARKING RESTRICTION MAY BE REQUIRED ADJACENT TO DIVERGE TAPER.

EXISTING PEDESTRIAN REFUGE, INCLUDING CONCRETE MEDIANS, TO BE DEMOLISHED TO ALLOW FOR NEW SUPERMARKET ENTRY LOCATION.

CONSTRUCT NEW PEDESTRIAN REFUGE AS SHOWN. CONSTRUCT NEW CENTRAL CONCRETE MEDIAN, AND MODIFY EXISTING KERBSIDE MEDIANS AS REQUIRED TO COMPLY WITH PEDESTRIAN REFUGE DESIGN CRITERIA.

POTENTIAL FOR LEFT-HAND TURNING LANE IN ADDITION TO THROUGH/RIGHT-HAND TURNING LANE AT BRIDGE STREET INTERSECTION.

NOTE:
 1. THIS IS A CONCEPT DESIGN ONLY AND IS INTENDED FOR DISCUSSION PURPOSES ONLY. ALL EXISTING CARRIAGEWAY WIDTHS AND GEOMETRY ARE BASED ON AERIAL IMAGERY ONLY AND FURTHER DESIGN WILL BE SUBJECT TO COMPLETION OF A DETAILED SITE SURVEY OF EXISTING CONDITIONS.
 2. PEDESTRIAN REFUGE GEOMETRY AS PER RMS TECHNICAL DIRECTION TDT 2011/01a
 3. CHR(S) TURN TREATMENT AS PER AUSTRROADS GUIDE TO ROADS DESIGN PART 4A - UNSIGNALISED AND SIGNALISED INTERSECTIONS (WITH ADJUSTMENTS TO SUIT EXISTING CARRIAGEWAY GEOMETRY).

Checked - MF	Approved - JC	Project - PROPOSED SUPERMARKET DEVELOPMENT	Site - EXISTING FOODWORKS SUPERMARKET 100 BRIDGE STREET, URALLA NSW
Design - MF	Drawn - JP	Client - BORESCH PROJECT SERVICES	
Scales - 1:200	Date - 29/01/2020		
Document Stage - DISCUSSION			
DIRECTOR: KEVIN COVEY MANAGER: JUSTIN CANT 162 MARIUS STREET PO BOX 199, TAMWORTH NSW 2340 Ph (02) 6786 1944 Fax (02) 6786 6553 email: engineers@kelleycovey.com.au		ASSOCIATES: DAMIAN COOK BEng,CPEng,ME,Qual,RFQZ,MRPEPENG BEng,CPEng,ME,Qual,MRPEPENG	
Consulting Civil, Structural and Environmental Engineers Project Management, Planning and Landscape Architecture KELLEY COVEY GROUP PTY LTD 405 559 907 500		Drawing title - TURNING ARRANGEMENT SALISBURY STREET ENTRY OPTION 1 - CHR(S) AND REFUGE Project - T196700 Sheet No. 1 of 1 Issue: REV D Issue: A This document is copyright and shall not be copied, reproduced, stored in a retrieval system, or used for the Development and the Site Specified.	

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.

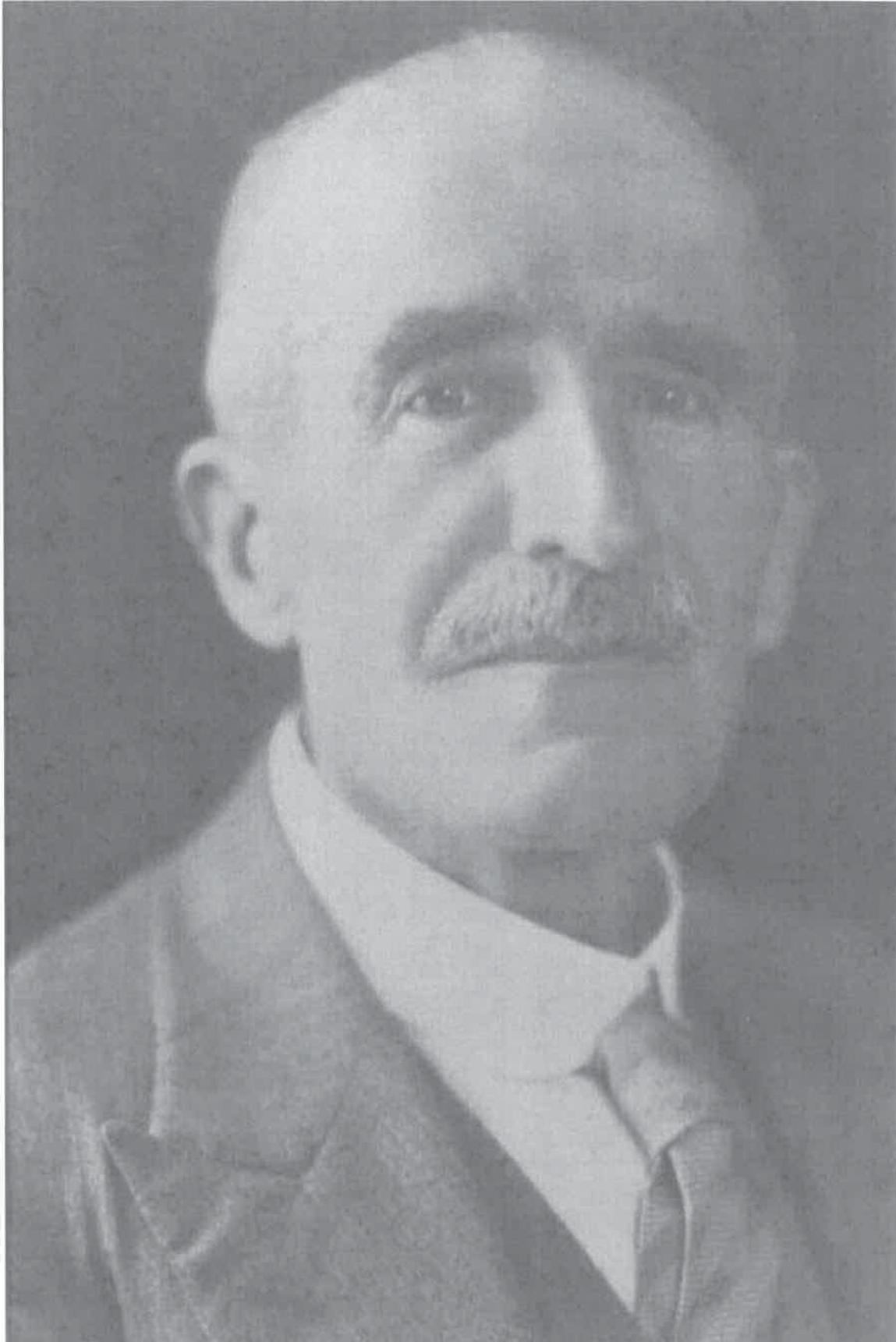
Please do not approve this ignorant design.

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



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 Strret
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.

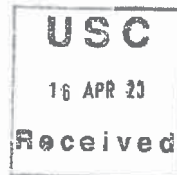
Peter Low



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 it 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 Mahon

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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BICK & STEELE

Environment & Planning Law Specialists

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



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

Matt Clarkson

From: Rebecca Boesch <R.Boesch@monteathpowys.com.au>
Sent: Tuesday, 5 May 2020 12:34 PM
Subject: 180377 - PAN-6800 - 100 Bridge Street Uralla

Hi Matt,

Thank you for the opportunity to review the late submissions received by Council and provided to the Councillors. It is considered that a formal response to these submissions are not warranted at this point. The majority of the issues raised were addressed as part of due process after the notification period ceased. It is deemed that the development is on privately owned land, zoned appropriately and as the heritage items are not materially affected by the proposal there is no reason not to proceed with the proposal. It is requested that the application be tabled at this month's Council meeting. We are more than happy to meet and discuss the proposal with the Councillors in an online workshop to answer any questions they may have if this is appropriate.

If you could kindly advise if the Councillors are agreeable and the most appropriate format, Peter and I will gladly make ourselves available.

Looking forward to hearing from you soon.

Kind regards

Rebecca Boesch

SENIOR PLANNER

E. r.boesch@monteathpowys.com.au

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12. MOTIONS ON NOTICE

There are no Motions on Notice/Questions on notice

13. CONFIDENTIAL MATTERS

**14. COMMUNICATION OF COUNCIL
DECISIONS**

15. CONCLUSION OF THE MEETING

END OF BUSINESS PAPER